

Royal Scottish Academy
of Music and Drama

**CODE OF PRACTICE FOR SUPERVISORS AND STUDENTS IN RESEARCH
POSTGRADUATE PROGRAMMES**

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ROYAL SCOTTISH ACADEMY OF MUSIC AND DRAMA

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This document is based on the University of St Andrews publication of the same name and has been amended only where necessary to take account of Academy personnel, structures and the practice-based nature of research programmes offered by the Academy.

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1. INTRODUCTION

This code has been compiled for the guidance of all research postgraduate students of the RSAMD (hereinafter the Academy) who are matriculated on programmes of study leading to an award of the University of St Andrews (hereinafter the University) and also those concerned with the teaching, supervision and assessment of all such students, both full-time and part-time.

The code is based on the University's code of the same name, which itself is based on the Report of the Committee of Vice-Chancellors and Principals *Academic Standards in Universities* (1986), as subsequently amended, and the QAA *Code of Practice for Assurance of Academic Quality and Standards in Higher Education* (2000) and the document *Improving Standards in Postgraduate Research Degree Programmes*, issued by the Funding Councils in 2004. While it does not have the force of regulation and should be read in conjunction with the published regulations, it does embody both Academy and University policy on good supervisory practice and has been accepted by the Academic Board of the Academy and the Senate of the University. In any case where there is a discrepancy between the Code of Practice and the Regulations, the Regulations should be taken as definitive.

Research Postgraduate Programmes refer to the PhD degree and direct entry into the second year of the MPhil degree.

Copies of this booklet are given at the time of initial registration to all students registered for research postgraduate degrees and appropriate members of staff. Additional copies are available from Academy Academic Administration and Support Office.

The code will be reviewed annually by the Research Degrees Committee. Proposed amendments will require the approval of that committee, of the Academic Board of the Academy, and of the University through the annual Validation meeting for research degrees. Any changes will be intimated to the University – conversely, changes to the St Andrews Code of Practice will be notified to the Research Degrees Committee for incorporation. Enquiries concerning the Code of Practice, or suggestions of changes to be made, should be sent in writing to the Head of Research in the appropriate School.

2. ADMISSIONS

2.1. PROCESS OF APPLICATION

Admission to the Academy for research postgraduate study is organised centrally by the Academy's Academic Administration and Support Office, on the recommendation of the Academy's Research Degrees Committee, and under the auspices of the University's Dean of the Faculty of Arts.

Prospective students should consult the Head of Research in the appropriate School at the Academy concerning details of research postgraduate programmes and for answers to any specific enquiries they may have.

2.2. PRINCIPLES

In considering applications with a view to admission, the Academy will seek to implement the following principles:

- (a) admission procedures should be clear and consistently applied;
- (b) only applicants with appropriate qualifications and/or relevant experience should be admitted to research postgraduate study;
- (c) admission decisions should involve the judgement of more than one member of the institution's staff (at least one of whom must be research active);
- (d) Staff with experience of the research area or with experience of postgraduate research supervision will be involved in the selection process;
- (e) auditions and interviews with candidates may be used as part of the admissions process (including appropriate arrangements for assessing the suitability of candidates based overseas). Applicants should be clearly informed whether and when an audition and/or interview and/or some other form of assessment may be required;
- (f) Admission to research postgraduate programmes is normally on the basis of a first degree at 2(i) level or higher (or the overseas equivalent) in the relevant subject, or a relevant postgraduate qualification. Where a prospective student lacks a first degree and/or a taught postgraduate qualification, alternative mechanisms for assessing student qualifications and preparedness, reflecting professional or other work experience, may be used. Increasingly the UK research councils in several disciplines require that funded students on Doctoral programmes have first completed an approved Masters programme that prepares the student for Doctoral work;
- (g) confidential references and other information, such as the submission of relevant written work, should be used to assess the suitability of a candidate to undertake research postgraduate study;
- (h) the prospective student must be able to show that s/he has, or is likely to secure, the necessary financial support to undertake his/her studies;
- (i) all students whose first language is not English must satisfy the Academy's English language proficiency requirements, and may be required by the Academy as a condition of admission to attend an appropriate English language course;
- (j) confidentiality will be maintained as appropriate throughout the admissions process;
- (k) all students applying for research postgraduate programmes should be subject to a needs analysis with regard to skills and training that may need to be acquired in order to successfully pursue their studies. The result of this assessment may also influence admission decisions;
- (l) the Academy will endeavour to ensure that an effective support infrastructure exists for those students with special needs.

The recommendation to admit should take account of the following factors:

- (a) whether the candidate has appropriate qualifications and/or the relevant experience for the proposed programme of work;

- (b) whether the proposed programme of work will involve study at a level appropriate to the degree for which the applicant wishes to register;
- (c) whether it might reasonably be expected that the proposed programme of work could be completed within the period to be designated for it;
- (d) whether, insofar as can be predicted, the appropriate necessary resources (e.g. library, computing, practice, performance, recording facilities, technical assistance) will be available; and
- (e) whether it is expected that proper supervision can be provided and maintained throughout the research period, including during any periods of research leave for the supervisor or time spent away from the Academy by the student.
- (f) In cases when a student is being admitted to a programme that involves participation by more than one School, approval for admission must be obtained from both Directors of School or according to protocols established with the Heads of Research in both Schools.
- (g) In cases where a student is being admitted to a cotutelle or collaborative PhD, an agreement signed by the relevant authorities in the Academy and the collaborating HEI must already be in place before the commencement of the degree.

3. REGISTRATION AND PERIODS OF STUDY

3.1. REGISTRATION

No student can be registered for a research postgraduate degree without submitting a formal application and receiving a formal letter of acceptance.

Students who have been accepted for admission are required to matriculate with both the Academy and the University at the commencement of their studies and at the beginning of each academic year until all the requirements for the award of their degrees have been fulfilled. Research Postgraduate students must reregister in September each year, regardless of their original start date. Where a student is away from the Academy for academic reasons, it is the responsibility of the student to make alternative arrangements with Registry.

The matriculation schedules are signed contracts between the student and the Academy and the University respectively, which mutually binds both parties to abide by the Academy's rules and regulations, and those of the University in so far as they apply to the Academy's research postgraduate students.

Students are registered each year as either full-time or part-time students.

Research students are normally admitted under the University's Ordinance General No. 12 (unless exceptionally they are transferred as research students in mid-course from another university or college or having their registration changed to that of a research student on the basis of an Academy recommendation). This initial period of registration provides the opportunity to assess the research aptitude of the candidate before registration for a particular degree is decided.

Students who have satisfactorily completed an initial period of study, normally one academic year full-time, two academic years part-time, under Research Ordinance 12 may be re-registered for a higher degree, and may count towards the requirement of that degree such months of full- time or part-time study as have been completed since their date of first matriculation. Students may not normally remain under the General Research Ordinance beyond twelve months full-time equivalent.

This permits students to conduct study, typically at taught postgraduate level, prior to registration on a research programme. It allows a student therefore to have a potential exit point with a lower award, and it allows the Academy to conclude some of the training elements required by some Research Councils.

