Queen Mary University of London

Senate

Paper title	**Academic Regulations 2026-27**
Outcome requested	The Senate is asked to **approve** the Academic Regulations 2026-27. Specifically, the Senate is asked to: 1. review the Regulations (focusing on the points raised on this cover sheet and the attached summary of changes). 2. consider whether in the judgement of the Senate the regulations are academically appropriate, and whether they robustly address Queen Mary's regulatory obligations. 3. recommend any additions or amendments. 4. approve the Academic Regulations.
Points to note and further information	Queen Mary articulates the processes for the management of its academic provision through the Academic Regulations. These are the 2026-27 regulations, which must be approved and published prior to the start of the new academic year on 1 August 2026. Changes from the 2025-26 iteration are limited, but attention is drawn to the following points, which are expanded upon in detail in the attached Summary of Changes document (the full document with track changes is available : 1. License in Dental Surgery amended from a UG to a PGT award, which requires specific Senate approval. 2. Inclusion of the (existing) Regulations on Academic Dress for graduation, which were formerly part of the Ordinances; these have been reformatted, but there are no actual changes to the prescribed dress. 3. Significant changes to Section 3 (assessment) with the removal of large sections of operational and policy detail on examinations, which are already also housed elsewhere including in the Assessment Handbook. 4. Updates to the MBBS progression and award regulations made by the IHSE in consultation with DGLS. These are largely non-substantive but have resulted in amendments to streamline and update the text. 5. New regulations to cover progression from the foundation year to the masters year on PGT programmes with integrated foundation years (aligning with the existing equivalent regulations for UG programmes with integrated foundation years). 6. A number of programme-specific special regulations (added and removed). 7. A new set of regulations for PGT programmes with BUPT; it is anticipated that these will be further reviewed and incorporated into a single set with the UG regulations for 2027-28, to avoid duplication of the several elements that are common to UG and PGT while retaining the essential differences. 8. Addition of newly approved programmes to the existing regulations with NPU/QMES, and the removal of regulations linked to postgraduate programmes that are not currently running.

	Terminology has been updated throughout to reflect changes to the names of roles and boards of Senate as outcomes of the governance review, and changes have been made to references to the Ordinances to reflect current language. Section 8, the Regulations for Research Degree Programmes, has been prepared under separate cover by the Research Degrees Programmes and Examinations Board. The two documents will be combined prior to publication.
Questions to consider	Is the Senate satisfied with the changes outlined above and in the attached Summary of Changes document? In more general terms, is the Senate satisfied that the Regulations are clear, and cover all relevant points?
Regulatory/statutory reference points	OfS Conditions of Registration, notably B1-5. UK Quality Code for Higher Education
Strategy and risk	No specific risks – although there are links to the OfS Conditions of Registration, only minor changes are proposed to what is an existing set of policies that are known to be compliant with the Conditions. Aligns with 'Education and the Student Experience' in the 2030 Strategy.
Reporting/ consideration route for the paper	Education Quality and Standards Board (May 2026) (endorsed). Senate (June 2026). Some programme-specific changes or additions to the Special Regulations have already received approval from one or more of the Taught Programmes Board, the Partnerships Board, or the Education Quality and Standards Board
Author	Simon Hayter, Head of Academic Quality and Standards
Sponsor	Professor Stephanie Marshall, Vice-President (Education)

Academic Regulations 2026-27
Summary of changes

General changes arising from the outcomes of the governance review:

- Education Quality and Standards Board becomes Academic Quality and Standards Board.
- Taught Programmes Board becomes Education Programmes Board.
- Vice-Principals and Deputy Vice-Principals become Vice-Presidents and Deputy Vice-Presidents.
- Minor references to the Ordinances have been updated (and where appropriate removed) to reflect previously approved changes to the Ordinances).

1.7 License in Dental Surgery (LDS)

The LDS - which will begin teaching in 2027-28 - will be a PGT rather than (as previously proposed) a UG award. Specific approval is sought from Senate to approve this change.Full LDS progression and award regulations will be added to the Academic Regulations for the 2027-28 edition.

1.13 Relative authority of regulations

A new final sentence has been added, clarifying that the Academic Regulations have primacy over other published material. The first two sentences were pre-existing and have not been amended.

"Programme and module regulations provide a greater level of detail and amplify the Academic Regulations. Where programme or module regulations are silent in any regard, default to the Academic Regulations will occur. In the unlikely event that other materials or advice do not align with these Academic Regulations, these Regulations will be used to determine the correct position."

2.61 Deregistration as a result of non-engagement

The essential nature of this regulation has not changed, but the Directorate of Student Experience has updated the text to reflect current terminology including job titles and department names, and to further increase signposting to site of support.

"Where a student does not meet published engagement requirements, the Head of School/Institute (or nominee) will issue the student with a written formal warning and allow a specified period in which to improve one or more of attendance, participation, and submission of assessments. If the student does not satisfactorily improve their engagement then they will be deregistered. Before deregistering a student with a declared mental health condition, the School/Institute must consult the Mental Health Manager (or nominee within the Advice and Counselling Service) and the Disability and Dyslexia Service and hold a meeting with the student under Queen Mary's Enhancing Support for Students' Fitness to Study guidance with a suitable member of Student Wellbeing present. Where a student holds a Student visa (formerly called Tier 4 immigration permission), Queen Mary is obliged to report non-engagement to UK Visas and Immigration and may deregister a student without this formal warning process."

2.129 Graduation and academic dress

A new regulation, but one that does not introduce any changes to current practice. The conventions for academic dress previously formed part of the Ordinances. They will in future be part of the Academic Regulations. The actual conventions for academic dress have not changed, though they are presented in a new format, here. Regulations for "official" dress, for Officers and Fellows of the University are held separately in the Regulations for Official Dress (which are not part of the Academic Regulations, but are cross-referenced with a link).

"A student who successfully completes their programme of study and achieves their award will be invited to attend a graduation ceremony, as a graduand. Graduands, staff, and officers of the University shall wear academic dress as outlined below." [the full details of academic dress then follow].

Section 3: Assessment

Section 3 previously contained extensive information on the conduct and delivery of invigilated examinations, including (for example) the specified ratio of invigilators to students, materials permitted in an examination, and actions to take in the event of the emergency evacuation of an examination.

Much of this information is operational, and nearly all of it is policy rather than regulation, and should be applied on an annual basis rather than following a student through their studies. Much of the former content was duplicated in the Assessment Handbook, and relevant sections have been retained there. The new document Examination Regulations for Students contains the student-facing details and rules that remain essential – this is published annually, and the Academic Regulations have been updated to include several direct references to that document, noting that students must follow them in full.

In consequence, several pages of the Academic Regulations have been removed. Ongoing work on the Assessment Handbook will consider how best to integrate different policies to avoid duplication while not losing essential detail, but the removal of these sections from the Academic Regulations (which solely comprised duplication) is an important first step. A very small number of key clauses have been retained.

4.68-104: MBBS progression and award regulations

The MBBS regulations have been reviewed and streamlined to remove operational detail and update terminology. This work was led by the Institute of Health Sciences Education in discussion with the Directorate of Governance and Legal Services. The essentials of the regulations are unchanged, but they are now clearer and refer more explicitly to changes in the external environment including the GMC's recently introduced national qualifying assessments.

5.5-6: Progression requirements for PGT programmes with integrated foundation years

A new section that broadly mirrors the existing equivalent section for undergraduate programmes. It specifies that – to progress from the foundation year to the masters programme – a student must (a) take 120 credits including a minimum 90 at level 6, (b) pass a minimum 105 of those (equivalent to the requirements for a Graduate Diploma), and (c) meet any programme specific requirements including a specified minimum average mark.

Section 6: Special Regulations

Programme-specific special regulations have been updated to reflect decisions approved by the Taught Programmes Board in 2025-26:

- BSc Oral Health replaced with 'BSc Dental Therapy and Hygiene' following programme redesign and reapproval, though its pre-existing special regulations are unchanged.
- MSc Biomedical Science (Medical Microbiology) (new programme) will have non-standard exit award titles for reasons of professional accreditation.
- MSc Physician Associate Studies special regulations removed, as this programme will not run in 2026-27.
- MSc Astrophysics special regulations on condoned failure removed, following a programme amendment – it will now follow standard regulations.
- BSc Accountancy (Flying Start) special regulations amended to reflect a change to the programme structure (years two, three, and four will each now comprise 90 credits of taught modules and a 30 credit placement, rather than the previous 80/40 split).

Section 6: Special Regulations for Collaborative Programmes

- MSc Entrepreneurship and Smart Technology (with BUPT): A new set of regulations for postgraduate programmes delivered as part of the collaborative arrangement with BUPT have been added. The MSc Entrepreneurship and Smart Technology is a single award made in Queen Mary's name, with collaborative input and delivery from the partner. As such, the award and classification rules mirror those of a standard Queen Mary MSc, but there are additional contextual factors to include, largely mirroring the existing regulations for collaborative undergraduate programmes delivered with BUPT. For the next iteration of the Academic Regulations, work will be undertaken to review the UG and PGT regulations side by side and, if possible, to bring them together so as to avoid duplication of the elements that are common to both.
- BEng in Artificial Intelligence and BEng in Intelligent Interaction Design (with NPU, at QMES): These two new programmes have been added to the existing regulations. Additionally, all references to postgraduate provision have been removed from these regulations as there are presently no active PGT programmes.
- For all programmes delivered with partners in China, the detail of the harmonised penalties for academic misconduct has been removed in favour of a direct reference and link to the Queen Mary Academic Integrity and Misconduct Policy, where those jointly agreed provisions are housed.

Senate 11.06.2026
Paper Code: SE2025.63b

Queen Mary University of London

Senate

Paper Title	Academic Regulations (Section 8 – Postgraduate Research) and Code of Practice on Research Degrees
Outcome requested	Senate to consider for approval
Points for Senate members to note and further information	Research Degrees & Examinations Board & Education & Quality Standards board have approved the proposed changes. Summary of Changes: **Academic Regulations** • Recognition of the *PhD by Publication* route • Removal of the prohibition on theses presented as a series of papers (to support PhD by Publication /Journal-format theses) • Relocation of detailed, discipline-specific thesis requirements to the Code of Practice to improve clarity, consistency, and flexibility **Code of Practice** • Supervision: Strengthened expectations on supervisory meetings • Alternative Thesis Formats (moved from Regulations) • Formal recognition of alternative formats (e.g. practice-based, journal format) • PGR Internships and Placements (new section) (Introduced to provide clarity and consistency in response to increasing casework)
Questions for Senate to consider	Is the Board satisfied with the changes outlined above and in more general terms, is the Board satisfied that the Regulations and Code of Practice are clear, and cover all relevant points?
Regulatory/statutory reference points	• The changes provide clearer routes for approval and improve consistency of decision-making. • They respond to increasing operational casework (e.g. internships/placements) by introducing clearer policy guidance.

	• No fundamental change to academic standards; equivalence is explicitly maintained across all thesis formats. • Aligned with sector expectations, including Quality Assurance Agency for Higher Education guidance on doctoral standards and degree characteristics. • Consistent with UK Research and Innovation terms and conditions where applicable (e.g. internships and funded study expectations). • No conflict identified with visa or employment regulations; these are explicitly referenced in the Code of Practice.
Strategy and risk	• Aligned with sector expectations, including Quality Assurance Agency for Higher Education guidance on doctoral standards and degree characteristics. • Consistent with UK Research and Innovation terms and conditions where applicable (e.g. internships and funded study expectations). • No conflict identified with visa or employment regulations; these are explicitly referenced in the Code of Practice.
Reporting/ consideration route for the paper	Approved by: Research Degrees & Examinations Board Education Quality & Standards Board
Authors	Professor Claudia Cooper, Deputy Vice President for Research Innovation and Culture James Lalic, Head of Research Degrees
Sponsor	

8. Regulations for Postgraduate Research Programmes

Scope

- These regulations take effect from August 2026 and apply to all research studies programmes and all students registered for a research studies programme at Queen Mary. A student who enters for examination is examined in accordance with the regulations in place at the time of examination entry or re-entry. transfer from another institution (Reg. 8.15-8.16)
- annual progression requirements (Reg.8.66-8.74)
- transfer to writing-up status (Regs. 8.20-8.24)
- availability of theses (Regs. 8.126-8.127)

8.1 The Academic Regulations, Part 2 – General Regulations apply to students registered for a research studies programme at Queen Mary. The regulations for taught programmes of study apply to research degree students who are required to undertake an element of taught study as a part of their research studies programme.

8.2 The Queen Mary Code of Practice for Research Degree Programmes applies to all research studies programmes and all students registered for a research studies programme at Queen Mary, unless specifically indicated in the Code. Compliance with the Code of Practice is mandatory. In any issues of interpretation of the Code, the Academic Regulations take precedence.

8.3 Research degrees awarded by Queen Mary University of London are awards of the University of London or of Queen Mary University of London.

8.4 In 2013/14, Queen Mary implemented its independent degree awarding powers. New and continuing students in 2013/14 were given the option of receiving either a Queen Mary award or a University of London award, where appropriate. Students were required to make their selections before the published deadline in 2013/14 and in accordance with the stated procedure. New students who enrolled from 2014/15 shall be awarded Queen Mary awards where the requirements are met.

8.5 These regulations also apply to students registered as an associate student of Queen Mary undertaking study that is part of a research studies programme.

8.6 The awards covered by these regulations are:

University of London Awards	Queen Mary awards
	Master by Research (ResM)
Master of Philosophy (MPhil)	Master of Philosophy (MPhil)
Doctor of Philosophy (PhD)	Clinical Doctorate (DClin)
Doctor of Medicine (Research) (MD(Res))	Doctor of Philosophy (PhD)
Doctor in Professional Studies (DrPS)	Doctor of Medicine (Research) (MD(Res))
Doctor in Clinical Dentistry (DClinDent)	Doctor in Professional Studies (DrPS)
	Doctor in Clinical Dentistry (DClinDent)
	Doctor of Psychiatry (DPsych)
	Doctor of Engineering (EngD)

8.7 All references to ‘Academic Regulations’ include ‘research studies programme regulations’.

8.8 Queen Mary reserves the right to amend the Academic Regulations as it considers appropriate.

Registration and enrolment

General

8.9 A student is required to enrol with Queen Mary at the start of their research degree programme and register for the research studies programme. The period of registration will date from the point of initial enrolment.

8.10 Students are required to re-enrol each academic year for the duration of the programme of studies (including during the period of writing-up of the thesis and examination) regardless of the mode of attendance. Re-enrolment takes place in August each year. Failure to re-enrol results in termination of registration.

8.11 A student registers for a programme of research study from the point of initial enrolment leading to the award of:

- Doctor of Philosophy (PhD)
- Master of Philosophy (MPhil)
- Master by Research (ResM)
- Doctor of Medicine (Research) (MD(Res))
- Doctor in Professional Studies (DrPS)
- Doctor of Psychiatry (DPsych)
- Doctor in Clinical Dentistry (DClinDent)
- Doctor of Engineering (EngD)
- Clinical Doctorate (DClin)

Associate students

8.12 A student may be permitted to enrol as an associate student and undertake a period of guided study and/or research that does not lead to an award of Queen Mary or the University of London. An associate student enrols with Queen Mary normally for a period of up to six months and a maximum of 12 months. This period does not count towards the minimum registration period required for award. The student is normally required to terminate their studies at the end of the period of registration as an associate student. The period of registration may be extended with the permission of Senate or its delegated authority. An associate postgraduate research student must remain registered on a doctoral or equivalent research degree programme at another higher education institution for the entire duration of their registration at Queen Mary.

8.13 An associate student may enrol with Queen Mary for a longer period of registration in cases where:

i a student is undertaking research studies at Queen Mary as part of a formal collaboration between Queen Mary and another institution, governed by a written agreement or contract; or,

ii a student has their primary registration at another institution and a member of Queen Mary academic staff is a formal member of the student's supervisory team, usually the second supervisor.

Such students may enrol as associate students with Queen Mary for the duration of their programme of study at the primary institution with the permission of Senate or its delegated authority.

Transfer from another institution

8.14 A candidate registered for a research degree at another institution may transfer their registration at the discretion of Senate or its delegated authority and be exempted from part of the research studies programme at Queen Mary. Where this occurs, the period of registration at Queen Mary must be at least 12 months full-time or 24 months part-time. Queen Mary will determine the appropriate point of entry to the programme.

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

Concurrent study

8.16 A person currently registered for a qualification of Queen Mary may not concurrently be registered for a degree, diploma, or certificate at any other institution, except with the express permission of Senate or its delegated authority. Similarly, a student registered on a research studies programme may not be simultaneously registered for more than one Queen Mary programme, except with the express permission of Senate or its delegated authority.

Mode of attendance

8.17 The following modes of attendance are available to students:

i. full-time.
ii. part-time (50% of the workload of a full-time student per year).

8.18 A student is expected to continue in the same mode of study for which they originally registered. Transfer between full-time and part-time study may be permitted by Senate or its delegated authority. In such cases, the minimum and maximum registration periods will be adjusted according to the length of registration spent in each mode.

Writing up status

8.19 A student may transfer to 'writing up' status with the approval of Senate or its delegated authority provided that they have completed the minimum registration period and not exceeded the maximum registration period. In order to transfer to writing up status, a student is normally required to have completed all experimental work or collection of material related to their thesis, to have passed annual progression in the second year of study (fourth year of study for part-time students) and, in the judgement of the primary supervisor, be in a position to submit the thesis within 12 months. A student registered for MPhil/PhD can only be transferred to writing up status if they have completed the transfer process from MPhil to PhD where transfer is a requirement of their research studies programme. A student registered for the PhD by Publication programme is not permitted to transfer to writing up status.

8.20 A student must enrol during the period of writing up and pay any fee applicable during this period.

8.21 The maximum period for 'writing up' is normally one calendar year regardless of the mode of attendance of the student, unless the terms of a studentship stipulate that a longer period of writing-up is permitted. If a student does not submit their thesis by the date agreed in the transfer to writing-up application, they must agree a new thesis submission deadline with their school/institute. A school / institute may apply a charge if the writing up status is extended beyond one calendar year where it has not been extended for a specific cause.

8.22 In exceptional circumstances, Senate or its delegated authority may permit an extension of the writing up period for students who have writing up status. A student with writing up status may be permitted to extend their writing up period by up to twelve months or for a maximum period prescribed by the terms of their studentship. A charge may be applied if the student has not submitted their thesis by the end of the period of extension. Extensions will not be granted retrospectively.

8.23 The period of extension counts as part of the overall period of registration.

Examination status

8.24 A student who submits their thesis for examination shall be transferred to 'examination' status with effect from the date of submission of their thesis.

Interruption

8.25 A student may be permitted to interrupt a research studies programme for a maximum period of two years in total throughout their period of registration or for a maximum period prescribed by the terms of any studentship, on the grounds of illness or other good cause with the permission of Senate or its delegated authority.

8.26 A student may interrupt their registration on the grounds of primary carer leave for up to one year per child. This may cover pregnancy and related illnesses, and/or caring responsibilities. Periods of interruption for primary carer leave shall not count towards the maximum of two years permitted for interruption, but in all other respects the standard interruption procedures shall apply. Secondary carers wishing to take an extended period of leave shall do so under the standard interruption procedures.

8.27 Research students may interrupt and return to studies within the same academic year but can only interrupt for whole months at a time. This regulation does not apply to students enrolled on Professional Doctorate programmes. The interruption policy for students enrolled on taught programmes applies to Professional Doctorate students due to the modular programme structure.

8.28 The period of interruption does not count towards the minimum or maximum registration period for the research studies programme, in accordance with the Interruption Policy.

8.29 A student is not required to pay fees during the period of interruption.

Minimum and maximum registration periods[1]

8.30 A student must not be registered for a programme of study for a period longer than the normal duration for the programme of study plus one year. Periods of interruption shall not count towards the maximum permitted duration of study. In exceptional circumstances, Senate (or its delegated authority) may approve an extension to the maximum permitted duration.

8.31 The registration period starts on the date of a student's initial enrolment and registration with Queen Mary for the research studies programme.

8.32 The registration period ends on the date of award or termination of registration.

8.33 Queen Mary terminates the registration of any student who exceeds the maximum registration period.

[1] Previously known as 'period of study'

Minimum registration period

8.34 The minimum period of full-time study for the awards of MPhil, PhD, MD(Res), EngD and DrPS is two calendar years. The minimum period of full-time study for the award of DClin, DClinDent and DPsych is three calendar years.

8.35 The minimum period of full-time study for the PhD by Publication programme is six months

8.36 The minimum period of full-time study for the award of ResM is one calendar year.

8.37 The minimum period of part-time study for the awards of MPhil, PhD, MD(Res), EngD and DrPS is four calendar years. The minimum period of part-time study for the award of DClin, DClinDent and DPsych is six calendar years.

8.38 The minimum period of part-time study for the PhD by Publication is one calendar year

8.39 The minimum period of part-time study for the award of ResM is two calendar years.

8.40 The minimum period of study for the award of ResM prior to submission of the research project dissertation for examination shall be ten months full-time study or the part-time equivalent.

8.41 The minimum registration period for a student who has transferred from another institution/programme under regulation 8.15 above is as specified in the regulation.

Maximum registration period

8.42 The maximum registration period includes any period where the student is registered as writing up.

8.43 For MPhil, PhD, MD(Res), and EngD degrees the maximum period of registration begins on the date of initial enrolment on the research studies programme and ends on the deadline for submission of the thesis for examination. On submission of the thesis for examination a student is transferred to examination status and remains registered on their programme of study until either the award of the degree or termination of studies. A student who has not submitted their thesis for examination by the end of the maximum period of registration must apply to extend their period of registration for up to twelve months or for a maximum period prescribed by the terms of their studentship.

8.44 The maximum period of full-time study for the awards of MPhil, PhD, MD(Res), EngD, DrPS, DPsych, DClin and DClinDent is 4 calendar years (including any writing up period).

