LONDON METROPOLITAN UNIVERSITY

Handbook for Research Students and Supervisors and Code of Practice

Procedures from research student registration to examination

October 2026

This edition replaces previous editions and is applicable to all MPhil & PhD students and to Professional Doctorate students in the research (thesis) stage of their programme. The Handbook provides information on procedures and is complementary to the Research Degree Regulations. In all cases, the Academic Regulations are to be considered as definitive and supersede any advice in this Handbook.

Table of Contents

Introduction *4*

Mode of events and study 4

Research and Postgraduate Office 5

Key contacts and resources 5

Research Degree Forms 6

Glossary of terms 7

Part One: Handbook for Research Students and Supervisors *8*

Section One: Progress through a research degree *8*

The Research Student Lifecycle at London Met **9**

Registration 17

Developing your research skills 17

Use of Generative Artificial Intelligence 17

Ethical considerations 19

Monthly supervision 19

Annual progress review 19

Transfer from the taught part of DProf to the doctoral part 22

Title of your thesis 23

Examination of the thesis 23

Dissemination strategy 23

London Met Repository and EThOS 24

Changes in your circumstances 25

Dealing with problems 26

Section Two: Supervisory arrangements *28*

Supervisors and students **28**

Planning a research programme **29**

The role of the RSPG and RDSC **30**

Section Three: Stages in the research degree process *31*

Registration **31**

Re-enrolment **31**

Progress review **32**

Confirmation Viva **33**

Intermission of registration **34**

Change to the mode of study **35**

Writing-up status **36**

Extension of period of registration **36**

Examination (Viva Voce) **37**

Corrections and amendments **38**

Thesis Format **39**

Final thesis submission **42**

Thesis Embargo **42**

Part Two: Code of Practice ***44***

A. Introduction **44**

B. Obligations and responsibilities of supervisors **44**

C. Obligations and responsibilities of research students **46**

D. Obligations and responsibilities of Schools: **48**

Appendix 1 Guidance for Research students submitting progress reports ***50***

Appendix 2 Freedom of Speech ***52***

Introduction

Congratulations on joining our research community. Your postgraduate research will enrich you, our research community and your chosen field and, if it is doctoral research, will offer an original contribution to the knowledge base of your field. Doing postgraduate research is one of the most energising, challenging and satisfying things you will ever do! Unlike a solely taught degree programme, research degrees are planned and executed individually and independently with guidance and support from supervisors. We are here to help guide you through the requirements and this Handbook is an important place to start.

The Handbook's guidance is for both research students and their supervisors on the processes involved in undertaking a research degree at London Met, with signposts to the University's research degree regulations and policies. The Research Degree Regulations, Handbook and Code of Practice assure standards and quality, protect students' interests, and provide milestones for reviewing the progress of a research project. Taken together, they are intended to provide a system of support and assurance of standards for research degrees.

This Handbook contains two parts

- **Part One: Handbook for Research Students and Supervisors**
- **Part Two: Code of Practice**

Mode of events and study

Supervision may be conducted in-person or online; this is to be discussed with your supervisors. You will be able to take advantage of quiet and dedicated postgraduate research rooms to study in. At Holloway campus, there is Room T10-02 in Tower Building (Tech Tower) and LC1-32 in the Holloway Road Library. At the Aldgate site, there is WHG-05, a small PGR study room available outside the library on the ground floor of the Wash Houses. Many Library resources are available online. Our PGR training and Research Centres events are either held in-person or online. Please check for each event.

Research and Postgraduate Office

The Research and Postgraduate Office (RPO) provides students with support and guidance from the application stage through to graduation. It is located at our Holloway Campus, Tower Building (166-220 Holloway Road, London N7 8DB).

Please note that because of refurbishment work, the RPO is currently in room **BR5-04**. This is, looking from Holloway Road, in the far right-hand corner of the building complex, the furthest you can get from the main Tower Building entrance. It is in the **Green Zone** (Benwell Road Extension) on the **fifth floor**.

The RPO organises induction, researcher training sessions and the student/staff research conference. It also provides information on grants and funding opportunities. For most issues, it is easiest to email us (research@londonmet.ac.uk).

Key contacts and resources

Aside from your supervisors there are four other main sources of support

i. Our Research Student Coordinator, Dr Jie Hao, is located in the RPO. As a research student you are advised always to use this email address to contact staff: research@londonmet.ac.uk

ii. You will be enrolled on to the WebLearn site called **Doctoral Studies** which you can access remotely at any time. This site is for all PGR students and contains a host of information and resources that you will need to support your development and progress and also will enable you to participate in our research community. Importantly this is where you access key forms that you will need to submit from time to time and where you will upload your progress reports.

iii. **Student Services at London Met**

London Met has a range of student support services available, which may provide advice, guidance and support throughout your student journey. Appointments can be booked online for all services via the Student Zone website.

- **Student Money and Accommodation Advice**

This service provides advice relating to fees, funding and income maximisation, as well as advice relating to accommodation.

- **Disabilities and Dyslexia Service (DDS)**
  Our DDS advisers provide support to students with disabilities, learning difficulties and long-term health and mental health conditions.
- **Counselling Service**

  The University's team of counsellors provide an opportunity for you to think and talk about any personal or emotional difficulties that may be concerning you.
- **International Student Support**

  London Met has a dedicated team of advisers supporting all international students on student visas.

iv. PGR Coordinator

Each School has a dedicated PGR coordinator who might be able to advise and help with issues that cannot be resolved otherwise. They are currently:

School	Name	Email
Arts, Architecture and Design	Dr Jacek Ludwig Scarso	j.scarso@londonmet.ac.uk
Business, Environment and Law	Dr Amr Khafagy Dr Mariam Akinlolu	sbel-phd-research@londonmet.ac.uk
Computing and Digital Media	Dr Elaheh Homayounvala	e.homayounvala@londonmet.ac.uk
Human Sciences	Dr Eirini Meimaridou	e.meimaridou@londonmet.ac.uk
Social Sciences and Professions	Prof. Chris Chandler	chris.chandler@londonmet.ac.uk

Research Degree Forms

There are research degree (RD) forms *that must* be completed by students and usually supervisors for approval at key stages – this is an essential part of our quality monitoring and to ensure that we are aware of where you are in your journey. All relevant forms are located on the Forms section of the Doctoral Studies WebLearn site or can be downloaded from the Research Form Centre. If you have any problems or questions, please contact the RPO (research@londonmet.ac.uk). This handbook indicates when and why each form is completed.

You will also need to refer to the following links:

- The University's Research Degree Regulations (section 22 of the Academic Regulations for MPhil and PhD, section 23 for DProf incl. EdD and DBA). The advice in this handbook is designed to amplify and guide you through the Regulations. The Regulations are the formal definition of the procedures and rules.
- The Code of Good Research Practice: (please click on Guidance and Training)
- Research Ethics Policy and Procedures (please click on Guidance and Training)
- The Research Student Training Programme

Glossary of terms

RDSC – Research Degrees Sub-Committee (of the University's Research and Knowledge Exchange Committee)

RERP – Research Ethics Review Panel

RPO – Research and Postgraduate Office

RSPG – Research Student Progress Group

PGR – Postgraduate Research

RD – Research Degree

Part One: Handbook for Research Students and Supervisors

Section One: Progress through a research degree

This section briefly outlines the various stages throughout a research degree at London Metropolitan University. More detailed guidance on each stage is given in Section Three.