3.2. FEES

Fees are set by the Academy and are subject to annual revision and the revised fees will apply to all students.

Fees are payable on initial registration and at the beginning of each academic year under conditions published in the Academy's Regulations, Codes of Procedures and General Rules.

Students who have completed the required period of full- and/or part-time study but have not submitted a final submission for degree by the first day of the new academic session will be required to pay the appropriate fee for that session.

Failure to pay fees on matriculation may lead to discontinuation of studies.

3.3. PERIODS OF STUDY

Students are registered to study on either a full-time or part-time basis. The permitted periods of study depend in part upon the shared expectations of the Academy and the University, and in part on the funding from Research Councils. The normal Academy expectation is as follows:

MPhil - 24 months full-time or 48 months part-time. A continuation period of 6 months is normally allowed without a formal request having to be made. The Research Degrees Committee may also admit students with appropriate qualifications directly to the second full-time (or full-time equivalent) year of the MPhil.

PhD - 36 months full-time or 72 months part-time. An continuation period of 12 months for both full-time and part-time students is normally allowed but the submission for a full-time PhD **MUST** be made within 48 months full time (or 84 months part-time) of the date of initial registration. A further extension will only be allowed in exceptional circumstances (see below, § 8.2.1).

Students for the PhD degree are not permitted to submit a thesis for examination prior to completion of two years of full-time study, or its equivalent, and must pay fees for at least three years.

Research Councils may stipulate expected periods of study which are different (typically longer than) the periods stated above. In such instances, students should be informed at

admission of their expected end date. The Academy continues to expect submission within four years of full-time equivalent study. Two fundamental principles apply:

1. Observation of all formal submission deadlines
2. Clear and unambiguous information about end dates must be given by the Academic Administration and Support Office to the student at the point of admission, whenever a change of status (e.g. FT to PT) is approved, and after annual progress review.

The annual deadline for submissions to be considered in completing reports to Research Councils is normally 30th September. Supervisors should make research students who are supported by such studentships aware of this and encourage them to work towards this date as a deadline for submissions each year.

4. INDUCTION

The Academy offers an induction programme for all research postgraduate students at the beginning of the academic session, at which some of the basic issues concerned with research projects are addressed. These issues include an introduction to postgraduate skills training. Additionally, arrangements will be made for students to visit the University at some stage in the session.

5. SUPERVISION

Supervision of research students varies enormously, depending on the subject area, the background of the student, and the work patterns and personalities of the student and supervisor. Nevertheless, both student and supervisor have certain responsibilities that must be fulfilled. The responsibilities described below should be seen not as comprehensive but indicative:

5.1. DEFINITIONS AND REQUIREMENTS

Each research student will have one Principal supervisor. He or she will normally be part of a supervisory team, which at the Academy will usually include at least one external second supervisor. There must always be one clearly identified point of contact for the student.

At least one member of the supervisory team will be currently engaged in research in the relevant discipline(s), so as to ensure that the direction and monitoring of the student's progress is informed by up to date subject knowledge and research developments. Breadth of experience and knowledge across the supervisory team will mean that the student always has access to someone with experience of supporting research students through to successful completion of their programme.

5.1.1. *Principal Supervisor*

A member of the academic staff of the Academy appointed to supervise a Research Degree student. The Principal Supervisor normally will have relevant research expertise in the proposed study area.

5.1.2. Second Supervisor

A member of the academic staff who primarily acts as a mentor to the student. They will provide advice and support independent from the Principal Supervisor as necessary and may also provide pastoral support.

The Second Supervisor may also provide appropriate specialist subject expertise in the research area; provide continuity of support when the Principal Supervisor is absent and/or act as a mentor to the Principal Supervisor when the Principal Supervisor does not have the required experience of supporting a Research degree student through to graduation. This Second Supervisor will usually be external to the Academy; the second supervisor may not be a relative, spouse or partners of the first supervisor.

5.1.3. Joint Supervisor

May be appointed when the research expertise required to support the student spans two or more research areas and therefore the supervision of the student is shared between two members of academic staff. The proportions of supervision are normally agreed at the start of the arrangement. – 50:50 ; 70:30 etc.

5.2. THE APPOINTMENT OF RESEARCH SUPERVISORS

(a) Supervisors for postgraduate research students are appointed by the Research Degrees Committee usually at the time an applicant for admission to postgraduate study is formally accepted. Principal Supervisors are normally contracted members of academic staff, although alternative arrangements may be allowed by agreement with the Convenor of the Research Degrees Committee.

(b) The Academy cannot guarantee continuity with a particular supervisor throughout the duration of any research postgraduate degree. In exceptional circumstances, alternative supervisory arrangements may be necessary.

(c) It is the responsibility of the appropriate Head of Research to ensure that new supervisors are introduced to the content of this Code of Practice. New supervisors should be knowledgeable about supervisory procedures required by the Academy and any other related matters deemed appropriate by the Head of Research. Experienced supervisors should be briefed about new policies and procedures in a timely and effective way.

(d) Supervision of research degree students should involve at least two supervisors. The Research Degrees Committee should designate one supervisor as “Principal Supervisor.”

(e) The number of research students assigned to any one Principal Supervisor must be closely monitored by the relevant Head of Research, who must take into account the overall workload distribution of the supervisor. In cases where a supervisor has primary responsibility for more than six research students, the Head of Research must be able to provide satisfactory assurance to the Research Degrees Committee that such supervision does not impose a level of responsibility upon the member of staff that may be detrimental to the progress of the research students concerned.

(f) On occasions where the mentoring rôle of the second supervisor may raise the prospect of dealing with difficulties in the student’s relationship with the Principal Supervisor, the

Convener of the Research Degrees Committee should ensure that the student is put in touch with another member of staff, or the appropriate Head of Research, who can fulfil this pastoral rôle.

5.3. RESPONSIBILITIES OF SUPERVISORS

(a) Supervisors should meet with research students at least ten times each year for substantive discussions of the student's work. Supervisors and students should keep a record of such meetings, where appropriate. In circumstances where it has not proved possible to hold ten substantive meetings in a year (or where this is anticipated), the Principal Supervisor is responsible for notifying the relevant Head of Research as soon as possible and informing him/her of the circumstances. In cases where the research that a student is undertaking may have ethical implications, the Principal Supervisor is responsible for ensuring that the student has received the appropriate ethical clearance from the Research Degrees Committee

(b) Because the success of a student's research may depend on the degree of contact and discussion between supervisor and student in the early stages of the work, it is likely that meetings during this early period between student and supervisor will need to be much more frequent than the minimum of ten times per year. Weekly meetings during the first 6 months may be advisable, although their frequency will vary from case to case, and in some instances daily contact is common.

(c) Supervisors should give particular attention to overseas students in the early stages. Students whose first language is not English may be required to attend, prior to matriculation, a specified English language course. It is the responsibility of the appropriate Head of Research, in consultation with the supervisor, to ensure that when necessary the student attends this course and that the student's knowledge of English is sufficient to enable the research to proceed satisfactorily. The minimum IELTS equivalent for research degrees is 7.0 on entry.