8.45 The maximum period of part-time study for the awards of MPhil, PhD, MD(Res),EngD, DrPS, DPsych, DClin and DClinDent is 7 calendar years (including any writing up period).

8.46 The maximum period of full-time study for the award of ResM is 2 calendar years.

8.47 The maximum period of part-time study for the award of ResM is 3 calendar years.

Exceptions to the maximum and minimum registration periods

8.48 Exceptionally, Senate or its delegated authority may permit a student to submit the thesis for examination either before the minimum registration period, or after the maximum registration period, or to extend the writing up period and/or period of registration for a maximum of 12 months. The maximum extension for the ResM is 6 months.

8.49 In exceptional circumstances, Senate (or its delegated authority) may approve an extension to the maximum permitted duration of study for a longer period than 12 months (6 months for the ResM).

8.50 Exceptions to the minimum and maximum periods of study for research studies programmes are set out in programme guidance.

Attendance

Attendance requirements

8.51 In addition to the general attendance requirements, attendance refers to Queen Mary's expectations with regard to the way in which students engage with their research studies programme. The specific nature of attendance requirements varies depending on the nature of the research studies programme. General expectations are that a student meets regularly with their primary supervisor and undertakes training and other specified activities that may also include the completion of taught modules. There should be a minimum of ten supervisory meetings per academic year for full-time students (pro rata for part-time students) held at regular intervals up to submission of the thesis for examination. Supervision meetings may be held with any member of the supervisory team.

8.52 Students may exceptionally be permitted to undertake the majority of their studies at a research organisation external to Queen Mary as part of a formal agreement or contract with joint supervision provided by staff at Queen Mary and the partner research organisation. Schools and Institutes must assess that the supervision and research facilities and resources to be provided by the research organisation are satisfactory. The agreement with the research partner may be subject to approval by Partnerships Board in accordance with its terms of reference. Exceptions to the standard model of research studies may require the approval of the Research Degrees Programmes and Examinations Board. The Queen Mary requirements for supervision apply.

8.53 A full-time student is not permitted to undertake other duties or work (apart from limited demonstrating or tutorial duties) without the approval of their primary supervisor(s) unless provided for in the terms of any studentship.

Termination of registration

8.54 Senate or its delegated authority may terminate the registration of a student who fails to meet the progression requirements for the research study programme or where their general attendance or submission of work and/or completion of required activities fails to meet the stated requirements.

8.55 Termination of registration may also take place as a result of non-attendance/participation in any aspect of the research studies programme in accordance with the general regulations on attendance.

8.56 Termination of registration means that enrolment is also terminated and the individual is no longer a student of Queen Mary in accordance with the general regulations.

8.57 A student for whom registration is terminated may appeal against this decision under the Appeal Policy.

Studentships and scholarships

8.58 Studentships or scholarships may include additional, and/or specific requirements and conditions. These requirements and conditions apply in addition to these Regulations to those students in receipt of the studentship or scholarship.

Research integrity

8.59 All students must familiarise themselves with the Queen Mary policies and any mandatory training relating to research integrity, research ethics, and intellectual property rights and other associated research policies and procedures. It is the student's responsibility to check if their research requires formal ethical review of the research project, and to ensure that their research conforms to it.

Title of thesis or dissertation

MPhil, PhD and EngD

8.60 Upon registration, a student identifies the topic of their research and the research studies programme to be followed. Senate or its delegated authority approves the title of the thesis at the point of notifying entry for examination.

MD(Res) and ResM

8.61 Senate or its delegated authority approves the title of the thesis for the MD(Res) and the title of the dissertation for the ResM prior to registration for the research studies programme.

DrPS, DPsych, DClin and DClinDent

8.62 Senate or its delegated authority approves the subject and title of the thesis and/or research portfolio after the equivalent of one year's full-time study on the research studies programme.

Change of title

8.63 In all cases, Senate or its delegated authority approves any change to the title of the research thesis or dissertation in accordance with the required procedure.

Supervision

8.64 The Queen Mary Code of Practice for Postgraduate Research Programmes sets out the requirements for supervision.

8.65 Supervisors are appointed to the role by Senate or its delegated authority and meet the approved criteria, which may include relevant training requirements being met.

Progress monitoring

8.66 Progress monitoring is a formal review process that takes place at least once per academic year in accordance with the requirements approved by Senate, or its delegated authority. Progress monitoring informs progression.

Progression

8.67 Progression is a formal process that permits a student to continue to the next stage/period of their research studies programme.

8.68 Senate or its delegated authority approves progression requirements for research studies programmes. The normal minimum progression points for a full-time student on a PhD, MPhil, MD(Res) or EngD programme occur between 6 to 9 months after registration on the research studies programme, between 18 and 24 months after registration, and at 36 months where submission of the thesis for examination has not occurred. For a part-time student on a PhD, MPhil, MD(Res) or EngD programme the normal progression points occur between 12 to 18 months after registration on the research studies programme, between 36 and 48 months after registration, and 72 months where submission of the thesis for examination has not occurred. Progression for students on the PhD by Publication programme, ResM, DrPS, DPsych, DClin and DClinDent programmes is assessed as outlined in the appropriate research studies programme regulations, approved by Senate or its delegated authority. For a student on a ResM programme the programme guidance shall describe the arrangements for monitoring a student's academic progress in their research studies.

8.69 Progression decisions are made in accordance with procedures established by Senate or its delegated authority.

8.70 Progression is undertaken in accordance with the approved requirements for the PhD, MPhil, MD(Res) or EngD research studies programme and may include the submission of written work and an oral examination. Progression decisions are made by the Director of Graduate Studies following a panel's review of the student's progress. Any panel recommending a decision about a student's progression or registration on a research studies programme must comprise at least two people, at least one of whom must be independent of the student's supervisory team. The Chair of the panel should have experience of being a Queen Mary primary supervisor who has taken their student successfully through one annual progression review event. External members may be appointed to the panel. In such cases, one member of the panel must be a member of Queen Mary staff who is independent of the student's supervisory team. The independent members of the panel have the casting vote regarding the recommended outcome. The Director of Graduate Studies approves members of progression panels.

8.71 Progression decisions for the 6 to 9 month (Year 1) progression point (12 to 18 months for part-time students) and in subsequent years of study (18-24 months and 30-36 months for full-time students, and 36-48 months and 60-72 months for part-time students) are made in accordance with procedures outlined in the relevant research studies programme regulations, approved by Senate or its delegated authority. It is recommended that part-time students should complete an annual review in the intervening years. A progression review should be held in the third year (full-time) or sixth year (part-time) of study if the student is not in the process of transferring to writing up status. Progression decisions are made by the Director of Graduate Studies following a panel's review of the student's progress. If the Director of Graduate Studies is a member of a student's academic progression panel making the recommendation about the student's progression outcome, they cannot make the final progression decision. The final decision must be made by another member of academic staff in the school/institute with responsibility for postgraduate research programmes, such as a Deputy Director of Graduate Studies or the Director of Research, who has not have been involved in the student's progression review.

8.72 The possible outcomes of progression are:

i. Progress – the student may progress to the next stage of the research studies programme
ii. Referred – the student must undertake further specified work and be reconsidered for progression again within 3 months

8.73 At the end of the referral period, the outcomes are:

i. Progress – the student may progress to the next stage of the research studies programme
ii. Fail to progress – the student may transfer registration to MPhil or another appropriate programme

iii. Fail to progress – the student's registration is to be terminated

8.74 The process of assessment for progression must always include a meeting with the student if the recommendation is referral for a second assessment or fail to progress.

8.75 Senate or its delegated authority terminates the registration of a student who fails to meet the progression requirements for their research studies programme. A student may appeal against the termination of registration under the Appeal Policy.

Transfer of registration from MPhil and MD(Res) to PhD

Students registered for a research studies programme before 1 September 2010

8.76 A student registered before 1st September 2010 for a research studies programme leading to the award of MPhil/PhD or MD(Res) may transfer their registration to PhD.

8.77 The regulations for the transfer process for the year of entry to the research studies programme shall apply.

Students registered for a research studies programme after 1 September 2010

8.78 A student registered for a research studies programme leading to the award of MPhil or MD(Res) after 1 September 2010 may transfer their registration to PhD.

8.79 The transfer process normally takes place between 12 to 24 months for a full-time student and 24 to 48 months for a part-time student. The transfer process is undertaken in accordance with the approved requirements for the research studies programme which include the submission of written work and an oral examination. The oral examination is conducted by a panel of examiners that comprises at least two members. The examiners for transfer from MPhil to PhD may include the supervisor and must include at least one examiner, knowledgeable in the field, who is not connected with the student's research.

8.80 Where a student is successful and transfers their registration, the date of initial registration for the research studies programme continues to apply for the purpose of determining maximum and minimum registration periods.

8.81 Where a student is unsuccessful in the transfer examination, the examiners may recommend that they may remain registered on the MPhil programme and be examined for that award, or that the student should be permitted to submit for transfer on one further occasion. If a student is unsuccessful at the second attempt at transfer, the examiners may recommend that they may remain registered on the MPhil programme and be examined for that award, or may recommend that their registration should be terminated.

8.82 A student may appeal against the decision of the examiners for transfer under the Appeal Policy.

Examination entry

8.83 Examination entry is the formal process by which a student notifies Queen Mary of their intention to submit the thesis and be examined for the degree for which they are registered. Examination entry is also the process by which the title of the thesis is notified and approved. The procedure for examination entry is approved by Senate or its delegated authority.

8.84 A student intending to enter for examination is required to complete the relevant forms for examination entry. The forms should be submitted to the designated body at least three months before the proposed submission of the thesis. The submission of the thesis must take place up to twelve months after examination entry. After twelve months, if the thesis has not been submitted, a new entry form is required, and a re-entry fee may be required.

8.85 For a student to be entered for examination, Queen Mary must confirm that they have completed the research degree programme in accordance with the relevant regulations.

8.86 Examination entry cannot occur more than twelve months prior to completion of the minimum registration period.

8.87 For a student on a ResM programme the programme guidance shall describe the arrangements for examination entry. In exceptional circumstances, Senate or its delegated authority may permit an extension of the dissertation submission deadline. A student may be permitted to extend their submission deadline by up to one month at the discretion of their school/institute. A request for an extension to the submission deadline exceeding one month and up to a maximum of six months must be considered by the Research Degree Programmes and Examination Board. The period of extension must be within the maximum period of study. Extensions will not be granted retrospectively.

Submission of thesis/dissertation

8.88 A student is required to submit their thesis in a form that meets the requirements for a thesis. A student is required to submit an electronic copy of their thesis to the Research Degrees Office in the approved format of a digital (PDF) file.

8.89 The student is required to bring to the oral examination a copy of their thesis paginated in the same way as the copy submitted to Queen Mary.

8.90 In submitting a thesis for examination or re-examination a student accepts responsibility for its contents and quality. Students are required to conform to Queen Mary's policy on editorial assistance and to include in their thesis a statement of originality detailing any work undertaken in collaboration with others.

8.91 For a student on a ResM programme the programme guidance shall describe the requirements for the submission of the dissertation for examination.

Requirements for a thesis/dissertation

8.92 The thesis/dissertation must meet the specific requirements provided in Appendix 1 of these regulations.

Requirements for DrPS, DPsych, DClin and DClinDent

8.93 In addition to the thesis, the professional doctorates of DrPS, DPsych, DClin and DClinDent are examined through a broader range of methods than thesis and oral examination. The requirements for the awards of DrPS, DPsych, DClin and DClinDent are those approved by Senate or its delegated authority.

Word limits

8.94 The thesis/dissertation must not exceed the following word limits:

i. PhD and EngD – 100,000 words
ii. MPhil – 60,000 words
iii. MD(Res) – 50,000 words
iv. ResM – 30,000 words
v. For the degrees of DrPS, DPsych, DClin, and DClinDent the minimum length of the thesis shall be no less than 25,000 words.

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

8.95 Senate or its delegated authority may approve lower word counts for specific research studies programmes.

Panel of examiners

8.96 A Panel of Examiners is established for each individual examination of an MPhil, PhD, MD(Res), EngD and for the DrPS, DPsych, DClin and DClinDent as appropriate.

8.97 A Panel of Examiners is established for an individual examination of a ResM or for a group of students where the dissertations are in cognate fields of study.

8.98 The Panel of Examiners comprises a minimum of two examiners appointed by Senate or its delegated authority. The Code of Practice for Research Degree Programmes specifies the membership of the panel of examiners and the criteria for the appointment of examiners.

Examination requirements

8.99 The examination for ResM is by submission of the dissertation. An oral examination is required for certain examination results as set out in Regulation 8.111. If required, the oral examination will normally be held within three months of the date of submission of the dissertation.

8.100 The examination for MPhil, PhD, MD(Res) and EngD is by submission of thesis and oral examination of the thesis. The examination for EngD is by submission of a thesis or a research portfolio and oral examination. The examination for DrPS, DPsych, DClin and DClinDent is by submission of thesis and/or research portfolio, other required assessments and oral examination. At their discretion, the examiners may also examine the candidate by practical or written examination.

8.101 The examination process is held in private and is not a public examination. The candidate must be consulted on their preference for the format of the oral examination, and the candidate and the examiners must agree whether to hold the viva in person or remotely. The oral examination may be:

i. normally held at Queen Mary with the candidate and the examiners present in person;
ii. held by video-link with the candidate and the examiners attending remotely; or

iii. organised as mixed mode of attendance if agreed by the candidate. Either the candidate or one of the examiners may attend the examination by video-link. In such cases an independent chair if required or viva convenor must be in attendance with those attending in person for the duration of the examination.

8.102 All matters related to the examination are confidential. Examiners are not permitted to divulge the content of previously unpublished material contained in the student's thesis until such time as the thesis is made available or any restrictions on access to the thesis are removed.

8.103 The examination is conducted in English (unless the Senate or its delegated authority has given permission for it to be conducted in another language). The candidate must attend the examination at the place and time specified by Queen Mary and must bring with them a copy of the thesis that is paginated in the same way as that submitted for examination.

8.104 Each examiner prepares an independent report on the thesis in advance of the oral examination. The examiners exchange reports before the oral examination.

8.105 For the ResM, each examiner prepares an independent report on the dissertation. The examiners exchange reports before meeting to determine the result of the examination and to agree their joint final report that details their judgement of the dissertation(s) and reasons for the decision(s) they have reached.

8.106 The examiners may reject a thesis/dissertation which they consider to be incomplete or unacceptable without conducting an examination. Such cases will be reported to the Chair of the Research Degree Programmes and Examinations Board to determine the action to be taken. The candidate may be permitted to submit the thesis for examination on a subsequent occasion.

8.107 The examiners have a right to make comments in confidence to the Principal of Queen Mary in a separate report.

8.108 The examiners submit to the Academic Registrar's nominee copies of their preliminary reports and a joint final report that details their judgement of the candidate's performance and reasons for the decision they have reached. The joint report will be available to the candidate for their personal information, and the supervisor(s) and School/Institute Director of Graduate Studies. The preliminary reports are made available to the candidate at the discretion of the examiners. Examiners should normally submit their independent preliminary reports and joint report on the examination with the examination outcome form to the Research Degrees Office within two weeks of the date of the oral examination of the candidate.

8.109 Where the supervisor attends the oral examination, they must not participate in the examination but may make comments if asked to do so by the examiners. The examiners may, at their discretion, consult the supervisor before completing their report, particularly if they have doubts relating to the appropriate decision to be made.

8.110 If a candidate becomes unwell in advance of an oral examination, they should notify the supervisor who will make reasonable efforts to change the date of the examination. In attending an oral examination, candidates declare themselves 'fit to sit'. Any subsequent claim for extenuating circumstances shall not normally be considered.

Decisions of the Panel of Examiners

Outcomes for ResM

8.111 Except as provided in paragraph 8.105 the examiners read the dissertation and agree the result of the examination.

8.112 The options open to examiners in determining the result of an examination are as follows:

i if the dissertation fulfils the criteria for the Master by Research degree as set out in Appendix 1 of these regulations, the examiners report that the candidate has satisfied them in the examination for the Master by Research degree;

ii if the dissertation otherwise fulfils the criteria for the Master by Research degree as set out in Appendix 1, but requires minor amendments, the examiners may require the student to make amendments to the dissertation specified by them within six weeks. The amended dissertation shall be submitted to the examiners, or to one of their number nominated by them, for confirmation that the amendments are satisfactory. If the amendments are made by the deadline and are satisfactory, the examiners will report that the candidate has satisfied them in the examination for the Master by Research degree. If the candidate fails to meet these requirements the examiners will submit the candidate to an oral examination. Following this oral examination the examiners may report that the candidate has satisfied them in the examination or recommend that the candidate resubmit the dissertation within 6 months for a second and final time;

iii if the dissertation, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the student be permitted to re-present their dissertation in a revised form for a second and final time within six months. This option is not available to examiners re-examining a dissertation. The examiners shall not make such a decision without first submitting the candidate to an oral examination. The resubmitted dissertation shall be submitted to both examiners;

iv the examiners may determine that the candidate has not satisfied them in the examination, that the degree should not be awarded, and that the student should not be permitted to re-present his/her dissertation in a revised form for examination. The examiners shall not, however, save in exceptional circumstances, make such a decision without submitting the candidate to an oral examination;

v students who fail to submit or resubmit the dissertation by the required deadline will be deregistered.

There are no alternative awards.

Outcomes for PhD, MPhil, MD(Res) and EngD

8.113 Except as provided in paragraph 8.105 the examiners, after reading the thesis, examine the student orally and at their discretion by written papers or practical examination or by both methods on the subject of the thesis and, if they see fit, on relevant subjects.

8.114 The options open to examiners in determining the result of an examination are as follows:

i if the thesis fulfils the criteria (set out in Appendix 1) and the candidate satisfies the examiners in all other parts of the examination, the examiners will report that the candidate has satisfied them in the examination for the degree and recommend a Pass;

ii if the thesis otherwise fulfils the criteria but requires minor amendments and if the candidate satisfies the examiners in all other parts of the examination, the examiners may require the candidate to make minor amendments as specified by them in full and in writing, in or with their joint report, within six months. The amended thesis shall be submitted to the examiners or one of their number nominated by them for confirmation that the amendments are satisfactory;

iii if the thesis otherwise fulfils the criteria but requires major amendments and if the candidate satisfies the examiners in all other parts of the examination, the examiners may require the candidate to make major amendments as specified by them in full and in writing, in or with their joint report, within nine months. The amended thesis shall be submitted to both the examiners for confirmation that the amendments are satisfactory;

iv if the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the candidate be permitted to re-submit their thesis in a revised form within 18 months for the PhD, MD(Res), and EngD degrees, or within 12 months for the MPhil degree. Examiners shall not, however, make such a decision without submitting the candidate to an oral examination. The examiners may at their discretion exempt the candidate from a further oral examination following the re-submission of the thesis. Examiners may refer a thesis for re-submission in a revised form on one occasion only. This outcome may not be recommended for candidates undertaking a second (re-) examination;

v if the thesis satisfies the criteria but the candidate fails to satisfy the examiners at the practical or written examination held in conjunction, the examiners may determine that the candidate be exempted on re-entry from presentation of the thesis and be permitted to submit to a further practical or written examination within a period specified by them and not exceeding 18 months. The examiners may at their discretion exempt the candidate from taking a further oral examination. Examiners may recommend this outcome on one occasion only. This outcome may not be recommended for candidates undertaking a second (re-) examination;

vi if the thesis satisfies the criteria for the degree, but the candidate fails to satisfy the examiners at the oral examination, the examiners may determine that the candidate be permitted to re-present him/herself for a further oral examination within a period specified by them and not exceeding 18 months for the PhD, MD(Res), and EngD degrees or 12 months for the MPhil degree. Examiners may permit a candidate to re-present him/herself for a further oral examination on one occasion only. This outcome may not be recommended for candidates undertaking a second (re-) examination;

vii the examiners may determine that the candidate has not satisfied them in the examination. The examiners shall not, however, save in very exceptional circumstances, make such a decision without submitting the candidate to an oral examination (in the case of a second examination, examiners' discretion about whether to hold a second oral examination still applies), nor, for the PhD or EngD degree, before considering whether the candidate does or might be able to satisfy the requirements for the award of the MPhil degree. If they so decide, the examiners shall submit a report which demonstrates either (a) how the criteria for the MPhil degree are satisfied, or (b) what action would need to be taken for these criteria to be satisfied.

If the examiners recommend that the criteria for the MPhil degree are or may be satisfied, the candidate will be informed that they have been unsuccessful in the examination for the PhD or EngD degree, but that their examiners have indicated that they have either reached the standard or subject to minor amendments will reach the standard required for the award of the MPhil degree. The candidate will be given three months to indicate whether they wish to be so considered (to run concurrently with any period for minor corrections as required).

If the candidate either does not wish to be considered for the MPhil degree, or does not confirm that they wish to be so considered within the specified period, then, they will be informed that they have failed to satisfy the examiners for the PhD or EngD degree, and that they may no longer be considered for the award of the MPhil degree.

If they wish to be considered for the award of MPhil under this regulation, the candidate will not be required to re-submit the thesis or undergo an oral examination but will be required to fulfil the requirements for the MPhil examination in all other respects. Any minor amendments required shall be made within three months of the date of notification of the examination outcome and the amended thesis shall be submitted to the examiners or one of their number nominated by them for confirmation that the amendments are satisfactory.

In a case where the thesis, though inadequate, shall seem of sufficient merit to justify such an action, the examiners may determine that the candidate be permitted to enter the examination for the MPhil degree and re-submit their thesis in a revised form within 12 months. The examiners may at their discretion exempt the candidate from a further oral examination on re-submission of their thesis. This outcome may not be recommended for candidates undertaking a second (re-) examination.

viii the examiners may determine that the candidate has not satisfied them in the examination and recommend that the candidate has failed with no re-entry permitted. The examiners shall not, save in very exceptional circumstances, make such a decision without submitting the candidate to an oral examination (in the case of a second examination, examiners' discretion about whether to hold a second oral examination still applies).

