

Should an interruption of study be granted, the Graduate School will ensure that relevant departments within the University are notified so that the student's enrolment is also interrupted and adjustment made to fees.

Students still in their probationary period who wish to interrupt their studies should complete the relevant form; the minimum period to be granted during the probationary period shall be two months. See Regulation 3.7.

10. Change in Approved Mode of Study

Where a student wishes to request a change in mode of study between full and part-time, he/she can apply to the relevant Faculty Head of Research Students or equivalent role (or nominee), with detailed reasons. Such applications should be made using the appropriate form on myResearch and with the authority of the first supervisor (or nominee).

Should the change be approved the Graduate School will ensure that relevant departments within the University are informed so that adjustment can be made to fees, where relevant.

No change of mode shall be considered following the commencement of the fee free completion period. This is to ensure that University statistics more accurately reflect the mode under which the work was carried out. There is no negative implication for the student with respect to fees.

11. Variations from the Standard Research Programme

The following variations from the standard research programme are permissible provided that the approval of the Research Degrees Committee Faculty Review Panel is obtained **at first project review**.

11.1 Exhibition, Performance, Creative Writing or Similar Work

A student may undertake a programme of research in which the student's exhibition, performance, creative writing or other similar work, forms as a point of origin or reference, a significant part of the intellectual enquiry. Such work may be in any field but **must have been undertaken as part of the registered research programme**. In such cases, the presentation or submission of work relating to exhibition, performance or other creative writing or similar work must be supported by documentation in the form of a thesis which sets the work in its relevant theoretical, historical, critical and/or design context. The thesis must itself conform to the usual scholarly requirements and be of the correct length as defined in Regulation 15.

The final electronic copy of the submission must be accompanied by some permanent record (for instance, computer disk, video, photographic record, musical score, choreographic notation, diagrammatic representation) of the exhibition,

performance or other creative work where practicable, this shall be submitted at the same time and bound with the thesis. The electronic version must include this record.

The application for first project review must set out the form of the student's intended submission and of the proposed methods of assessment.

11.2 In the case of PhD by Concurrent Publication the following criteria apply:

- a) The intention to present a thesis via this route will be confirmed at the time of first project review. The Faculty Review Panel may decline thesis submission via this route and in such cases the student will be required to complete the thesis through the conventional route. Subsequent alteration to the intended submission route must be made with the permission of the Supervisors, Faculty Head of Research Students or equivalent role and the Director of the Graduate School. Requests to revert to a conventional dissertation submission route will not normally be considered after two years of full-time or four years of part-time study have elapsed. A request to move from a conventional PhD dissertation to PhD by Concurrent Publication will be similarly considered.
- b) Candidates will follow a supervised programme of research as specified in section 4 of this code. When pursuing this route, the candidate will write up the results of their research during the period of registration, resulting in a body of no fewer than three papers accepted by, or in a format suitable for submission to, an appropriate journal or equivalent academic publication. In this route it is expected that the papers represent an interconnected approach to the study's core research question(s). If the outcome of formal review is that the candidate will transfer to MPhil, the conventional dissertation route should be followed.
- c) The papers comprising the thesis must be presented in the form in which they were published or, if not yet published, the final form submitted for publication. It is understood that the formatting conventions of specific journals will be retained in papers included in the thesis. A single formatting style is not required for the papers that comprise the thesis.
- d) The candidate must be the person primarily responsible for producing the first draft of all the papers included in the thesis, and must be responsible for at least 75% of the final content of each paper included. The candidate is therefore considered the 'lead' author in terms of contribution (though not necessarily in terms of the order in which names appear on the paper).
- e) In the case of co-authored papers, the candidate must include a statement clearly identifying those elements of the work in which they were not directly involved. The statement should be supported by the supervisors' written confirmation.

- f) For each paper included in the thesis, all co-authors must sign a statement confirming that the candidate was responsible for at least 75% of the content and was primarily responsible for the first draft of each paper. The statement(s) shall be included in the bound submission of the thesis. Without the inclusion of this statement in the submitted thesis, the work shall not be eligible for examination. Students and supervisors should therefore be aware of this requirement at every stage in the research process and take steps to ensure that the requirement is met in a timely fashion.
- g) Submissions should demonstrate the requirements for the award of PhD, as set out in section 1.4. In addition to the papers presented in published or publishable form, the candidate will include a supporting critical and theoretical narrative of no more than 20,000 words articulating the originality, coherence and methodological validity of the work, which should include:
 - a) a description of the overall aims of the study and a critically focused background to the work in the context of the relevant literature
 - b) a description of the research method(s) employed
 - c) discussion of the overall findings in relation to the original contribution(s) to knowledge made by the work and a conclusion. Candidates and supervisors should understand that, since the thesis comprises papers in a form suitable for journal publication with a separate critical and theoretical narrative, submissions made by this route are distinct from those in which chapters may comprise material initially published as journal or conference papers subsequently reworked into a conventional thesis format.
- h) The candidate must ensure that information only briefly described in the papers, such as methodology or experimental detail, is dealt with in full in the thesis by the inclusion of additional material in the critical and theoretical narrative.
- i) Where a paper may be subject to a publisher's claim on copyright, the candidate must ensure that permission for its inclusion in the final thesis presentation will be granted prior to entering a contract for publication (bearing in mind the eventual online availability of the thesis). Where such permission is necessarily obtained, a copy of the permission statement should be included with the bound thesis. If it has not been possible to obtain permission for the inclusion of a paper in a thesis following successful examination, an electronic version of the thesis with the relevant paper(s) redacted and replaced by a Digital Object Identifier (DOI) may be made available on the University's Institutional Repository.
- j) The entire submission will be bound into a continuous volume.

