

Code of Practice for Postgraduate Research and Training

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1. Introduction

How to use this Code of Practice

- 1..1. This Code of Practice sets out the minimum regulatory standards required of Postgraduate Research students enrolled on MPhil/PhD programmes, their supervisors, and academic Departments.
- 1..2. This document should be read in conjunction with the [General Regulations for Students](#); the College's [Interruption and Withdrawal Procedures and Tuition Fee Policy and Procedures](#), as well as the Charter, Statutes and Ordinances of the University.
- 1..3. Where formal policy and procedure on a specific area pertaining to MPhil/PhD programmes (e.g., the conduct of Research Degree examinations) is enshrined in a separate document, this will be specified in this Code.
- 1..4. Good practice and guidance supplemental to this formal policy can be found in Departmental handbooks and in additional guidance provided by the Graduate School.
- 1..5. Students in receipt of funding or loans are responsible for ensuring they also comply with any terms and conditions specified in advance by their sponsor/s, as additional restrictions may apply in relation to registration, interruptions and place of residence.

Key terms in this Code of Practice

- 1..1. In this Code:
 - 'Students' refers to Postgraduate Research students enrolled on MPhil/PhD programmes;
 - 'Supervisors' refer to the Academic Staff member(s) responsible for overseeing the progress of a student
 - 'PGR Convenors' refer to a Senior Academic Staff member with overall responsibility for postgraduate research within an Academic Department.
 - 'PGR Administrator' refers to an administrative member of staff within an Academic Department who oversees processes relating to postgraduate research students
 - 'Departments' refers to individual Academic Departments; where the Code specifies 'Department approval' is required, it is typically expected to be provided by the PGR Convenor in that Department.
- 1..2. 'The Graduate School' refers to the unit responsible for:

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- setting regulatory standards for postgraduate research
- overseeing progress monitoring
- approving requests relating to postgraduate students' registration
- overseeing MPhil and PhD examinations (hereafter 'research degree examinations')
- advocating for students, and advising students, supervisors, and other members of the College on matters relating to postgraduate research.

2. Registration

2.1 Registration periods

- 2.1.1. Registration periods refer to the total period a student is enrolled on their MPhil/PhD programme prior to their thesis submission. Students are expected to formally register for their programme at the start of each Academic Year by completing their online enrolment.
- 2.1.2. For the avoidance of doubt, all students registered on a MPhil/PhD programme remain registered on one continuous programme on Goldsmiths student record system, even where the qualification aim is, or changes to, MPhil.
- 2.1.3. Formal periods of interruption, and examination periods do not count toward a student's registration period.
- 2.1.4. Minimum registration periods are defined as the shortest enrolment period permitted prior to submitting a thesis for examination.
- 2.1.5. In exceptional cases, students may request to submit their thesis for examination prior to the end of their minimum registration period. Any such request must be made in writing to the Graduate School and should explain the case for the proposed early submission and confirm the supervisor's support thereof.
- 2.1.6. In reviewing any case for early submission, the Graduate School will seek to ascertain that:
 - the student has undertaken the work to be submitted during their registration period (and not prior to enrolment);
 - the student has received supervision at a rate appropriate for their programme mode (FT or PT)
 - the student's work is deemed of a suitable standard for examination.

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- 2.7. Where the Graduate School grants such a request, the student will be liable for fees in line with the College's fee policy.
- 2.8. Maximum registration periods are defined as the longest enrolment period permitted prior to submitting a thesis for examination. For the avoidance of doubt, students' final submission deadlines are calculated as the last day of their maximum registration period.
- 2.9. Where a student reaches the end of the maximum registration period permitted for an MPhil without having completed their transfer of registration (i.e., without having upgraded to PhD status) they will be expected to submit a MPhil thesis for examination.
- 2.10. Where a student reaches the end of their maximum registration period without submitting their thesis for examination nor being granted an extension to their registration period, their registration will be terminated.
- 2.11. The registration periods for submission of **MPhil theses** are as follows:

Mode of Registration	Minimum period	Maximum period
Full-time MPhil	24 months	36 months
Part-time MPhil	48 months	72 months

- 2.12. The registration periods for submission of **PhD theses** are as follows:

Mode of Registration	Minimum period	Maximum period
Full-time PhD	24 months	48 months
Full-time social science or science PhD with integrated research training ¹	48 months	60 months
Part-time PhD	48 months	96 months
Part-time social science or science PhD with integrated research training	96 months	120 months

¹ This is a defined route by which a limited number of Research Council studentships are awarded. This route integrates MPhil/PhD research with taught MRes content constituting mandatory research training. Students undertaking such a route are therefore permitted the equivalent time to what would be permitted to someone taking a one-year (FT) MRes followed by an MPhil/PhD. Any students unsure as to whether they are on such a route, they should consult with the Graduate School in the first instance.

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Mode of Registration	Minimum period	Maximum period
Part-time PhD by publication (Academic staff only)	12 months	18 months

Interruptions to registration periods

- 2..1. Where a student is experiencing difficulties due to external factors (such as serious illness) which are seriously affecting the progress of their studies, they are entitled to temporarily interrupt their programme until they are able to resume work on their thesis.
- 2..2. Where this is the case, the student should discuss their plans with their main supervisor and should consult the College's Interruption and Withdrawal Procedures.
- 2..3. With the support of their supervisor and Department, students may request to interrupt their programme by completing an [Interruption form](#). Such requests should be submitted to the Graduate School within 14 days of the effective date of interruption.
- 2..4. Where a student requests an interruption, the following conditions apply:
 - The minimum period of interruption is 2 months; students may return early from a period of interruption provided the minimum interruption period has passed.
 - Cumulative periods of interruption cannot normally exceed 24 months over the duration of a student's programme.
 - Upon returning from interruption, students will be expected to be registered for a minimum period of 4 weeks prior to submitting their thesis for examination.
 - Periods of interruption do not count toward a student's maximum registration period; students' final submission deadlines are therefore adjusted accordingly following a student's return from interruption.
- 2..5. During any period of interruption, students will not be liable for tuition fees, and they will not be entitled to receive supervision. However, their College email address will remain active. Access to Departmental facilities (such as studios) is at the discretion of the Academic Department, therefore students are advised to check any relevant implications prior to requesting a period of interruption.