Outcomes for PhD by Publication

8.116
Except as provided elsewhere in these Regulations, the examiners shall consider the portfolio of published work and the candidate's critical commentary and shall examine the candidate orally on the submitted work and its wider scholarly context.

8.117
The options open to examiners in determining the result of an examination for the PhD by Publication are as follows:

i.
if the submitted portfolio of published work and the critical commentary fulfil the criteria for the award of the degree (set out in Appendix 1), and the candidate satisfies the examiners in the oral examination, the examiners will report that the candidate has satisfied them in the examination for the degree and recommend a **Pass**;

ii.
if the submitted work otherwise fulfils the criteria for the award of the degree but the critical commentary requires minor corrections, and the candidate satisfies the examiners in the oral examination, the examiners may require the candidate to **make minor corrections to the critical commentary,** as specified by them in full and in writing in or with their joint report, within a period not exceeding three months. The amended commentary shall be submitted to the examiners, or one of their number nominated by them, for confirmation that the corrections are satisfactory;

iii.
if the submitted work and/or the critical commentary do not satisfy the criteria for the award of the degree, the examiners may determine that the candidate **has not satisfied them in the examination and recommend that the degree not be awarded**. In such cases, the examiners shall indicate whether it is the **quality of the work submitted and/or its volume** that is lacking.

8.118
Where the examiners determine that the candidate has not satisfied them in the examination for the PhD by Publication, the candidate may apply for admission to the programme again no earlier than two years after the outcome of the unsuccessful examination. In such circumstances, the candidate may include in a subsequent submission published work that was considered in the earlier examination.

Outcomes for DrPS, DPsych, DClin and DClinDent

8.115 Except as provided in paragraph 8.105, the examiners, after reading the thesis and/or research portfolio, examine the student orally and at their discretion by written papers or practical examination or by both methods on the subject of the thesis and, if they see fit, on relevant subjects.

8.116 The options open to examiners in determining the result of an examination are as follows:

i if the thesis fulfils the criteria (set out in Appendix 1) and the candidate satisfies the examiners in all other parts of the examination, the examiners will report that the candidate has satisfied them in the examination for the degree and recommend a Pass;

ii if the thesis otherwise fulfils the criteria but requires minor amendments and if the candidate satisfies the examiners in all other parts of the examination, the examiners may require the candidate to make minor amendments as specified by them in full and in writing, in or with their joint report, within six months. The amended thesis shall be submitted to the examiners or one of their number nominated by them for confirmation that the amendments are satisfactory;

iii if the thesis otherwise fulfils the criteria but requires major amendments and if the candidate satisfies the examiners in all other parts of the examination, the examiners may require the candidate to make major amendments as specified by them in full and in writing, in or with their joint report, within nine months. The amended thesis shall be submitted to both the examiners for confirmation that the amendments are satisfactory;

iv if the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the candidate be permitted to re-submit their thesis in a revised form within 12 months. Examiners shall not, however, make such a decision without submitting the candidate to an oral examination. The examiners may at their discretion exempt the candidate from a further oral examination following the re-submission of the thesis. Examiners may refer a thesis for re-submission in a revised form on one occasion only. This outcome may not be recommended for candidates undertaking a second (re-) examination;

v if the thesis satisfies the criteria but the candidate fails to satisfy the examiners at the practical or written examination held in conjunction, the examiners may determine that the candidate be exempted on re-entry from presentation of the thesis and be permitted to submit to a further practical or written examination within a period specified by them and not exceeding 12 months. The examiners may at their discretion exempt the candidate from taking a further oral examination. Examiners may recommend this outcome on one occasion only. This outcome may not be recommended for candidates undertaking a second (re-) examination;

vi if the thesis satisfies the criteria for the degree, but the candidate fails to satisfy the examiners at the oral examination, the examiners may determine that the candidate be permitted to re-present him/herself for a further oral examination within a period specified by them and not exceeding 12 months. Examiners may permit a candidate to re-present him/herself for a further oral examination on one occasion only. This outcome may not be recommended for candidates undertaking a second (re-) examination;

vii the examiners may determine that the candidate has not satisfied them in the examination. The examiners shall not, however, save in very exceptional circumstances, make such a decision without submitting the candidate to an oral examination (in the case of a second examination, examiners' discretion about whether to hold a second oral examination still applies). Where the examiners recommend this decision, they shall also consider whether a candidate may meet the requirements for a relevant Level 7 (masters) programme and, if appropriate, recommend that they be considered for the award of that degree by the relevant Subject Examination Board;

viii the examiners may determine that the candidate has not satisfied them in the examination and recommend that the candidate has failed with no re-entry permitted. The examiners shall not, save in very exceptional circumstances, make such a decision without submitting the candidate to an oral examination (in the case of a second examination, examiners' discretion about whether to hold a second oral examination still applies).

Points applicable to all degrees

8.117 If the examiners are unable to reach agreement or decide that they cannot make a recommendation on the examination outcome, their reports shall be referred to the Chair of the Research Degree Programmes and Examination Board, who shall determine the action to be taken. Action may include the appointment of an independent assessor to review the thesis/dissertation and submit a report to the Chair to inform their decision; the candidate may be permitted to submit the thesis/dissertation for examination on a subsequent occasion; and other action at the Chair's discretion. In the event that the Chair of the Research Degree Programmes and Examination Board was involved in the student's supervision or examination, the case is determined by a Deputy Dean for Research not in the candidate's faculty.

8.118 In submitting a revised thesis/dissertation incorporating amendments after an examination, a student accepts responsibility for the contents and quality of the revised version. A student who fails to complete the required amendments to the examiners' satisfaction and/or within the required timeframe shall be deemed to have failed to satisfy the examiners and not to have passed the examination. In such cases, examiners have the discretion to recommend the award of MPhil in the case of candidates who had been examined for a PhD.

8.119 A candidate who fails to satisfy the examiners will not be permitted to re-enter for the examination. If the examiners' decision is to fail the candidate outright and to reject all other examination outcomes, they should indicate the reasons for their decision in the joint report.

Re-examination

8.120 Where the examiners have decided that the criteria for award are satisfied in part, in some or all of the elements for examination [thesis, oral, practical etc.] but the criteria for award are not met, the student may be re-examined. This applies to all research studies programmes and awards. Queen Mary charges a fee for re-examination. When the re-examination takes place, the regulations and procedures in force at the time of re-entry apply. The same examiners will normally undertake the re-examination. The outcomes of re-examination are those that are specified for the award in question.

8.121 Except for the ResM, on re-examination only options (i), (ii), (iii) and (vii) are available to the examiners.

8.122 A student who does not re-enter within the prescribed time frame will be deemed not to have satisfied the examiners in the examination, and their registration will be terminated.

8.123 Where the student has failed to satisfy the examiners (i.e. failed), there is no right of re-examination.

Award of the degree

8.124 Senate or its delegated authority awards the degree. For University of London awards, Senate or its delegated authority awards the degree under delegated authority from the University of London.

8.125 Except for the ResM, the award of the degree does not occur until the student has submitted a digital copy of the final thesis.

8.126 Senate or its delegated authority may award a research degree posthumously in accordance with the approved policy.

Availability of theses

8.127 Except for the ResM, it is a requirement for the award of the degree that one digital copy of a successful thesis be stored in the electronic repository of the Queen Mary Library. Students are required to sign a declaration relating to the availability of the thesis (the detailed declaration is given in Appendix 2).

8.128 A candidate may apply to Queen Mary for restriction of access, for a period not normally exceeding 12-months, to their thesis and/or the abstract of the thesis on the grounds of commercial exploitation or patenting or other specified exceptional circumstances and in accordance with the procedure adopted by Queen Mary for consideration of such applications. Restricted access may also be agreed by Queen Mary with the candidate's sponsoring organisation. This period may be extended beyond 12- months in exceptional circumstances and with the approval of Senate or its delegated authority.

Examination offences and academic misconduct

8.129 Academic misconduct during the course of a research studies programme and examination offences, including plagiarism, will be investigated under the Academic Integrity and Misconduct Policy.

8.130 All assessment that is submitted for progress review, transfer, or examination is subject to the Academic Integrity and Misconduct Policy. Work that is submitted for review by the supervisor during the course of the research preparation is not considered to be a formal submission of assessment and is not subject to the Academic Integrity and Misconduct Policy.

8.131 A research student who is found to have committed an assessment offence may also incur the following penalties:

i change of registration from PhD or EngD to MPhil;

ii termination of studies.

8.132 Where plagiarism or fraud is established after an award has been made, the award may be revoked.

8.133 Research students are also subject to the Queen Mary policies relating to research integrity and other associated research policies and procedures, including the procedure for dealing with allegations of research misconduct.

Appeals

8.134 A student may appeal against a progression decision or a decision of a panel of examiners using the Appeal Policy.

Collaborative arrangements

8.135 Collaborative arrangements for the supervision and award of research degree programmes are approved in accordance with the policy and procedures established by Senate, or its delegated authority, for that purpose. Such arrangements may lead to the award of a single Queen Mary degree, two degrees from both Queen Mary and the partner institution(s) or a single degree awarded jointly by Queen Mary and the partner institution(s).

8.136 In all cases, where a research studies programme leads to a dual or double award, the award of one institution cannot be made where the requirements for the award of the other awarding institution(s) are not met.

Revocation of award

8.137 Queen Mary may revoke an award made under these regulations, in accordance with the relevant procedures of Queen Mary or the University. Such cases shall be considered on a case-by-case basis by Senate, or its delegated authority.

Additional award requirements for European Doctorate

8.138 A PhD may be designated 'European Doctorate' where the approved research studies programme permits. As a minimum, a European Doctorate is required to fulfil the criteria approved by Senate or its delegated authority.

Appendix 1: Degree requirements ResM, MPhil, PhD, PhD by Publication, MD(Res), EngD, DrPS, DPsych, DClin, and DClinDent

Master by Research

A1.1. The minimum period of study shall be one calendar year's full-time study or the part-time equivalent.

A1.2. Assessment for the award shall in all cases be by submission of a dissertation and the examination will be conducted in English. The scope of the dissertation shall be what might reasonably be expected after one year of full-time study or the part-time equivalent, and the length shall not, other than in the most exceptional circumstances, exceed 30,000 words.

A1.3. The dissertation shall:

i. consist of the candidate's own account of their investigations of a suitable research problem, hypotheses or research questions; [The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly stated by the candidate and certified by the supervisor.]

ii. be either a record of original work or an ordered and critical exposition of existing knowledge;

iii. be an integrated whole and present a coherent account of the main findings and their significance, providing a critical discussion of relevant major theories, debates and concepts. Research work already published, or submitted for publication, at the time of submission of the dissertation, either by the candidate alone or jointly with others, may be included. The papers themselves cannot be included in the body of the dissertation, but may be adapted to form an integral part of the dissertation and thereby make a relevant contribution to the main theme of the dissertation. Publications derived from the work in the dissertation may be bound as supplementary material at the back of the dissertation.]

iv. demonstrate the capacity to design and carry out an independent research project using appropriate research methods and utilizing suitable skills and techniques;

v. give a critical assessment of the relevant literature, describe the method of research and its findings and include a discussion on those findings;

and

vi. be written in English and the literary presentation shall be satisfactory, displaying good presentation and referencing skills.

Master of Philosophy

A1.4. The minimum period of study shall be two calendar years' full-time study or the part-time equivalent.

A1.5. Assessment for the award shall in all cases be by submission of a thesis and an oral examination, which shall be conducted in English. The scope of the thesis shall be what might reasonably be expected after two or at most three years of full-time study, and the length shall not, other than in the most exceptional circumstances, exceed 60,000 words.

A1.6. The thesis shall:

i. consist of the candidate's own account of their investigations;

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

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

iii. be an integrated whole and present a coherent argument;

   [A series of papers, whether published or otherwise, is not acceptable for submission as a thesis. Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis. Publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis.]

iv. give a critical assessment of the relevant literature, describe the method of research and its findings and include a discussion on those findings; and

v. be written in English and the literary presentation shall be satisfactory, although Queen Mary may permit on an exceptional basis only a thesis in the field of modern foreign languages and literatures only to be written in the language of study; in such cases the thesis shall include additionally a submission of between 10,000 and 20,000 words which shall be written in English and shall summarise the main arguments of the thesis.

Doctor of Philosophy and Doctor of Engineering

A1.7. The minimum period of study shall be two calendar years' full-time study or the part-time equivalent.

A1.8. Assessment for the award of PhD shall in all cases be by submission of a thesis and an oral examination, which shall be conducted in English. The scope of the thesis shall be what might reasonably be expected after three or at most four years of full-time study, and the length shall not, other than in the most exceptional circumstances, exceed 100,000 words.

A1.9. Assessment for the award of EngD shall be either by submission of a thesis as for the PhD or by submission of a research portfolio and an oral examination, which shall be conducted in English. The research portfolio shall consist of a coherent set of up to four linked research projects with one or more external (industry, public-sector or third-sector) partners based on the student’s projects/placements during the programme. The scope of the thesis shall be what might reasonably be expected after three or at most four years of full-time study, and the length shall not, other than in the most exceptional circumstances, exceed 100,000 words.

A1.10. The thesis shall:

i. consist of the candidate's own account of their investigations, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree;

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

ii. form a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new facts and/or by the exercise of independent critical power;

iii. be an integrated whole and present a coherent argument;

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

v. be written in English and the literary presentation shall be satisfactory, although Queen Mary may permit on an exceptional basis only a thesis in the field of modern foreign languages and literatures only to be written in the language of study; in such cases the thesis shall include additionally a submission of between 10,000 and 20,000 words which shall be written in English and shall summarise the main arguments of the thesis;

vi. demonstrate research skills relevant to the thesis being presented;

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

Professional Doctorates (DrPS, DPsych, DClin and DClinDent)

A1.11. A programme of study and examination for the degree of Doctor in/of - or Clinical Doctorate in/of - shall satisfy the following requirements:

i. the aims and objectives of the programme shall be such that it will provide an education at an intellectual level equivalent to that required for the PhD;

ii. the programme of study shall extend over a period of at least three years' full-time study or the part-time equivalent;

iii. the programme shall include a substantial research component, which is of a nature appropriate to the discipline concerned on which the final examination contributing to the award of the degree will be based (see also A1.11. [iv.] and [vii.] below);

iv. the results of the research shall be presented in the form of a thesis and/or research portfolio which makes a distinct contribution to the knowledge of the subject or its professional practice and affords evidence of originality shown by the discovery of new facts, the exercise of independent critical power, and/or innovation in practice. The minimum length of the thesis and/or portfolio shall be not less than 25,000 words and be appropriate to the subject concerned, having regard to the other formally assessed elements for the degree;

v. the programme shall, in addition to the thesis and/or research portfolio, include elements of a practical/work-related/professional nature and formally taught elements appropriate to support its academic objectives;

vi. the elements listed at 7[e] shall be assessed by methods and at an intellectual level and at a time appropriate to the programme, and approved by Senate or its delegated authority. Such assessment shall normally involve at least one examiner external to the University;

vii. the final examination contributing to the award of the degree shall be designed (i) to test the thesis against the stated requirements (see 7[d] above) and (ii) to test the candidate's conceptual understanding of the integration of all elements of the course and their related assessment;

viii. the final examination shall include an oral examination of each candidate conducted by at least two examiners, one of whom shall be external to Queen Mary in accordance with the normal requirements for examiners for research degree programmes.

Progression

A1.12. A student must meet any programme or pathway requirements, and pass all taught / directed study modules for the current developmental year. Such modules are graded pass/fail for the purposes of the doctoral degree. Directed study assessment results including module marks, and progression decisions, will be considered at the relevant postgraduate Subject Examination Board.

A1.13. The provisions of Section 5 of the Academic Regulations concerning postgraduate programme modules shall apply to professional doctorate programmes, in particular the regulations specifying the “Marks and grades for student performance in individual modules” and the “Requirements to pass a module”.

A1.14. Students shall also be required to undertake a formal assessment in each developmental year of research-based study to confirm progression to the following year. The format of such assessments shall be outlined in the programme specification for each professional doctorate programme.

A1.15. Where a student misses a taught / directed study module assessment due to an approved certified absence or fails to meet the progression requirements for the current developmental year, the examination board may apply its discretion and, if it deems it appropriate, permit the student to progress.

Eligibility for award

A1.16. To be eligible for award a student must pass all taught / directed study modules and satisfy the requirements for the examination of the research elements of the professional doctorate programme.

Academic credit requirements for award

A1.17. To be eligible for the award a student must:

i. take modules and research assessments to the value of 540 credits;

ii. the research element of the programme will be worth a minimum of 270 credits;

iii. the directed study element of the programme will be for a maximum of 270 credits;

iv. modules may be assessed and awarded at level 7, up to a maximum of 180 credits at level 7 in total;

v. a minimum of 360 credits must be assessed at level 8.

Failure to meet requirements for award

A1.18. A student who does not meet the requirements for award, but is entitled to re-sit or re-take, may elect to exit with the award of Postgraduate Diploma, Postgraduate Certificate or appropriate master's award, where the requirements for those awards are met. The student shall then be ineligible to re-sit or re-take the failed modules, to meet the requirements for the professional doctorate programme.

A1.19. A student who does not meet the requirements for award and has exhausted all attempts, but who meets the requirements for the award of Postgraduate Diploma, Postgraduate Certificate or appropriate master's award shall be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration shall be considered in deciding whether to recommend an exit award. In such cases the progression and award regulations for the Postgraduate Diploma, the Postgraduate Certificate and the master's award shall apply as specified in Section 5 of the Academic Regulations concerning postgraduate programmes.

Doctor of Medicine (Research) (MD(Res))

A1.20. The minimum period of study shall be two calendar years' full-time study or the part-time equivalent.

A1.21. The emphasis of the programme of study will be on the development in the individual student of:

i. the ability to recognise and validate problems;

ii. original, independent and critical thinking and the ability to develop theoretical concepts;

iii. a knowledge of recent advances within the field in related areas;

iv. an understanding of research methodologies and techniques and their appropriate application within the research field;

v. the ability to analyse critically and evaluate the research findings and those of others; and

vi. an ability to summarise, document, report and reflect on progress.

vii. Assessment for the award shall in all cases be by submission of a thesis and an oral examination, which shall be conducted in English. The scope of the thesis shall be what might reasonably be expected after three or at most four years of full-time study, and the length shall not, other than in the most exceptional circumstances, exceed 50,000 words.

A1.22. The thesis shall:

i. consist of the candidate's own account of their investigations, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree;

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

ii. form a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new facts and/or by the exercise of independent critical power;

iii. be an integrated whole and present a coherent argument;

[A series of papers, whether published or otherwise, is not acceptable for submission as a thesis. Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis. Publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis.]

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

v. be written in English and the literary presentation shall be satisfactory;

vi. demonstrate research skills relevant to the thesis being presented;

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

viii. requests for the thesis to be submitted in alternative formats may be approved by the faculty Deputy Dean for Research (Research Degrees) where there is a demonstrable need, explaining clearly the reasons for this. Requests should be submitted jointly by the candidate for examination and their supervisor, with the approval of the School/Institute Director of Graduate Studies.

Appendix 2: Declaration on the availability of the thesis

Subject to paragraph 8.115 above, candidates for the degrees of MPhil, PhD, MD(Res), EngD, DrPS, DPsych, DClin, and DClinDent will at the time of entry to the examination be required to sign a declaration in the following terms:

Declaration

A2.1. I authorise that the thesis I present for examination for the degree shall, if a degree is awarded, be deposited in the electronic institutional repository of the library of Queen Mary University of London and that, subject to the conditions set out below, it may be made available for public reference, inter-library loan and copying.

A2.2. I authorise Queen Mary or University authorities as appropriate to supply a copy of the abstract of my thesis for inclusion in any published list of theses offered for higher degrees in British universities or in any supplement thereto, or for consultation in any central file of abstracts of such theses.

A2.3. I understand that before my thesis is made available for public reference, inter-library loan and copying, the following statement will have been included at the beginning of my thesis or clearly associated with any electronic version: The copyright of this thesis rests with the author.

A2.4. I warrant that this authorisation does not, to the best of my belief, infringe the rights of any third party.

A2.5. I understand that if my thesis is not approved by the examiners, this declaration will become void.

Glossary

This appendix provides definitions of common words and phrases used in the regulations. Many terms are defined in detail within the regulations themselves; links have been provided where that is the case.

Academic credit	An indicator of the amount and level of learning. The structure of academic credit and levels as applied to modules and programmes leading to awards of Queen Mary are detailed in the Queen Mary Academic Credit Framework.
Academic level	The relative complexity, depth of study, and learner autonomy required in relation to a module in the context of its discipline. Each module and award is assigned a level from the following scale: Level 3: Foundation or pre-degree Level 4: Introductory Level 5: Intermediate Level 6: Final Level 7: Masters Level 8: Research
Academic year	A period running from 1 August to 31 July. The developmental years of most undergraduate programmes follow academic years, and policies and regulations are normally written by academic year. See also developmental year, and calendar year.
Accredited Prior Learning (APL)	Prior, certificated study from another institution deemed equivalent to Queen Mary modules from which exemption is sought.
Award	Undergraduate and postgraduate certificates, diplomas, bachelors degrees, undergraduate and postgraduate masters degrees, and postgraduate research degrees. The awards offered by Queen Mary are detailed in the Ordinances and the Academic Regulations.
Calendar year	A twelve-month period. Many masters programmes run for a full calendar year, which may cross two academic years. See also academic year; developmental year.
Classification Mark	The weighted average of a student's performance, calculated in accordance with the regulations for the award, on which the classification is based for most awards. It is held to one decimal place.
Compulsory module	A module that must be taken to meet requirements for progression or award.
Core module	A module that must be taken and passed to meet requirements for progression or award. Core modules cannot be condoned.
Co-requisite module	A module that must be taken at the same time as another, specified, module.
Credit	See 'academic credit'.
Delegated authority	Where the authority invested in an individual or body is delegated to another individual or body for a specified purpose.
Developmental year	A year of a programme. Normally one academic year of full time study, during which a student is normally required to be registered for 120 credits of modules. Developmental years for part time students normally last two years. See also academic year and calendar year.