11.3 Submission of Theses in Foreign Languages

Regulation 1.7 of the Research Degree Regulations indicates that “except where the Faculty Head of Research Students or equivalent role and Director of the Graduate School has allowed otherwise, the thesis must be presented and defended in the English language”. The procedure for making an exception to the norm is as follows:

- a) the case must be made and accepted by the Faculty Head of Research Students or equivalent role and Director of the Graduate School before first project review so that the student and the supervisors are clear from the outset of the language(s) in which the thesis is to be written and the oral examination is to be conducted;
- b) the case must be fully supported by the first supervisor;
- c) at least one supervisor must be sufficiently expert in the language used to offer constructive criticism concerning style, structure and content;
- d) approval must not be likely to prejudice the subsequent selection and appointment of examiners. Examiners must be competent in the language used. Criteria for approval must include identification of positive benefits to the thesis being written in a particular language. A student’s lack of ability to write in English is not a valid reason for making a proposal; as such a student would not meet the University’s admission requirements. Accordingly approval will only be granted in the most exceptional cases.

The thesis must contain an extended abstract in English, not normally exceeding 3,000 words, bound in with the thesis.

11.4 Submission of PhD by Published Works

A member of staff may be permitted by the Research Degrees Committee Faculty Review Panel, to present published work for examination, provided that he/she is able to fulfil the following:

- a) demonstrate a thorough knowledge of the relevant literature;
- b) demonstrate a sufficient original contribution to the literature;
- c) demonstrate a sustained research effort in the work represented by the publications;

- d) satisfy the conditions of Regulation 1.4 in that the submitted work should:
 - i) represent a substantial, continuous and coherent body of work on a particular theme; and
 - ii) demonstrate critical investigation and evaluation of the topic of research; and
 - iii) constitute an independent and original contribution to knowledge; and
 - iv) demonstrate the student's ability to undertake further research without supervision.
- e) the applicant is either a permanent member of staff or on a fixed term contract of at least three years duration and is either full-time or pro-rata normally of at least 0.5 full-time equivalent. The applicant must have been a member of staff for not less than two years at the time of registration;
- f) the student must provide a declaration at the time of first project review that none of the material to be submitted has been used previously as part of a submission for an academic award, whether successful or otherwise;
- g) a student enrolled for PhD by Published Works must submit their First Project Review form at the time of the application process and this will be reviewed within the Faculty by the Faculty Head of Research Students or equivalent role, at least one other academic researcher with appropriate expertise appointed by the Faculty Head of Research Students or equivalent role and by the Director of the Graduate School. The application shall only be accepted if the First Project Review form is approved;
- h) students registered for a PhD by Published Works are exempt from completing the Training Needs Analysis and all elements of the Researcher Development Programme but can attend any elements of this programme;
- i) the student's submission for PhD by Published Works shall include:
 - i) the publications presented; which shall be:
 - a) material of a suitable quality to be acceptable by the University for REF submission; and
 - b) substantial and sufficient to demonstrate an advancement of knowledge.

- ii) an exposition and analysis, of approximately 10,000 words, of the work contained in the publications. The exposition document is regarded as central in enabling the student to demonstrate achievement in relation to the following criteria:
 - it shall identify the main problems or issues under discussion; and
 - it shall indicate the direction and thematic consistency of the publication(s); and
 - it shall provide an authoritative critique of the work; and
 - it shall locate the work in the context of the relevant literature; and
 - describe and assess the original contribution represented by the publications submitted;
 - in the case of conjoint publications, detail the extent and scope of the student's contribution in relation to the other authors. In the case of conjoint work, the contribution of a student will be rigorously scrutinised, particularly in the oral examination;
 - indicate a sustained contribution in a coherent field of research.
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- j) the criteria for assessing a student in this situation are the same as for a student submitting a conventional thesis under the Research Degree Regulations.

12. Monitoring of Research Student Progress and Feedback

12.1 Progress for research degree students (excluding MA/MSc by Research) is subject to annual review by a panel of at least three research active and relevant academics, including representation of the supervisory team and at least one member who is independent of the supervisory team. Feedback shall be part of this process. If a student requires an extension at the time that annual review is due then this shall form part of the discussion.

Full-time students who are registered on the Doctoral Researcher Programme will not be required to have an annual review in year one, and part-time students on either of these routes will not be required to have an annual review panel meeting in year two. In both these cases the Formal Review process will replace the annual review.

If a student receives a viva voce outcome of 18.2c) and is permitted to re-submit for the degree sought, the student is required to resume participation in the annual review process, which the first supervisor will arrange.

The annual review shall also include consideration of:

- a) the student's progress with the Researcher Development Programme, as informed by the initial Training Needs Analysis, see regulation 4.1;