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- 2..6. Certain student visas do not permit interruptions; visa holders are expected to contact the Immigration Advisory Service (IAS) to discuss possible visa implications prior to requesting an interruption.
- 2..7. Students in receipt of funding or doctoral loans should discuss the possible implications with their funder or sponsor prior to requesting an interruption.

Annual leave and authorised absences

- 2..1. Students may take up to 8 weeks' annual leave in each year of their programme, on dates to be agreed with their supervisor.
- 2..2. Students who need to be absent from their studies for a short period, for example to return home following a bereavement, should seek an 'authorised absence' from their Department. For more information on 'authorised absences', see the College's Interruption and Withdrawal Procedures.
- 2..3. For the avoidance of doubt, periods of annual leave or authorised absences do not constitute an interruption. As such, period of annual leave or authorised absence count toward a student's maximum registration period, and students continue to be liable for fees as normal.
- 2..4. As periods of annual leave or authorised absences are at the discretion of the Department, the Graduate School does not need to be notified; however, students are encouraged to keep their own detailed records.

Registration modes

- 2..1. At any one time, students will be registered on their programme as in either in full-time (FT) mode or part-time (PT) mode. Different regulations (including registration periods) apply in line with a student's mode.
- 2..2. With the support of their Supervisor and Department, students may request to change mode by completing a [Change of Programme form](#). Such requests should be submitted to the Graduate School within 14 days of the effective date of the mode change.
- 2..3. Where a Student requests to change mode, the following conditions apply:
 - Students are permitted a maximum of two mode changes during their programme. Any further requests are subject to Graduate School approval on a case-by-case basis.

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- Students are not permitted to change mode while in Completion or Continuation status.
 - Certain student visas do not permit PT study; visa holders are expected to contact the Immigration Advisory Service (IAS) to discuss possible visa implications prior to requesting any change of mode.
- 2..4. Following any change of mode, a student's registration period will be recalculated, and their final submission deadline adjusted, using the following logic:
- 1 FT month = 2 PT months
 - 1 PT month = 0.5 FT months
- 2..5. In addition to their mode, students may be eligible for different fee statuses:
- Off-campus status, which applies where a student is undertaking a period of off-campus research approved by the Graduate School ([LINK](#))
 - Completion status, which applies where a student has been confirmed by the Graduate School as being in the 'completion' or 'writing up' phase of their programme ([LINK](#))
 - Continuation status, which applies where a student has been granted an extension to their registration period by the Graduate School ([LINK](#))
- 2..6. Different fees apply depending both on a student's mode and status, as outlined in the College's [Tuition Fee Policy and Procedures](#).

Completion status

- 2..1. Completion status, also referred to as 'Writing Up status', is a reduced fee status available to students who are confirmed to be in the 'writing up' phase of their programme.
- 2..2. FT students are entitled to maximum of 12 months registration in Completion status, while PT students are entitled to a maximum of 24 months of registration in Completion status
- 2..3. In order to be approved for Completion status, **PhD students** must:
- i) have completed 36 months FT or 72 months PT registration
 - ii) have successfully completed their Transfer of Registration
 - iii) have completed the majority of their thesis in draft form
 - iv) be expected to submit by the end of the Writing Up period (i.e., within 12 months FT or 24 months PT).

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- 2..4. In order to be approved for Completion status, **MPhil students** must:
 - i) have completed 24 months FT or 48 months PT registration
 - ii) have completed the majority of their thesis in draft form
 - iii) be expected to submit by the end of the Writing Up period (i.e., within 12 months FT or 24 months PT).
- 2..5. As per 2.1.11 students enrolled on social science or science PhD programmes with integrated research training are entitled to longer maximum registration periods. They are therefore eligible for Completion status after having completed 48 months FT or 96 months PT registration.
- 2..6. Given the unique structure and length of their programme, PhD by publication students are not entitled to Completion status.
- 2..7. Where students are registered on a Research Degree programme validated by Goldsmiths but delivered as part of a partnership arrangement, completion status will not apply; students should instead refer to the programme documentation and/or handbook for their provider.
- 2..8. The Graduate School is responsible for reviewing students' eligibility for Completion status. The Graduate School will contact Departments with lists of eligible students on a quarterly basis to determine whether or not they should be approved for the switch.
- 2..9. Where a student is not approved for a switch to Completion status for any reason, they will remain registered in their original mode and continue to be liable for the fee associated with that mode.
- 2..10. Where a student is approved for a switch to Completion status, the Graduate School will notify Fees and Enrolment and Records to action the switch and recalculate fees where needed.
- 2..11. Where a student is approved for Completion status after completing more than 36 months FT/72 months PT registration, they will be entitled to the remaining pro-rata number of months in completion status, in line with their maximum registration period.
- 2..12. Where a student has successfully completed their Transfer of Registration, but is then not approved by their Department for Completion status due to concerns

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over progress, it is recommended that the student be put on Special Academic Review to address these concerns.

Extensions to maximum registration periods

- 2..1. In exceptional circumstances, students may be granted an extension to their registration beyond the maximum period (hereafter 'extension').
- 2..2. Requests for extensions will only be considered for students who have already successfully completed their Transfer of Registration (i.e., successfully upgraded to PhD status).
- 2..3. The maximum extension period permitted is 12 months. Requests for extensions of longer than 12 months in duration will not be approved. In no circumstances will registration be allowed to continue beyond a 12-month extension period.
- 2..4. Where a student wishes to apply for an extension, they are required to submit their request in writing to the Graduate School between 2 and 6 months prior to the end of their maximum registration period. Any requests submitted more than 6 months prior to a student's submission deadline will be rejected.
- 2..5. The extension request form is available on request from the Graduate School. The form requires students to submit:
 - an account of the reason(s) for expected late submission,
 - relevant supporting evidence,
 - a considered and achievable timeline to submission,
 - a statement of support from the supervisor
- 2..6. All extension requests are reviewed by the Graduate School's extension panel, who are responsible for assessing whether there have been unavoidable delays beyond the student's control warranting additional time.
- 2..7. Such delays are expected to have occurred during the final 3-6 months preceding the student's submission deadline, and may for example arise from:
 - Medical emergencies or other serious causes preventing the student from working on their thesis for short periods,
 - The unexpected absence of a main supervisor for consultation during the final stages of registration,
 - Disruption to key resources necessary for submission (such as physical space) or a significant loss of data already compiled.