The Research Student Lifecycle at London Met	
What you need to do	**How and Who else**
Research Proposal Guidance	A Research Proposal will have to be submitted with the application form – Student
Registration & Re-enrolment	Online (invitations to re-enrol are sent to student London Met email address from reenrolment@londonmet.ac.uk) Every student re-enrols in the autumn (September or October) for each academic year. This includes February starters. RPO
Research Learning Agreement	Learning Agreement form and joining the Research community Signed by student and supervisors
Supervision meetings	Supervision team Research proposal development and plan of work including writing - Student Arrange supervision meetings and provide notes of supervision meetings to your supervisors – Student Agree training and professional development needs - Both

Research Ethics Approval	Research ethics approval must be obtained **before** data is collected. Discuss draft Research ethics form with supervisors and submit finalised form to the chair of the School Research Ethics Review Panel (RERP) via WebLearn- Student
Submission dates for RSPGs (RD1 for 1st year students and RD2 for everyone who has already submitted RD1)	Winter: **1 November 2026** (submission link is open from 1 October 2026) Summer: **1 June 2027** (submission link is open from 3 May 2027) Please note that you will normally only submit to one RSPG per year (the Summer RSPG).
Confirmation Viva (all apart from part-time laboratory and practice-based subjects)	During the first academic year (full-time and part-time) before the Summer RSPG (for October starters) and Winter RSPG (for February starters): submit outline of your research of 4,000 words (3,000 in the case of MPhil and practice-based/led degrees) to **Turnitin** and prepare for the viva. See details on the research student progress form RD1. - Student
Confirmation Viva (part-time laboratory and practice-based subjects)	During the first calendar year, submit outline of your research of 4,000 words (3,000 in the case of a practice-based/led degree) to **Turnitin** and prepare for the viva. See details on the research student progress form RD1. - Student

Regular Progress Reports	Submit a progress report form (RD2) to **Turnitin** on the **Doctoral Studies** WebLearn site incorporating draft research (e.g. a chapter; 4,000 words (min)). You may use the Turnitin Test to review matched text before submission and check that quotations, citations and paraphrasing are appropriate. The similarity score alone does not determine whether plagiarism has occurred. List and describe how you have acted on feedback from the previous RD submission Feedback on progress from the RSPG - discuss with supervisor – Student
Re-enrolment	You need to re-enrol every September/October (both September and February starters). You will be sent an enrolment invitation to your London Met email account. Being enrolled constitutes your contract with the university. You cannot receive supervision or your degree award if you don't have a complete enrolment record for the duration of your research degree. Even after the submission of your thesis and after a successful viva you still need to re-enrol until you have received your award. Please find more details about Your yearly PhD / DProf re-enrolment and why it is important
Transfer from taught part of a professional doctorate to research part	This depends on your course regulations. Discuss transfer from taught part of DProf to research part with tutors and course leader – Student

Data collection	As agreed in supervision and in accordance with ethical approval - Student
Writing up	Plan in time to write and reflect systematically from the start. Arrange sending draft chapters to your supervisors. You may be eligible for writing-up status (RD7 form). - Student
Submission of Thesis	Discuss readiness for submission with supervisors. Make sure your thesis title is concise and not too long. Submit a PDF of the thesis to the RPO at research@londonmet.ac.uk. The decision to submit is your responsibility but needs to be within the limits of maximum registration period. - Student
Preparation for the viva	Look at your examiners' profiles. What are their research interests? How will their interests inform how they see your thesis? Re-read your entire thesis. Note points where you think examiners might have a query and prepare an answer. Think about questions your examiners might put to you. Be prepared to give an account about your motivation for your research and your research journey, including dates and places of data collection and any difficulties you have encountered. Think about the contribution to knowledge your research makes and be prepared to explain it in a succinct manner.

	Think about your methodology and how you can justify that it is appropriate for your research project. Think about limitations of your research and follow-on projects from your research. Attend viva training sessions or view recordings thereof. Ask your supervisors to conduct a mock viva with you.
Examination – viva voce	The viva panel is nominated by your supervisors. You are not allowed to contact examiners about the examination, either before or after the viva. The examination is arranged by the RPO. Viva voce examinations are held in-person or remotely. You may express a preference for either option to the RPO. External examiners based overseas will usually participate remotely. The viva panel consists of the two examiners (one external and one internal; in some cases, both examiners are external) and an independent chair (for advice on regulations and to ensure fair play). You may ask that your supervisors attend, but they would not be allowed to say anything. Arrive in good time for the viva and report to the RPO. Bring your thesis (hard or electronic copy) and any notes you may need. You may bring in your laptop. (If in doubt, ask your supervisors or the RPO.) The viva unfolds as follows:

	• The examination panel meets beforehand without you to exchange examiners' preliminary views of your thesis and discuss questions to ask. • You will be called into the room and a conversation about your thesis ensues to which you are the main contributor. This part can last more than two hours, but time passes very quickly. • You will be sent away, and the panel decides the outcome and any amendments they may ask you to make. There are also documents to sign, so this can seem long. • You will be called back into the room and be told the outcome of the viva. The examiners will then explain any amendments they ask you to make. You may ask questions, but you should not engage in a discussion about the outcome. You should take notes of the points the examiners make. (This can be difficult in the excitement of the moment.) • You will receive a written report prepared by one or both examiners on any required amendments. The report will be sent to you via the RPO, usually within seven days. Any queries are to be directed at the RPO.
Examination Outcomes	The most typical outcomes are: • Correction of typographical errors within 2 weeks • Minor amendments within 6 months

	• Major amendments within 12 months Additionally, outcomes may include major amendments with a re-viva, which will be arranged by the RPO. Please refer to the Academic Regulations for a complete list. Please note that 'major amendments' is not a pass outcome. You will have to return to study mode and pay fees.
Amendment of Thesis	Carrying out amendments: • Discuss the required amendments with your supervisors. • Please highlight any changes you make to your thesis. • Compile a table of the amendment requests and an explanation of how each of them has been met, using the Thesis Amendment Form RD9M. Please send the corrected or amended thesis together with RD9M to the RPO – Student One or both examiners will check whether the amendments have been carried out to their satisfaction.
Re-submission and Re- viva (if applicable)	If the viva results require a second viva, the process is the same as the first submission: final thesis version to the RPO and wait for the RPO to arrange it.
Final Submission	After the award is recommended by the examiners,

	you will receive a final thesis submission reminder email - RPO You need to submit to the RPO: final thesis version, RD10, and RD11 (if applicable) - Student
Conferral of Award	Final thesis version for Library submitted to the RPO. Let us know ORCID number – Student You will receive an email confirming the award of your degree – Student Records and Assessments Team. Your Award Certificate will be posted to you at the address you have provided on your Evision account, normally within 6 weeks of your award date. - Assessments Team Information concerning award ceremonies
Dissemination	Publicity and publication strategy, i.e., conference presentations, with supervisors - Both
Next steps	Career and Employability Advice and advice from supervisors - Student Consider becoming an alumna or alumnus - Student

Registration

Students are normally registered onto the MPhil, MPhil/PhD route or the Professional Doctorate route. Subsequently, students need to re-enrol each year.You cannot have your viva or graduate if you don't have a complete enrolment record for the entire duration of your studies. Fee payment stops after the submission of your thesis. However, if your viva outcome is 'major amendments', you will need to pay fees during the thesis revision stage. Please note that with all outcomes you need to re-enrol until you have received your award.

Developing your research skills

All research students should undertake a self-assessment of their personal and professional development training needs as soon as they have enrolled. From an early stage in the planning process, students, in collaboration with their supervisors, should seek to identify training sessions that will give them the necessary research and transferable skills. All enrolled research students are expected to participate in the Research Student Training Programme and Researcher Development offered via the **Doctoral Studies** WebLearn site.

