



## **2. Progress and Transfer of Registration**

3.2. The usual length of the course shall be three full-time calendar years plus one writing-up year or six part-time calendar years plus one writing-up year for the PhD degree, and two full-time calendar years plus a writing-up year or four part-time calendar years plus a writing-up year for the MPhil degree. In no case shall it be less than laid down in paragraphs 3.4 and 3.5 below.

3.3. If a candidate has not submitted their thesis for examination by 30 September of the fourth year (full-time students) or the seventh year (part-time students) for the degree of PhD, or by 30 September of the third year (full-time students) or the fifth year (part-

3.12. It is a requirement that candidates submit drafts of their work to their supervisor in a timely and regular manner in order to enable adjustments to be made before submission. Failure to do so may result in de-registration.

3.13 During the PhD a student may be suspended from studies for a maximum of two years in total; this is the same for part time students as for full time students. Suspension will be granted only by the Research Degrees Committee (or Head of the Research Degrees Committee) if a suspension has been presented in writing by the student and supported by the supervisor.

3.14 If, for whatever reason, a student needs to suspend for longer than two years, they will be de-registered from the programme. If they wish to resume their PhD studies they will have to reapply to the PhD programme in the normal way (meeting the same deadline as for new applications, currently early January), and start their course of study again, which may include re-taking the first year and submitting a new first year monitoring piece. The Research Degrees Committee will decide which year they will be allowed to re-enter into.

## **4. Requirements of a Thesis**

### **4.1. Thesis for the PhD degree**

4.1.1. The scope of the thesis shall be what might reasonably be expected after three or at most four years of full-time study or after six or at the most seven years of part-time study.

4.1.2. The thesis shall:

- (a) consist of the candidate's own account of his/her investigations, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree;
- (b) and 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;
- (c) and be an integrated whole and present a coherent argument;

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

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

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

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

(e) and be written in English and the literary presentation shall be satisfactory;

(f) and not be less than 70,000 words

(g) and not exceed 100,000 words

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

(h) and include a full bibliography and references, and illustrations where relevant

(i)

themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis.

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

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

(e) and be written in English and the literary presentation shall be satisfactory;

(f) and include a full bibliography and references;

(g) and shall not exceed 60,000 words

(h) and shall not be less than 50,000 words

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

### **4.3 Requirements applicaran**

4.3.7. A thesis must be presented for examination in a final form in typescript or print and be bound in accordance with the instructions issued by the Academic Registry of the College.

4.3.8. After the examination has been completed and before the degree is awarded, successful candidates are required to submit to the Academic Registry, for lodging in the College book library:

(a) one hard-bound copy of their thesis, in accordance with the instructions issued by the Academic Registry;

(b) an electronic version of their thesis, submitted as a PDF named in the following format . Surname-First Name-Title of Thesis. The file will be stored in a secure folder on the limited access file server.

4.3.9.

6.2. Subject to paragraph 6.3 below, candidates for the MPhil and PhD degrees will at the time of entry to the examination be required to sign a declaration in the following terms:

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

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

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

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

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

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

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

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

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

## **7. Conduct of Examinations**

### **7.1 General**

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

7.1.2.



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

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

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

7.1.6. The supervisor shall be invited, unless the candidate indicates otherwise on his/her entry form, to attend the oral examination of his/her MPhil or PhD candidate as an



(iii) Aim for MPhil Degree after thesis resubmission: thesis is deficient for doctoral award but it may satisfy the requirements for an MPhil degree if student corrects deficiencies. Examiners to specify period of corrections, up to 12 months. The examiners may at their discretion exempt the candidate from a further oral examination on re-presentation of his/her thesis.

a candidate who has reached the standard for the award of the MPhil degree who does not indicate that he/she wishes to be considered for the award of that degree within the period given in paragraph (i) above will be informed that he/she has failed to satisfy the examiners for the PhD degree and that he/she may no longer be considered for the award of the MPhil degree.

(6) Fail. V@Á@•ãÁ@áD:Á@Áčá^}cÁ^Á}&^Á-ÁÁÁ:áÁcæãæ}Ác^Á}áæ^}æÁ^Á}cÁÁ regard to doctoral or MPhil standards.

three months amendments specified by them. The amended thesis shall be submitted to the examiners, or one of their number or the supervisor, nominated by them for confirmation that the amendments are satisfactory.

(c)

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

9.4. Allegations of plagiarism will be considered under the Regulations for Proceedings in respect of Examination Offences by Candidates for University Awards, as will any other allegations of examination misconduct, including, but not limited to:

- 9.4.1. deliberate attempts to represent falsely or unfairly the ideas or work of others;
- 9.4.2. the invention or fabrication of data;
- 9.4.3. the submission of work commissioned from another person.

The University of London Regulation for *Proceedings in respect of Examination Offences by Candidates for University Awards* is available [here](#).

9.5. If a candidate has entered the examination for the MPhil or PhD degree, but the authorities of a College, or of a central activity, or of the University Library, or the University Accountant notify the Academic Registrar of the University that he/she has not settled with them or made acceptable arrangements to settle any account outstanding, no report will be made on the result of the examination until the same authority certifies that payment has been made in full.

9.6. The University of London Regulation concerning the *Procedure for Consideration of Appeals by Candidates for Research Degrees* is available [here](#).

An application under the Procedure must be made within two months of notification of the result of the examination to the candidate

## **Annex to Regu**

13. When two examiners are appointed in the first instance, the Panel may also appoint, when called upon by the College at the request of the examiners, an additional examiner who is external to the University of London. The original examiners shall so request before they report formally that they are unable to reach agreement and may do so at any time, if they consider it desirable. Whenever possible the additional examiner shall be of professorial status and shall have considerable experience of examining for the MPhil/PhD degree of the University of London.