Dissertation/project	An extended piece of independent study assessed by an output report or extended essay. Comprises a significant part of most masters programmes.
Elective module	A module that a student may select from a specified list of options.
Element of assessment	An individual item of assessment. The assessment for a module may comprise several elements of assessment.
Enrolment	A process by which individuals with offers of places to study become students of Queen Mary. New students must pre-enrol before enrolment, and returning students must re-enrol each year.
Extenuating circumstances	Circumstances that are outside a student's control which may have a negative impact on a student's ability to undertake or complete any assessment so as to cast doubt on the likely validity of the assessment as a measure of the student's achievement.
External examiner	A senior professional academic from outside Queen Mary who monitors the assessment process for fairness and academic standards.
Field of study	The description of the modules passed by a student. Represented in the name of the programme and the title of the award conferred upon a student
First sit	The repeat of all or part of a module's assessment following a certified absence at the first attempt due to extenuating circumstances acceptable to the examination board. A first sit replaces the first attempt and does not count towards the value of academic credit for which a student must normally be registered in an academic or developmental year. First sit module marks are not capped.
First take	The repeat of a module following failure at a previous attempt. This involves attendance and completion of all elements of the module, and submission of all assignments, whether assessed or not. First takes count towards the value of academic credit for which a student must normally be registered in an academic or developmental year. Module marks for first takes are not capped. First takes incur pro rata tuition fees.
Invigilated examination	A timetabled summative examination that contributes in whole or in part to the module mark.
Level	See 'academic level'.
Module	An approved block of teaching and learning leading to the award of academic credit and forming part of a programme of study.
Module assessment	Assessment of the performance of a student on a module. This may include a variety of elements and forms of assessment.
Module mark	The overall module result. This may be a weighted aggregate of marks from several elements of assessment. It is held to one decimal place.
Notional study hours	The number of hours required to complete an academic credit, module, or programme.
Pathway	A specific combination of modules within a programme leading to a named award.

Prerequisite module	A specified module that must be taken before a second specified module can be taken.
Programme regulations	The regulations for an individual programme of study, approved by the Senate, or its delegated authority.
Programme of study (programme)	A package of modules approved by the Senate, or its delegated authority, and leading to an award of Queen Mary or the University of London.
Progression	The process of moving from one developmental year to the next, or from the taught element to the dissertation or project element of a programme.
Project	See 'dissertation/project'.
Qualifying mark/ qualified failure	A specified minimum mark that must be obtained in one or more elements of assessment in order to pass a module. This is in addition to, and distinct from, the requirement to achieve a pass in the module mark to pass the module. For example: 'Students must obtain a minimum aggregated and weighted coursework average of 30.0, and a minimum module mark of 40.0, in order to pass the module.'
Registration	A process by which a student signs up for modules of a programme of study.
Research students	Students registered for a programme of study specifically designated as a research programme. These have separate Academic Regulations.
Resit	The repeat of all or part of a module's assessments, following failure at a previous attempt. Resits do not involve the repeat of attendance for the module. They do not count towards the value of academic credit for which students must normally be registered in an academic or developmental year.
Retake	The repeat of a module following failure at a previous attempt. Retakes involve attendance and completion of all elements of the module, and the submission of all assessments. They count towards the value of academic credit for which students must normally be registered in an academic or developmental year. Retakes incur pro rata tuition fees.
Special regulations	Programme or module regulations that diverge from the general Academic Regulations for good reason, approved by the Senate or its delegated authority. These are detailed in Sections 6-7 of the Academic Regulations.
Students	Students of Queen Mary. Ordinance C1 describes, 'persons who are students of QMUL and associate students of QMUL'. The Academic Regulations apply to all students undertaking undergraduate or postgraduate study at Queen Mary and any person whom the Senate declares to be a student of Queen Mary.
Taught component/ taught modules	The parts of a programme delivered as taught modules, as opposed to dissertations or projects. The term is generally used in relation to postgraduate programmes.
Total credit value	The total amount of academic credit required for an award.
Threshold requirement	A progression requirement for certain programmes. Students must achieve a year - or aggregate - average (threshold) to progress to the next developmental year. This is in addition to the credit requirements for progression.

Delegations of the Senate

'Delegated authority' refers to where the authority invested in an individual or body is delegated to another individual or body for a specified purpose. This section details cases in which the Senate of Queen Mary delegates its authority to other individuals or groups within the context of the Academic Regulations.

Regulation	Delegation
1.8	Authority for the consideration of achievement, progression, awards, and other related matters for taught programmes is delegated to the Subject and Degree Examination Boards.
1.9	Authority for the management of academic quality and standards, including development of academic policy, is delegated to the Education Quality and Standards Board.
1.10	Authority for the consideration of achievement, progression, and awards for research students, and programme approval and amendment for research programmes, is delegated to the Research Degrees Programmes and Examinations Board (RDPEB).
1.11	Authority for the approval, amendment, and withdrawal of taught programmes of study is delegated to the Taught Programmes Board.
1.11	Authority for the approval, amendment, and withdrawal of modules is delegated to school- and institute-level Education Committees.
1.12	Authority for the development, approval, management, and review of partnerships and other initiatives with external partners is delegated to the Partnerships Board.
1.19	Authority for the approval of special regulations is delegated to the Education Quality and Standards Board (for award-level regulations) and to the Taught Programmes Board (for programme and module level regulations, including assessment regulations). Approval is subject to the conditions stipulated in the regulation.
1.21	Authority for the approval of a suspension of regulations is dedicated to a named role(s) by the Principal as Chair of Senate. At the time of publication this is the Director of Governance and Legal Services and the Director of Registry Services. As stated in the regulation, suspension also requires approval from either the relevant Subject and Degree Examination Boards (or their Chairs), or a Head of School/Institute/Directorate or equivalent. Any request should be submitted to the Academic Quality and Standards team in the Directorate of Governance and Legal Services (UG and PGT requests) or the Research Degrees Office in the Directorate of Registry Services (PGR requests) in the first instance.
2.1	Authority to approve general admissions requirements is not delegated. Authority to approve programme-specific requirements for entry to Queen Mary is delegated to the Taught Programmes Board and the Vice-Principal (Education) or their nominated Deputy.
2.2	Authority to refuse admission to an applicant who has previously been registered on a programme with significant overlap to that being applied for, and to grant exceptions to that rule, is delegated to the Director of Admissions (or nominee).
2.7	Authority to grant direct entry with APL to the final year of a programme in exceptional circumstances where the conditions of this regulations are met is delegated to the Director of Admissions (or nominee).

2.8 Authority to deregister a student found to have secured admission to Queen Mary on the basis of false or cancelled qualifications, documents or statements is delegated to the Vice-Principal (Education), on the recommendation of the Director of Admissions (or nominee).

2.18 Authority to permit a person not registered or enrolled on a Queen Mary programme to use Queen Mary facilities is delegated to the Vice-Principal (Education), on the recommendation of a Head of School/Institute Director.

2.27 Authority to impose an interruption of study or deregistration on a student who does not undertake or does not disclose the results of a required medical examination is delegated to the Vice-Principals (including the Deputy Vice-Principals). Authority to impose restrictions of activity while assessments are ongoing is delegated to the Deans for Education (or nominees).

2.29 Authority to impose an interruption of study or deregistration on a student who is not deemed fit to study or practise after a required medical examination is delegated to the Vice-Principals (including the Deputy Vice-Principals).

2.30 Authority to specify health conditions that must be reported to Queen Mary by students on medical or dental programmes is delegated to the Vice-Principal (Health) (or nominee).

2.42 Authority to grant an exception to the rule that an applicant who withdrew or was deregistered from a programme of study cannot apply for a new programme at Queen Mary within 12-months of withdrawal/deregistration is delegated to the Director of Admissions (or nominee).

2.48 Authority to extend the maximum duration of study for an individual student is delegated to the Director of Registry Services (or nominee).

2.49 Authority to permit concurrent study is delegated to the Director of Admissions (or nominee).

2.51 Authority to permit a student to change programme where the requirements of the regulation are met is delegated to the relevant Head of School/Institute Director. A change of programme for an applicant or first year student requires additional approval from the Director of Admissions (or nominee).

2.53.ii Authority to allow a part-time mode of study for an individual student where part-time study is not normally available is delegated to the Director of Registry Services (or nominee) on the recommendation of a Head of School/ Institute Director.

2.66 Authority to exempt a student from a core module and replace it with an alternative (subject to the conditions of the regulation) is delegated to the Director of Registry Services (or nominee) on the recommendation of the relevant Head of School/Director Institute (or nominee).

2.73 Authority to approve arrangements for the conversion of credits and marks for modules studied abroad is delegated to the Education Quality and Standards Board.

2.112 Authority to approve the field of study for a programme (as part of the programme approval process) is delegated to the Taught Programmes Board.

2.125	Authority to approve an aegrotat award is delegated to the Principal and President, based on the recommendation of a Subject Examination Board and the endorsement of the relevant Degree Examination Board (or the respective Chairs of the Boards).
2.128	Authority to revoke an award is delegated to the relevant Degree Examination Board (or Chair) where revocation would be in a graduate's favour. A revocation not in a student's favour required approval from the Principal, as Chair of the Senate.
8.13	Authority to extend the enrolment of an associate research student beyond 12-months is delegated to the faculty Deputy Dean for Research (Research Degrees) on the advice of the Director of Graduate Studies. Requests will be raised through the admissions process or on the request of a school/institute.
8.14	Authority to permit an associate research student to enrol at Queen Mary for the duration of their research programme at their primary institution is delegated to the faculty Deputy Dean for Research (Research Degrees) on the recommendation of the Director of Graduate Studies.
8.15	Authority to permit the transfer of research student's registration from another institution to Queen Mary is delegated to the Director of Graduate Studies. Requests will be raised through the admissions process, in accordance with the specified time limits.
8.17	Authority to permit concurrent study elsewhere or at Queen Mary for research students is delegated to the Head(s) of School(s)/Institute(s) and the Director of Graduate Studies for the School/Institute where the student is registered. Consideration will be on a case-by-case basis, coordinated by the Research Degrees Office.
8.19	Authority to permit transfer between full- and part-time study for research students is delegated to the relevant Director of Graduate Studies, on the advice of the primary supervisor. Consideration will follow a request from the student supported by the primary supervisor and taking account of any limitations arising from any studentship.
8.20	Authority to permit transfer to 'writing up' status is delegated to the faculty Deputy Dean for Research (Research Degrees) on the advice of the Director of Graduate Studies. The primary supervisor must confirm that the student is expected to complete within one year.
8.26	Authority to permit interruption of a research studies programme for up to two years (or for a maximum period as prescribed by the terms of any studentship) is delegated to the Research Degrees Programmes and Examination Board. Requests should be made on the appropriate form and submitted to the Research Degrees Office.
8.26	Authority to permit interruption of a research studies programme for a period of more than two years is delegated to the Director of Registry Services or their nominee. Requests should be made on the appropriate form and submitted to the Research Degrees Office.
8.23, 8.31, 8.47 and 8.86	Authority to allow a research student to submit either before the minimum registration period or after the maximum registration period, or to extend the writing up period and/or period of registration is delegated to the Research Degrees Programmes and Examinations Board. Requests should be made on the appropriate form and submitted to the Research Degrees Office.
8.48	Authority to extend a research student's maximum permitted duration of study for a period greater than 12-months is delegated to the Director of Registry Services or their nominee. Requests should be discussed with the Research Degrees Office in the first instance, which will seek approval from the Research Degrees Programmes and Examinations Board before seeking the approval of the Director of Registry Services or their nominee.

8.53	Authority to terminate the registration of a research student who fails to meet the requirements for progression is delegated to the Director of Graduate Studies following formal progression processes.
8.53	Authority to terminate the registration of a research student who fails to meet the minimum stated requirements for attendance or submission of work and/or completion of required activities is delegated to the Research Degrees Programmes and Examinations Board, on the recommendation of the faculty Deputy Dean for Research (Postgraduate Research). A recommendation from the primary supervisor following progress monitoring is reported to the Director of Graduate Studies for review, who if in agreement refers the recommendation to the faculty Deputy Dean for Research (Postgraduate Research) for consideration before referral to the Board for final approval.
8.59	Approval of an MPhil, PhD or EngD thesis title at the point of notifying entry for examination is delegated to the Director of Graduate Studies, as part of the examination entry process.
8.60	Approval of an MD(Res) or ResM thesis/dissertation title prior to registration for the programme is delegated to the Director of Graduate Studies, as part of the admissions process.
8.61	Approval of the subject and title of the thesis and/or research portfolio for the DrPS, DPsych, DClin and DClinDent awards is delegated to the Director of Graduate Studies and occurs after the equivalent of one year's full-time study on the research studies programme.
8.62	Approval of any change to the title of the thesis is delegated to the Director of Graduate Studies, with a written notification to the Research Degrees Office.
8.64	Responsibility for the appointment of supervisors and for ensuring that supervisors have had appropriate training is delegated to the Head of School/Institute, in accordance with the requirements of the Code of Practice for Research Degree Programmes.
8.65	Responsibility for the annual progress monitoring of research students is delegated to the Director of Graduate Studies, in accordance with the established requirements for progress monitoring that informs progression.
8.67, 8.68, and 8.70	Authority for the approval of progression requirements and procedures for research studies programmes is delegated to the Research Degrees Programmes and Examinations Board.
8.67	Authority to approve members of progression panels for research programmes is delegated to the Director of Graduate Studies, on the recommendation of the primary supervisor.
8.74	Authority to approve the deregistration of a research student who fails to meet their progression requirements is delegated to the Director of Graduate Studies, on the recommendation of the progression panel.
8.82	Approval of the examination entry procedure for research studies programmes is delegated to the Research Degrees Programmes and Examinations Board, and is coordinated by the Research Degrees Office.
8.92	Authority to approve DrPS, DPsych, DClin and DClinDent award requirements is delegated to the Research Degrees Programmes and Examinations Board.

8.94 Authority to approve lower word counts for specific research studies programmes is delegated to the Research Degrees Programmes and Examinations Board.

8.97 Authority to approve examiners for research programmes is delegated to the Research Degrees Programmes and Examinations Board, following nomination under the examination entry process.

8.102 Authority to approve the conduct of a research studies examination in a language other than English is delegated to the Research Degrees Programmes and Examinations Board, following an individual application to the Board setting out the reasons for the request.

8.123 Authority to award a research degree is delegated to the Research Degrees Programmes and Examinations Board, following review of the panel of examiners' reports and confirmation of their recommendation for award (coordinated by the Research Degrees Office).

8.125 Authority to posthumously award a research degree is delegated to the Research Degrees Programmes and Examinations Board, in accordance with the stated procedure.

8.127 Authority to approve the extension of the 12-month restricted access period for a thesis is delegated to the faculty Deputy Dean for Research (Research Degrees), following an individual application setting out reasons for the request and why the circumstances are exceptional. Once a student has submitted the final copy of their thesis prior to award of the degree, the responsibility is delegated to Library Research Services.

8.134 Authority to approve the arrangements for collaborative research degrees is delegated to the Research Degrees Programmes and Examinations Board, in accordance with the approved policy and procedures.

8.136 Authority to revoke a research award is delegated to the Principal, on the recommendation of the Chair of the Research Degrees Programmes and Examinations Board or their nominee.

8.137 Authority to approve the requirements for a European Doctorate award is delegated to the Research Degrees Programmes and Examinations Board, in accordance with the approved policy and procedures.

Queen Mary University of London

Code of Practice for Research Degree Programmes 2026-27

Queen Mary University of London

Queen Mary
University of London

Code of Practice for Research Degree Programmes
MPhil, PhD, MD(Res), EngD, DClin, DClinDent, DrPS

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Code of Practice for Research Degree Programmes

Introduction and scope

1. This Code of Practice (the Code) provides a framework of procedures and practices to support research students and their supervisors. It outlines the commitment made between Queen Mary University of London and research students for the provision of programmes leading to the award of a research degree (such as MPhil, PhD, MD (Res), EngD) and professional doctorates. This edition of the Code of Practice takes precedence over previous versions.

2. Compliance with the Code of Practice is mandatory. The Code should be read in conjunction with the Academic Regulations for Research Degree Programmes and with related procedures approved by Senate or its delegated authority. In any issues of interpretation of the Code, the Academic Regulations always take precedence.

3. The Code takes into account the UK Quality Code for Higher Education (the Quality Code) Advice and Guidance on Research Degrees, in particular the Expectations and Core Practices of the Quality Code.

4. This document aims to meet the Quality Code's Guiding Principle 1 for research degrees that "provision of information is clear and accessible to research students and staff". This includes the availability of specific regulations and codes of practice for research degrees that are clear, regularly reviewed and accessible to research students and staff, including examiners.

Framework for governance and quality assurance of research degrees

5. This section sets out the responsibilities for research degree programmes at Queen Mary. It identifies the roles and committees involved in making decisions about research degree programmes and those responsible for assuring the quality of the provision to research students and the academic standards of research degrees.

Vice-Principal (Research and Innovation) and the Queen Mary Senior Executive Team

6. The Vice-Principal (Research and Innovation) is responsible for providing strategic leadership on, and the delivery of, the research and innovation elements of the Queen Mary Strategy 2030. The Vice-Principal's remit includes postgraduate research. The Vice-Principal is the Executive Chair of the Queen Mary Doctoral College. The Vice-Principal represents postgraduate research at the Queen Mary Senior Executive Team. The Queen Mary Senior Executive Team, chaired by the Principal, is the academic senior management team. It advises the Principal on the management of day-to-day business as well as the

university's long-term future, and is responsible for the development and implementation of the Queen Mary Strategy 2030.

Deputy Dean for Research & Innovation and Director of the Doctoral College

7. The Deputy VP for Research & Innovation Culture is responsible for providing strategic leadership on postgraduate research and all research student matters. The Deputy VP is appointed for a three-year term of office, with the possibility of extension. The Deputy VP is a member of the Research and Innovation Board, chaired by the Vice-Principal (Research and Innovation).

8. The Deputy VP for Research & Innovation Culture is the Director of Centre for Early Careers Researchers responsible for the operational activities of the Doctoral College, and reports to the Vice-Principal (Research and Innovation). The Director is supported by the Doctoral College Team and the Research Degrees Office. The Doctoral College oversees strategy, training, and the student experience for research degrees. The Doctoral College works with the Research Degrees Office to assure the quality of research degree programmes and the examination of Queen Mary research students. The Doctoral College also works in partnership with academic schools and institutes, the Queen Mary Students' Union and Professional Services departments. The Centre for Early Careers Researchers advises on this work and reports regularly to the Vice-Principal's Research Advisory Group.

Faculty Deputy Deans for Research (Postgraduate Research)

9. There are three academic faculties: Humanities and Social Sciences; Science and Engineering; and the School of Medicine and Dentistry. There are also many interdisciplinary institutes spanning the faculties and disciplines. Academic departments are called Schools in the Faculties of Humanities and Social Sciences and Science and Engineering, and Institutes in the School of Medicine and Dentistry. The academic Schools and Institutes providing research degree programmes are organised within the three faculties. Each Faculty has a Dean for Research, responsible for the oversight and co-ordination of research activity in their respective Faculty. The Dean for Research delegates authority for postgraduate research to the Deputy Dean for Research (Postgraduate Research). The delegation cannot be transferred further to another individual. The Deputy Dean has specific responsibility for research degree students and programmes in their Faculty, and provides training and advice to academic staff.

10. The Deputy Deans work closely with the Deputy VP for Research & Innovation Culture and are key members of the Centre for Early Careers Researchers and the Research Degrees Programmes and Examinations Board.

Senate and the Research Degrees Programmes and Examinations Board

11. Senate is the committee with primary responsibility for oversight of the academic activity of Queen Mary including, amongst other things, academic standards, academic freedom and research. For information about Senate see https://www.qmul.ac.uk/governance-and-legal-services/governance/senate
The Dean and the Vice-Principal (Research and Innovation) attend the Senate.

12. The Research Degrees Programmes and Examinations Board (RDPEB) has delegated authority from Senate via the Research and Innovation Board to approve the appointment of examiners and the award of research degrees following the completion of the procedures for these processes, and applications for the interruption of studies and extension of registration. The Board also considers research degrees policies and processes, proposals for new research degree programmes, and reviews annually the Academic Regulations for research degrees and this Code of Practice. The Board is chaired by the Deputy VP for Research & Innovation Culture, supported by staff in the Research Degrees Office. The members are the Faculty Deputy Deans for Postgraduate Research and a second representative from each Faculty from amongst the Directors of Graduate Studies. The Head of the Doctoral College is in attendance for the part of the meeting considering policies and processes.

Schools and Institutes

13. At School/Institute level, the Head of School/Director of Institute is responsible for the quality of the student experience. Each School/Institute has a designated individual who takes responsibility for research and research student matters, typically a Director of Research. The responsibilities of the Director of Research for research student matters and decision-making are usually delegated to a School/Institute Directors of Graduate Studies. A School/Institute may appoint a Deputy Director of Graduate Studies to lead on a specific aspect of research degree matters, who reports to the Director of Graduate Studies. Delegated responsibilities cannot be transferred further to another individual without the approval of the Head of School/Institute.

14. Each School and Institute has identified members of Professional Services staff who are available to advise and support research students, and to support their School/Institute Director of Graduate Studies and their deputies.

Research Degrees Office

15. Regulations for research degrees, studentship stipend payments and operational processes, including enrolment, management of student records and the examination and award process, are handled by the Research Degrees Office in conjunction with the Deputy VP for Research & Innovation Culture , the Faculty Deputy Deans for Postgraduate Research, and the Vice-Principal (Research and Innovation). Policy documents, guidelines and other information can be found on the Research Degrees Office webpages.