(d) Part-time students may also require special attention from supervisors. They may find it difficult to meet regularly with supervisors and devote enough time to research. The supervisor should be aware of these problems and deal with them sympathetically, while still ensuring that the student gets launched on the project without undue delay and maintains good progress.

(e) Principal supervisors are responsible for providing guidance to research students in the choice of a suitable field for research or topic for a dissertation, bearing in mind that the research must be capable of completion within the period of study allocated to the degree. Supervisors should seek to encourage choice of a research topic as early as possible in the student's period of research.

(f) Principal supervisors are responsible for providing guidance about the nature and techniques of research, about the standard expected for the degree, about the planning of the research programme, about literature and sources and about required attendance at taught classes.

(g) Principal supervisors in consultation with the student at the beginning of each session must draw up a schedule of research skills needs which must be agreed with the relevant Head of Research. The Academy has an obligation to provide research students with training in techniques and methods of research appropriate to the academic discipline and

individual needs. Research Councils place considerable emphasis on such training and may have minimum requirements for the training necessary in certain subjects. The research student is responsible for adhering to the training schedule and should be supported in this respect by the supervisors. The Principal Supervisor has responsibility for monitoring progress and should report on whether the research skills training has been satisfactorily completed as part of the annual progress review process. Research students are required to keep a log of all research skills training and career development that they undertake throughout their programme. All students should receive appropriate induction to, and training in the use of, all available research facilities, such as computer facilities and the Library.

(h) Research students and their supervisors should establish mutually agreed means of communication and contact with one another. Supervisors are expected to be accessible to research students at appropriate times when advice may be needed. The Academy regulations permit a case to be made for supervision of a student who is not resident in Glasgow. This requires prior permission from the Convener of Research Degrees Committee, as well as the approval of the Head of Research, and will only be granted where mechanisms of supervision can be shown to be securely in place, and it can be shown that the student can contribute generously to the Academy's research environment.

(i) In cases where a research student is pursuing research or fieldwork outwith the Academy, the Principal Supervisor is responsible for ensuring that a risk assessment is undertaken, as appropriate, and that the student is fully aware of the risks and precautions that apply to the conduct of such research. Risk assessments also need to account for disabilities, where relevant.

(j) Principal supervisors are responsible for providing detailed advice on the necessary completion dates for successive stages of the work so that the whole thesis may be submitted within the scheduled period. They should help research students plan their submissions of work or the advancement of their projects in accordance with these schedules.

(k) Supervisors should give written as well as oral feedback on any submitted work within a reasonable period of time after submission. This written feedback should contain constructive criticism so that students are aware of potential problems.

(l) Supervisors should make a point of introducing their research students to other academic staff and students. Supervisors should encourage students to play a full part in the intellectual and social life of the School, the Academy and the wider community in order to promote the intellectual development of the student. Supervisors should arrange, as appropriate, for research students to talk about their work to internal staff/postgraduate seminars.

(m) Supervisors should encourage research students to attend and to present their work at appropriate external meetings and conferences and should advise on the publication and/or patenting of work.

(n) Supervisors should inform the appropriate Head of Research if they intend to be absent for any length of time so that alternative supervision may be arranged.

(o) Supervisors should discuss with research students their career intentions, assist them (as appropriate) to acquire skills relevant to their intended career development, and make

referrals to the University's Careers Centre, SALTIRE, or programmes offered by professional societies as appropriate.

(p) Each supervisor is responsible for completion of an annual report on the performance of their research students to be submitted to the Academic Administration and Support Office in June each year.

(q) Supervisors are expected to attend at least one of the two annual supervision update sessions per year.

5.4. RESPONSIBILITIES OF STUDENTS

(a) The primary responsibility of research students is to pursue their research with diligence and according to the highest standards of their discipline, taking due account of the advice and criticism offered by their supervisors and other scholars in their field(s).

(b) Research students should discuss with their supervisors the type of guidance and comment they find most helpful and agree a schedule of meetings. Substantive discussions with a supervisor should be scheduled at least two times per term.

(c) Students should agree with their supervisors a mutually satisfactory means of communication and contact. Students who intend to be absent, on fieldwork, or who are not resident have a particular obligation to inform and maintain contact with their supervisor.

(d) If a research student is required by the Principal Supervisor to attend taught classes, then it is the responsibility of the student to fulfil this requirement.

(e) Students in consultation with the Principal Supervisor should agree a schedule for obtaining research skills training in the areas identified by the supervisor. It is the responsibility of research students to adhere to this schedule for training, and they should inform the Principal Supervisor without delay regarding any difficulties in doing so. There are a number of formal courses in research skills training available, and research students may be required to attend or pass such courses. Students are required to maintain a record of the research skills and career development training received during their programme.

(f) Students are responsible for keeping appointments punctually and are expected to be diligent in meeting deadlines for submitted work or the advancement of their projects.

(g) Students are responsible for adhering to health, safety and security guidelines operative within their place of study or research. If working away from the Academy, students must take due precautions appropriate to their place of study or research.

(h) Students should take the initiative in raising problems or difficulties, with either the Principal Supervisor or another supervisor. If more appropriate, the relevant Head of Research should be approached.

(i) Students should take note of and respond to criticism of submitted work and all advice concerning the progress of their work made by supervisors.

(j) Students should discuss with their supervisors opportunities for presenting their work within and outwith the Academy in order to obtain feedback from a wide range of scholars and in order to gain experience of making research presentations.

(k) Students should submit annually (on the form provided) a personal progress report to the Academic Administration and Support Office.

(l) Just as students have ultimate responsibility for the form and content of the thesis that they submit, so also students have ultimate responsibility for deciding the appropriate time for thesis submission, having taken due account of the Principal Supervisor's opinion and regulations governing duration of study.

5.5. DIFFICULTIES IN THE STUDENT/SUPERVISOR RELATIONSHIP

One of the most important functions of the supervisor is to provide constructive criticism of the student's work. Students also should not hesitate to make known their concerns to supervisors. An over-friendly and uncritical attitude may delay conflict but it will not ultimately prevent it, if the student is making inadequate progress. Open and frank discussion from the outset can avert potential future difficulties or growing misunderstandings.

Where a student has failed to make satisfactory progress, or to reach an acceptable standard of work, or to cause concern which is not quickly resolved, the supervisor must discuss this with the research student. If the problems persist, the Principal Supervisor should discuss the issues with the other supervisor(s) of the student, and a statement should be made in writing both to the student and to the Head of Research in the appropriate School. If the student's performance does not improve, the Head of Research, after consultation with the Principal Supervisor, will recommend appropriate action to the Convener of Research Degrees Committee. In such circumstances the Research Degrees Committee may recommend to the University's Faculty of Arts that the postgraduate study be terminated.