Subject-specific training is available via a range of postgraduate modules. Participation in postgraduate taught modules is subject to approval by supervisors and the module leader and is uncredited. Research students do not normally sit the assessment for these modules, but they do have access to the learning material on WebLearn.

Please note that the arrangement for modules on the PG Certificate in Learning & Teaching in Higher Education is different. You take these modules for credit but must have concurrent teaching (or a teaching-related activity) in place to sign up for them. Please contact the Centre for Teaching Enhancement (CTE) via cte@londonmet.ac.uk if you plan to study for the Certificate.

Use of Generative Artificial Intelligence

Generative Artificial Intelligence (AI) tools may be used to support research and writing only in an appropriate, responsible and transparent manner. Students remain

responsible for the originality, accuracy and academic integrity of all work submitted.

Generative AI may be used for limited purposes, such as helping to structure existing work, generating initial ideas, or supporting spelling and grammar checks. However, students must critically review and verify any output produced. Particular care should be taken, as AI tools may produce inaccurate information or fabricated references.

AI-generated text, ideas, images, data, code or references must not be presented as the student's own work. Any use of generative AI in an RD1 or RD2 submission, thesis, or other assessed work must be documented or referenced where required and must comply with the University's guidance on the use of Artificial Intelligence and Academic Misconduct.

Where generative AI has been used to generate, rewrite, rephrase or paraphrase material, the student should provide a clear acknowledgement describing the tool used, the purpose and extent of its use, and the relevant part or stage of the work. Where AI-generated content has been used as a source, it must be acknowledged and referenced in accordance with the Library's guidance on citing AI.

Students should discuss any significant or discipline-specific use of generative AI with their supervisors.

Examples of Generative AI declarations

No use of generative AI

I confirm that I have not used any generative AI tools to generate, rewrite, rephrase or paraphrase any part of this thesis.

Use of generative AI for language support

I acknowledge the use of [name of AI tool] to support the rewriting and rephrasing of selected passages for clarity and accuracy of English. All outputs were critically reviewed, verified and revised by me, and I take full responsibility for the final content of the thesis.

Use of generative AI for research ideas or project planning

I acknowledge the use of [name of AI tool and URL] on [date(s)] to support initial

idea generation, background research and project planning. The tool was not used as a substitute for independent analysis, and all information and references were independently checked and verified.

Ethical considerations

Ethical implications of the research proposal must be considered by the student and supervisors from the earliest stages of planning. Research degree students are expected to comply with the University's Research Ethics Policy and Procedures, and Code for Good Research Practice. All research students are expected to submit a research ethics approval form to their School's Research Ethics Review Panel (RERP). If the proposed research involves work with human participants, the use of personal data or the use of animal or human tissue, it may be necessary to make an enhanced application for ethics approval. **Ethics approval must be obtained prior to collection of any data**. For more information see our Research Ethics pages in the Student Zone.

Monthly supervision

The university is committed to helping you submit your research degree thesis within the maximum registration period. Supervisory meetings between you and your supervisor should usually take place once a month for full-time research students and proportionally for part-time students. After each supervision, students should write a brief summary of the main points covered and any actions that follow from them. This summary should be shared with the supervisors. Supervision should be maintained throughout the different stages of your degree, including the writing of your thesis, submission, making any necessary corrections after review, or during the year allowed for resubmission if needed. This schedule of meetings must be documented in the Progress Review form (RD2) submitted for the RSPG - Annual Progress Review.

Supervisors must record attendance using the Jisc Check-in+ system. This is particularly important for students on a study visa.

Annual progress review

The University has a system of progress reviews to help MPhil, PhD and Professional Doctorate students plan and progress their research, and to produce regular written material on an ongoing basis. The review process starts early as it is in your interest to see whether you are on the right track for a research degree. It treats full-time and part-time students alike in that both are asked to make a progress submission each year, but the degree of progress expected is of course proportional to your mode of study.

The following does not apply to DProf students who do their transfer to the research stage course-internally. MPhil and PhD students who started in 2020/21 or later do the **Confirmation Viva** (RD1). The Confirmation Viva has replaced Transfer from MPhil to PhD, but it also applies to students aiming at MPhil. You will document your progress during the first months and attend a **viva voce examination** conducted by your School's **Research Student Progress Group (RSPG)**. The Confirmation Viva has a similar format to your final viva: you submit the RD1 form which includes a sample of your research, and you get examined about it in a viva. Feedback from students shows that they find the experience very helpful.

The Confirmation Viva takes place **during your first year** before the Summer RSPG (October starters) or the Winter RSPG (February starters). For part-time students of practice-based or laboratory-based subjects the Confirmation Viva may be later but within the first calendar year.

The precise time of your Confirmation Viva will be set in discussion with you by the examination panel (usually your supervisors, an RSPG member who gives an independent view ('Reader') and a chair). It can be after three months already or a bit later: just before the Summer RSPG (Winter RSPG for February starters) or before the calendar year is up for part-time practice- and laboratory-based students. Please discuss the details with your supervisors and submit RD1 well in time so that the viva can take place within the time frame applicable in your case.

You will write an outline of 4,000 words (3,000 in the case of MPhil or a practice-based/led degree). **You should demonstrate that you have made clear research progress since you have submitted your research proposal.** The progress can be in different forms: a refined proposal, a more extensive literature review, an

adjusted and well justified methodology, an epistemological positioning, a pilot data collection (only if you have received research ethics clearance).

Your submission must include the title and content outline of the proposed thesis. You must also address: 1) the importance and originality of the study; 2) the context (within theories and the literature) of the study, explaining how it fits the wider discussion of the topic; 3) the plan for primary/original research, experimentation, etc., dependent on the field; 4) a GANTT chart showing the timeline for activities and writing; and significant bibliography which is demonstrably larger than the one presented on application. The work is submitted via the Doctoral Studies WebLearn site via Turnitin (please see Appendix 1 for detailed guidance).

If you fail your Confirmation Viva, you are invited to resubmit to the next RSPG, whether this is the winter or summer one.

If you pass your Confirmation Viva in the summer, you get invited to submit a progress report (RD2, see below) to the next summer RSPG. If you pass your Confirmation Viva in winter, you are invited to submit RD2 to the summer RSPG of the same academic year (full-time students) or the summer RSPG of the following academic year (part-time students). Part-time students may apply for inclusion in the summer RSPG of the same year.

Research students (including DProf students during the research phase) must make a yearly submission to the **RSPG.** They submit the **Progress Review form** (RD2) with a piece of new written material, e.g., a new draft chapter (minimum of 4,000 words) inserted into section 5, for review every year. **It cannot be sufficiently emphasised that the RSPG submission is not an assignment and is not something separate from your research.** If you have steadily progressed your project, it should not be a problem or time-consuming to prepare the submission.

The deadlines for submission of RD1 and RD2 are 1 June 2027 for the summer and 1 November 2026 for the winter RSPG. RD1 forms may also be submitted outside the RSPG cycle if this is agreed with the supervisors and the RSPG chair (see also p. 6). **It is important to submit your form on time.** If you are prevented from doing so, please speak to your supervisors and/or RSPG chair. A late submission of a few

days can be arranged in this way. If you are prohibited from making progress by unforeseen circumstances, you should intermit (see Section 3 Intermission). Intermitting students are deferred to the next RSPG with no ill effect. If you submit despite adverse circumstances, you are advised to detail them on the RD2 form.