16. Research studies programmes that involve collaboration with other institutions or organisations are governed by any additional requirements set out in the agreements for such collaborative provision.

Research environment

17. Schools/Institutes are responsible for providing their students with a sufficiently supportive and active research environment. Schools/Institutes wishing to accept research students must satisfy the following criteria:

    [a] at least five research-active staff (academic staff and Principal Investigators);

    [b] a target of a 4-year thesis submission rate (and equivalent for part-time students) in line with the Queen Mary Strategy.

18. New research studies programmes should be initiated and developed within Schools/Institutes that fulfil the above criteria.

19. The Faculty Deputy Deans for Postgraduate Research work with the Deputy Dean for Research & Innovation, their Faculty Dean for Research and School/Institute Directors of Graduate Studies within their Faculty to ensure the provision and enhancement of an appropriate research environment for research students.

Selection and admission of students

20. Applications for admission to Queen Mary are considered in line with the Admissions policies. General and programme-specific requirements for entry to Queen Mary are approved by the Senate, or its delegated authority. Entry requirements may be adjusted as Queen Mary deems appropriate; it shall be published annually by the start of the relevant admissions cycle.

Enrolment and registration

21. A student is required to enrol with Queen Mary at the start of their research degree programme and to register for the research studies programme. Research degree students may, with the agreement of their School or Institute, enrol at any one of the defined entry points during the year. The main enrolment points are in September, January and April. Exceptionally a student may enrol at other defined dates through the year at the request of their School/Institute. In such cases a student would be permitted to enrol on the first working day of a particular month (excluding August, September and October when new students are expected to enrol at the beginning of Semester 1 in mid-September) with the approval of their School/Institute, the Admissions Office and the Research Degrees Office. The situations in which an exception might be made include: restrictions on external funding start and end dates; Clinical Research Fellows release dates from clinical duties to study in the Faculty of Medicine and Dentistry; and delayed decisions about immigration permission so long as the applicant had applied to Queen Mary and for their visa in sufficient time to allow these to be processed before the programme start date.

22. Exceptionally, a student may be permitted to enrol as an associate student and undertake a period of guided study and/or research, normally for a period of up to six months (and not exceeding twelve months) with specified conditions to be met for admission to the research studies programme. This period does not count towards the minimum registration period required for award. Where the conditions of admission to the research studies programme are not met, the student is normally required to terminate their studies at the end of the period of registration as an associate student.

23. Students are required to re-enrol each academic year for the duration of the programme of studies (including during the period of writing-up of the thesis and examination) regardless of the mode of attendance and until their degree is awarded. Failure to re-enrol results in termination of registration. Research students are directed to review Queen Mary regulations and policies at the point of enrolment.

24. The minimum and maximum registration periods are specified in the **Academic Regulations**, under the category '*Teaching, learning and assessment*', on the policies webpage.

25. Following submission of the thesis for examination a student continues to be enrolled fully on their programme of study until the degree is awarded or registration is terminated. The period of enrolment under examination is usually seven months, assuming an outcome of minor corrections and approval of the corrected thesis by the examiner(s). This period would be longer for outcomes requiring a longer period to make corrections.

Induction

26. Responsibility for student induction is shared between the School/Institute and the Doctoral College. Both the Doctoral College and Schools/Institutes should provide induction to their students.

27. The Doctoral College induction will cover:

[a] introduction to the overarching governance of research degree programmes at Queen Mary;
[b] introduction to the Doctoral College and its activities and support for students;
[c] introduction to the general structure of research degree programmes and arrangements for the monitoring of progression;
[d] introduction to the support available from the Research Degrees Office;
[e] introduction to research and professional/technical support services;
[f] details about opportunities and requirements for research and transferable skills development, and the training provided by the Researcher Development Team in the Queen Mary Academy;
[g] expectations on attendance, hours of work and holiday arrangements;
[h] arrangements in the event of inadequate progress;
[i] who to contact in the event of a problem or complaint;
[j] introduction to policies and procedures on research integrity and ethics, plagiarism and research misconduct, and training; and
[k] advice on Queen Mary services including central library and computing services, and support services such as Advice and Counselling, and the Careers Service.

28. Schools and Institutes must also provide appropriate and complementary induction activities for research degree students, including:

[a] introduction to the structure and research portfolio of the School/Institute;
[b] introduction to research and professional/technical support services in the School/Institute;
[c] introduction to the School/Institute structure of the research studies programme and arrangements for supervision and the monitoring of progression;
[d] wider academic opportunities (seminars, journal clubs, research networks) including opportunities for meeting other research students and staff and opportunities to present research to peers;
[e] teaching opportunities;
[f] skills training available within and outside the School/Institute;
[g] mechanisms for providing feedback to the School/Institute, including opportunities for representation on relevant committees such as Staff Student Liaison Committees.
[h] health and safety procedures;
[i] advice on personal safety and security;
[j] how to raise concerns and/or make a complaint within the School/Institute.

29. It is the School/Institute's responsibility to provide a handbook or guidance notes for research students and to review the handbook each year to ensure that it reflects any changes in regulations or policies relating to research degrees. Information related to induction must be included in the handbook for research students.

30. Students will have an initial meeting with their primary supervisor as soon as possible following the beginning of their programme. This meeting will cover:

[a] the nature of the supervisory relationship and composition of the supervisory team, including responsibilities and expectations;
[b] discussion of the research topic proposed, initial routes of enquiry and objectives;
[c] identification of initial training needs and formulation of a training plan;
[d] recording supervision meetings using the Supervision Log on MySIS; and
[e] how the student's progress will be assessed.

Attendance

31. Full-time students are expected to undertake a full study week of 35 hours on their research studies.

32. Part-time students should reach an agreement with their supervisors at the start of their registration as to the proportion of time they will spend on their research degree programme to enable them to submit within the prescribed period. The Academic Regulations for Research Degrees state that the workload of a part-time student is deemed to be 50% of that of a full-time student. It is recognised that the time a part-time student may spend on their studies may vary through the course of the programme. Any

arrangement agreed should not compromise submission time within the prescribed maximum period of registration.

33. A student is expected to continue in the same mode of study for which they originally registered (full-time or part-time study). Requests from students to transfer between full-time and part-time status are approved by the Director of Graduate Studies. The request should usually be to make a permanent change to mode of study.

34. It is expected that, usually, students beginning their studies within the 2022-23 academic year will be resident in the UK for most of their research studies, before transferring to writing-up status. This will enable students to attend regular supervision meetings in person with their supervisory team, attend doctoral training and research activities as required by their School/Institute, and to use the research facilities provided by Queen Mary. This will ensure that the student receives the support, mentoring, training and access to research resources and facilities required to complete their research successfully. Exceptions to these requirements include activities that are an essential part of a student's studies e.g. fieldwork, study visits or conference attendance, and the location of study once a student has transferred to writing-up status. Other exceptions must be agreed by the student and their supervisor with the approval of the Director of Graduate Studies. For students who enrolled during the Covid pandemic and have not yet transferred to writing-up status, study location should be considered on an individual basis and approved by the Director of Graduate Studies.

35. Exceptionally, students may be permitted to undertake most of their studies at a research organisation external to Queen Mary, as part of a formal agreement or contract, with joint supervision provided by staff at Queen Mary and the partner research organisation.

36. All students should agree their holiday periods with their primary supervisor. For full-time students the annual holiday entitlement is 30 working days plus the eight UK public holidays and the four Queen Mary closure days. Holiday entitlement is pro rata for part-time students and for parts of a year. Students working in collaboration with non-academic partners are expected to bear in mind their obligations to those partners in planning leave. Excessive absences must be reported to the Head of School/Institute and the Director of Graduate Studies via normal progress report procedures.

37. Students may not be absent without permission from their supervisor. In cases of illness or injury, the student should inform their supervisor(s) and the School/Institute of absence from studies. On the eighth day of the student's sickness (including non-working days) the student should supply a doctor's certificate for any further absence and provide this to the School/Institute research student administrator. Where a student is expected to be absent for more than one month, whether consecutively or cumulatively, the student must apply to interrupt their studies (see 74-83 below).

38. If a student is experiencing difficulties in their general attendance or their submission of work does not meet the School/Institute requirements, this should be discussed with the supervisory team, and the Director of Graduate Studies if appropriate, to see what support might be offered to the student to resolve any study difficulties.

39. Students who consistently miss supervision meetings and/or other School/Institute activities that they are expected to attend, and/or do not submit work or miss deadlines as

agreed with their supervisory team, may have their registration with Queen Mary by the School/Institute terminated. Queen Mary may terminate the registration of a student who fails to meet the progression requirements for the research studies programme or where their general attendance or submission of work and/or completion of required activities fails to meet the stated requirements.

40. International students with student immigration permission sponsored by Queen Mary may be at risk of having their visa curtailed if they do not engage regularly and consistently with their research studies programme. The Advice and Counselling Service provides support to international students on immigration matters. Please see https://www.welfare.qmul.ac.uk/international for further information.

Supervision

41. The School/Institute's Director of Graduate Studies is responsible for establishing supervision arrangements for each student that conform to this Code, and may be required to report on these arrangements to the Faculty Deputy Dean for Research.

The Supervisory Team

42. Each research student will have an identified primary supervisor who is their main point of contact with the School/Institute and must be a member of academic staff at Queen Mary (whether Teaching & Research, Teaching & Scholarship, or Teaching & Professional Practice), as part of their supervisory team.

43. Each supervisory team must normally include at least two members of academic staff from Queen Mary, of which either the primary or secondary supervisor or both must be research-active. The primary and second supervisors' contract periods will normally extend to cover at least the expected duration of the student's research programme. Additional members of the supervisory team can include members of post-doctoral research staff, industrial partners or other external collaborators. The division of roles and responsibilities between members of the supervisory team will be clearly set out and agreed with the student at the start of the research programme, and when any changes are made to the team.

44. Barts Health NHS Trust staff who hold a current honorary contract with Queen Mary at the level of Senior Lecturer, Reader or Professor, and who meet the other supervisor requirements set out in this Code, may act as a primary or secondary supervisor subject to approval by the institute Director of Graduate Studies or the Faculty of Medicine and Dentistry Deputy Dean for Postgraduate Research. A primary supervisor who holds an honorary Queen Mary contract must be partnered with a second supervisor who is a member of Queen Mary staff (not an honorary contract holder) and who meets all the supervisor requirements in this Code.

45. If the primary supervisor identified for a student has not previously been part of a successful supervisory team (supervising a student to a timely completion) then co-supervision arrangements must be put in place and the second academic supervisor must

have experience of supervising a research student through to timely completion. Together the co-supervisors will jointly undertake to ensure that the responsibilities of supervisors are met. Only one supervisor can be designated as the primary supervisor.

46. The second supervisor may be appointed from the members of research active staff at another UK University or Research Institute if this is specifically required by the studentship funding scheme or other collaborative agreement between Queen Mary and the research organisation. External second supervisors must be able to provide evidence that they have completed PhD supervisor training and meet the supervisor criteria required within their own institution, and agree to follow Queen Mary policies. In these instances another Queen Mary member of staff, who meets the supervisor requirements, must be appointed as an additional supervisor. Supervisory arrangements where an external second supervisor is proposed must be approved by the School/Institute DGS.

47. Supervisors will normally have a maximum of 8 research students for whom they act as primary supervisor. Allocation of supervisory responsibilities will take into account other duties and professional commitments. Supervisors should have sufficient time for adequate contact with each of their research students to carry out their responsibilities effectively.

48. If the primary supervisor leaves Queen Mary the School/Institute must appoint a suitable replacement, normally the existing second supervisor. A departing primary supervisor may continue as an external member of the student's supervisory team, but in all cases a replacement primary supervisor must be appointed to act as the main point of contact with Queen Mary as well as a new second supervisor if appropriate.

49. Temporary arrangements will be made by the Director of Graduate Studies to cover periods of prolonged absence on the part of supervisors (for example, parental or sick or unpaid leave). During periods of research leave (sabbatical or otherwise), it is the normal expectation that supervisors continue in their role. Supervisors should discuss this matter with their Head of School/Institute as part of the approval process for their leave application, and inform their Director of Graduate Studies in good time if leave has been granted. In very exceptional circumstances, where adequate supervision would not be possible during research leave and the other member(s) of the team are unable to take a leading role in supervision, the Director of Graduate Studies will make temporary alternative arrangements. Their nature will also take into account the length of the leave.

50. Any problems with the operation of the supervisory team or the supervisory relationship in general should be reported to the Director of Graduate Studies in the first instance. If the student does not wish to discuss the matter with the Director of Graduate Studies, the student may report the matter to the Head of School/Institute or the Faculty Deputy Dean for Research.

Supervision meetings and the Supervision Log

51. For the purposes of paras. 48–50, a supervision is defined as a sustained conversation between supervisor(s) and a student about the student's research and research training. The nature of different disciplines means that supervisory

practice will take a variety of forms. Supervision may include, for example, one-to-one meetings, telephone conversations, or video-link/online meetings. Opportunities may also be available for research students and supervisors to meet informally. Research group meetings, lab meetings, and email conversations do not constitute supervision meetings.

52. There should be a minimum of ten supervisory meetings per academic year for full-time students (pro rata for part-time students), held at regular intervals up to submission of the thesis for examination. This is normally equivalent to one meeting per month for full-time students and one meeting every two months for part-time students, taking into account holiday periods. Supervision meetings may be held with any member of the supervisory team. Meetings should normally take place in person, but may take place via other means as described in para. 51 if all participants are in agreement.

53. Keeping a record of supervisions, which students and supervisors may refer to quickly and easily, is key to successful supervision. Under the requirements of the UK Quality Assurance Agency, and for international students, UK Visas and Immigration, Queen Mary must also be able to demonstrate that students are receiving sufficient supervision and that they are engaged in their studies. To fulfil these responsibilities, students and supervisors must use the online Supervision Log, accessed through MySIS. Students must record supervision reports on the log. It is the responsibility of both students and supervisors to ensure that supervisions are recorded on the log at: https://mysis.qmul.ac.uk in the Research Student Data area (guidance notes are available in MySIS).

54. Full-time research students should enter a minimum of ten reports on the Supervision Log per academic year, at regular monthly intervals, reflecting the supervisory meetings outlined in para. 52. Part-time students should enter a minimum of five reports on the log per academic year. Reports should also be recorded on the Supervision Log during a period of making corrections to the thesis identified by the examiners. Failure to use the log in line with the requirements in the Code may be taken as evidence of lack of engagement with studies when reviewing a student's academic progress and continued registration on their programme.

Responsibilities of supervisors

55. Primary supervisors will:

[a] be sufficiently knowledgeable in the student's area of research and the research ethics and ethical matters specific to this area to provide advice for the duration of the student's studies, including a period of revision when a student has been required to make corrections to their thesis after the examination;

[b] arrange the first meeting with the student as soon as possible following initial enrolment on the programme, and thereafter meet the student according to a mutually-agreed schedule, to monitor progress and review the programme for future work;

[c] respond to student reports on supervision meetings with the primary supervisor through the Supervision Log, ideally within one week of the student logging a report. This responsibility is shared with other members of the supervisory team. Any member of the supervisory team may respond to a report;

[d] advise the student to be aware of, and that they should comply with, Queen Mary policies on health and safety applying to their research, and provide information on any School/Institute policies and guidance;

[e] give advice on scheduling work and longer-term planning towards timely submission of the research thesis and completion, and to provide advice and help when difficulties occur;

[f] request written work as appropriate according to an agreed timetable, and provide honest and constructive criticism, either orally or in writing. Written work should normally be returned according to a mutually agreed timetable, and students should be advised at the time of submission if other responsibilities will prevent this being achieved;

[g] assist the student in identifying research and other training needs at the beginning of the research programme, and in reviewing these needs over the course of the programme's duration. This assessment and review should be done by completing the Development Needs Analysis (DNA) with the student at the start of their research studies. The DNA should be reviewed before every annual progression meeting. To download the plan click here: Development Needs Analysis - Doctoral College.

[h] provide supervision and arrange access to facilities during a period of revision when a student has been required to make corrections to their thesis after the examination;

[i] be sufficiently knowledgeable of the research ethics and ethical matters specific to the student's area of research to be able to advise the student on Queen Mary policies on research integrity and training, including whether the student should obtain research ethics approval and, if necessary, to do so before the project begins, a Disclosure and Barring Check (DBS) or undertake a risk assessment before the research in question is undertaken. Information about Queen Mary research policies is available from the Queen Mary policy zone and the Queen Mary Ethics of Research Committee.

[j] advise the student on discussing work or sharing any data with third parties (bearing in mind the need to maintain confidentiality), and introduce them to other scholars in the field;

[k] monitor the student's progress and inform them if it is not satisfactory, and report issues on student progress to the Director of Graduate Studies if appropriate;

[l] inform the School/Institute Director of Graduate Studies, the Research Degrees Office, and any funding body if the student ceases to attend regularly, or fails to progress over a prolonged period;

[m] approve examination entry on MySIS and submission of the thesis for examination which requires the supervisor to sign the thesis submission form;

[n] nominate through MySIS potential internal and external examiners for the student's final examination and arrange a mutually convenient date and place for the oral examination;

[o] respect and adhere to the Queen Mary Charter "Our Community" and the Dignity at Work and Study policies, behaving honestly and with integrity at all times.

56. If the primary supervisor changes, part way through a student's studies or in the later stages of writing the thesis, the responsibilities of the new primary supervisor may be different to those required earlier in the student's research studies. The role of the new primary supervisor will be considered in relation to the stage of the student's research studies and the contribution of the second supervisor and the supervisory team, as a whole. The role of the primary supervisor may change from leading advice on research studies to guiding the student through the writing and examination process and other members of the supervisory team will provide the subject expertise, or the departing primary supervisor may continue as an external member of the student's supervisory team. If the revised supervisory team considers that the stage of the student's studies requires research specialist knowledge and this is not available within Queen Mary, the Director of Graduate Studies may be asked to consider if input from an external with research specialist knowledge of the student's research field may be arranged. The division of roles and responsibilities between members of the supervisory team will be clearly set out and agreed with the student when any changes are made to the team.

57. The second supervisor is an integral and essential part of the supervisory team. Their precise role and input will be different for each student, and is dependent on circumstances surrounding the project, the student and the relationship with the first supervisor. The general expectations of the second supervisor are that they:

- act in an advisory role to both the student and, if required, the first supervisor;
- may have oversight of the research programme with respect to the progression and development of the student (particularly where the first supervisor may not have substantial supervision experience);
- act as a point of contact for the student on academic and pastoral issues;
- may complement the expertise of the first supervisor in driving the research project forward; and
- provide continuity of supervision in the event of the first supervisor leaving Queen Mary or being absent.

58. All new supervisors must undertake the training for this role provided by the Doctoral College. All supervisors must undertake 'refresher' training, which may be provided at

Faculty or School/Institute level, every two years. Attendance at supervisor training is recorded on HR staff records and is monitored by Schools and Institutes and the Doctoral College.

Responsibilities of students

59. Students will:

[a] work diligently on the programme of research and aim to complete the programme and submit the thesis within the agreed time frame. For example:

Programme length	**Thesis submission deadline from initial date of enrolment**
Four years full-time	3 years 364 days
Five years full-time	4 years 364 days
Seven years part-time	6 years 364 days

Students who have changed their mode of study from full-time to part-time (and vice versa), interrupted their studies, or have been granted an extension to their period of registration will have a different thesis submission deadline to the guide above. Each student's thesis submission deadline is shown in their MySIS details page. Please contact the Research Degrees Office with any queries about the thesis submission deadline.

To submit their thesis for examination a student must submit an electronic copy of their thesis to the Research Degrees Office in the approved format (a digital (PDF) file) by email to researchdegrees@qmul.ac.uk. The email submitting the thesis with the thesis submission form must be received in the RDO by 23:59 hours on the thesis submission deadline.

[b] take overall responsibility for their research and the work produced;

[c] carry out research in compliance with Queen Mary and School/Institute health and safety policies;

[d] take a pro-active role in discussing with the supervisory team the type of guidance and comment that is most helpful at different points in the progress of the research;

[e] agree a schedule of meetings with the supervisory team, and attend these promptly;

[f] full-time research students must submit a minimum of ten reports on the Supervision Log per academic year. Part-time students must submit a minimum of five reports on the log per academic year. Reports should cover topics discussed at supervisory meetings and include any relevant training undertaken/courses attended;

[g] submit written material as required to a timetable agreed with the supervisor for comment and discussion, and respond honestly and constructively to comments and suggestions (although this does not alter the student's overall responsibility for the work);

[h] attend any programme(s) of researcher development and research skills training, taught classes and research seminars as agreed with the supervisory team, or required by the School/Institute and the student's funding body;

[i] record evidence of engagement with research and skills training on the Skills Points System. Students who complete 210 points of training by the submission of their thesis for examination will receive the Queen Mary Diploma in Researcher Development (see https://www.qmul.ac.uk/doctoralcollege/phd-students/training/skills-points-system/);

[j] conform to all Queen Mary policies on research integrity, and associated processes and training, including applying for ethical approval for their research where necessary or a Disclosure and Barring Service (DBS). Information about Queen Mary research policies is available from the Queen Mary policy zone; Please use the CPD web portal to self-enrol on the Research Integrity Essentials - E-learning course, managed by the Doctoral College.

[k] inform the supervisory team of any problems or difficulties when they arise;

[l] submit reports for assessment and other work to inform decisions about their progress as required;

[m] enrol as a student of Queen Mary at the beginning of the programme of study, and re-enrol subsequently at the start of each academic year until the degree is awarded;

[n] monitor their @qmul.ac.uk email address issued to them at enrolment to ensure they are receiving all formal communications from Queen Mary. Official emails relating to periods of re-enrolment, progression or status transfers etc. will only be sent to this address, regardless of whether the student subsequently receives an additional departmental email address. It is the student's responsibility to set up forwarding from their official account to other addresses as needed / appropriate;

[o] respect and adhere to the Queen Mary Charter "Our Community" and the Dignity at Work and Study policies, behaving honestly and with integrity at all times.