Occasionally the relationship between student and supervisor will break down. In these circumstances outside help may be needed quickly to resolve the difficulties; it is then open to a supervisor or a student who feels that the research is not proceeding satisfactorily or that an effective working relationship is not being established or maintained so to report in writing to the Convener of the Research Degrees Committee. Prompt action must be taken to resolve the conflict and to minimise loss of time in regard to the research and its funding.

Where necessary, a student or a supervisor may request from the Research Degrees Committee a change of supervisor; if a change is agreed, it must be notified to the University's Faculty of Art's Postgraduate Office (see § 8.2.5).

Students are entitled to reasonable periods of absence and holiday, provided that these are properly agreed in advance with the supervisor, and conform to the stipulations of the funding body (if applicable).

If a student falls ill for an extended period of time, s/he (or the supervisor where the student is incapable of acting on their own behalf) should submit a Personal Mitigating Circumstances form and relevant documentation to the Academic Administration and Support Office requesting leave of absence (see § 8.2.2)

Where a supervisor is absent for an extended period, s/he must either maintain full supervision of the student, or alternative supervision must be provided, arranged by the supervisor or where necessary by the Research Degrees Committee.

In cases where an external supervisor is appointed, the relevant Head of Research should propose the name of an external supervisor to the Convenor of Research Degrees Committee after consultation with the student. The Head of Research must authorise payment of any necessary travelling expenses, etc. for supervisors or students. The level of fee for an external supervisor should be calculated on a range related to external examiner fees. External supervisors are expected to meet the student at least two times per term.

6. RESEARCH SKILLS TRAINING

The Academy places great importance on improving each research student's depth of knowledge and on developing their research skills. The latter include skills specific to the subject of research and other more generic transferable skills. They also include employment-related skills and time management in order to help students to complete research submissions within the allocated time.

In order to develop the relevant skills, the student and Principal Supervisor, in conjunction with the Head of Research in the appropriate School, will identify and agree a training programme, as part of the student's induction process.

The School and the Academy will provide the student with an appropriate skills training programme as agreed by the student, the Principal Supervisor and the Head of Research in the School. An initial induction programme will be offered by the Academy at the beginning of every academic session in which provision for research skills training and career development training will be introduced.

Each research student's training needs will be reviewed annually. The annual School report on each research student will indicate the areas where training has been given and identify future areas for skills training or career development. The student and the School must confirm in detail in their annual reports that the training provided has been undertaken and is meeting the student's needs.

Students are required to maintain a record of the skills training and career development that they have received. This record should be shown to and agreed by the Principal Supervisor.

Students may be required to attend and participate in internal courses, seminars, presentations, demonstrations, teaching and discussion groups as agreed with the Principal Supervisor and the Head of Research in the appropriate School. Students may also be expected, as appropriate, to attend and participate in external seminars, conferences and discussion forums.

Failure by a student to meet training requirements agreed with the School must be reported to the convenor of the Research Degrees Committee for action.

7. PROGRESS MONITORING

The Academy, jointly with the University, is committed to implementing a rigorous internal process of progress monitoring for all research students complementary with and in addition to any processes required by external funding bodies.

All students undergo an annual progress review. In addition, at the end of the first academic year for full-time students (and at the end of the second academic year for part-time students) students' progress is assessed via formal submission of work and presentation. On the basis of this review, re-registration for PhD, MPhil, re-submission, termination of studies or other appropriate outcome will be recommended to the Research Degrees Committee.

7.1. END OF FIRST YEAR FTE PROGRESS REVIEW

This review normally comprises 3 elements:

1. Formal submission of composition/written/performance work

The Research Degrees Committee will appoint an examiner(s) to assess the submission. Examiners will include at least one member of Academy staff, who will not be the candidate's supervisor. If considered necessary and/or desirable, the Research Degrees Committee will appoint an external specialist examiner in addition to internal examiners. The submission is expected to be of a standard comparable to a final submission, e.g. for written submissions will have appropriate "scholarly apparatus", such as bibliographic support, and performance submissions will demonstrate an understanding of the practice-based research context and issues.

2. Presentation

Similar in format to lecture, recital or conference paper, a c.20 minute presentation, followed by questions and discussion.

The presentation is normally made to the convenor and members of Research Degrees Committee, a representative of the University, the candidate's supervisor(s) and is open to other appropriate staff. The objective is to give experience of formal presentation and viva-voce questions.

3. Progress review meeting

Taking place after (2), this follows the same format and includes the same personnel profile as the annual progress review meeting described below. The objective is to ensure that any general issues or problems are aired and reported, with a focus on the student and the relationship with the Academy, rather than on the content of the research (which has been covered in the earlier stages).

7.2. ANNUAL PROGRESS REVIEW

Every student will undergo a progress review at least once in each year of registration, normally in June. The Research Degrees Committee will arrange in advance with students a timetable of meetings.

At a time sufficiently in advance of a progress review meeting with a student, the Research Degrees Committee will request the student, and the student's Principal Supervisor to submit confidential reports on progress during the academic year. All confidential material held by the Academy on a particular student is available to the student under the Academy's regulations concerning Data Protection. Student records may be shared with appropriate members of the University staff.

Following submission of these reports, a meeting will be held between the candidate and such members of the Research Degrees Committee who are deemed appropriate, with the proviso that in no case shall the student's supervisors, or a relative, spouse or partner of the supervisor, be present at the review. The panel will of course have the supervisors' reports and in some cases may wish separately to meet the supervisor. The University's representative on the Research Degrees Committee will always participate in the Progress Review meeting.

This meeting will be held to ascertain:

- (a) whether the student has progressed satisfactorily in his/her programme of study;
- (b) whether the student is in on track to complete his/her degree within the appropriate time;
- (c) whether the student is satisfied with his/her supervision and the general provision of facilities and support within the Academy;
- (d) whether any decision is required concerning the re-registration of a student for a higher or a lower degree than the one for which they are registered, or concerning leave of absence or the extension or termination of their studies.

Following Progress Review, the Research Degrees Committee may require an additional submission of work – usually to be submitted before the next meeting of the Committee – before reaching a decision as to whether the student's studies may proceed. In such cases, clear tasks and deadlines will be communicated to the student.

7.3. REPORTING

The results of the progress review should be summarised on the form on progression of students (see § 18), and returned to the Convenor of the Research Degrees Committee no later than the beginning of August.

Any decisions or recommendations that arise from the progress review should be forwarded to the University's Dean of the Faculty of Arts, and reported in writing to the student. Students will be asked to submit a form on their progress directly to the Head of Research once a year, and may also contact the Head of Research in the appropriate School at any time.

7.4. TERMINATION OF STUDIES

If serious problems regarding student progress are identified, it may prove necessary to discontinue the student's studies after due warnings have been issued.

If a Principal Supervisor wishes to recommend to the Research Degrees Committee that studies be discontinued, s/he must first discuss the matter with the second supervisor(s) and then warn the student in writing, with full reasons for the recommendation. The letter should be copied to the Head of Research in the appropriate School.