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- 2.8. Where a student requests an extension on medical grounds, they are expected to provide supporting medical evidence. This can include documentation from either medical practitioners or the University Wellbeing service.
- 2.9. Extensions will not be approved solely on the basis of the following:
- Undertaking further research
 - Employment commitments
 - Availability of sponsorship beyond the maximum registration period
 - Engaging in professional development activities (e.g., attending conferences and other events, preparing publications, etc.)
 - Having underestimated the amount of work still left to do
- 2.10. The panel will consider whether the frequency of contact from the student (and/or their attendance at the University) has been unacceptably poor, despite reasonable efforts from the Department to maintain such contact.
- 2.11. Where the Graduate School grants an extension request, the following conditions will apply:
- The supervisor will be responsible for reporting on the student's progress via periodic interim reports, the frequency of which will be set out in the extension request outcome notification from the Graduate School,
 - The student's record will be switched to Continuation status and be liable for Continuation fees throughout their extension period. (See the College's [Tuition Fee Policy and Procedures](#) for more information)
 - Where a student reaches the end of their extension period without submitting their thesis for examination their registration will be terminated.

Location of Study and Overseas Research Fieldwork

- 2.1. Student are expected to engage with the academic community throughout the duration of programme and to access the range of support offered by the College as appropriate. For the majority of students, this will be via in-person interaction, as part of an experience that is primarily campus-based in the UK. However, the College also recognises that doctoral research is a highly individualised endeavour and that engagement and contact with the College can take different forms, particularly where periods of fieldwork are concerned.
- 2.2. For reasons demonstrably outside of their control – primarily but not limited to travel restrictions resulting from the SARS Covid-19 pandemic – students may be

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unable to travel to the UK for specific periods and must remain for those periods in their normal place of residence overseas, must discuss with their main supervisor possible arrangements for undertaking a period of their research remotely. Where it is agreed by the Department that satisfactory arrangements are in place to enable research either to commence or continue on remote basis and for supervisory and other essential support to be given, such periods will be formally approved as specified periods of remote research and must be notified to the College via the Graduate School.

- 2.3. Where a student has a visa for study and/or financial sponsorship, they must be mindful of any associated terms and conditions that may prohibit or limit them from undertaking their research on a remote basis and seek advice where necessary.
- 2.4. For reasons integral to their research – such as fieldwork or data collection – students may also need to relocate to and be based at a new location outside of the UK and at a location other than their main place of residence, for defined periods of time comprised between 3 and 12 months. In such cases, students can apply for Overseas Research Fieldwork Status for these periods.
- 2.5. For an Overseas Research Fieldwork application to be approved, the following conditions must be met:
 - The student must provide a justification, relevant to the research project, as to why the relevant period must be spent off-campus and at a location other than their normal place of residence.
 - A brief timeline should be provided which illustrates the context for the period off-campus. In aggregate, no more than 50% of the duration (24 months full-time or 48 months part-time) of an MPhil/PhD programme will be approved for off-campus study status.
 - Students will be required to attend the Induction programme and to attend and pass any elements of any research methods training courses required by their Department or funder; exemption for attendance may be given in special cases but exemption will not be given for passing assessments unless approved by the Graduate School.
 - The supervisory team and the Head of Department (or their nominee) will need to assure themselves that the level of supervision available will be equivalent to that available to students based at the College and will need to agree regular contact arrangements for this period. Wherever possible, this should involve the appointment of an appropriate mentor located at the off-campus location.

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- Additionally, Heads of Departments (or their nominee) will need to ensure themselves that such students will benefit from a learning experience equivalent to that available to students based primarily at the College, including access to appropriate computing and library facilities.
- 2..6. All periods of Overseas Research Fieldwork status must be approved by the Graduate School before they commence.
 - 2..7. Regulations concerning Overseas Research Fieldwork will apply equally to home and overseas students but any research student studying on a visa will need to seek advice in advance from the Immigration Advisory Service on the effects of undertaking such a relocation on their visa status.
 - 2..8. Students will need to complete the College's standard Risk Assessment form in order to help ensure their safety during the period of off-campus study and to allow them to benefit from any applicable College Insurance schemes.
 - 2..9. Where a student is approved for a period of Overseas Research Fieldwork, their record will be switched to 'off-campus study' status for this period, and they will be liable for a portion of off-campus fees. As outlined in the [College's Tuition Fee Policy and Procedures](#), there is no fee reduction available to part-time students undertaking approved periods of off-campus study.

Communication during registration periods

- 2..1. Formal correspondence, including information on enrolment, fees, and assessments, will be sent to students' official College email addresses (@gold.ac.uk). Students are therefore expected to check this email account on a regular basis and to use this account to send correspondence relating to their programme and/or enrolment.
- 2..2. In the event that a student is out of communication with the College for a significant period of time and the College has made all reasonable efforts to contact that student during this period but has not received a response, it may be necessary to terminate the student's registration.

3. Format of a thesis

Thesis for the PhD degree

- 3..1. The scope of the thesis shall be what might reasonably be expected after three or at most four years of full-time research studies. If a student is registered in

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part-time mode, the scope of the thesis shall be what might reasonably be expected after six or at most eight years of research study.

3.2. The thesis shall:

- (i) consist of the student's own account of their investigations, the greater proportion of which shall have been undertaken during their registration on the MPhil/PhD programme. The part played by the student in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly stated by the student and certified by the supervisor.
- (ii) form a distinct contribution to the knowledge of the subject.
- (iii) afford evidence of originality by the discovery of new facts and/or by the exercise of independent critical power.
- (iv) be an integrated whole and present a coherent argument. A series of papers, whether published or otherwise, is not acceptable for submission as a traditional PhD thesis². Research work already published, or submitted for publication, at the time of submission of the thesis, either by the student 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 included as appendices.
- (v) give a critical assessment of the relevant literature.
- (vi) 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;
- (vii) demonstrate a deep and synoptic understanding of the field of study, (the candidate being able to place the thesis in a wider context), research skills relevant to the thesis being presented, objectivity and the capacity for judgment in complex situations and autonomous work in that field.
- (viii) include a full bibliography and references;
- (ix) 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).
- (x) be written in English and the literary presentation shall be satisfactory. On an exceptional basis, permission may be granted for a thesis in the field of foreign literature to be written in the language of study; in such cases the thesis shall additionally include 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.