The RSPG process works as follows: an independent Reader and your supervisors comment on your progress and make their decisions about whether you have made satisfactory progress. The submissions and decisions are formally reviewed in one of the School-based RSPGs. The RSPG outcomes are:

- Progress
- Refer (lack of progress; resubmission at the next RSPG)
- Defer (usually for intermitting students or students who have notified their supervisors and/or the RSPG chair of serious circumstances preventing progress)

Students will receive the progression outcome via London Met email from the RPO. Written feedback can be found on the Doctoral Studies WebLearn with your Turnitin submission (click on the text box on the right-hand side of the page). It is vital that you study the feedback carefully and ask your supervisors for clarification if need be. You will be asked to show with your next RSPG submission how you have addressed the feedback. Students may also be asked to submit their work to an interim RSPG in the autumn. Where insufficient progress has been made ('referral'), students need to understand the implications of the decision for their continuing registration (see Academic regulations). **Following two referrals, the Research Degrees Sub-Committee may withdraw a student's registration, taking account of the RSPG's recommendation and the circumstances of the case.**

Transfer from the taught part of DProf to the doctoral part

For DProf students, transfer takes place after completion of the taught modules and fulfilment of all course-specific requirements. You will discuss your suitability for independent research with your tutors and course leader and prepare a research proposal, the assessment of which is done course-internally. You do not do the Confirmation Viva as described above.

Title of your thesis

Please give serious consideration to your thesis title and discuss the wording with your supervisors. It should be concise and descriptive, giving the subject of your research. Beware of overloading your title: it does not replace the abstract, should usually not detail your methodology and not contain more than two parts. Avoid acronyms, abbreviations and technical terms if you can. Avoid unnecessary phrases such as ‘investigation into’ or ‘study of’. Consider avoiding all-capital titles and familiarise yourself with the conventions of which words to start with a capital letter. Think about that the title must be readable at the graduation ceremony.

Examination of the thesis

When the thesis is ready to be examined, you must send a PDF of your thesis and RD10 form to the RPO (research@londonmet.ac.uk).

Examiners are nominated by the supervisors. They may discuss the choice of examiners with you. You are not allowed to contact the examiners about your examination. The viva is arranged by the RPO; you should advise it of important dates to avoid clashes when it is setting up the viva. The default mode for vivas is now remote by online conferencing. If you prefer an in-person viva, please tell the RPO when submitting your thesis. Please note, that in-person vivas are usually not possible if the external examiner is based overseas.

Students should not have contact with the examiners prior to the examination. Should amendments to the thesis be required, all communication should be conducted via the RPO. Full details about the viva process can be found in the Academic Regulations on the Research Policies and Regulations webpage.

Dissemination strategy

As a member of the research community, you have a duty to make your study and findings known to the right audiences, both professional and lay. All PGR graduates will have investigated a research question in detail and gained a critical overview of their field. One of the requirements of gaining a doctorate is that your thesis needs to

make a significant contribution to knowledge. However, this unique contribution to knowledge is not made if the work is never published.

Students are advised to plan a dissemination strategy with their supervisors. This may include conference presentations of work *in progress* such as submitting an abstract or poster and writing articles for peer-reviewed publications. These approaches are also very helpful for your development as a researcher to build your confidence and ultimately defend your thesis in your viva. It may be the case that your dissemination strategy is to publish after completion. Your supervisors will advise about how best to disseminate the study's findings.

Given that doctoral students are expected to publish their work, it is important to note that conducting doctoral level research is a co-owned process between the student and their supervisors. The published work should always be agreed and acknowledge the supervisors and the University. Depending on your field, you may co-publish with your supervisors. It is also incumbent on supervisors to help findings being made known in a reasonable period of time.

London Met Repository and EThOS

Your final approved thesis will be automatically added to our repository and in this way, become publicly available. If your thesis is embargoed, it will be added without public access. The metadata record for your thesis will normally be made discoverable through the British Library's E-Theses Online Service (EThOS).EThOS is an open-access discovery platform for UK doctoral theses and, where available, provides a link to the thesis held in the University's institutional repository. Making your PhD thesis openly available will increase your research profile and future researchers to explore and build on your results.

ORCID identifiers are used by researchers, publishers and institutions to uniquely identify a researcher and link all of their research articles, books, papers, theses and other outputs under a single profile. Where ORCID IDs are provided to EThOS by institutions, they are added to the relevant record with a link to the author's ORCID profile. More often than not, we do not have access to an author's ORCID and privacy laws do not allow us to add them in bulk direct from the ORCID website. We

encourage students to get an ORCID ID, provide it to us with their thesis and give us permission to interact with the student's ORCID record. Speak to your subject librarian.

Changes in your circumstances	
What you need to do	**How and Who else**
Change of Supervisor(s)	Requests for change of supervisor are processed by RPO.
Intermission	Requests for intermission processed by the RPO. Student may request intermission supported by supervisor(s). Time limits and conditions apply.
Change of Mode of Attendance	Requests for change in mode of attendance processed by the RPO. Students may request a change in mode of attendance supported by supervisor(s).
Extension	Requests for extension processed by the RPO. Student may request extension supported by supervisor(s). Time limits and conditions apply.
Withdrawal	Withdrawal is processed by the RPO. Decision to withdraw may be taken by the student, the Research Degrees Sub-Committee (RDSC) may take the decision to withdraw a student on recommendation of the RSPG, or Finance may take the decision to withdraw a student. Students are normally allowed a maximum of two referrals. The two referrals allowed apply to the full degree programme. We suggest that if you consider withdrawing from your course, you first discuss with your supervisors and/or with the RPO. If you still wish to withdraw, please ask the RPO for the postgraduate research withdrawal form (not the same as the UG and PGT withdrawal form available online).

Change of supervisor

If a change has to be made to the supervision team, form **RD4** should be completed for approval. If a supervisor leaves and a new supervisor is assigned, there might be a period without supervision. You may apply for an intermission for this period, exempting it from fees.

Intermissions

An intermission is a true time out from your research. A student may request an intermission in cases where illness, unforeseen care duties or other difficulties prevent study for a period of time (**RD3i**). Intermissions are considered on a case-by-case basis and are not given for more than twelve months at a time and usually not more than one year in total. You do not pay fees while intermitting but also do not receive supervision. Intermissions extend the period of registration, i.e., the equivalent period of the intermission is added to the maximum period of study.

Extensions

A student may request an extension to the period of registration (**RD3e**). Extensions are considered on a case-by-case basis and are not normally given for more than six months at a time and not more than one year in total. You pay fees during an extension period and receive supervision. You should apply for an extension only when it becomes obvious that you will not be able to complete your degree within the registration period. You must explain why you were prevented from completing your degree on time.

Please note that DProf students who are in the taught stage of their studies apply for an assignment extension by submitting a mitigating circumstances form to mitigation@londonmet.ac.uk.

Dealing with problems

Early resolution is advisable, so please do not wait for an issue to escalate – let staff know as soon as possible. Most problems, whether with the research project, facilities or supervision, can be resolved by discussion with the supervision team.

Other people who may be able to give advice and offer help are the School PGR Coordinator or the School Head of Research. (one of the two is normally the Chair of the School-based Research Student Progress Group.) If your problem remains unsolved, you may turn to the Dean of School.

Problems regarding administrative matters should be discussed with the RPO at research@londonmet.ac.uk.

If a student wishes to make a complaint or lodge an appeal, he or she should refer to the appropriate section of the University's Research Degree Regulations as well as the University's general student complaints procedure. Full information on making a complaint can be found on the Student Zone.