If the Research Degrees Committee wishes to recommend discontinuation of studies it must do so in writing to both the student and supervisors; and to the University's Dean of

the Faculty of Arts, after allowing the student the opportunity to address the problems which have been identified over a period that is clearly stated in writing.

Any decision on termination of studies is subject to the procedures set out in the Code of Practice on Complaints and Appeals. At every point the student must be given clear guidance as to the procedures for appeal against such a decision (see § 17).

8. PROCEDURES FOR RESEARCH STUDENTS

This section gives guidance on student requests for:

a continuation period;

extension of time limit;

leave of absence;

change of course registration (e.g. degree level or full/part-time);

withdrawal;

change of supervisor;

variation of word limit or format of thesis submission;

8.1. PRINCIPLES

Any request regarding the above must be made by the student in writing to the Convenor of the Research Degrees Committee, and supported in writing by the supervisor. Requests will be considered by the Research Degrees Committee.

Both the Academy and the University believe that the periods allowed under the regulations are sufficient in most circumstances for students to complete their degrees or programmes. Research students and supervisors should be aware that some research councils impose heavy penalties on institutions that allow students to submit late.

There is a distinction between an extension and a leave of absence. Students who are *within* their prescribed period of student can obtain leave of absence for personal reasons. A student who applies for leave of absence must be unable to work on the submission for a significant period of time. On the other hand, extensions are appropriate *after* completion of the prescribed period of study where thesis completion has been delayed due to unforeseen difficulties.

Written application for leaves of absence or extensions are normally made to the Research Degrees Committee by the student but may be made by a Principal Supervisor or Head of Research on behalf of a student in exceptional circumstances where, for example, a student is physically or mentally incapable of doing so.

The University currently expects that, barring specific Research Council requirements, at least 70% of submissions for PhD degrees from the Academy should be made within four years for full-time students, or seven years for part-time students. These periods exclude any leave of absence granted by Research Degrees Committee. Records of submission

rates will be reviewed annually by the Research Degrees Committee of the Academy and at the annual validation meeting held between the Academy and the University.

8.2. PROCEDURES

8.2.1. Extension of Time Limit

If a submission for a degree is not made within the time limit (including the continuation period, if applicable), an extension may be granted by the Research Degrees Committee in **exceptional** circumstances. The student should discuss the matter with his/her supervisors, and a request to the Research Degrees Committee should be made by the student in writing well in advance of the beginning of the period of extension sought. The maximum periods of extension are normally (i) 12 months for PhD students, (ii) 6 months for M.Phil. students.

The following information is required:

- (a) The duration of extension period requested, including initial and final dates (the initial date should be the day after the end of the current registration period);
- (b) The grounds for extension, e.g. medical or personal, giving brief details of the circumstances;
- (c) Documentary support for the request, if appropriate. This should always be provided if the request is on medical grounds. A Personal Mitigating Circumstances form is available from the Academic Administration and Support Office, and must be used if evidence is to be requested from a doctor. It is the student's responsibility to request, obtain and pay for (if needed) any medical reports;
- (d) A realistic and full plan for completion by the end of the extension period, which has been approved by the Principal Supervisor, and will include specific details and timings;
- (e) A supporting letter from the supervisors with the support of the Head of Research in the appropriate School;
- (f) If the request is granted the student must re-register in September and pay the appropriate annual extension fee, details of which are available from the Academic Administration and Support Office.

Further extensions will rarely be granted; the student will be required instead to withdraw, and if s/he wishes subsequently to submit a thesis, s/he will have to apply to the Academy to request to re-matriculate, and will incur fees at that stage.

8.2.2. Leave of Absence

Leave of absence involves deletion of a period for which a student would otherwise have been studying for a degree. The deleted period is then discounted when calculating time limits for a degree. Leave of absence is most commonly granted to cover a period of illness when the student is unable to study, or if a student has to take a period of full-time paid

employment that is unrelated to their studies. Application is made to the Research Degrees Committee, and the following information is required:

- (a) The duration of the period of leave of absence requested, including initial and final dates;
- (b) The grounds for leave of absence, e.g. medical or personal, giving brief details of the circumstances;
- (c) Documentary support for the request if appropriate. This should always be provided if the request is on medical grounds. A Personal Mitigating Circumstances form is available from the Academic Administration and Support Office and must be used if you are requesting evidence from your doctor. It is the student's responsibility to request, obtain and pay for (if needed) any medical reports
- (d) A realistic and full plan for completion by the end of the recalculated period, which has been approved by the Principal Supervisor and will include specific details and timings;
- (e) A supporting letter from the Principal Supervisor or Head of Research in the appropriate School.

The request should be made as soon as possible. If, for example, there is a possibility that an illness may be long term, then a reasonable initial period of leave should be requested, and further periods requested as appropriate. Under certain circumstances, evidence of fitness to resume a course may be required after a period of leave. Leave of absence cannot be granted retrospectively except in very exceptional circumstances. In the case of doubt about fitness to return to full time study the Academy Registrar should be consulted in the first instance.

If leave of absence is approved, the Academic Administration and Support Office will send a notice stating the dates for which leave has been granted. If a student is sponsored by a UK research council or similar body, it is important that these dates are adhered to in correspondence with the research councils or sponsoring bodies. In such cases, the Head of Research in the appropriate School is also responsible for ensuring that the sponsor has been notified of the period of absence. The sponsor will wish to discuss arrangements for suspension or deferment of the grant; general provisions are summarised in the guidelines produced by individual research councils or sponsors.

8.2.3. Change of Registration

To change degree registration (e.g. from MPhil to PhD, or full-time to part-time) a student should submit a request to the Research Degrees Committee. The following information is required:

- (a) The current degree programme and new programme for which the student wants to register;
- (b) The reason for the change;

(c) A supporting letter from the Principal Supervisor and Head of Research in the appropriate School.

Alternatively this information may be communicated in the Progress Review form to be completed as part of the student's Progress Review.

There will be fee implications for changes in registration. The Academic Administration and Support Office will be able to provide information on this, with reference to the student's particular circumstances.

8.2.4. *Withdrawal from a Postgraduate Research Programme*

A student wishing to withdraw from a postgraduate research programme should write to the Convenor of the Research Degrees Committee, stating the effective date of withdrawal. Before formally withdrawing, students are advised to discuss the implications of withdrawal with their supervisors and with the Head of Research in the appropriate School. The supervisor should confirm the date of withdrawal. Students are also advised to discuss the financial implications with the Academic Administration and Support Office.

The Academic Administration and Support Office will send a notice stating the date of withdrawal. In the case of students sponsored by UK research councils or similar bodies, this date should be adhered to in correspondence with the research councils or other bodies. In such cases the Head of Research in the appropriate School is also responsible for ensuring that the sponsor has been informed of the withdrawal.

Students may be deemed to have withdrawn from a programme of study if all contact has been lost with the student for a period of over 12 months.

Candidates who allow their registration to lapse without having obtained leave of absence and who subsequently apply for reinstatement will be reinstated only with the approval of the Research Degrees Committee following a positive recommendation from the relevant Head of Research. If a reinstatement is granted, a student will be required to pay the appropriate fee for the period of renewal.