[p] Effective 1st October 2025, all research students are required to complete the online Cybersecurity and GDPR Training course.

- This training must be completed annually by all research students.
- The module is accessible via the QMUL Continuing Professional Development (CPD) system.
- Schools and institutes will have access to reporting tools to monitor and ensure student compliance.

Responsibilities of Directors of Graduate Studies

60. The Head of School/Director of Institute delegates responsibility for research student matters through the Director of Research usually to the Director(s) of Graduate Studies to carry out the following duties as appropriate:

Oversee and monitor provision within the School/Institute

[a] Oversee the admissions process for research degrees. The DGS or designated lead for graduate admissions will ensure before recommending an offer that the topic identified is appropriate for a research degree, that the necessary research facilities and research training can be provided, and that appropriate supervision is in place for the expected duration of the programme. The DGS or other designated lead for research student admissions should approve all admissions offers.

[b] Directors of Graduate Studies are responsible for all research students with primary registration in their School/Institute, including students on Master by Research programmes. In cases of co-supervision across schools, the DGS in the School/Institute in which the student is registered approves decisions, liaising with the DGS in the other School/Institute as appropriate.

[c] Ensure that an appropriate primary and second supervisor or supervisory team is appointed for each student.

[d] Ensure that all research students are aware of pastoral care arrangements within the School/Institute.
(Directors of Graduate Studies are encouraged to attend the Queen Mary courses on Student Support, and Supporting Mental Health and Wellbeing in PGRs: guidance for supervisors.)

[e] Ensure that all staff appointed as supervisors are appropriately trained for their role.

[f] Monitor levels of supervision and reports on the use made of the Supervision Log.

[g] Ensure that internal examiners with limited examination experience are appropriately trained for the role, on the request of the Faculty Deputy Dean for Postgraduate Research or the Research Degrees Programmes and Examinations Board.

[h] Monitor issues arising from reports from research degree examiners and recommend appropriate action.

[i] Attend appropriate Faculty and School/Institute committees, for example the Graduate Studies Committee and/or Directors of Graduate Studies Forums, and disseminate information back to Schools/Institutes.

[j] Carry out an annual review of research degree programmes for their School/Institute, meeting with the Faculty Deputy Dean for Research.

Develop and review School/Institute policy on progression requirements

[k] Oversee the monitoring of student progress in accordance with the Academic Regulations and the Code of Practice.

[l] Liaise with the Research Degrees Programmes and Examinations Board, via their Deputy Dean for Research, as appropriate, with regard to interruptions of study, extensions of thesis submission dates, nomination of examiners and examination outcomes, and withdrawal and de-registration from Queen Mary.

[m] Approve formal progress and status reviews on behalf of the School/Institute.

Develop and review School/Institute policy regarding student feedback and complaints

[n] Receive and deal with student complaints and problems in the first instance.

[o] Ensure suitable alternative supervision arrangements in the case of breakdown of relations between a supervisor and the student or where a change of supervisor is desirable. In case of absence or the departure of the primary supervisor or secondary supervisor, ensure that adequate arrangements are made for the student's continuing supervision.

[p] Ensure that appropriate student feedback mechanisms are in place within the School/Institute, for example research student representation on the Student Staff Liaison Committee and/or Research Committee and encourage engagement with, and review results of, student surveys.

[q] Ensure that each School/Institute has, as a minimum, at least one research student Course Representative to attend Student-Staff Liaison Committees or equivalent.

Oversee and monitor research training and skills development

[r] Oversee and encourage student engagement with School/Institute research training programmes, and all other research and professional development training.

[s] Ensure that all students receive appropriate training before commencing any teaching.

[t] Encourage students to use the Skills Points System to record training and research activities.

[u] Ensure that supervisors are completing the Development Needs Analysis (DNA) at the start of their student's research studies and reviewing this annually with each of their students. The DNA should be discussed at annual progression review. Information is provided at Development Needs Analysis - Doctoral College.

Progression and review

61. The supervisor is responsible for regular reviews of student progress and will inform the student and Director of Graduate Studies if progress is not satisfactory.

62. The Academic Regulations for Research Degrees outline the parameters for each of the progression points and outcomes, including transfer to writing-up status. It is the responsibility of the Director of Graduate Studies to ensure that students' progression is assessed in accordance with the Regulations and published procedures.

63. The requirements for progression are set by each School/Institute. These should usually include the submission of written work by the student, a training needs analysis review using the Development Needs Analysis (DNA), jointly prepared by the student and their supervisory team, completion of online training in research integrity and cybersecurity/GDPR in advance of the first year academic progression review (introduced in 2022-23 and 2025-25, respectively), a written report by the primary supervisor and/or supervisory team, and an oral examination. Other requirements for certain programmes may be specified in School/Institute guidance. Progression decisions are made by the Director of Graduate Studies following a report on the student's progress from a

progression panel. Decisions are recorded on MySIS. Please use the CPD web portal to self-enrol on the Research Integrity Essentials - E-learning and Cybersecurity/GDPR courses.

64. Progression is a formal process that permits a student to continue to the next stage/period of their research studies programme. A progression panel is set up to discuss and review progress with the student. The panel must include at least two people. The Chair of the panel should have experience of being a Queen Mary primary supervisor who has taken their student successfully through one annual progression review event. At least one member of the progression panel should be independent of the student's supervisory team. Decisions on progression must be taken by members of the panel who are independent of the supervisory team. A student who fails to progress on the first assessment will be allowed a second attempt. Students may be deregistered if they have not achieved progression after two attempts.

65. Progression decisions are made by the Director of Graduate Studies following a panel's review of the student's progress. If the Director of Graduate Studies is a member of a student's academic progression panel making the recommendation about the student's progression outcome, they cannot make the final progression decision. The final decision must be made by another member of academic staff in the school/institute with responsibility for postgraduate research programmes, such as a Deputy Director of Graduate Studies or the Director of Research, who has not have been involved in the student's progression review.

66. Schools/Institutes also put in place arrangements for the regular monitoring and assessment of student progress. First year progression for a full-time student on a PhD, MPhil, MD(Res) or EngD programme takes place between 6 to 9 months after registration on the research studies programme. For a part-time student on a PhD, MPhil, MD(Res) or EngD programme this takes place between 12 to 18 months after registration on the research studies programme. For full-time students there should be a formal annual review of progress in each year of study following first year progression at 18-24 months and 30-36 months. For part-time students there should be a formal biennial review of progress at 36-48 months and 60-72 months (i.e. every two years). It is recommended that part-time students should complete an annual review in the intervening years. A progression review should be held in the third year (full-time) or sixth year (part-time) of study if the student is not in the process of transferring to writing up status. This review should consider the timing of transfer to writing up status and the sources of funding for fees if the student has an award that is coming to an end or has finished. The requirements for each research degree programme are specified in School/Institute guidance. Reports on progress are made to the Director of Graduate Studies to consider and approve.

67. Progression for students on Professional Doctorate programmes (DrPS, DPsych, DClin and DClinDent programmes) is assessed as outlined in School/Institute guidance.

68. The outcomes of formal progress reviews are recorded on MySIS by Schools and Institutes so that the student's central record is updated appropriately.

Transfer to writing up status

69. Transfer to writing up status is an academic progression point. In order to transfer to writing up status, a student is required to have completed all experimental work or collection of material related to their thesis[1], to have passed second year progression (or equivalent for part-time students) and, in the judgement of the supervisor, be in a position to submit the thesis within 12 months. Schools/Institutes may stipulate additional requirements for approving transfer to writing up status. A student can apply to transfer to 'writing up' status only if they have completed the minimum period of study and not exceeded the maximum period of study. A student registered for MPhil/PhD can only be transferred to writing up status if they have completed the process of being assessed from MPhil to PhD registration status. The maximum period for 'writing up' is one calendar year regardless of the mode of attendance of the student. In exceptional circumstances the writing up period may be extended. The transfer to writing up application form is available through the student MySIS portal.

70. A student who submits their thesis for examination and has not applied for transfer to writing up shall be transferred to writing up status with effect from the date of submission of their thesis. A new 'examination' status is to be introduced for students who have submitted their thesis for examination.

Termination of registration

71. The Academic Regulations outline the reasons for which a student's registration may be terminated. Schools/Institutes may recommend that a student's registration be terminated on the grounds of insufficient academic progress. This recommendation may follow a formal progress review but may also be made at other points during the programme of study. A recommendation to terminate studies outside of the formal annual progression process should only be made after the student has been given two written warnings that they are at risk of de-registration unless specified objectives are met within a clear timeframe.

72. Recommendations for termination of registration on the grounds of insufficient academic progress outside of the formal annual progression process must be approved by the Research Degrees Programmes and Examinations Board, on the recommendation of the Faculty Deputy Dean for Research (Postgraduate Research). A recommendation from the primary supervisor following progress monitoring is reported to the School/Institute Director of Graduate Studies for review, who if in agreement refers the recommendation to the Faculty Deputy Dean for Research (Postgraduate Research) and the Research Degrees Office for consideration before referral to the Board for final approval.

73. The formal procedures for de-registration, and for appeals against decisions to de-register a student, are outlined in the Academic Regulations and related policies/procedures. These are available on the Research Degrees Office website. Information about how to make an appeal is available at https://www.qmul.ac.uk/governance-and-legal-services/student-appeals/

Interruption of study

74. The Director of Graduate Studies is responsible for receiving and considering student requests for interruption of studies. Requests should normally be supported by the supervisor and Director of Graduate Studies, and submitted to the Research Degrees Office to refer to the Research Degrees Programmes and Examinations Board.

75. Interruptions may be requested at any point throughout the period of study and throughout the period of writing up. More than one application may be submitted during the research studies programme.

76. During an interruption of study, a student remains registered on their programme of study but ceases to be an enrolled student of Queen Mary. This has consequences for student status, funding, and immigration permission for international students. Depending on the reason for the interruption, studentship funding may be suspended during this period. Interruptions to the course of study may be permitted in accordance with the Interruptions Policy for a number of reasons such as illness, personal and family reasons, pregnancy or pregnancy-related illness, paternity leave, adoption leave, financial difficulties. The Research Degrees Programmes and Examinations Board may also grant interruptions for other reasons it considers acceptable. Placements and internships that contribute directly to a student's research studies and from which data/results will be used in the thesis, or which are a formal part of the programme requirements, are not eligible for an interruption of studies (and a change to the thesis submission deadline). Corroborating evidence must be provided to match the period of interruption being requested as set out in the guidance on the Research Degrees webpages. Interruptions will not be granted solely on the grounds of lack of progress.

77. Research degree students are permitted to interrupt their studies for whole months only and must resume their studies and re-enrol at the approved re-enrolment point. This does not apply to students enrolled on Professional Doctorate programmes. The interruption policy for students enrolled on taught programmes applies to Professional Doctorate students due to the modular programme structure.

78. Students may only interrupt for a minimum of one month at a time. Students are permitted to interrupt their research degree programme for up to one year in the first instance. The maximum permitted period of interruption is 24 months in total. Applications that would exceed the maximum total period of interruption will be granted only in exceptional circumstances with the approval of the Research Degrees Programmes and Examinations Board and the Academic Registrar.

79. A student may interrupt their registration on the grounds of primary carer leave for up to one year per child. This may cover pregnancy and related illnesses, and/or caring responsibilities. Periods of interruption for primary carer leave shall not count towards the maximum of two years permitted for interruption, but in all other respects the standard interruption procedures shall apply. Secondary carers wishing to take an extended period of leave shall do so under the standard interruption procedures.

80. Students are liable for payment of tuition fees up to the date that they withdraw or interrupt their studies. Students are liable for payment of tuition fees from the date they

resume their programme. For further guidance regarding fee liability please contact the Finance Office.

81. Any arrangements for contact between a student and their supervisory team during a period of interruption should be agreed in advance of the period of interruption, for example to keep in touch and to plan the return to study. During a period of interruption students should not have access to laboratories or carry out fieldwork. They may not conduct major work towards completion of their studies while on interruption of studies and may not submit material for assessments, progression review or the thesis for examination. Supervisors are not required to hold supervision meetings or to comment on draft chapters of the thesis while a student is on interruption.

82. All requests for interruptions should be notified to the Research Degrees Office in advance of their commencement for referral to the Research Degrees Programmes and Examinations Board to consider. Interruptions cannot normally be applied retrospectively. Students may be de-registered if they do not resume studies at the end of the approved period of interruption or are absent from their studies without requesting an interruption of study or an extension to an approved period of interruption. Queen Mary may require a student due to return from interruption to provide evidence of their fitness to study as set out in the policy "Enhancing Support for Students' Fitness to Study". If this evidence is not produced, or is found unsatisfactory, the student shall not be permitted to return. In such cases a student may be permitted to extend the interruption of study (where an interruption allowance remains), or else the student may be deregistered from the programme of study.

83. For further information please refer to the student guide on interrupting studies provided by the Advice and Counselling Service.

Extension of registration

84. The Director of Graduate Studies is responsible for receiving and considering student requests for extension of study beyond the maximum registration period for students who have not submitted their thesis for examination. Requests should normally be supported by the supervisor and Director of Graduate Studies, and submitted to the Research Degrees Office to refer to the Research Degrees Programmes and Examinations Board.

85. Extension of study beyond the maximum registration period is permitted in exceptional circumstances, normally due to unforeseen circumstances beyond the student's control, which would make it extremely difficult to submit the thesis within the programme timeframe. If a student is not able to work on their research programme at all for a period of time it may be more appropriate to apply to interrupt studies.

86. Students may request an extension of their thesis submission deadline of up to one year. Extensions are normally granted in periods of whole months and on one occasion only. Extensions can normally only be authorised for students who are in their fourth year of study or have writing up status. They must normally be applied for at the latest three months before the programme end date. Applications that exceed the maximum permitted extension to the registration period of 12 months will be granted only in

exceptional circumstances with the approval of the Research Degrees Programmes and Examinations Board and the Academic Registrar.

87. Students must provide evidence of progress to date and the ability to submit within the requested time period.

88. All requests for extensions should be notified to the Research Degrees Office in advance of their commencement for referral to the Research Degrees Programmes and Examinations Board.

Disability and Dyslexia Service

89. The Disability and Dyslexia Service (DDS) offers support for all students with disabilities, specific learning differences and mental health difficulties at Queen Mary.

90. The team offers advice, guidance and support in the following areas:

- Diagnostic pathway for students who may have a specific learning difference, e.g. dyslexia;
- Support in applying for funding through the Disabled Students' Allowances (DSA) scheme;
- Arranging DSA assessments of need;
- Accessing loaned equipment (e.g. digital voice recorders);
- Specialist one-to-one study skills tuition;
- Guidance and support in securing access to teaching materials, e.g. access to course materials in alternative formats;
- The provision of non-specialist human support, e.g. note-takers;
- Specialist mentoring support for students with mental health difficulties and conditions on the autistic spectrum;
- Advice about planning research and writing the thesis in the expected duration of the programme, including preparation for the viva;
- Examination Access Arrangements, e.g. additional time.

91. The DDS can advise students and their School/Institute on reasonable adjustments to studies. Students supported by the Disability and Dyslexia Service can expect to access the following reasonable adjustments:
- Examination Access Arrangements;
- Library concessions, e.g. a waiver on some library fines;
- A 'cover note' for students with specific learning differences, which advises academic colleagues on best practice when reviewing work produced by students with specific learning differences;
- Permission to record lectures;
- Advocacy when making requests to schools and faculties;
- A viva guideline cover note for SpLD/Autistic Spectrum Condition students, to provide suggested reasonable adjustments for their viva and guidance to examiners as to their approach.

92. Any agreed reasonable adjustments are provided throughout the study period including during the writing-up period.

93. An extension to the thesis submission deadline is not normally granted for a declared disability. Students are encouraged to meet with the DDS team early in their studies to discuss what support they might need and to put in place mechanisms to help with drafting the thesis well in advance of the final thesis submission some 3-4 years after enrolment at Queen Mary. Please refer to the above sections on interruption of study and extension of registration for examples of the type of situation that would require an interruption or an extension. In cases of late diagnosis of specific learning difficulties in the final year of study, the Research Degrees Programmes and Examinations Board will consider requests on a case by case basis.

94. Students may submit a statement declaring their disability – along with any support they require access to - with their thesis at the time of submission. Statements can be obtained from the Disability and Dyslexia Service and will take the form of a "Student Support Summary" (these are generated through MySIS by the Disability and Dyslexia Service).

Research training and skills development

95. All students will have access to training in appropriate research methods and relevant researcher development skills provided by their School or Institute, the Doctoral College, Doctoral Training Centres/Partnerships, and the Queen Mary Academy.

96. The individual programme of research training will be discussed at the student's initial meeting with the supervisory team. The student and supervisory team should complete Development Needs Analysis - Doctoral College. The DNA should be reviewed regularly during the course of the programme, particularly at formal progress reviews.

97. All students must complete the training requirements of their School/Institute and funding body.

98. Every research student is expected to take part in at least 210 hours of development activities over the course of their studies. This is roughly equal to two weeks' training and development for each full-time year of study.

99. Students are expected to record evidence of engagement with research and skills training and development activities on using the Skills Points plug-in on the CDP Training System. Points are awarded for different activities. Students who record 210 points of training by the submission of their thesis for examination will receive the Queen Mary Diploma in Researcher Development.

100. Students may have the opportunity to contribute to teaching through lecturing, seminars, demonstrating practical classes, project supervision, marking and taking tutorials according to the teaching practices in the Schools/Institutes for which the teaching is being undertaken. All students must receive appropriate training before commencing any teaching. Please refer to the webpage Doctoral Students Who Teach for information about training available to research students who undertake teaching responsibilities.

101. Any teaching undertaken by the student must be agreed by their supervisor(s) and must be in line with the terms and conditions of a student's funding if appropriate.

Paid work

102. All full-time students are expected to undertake a full week of study of at least 35 hours on their research degree programme and pro rata for part-time students. Students may undertake paid teaching or demonstrating work with the approval of their supervisor. For full-time students it is recommended that this is normally no more than six hours per week averaged over the year, including preparation and marking. If a student wishes to undertake paid work for Queen Mary for more than 6 hours per week, this should be approved by their supervisor and the School/Institute Director of Graduate Studies. The work must be supported by appropriate training. Students in receipt of scholarship funding must comply with any conditions concerning paid work set by their funding body. The total time spent (including preparation and marking) should not interfere with the progress of the student's research studies. Teaching work is paid at the Queen Mary standard rates for the type of activity. Schools and Institutes issue contracts to students for paid work.

103. In considering paid work outside Queen Mary, full-time students should bear in mind the need to work full-time on their research. Paid work should not delay or interfere with research training and the timely submission of the thesis. If a student is in receipt of a stipend from Queen Mary, stipend payments will be suspended if a student takes up full-time work during the period of the studentship, for example to undertake an external placement, internship and any other work that is not a formal requirement of the degree programme. If a student wishes to take-up full-time work they should discuss with their supervisor making an application to interrupt their studies.

104. International students studying full-time in the UK with student immigration permission may take up limited work. International students who have student immigration permission for part-time study are not permitted to work at all in the UK. Please see this guidance provided by the Advice and Counselling Service.

Internships and placements

105. Students may undertake internships or placements either within Queen Mary or with an external organisation. Such activities may be directly related to the PhD or undertaken for broader professional development, and must be approved in advance by the School/Institute.

106.
Where an internship or placement is not directly related to the PhD, or is not permitted under the terms of a student's funding (including UKRI funding conditions), students will normally be required to interrupt their studies for the duration of the activity. During this period, no tuition fees will be charged, stipend payments will be paused, and the thesis submission deadline and funding end date will be extended by a period equivalent to the interruption, with the overall programme and funding duration remaining unchanged.

In exceptional circumstances, where an internship or placement is not directly related to the PhD but can be demonstrated to provide significant academic benefit without detriment to academic progress, a case may be made for the student to remain enrolled. Such cases must be approved in

advance by the Director of Graduate Studies and the Head of Research Degrees. Approval of such cases does not override the requirement that any paid work must be undertaken in accordance with the University's employment and tax obligations.

Where an internship or placement is directly related to the PhD, it will normally be treated as a period of study away, and the student will remain enrolled with tuition fees continuing and no change to the thesis submission deadline or overall programme duration. In such cases, where the internship is paid, stipend payments will normally be paused and the stipend end date extended accordingly, while fee funding end dates remain unchanged; where the internship is unpaid, stipend payments and funding end dates will continue as normal.

Students must ensure that any internship or placement complies with the conditions of their immigration permission, where applicable, and should seek advice from the Advice and Counselling Service.

In exceptional circumstances, variations to these arrangements may be approved by the Chair of the Board and the Head of Research Degrees, particularly where such schemes are affiliated with recognised external funders, and requests should normally be submitted at least four weeks in advance.

Research Ethics and Research Integrity

105. Students must comply with Queen Mary policies on research integrity and ethical review of research. Students and supervisors will familiarise themselves with Queen Mary's policies on research with human participants and research integrity and associated procedures for the ethical review of research, and consider whether the student's research requires reearch ethics approval from the Queen Mary Research Ethics Committee

106. .An application for approval should be submitted to the committee if necessary at the appropriate point before the research is undertaken. Please review the Queen Mary Research Ethics webpages for further information or email research-ethics@qmul.ac.uk to discuss an upcoming application.

107. The online training course in research integrity was introduced in 2022-23 for research students. The training is compulsory for all new research students initially enrolled with effect from 1 August 2022. Students are required to complete the course and to report this as part of their first year progression review. The training is available to all other research students who are strongly encouraged to complete the course. Please access the Research Integrity Essentials course via the CPD Training System.

108. Students must comply with the **Editorial Assistance Policy** for research degree theses, which can be found on the Policies webpage, in the 'Research' category, as well as follow the Doctoral College guidance on the use of Generative Artificial Intelligence in doctoral research.