² Candidates on the Goldsmiths PhD by Publication shall follow the separate programme specifications agreed for their programme

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- (xi) not exceed 100,000 words; a Department may prescribe a lower number for practice-based research in certain subject areas, which shall be detailed either in the approved programme specification or otherwise in Annex A of this document. For detailed information on what is included or excluded from the word count, please refer to CG1 - Guidelines for Research Degree Candidates and Supervisors.
- 3..3. Candidates undertaking practice research may, with the explicit agreement of their Department, register to undertake research leading to a thesis submitted in accordance with the normal provisions above or may register to undertake studio-based research/other audio-visual research/technological research as appropriate. In the latter case, the submission for examination may include a practical component (portfolio, exhibition or other audio-visual display) alongside a written thesis. This must be original work which exemplifies and locates the ideas which are developed in conjunction with the written part of the thesis. However presented, this work must be accompanied by an adequate and approved form of retainable documentation as defined either within the specific programme documentation (programme specifications) or as currently set out within the relevant section of Annex A.

Thesis for the MPhil Degree

- 3..1. The scope of the thesis shall be what might reasonably be expected after two or at most three years of full-time study. If a student is studying on a part-time basis, the scope of the thesis shall be what might reasonably be expected after four or at most six years of study.
- 3..2. The thesis shall:
- (i) 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. 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 of an ordered and critical exposition of existing knowledge.
 - (iii) provide evidence that the field has been surveyed thoroughly.
 - (iv) be an integrated whole and present a coherent argument. A series of papers, whether published or otherwise, is not acceptable for submission as an MPhil 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

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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.

- (v) give a critical assessment of the relevant literature.
- (vi) describe the method of research and its findings and include a discussion on those findings.
- (vii) include a full bibliography and references.
- (viii) be written in English and the literary presentation shall be satisfactory, although the College at which the candidate is or will be registered 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 additionally include a submission of between 10,000 and 20,000 words which shall be written in English and shall summarize the main arguments of the thesis;
- (ix) shall not exceed 60,000 words; a Department may prescribe a lower number in certain subject areas, which shall be detailed in the relevant regulations. For detailed information on what is included or excluded from the word count, please refer to CG1 - Guidelines for Research Degree Candidates and Supervisors.

- 3.3. Candidates undertaking practice research may, with the explicit agreement of their Department, register to undertake research leading to a thesis submitted in accordance with the normal provisions above or may register to undertake studio-based research/other audio-visual research/technological research as appropriate. In the latter case, the submission for examination may include a practical component (portfolio, exhibition or other audio-visual display) alongside a written thesis. This must be original work which exemplifies and locates the ideas which are developed in conjunction with the written part of the thesis. However presented, this work must be accompanied by an adequate and approved form of retainable documentation as defined either within the specific programme documentation (programme specifications) or as currently set out within the relevant section of Annex A.

4. Research Ethics and Integrity

Research ethics

- 4.1. All students have the responsibility to observe the highest standards of scholarly conduct in their research. In the first instance they should discuss research ethics and integrity with their supervisors.

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- 4..2. All students are expected to have discussed and obtained ethical clearance for their research, irrespective of whether or not their research involves human participants.
- 4..3. Ethical clearance processes are at the discretion of each Academic Department. Students are therefore advised to seek advice from their supervisor, PGR convenor, or departmental ethics lead.

Citation and references

- 4..1. There is no prescribed citation format for Goldsmiths research degree theses; the choice of citation style is left at the discretion of the student. Whichever citation format is selected should be used consistently throughout the thesis.
- 4..2. Students are advised to consult their supervisors when selecting a citation style, having regard for conventions in their discipline.
- 4..3. Citation software support and training is available through Goldsmiths library.

Use of third-party services

- 4..1. Any work submitted for examination (including any practice-based components) should consist of the student's own work.
- 4..2. In some cases, normally related to a declared disability, it may be appropriate for students to employ the services of a third party while working on their thesis. Examples of such third parties may include but are not limited to transcribers, proof-readers, and designers.
- 4..3. The use of third-party services is permissible where the third party's contributions cannot be deemed to be editorial or substantive in nature and therefore does not compromise the student's claim to authorship.
- 4..4. Practice-based students are encouraged to seek advice from their supervisor regarding what format may be appropriate for the presentation or documentation of practice components for the examination.
- 4..5. Whenever third-party services are employed, this should be explicitly accounted for in the thesis; for example, through a reflexive statement included in a methodology section.

Academic Misconduct

- 4..1. It is expected that students should seek advice from their supervisors in the first instance about ensuring they are aware of the principles of good academic practice in undertaking their research.

- 4..2. Where a student is found to have undertaken poor academic practice or committed academic misconduct, appropriate action will be taken in line with [the College's existing policies](#). In some cases, this may include the termination of a student's registration.

5. Supervision

Supervision arrangements

- 5..1. Each student should have a main supervisor, who will normally be the first point of contact during their MPhil/PhD programme, and a second supervisor. There may be additional supervision if required.

- 5..2. There are three accepted arrangements regarding the second supervisor, which can overlap if appropriate:
 - Co-supervisor: the second supervisor plays an active role in guiding the student's work, sometimes comparable to that of the main supervisor. This can often be desirable if the two supervisors can offer different expertise, or if a research project is carried out in collaboration with another organisation or external agency.
 - Associate supervisor: the role of the second supervisor is to act as a mentor or guide for a main supervisor who has not yet seen a PhD through to completion. It is expected that the associate supervisor will meet with the main supervisor at least once a term in this capacity.
 - Reserve supervisor: the second supervisor's role can be much more limited. There are no explicit requirements on this category of supervisor to provide academic guidance, nor will they need to provide mentoring where there is an already experienced main supervisor. However, the reserve supervisor will be acquainted with the student and his or her work, and will be a known person whom the student can consult in case of difficulty, or for help (perhaps in

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making alternative arrangements) if the main supervisor is on sabbatical, ill for a prolonged period, or leaves the College.