8.2.5. *Change of Supervisor*

Where necessary, a student or a supervisor may request from the Research Degrees Committee a change of supervisor.

If the Research Degrees Committee agrees to permanent or temporary change of supervisor for a research student, the Convenor of the Research Degrees Committee should write to the University's Dean of the Faculty of Arts, stating:

- (a) Name of current supervisor;
- (b) Name of new supervisor, with contact and email address;
- (c) The date of changeover (and period of change if temporary);

- (d) The reason for the change.

8.2.6. Variation of Format of Submission

Where appropriate, research students may apply to the Research Degrees Committee for a PhD to be submitted in a language other than English and/or in a format not set out in the regulations. Reasons for the request should be fully stated, and a letter of support from the Principal Supervisor must accompany the request.

8.2.7. Variation of Word Limit

It is expected that word limits will be strictly observed and that theses in excess of the prescribed word limits will not be accepted for examination. Nevertheless, exceptionally a student may seek permission to submit for examination a thesis, dissertation or portfolio that exceeds the prescribed word limits (see § 9.2). For example, an extension to the word limit may be sought if the extension includes a substantial piece of text on which the thesis is a commentary. In such cases the student must present a request in writing to the Convener of Research Degrees Committee. Reasons for the request should be fully stated, and a letter of support from the Principal Supervisor must accompany the request.

8.2.8. Submission in a language other than English

The languages other than English which may normally be permitted for the submission of a PhD are those inextricably associated with a particular academic discipline taught in the Academy – such as Gaelic – in which (in addition to the usual scholarly qualities) native or near-native proficiency in the language is expected of PhD graduates.

Submission in a non-English language will be considered for the Degree of PhD. It is expected that the MPhil thesis will normally be written in English. Only in circumstances where a PhD thesis was written with permission in another language, and was not deemed satisfactory, may a thesis be submitted for the degree of MPhil in a non-english language.

Special permission to submit the thesis in a language other than English must be sought from the Research Degrees Committee, in a reasoned case presented by the School's Head of Research, accompanied by written statements by the candidate and the supervisor. The reasoning should normally refer to the following points, as a minimum:

- an evaluation of the candidate's competence to complete the thesis in the language proposed;
- confirmation that the thesis will contain very substantial references to cultural material (film, text, speech, etc) generated in the language of study;
- confirmation that submission in the language of study will enhance the international accessibility of the research to other scholars within the discipline of study as a whole;
- confirmation of the availability of appropriately qualified supervisors and internal/external examiners.

No argument will be accepted that is based on a candidate's relative inability to write in English.

Permission must be sought as early as possible and at all events by the end of the first year of study.

Permission to change languages will not normally be granted after more than 1 year of full-time study.

In addition to the thesis itself, a thesis written in a language other than English must be accompanied by a summary of 2,000 to 3,000 words in English as well as the usual 300-word abstract.

The *viva voce* part of the examination will be conducted in English, and the candidate must demonstrate an ability to hold a linguistically accurate discussion of the research in an appropriately academic register.

In addition to the non-English title, the thesis must bear an English translation of the title. Both titles will appear in all official documentation.

External examiners will be notified of the language of the thesis before they are appointed.

The linguistic accuracy, stylistic qualities and scholarly presentation of a thesis in a language other than English will be judged in the same way as they would be in English.

If a candidate who is not writing in her/his native language receives assistance in writing the thesis, such assistance must be confined to matters of style, idiom, grammar, syntax and spelling. Any assistance must be explicitly acknowledged in the following signed declaration at the front of the submitted thesis:

‘I, [INSERT CANDIDATE’S NAME], received particular assistance in the writing of this thesis in respect of matters of style, idiom, grammar, syntax or spelling, which was provided by [INSERT NAME].’

None of the above points should hinder co-tutelle arrangements in any Faculty which stipulate that a thesis may be submitted in the language of a partner institution.

9. RULES FOR SUBMISSION FOR DEGREE

9.1. PRINCIPLES

Satisfactory submission for the appropriate degree is the main goal of the research programme and the supervisor must make every effort to ensure that the student completes in timely fashion.

Depending upon the nature of the research programme, the process of, and milestones for, submission may vary. However, in every case, the supervisor should discuss a schedule of completion dates with the candidate to ensure that the student keeps to deadlines.

The submission for degree must be the work solely of the student who has the responsibility for its eventual success or failure.

The supervisors should provide guidance on the presentation/organisation of the submission and offer criticism. Where there are severe doubts about the quality of the

submission, these criticisms should be made in writing. All supervisors ought to consider, and comment on, work in progress. The submission may be considered by the supervisor in stages rather than as a whole.

Students must be aware that criticism by the supervisor is not the same as the examination of the submission and approval by the supervisor does not guarantee the success of the final version. It may become apparent when the supervisor considers work in progress of a PhD submission that it is unlikely to be acceptable for the degree. In such cases the supervisor can advise the student instead to submit for another degree. Equally it may become apparent during preparation of a master's submission that the work is worthy of consideration for the PhD. Again the supervisor can advise the student to aim for the higher degree but it is for the student to decide whether to accept the advice.

If any change of degree is envisaged the procedures for change of registration (above § 8.2.3) must be followed.

9.2. FORM AND PRESENTATION FOR SUBMISSIONS

9.2.1. MPhil

a) Every candidate for the Degree of MPhil shall present a submission embodying the results of his or her special study or research. Any one of three possible forms of submission is acceptable. The final proposal as to which form of submission is most appropriate to the student's work will be agreed by the student and her/his supervisor and submitted to the Research Degrees Committee of the Academy for its approval no later than the end of the student's penultimate year of study, at the time of annual progress review. Exceptionally, any subsequent proposed changes to the form of that submission must be submitted to the Research Degrees Committee for approval.

b) The three acceptable forms of submission are:

Submission Form One: Portfolio accompanied by Written Commentary: This form of submission will consist of a substantial body of independently researched and prepared work that represents or embodies a significant new perception of existing knowledge, or new knowledge derived from original research which is inherently bounded by the scale of the study. It will be accompanied by a succinct written commentary (of around 6,000/7,500 words, excluding bibliography) contextualising the production and/or presentation of that work. The work submitted must be documented fully in appropriate forms suitable for public dissemination.

Submission Form Two: Joint Portfolio with Dissertation: This form of submission will consist of a combination of independently researched and prepared work and a written text (of around 15,000/20,000 words). These will together (but not necessarily separately) represent or embody a new perception of existing knowledge, or new knowledge derived from original research which is inherently bounded by the scale of the study. The work submitted must be documented fully in appropriate forms suitable for public dissemination.

Submission Form Three: Thesis: This form of submission will consist of a written thesis (of around 40,000 words, excluding bibliography) representing or embodying within the text a significant new perception of existing knowledge, or new knowledge derived from original research which is inherently bounded by the scale of the study. The thesis must be presented in accordance with the University's requirements.