109. Applications to the Disclosure and Barring Service (DBS) for research studies involving human participants can be supported through **AskQM**. Information about DBS requirements can be found on GOV.UK. Queries regarding DBS applications should be submitted via **AskQM**.

110. Information about Queen Mary research policies is available from the Queen Mary policy zone. Please check the policies each time you need to use them as the university may publish or revise the policies from time to time.

111. Allegations that may constitute student misconduct are managed under the Code of Student Discipline.

Intellectual Property

112. Students and supervisors must adhere to the Queen Mary Intellectual Property Policy. They must ensure that they implement and adhere to this policy throughout their research and in any interactions, whether in person or through electronic media, with parties external to Queen Mary.

Collaborative arrangements

113. Collaborative arrangements for the supervision and award of research degrees are considered and approved by the Research Degrees Programmes and Examinations Board in accordance with the policy and procedures established by Senate for that purpose. Information about setting up a collaborative programme is provided at https://www.qmul.ac.uk/governance-and-legal-services/quality-assurance/collaborative-provision/. Please contact the Research Degrees Office.

114. Students may study at an accredited host institution in accordance with the Academic Regulations. Arrangements will be put in place for such students to ensure that the requirements of this Code are adhered to, particularly regarding supervision arrangements and progression monitoring.

Feedback mechanisms

115. All Schools/Institutes must offer opportunities for research students to provide feedback to them. Students must be advised during the induction period of the mechanisms for providing feedback to the School/Institute, including opportunities for representation on relevant committees such as Student-Staff Liaison Committees.

Examinations and awards

116. The Research Degrees Programmes and Examinations Board is responsible for the examination of research degrees and approves the award of research degrees.

117. The criteria for assessment of research degrees are outlined in the Academic Regulations and the Guidelines for Research Degree Examinations.

118. The procedures for examination entry and the examination process are outlined in the Procedures for Research Degree Examinations

Panel of examiners

119. A Panel of Examiners is established for each individual examination of an MPhil, PhD, MD(Res), EngD, DrPS, DPsych, DClin and DClinDent.

120. The Panel of Examiners comprises a minimum of two examiners appointed by the Research Degrees Programmes and Examinations Board on behalf of the Senate.

121. Examiners may be nominated as follows:

Either

- one internal examiner from the academic staff of Queen Mary University of London who has not been involved in the candidate's work and has not been a member of the candidate's progression panel(s); and
- one external examiner;

or

- where the criteria above for an internal examiner cannot be met or a School/Institute considers it to be academically desirable two external examiners may be appointed.

122. If the candidate is a member of Queen Mary staff normally two examiners who are external to Queen Mary shall be appointed.

123. In some cases, an independent chair may be appointed to the Panel of Examiners. The independent chair must be a senior member of academic staff (Senior Lecturer, Reader or Professor) with experience of examining at least one UK PhD (or equivalent for other awards). The independent chair may be from the same School or Institute but should not have had any prior involvement with the project or with the student. They should also be from a different area in the School/Institute and not from the same research group / sub-department or unit / centre. In such cases, the responsibility of the chair is to manage the process and ensure adherence to the regulations. The chair does not contribute to the decision regarding whether or not the standards for award have been met.

124. The candidate may invite their supervisor to attend the examination but the supervisor may not participate in the examination and must absent themselves when the decision regarding the outcome of the examination is to be made. If the candidate does not wish the supervisor to be present, he/she should make this clear at the time of examination entry.

Criteria for examiners

125. Examiners for MPhil, PhD, MD(Res), EngD, DrPS, DPsych, DClin and DClinDent normally fulfil the following criteria:

[a] Examiners should be experts in the field of the thesis but not necessarily in all parts of the precise topic.

[b] The examiners should have examined at least five research degrees of the same or equivalent level between them, of which a minimum of three examinations should have been for a research degree in the UK. For the MD(Res), at least one examiner should have previous experience of examining for the MD(Res).

[c] Nominated examiners must have had no direct involvement in the candidate's research or any close connections or extensive recent (within the past five years) collaborations with either the supervisor(s) or student including joint publications or research grants that might compromise the examination. They must not have taken an active role in considering the student's progression and/or transfer of status from MPhil to PhD.

[d] An external examiner should not normally be appointed more than once during a given academic year by members of the same School/Institute.

[e] An examiner who is a member of Queen Mary staff may be appointed up to three times during a given academic year.

[f] NHS Consultants or the equivalent in the NHS who are not Queen Mary or University employees may be appointed as examiners, but they should hold an Honorary Senior Lecturer or above contract with a College or University. Other professional experts may be appointed as external examiners, but the normal requirements for examining experience across the examination team will apply.

[g] Individuals who were previously members of staff, students or other members of Queen Mary University of London must not be appointed as an external examiner until a period of three years has elapsed.

[h] Individuals who have retired from academic positions at Queen Mary University of London or another higher education institution may be appointed as internal or external examiners (subject to the provisions in 124[g] above) if they remain active in their field of research.

[i] When an overseas examiner is appointed, we recommend that the viva be conducted online to help avoid unnecessary travel and associated costs. However, if the School considers an in-person examination essential, the Head of School must formally approve the travel expenses in advance. In such cases, please ensure that a budget code is provided within the MySIS nomination task, as that will be used to cover the external examiner's expenses.

126. Examiners for ResM (Master by Research) normally fulfil the following criteria:

[a] The collective experience of the examination panel for a ResM degree must include the assessment of at least five research degrees. This total may comprise both PhD (Level 8) and ResM (Level 7) candidates, with a minimum of three of these examinations conducted in the United Kingdom and at research degree level – such as PhD, ResM, EngD, MD(Res) or MPhil. If one examiner satisfies this minimum requirement, a second examiner may be appointed even if their prior examination experience has primarily involved taught master's programmes (Level 7) – such as MSc, MA or MRes qualifications.

[b] There is no restriction on the number of individual examinations an examiner – whether internal or external to Queen Mary – may be appointed to within a single academic year.

127. The Research Degrees Programmes and Examinations Board will monitor issues arising from reports from research degree examiners and recommend appropriate action.

Alternate Thesis Formats

PhD candidates may, in certain circumstances, submit their thesis in an alternative format. All thesis formats must meet the same requirements for originality, scholarly rigour, and examination standards as a traditional thesis, and must demonstrate an equivalent contribution to knowledge.

Consistency of Thesis Format

Candidates must adopt a single thesis format for the entirety of the submission. A thesis must be structured consistently in accordance with the requirements of the chosen format and may not combine elements of different formats (for example, a journal-format structure alongside a traditional monograph structure). The format of the thesis should be agreed with the supervisory team at an early stage of the programme.

Approval

Candidates wishing to submit a thesis in an alternative format (including practice-based or journal format) must obtain approval in advance from:

- their supervisory team; and
- the Director of Graduate Studies within their School or Institute.

For practice-based theses in disciplines not listed below, additional approval must be obtained from the Faculty Deputy Dean for Postgraduate Research (or nominee).

Requests should normally include:

- proposed thesis title
- supervisory arrangements
- expected completion date
- proposed structure and format
- (where relevant) the balance between written and practical components
- arrangements for examination

Faculties may require additional approval (for example by the Faculty Deputy Dean for Research (Research Degrees)) where appropriate.

Practice-Based Theses

In some disciplines, doctoral research may include a significant creative, professional, or practical component. A practice-based thesis will consist of:

- a substantial practical or creative work; and
- a written thesis which contextualises, analyses, and critically reflects on that work.

The submission must demonstrate a significant and original contribution to knowledge equivalent to that required for a traditional doctoral thesis.

Structure of the Submission

The submission will normally consist of two integrated components:

Practical Component
An original work created by the candidate, which may include (but is not limited to):

- creative works
- performances
- exhibitions
- artefacts or designs
- digital or multimedia outputs
- professional practice outputs

Written Thesis
The written element should:

- situate the practice within relevant scholarly or professional contexts
- describe the research process and methodology
- critically analyse the outcomes of the practical work
- demonstrate the relationship between theoretical investigation and practice

Discipline-Specific Provision

The following disciplines are approved to offer practice-based theses and specify additional requirements:

Drama, Theatre and Performance Studies
A candidate may submit either a written thesis or a combination of written thesis and

practice. The balance between written and practical components will be determined by the needs of the project.

Film Studies
A candidate may submit either a written thesis or a combination of written thesis and practice in the form of original film, video, or new media. The balance between components will be determined by the needs of the project.

English
A candidate may submit either a written thesis or a combination of written thesis and a creative element (for example: novel, short stories, creative non-fiction, poetry, stage play, screenplay, or teleplay). The creative element will normally constitute the larger proportion of the submission, with the written component forming a critical commentary or related analytical project. The critical component must normally be a minimum of 20,000 words.

Modern Languages
A candidate may submit either a written thesis or a combination of written thesis and a translation into English of a literary text. The critical commentary must normally be a minimum of 30,000 words. The balance between components will be determined by the needs of the project.

Geograpphy

A candidate may submit a thesis comprising a combination of a written component and a practice-based element (for example: an exhibition, architectural project, substantive GIS project, public policy document, community-engagement project, site-based environmental project, or other applied “real-world” project). The practice-based element may be drawn, filmed, built, exhibited, or otherwise produced using any media appropriate to the discipline, and will normally constitute the larger proportion of the submission, with the written component forming a critical commentary or related analytical project. The written component must normally be approximately 60,000 words.

Submission and Examination

The written and practical components must be submitted concurrently and will be examined as an integrated whole. Practice must be submitted in a retainable form of documentation agreed with the supervisory team and Director of Graduate Studies, and approved by the Faculty Deputy Dean for Research (Research Degrees) or nominee.

Assessment will include evaluation of both components and a viva voce examination. Examiners may require corrections or revisions to the written thesis, the practical element, or both.

Word Length

The written component of a practice-based PhD will normally be between 20,000 and 50,000 words, unless otherwise specified by the relevant discipline. The balance between written and practical components should be agreed between the candidate and supervisory team, normally by the end of the first year of study, and formally recorded.

Journal-Format Theses

A doctoral thesis may be presented in journal format, in which research chapters are structured as papers suitable for submission to scholarly journals or other peer-reviewed outputs. This format must constitute a coherent and integrated body of research and meet the same academic standards as a traditional thesis.

Material Included

A journal-format thesis may include:

- papers that have been published
- papers accepted for publication
- papers submitted for review

Papers may be sole-authored or co-authored. All included material must represent original research undertaken during the candidate's registration and must not have been submitted for another qualification.

Candidate Contribution

Where work is co-authored, the thesis must clearly identify the candidate's individual contribution and the contributions of collaborators. Candidates are normally expected to have taken a major role in the research, which may include:

- conceptual development or research design
- data generation or collection
- analysis and interpretation
- preparation of the manuscript

A clear statement of author contribution must be included, either in the introductory section of the thesis and/or at the beginning of each relevant chapter, to enable examiners to assess the candidate's independent contribution.

Use of Co-Authored Publications

Candidates must ensure that co-authors are aware that the work will be included in the thesis. The inclusion of such material must comply with University requirements relating to academic integrity, copyright, and intellectual property. All material must be appropriately acknowledged and referenced.

Structure

A journal-format thesis must demonstrate clear intellectual coherence and may not be presented as a series of unrelated publications. Chapters should be integrated through appropriate introductory and linking text and must clearly identify where material corresponds to published or submitted work.

A journal-format thesis will normally include:

- a general introduction (context, research questions, explanation of format)
- a literature review
- a methodology section
- research chapters presented as journal-style papers
- an integrative discussion or conclusion
- references and any supporting material

The number of papers is not prescribed but must reflect a volume, depth, and originality of research equivalent to a traditional doctoral thesis. In many disciplines this may correspond to three to five substantial papers, although this will vary.

Presentation

Formatting should be sufficiently consistent to ensure readability across the thesis. Figures, tables, and references should follow a consistent style. Previously published material must be appropriately cited.

Word Length

The maximum length of the main text will normally not exceed:

- 100,000 words for a doctoral thesis
- 60,000 words for an MPhil thesis

Some repetition across journal-style chapters may be unavoidable.

Examination

Journal-format theses are examined in the same way as traditional theses. Examiners will assess the originality and significance of the research, the coherence of the submission as

a whole, the candidate's independent contribution, and their defence in the viva voce examination. The inclusion of published material does not in itself determine the outcome of the examination.

Complaints and appeals

128. Students are encouraged to raise any concerns they may have about their research studies with their supervisor or Director of Graduate Studies in the first instance. If a student has a problem regarding their supervision or other research support or Queen Mary services they should address their concerns to their supervisor first and keep a clear record of this. If the situation is not resolved or concerns remain regarding supervision then students are expected to raise their concerns with their School/Institute Director of Graduate Studies. Raising concerns promptly will provide staff with the opportunity to address these matters, and to reduce the impact on students as much as possible. Try to seek informal resolution of concerns where possible. Many problems can be solved informally, without the need for a formal complaint.

129. The Student Complaints Policy provides guidance on raising concerns or complaints about both academic and non-academic services provided by Queen Mary. Students who wish to make a complaint about any aspect of their research programme should refer to the Queen Mary Student Complaints Policy which outlines the procedures to be followed.

130. Students who wish to appeal against the outcome of the recommendation of examiners or the outcome of a progression review should refer to the Appeal Policy which outlines the procedures to be followed. Students are advised to talk to their supervisor or another member of staff in their department before submitting an appeal. Please note that an appeal against the academic judgment of the examiners is not valid grounds for an appeal.

131. A formal concern about the conduct of another student (for example bullying, harassment and discrimination) would be investigated under the Code of Student Discipline.

132. Further information is available at https://www.qmul.ac.uk/governance-and-legal-services/student-appeals/

Contacts

133. **Research Degrees Office**

The Research Degrees Office (RDO) is based on Mile End Campus in the Graduate Centre, room GC213, on the second floor. The office is open for in person support and phone calls, and we are able to assist online by email and MS Teams meetings.

The names and email addresses of contacts can be found at: https://www.qmul.ac.uk/registry-services/contact-directory-/research-degrees-contact-details/

Office opening hours for in person visits:
Monday, Wednesday, Thursday, Friday: 10.00 a.m. to 4.00 p.m.
Tuesday: 11.00 a.m. to 4.00 p.m.
Telephone: 0207 882 7474 (front desk)

Please email researchdegrees@qmul.ac.uk to ask us a question.

134. **Doctoral College**

The Doctoral College team can be contacted at
doctoralcollege@qmul.ac.uk

For further information please see
https://www.qmul.ac.uk/doctoralcollege/

The Research Degrees Office and the Doctoral College Team are located together on the second floor of the Graduate Centre on the Mile End Campus.
Please see building 18 on the map at
https://www.qmul.ac.uk/about/howtofindus/mileend/

Research Degrees Office
Queen Mary University of London
Graduate Centre, room 213
Mile End Road
London
E1 4NS
https://www.qmul.ac.uk/registry-services/research-degrees/
Email: researchdegrees@qmul.ac.uk

Senate 11.06.2026
Paper Code: SE2025.63c

Queen Mary University of London

Senate

Paper Title	PhD by Publication
Outcome requested	Senate to consider for approval
Points for Senate members to note and further information	• Proposal to introduce a PhD by Publication programme at Queen Mary University of London for researchers with an existing body of published research meeting doctoral standards. • Programme to operate initially as a restricted pilot for QMUL staff, honorary staff, and employees of local NHS partner trusts. • Supports QMUL Strategy 2030 through widening access, staff development, and strengthening applied and practice-based research culture. • Applications will undergo rigorous academic panel scrutiny, including assessment of doctoral equivalence, research coherence, and verification of authorship and contribution. • Programme will operate within existing doctoral governance and examination frameworks, including external examination and viva voce requirements.
Questions for Senate to consider	Senate is asked to consider: • Approval of the PhD by Publication programme from September 2026.
Regulatory/statutory reference points	The proposal aligns with the QAA Frameworks for Higher Education Qualifications and the UK Quality Code: Research Degrees. The programme has been approved by RDPEB and endorsed by Research Innovation Board, with programme-specific regulations proposed covering admissions, examination, authorship verification, and academic oversight.
Strategy and risk	The proposed programme aligns with QMUL Strategy 2030 through widening access to doctoral education, supporting staff development, and strengthening research culture. Risks are considered low and manageable due to the restricted applicant cohort, modest anticipated uptake, and operation within existing doctoral governance and examination frameworks.
Reporting/ consideration route for the paper	The proposal was iterated, considered and approved by the Research Degrees Programmes and Examinations Board (RDPEB) and endorsed by the Research Innovation Board (RIB). Senate approval is now sought prior to implementation and incorporation into the Academic Regulations and PGR Code of Practice.

Authors	Professor Claudia Cooper, Deputy Dean for Research & Innovation Professor Paul Chapple, Deputy Dean for PGR, Faculty of Medicine & Dentistry James Lalic, Head of Research Degrees
Sponsor	Professor Andrew Livingston. Vice-President (Research and Innovation)

PhD by Publication – Programme Proposal
This paper provides an overview of a proposed PhD by Publication programme and seeks the approval of Senate to launch the programme.

Appendices:

1. Programme approval documentation
2. Proposed regulations (to be incorporated into Academic Regulations and the PGR Code of Practice)
3. List of some of HEIs offering this programme

Overview
The proposed PhD by Publication introduces a new doctoral pathway at Queen Mary designed for established researchers who have already produced a substantial and coherent body of high-quality, published work. The route formally recognises significant research contributions that already meet doctoral standards of originality, critical independence, and contribution to knowledge. It enables candidates to achieve a PhD without duplicating research previously completed in professional, clinical, or practice-based contexts.

The PhD by Publication programme is an established norm within the sector, offered by many HEIs (see Appendix 3)

The programme will be available across all faculties, offered in full-time (12-month) and part-time (24-month) modes, with entry points in September, January, and April.

The programme is open only to QMUL staff, honorary staff, and employees of local NHS partner Trusts.

Strategic Rationale
Key drivers

- Broadening Access & Inclusion: Supports research active clinicians, allied health professionals, technical staff who are unable to undertake a traditional 3-to-6-year doctorate.
- Staff Development & Retention: Provides formal recognition for research already undertaken within QMUL and its NHS partner organisations, strengthening career progression and professional engagement.
- Addressing Structural Barriers: Offers an alternative route into clinical academic careers, helping mitigate barriers created by lengthy NIHR pathways, financial constraints, and gender inequalities.

- Enhancing Research Culture: Integrates professionally embedded research into the doctoral community, enriching disciplinary perspectives, innovation and strengthening applied and practice-based scholarship.

Faculty Benefits

- Medicine & Dentistry: Supports the clinical academic pipeline, provides an accessible doctoral route for clinicians and allied health professionals, and helps reduce inequalities in access to doctoral training.
- Science & Engineering: Recognises high-quality applied and practice-based research and innovation produced in technical, industrial, and professional settings.
- Humanities & Social Sciences: Offers a complementary model to the monograph PhD, reflecting established international practice and supporting lifelong learning**.**

Programme Features

- Submission of a coherent portfolio of peer-reviewed publications, accompanied by a critical commentary demonstrating originality, contribution to knowledge, and impact.
- Assignment of an expert academic adviser (equivalent to a PhD supervisor) for each candidate.
- A standard doctoral viva voce examination with two experienced external examiners.
- Admissions panel assessment to verify authorship, publication quality, and the suitability of the research corpus for doctoral examination.

  Fee: £6,000 (programme is not open to external applicants)

Resourcing and Risk

A flat fee of £6,000 has been approved by the Research Degrees Programmes and Examinations Board (RDPEB) and endorsed by the Director of External Regulations.
The programme has minimal resource implications, requiring standard access to library and IT services and generating limited supervisory demand. No significant impact on existing PhD provision is anticipated. Administrative support will be absorbed within existing Research Degrees operations.

Risks are considered low, owing to the targeted cohort, the limited number of expected applicants, and the fact that applicants will already have strong, peer-reviewed research outputs.

Authorship and Contribution Verification

For publications with multiple authors, the candidate must provide a statement outlining their individual contribution to each publication submitted as part of the portfolio. Where a publication includes a formal author contribution statement, the contribution reported by the candidate must be consistent with the contribution attributed to them in the publication.

Acceptable contributions may include, but are not limited to:

- Conceptualisation and research design
- Data collection or generation
- Data analysis and interpretation
- Drafting of manuscripts
- Substantive intellectual revision of manuscripts

Where authorship and contribution are not explicitly clear in the publication, the candidate must obtain formal confirmation of their contribution from the corresponding author or another appropriate senior co-author. This confirmation must verify that the candidate's statement of contribution is accurate.

The University reserves the right to seek further clarification where the extent of the candidate's independent intellectual contribution is unclear.

The portfolio as a whole must demonstrate that the candidate's contribution to the submitted publications is substantial, original, and intellectually coherent, and that the award of the doctorate is justified on the basis of the candidate's own work.

Appendix 1: Programme Approval Documentation

Queen Mary University of London

1. Proposal details			
Proposed Programme title (and name of award if different)	PhD by Publication		
Points of intake/entry	September ☒ January ☒ April ☒		
Proposed start month and year	September 2026		
Proposed term dates (if non-standard). Include at least five years ahead	n/a		
Academic Lead	Deputy Vice Principal for Research Culture and Innovation/ Deputy Deans for Postgraduate Research in each Faculty		
Administrative Lead	Head of Research Degrees		
Intended Awards			
Award	**Mode of Study / Location of Study**	**Duration**	
PhD	FT /PT	12/24 months	
MD	FT/PT	12/24 months	
Anticipated Student Numbers (provide 3 academic years from the proposed start)			
Year of Registration	**Anticipated Numbers**	**Maximum Numbers**	**Minimum Numbers**
2026	10	20	5
2027	10	20	5

2028	10	30	5

Responsible Cost Centre
Other (please specify)

Teaching Apportionment (please indicate the split of teaching between Schools / Institutes for the programme and according to the particular Discipline)

School/Institute	**Discipline**	**% Split**
Other (please specify)	PhD Academic advisor	
Choose an item.		
Choose an item.		

