

Handbook for Research Students and Supervisors and Code of Practice

Procedures from research student registration to examination

September 2023

This edition replaces previous editions and is applicable to all MPhil & PhD students & Professional Doctorate students in stage two (research) 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.

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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

Our [PGR training programmes](#), Research Showcase and Research Centre events are either held in-person or online. Please [check](#) for each event. Supervision may be in-person or online: this is for you to discuss with your supervisors. The [Libraries](#) have [study rooms](#) for postgraduate research students: LC1-31 in the Holloway Road Library and CM1-25 in Aldgate. Many Library resources are available online.

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), in room AB1-28. From the main Tower Building entrance, turn right, walk past the lifts and upstairs to the 'Junction' (the cafeteria), there is a corridor straight ahead to your right, walk past the Graduate Centre to the end. You will see a black round-walled room on your right (also known as the 'piano room'). This is AB1-28, your destination. 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 3 other main sources of support

- i. Our Research Student Coordinator, Oliver Brooks, 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 Tier 4 student visas.

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 for MPhil and PhD, section 23 for DProf of the Academic Regulations). 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:
<http://www.londonmet.ac.uk/research/current-students/research-ethics/>
(please click on Guidance and Training)
- Research Ethics Policy and Procedures:
<http://www.londonmet.ac.uk/research/current-students/research-ethics/>
(please click on Guidance and Training)
- The Research Student Training Programme:
<https://student.londonmet.ac.uk/your-studies/mphil--phd-professional-doctorates/postgraduate-research-training-sessions/>

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

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 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	<p>Research ethics approval must be obtained before data is collected.</p> <p>Discuss draft Research ethics form with supervisors and submit finalised form to the chair of the School Research Ethics Review Panel (RERP) - Student</p>
Submission dates for RSPGs	<p>Winter: 1 November 2023</p> <p>Summer: 15 May 2024</p> <p>Please note that you will normally only submit to one RSPG per year (the Summer RSPG).</p>
Confirmation Viva (non-laboratory and non-practice-based subjects)	<p>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) to Turnitin and prepare for the viva. See details on the research student progress form RD1. - Student</p>
Confirmation Viva (laboratory and practice-based subjects)	<p>During the first academic year (full-time) before the Summer RSPG (for October starters) and Winter RSPG (for February starters); for part-time mode the Confirmation Viva may be within the first calendar year, i.e., one RSPG later: submit outline of your research of 4,000 words (3,000 in the case of a practice-based/led degree) to Turnitin and</p>

	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) [use the Test site first to check for a similarity report to avoid plagiarism]) Feedback on progress from the RSPG - discuss with supervisor – Student
Transfer from MPhil (only students who have started pre-2020/21)	Discuss transfer from MPhil to PhD stage with supervisors immediately, ask the RPO for form RD2T and submit the form on WebLearn for formal approval to transfer – Student Please note that transfer of pre-2020/21 starters is not covered in the remainder of this Handbook.
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	<p>Discuss readiness for submission with supervisors. Submit a pdf of the thesis to the RPO. Send the pdf to research@londonmet.ac.uk and hand three soft bound copies of your thesis to the RPO. If your viva is held online, you only need to send the pdf.</p> <p>Decision to submit is the responsibility of student - Student</p>
Examination – viva voce	<p>Examiners are nominated by supervisors. You are not allowed to contact them about the examination, either before or after the viva. The examination is arranged by the RPO.</p> <p>Viva voce examinations are usually held in-person. Some vivas are held remotely, mostly for logistic reasons. You may express a preference for a remote viva to the RPO. External examiners based overseas will usually participate remotely.</p> <p>Informal outcome given. As required, a report is made by one or both of the examiners about any amendments and sent to the candidate. Any queries are to be directed at the RPO.</p> <p>Correction of typographical errors – Student Minor amendments within 6 months – Student Major amendments within 12 months – Student</p> <p>The corrected or amended thesis is sent to the RPO – Student</p> <p>When it's all done and dusted: a pdf of the final version of your thesis needs to be sent to the</p>

	RPO but the hard copy of the final version is submitted to the Library – Student
Re-submission	<p>Re-submission (if major amendments required) to the RPO. Re-examination arranged by the RPO – this may include another viva</p> <p>Make revisions - Student</p> <p>Discuss revisions with your supervisors before submitting the revised thesis - Student</p>
Conferral of Award	<p>Award recommended by examiners</p> <p>Hard bound copy for library submitted to the RPO. Let us know ORCID number – Student</p> <p>Pdf of final version sent to RPO – Student</p>
Dissemination	Publicity and publication strategy, i.e., conference presentations, with supervisors - Both
Next steps	<p>Career and Employability Advice and advice from supervisors - Student</p> <p>Consider becoming an alumna or alumnus - Student</p>

Registration

Students are normally registered onto the MPhil, MPhil/PhD route or the Professional Doctorate route. Subsequently, students need to re-enrol each year.