The Student Union can provide advice and representation:

Aldgate Campus 020 7320 2233 Holloway Campus 020 7133 4171

Email advocacy.su@londonmet.ac.uk

Web www.londonmetsu.org.uk

Section Two: Supervisory arrangements

Supervisors and students

Each student will normally have two supervisors. The academic School, the RSPG and the RDSC are responsible for ensuring that the supervision team has the necessary subject expertise and experience. One of the supervisors, normally the subject specialist, has day-to-day responsibility for the student's progress.

The success of the research project depends on a good working relationship between the student and the supervisors. The Code of Practice in Part two of this handbook is intended to provide a framework which will help to establish such a relationship. Regular scheduled meetings are important. Contact may be face-to-face, by video conferencing, social media, telephone or e-mail. The frequency of meetings will vary between different subject areas and at different stages of the research, but meetings and other contact should be agreed between the student and the supervisor from the beginning and reviewed. The format of supervision meetings is determined jointly by the supervisors and the student. It is advisable for students to keep a record of the key issues discussed and the actions agreed upon. Supervisors should record attendance using the Jisc Check-in+ system. In particular, supervisors of Student visa holders are required to use Jisc Check-in+ on a monthly basis.

Regular reviews of progress help to ensure that the research is on track and to identify any changes needed to the plan of work. They should also help to identify any problems so that these can be discussed and resolved at an early stage, whether problems with the project itself, with resources, with the student's progress or as a result of external circumstances.

As well as advice and encouragement, students will generally look to their supervisors for help in integrating into an academic community and finding opportunities for public presentation of their work. All students should be associated with a research community.

Planning a research programme

There are three basic stages in many research programmes, which are summarised below. There will, of course, be variations in emphasis between different subject areas. In particular, practice-based research degrees in the creative arts may have rather different stages and emphases (see Section 3 for further details).

First stage

- Clarify topic, research questions and confirm originality of the envisaged research contribution
- Focused reading and refining/starting to implement the research proposal for the Confirmation Viva
- Consider ethical issues: start research ethics approval process
- Undertake appropriate training and researcher development
- Survey and analyse more relevant literature and other sources
- Define the objectives in clear and specific terms
- Formulate testable hypotheses (if required)
- Define basic concepts and/or variables
- State underlying assumptions
- Construct a robust research plan and timetable
- Consider how to optimise your research for relevance and impact
- Write draft chapters (literature review, a first go at the introduction containing the research questions, section on research ethics, reflective section on your positionality)
- Start a reflective diary detailing what you have done and how you have experienced your research

Second stage

- Specify data collection procedures and data analysis methods (where appropriate)
- Carry out pilot data collection (if appropriate)
- Execute research plan and gather data following appropriate ethical guidelines
- Continue research skills and personal development training
- Read widely

- Start disseminating your research at PGR conferences or elsewhere
- Continue writing draft chapters (methodology, data collection)
- Continue writing reflective diary

Third stage

- Analyse, interpret and evaluate your results and draw conclusions
- Write analysis and interpretation chapter
- Write up final version of thesis
- Keep reading to ensure up-to-date knowledge and authority status in the subject area
- Consider the implications of your research in terms of future research and impact
- Plan a dissemination strategy
- Continue writing reflective diary

At each stage, the supervisors and the student should draw up a schedule of work, which should be kept under review as the project develops. A realistic timescale is essential. There is a danger of the first stage being slower than expected with students taking time to adjust to the different demands of an independent research degree programme and to learn to focus on the specific objectives of the project. The Confirmation Viva should provide focus and counteract the danger of losing vital time. This is all the more important as the final stage of drawing everything together and writing up the thesis invariably takes longer than expected. It is important to start writing as early as possible and to continue writing throughout the project.

The role of the RSPG and RDSC

The School-based Research Student Progress Groups (RSPGs) consider confirmation of your pathway and annual progress. The RSPG meets at least twice a year, normally in August and December.

The University's Research Degrees Sub-Committee (RDSC) has overarching responsibility for oversight of the progress of all research students including confirmation of pathway as well as any changes such as the appointment of a new

supervisor, an intermission of study or an extension of the registration period. It also oversees the appointment of the examiners. The RDSC meets regularly (three times in the academic year).

Section Three: Stages in the research degree process

Registration

Students normally register for an MPhil or for an MPhil/PhD, with the pathway of MPhil or PhD being confirmed in the Confirmation Viva. Professional Doctorate students have to meet all the requirements including passing the taught modules before seeking permission to transfer to the research stage.

Re-enrolment

All students need to re-enrol on Evision each academic year, including studentship holders, members of staff, students with fee waivers, students writing up and students waiting for their viva. During the process, students have to agree to their fees for the academic year and also state how they are going to pay. Studentship holders whose studentship has expired will need to pay fees to cover any remaining time until they are ready to submit their thesis.

Fees are due on initial registration, and then at the beginning of each academic year. It is possible to pay by instalments with the agreement of Finance. If you have queries regarding your payment of fees, or wish to discuss instalment options, please call Income Collection on

Summary	
Who	*all students*
When	*the start of each academic year (late September/October)*
Where	*Evision*
How	*complete re-enrolment link, pay tuition fees*
Why	*keeps your registration details up to date and your ID card valid. Students who don't re-enrol are **not** entitled to supervision, may not access the University's facilities and may be withdrawn*

020 7133 2060, or email them on incomecollection@londonmet.ac.uk

For fees information see the Fees and Funding information on Student Zone.

If you have problems enrolling, please contact research@londonmet.ac.uk

Progress review

The monitoring of the progress of research students is an essential part of the University's commitment to providing students with formative feedback and to ensuring the quality of supervisory provision.

The School-based RSPGs review student progress and provide written feedback. If progress is unsatisfactory, a referral may be given. Students are normally allowed a maximum of two referrals throughout their course of study.

Summary

Who	*all students* *all members of supervisory teams*
When	*Submissions annually in May (deadline 1 June) with RSPG meetings in July with an interim RSPG in December*
Where	*WebLearn*
How	*RD2 forms are available on the **Doctoral Studies** WebLearn and should be uploaded to Turnitin Submission area once completed.*
Why	*regular check on progress, flags up problems, provides formative feedback*

Confirmation Viva

The monitoring of the progress of research students is an essential part of the University's commitment to providing students with formative feedback and to ensuring the quality of supervisory provision. The Confirmation Viva assesses your suitability and early work for your chosen degree. It is meant to help avoid wrong expectations and possible disappointment further into your study.

The School-based viva panel formed from the RSPG will review and discuss with you your early work and provide oral and written feedback. If progress is unsatisfactory, a referral may be given. Students are normally allowed a maximum of two referrals throughout their course of study.

Summary	
Who	*all MPhil and MPhil/PhD students starting from 2020/21*
When	*All October starters (apart from practice-based or laboratory-based part-time): before the Summer RSPG (RD1 submission 1 June or earlier)* *All February starters (apart from practice-based or laboratory-based part-time) before the Winter RSPG (RD1 submission 1 November or earlier)* *Practice-based or laboratory-based part-time: within the first calendar year*
Where	*Doctoral Studies WebLearn*
How	*RD1 form is available on the Doctoral Studies WebLearn and should be uploaded to Turnitin Submission area once completed.*
Why	*Check on early performance and suitability for pathway, confirmation of chosen degree pathway,*

	provides formative feedback

The supervisory team reports on the student's progress and indicates the successful completion of any agreed training. Students normally are confirmed on their pathway or granted progress with the support of their supervisory team.