The commentary, dissertation or thesis shall be written in English or (where justified) in another language, such as Gaelic, according to the principles set out in § 8.2.8.

Where appropriate, candidates may apply to the Research Degrees Committee for permission to submit work in another medium or format.

Three complete copies of any written text, musical scores and accompanying audio or video recording shall be provided for the use of the examiners. Written text(s) shall be submitted in typescript in 1 ½ or double line spacing and in secure but temporary binding. There shall be an adequate margin on each page, no narrower than 30mm. Double-sided submission is acceptable. Word limits noted above exclude bibliography, but include footnotes, appendices and any edited original documents and texts. Permission to exceed word limits must be obtained from the Research Degrees Committee. Musical scores shall be submitted in secure but temporary binding. There shall be an adequate margin on each page, no narrower than 30mm. Audio or video recordings or any other material shall be submitted in a protective envelope, clearly labelled and housed in a wallet firmly attached to the textual part of the submission. After the examination has been completed, one copy of all this material will be returned to the candidate. The other two copies of all this material shall be deposited, one in the Academy Library, the other in the Library of the University. Textual material shall be bound in an approved style at the candidate's expense. Non-textual material shall be presented in an approved appropriate and accessible storage form at the candidate's expense.

9.2.2. PhD

a) Every candidate for the Degree of PhD shall present a submission embodying the results of his or her special study or research. Any one of three possible forms of submission is acceptable. The final proposal as to which form of submission is most appropriate to the student's work will be agreed by the student and her/his supervisor and submitted to the Research Degrees Committee for its approval no later than the end of the student's penultimate year of study. Exceptionally, any subsequent proposed changes to that agreed form of submission must be submitted to the Research Degrees Committee for approval.

b) The three acceptable forms of submission are:

Submission Form One: Portfolio accompanied by Written Commentary: this form of submission will consist of a substantial body of original work that represents or embodies new knowledge, derived from original research. It will be accompanied by a succinct written commentary (of around 12,500/15,000 words) contextualising the production and/or presentation of that original work. The original work submitted must be documented fully in a form suitable for public dissemination.

Submission Form Two: Joint Portfolio with Dissertation: This form of submission will consist of a combination of original work and an extended written text (of around 40,000/50,000 words) which together (but not necessarily separately) represent or embody new knowledge and derive from original research. The original work submitted must be documented fully in a form suitable for public dissemination.

Submission Form Three: Thesis: This form of submission will consist of a substantial written thesis (of not more than 80,000 words) representing or embodying within the text new knowledge deriving from original research. The thesis must be presented in accordance with the University's requirements.

The commentary, dissertation or thesis shall be written in English or (where justified) another language, such as Gaelic, according to the principles set out in § 8.2.8.

Where appropriate, candidates may apply to the Research Degrees Committee for permission to submit work in another medium or format.

Three complete copies of any written text, musical scores and accompanying audio or video recording shall be provided for the use of the examiners. Written text(s) shall be submitted in typescript in 1 ½ or double line spacing and in secure but temporary binding. There shall be an adequate margin on each page, no narrower than 30mm. Double-sided submission is acceptable. Word limits noted above exclude bibliography, but include footnotes, appendices and any edited original documents and texts. Permission to exceed word limits must be obtained from the Research Degrees Committee. Musical scores shall be submitted in secure but temporary binding. There shall be an adequate margin on each page, no narrower than 30mm. Audio or video recordings or any other material shall be submitted in a protective envelope, clearly labelled and housed in a wallet firmly attached to the textual part of the submission. After the examination has been completed, one copy of all this material will be returned to the candidate. The other two copies of all this material shall be deposited, one in the Academy Library, the other in the Library of the University. Textual material shall be bound in an approved style at the candidate's expense. Non-textual material shall be presented in an approved appropriate and accessible storage form at the candidate's expense.

9.2.3. Submission Preliminaries

The three copies of the submission must contain the following preliminaries:

(a) A title page with the title of the submission, the name of the candidate, the name of the degree and the date of submission.

(b) An abstract of the submission, not more than 300 words

(c) The following declarations:

(i) I,, hereby confirm that I am solely responsible for the production of this submission which consists of:

LIST

and that it has not been submitted in any previous application for a higher degree.

Date Signature of candidate

(ii) I was admitted as a research student in [month, year] and as a candidate for the degree of in [month, year]; the higher study for which this is the outcome was carried out at the Royal Scottish Academy of Music and Drama between [year] and [year].

Date Signature of candidate

(iii) I hereby certify that the candidate has fulfilled the conditions of the Resolution and Regulations appropriate for the degree of in the University of St. Andrews and any additional requirements of the regulations of the RSAMD as approved by the University and that the candidate is qualified to make this submission application for that degree.

Date Signature of supervisor

(d) The copyright of a submission normally belongs to its author, but candidates must attach to each copy of the thesis a signed declaration in one of the forms which follow (A is normal; B may only be used after consultation with your supervisor and the Head of Research in the appropriate School and with the permission of the Research Degrees Committee):

A Unrestricted

In presenting this submission to the RSAMD and to the University of St. Andrews I understand that I am giving permission for it to be made available for use in accordance with the regulations of the RSAMD Library and the University Library for the time being in force, subject to any copyright vested in the work not being affected thereby. I also understand that the title and abstract will be published, and that a copy of the work may be made and supplied to any bona fide library or research worker.

Date Signature of candidate

B Restricted

In presenting this submission to the RSAMD and to the University of St. Andrews I wish access to it to be subject to the following conditions:

for a period of years [maximum 5] from the date of submission, the thesis shall be

- (a) withheld from use;
- (b) made available for use only with my consent and the consent of the Head of Research (delete one clause)

I understand, however, that the title and abstract of the submission will be published during this period of restricted access; and that after the expiry of this period the submission will be made available for use in accordance with the regulations of the RSAMD Library and the University Library for the time being in force, subject to any copyright in the work not being affected thereby, and a copy of the work may be made and supplied to any bone fide library or research worker.

Date Signature of candidate.....

Three copies of the thesis, with these preliminaries, must be delivered to the Faculty Postgraduate Office and an examination schedule filled in.

10. EXAMINATION

10.1. THE NATURE OF ASSESSMENT

10.1.1. *MPhil*

The submission, in order to qualify for the degree, is expected to give evidence of the candidate's capacity for independent research. It is expected to be an original contribution to knowledge consistent with what may reasonably be expected of a diligent student after one year of full-time research. It should be clearly written, well argued and should indicate a satisfactory knowledge of the field of study.

10.1.2. *PhD*

The requirements for submission by thesis or portfolio are provided in § 9.2.2. The thesis or portfolio shall constitute a significant and original contribution to knowledge or understanding consistent with what may reasonably be expected of a diligent student after three years of full-time study. Submissions should be clearly presented, well argued and should indicate a satisfactory knowledge of the field of study. Submissions should contain material worthy of publication in some form. Submissions by portfolio that involve co-authored work must include a clear declaration of the contributions made by the candidate in the conception, execution and presentation of the work.