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 the module convenor and is uncredited. Once students have identified appropriate taught modules, they should submit a **module registration form** to the RPO. Research students do not normally sit the assessment for these modules, but they do have access to the learning material on WebLearn once registered. Supervisors must also sign the module request forms.

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:

<http://www.londonmet.ac.uk/research/current-students/research-ethics/>

Monitoring progress

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. Professional Doctorate students 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. 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 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 subjects the Confirmation Viva may be later but within the first calendar year. The precise time of your Confirmation Viva will be set by the examination panel (usually your supervisors, an RSPG member who gives an independent view ('reader') and a chair). 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.** 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).

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.

Students are advised of deadlines to submit their work (see also p. 6). **It is important to submit your form on time.** 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. Students will receive progression outcome and 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). After two referrals, the RSPG will normally withdraw you from the programme.

Transfer from the taught part of DProf to the doctoral part

For DProf students it 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.

Examination of the thesis

When the thesis is ready to be examined, you must send a pdf of your thesis to the RPO (research@londonmet.ac.uk) and supply three soft bound copies of your thesis. Please contact the RPO to make an appointment to deliver the copies. For a remote viva, you need only send a pdf of your thesis.

Examiners are nominated by the supervisors. You may not contact them 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. If you prefer a remote 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 to gain 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 a 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.

EthOS

The EThOS service is managed by the British library and is a repository of PhD theses, providing in many instances open access to all theses. Making your PhD thesis openly available will increase your research profile and allows future researchers to explore and build on your result. Your final validated thesis will be automatically added to EThOS after your degree award unless it is embargoed.

Please see <https://ethos.bl.uk/Faq.do>.

ORCID identifiers (<http://orcid.org>) 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.

Change of supervisor

If a change has to be made to the supervision team, form **RD4** should be completed for approval.

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 assignment extensions by submitting mitigating circumstances forms.

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 lead supervisor. 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 Head of the 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 the process to lodge a formal complaint can be found here:

<http://student.londonmet.ac.uk/your-studies/student-administration/rules-and-regulations/complaints-procedure/>

Full information about lodging an appeal can be found here:

<http://student.londonmet.ac.uk/your-studies/student-administration/rules-and-regulations/appeals/>

The Student Union can provide advice and representation:

City [020 7320 2233](tel:02073202233)

North [020 7133 4171](tel:02071334171)

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, 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 student should make notes of key issues discussed and actions agreed and email them to their supervisors promptly following each supervisory session. This is good practice, avoids misunderstanding and aids progress.

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 June/July and November/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. This does not apply to students who have officially submitted their thesis.

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 020 7133 2060, or

Summary

Who	<i>all students</i>
When	<i>the start of each academic year (late September)</i>
Where	<i>RPO/On-line</i>
How	<i>complete re-enrolment form, pay tuition fees</i>
Why	<i>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</i>

email them

on incomecollection@londonmet.ac.uk

For fees information see:

<https://student.londonmet.ac.uk/fees-and-funding/fees-information/>

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	<i>all students all members of supervisory teams</i>
When	<i>Annually in June/July with an interim RSPG in November/December</i>
Where	<i>RPO/online, RSPG</i>
How	<i>RD2 and RD2T forms are available on the Doctoral Studies WebLearn and should be uploaded to Turnitin Submission area once completed.</i>
Why	<i>regular check on progress, flags up problems, provides formative feedback</i>

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	<i>all MPhil and MPhil/PhD students starting from 2020/21</i>
When	<i>FT/PT/practice-based or laboratory-based FT: before the Summer RSPG (October starters) or Winter RSPG (February starters) of the first academic year PT practice-based or laboratory-based: within the first calendar year</i>
Where	<i>RPO, Panel from RSPG</i>
How	<i>RD1 form is available on the Doctoral Studies WebLearn and should be uploaded to Turnitin Submission area once completed.</i>
Why	<i>Check on early performance and suitability for pathway, confirmation of chosen degree pathway,</i>

*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 Pro Vice-Chancellor for Research and Knowledge Exchange or representative. During intermission, the student is no longer entitled to supervisory support, or to access the facilities of the University. For Covid-19 intermissions, access to online library resources is exceptionally preserved.