Intermission of registration

Students may, with their supervisor's agreement, ask that their studies be intermitted for a period of up to twelve months. Applications should demonstrate good cause for intermission, which may involve illness, personal circumstances or career circumstances. A second application for an additional twelve months' intermission may be considered in exceptional circumstances and must be approved by the Academic Head of Research or representative.

During intermission, the student is no longer entitled to supervisory support or access to the facilities of the University. Also, please keep in mind that fees are not required since there is no supervisory support during intermission.

Intermission is given for specific dates and times and is normally not granted retrospectively.

Summary	
Who	*any student who needs to intermit their research programme for good cause*
When	*when necessary*
Where	*RPO*
How	*complete form RD3i and get supervisors' agreement*
Why	*medical, professional or personal reasons may interrupt a student's studies*

Intermissions extend the period of registration.

The Home Office is notified of an intermission if the student is on a Student Route visa. Students on Student Route visas must speak to the International Office prior to making an application.

Please note that you will need to notify the Research and Postgraduate Office and your supervisory team once you return from your intermission to ensure continuity of your enrolment.

Change to the mode of study

A student may decide that they wish to change their mode of study from either full-time to part-time, or vice versa. After consulting with their supervisor, the student should inform the RPO so that the change can be recorded on the student's record and the fee level adjusted if necessary.

A change of mode of study may have an impact on the student's period of registration and fees. It is important that the student, the supervisors and the RPO are all aware of the revised timing for completion.

Please note: Student Route visas are now granted for part-time study, but restrictions apply (see Home Office regulations).

Summary

Who	*any student who wishes to dedicate more or less time to their research*
When	*at any time except in the final six months of the period of registration or after the maximum period of study having expired*
Where	*RPO*
How	*complete form RD6, get supervisors' agreement*
Why	*There may be a number of reasons*

	why a student may wish to dedicate more or less time to their research

Writing-up status

Full-time students may be eligible for a writing-up fee after they have paid full fees for three years of study. Part-time students may be eligible for a writing-up fee once they have paid full fees for six years of study.

Supervisors must sign form RD7 to confirm that the student is in the writing-up stage of their programme and is likely to submit within the year (full-time) or within two years (part-time).

The writing-up fee reduction applies to one year only for full-time and two years for part-time students.

If a student has not submitted the thesis after the writing-up period, they will revert to being charged full fees until the thesis has been submitted.

Summary

Who	*Students in their final year (FT) or their final two years (PT), supervisors*
When	*the start of each academic year*
Where	*RPO*
How	*complete form RD7, get supervisors' agreement*

Extension of period of registration

Registration is for a fixed maximum period of time, detailed in the Academic

Summary

Who	*any student who has not presented their thesis and whose*

Regulations. Students, whose period of registration is about to expire, may exceptionally and with their supervisors' agreement ask that their registration be extended for a period of up to six months, subject to the continued academic viability of the project. Applications should demonstrate that sufficient progress has been made and that the thesis can be completed within the extra period of time requested.

A second application for a six month extension may be considered in very exceptional circumstances.

Applications for extension are considered on a case-by-case basis. Extensions are given for specific dates and times.

Summary	
	registration period is about to expire
When	*two months before the expiry of registration*
Where	*RPO*
How	*complete extension form RD3e, justifying delay and providing revised timetable and new completion date*
Why	*allows a short extension of the registration period if the circumstances justify this and the project continues to be academically viable*

Examination (Viva Voce)

A few months before a student is expected to complete their thesis, the lead supervisor submits details of the proposed examiners to the RPO. The student should not contact the examiners prior to the examination (or afterwards when carrying out amendments). CVs of all examiners are required as is information on the research examining experience of all examiners. The examining

Summary	
Who	*all students, supervisory teams*
When	*Viva normally takes place within three months of the examiners being identified and the thesis having been submitted*

team is approved by the Dean of School (or representative) and the RDSC.

When the thesis is ready to be examined, the student should send a PDF to the RPO. This counts as a submission.
The thesis should not be submitted to the examiners. Students should not be in contact with the examiners. For further details of the thesis format and the word limit, please see submitting your thesis and viva, and below under 'Thesis format'.

Where	*RPO, viva by arrangement; in-person or remotely*
How	*supervisory team nominates examining team for approval (Form RD5),* *student completes thesis in stipulated form for examination, and submits pdf to RPO,* *student completes RD10*
Why	*ensures independent and thorough academic scrutiny of the thesis*

Corrections and amendments

Immediately after the viva, the candidate is told the outcome, which may include amendments to the thesis:

- corrections of typographical errors (within 2 weeks)
- minor amendments (within 6 months)
- major amendments with or without another viva (within 1 year)

An oral outline of the scope of the amendments is given, a written statement will usually be supplied within one week. Any queries about the corrections or amendments must be

Summary	
Who	*Students who have received corrections or amendments, supervisory teams*
When	*After the viva*

communicated via the RPO. Students cannot ask the examiners directly. Corrections of typographical errors should be straightforward, but minor or major amendments should be discussed with supervisors. Note that the award of corrections or minor amendments constitute a conditional pass: the student is awarded the degree subject to carrying out the corrections or amendments to the satisfaction of the examiners. The award of major amendments does not constitute a pass.	

Thesis Format

This guide provides instructions on the presentation of a thesis required for the award of a research degree at London Metropolitan University. It focuses exclusively on the practical aspects of producing your thesis in a format that is acceptable for examination and deposit in the Library.

Thesis word limits

The following word limits apply to MPhil and PhD theses under Section 22 of the Academic Regulations. The word count excludes ancillary data. A thesis may exceed the relevant limit only where prior approval has been granted by the Research Degrees Sub-Committee.

Field or type of thesis	PhD	MPhil
Science, Engineering, or practice-based-led Art and Design	40,000 words	30,000 words
Arts, Social Sciences, Business or Education	80,000 words	40,000 words
A thesis accompanied by non-written material, including practice-based-led work, creative writing or a scholarly edition	30,000–40,000 words	15,000–20,000 words

These limits are those specified in Regulation 98 of Section 22 of the Academic Regulations.

Professional Doctorate students should refer to Section 23 of the Academic

Regulations and the relevant course-specific regulations. Unless the course-specific regulations specify otherwise, all written components of the thesis, taken together, should normally be within the following ranges:

Field or type of thesis	Professional Doctorate
Art and Design, or Science and Technology	25,000–30,000 words
Arts, Design, Education, Business or Social Sciences	40,000–60,000 words
A thesis related to the practice-based production of artefacts	20,000–30,000 words

The composition of a Professional Doctorate thesis is determined by the relevant course-specific regulations.

For aspects of thesis presentation not addressed in the regulations or in this document, please consult your supervisor to determine what is appropriate for your discipline.

The following requirements shall be adhered to in the format of the submitted thesis. Theses shall normally be in A4 format; the Research Degrees Sub-Committee may give permission for a thesis to be submitted in another format where it is satisfied that the contents of the thesis can be better expressed in that format.

The size of character used in the main text, including displayed matter and notes, shall not be less than 2.0mm for capitals and 1.5mm for x height (that is the height of lower case x); as an example, this corresponds to a minimum font size 10 in Times Roman.

If a hard copy is required: the paper shall be white and within the range 70 to 100 gsm; printing on both sides of the page is permissible. If the hard copy contains material (e.g., pictures) that is not contained in the electronic copy and that may be affected by exposure to ink, printing on one paper side only is required. Please consult with the Library at library@londonmet.ac.uk if in doubt.

The margin at the binding edge of the page shall not be less than 40mm; other margins shall not be less than 15 mm.

Double or one-and-a-half spacing shall be used in the typescript except for indented quotations or footnotes where single spacing may be used.