- 5.3. Any supervisor would normally hold a PhD themselves. However, this requirement can be waived provided the Departmental Postgraduate Committee is satisfied with supervisory arrangements, either because of the experience of the supervisor concerned, and/or by having a second co-supervisor or associate supervisor who does hold a PhD.
- 5.4. Any main supervisor who has not yet seen a PhD student through to completion, is required to:
 - attend the formal supervisor training run by the Graduate School as early as possible in their supervisory duties; and
 - have an associate supervisor or co-supervisor who has seen a PhD student through to completion, to act in a mentoring capacity.
- 5.5. A supervisor would normally be a member of the College's academic staff and this must always be the case for a reserve supervisor. However, it is acceptable for one co-supervisor to be based outside the College provided that the other supervisor is affiliated with the College. An associate supervisor should normally be a member of the academic staff of the College. Any exceptions must have the approval of the Dean of the Graduate School, which would only be given in exceptional circumstances.
- 5.6. In all cases where one supervisor is based outside the College, normal College regulations and monitoring procedures must be followed.
- 5.7. When a co-supervisor external to the College gives substantial help to a student, it is normally appropriate to recompense their activity. Besides acknowledgement through publications and conference presentations, this might take the form of an honorarium or payment from Departmental funds, or consideration of a position as Honorary Visiting Fellow in the College. Such arrangements will be at the discretion of the Department.

Allocation of supervisors

- 5.1. The Head of Department and the Departmental Postgraduate Committee will be responsible for the allocation of supervisors. As such, they should ensure the following:

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- The main supervisor is properly qualified, in terms of research area and specific research expertise, to oversee the progress of the student to successful completion;
 - A second supervisor (co-, associate, or reserve) is appointed for each student;
 - The supervisors have access to effective support within the Department and undertake any training necessary to undertake effective supervision;
 - In assigning supervisors, Departments should be mindful of any close personal or professional connections between the proposed supervisor and the student that may impact on the proposed supervisory relationship.
- 5..2. Supervision of students forms an agreed proportion of a staff member's duties. Supervision loads should be accounted for fairly in terms of the general burden of teaching, administration and research. In considering supervisory load, it is relevant to take account of the students' research stage, any special help or supervision that students may require, as well as any other duties allocated to the member of staff.
- 5..3. To ensure that any member of staff can give an appropriate level of support to students under their supervision, the following maxima apply, irrespective of the student's mode of study (full-time or part-time). No member of staff should simultaneously supervise more than eight students as a main or co-supervisor.

Supervision sessions

- 5..1. Supervision sessions should be free from unnecessary interruptions and dedicated to the progress of the student. They may be held in person, over the phone, or by videoconference.
- 5..2. While variations may occur according to mutually agreed preferences and circumstances, it is expected that:
- full-time students should have a minimum of one hour of supervision, twelve times per year during the first year of study, and six times per year thereafter.
 - part-time students should have a minimum of one hour of supervision six times per year during the first year of study, and three times per year thereafter.
- 5..3. Students and supervisors are expected to:
- Make and retain records of all supervision sessions using the relevant supervision record form (available on request from the Graduate School) and forward these records to the Department.

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- fix the date and time of the next supervision session at the end of each session.

Supervisory responsibilities

5.1. The responsibilities of the student include:

- Discussing with the supervisors the type of guidance and comment that is most helpful and agreeing a schedule of meetings.
- Maintaining respect in oral and written communications with supervisors, such that diverse academic opinions are treated with consideration.
- Keeping a record of their progress, and reflections on this.
- Taking the initiative in raising problems or difficulties, however elementary they may seem. Any serious problems a student has with supervisors, including those of access, should in the first instance be taken up by the student with a supervisor, and then if necessary with the Departmental Postgraduate Committee.
- Discussing with supervisors any ethical issues that may arise from the research being planned and seeking formal approval where appropriate.
- Maintaining the progress of the work in accordance with the schedule agreed with the supervisors, including in particular the delivery of written material as required in sufficient time to allow for comments.
- Providing, at least on an annual basis, a formal academic progress report when requested to do so.
- Ensuring that all material for a thesis or dissertation including draft material submitted to the supervisor, is the student's own work and avoids any form of plagiarism. The College's guidance on plagiarism is set out in the overall guide to [Academic Misconduct](#).
- Deciding when – within their maximum registration time - to submit, taking due account of the supervisor's view (which is advisory).

5.2. The responsibilities of the **main supervisor** and, where appropriate, of any **co-supervisor** include:

- Giving advice about the nature of research and the standard expected, about the planning of the research programme, about literature and sources, attendance at taught classes, and about requisite techniques (including arranging for instruction where necessary).
- In the case of overseas students for whom English is not their first language, offering advice about any necessary language training.

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- Maintaining regular contact with their students through individual supervisory tutorials.
- Requesting written work as appropriate, including drafts of work towards the thesis, and returning such work with written feedback, constructive criticism and in reasonable time.
- Arranging as appropriate for the student to talk about his or her work to staff or graduate seminars and introducing the student to meetings of learned societies and to other research workers in the field.
- Giving detailed advice on the necessary completion dates of successive stages of the work so that the whole may be submitted within the scheduled time.
- Ensuring that the student is made aware should progress and standards of work be below that generally expected and reporting thereon to the Departmental Postgraduate Committee and via an annual progress report.
- Discussing with the student any ethical issues that may arise from the research being planned and ensuring that the research abides by the [College Code of Practice on Research Ethics](#) and the principles in the [College Policy on Safeguarding Good Academic Practice and Dealing with Allegations of Misconduct in Research](#).
- Ensuring that the student is aware of the need to avoid any plagiarism or fraud in their research, including written drafts of thesis material.
- Where a supervisor wishes to involve a student in a research funding application, or an existing research project, ensuring that the student is fully informed of the work involved and consents to the implications for their studies.
- Where a supervisor wishes to involve or draw on any aspect of a students' work in publication, the student must be fully informed and consent to their work being used and appropriately recognised and cited.
- Providing support following the viva voce examination (hereafter, the viva) in making corrections in accordance with the examiner's requirements.
- Nominating the external and internal examiner for the student's viva and arranging a mutually convenient date between the two examiners and the student for the viva (normally within three months of submission). It is good practice for Supervisors to discuss potential examiner nominations with the student before nomination.

5.3. The specific responsibilities of an **associate supervisor** include:

- To act as a mentor or guide, for a main supervisor who has not yet seen a PhD through to completion. It is expected that the associate supervisor will meet with the main supervisor at least three times a year in this capacity, normally with their co-supervised student present.