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

Intermissions extend the period of registration.

The Home Office is notified of an intermission if the student is on a tier 4 visa. Students on tier 4 visas must speak to the

Summary

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

International Office prior to making an application.

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. It is important that the student, the supervisors and the RPO are all aware of the revised timing for completion.

Please note: Tier 4 student visas are now granted for part-time study but restrictions apply (see Home Office regulations).

Summary

Who	<i>any student who wishes to dedicate more or less time to their research</i>
When	<i>at any time except in the final six months of the period of registration</i>
Where	<i>RPO</i>
How	<i>complete form RD6, get supervisors' agreement</i>
Why	<i>There may be a number of reasons why a student may wish to dedicate more or less time to their research</i>

Writing up

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

Summary

Who	<i>Students in their final year (FT) or their final two years (PT), supervisors</i>
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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).

A writing-up fee is a reduced amount, available for one year (part-time two years) only.

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.

When	<i>the start of each academic year</i>
------	--

Where	<i>RPO</i>
-------	------------

Extension of period of registration

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

Summary

Who	<i>any student who has not presented their thesis and whose registration period is about to expire</i>
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When	<i>two months before the expiry of registration</i>
------	---

Where	<i>RPO</i>
-------	------------

How	<i>complete extension form RD3e, justifying</i>
-----	---

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.

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 team is approved by the Head of School (or nominee) and the RDSC.

When the thesis is ready to be examined, the student should send a pdf to the RPO. This counts as submission. The student must also submit three soft bound copies of the thesis to

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*

Where *RPO, viva by arrangement; in-person or remotely*

How *supervisory team nominates examining team for approval (Form RD5),*

the RPO. For remote vivas, only the pdf needs to be sent to the RPO.

The thesis should not be submitted to the supervisors or the examiners. Students should not be in contact with the examiners. The thesis can be presented in a temporary binding to allow for amendments required by the examiners. The binding must, however, be of a kind that does not allow pages to be removed or inserted, and in other respects the format should be the same as for the final hardbound version.

For further details of the thesis format, please see below. For word ranges of different types of theses, please consult the Academic Research Degree Regulations, where you can also find further details on the examination process.

student completes thesis in stipulated form for examination, and submits pdf and copies (if required) to RPO, student completes examination forms and declaration

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

Summary

Who *Students who have received corrections or amendments, supervisory teams*

When *After the viva*

the corrections or amendments must be communicated via the RPO. Students may not ask the examiners directly.

Corrections of typographical errors should be straightforward, but minor or major amendments should be discussed with supervisors.

Thesis Format

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.

Copies of the thesis shall be presented in a permanent and legible form either in typescript or print. Where copies are produced by photocopying processes, these shall be of a permanent nature; where word processor and printing devices are used, the printer shall be capable of producing text of a satisfactory quality.

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.

The paper shall be white and within the range 70mg to 100mg; printing on both sides of the page is permissible.

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 do not use capital letters throughout 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).

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 do not use capital letters throughout 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 work, the School and the supervisors) shall be shown on the spine of the thesis, reading downwards.

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](#).

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 are agreed on what constitutes the code and conventions on which such courtesy should be based. 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 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 participate in the student/supervisor relationship, the supervisors should make a report to the relevant RSPG Chair. Students should be aware that if progress is judged to be inadequate, their registration may be terminated.

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.

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.

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 Head 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 Head 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 Head 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 AB1-28

Tower Building, North Campus
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 site. 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** called

Confirmation viva RD1 submission 2023, Summer 2023 RSPG or Winter 2022 RSPG by the published deadline (see below). 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 the correct one. 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, RD2 and RD2T forms for **all Schools** is **1 November 2023** for the Winter RSPG and **15 May 2024** 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**, e.g., submitted the wrong file, **simply submit again**. Your new submission overwrites your previous one. The last submission before the deadline counts.

8. **Getting feedback:** You will normally be informed of the outcome of the PSRG within 2 weeks of the meeting (which is about four weeks after the submission date). 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.