What level of disclosure (DBS) or overseas police check is required for this programme, if any?

For further information about the different types of DBS checks, please visit the DBS Guidance website

Not required

What level of Occupational Health clearance is required for this programme, if any?

For further information please visit the QM Occupational Health website

Not required

2. Programme rationale

Please provide details of the rationale for the proposed programme. In addition to being academically sound, these should include clear links to the QM Strategy 2030, the Principles of Academic Degree Programme Design and any other strategic reasons, financial reasons and / or recruitment reasons. If more than one point of entry is proposed, this should be clearly explained.

If the proposed programme involves collaboration with other Higher Education (HE) institution, industry partner(s), please clearly outline the responsibilities of the partner in the programme (e.g., providing supplementary funding, co-supervision of students, offering short-term internships).

Please note that it is not permitted joint award with another institution; only solely QMUL award is permitted.

The Degree of Doctor of Philosophy (PhD) by Publication will be awarded in recognition of published work that demonstrates a distinct contribution to the knowledge of the subject and affords evidence of originality by the discovery of new facts and/or by the exercise of independent critical power. The quantity and quality of the research work submitted should correspond to that required for the Degree of Doctor of Philosophy (PhD), examined through a standard thesis and in line with the QAA Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies.

The rationale of the programme is to enable research active individuals who have already produced substantial, impactful research to gain formal doctoral recognition without duplicating effort. It will recognise that high-quality, peer-reviewed publications already meet rigorous standards of originality, methodological soundness, and contribution to knowledge. The programme will provide a route for researchers who conduct research as part of their job (e.g., clinicians, technical staff) but are not engaged in a traditional academic pathway to gain a PhD. The programme thus has great

potential to broaden access and is strongly aligned with QM Strategy 2030. Specifically, it matches our vision 'to open the doors of opportunity' and our core value to be 'inclusive' through maintaining our proud tradition of nurturing and supporting talented staff regardless of their background and circumstances. For example, it will represent an excellent development opportunity for many of our technical staff, as well as clinicians and other health care professionals in our allied NHS trust, to gain a PhD without taking time out of their normal employment to complete a standard 3-year full-time PhD programme (or its 6-year part-time equivalent).

The rationale specific for each Faculty is further considered below:

FMD: The clinical academic pipeline is dwindling nationally, and fewer clinicians are entering the traditional clinical academic pathway. This pathway is facilitated by the NIHR (National Institute for Health and Care Research) and involves undertaking a longer dual training in both research skills and the clinician's medical specialty. Thereafter, or during this period a PhD would be undertaken. This very lengthy training is challenging and can be difficult to time for those with additional considerations, such caring responsibilities, and this is driving worsening gender inequality. Also, remaining a trainee for longer means a delay to the salary rise that comes with being a consultant physician so people who have greater financial difficulty experience this as a structural barrier. This is believed to contribute to an over representation on this pathway of white males. Alternate routes to recognition of research credentials, such as a PhD by publication programme, will contribute to redressing this problem.

S&E: This programme represents a valuable opportunity to enhance the diversity and inclusivity of our postgraduate research (PGR) community. It offers a route for professionals working in research-intensive roles outside traditional academia, such as in technology, engineering, environmental, or applied sciences, to gain doctoral recognition for their contributions. This aligns closely with the faculty's aim to broaden participation and to develop professional PhD pathways that recognise the varied forms research can take in practice. The PhD by Publication will help attract candidates from a range of professional and personal backgrounds, particularly those who may not have followed the conventional academic trajectory, but who have made substantial research contributions through their roles. This inclusivity of training routes and experience will strengthen the diversity of our PGR cohorts, enriching the research culture across disciplines. In some areas of Science and Engineering, such as applied materials, computer science, or sustainable energy, research in practice is a defining feature of career progression. Recognising high-quality, peer-reviewed outputs from such contexts allows us to engage with a broader base of researchers, including those balancing professional commitments. While maintaining rigorous academic standards, the programme invites further exploration into discipline-specific models of supervision and assessment suited to these diverse professional contexts.

HSS: The PhD by Publication provides an alternative and complementary pathway to the traditional monograph-style doctorate which prevails in the humanities and social sciences. It recognises that a PhD can take the form of an extended thesis but also as a sequence of peer-reviewed works that collectively demonstrate a distinct contribution to knowledge and evidence of originality. It also stands as institutional testament to the value of life-long learning.

This is a model which has been operating successfully in some humanities disciplines in North America for decades. The PhD by Publication values the professional as a *researcher in action*: someone whose inquiry is embedded in lived contexts, whose insights are tested through professional application, and whose outcomes are shared through scholarly publication. Those undertaking a PhD by Publication do not seek only to produce academic

texts but to bridge scholarly understanding with real-world application be it in law, business, drama, film, finance, politics or other fields. Through publication, their work enters broader professional and academic conversations, ensuring that insights gained through practice contribute to disciplinary and public knowledge alike. The PhD by Publication route will diversify and thereby enhance the doctoral community at Queen Mary through a mutually beneficial exchange of applied knowledge and traditional research process.

3. Programme description

Please provide a description of the proposed programme for prospective applicants (this will inform the marketing material). This should provide an overview of the key features of the programme and should include additional information that may be helpful for marketing the programme, e.g. distinctive strengths in your School/Institute.

This programme is for researchers who have already produced a body of published work that may warrant consideration for award of a PhD. Dependent on the subject area, the publications may be peer reviewed academic papers, monographs or other scholarly publications that the applicant has led, and where they would generally be expected to be first author. In the case of jointly authored work, the candidate must provide proof of having made a substantive contribution to the output. The quality and quantity of the work submitted will be equivalent to that required for a PhD by other routes. Moreover, it is expected the existing publications will represent an integrated and coherent body of work. Submitted publications will need to be accompanied by a critical commentary analysing the unifying themes and impact of the work, as well as the candidate's contribution. Each candidate will have an expert QMUL academic adviser (equivalent to the supervisor for a standard route PhD) who will provide guidance on the development of the critical commentary and suitability of the published work. Examination will include a *viva voce* (oral examination) with two examiners who are external (to QMUL) authorities in the research area.

The recognition afforded by award of a PhD by publication will strengthen the candidate's reputation and credibility as a researcher, giving new opportunities and promoting career progression.

Proposed regulations that would differ / be additional to those for a QMUL PhD by the standard route are detailed in Appendix 2.

4. Marketing information

Please provide evidence of demand for the proposed programme (further guidance and information must be sought from External Relations and appended to this form). This could include:

- UK, EU and international economic data and regional, national or sector-specific data.
- consideration whether the market is UK-only, EU or international (consult International Office).
- qualitative feedback on the proposal - via questionnaire or focus groups.
- employer feedback / feedback from Professional or Statutory Regulatory Bodies (consult the Careers Service).
- explanation of overlap with existing programmes at QM and if so which ones, how will the proposed programme be differentiated.

- industry partner(s) appetite for offering internships and/or co-funding.

Over 20 UK universities offer PhD for publication, with many programmes open to external applicants (see Appendix 3). This shows good evidence of sectoral demand. This programme will be across all faculties in all potential PhD disciplines making it challenging to fully quantify an estimate of demand. We envisage most significant demand in FMD for the reasons discussed below.

FMD: Based on a search for all Barts Health NHS Trust employees with publications as first/last author in the last 5 years there are more than 50 Consultants who have published several manuscripts and are interested in research and conducting commercial trials. These include those not affiliated with QMUL and those that currently hold honorary contracts. Importantly some are allied health professionals (e.g., physios, nurses) - the most unrepresented group in clinical academia. Another potential market is within researchers, project managers and technicians who have developed research portfolios over a number of years but would not wish to leave their employment to conduct a traditional PhD.

We have not gathered qualitative feedback questionnaire or focus group data on the proposal as we do not consider it is useful analysis for what is a low financial risk programme that is aimed at staff development, rather than revenue generation.

There is potential overlap with existing PhD programmes although we consider this to be minimal as the PhD by publication programme is aimed at established researchers, who are likely to be mid-career. This is opposed to our established PhD programmes that typically attract early career stage researchers who are starting their training.

Competitor provision (from other Higher Education Institutions where applicable)
Please provide summary, including programme titles, length of time programmes has been offered, numbers of applicants and registered students.

This information is not available beyond that provided in Appendix 3.

Marketing endorsement	Reviewed by: Click or tap here to enter text. Date: Click or tap to enter a date.

5. Admissions information

All applications should be processed via the QM Admissions Office. Where provision is completely new, or non-standard entry requirements are proposed, this must be discussed with the QM Admissions Office. If a limited number of places are available on the programme, please provide the rationale for this.

Please outline any proposed deviation from the standard application process (e.g. selection process and deadlines).

Application through the QMUL web portal will be similar to that for a PhD by a standard route. To apply for the programme candidates must identify a potential academic advisor who is a senior member of QMUL academic staff (and experienced PhD supervisor), submit a list of the publication that will constitute their portfolio of work and a summary (up to 1500 words) explaining how the body of work constitutes a significant original contribution to their field. Their eligibility for enrolment on the programme will be assessed by a panel of two members of QMUL academic staff, selected by the Director of Graduate Studies (DGS) from the Institute / School to which they are applying, and chosen

for their knowledge of the candidate's field and required standards for a PhD, plus the DGS.

This panel will consider factors including peer-status of publications, journal quality and scope of contribution. Authorship verification will be performed. Guidance and training for admissions panels for PhD by Publication will be developed before the launch of the programme and will be mandatory for members of the admissions panel

Authorship and Contribution Verification

Where a submission includes co-authored or multi-authored outputs, the candidate must:

1. Provide a clear, written statement of individual contribution for each output included in the submission.
2. Specify the nature and extent of their contribution, including (where relevant):
    - Conceptualisation and research design
    - Data collection or generation
    - Data analysis and interpretation
    - Drafting of manuscripts
    - Substantive intellectual revisions
3. Obtain formal confirmation of contribution from the corresponding author or another appropriate senior co-author. This confirmation must verify that the statement of contribution is accurate.

The University reserves the right to seek further clarification where the extent of independent intellectual contribution is unclear.

The portfolio must demonstrate that the candidate's contribution is substantial, original, and intellectually coherent, and that the doctoral award is justified on the basis of the candidate's own work.

Entry requirements

Please provide the proposed entry requirements for the programme, including the level of English language proficiency required for international applicants (please list the IELTS requirements separately in the section below). Standard entry requirements should align with those already agreed and published for existing cognate provision.

Entry requirements to enrol on the programme are the same as for other QMUL PhD programmes with two additional requirements:

1. Candidates must be current members of staff at QMUL or hold an honorary contract with the University, and/or be an employee of Barts Health NHS Trust, or another NHS trust serving our local populations (e.g. East London NHS Foundation Trust; NELFT).
2. Candidates must already have a portfolio of published work that demonstrates a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new facts and/or by the exercise of independent critical power.

We envisage the first of these caveats will be reviewed once the programme is established, if external demand is identified.

English language entry requirements (for international students) Please specify the IELTS requirements for each component (the minimum component score for degree level study is 5.5).	
Overall: 7.5 Reading: 7.5 Writing: 7.5	Listening: 7.5 Speaking: 7.5
Admissions endorsement	Reviewed by: Faculty Deputy Deans for Postgraduate Research Date: 31/10/2025

6. Trusted Research and Export Control

The purpose of this section is to prompt colleagues, leading the proposal of a new programme, to consider compliance matters related to overseas risks, where applicable.

For new research programmes within the Faculties of Humanities and Social Sciences (HSS) and Science and Engineering (S&E), academics may seek guidance from the Due Diligence & Compliance Officer, if the programme involves accepting students from high-risk countries. Enquiries can be directed to: **vp-trustedresearch@qmul.ac.uk**

The **Trusted Research and Export Control** team provides comprehensive advice on their website. They can assist with:

- Assessing partnership risks in a global context
- Advising on individual cases in line with Export Control legislation and the National Security and Investment (NSI) Act
- Delivering training and guidance on trusted research practices

☐ **Yes**, I have sought advice, and I am aware of research export control compliance guidance.

☒ **Not applicable**, as the research areas in the programme will not pose security-related risks.

7. Fee arrangements	
Home tuition fee: Non-standard (please specify) Overseas tuition fee: Non-standard (please specify)	Proposed non-standard fee (£): 6,000 Proposed non-standard fee (£): N/A
If the proposed non-standard fee will match fees charged for any existing programmes, please list all programmes with this same non-standard fee.	
N/A	

If any non-standard fee arrangements are proposed, please outline any details and the rationale below. This is required for all collaborative programmes.	
N/A	
If the proposal is for an apprenticeship programme, please outline the maximum funding available and detail the funding that will be drawn.	
N/A	
Finance endorsement	Reviewed by: Click or tap here to enter text. Date: Click or tap to enter a date.

8. Resourcing requirements Please summarise the proposed resourcing arrangements. This should include Library, I.T, space requirements and staffing, as well as the impact on any existing provision. Detailed costings should be provided with the form.
PhD by publication candidates will require the same access to library and IT services as other PhD students. They will not have space requirements beyond the potential face-to-face meetings with their academic adviser (we envisage this will happen in the academic's normal workspace) and the booking of a suitable room for the *viva voce* examination (normally a one-off ~4-hour period where a meeting room for 3-4 people is required). Other costs will relate to research degrees administration. We do not envisage impact on existing PhD provision, including for supervisor/ academic advisor time, given the number of student and that they will be spread across multiple academic staff.
Joint Working Statement - resources For programmes that are to be delivered with an external collaborative partner or jointly between more than one internal School/Institute, please summarise the proposed resourcing arrangements for the partnership.
Students will normally have an academic adviser from a single school/institute.

Approval of Research Programme Proposal

New programme proposals are to be confirmed by Research Degrees Programmes and Examinations Board (RDPEB) before being submitted to the Research Innovation Board (RIB).

Confirmation of RIB approval will be denoted by the signatures below. The signature of the Head(s)
of School/Institute will confirm that the School/Institute can fund and resource the programme as outlined in the proposal and support the student experience overall.

Sub-Board endorsement	
Date of RDPEB endorsement:	**Date:** 21/01/2026

Approvals
Head of Research Degrees
RDPEB Chair: Claudia Cooper, 27.1.26
Vice-Principal Research/ RIB Chair:
Date of RIB approval: Click or tap to enter a date.

Appendix 2. Degree of Doctor of Philosophy (PhD) by Publication: Ordinance and Programme Specific Regulations / Code of Practice

Ordinances

1. The Degree of Doctor of Philosophy (PhD) by Publication is awarded by Queen Mary University of London (QMUL) in recognition of published work that demonstrates a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new facts and/or by the exercise of independent critical power.

2. The quantity and quality of the research work submitted should correspond to that required for the Degree of Doctor of Philosophy (PhD), examined through a standard thesis.

3. Conditions relating to the degree are prescribed in QMUL's Academic Regulations.

Programme specific regulations / code of practice

1. To enrol on the programme candidates must be current members of staff at QMUL or hold an honorary contract with the University and/or be Barts Health NHS Trust employees (or an employee of another NHS trust that serves our local population). Contracts of salaried and honorary staff should extend for at least the duration of the PhD programme.

2. A required number of publications is not prescribed, but the volume and quality of the portfolio of work should be equivalent to that in a PhD by a standard thesis route and commensurate with QAA standards for UK research degrees, outlined in the UK Quality Code, Advice and Guidance: Research Degrees

3. In most instances, only research published in peer-reviewed and indexed journals will be eligible or consideration. Exceptionally, examiners may consider other

scholarly outputs (e.g., policy documents). All outputs must have been published in a way that makes them readily available for academic and other readers, preferably by adhering to open access publication principles.

4. All publications submitted for examination as part of the portfolio of work must be significantly different from anything that has previously been assessed as part of any other degree programme at QMUL or other institutions. For example, a research paper resulting from identical work to that presented in a Master dissertation would not be submissible.

5. While there is no time limit on when the research was published the examination will include assessment of whether the work remains relevant and current in the field, with this being a requirement for a successful outcome. Ordinarily, it would be expected that publications submitted as part of the portfolio of work would have been accepted for publication no more than 10-years prior to the student's date of initial enrolment on the degree programme, but this will be discipline dependent. Exceptions may be permitted where the candidate can demonstrate that:
    - The body of work constitutes a coherent and sustained programme of research.
    - The outputs remain current and influential within the field.
    - The candidate has maintained active engagement in research.
    - The contribution represents a substantial and original addition to knowledge at doctoral level.
    - Approval of such exceptions will require the agreement of the relevant Research Degrees Committee (or delegated authority).

6. The publications submitted for the degree should represent an integrated and coherent body of work, as opposed to a series of unconnected publications.

6. The candidate must demonstrate they have made a significant contribution to the portfolio of published work submitted for examination. Indeed, it is envisaged they will be a principal author (sole, first or last) for most of the publications

Authorship and Contribution Verification
For publications with multiple authors, the candidate must provide a statement outlining their individual contribution to each publication submitted as part of the portfolio. Where a publication includes a formal author contribution statement, the contribution reported by the candidate must be consistent with the contribution attributed to them in the publication.

Acceptable contributions may include, but are not limited to:

- Conceptualisation and research design
- Data collection or generation
- Data analysis and interpretation
- Drafting of manuscripts
- Substantive intellectual revision of manuscripts

Where authorship and contribution are not explicitly clear in the publication, the candidate must obtain formal confirmation of their contribution from the corresponding author or another appropriate senior co-author. This confirmation must verify that the candidate's statement of contribution is accurate.
The University reserves the right to seek further clarification where the extent of the candidate's independent intellectual contribution is unclear.
The portfolio as a whole must demonstrate that the candidate's contribution to the submitted publications is substantial, original, and intellectually coherent, and that the award of the doctorate is justified on the basis of the candidate's own work.

8. The minimum period of registration for the degree is six months full-time and one year part-time.
9. To apply for the programme, candidates must:

- identify a potential supervisor who is a senior member of QMUL academic staff.
- submit a list of the publications that will constitute their portfolio, including hyperlinks to each output.
- provide a summary of up to 1,500 words explaining how the body of work represents a significant original contribution to their field.
- for any co-authored publications, include a statement detailing their specific contribution to each output.
- submit a current curriculum vitae; and
- provide a supporting letter from three referees familiar with their qualifications and research experience.

10. Eligibility for enrolment on the programme will be assessed by a panel of two members of QMUL academic staff, selected by the Director of Graduate Studies (DGS) from the Institute / School to which they are applying, and chosen for their knowledge of the candidate's field and required standards for a PhD, plus the DGS. A recommendation by the DGS will then be made with approval required from the relevant Faculty Deputy Dean for Postgraduate Research.

11. If the candidate's application is successful an academic advisor will be appointed. They will be responsible for advising the candidate on preparation of the thesis, providing feedback on the critical commentary, and nomination of examiners.

12. Candidates must ensure that no third-party copyright is infringed. Where necessary, publisher permissions for inclusion of publication in a PhD by Publication thesis that may be deposited in QMUL's library must be obtained.

13. Candidates are exempted from annual progression reviews

14. Candidates are required to undertake all mandatory training, including research integrity.

15. The PhD by Publication thesis must contain the following parts presented in the order given:
i. Title page.
ii. Content page.
iii. Statement of originality.
iv. Abstract (max 300 words).
iv. Critical commentary (max 30,000 words). This must include a background and critical analysis of the unifying themes and impact of the work. It should also articulate how the

research outputs form a coherent body of work, demonstrate methodological and conceptual rigour, and articulate the contribution to the field
v. Statement detailing the candidate's contribution to each publication.
vi. Copyright statement.
vii. Copies of each of the publications - in their published form or that available from an institutional repository.

16. Two external examiners will be appointed (internal examiners will not be permitted) who will assess the candidate through their submitted portfolio of work and an oral examination.

17. Possible outcomes from the examination will be: pass; pass with minor corrections to the candidate's critical commentary; or fail. If the examiners recommend not to award the degree, they should indicate whether it is the quality of the work submitted and / or its volume that is lacking. After two years from the outcome unsuccessful candidates will be permitted to apply for the programme again. In this instance the candidate will be permitted to use published work that was considered in their first attempt.

Appendix 3. UK Universities Offering PhD by Publication / Published Work

	University	**Programme Title**	**Eligibility**	**Weblink**
1	Coventry University	PhD by Publication	Open	Programme page
2	Edinburgh Napier University	PhD by Published Works	Restricted to staff & alumni	Programme page
3	Kingston University London	PhD by Prior Publication / Portfolio	Open	Programme page
4	London School of Hygiene & Tropical Medicine (LSHTM)	PhD by Publication / Prior Publication	Restricted to staff	Programme page
5	Royal Holloway, University of London	PhD by Prior Publication	Restricted to staff	Programme page
6	Ulster University	PhD by Published Work	Restricted to staff	Programme page
7	University of Buckingham	PhD by Published Works	Restricted to graduates & staff	Programme page
8	University of Dundee	PhD by Publication	Open	Programme page
9	University of East Anglia (UEA)	PhD by Publication	Open	Programme page
10	University of Essex	PhD by Publication	Open	Programme page
11	University of Kent	PhD by Publication / by Published Works	Open	Programme page
12	University of Northampton	PhD by Published Works	Open	Programme page
13	University of Plymouth	PhD on the Basis of Prior Published Works	Open	Programme page

14	University of Portsmouth	PhD by Publication	Open	Programme page
15	University of Reading	PhD by Published Works	Open	Programme page
16	University of South Wales	PhD by Publication	Restricted to staff & alumni	Programme page
17	University of Surrey	PhD by Prior Publication	Open	Programme page
18	University of Warwick – Medical School	PhD by Published Work	Open	Programme page
19	University of Warwick – School of Engineering	PhD by Published Work	Open	Programme page
20	University of Westminster	PhD by Published Work	Open	Programme page
21	York St John University	Doctor of Philosophy (by Published Work)	Open	Programme page