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- 5.4. The responsibilities of a **reserve supervisor** include:
- To be acquainted with the student and his or her work, and to be a known person whom the student can consult in case of difficulty, or for help.
 - To ensure that the student's research will continue to be supervised on a regular basis by making alternative arrangements with another member of the Department if the main supervisor is unable to continue with supervision, e.g., whilst on research leave, parental leave, or is ill for a prolonged period, or leaves the College.
- 5.5. The responsibilities of **all supervisors** include:
- To be involved in the annual review of student progress, ensure the Transfer of Registration takes place in a timely fashion, and in any decisions regarding Special Academic Review Status.
 - To be accessible to the student at appropriate times when advice might be needed.
 - To keep a brief, dated written record of all supervisory meetings. Copies of these must be securely retained within the Department and dates of meetings noted as part of the Annual Progress Report for each student.
 - To maintain respect in oral and written communications with students, such that diverse academic opinions are treated with consideration.
 - To report annually, or as requested, on the progress of the student to the Departmental Postgraduate Committee and/or Graduate School. If at any time the supervisors are of the opinion that the student is unlikely to achieve the degree for which registered s/he should inform the Departmental Postgraduate Committee without delay.

6. Progress monitoring and Examinations

Annual Progress Monitoring

- 6..1. The Annual Progress Monitoring (APM) process is an opportunity for both students and their supervisors to reflect on progress, help identify any problems, and to agree any remedial action and/or support where required.
- 6..2. All Students who are registered as 'live' while the APM process is running and have been enrolled for one or more terms during the current academic year are required to complete an APM report.
- 6..3. The following students are exempt from completing the report:
- Students who are interrupted at the time the APM process runs,

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- Students who have been registered for less than one term of the academic year due to interruption(s),
 - Students who have submitted their thesis for examination
- 6.4. The Graduate School oversees the APM process and contacts students and Department with details and timings for the process during the summer term each year.
- 6.5. Each APM comprises two reports submitted via an online form supplied by the Graduate School:
- a brief report by the student on their progress
 - a brief report by the main supervisor (with input from the rest of the supervisory team).
- 6.6. Where an APM indicates that a student's progress is unsatisfactory, the Departmental Postgraduate Committee or equivalent is expected to take necessary steps to agree a specific plan of action. Such a plan, may, in some cases, include recommending the student be placed on Special Academic Review.

Transfer of Registration

- 6.1. Students will initially be registered as candidates for the MPhil degree. During their programme they will be subject to a formal assessment of their research ability and the standard of their research. The purpose of this assessment is to confirm the student's transfer of registration to candidate for the PhD degree. The Transfer of Registration process is also known informally as the 'Upgrade'.
- 6.2. All students will be subject to at least one Transfer Panel, even if the assessors are minded to recommend that the student revise and resubmit their materials (see 6.2.18).
- 6.3. If a student has successfully completed an upgrade at a previous institution, they may be exempt from undertaking an upgrade following their transfer to and enrolment with Goldsmiths, provided that satisfactory documentary evidence is supplied.
- 6.4. Students are expected to complete their Transfer of registration from MPhil to PhD status at the earliest possible opportunity, and no later than 24 months after commencement of studies for full-time students, or 48 months for part-time students.

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- 6..5. If a student has not submitted materials for a Transfer of Registration by the end of 24 months FT/ 48 months PT registration, they would typically be expected to be placed on SAR.
- 6..6. The written submission shall be reviewed by two assessors, who will also conduct an oral examination. This oral examination is known as the Transfer Panel and is normally expected to take place no later than 2 months after the student's submission of their Transfer materials to the assessors.
- 6..7. The Transfer Panel will normally be held in person in London, typically at Goldsmiths, and in a formal environment suitable for the conduct of an examination. Where a student is registered on a Research Degree programme validated by Goldsmiths but delivered as part of a partnership arrangement, the Transfer Panel may be required to take place at the partner institution.
- 6..8. Alternatively, it is permissible for the panel to be held via videoconference on a Goldsmiths approved software platform.
- 6..9. With the Candidate's consent, a Supervisor may attend the Transfer Panel as an observer. In keeping with the role of an observer, any Supervisor present must not speak unless invited to do so by the assessors. Supervisors who exceed their role as silent observer may be ejected from the Transfer Panel. No persons other than the two assessors, one supervisor, and the student may be present at a Transfer Panel.
- 6..10. It is the supervisor's responsibility, with support from their PGR convenor to nominate two suitable assessors for the Transfer Panel. At least one of the assessors must have supervised a PhD to completion. Specific requirements may apply within Departments, provided that students are made aware of these at the appropriate time.
- 6..11. The assessors have the right to request the nomination of a third Assessor if they feel that the expertise of another colleague will be essential to the assessment process.
- 6..12. While it is accepted that the assessors may be acquainted with the student, the assessors nominated should have no close personal or professional links with the

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student which might inhibit an objective examination. For the avoidance of doubt, close professional links include joint holding of grants, co-authorship of papers, books and chapters. In line with this, an associate or reserve supervisor can act as an assessor, but a main or co-supervisor cannot.

- 6..13. A member of staff who has acted as assessor for a Transfer Panel cannot, in due course, be nominated as an Examiner for the student's MPhil or PhD examination.
- 6..14. The minimum requirements for Transfer of Registration from MPhil to PhD include:
- satisfactory completion of any postgraduate training courses as required by the Department;
 - a plan of the thesis;
 - a realistic timetable for completion within the maximum registration times for their mode of study;
 - two draft chapters (and normally no more) of research or equivalent work, one of which will typically include a substantial amount of work on the relevant literature
 - a bibliography
 - due consideration of the ethical implications of the research project; where appropriate, the student should seek and receive approval from their Department, who may then refer the case to the Goldsmiths Research Ethics and Integrity Sub-Committee
 - where a Department has any additional requirements, these must be made clear to students at the appropriate time.
- 6..15. Assessors cannot take any possible future extension to a student's maximum registration period into consideration during a Transfer Panel assessment. Assessors are therefore asked to determine whether the student is deemed capable of completing a thesis for the examination of the PhD degree by their final submission deadline.
- 6..16. During the transfer panel, the student should have adequate opportunity, encouragement, and time to explain their research and to defend their thesis.
- 6..17. It is recommended that during a long Transfer Panel, Assessors should propose short break(s) at appropriate point(s) and make clear that a student may request breaks as required.
- 6..18. Higher Education Institutions are required to make reasonable adjustments for students with physical and special learning difficulties in their assessment.

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Academic Departments are responsible for informing the assessors of any reasonable adjustments agreed for a student at least 2 weeks prior to the Transfer Panel. If Examiners are informed directly by the student of any disability, even in confidence, they should seek the advice from Department, in order that they might be briefed on how best to meet the needs of the student.