Pages shall be numbered consecutively through the main text including photographs and/or diagrams included as whole pages.

The title page shall give the following information:

- the full title of the thesis in British English spelling; please consider not using all-capital titles but apply the usual capitalisation rules for titles;
- the full name of the author;
- the award for which the degree is submitted in the form: 'Submitted to the [School name] of London Metropolitan University in partial fulfilment of the requirements of [degree title, i.e., MPhil/PhD/DProf/EdD];
- the collaborating organisation(s), if any; and the month and year of submission;
- optionally, the names of the last supervisors in the form 'Supervised by ….' (you may mention all your supervisors including any previous supervisors in the acknowledgments).

In case of submission of a hard copy, the binding of the final, examined and approved thesis shall be of a fixed type so that leaves cannot be removed or replaced. The front and rear boards shall have sufficient rigidity to support the weight of the work when standing upright. The colour shall be blue or black.

The outside front board of the hard-bound copy requires the same information as the soft bound copy, with some small differences highlighted here. **In at least 24pt type**, please put:

- the full title of the thesis in British English spelling; please consider not using all-capital titles but apply the usual capitalisation rules for titles;
- the full name of the author;
- the qualification MPhil/PhD/DProf/EdD;
- the School of the author (optional, please use a smaller font size so that the School name fits in one line);

- London Metropolitan University;
- the year of final submission (xxxx);
- optionally, the names of the last supervisors in the form ‘Supervised by ….’. Please use a smaller font size so that the phrase fits in one line (you may mention all your supervisors including any previous supervisors in the acknowledgments).
- the same information (excluding the title of the thesis, the School and the supervisors) shall be shown on the spine of the thesis, reading downwards.

Final thesis submission

You will normally be required to submit the final approved electronic copy of your thesis. A hard-bound copy is not required.

Your final submission will include the following:

Final thesis PDF

Prepare a single PDF file containing both the abstract and the full thesis.

RD10 Declaration Form

Complete and sign the RD10 Declaration Form. This includes declarations relating to the originality of your work, compliance with the University’s requirements, and your use of generative AI in preparing the thesis. Where generative AI has been used, you must identify the tool and briefly explain the purpose and extent of its use.

Copyright compliance check

Review the Guidance for Compliance Checking of Theses. You must ensure that any copyrighted material included in your thesis has been appropriately addressed, that all sources have been properly acknowledged, and that any necessary permissions have been obtained.

Thesis Embargo

In rare circumstances, your thesis can be partially or fully embargoed if its public release prejudiced the commercial or intellectual property rights of an individual or body, put at risk the safety of an identifiable individual, included material that was obtained under a promise of confidentiality or included material which is due for

publication or which you were actively seeking to publish. The thesis embargo period is normally not longer than three years. Please see form RD11.

In limited circumstances, the Research Degrees Sub-Committee may approve restricted access to all or part of a thesis where this is necessary to enable a patent application to be made, to protect commercially, politically or personally sensitive material, or where ethical considerations require restricted access. The normal maximum period of restricted access is three years, although a longer period may be approved in exceptional circumstances. Material restricted on ethical grounds may remain subject to restricted access for a longer period where necessary. Requests must be submitted using form RD11 and are subject to approval.

Printing and Binding

You are not required to submit printed copies of your thesis for the viva. After passing the viva and completing all required revisions with examiner approval, the RPO will notify you if you need to print a hard copy for final submission.

The hard copy of the thesis must be presented in a permanent and legible form, either in typescript or print. If photocopying processes are used, they must produce permanent copies. If using word processors and printing devices, you should use white A4 paper of good quality (minimum 80 gsm for single-sided or 100 gsm for double-sided). We encourage printing on both sides of the paper, provided the paper does not allow printing to show through and affect legibility. Consider, however, that ink might transfer to the opposite page. Single sided printing is mandatory if the electronic version of the thesis is redacted, e.g., for copyright reasons.

Part Two: Code of Practice

A. Introduction

This Code of Practice sets out the *minimum* required of research students (hereafter referred to as “students”), their supervisors and the locations where the research is carried out. It aims to establish good practice to enable students to satisfactorily complete their thesis within an appropriate timescale (three to four years for full-time research students and six to eight years for part-time research students).

The establishment of a harmonious relationship between a student and his or her supervisor is of the utmost importance. Such harmony can only be established and maintained if both participants understand each other’s concerns, treat each other with courtesy, and agree on what constitutes the code and conventions on which such courtesy should be based. Both parties should ensure regular communication, with at least one contact point each month (this may include supervision meetings). If an unplanned gap of more than two months occurs, both parties should seek to re-establish contact, with the responsibility resting primarily with the supervisor.

When such a relationship functions as intended, it will provide the advice, training and support needed by the student who is embarking on original, independent research as well as a valuable broadening of understanding for the supervisor.

This Code of Practice sets out the framework within which such a productive relationship can be established and maintained, as well as indicating procedures to be followed in the unfortunate event of a breakdown.

B. Obligations and responsibilities of supervisors

Each student will normally have two supervisors. The lead supervisor should have the direct subject expertise and exercise the day-to-day supervision of the student. He/she is responsible for the satisfactory academic progress of the project and should have knowledge of a student’s subject area and/or the theoretical approach to be applied.

The lead supervisor supervises the student on a regular and frequent basis and is responsible for ensuring that the student has access to the supervisory, training and associated resources required to complete their studies, and for ensuring that the supervisory team follow the University's Research Degree Regulations.

The lead supervisor must ensure that the student and the University (through the RSPGs and the Research Ethics Review Panel (RERPs) are aware of any ethical or legal problems associated with the research programme.

The lead supervisor ensures that the student completes any required programme of related studies or training.

Regular, formal meetings must be timetabled with the student on a frequency which is appropriate to the discipline and the stage of the research programme. These meetings should be cancelled or postponed only by agreement with the student. The frequency of meetings should be agreed between the lead supervisor and the student. There may also be contact by e-mail, telephone or conferencing tools. Every four weeks students must update their lead supervisor on their progress.

While the length of supervision sessions will vary, at least an hour should be available. It is desirable that meetings should be largely uninterrupted by telephone calls, personal callers or other business.

The lead supervisor should arrange meetings between her/himself and the student on a regular basis and may include any other supervisor/s as appropriate. A record of the meetings should be kept by the lead supervisor. This is particularly important in the case of international students. In addition, brief written notes of all meetings should be created by the student.

The lead supervisor should request written work as agreed in the project timetable and should return such work with written or oral comments within a reasonable time, normally within less than one month. If for any reason a delay is unavoidable, the student should be informed and a date given when a response will be made.

The lead supervisor should liaise with the School's PGR Co-ordinator about arranging the student's confirmation viva.

The lead supervisor should ensure that the student's progress is regularly reviewed and any necessary adjustments made to the plan of work. The student must be made aware if either progress or the standard of work is unsatisfactory, and any necessary supportive action should be arranged.

Supervisors should take an active part in introducing the student to relevant research communities, meetings of learned societies, seminars and workshops and to other researchers working in the field. Advice should also be given on publication where appropriate.

The supervisors should provide feedback on drafts of the thesis prior to submission and ensure that the final thesis is the student's own work.

The lead supervisor must ensure that students who are working within a group project, or who are employed as researchers on certain kinds of projects, are clearly informed in writing about the nature of the research that will contribute to the degree and which other research is unconnected with the degree for which the student is registered. Intellectual property should be clearly agreed.

The lead supervisor is responsible for proposing the arrangements for the student's examination to the RDSC for approval.

In the event that a student does not fully engage in the student–supervisor relationship, the supervisors should report this to the relevant RSPG Chair. Students should note that if their progress is deemed unsatisfactory, their registration may be terminated. Cases of non-communicating students are considered by the RSPG and may result in referrals; however, students who are not formally enrolled should not be brought before the RSPG.

C. Obligations and responsibilities of research students

The student should attend and fulfil all requirements of the programme of additional studies and training agreed with the supervisor(s).

The student should attend regular, timetabled, formal meetings with the lead supervisor at a frequency that is appropriate to the discipline and the stage of the

research programme. These meetings should be cancelled or postponed only by agreement with the supervisors. The frequency of meetings should be agreed between the supervisors and the student, at least once a month for FT students.

Written work should be submitted regularly to the lead supervisor as agreed in the project timetable.

The student should take note of guidance and feedback from the supervisors, keep a log of all meetings and create a short report of key points discussed after each meeting.

The student should complete progress reports and submit written work as required under the Research Degree Regulations and, after discussing these with their supervisor(s), submit them to the RPO on time.

The student should alert the supervisors at an early stage to any difficulties or perceived lack of progress.

If a situation arises where difficulties cannot be resolved with the supervisors, the student should initially approach the School PGR Coordinator or the Chair of the RSPG (it may be the same person). If the PGR Coordinator and/or the Chair is unable to resolve the situation, or is personally involved, the student should contact the RPO. In a case of continuing serious unresolved problems, the formal stage of the University's Student Complaints Procedure may be followed.

If the student is working within a group project, or is employed as a Research Assistant, they should ensure that a clear written statement has been provided about the nature of the research that will contribute to the degree and which other research is unconnected with the degree for which the student is registered.

The **student should ensure that the thesis is their own work**. It is recommended that the student submits their thesis to Turnitin for a check of identical text. Only quotations, items in the bibliography and set phrases such as in the Acknowledgement section should come up as identical text. Any other identical text should be paraphrased **and** the source given. There is no minimum percentage of plagiarised text, any occurrence may lead to failing the viva or to an award being

withdrawn if it is discovered later. Students should note that plagiarism is academic misconduct and may attract severe penalties.

Students should also consult the University's Guidance on the Use of Artificial Intelligence to ensure that their work aligns with academic integrity standards.

The student should ensure that their final thesis has been read and commented upon by the supervisors before submission, and that it is submitted to the RPO before the expiry of the registration period.

The student should also ensure that they are familiar with and operate within the University's Academic Regulations, Research Ethics Policy, and Code of Good Research Practice, which apply to all research degree students and staff.

D. Obligations and responsibilities of Schools:

The Dean of School is responsible for ensuring that the essential and appropriate resources, including adequate supervision, are available to enable a student to complete their project within the appropriate time.

Schools should ensure that all students have a place to work and the use of required facilities.

The Dean of School should ensure that no supervisor is overloaded with supervisory responsibilities, and that their allocation of other duties allows sufficient time to supervise appropriately. The recommended maximum number of research students for a supervisor is six. Supervisory meetings should be regular (once a month). The exact arrangements depend on the project, the requirements of the student and the mode of study (FT or PT). Regular email contact may be suitable in some cases (feedbacking on draft chapters), while laboratory-based projects might demand very frequent short meetings.

The Dean of School should be alerted to signs of potential problems and should be available to assist in resolving them.

Contact Details for the RPO:

London Metropolitan University
Room BR5-04, BR5-05, and BR5-06
Green Zone
166-220 Holloway Road
London N7 8DB

Email: research@londonmet.ac.uk

Tel: +44 (0)20 7133 5160

Appendix 1 Guidance for Research students submitting progress reports

1 You are required to submit your Confirmation of Registration (Pathway) Progress Report and your annual Progress Report via Turnitin on the Doctoral Studies WebLearn. You must use the form RD1 Confirmation of Registration and for annual progress reviews the form RD2 Research Student Progress Review. The forms can be found in the Forms section of the Doctoral Studies WebLearn site and in the Research Form Centre in the Student Zone. Please do *not* send your reports to the RPO. If you are not registered on the Doctoral Studies site, please contact research@londonmet.ac.uk.

2 You must submit only a single document: any additional document (i.e., your report, draft chapter or other sample of recent work in progress) must be included in your RD2 form. Please insert it at the end of the form. Students who are applying for Confirmation of Registration must include their Research outline (see relevant section on RD1). Please insert it at the end of the form.

3 For all submissions: if copying from a Word file creates formatting issues, please insert research outline, report and/or chapters as PDF. Please keep to the indicated word ranges and minimum word counts. For inclusion of practice-based work other than text and images, please consult with your supervisors and the RPO.

These shortcuts can help you to insert your additional documents: Ctrl + A to highlight the whole document you wish to copy; Ctrl + C to copy all highlighted text; and Ctrl+ V to paste into the end of the report where you place your cursor. If you have any difficulty, please consult your supervisors.

4 You will submit your Progress report to your appropriate School folder in the Doctoral Studies WebLearn module, click on RSPG (RD2 & RD1) Submission in the left-hand folder column (white print on black), then scroll down the folders until you find your School submission portal. Once you submit you will receive a receipt.

In the feedback section of Turnitin, your Supervisor and an Independent Reader will comment separately and make a recommendation about your progress to your School Research Students Progress Group (RSPG). There will be no separate comments on the report form or work contained within it. You will be notified when their comments and feedback is ready to access (in the feedback section of Turnitin). If you cannot see the feedback, access it from a university computer or, if this is not feasible, contact the RPO.

5 The deadline for submission of RD1 and RD2 forms for all Schools is 1 November 2026, for the Winter RSPG and 1 June, 2027, for the Summer RSPG (these deadlines are aligned to the timing of the RSPGs).

6 Your submission will generate a Turnitin similarity report automatically, so there is no need to submit one. You can use the Turnitin Test site if you wish to check your draft work before uploading your Research Student Progress Review submission, but you can't submit a report from this area.

7 If you have made a mistake, you need to contact the RPO to have the original file deleted. Please ensure that your first submission is correct.

8 Getting feedback: You will normally be informed of the outcome and check the feedback of the RSPG in early August. Please note that there may be occasions where there is a delay in accessing feedback and again, we will inform you about this. You will be able to access the comments, feedback and proposed recommendations following the RSPG.

9 RSPG Recommendations: You are advised to discuss the Supervisors' and Independent Reader's comments and feedback with your supervisors, no matter what the RSPG recommendation is. If you are *referred* (i.e., that you have not been deemed to have made sufficient progress), feedback and advice about resubmitting your progress report will be provided. You will need to submit a new report via Turnitin to the next RSPG meeting, i.e., the Winter RSPG if you were referred at the Summer RSPG and vice versa. You will be required to state in your subsequent RSPGs how you have built on your feedback from each year.

Appendix 2 Freedom of Speech

London Metropolitan University recognises the paramount importance of Freedom of Speech and Academic Freedom. The University acknowledges their vital role in fostering a culture of vigorous and open debate within the law, while being mindful of the University's values as stated in its Strategy. While these freedoms encompass even unpopular or challenging ideas, they do not extend to violence, threats, intimidation, or discriminatory speech. We champion honest dialogue, respectful engagement with diverse viewpoints, and responsible expression within a safe and inclusive community. Our detailed Freedom of Speech Code of Practice provides further guidance on upholding these principles. In the event of a conflict between the contents of this policy and the Freedom of Speech Code of Practice, the provisions of the Freedom of Speech Code of Practice will prevail.