6..19. The outcomes available in a first Transfer Panel include:

- i) Transfer to PhD Candidate status
- ii) Revise and resubmit with an agreed plan of remedial action, leading to a second and final Transfer attempt normally with the same Assessors. This is the expected outcome if Transfer is not agreed at the first attempt
- iii) Recommendation that the student prepare for a submission for the degree of MPhil, if and when their work is likely to fit the criteria for this degree. Please refer to the maximum registration periods for the MPhil Degree outlined above.
- iv) Recommendation for termination of registration

6..20. Where outcome (i) is selected, the effective date of the Transfer of Registration from MPhil to PhD candidate will be the date of the panel itself. For the avoidance of doubt, the successful completion of the Transfer does not confer the award of MPhil.

6..21. Where outcome (ii) is selected:

- The student will be expected to submit materials for this second panel Transfer attempt within 3 months (for full-time students) or 6 months (for part-time students) of the original panel date. For the avoidance of doubt, any periods of interruption are not counted in this 3/6 month period.
- The Assessors may decide to waive the requirement for a second oral assessment if they are minded to recommend a successful transfer on the basis of the resubmitted materials.
- A second oral assessment is required if the Assessors are minded to recommend outcome (iii) or (iv) on the basis of the resubmitted materials.

6..22. The outcomes available in any second Transfer Panel attempt will be the same as for the first, with the exception that **no further Transfer attempt will be available**.

6..23. In the rare occurrence that the assessors have an irreconcilable difference of views in relation to the Transfer Panel and are unable to arrive at an agreement, they should contact the Graduate School for further guidance in the first instance. In such cases, the Graduate School reserves the right to:

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- Request a Joint Examiners Report summarising the Transfer Panel itself, as well as the differing views held by each assessor and the reason that agreement could not be reached.
 - Appoint an Independent Adjudicator and hold a second viva if appropriate.
- 6..24. Following any Transfer Panel, the assessors are required to complete:
- A Transfer Panel Form, indicating the assessors' decision. This form should then be countersigned by the student, and Departmental PGR Committee chair
 - A Joint Report on the Transfer Panel, giving an account of the oral examination, the grounds on which the decision was made, and any remedial action required.
- 6..25. A copy of the Transfer Panel outcome form should be sent to the Graduate School within 14 days of the panel date. The Graduate School will retain a copy of the panel form and record any successful Transfer of Registration in the College's Student Record System.
- 6..26. A copy of the Joint Report on the Transfer Panel should be sent to the student within 14 days of the panel date. Where a student is asked to revise and resubmit materials for a second transfer, the date of the re-submission should be stated clearly on the report.

Special Academic Review

- 6..1. If a student's work is deemed unsatisfactory by the supervisory team, the student may, with the agreement of the Departmental Postgraduate Research Committee (or equivalent), be placed on Special Academic Review (SAR) for a defined time period. This should be done with due regard to any written progress reports, which can serve both to document progress but also to flag any recommended remedial action that may precede (or obviate) the need for SAR.
- 6..2. If a student fails to make contact with the College for an extended period of time of more than 3 months for a FT student or 6 months for a PT student, they would typically be expected to be placed on SAR.
- 6..3. The SAR process is intended to address unsatisfactory progress by setting clear targets and milestones for a defined and standard period of time. In the majority of cases, this process will be negotiated successfully and will ensure that a student's overall progress towards submission has been rectified.

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- 6..4. The standard duration of an SAR period is 3 months for full-time students and 6 months for part-time students.
- 6..5. Where a supervisory team intends to place their student on SAR, they should, in the first instance contact the PGR convenor in their Department to discuss and agree:
 - The proposed timescale for the SAR;
 - Appropriate and achievable terms and conditions for the SAR period. Typically, this will include the submission of written work (such as thesis chapters) within a specified timeframe but can extend, where appropriate, to the preparation of an 'Upgrade package' for a Transfer Panel (again, where the time is defined).
 - Proposed nomination for a third assessor to review the work submitted as part of the SAR and determine its outcome along with the supervisors. The third assessor should be a senior academic from the Department, independent from the supervisory team.
- 6..6. PGR convenors are normally expected to submit the formal request for SAR via the Graduate School's online form (SAR1). Where the PGR Convenor is one of the supervisors, it is good practice for another member of staff to submit the request on their behalf.
- 6..7. The Graduate School is responsible for reviewing all SAR requests and liaising with the Department over any required changes to the proposed timescales or terms and conditions. Once these are finalised, the Graduate School will formally notify the student of their SAR via email. This notification will include details of the terms and conditions which the student must meet within a specified timeframe in order to return to normal study.
- 6..8. Whilst on SAR, a student cannot qualify for 'Completion' status, nor be permitted to submit a thesis for examination. However, a student may complete their Transfer of Registration during an SAR.
- 6..9. Whilst on SAR, students continue to be liable for fees and should receive supervision and other support as normal, though it may be appropriate that engagement with non-core activities (such as discretionary training) is decreased during this period.
- 6..10. The work submitted by the student will be independently assessed by both supervisors and the third assessor. All three assessors will then confer to

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complete the SAR2 – Special Academic Review Joint Report form recording their recommendation.

- 6..11. The assessors' report should include one of following three recommendations:
 - i) SAR T&Cs satisfied: Recommend student returns to normal study
 - ii) SAR T&Cs not satisfied: Recommend student submits for the degree of MPhil
 - iii) SAR T&Cs not satisfied: Recommend the termination of registration
- 6..12. The assessors' joint report should be sent to the Departmental Postgraduate Research Committee for consideration. Following due consideration of this report, the Department Postgraduate Research Committee will decide whether to ratify the assessors' decision.
- 6..13. Following the Departmental Postgraduate Research Committee's decision, the report should be sent to the Graduate School. The Graduate School will then notify the student in writing of their SAR outcome.
- 6..14. Where a student has successfully met the terms and conditions of their SAR, they will return to normal study.
- 6..15. Where a student has not met the terms and conditions of their SAR, and receive the recommendation to complete and submit their thesis for the degree of MPhil, they should refer to the Research Degree Examination Webpage for guidance on the MPhil examination process. In the case where a student receives such a recommendation having already reached or exceeded the maximum registration period for an MPhil, they will be permitted to request an extension to their maximum registration via the normal extension request route.
- 6..16. Where a student has not met the terms and conditions of their SAR, and receive the recommendation for their registration to be terminated, they will be withdrawn from the College. The effective date of their withdrawal will be the date they are formally notified of the outcome of the SAR by the Graduate School. In line with the College's Fee Policy, they will not be liable for fees for periods following the effective date of their withdrawal.
- 6..17. Records of all SAR periods and outcomes will be kept on file in the student's Department and the Graduate School.

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Research Degree Examinations

- 6..1. Research Degree examinations refer to the examination process following a student's submission of their thesis for the degree of MPhil or PhD. For the avoidance of doubt, Transfer Panels are not deemed comprise Research Degree examinations.
- 6..2. The College's regulations governing the conduct of Research Degree examinations are set out separately in in CG1 - Guidelines for Research Degree Candidates and Supervisors. All candidates for examination for the degree or MPhil or PhD should read these guidelines in the months leading to their thesis submission.
- 6..3. Links to all Examination documents and forms can be found on the Goldsmiths [Research Degree Examination Webpage](#).
- 6..4. Questions relating to Research Degree examinations should be directed to research-degrees@gold.ac.uk

7. Research Training, Support, and Representation

Research Training

- 7..1. All students should have training in forms of scholarship and research methods appropriate to their discipline and prior experience. All students will also have access to generic and transferable skills training and opportunities to network with other students and staff throughout their programme.
- 7..2. The individual training needs of doctoral researchers should be reviewed initially (with supervisors) and then periodically throughout study, in order to ensure the student is equipped to complete their research. This will be based on what training (and relevant experience) they have undertaken prior to enrolment and what they need to undertake the project (or develop broader skills). Both students and supervisors are encouraged to be aware of the principles set out in the national *Concordat to Support the Career Development of Researchers*.
- 7..3. There is not a College-level requirement for any specific training courses to be attended or passed in order either to proceed through upgrade (transfer of registration) or to be considered (and indeed passed) at final examination. Where specific training requirements exist, these will be specified by individual sponsors (such as UKRI) and/or academic Departments.

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- 7..4. The Graduate School is responsible for co-ordinating two annual induction events for incoming students in line with the two key entry points each Academic Year (September and January). It is expected that all new students will attend induction at the start of their programme.
- 7..5. The Graduate School is responsible for co-ordinating seminars throughout the Academic Year that provide generic skills training and opportunity for networking. It is expected that students will attend a portion of these events as and when is appropriate given their own training and development needs.
- 7..6. It is expected that students will discuss their training and development needs with their supervisors early in their programme, in order to identify and plan for any specific activities or courses that may be required. In many cases, these conversations will focus primarily on skills that will be needed to ensure the successful completion of the research degree but may also include discussions of other transferable skills.
- 7..7. Opportunities should exist to develop scholarly competence and independence of mind; to encourage participation in institutional and external discussion forums, with the presentation of research outcomes where relevant; and to meet other researchers (and appropriate academic bodies and societies) in their field.
- 7..8. Each Department should, where appropriate, arrange regular seminars which all students normally will be expected to attend and participate in on a regular basis. In the first year of a student's study these might concentrate on research methods. In subsequent years of study, seminars should allow the opportunity for students to present and discuss their own work.
- 7..9. Departments should provide some mechanism of support to which postgraduate research students can apply, to facilitate attendance at conferences, seminars, workshops, relevant professional meetings or performances/events to which they are contributing, or which are relevant to their research.
- 7..10. Students can also access training and advice from the Academic Skills Centre, and the Careers Service.

Student Representation

- 7..1. Postgraduate research students should have opportunities for effective representation on decision-making bodies, such as the Departmental

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Postgraduate Committee, as well as the Departmental Board (for Unreserved Business).

- 7..2. PGR Reps represent the views and interests of postgraduate research students to the Graduate School, individual academic Departments and the Students' Union. PGR Reps are recruited by the Students' Union for a period of one year to represent the academic School within which their home Departments are based. The Students' Union keeps Reps informed and up-to-date with developments on a regular basis and ensures that they are fully supported in their roles through regular contact and training sessions.
- 7..3. At the College level, two postgraduate research student representatives will be nominated to sit on the Postgraduate Research (PGR) Board; this will include, ex officio, the officer of the Students' Union whose portfolio includes postgraduate student matters.
- 7..4. The PGR Reps will meet with representatives of the Graduate School on a periodic basis throughout the academic year.
- 7..5. The Students' Union provides a confidential and independent advice service on welfare and academic matters. Full details about support available are set out on the [Students' Union website](#).
- 7..6. The PGR Reps will also be invited to take part in the Graduate School Advisory Group once a term. The Graduate School Advisory group seeks to bring together students and staff to solicit direct feedback on Graduate School provision and support, with a particular focus on equality and diversity. It also aims to empower student led projects.

8. Appeals and Complaints

Appeals

- 8..1. Postgraduate Research Students have the right to request a review of academic decisions such as:
 - Outcome of Transfer of Registration panel
 - Outcome of Special Academic Review
 - Research Degree Examination Outcome (i.e., outcome of viva voce)
- 8..2. If a student believes an assessment to have been compromised, they may submit an appeal on any of the following grounds:

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- Extenuating circumstances that they were unable to communicate to the examiners at the appropriate time;
 - administrative or procedural error;
 - prejudice or bias on the part of the examiners.
- 8.3. An appeal on any of these grounds must be supported by evidence.
- 8.4. Students must have received their formal Outcome Letter from the relevant body before they can appeal; if a student is unsure as to whether they have received their formal outcome letter for the process they wish to appeal, they should consult with the Graduate School in the first instance.
- 8.5. Once a formal Outcome Letter has been received, appeals must be submitted within the standard timeframe (i.e., within 21 days of receiving the Outcome Letter). Where an appeal is submitted beyond this timeframe, a reasonable explanation for the delay must be given, with evidence to support the circumstances.
- 8.6. Further information on the procedures for Academic Appeals, is available on the [College's website](#).

Complaints

- 8.1. Though every effort is made to ensure that all students have a positive experience during their time at the College, it is recognised that sometimes students may be dissatisfied with an aspect of their experience.
- 8.2. Students are entitled to submit a complaint to the College; such complaints may be academic or non-academic in nature. A complaint might, for example, relate to problems with supervision or accommodation. Personal complaints are also handled under this procedure. Further information on student complaints and the complaints process is available on the [College's website](#).

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