A viva voce examination of the thesis or portfolio is normally compulsory. It may only be waived by the Research Degrees Committee in very exceptional circumstances and where the award of the degree for which the thesis was submitted is not in question.

The examination of the thesis or portfolio by the examination committee should normally be completed within 3 months from the date of submission.

10.2. EXAMINATION COMMITTEES AND THEIR OPERATION

10.2.1. *The Appointment of Examination committees.*

The relevant Head of Research after consultation with supervisors must nominate an Examination Committee at least 6 weeks prior to submission, but normally by the end of the penultimate year of study. Unless the Examination Committee has been nominated by the Head of Research and agreed by the Research Degrees Committee by the time the thesis is submitted, there may be delays in the examination process. Nomination forms for an Examination Committee should be signed by the Head of Research in the relevant School and submitted to the University in advance of the examination. Candidates should be given the opportunity to comment on the composition of the Examination Committee. Candidates do not have a right of veto, but may appeal to the convener of Research Degrees Committee if there is no resolution of a dispute at School level.

The Committee should consist of at least two and typically three examiners: a permanent member of staff of the Academy who acts as the Convener, and two external examiners. Only persons of seniority and experience who are able to command authority in the relevant field of study should be appointed. Appointees should normally hold, or have recently held,

an academic appointment in a University in the British Isles. Former Academy or St Andrews members of staff or research students should not be invited to become external examiners before at least four years have elapsed. In certain circumstances, however, it will be appropriate to appoint from outside the higher education system, e.g. from the professions. Conveners of Examination Committees should be academic members of staff of the Academy who will not be retiring or departing the Academy up to 6 months after the expected date of submission.

In some cases, e.g. if a member of staff knowledgeable in the subject area is not available, two external examiners must be appointed with an internal convener to administer the examination process.

Where a member of Academy staff is submitting for any higher degree, the examination committee should contain two external examiners and an internal examiner who should act as Convener.

A supervisor may not be appointed to an Examination Committee, and a supervisor may only attend a viva voce examination at the express wish of the examiners and of the candidate, and only as an observer. If acting as an internal examiner, the Convener should be sufficiently distant from the candidate and supervisor, both academically and personally, to ensure an impartial and objective opinion of the thesis. It is accepted, however, that in a small institution such as the Academy there will inevitably have been some academic interaction between the Convener and candidate.

If the student has carried out all or part of the research elsewhere than in the Academy, the supervisor from the other place of study may be appointed as an Additional Examiner.

The purpose of the viva is to ensure the candidate's authorship of the submission; to discuss points arising from the examiners' reading; to discuss with the candidate the wider context of the specific area of research; to clarify areas of uncertainty or doubt.

The Academy and the University expect that PhD submissions will be substantial, scholarly, lucid and significant.

10.2.2. Procedures followed by the Examination committee

Conveners are responsible for arranging the date of the viva voce examination and informing the Academic Administration and Support Office, and the Head of Research in the appropriate School. (In the case of the MPhil, the examination committee shall have to decide whether a viva voce examination is needed.)

The examination of a submission should normally be completed within three months of the date of submission. If the examination committee is unable to convene within three months, then the convener of Research Degrees Committee may either authorise a short extension or advise the Faculty Business Committee that a new committee should be appointed.

The Principal Supervisor should inform the examination committee, on form MPhil1b or PhD1b, of any special circumstances that may have affected the student's performance during the period of study.

In appropriate circumstances and subject to the agreement of the candidate and the internal examiner the viva voce examination may be held by video conferencing.

Examiners are expected to prepare independent written reports on the submission prior to the viva voce examination, and they should express a provisional judgement on the thesis on these reports. These reports should be submitted at least 3 working days before the viva voce examination to the Academic Administration and Support Office, which will make them available to the Convener of the examination committee only when all reports have been received. In order to maintain independence, examiners should not confer with one another about the thesis or their judgements prior to all reports having been submitted.

10.2.3. *The Recommendations of the Examination committee*

For the MPhil the following recommendations may be given by the Examination committee:

- that the submission be approved and the degree of MPhil be awarded without corrections; or
- that the submission be approved and the degree of MPhil. be awarded, save for the making of any purely typographical corrections and revisions; or
- that the submission be not accepted in its present form but that the candidate be given the opportunity to make minor corrections to the thesis within a period of three months of the date of the examination, and that upon the Convener of the committee being satisfied that these minor corrections have been effected, the thesis be approved and the degree of MPhil. be awarded; or
- that the submission be not accepted in its present form but that the candidate be given the opportunity to revise the thesis and resubmit it for re-examination within six months from the date of intimation to the candidate of the decision of the Faculty Business Committee—this recommendation meaning that the candidate must resubmit a corrected thesis, pay a resubmission fee, and be re-examined, though the examiners have the right to waive a further viva voce examination; or
- that no award be made. This may not be the recommendation at the first presentation of the thesis.

For the PhD, the following recommendations may be given by the Examination committee:

- that the submission be approved and the degree of PhD be awarded without corrections; or
- that the submission be approved and the degree of PhD be awarded, subject to the making of any purely typographical corrections and revisions; or
- that the submission be not accepted in its present form but that the candidate be given the opportunity to make minor corrections within a period of three months of the date of the examination and that, upon the convener of the committee being satisfied that these minor corrections have been effected, the thesis be approved and the degree of PhD be awarded; or
- that the submission be not accepted in its present form but that the candidate be given the opportunity to revise the submission and resubmit it within twelve months from the

date of intimation to the candidate of the decision of the Examination committee—this recommendation meaning that the candidate must resubmit a corrected thesis, pay a re-examination fee, and be re-examined, though the examiners have the right to waive a further viva voce examination; or

- that the submission not being of sufficient merit, the candidate may resubmit the thesis within twelve months for a further examination for the award of PhD - this recommendation meaning that the candidate must resubmit a corrected thesis, pay a re-examination fee, and be re-examined, with a further viva voce examination; or
- that the submission not being of sufficient merit, the candidate may resubmit the thesis within twelve months for a further examination for the award of MPhil. - this recommendation meaning that the candidate must resubmit a corrected thesis under the regulations for the degree of MPhil., pay a re-examination fee, and be re-examined, though the examiners have the right to waive a further viva voce examination; this recommendation may be offered to the candidate at the same time as recommendation v. as an alternative option, but may not be the only recommendation at the first presentation of the thesis; or
- that the thesis be rejected and no award made. This may not be the recommendation at the first presentation of the thesis.

The examiners may tell the candidate their recommendation informally during or after the viva voce examination, but the candidate will be notified officially of the result of the examination only after the Faculty Business Committee has approved the recommendation of the examination committee.

The examiners must prepare an agreed final report which will be made available by the convener to the candidate within two weeks of the examination regardless of the result, containing any recommendations for changes before resubmission, reasons for referral, and commentary on the future direction of successful theses.

The award of a lower degree for the PhD may only be made where the examiners are convinced that the thesis fulfils completely the requirements for that degree, and may not be recommended purely as a compensatory award.

In the case either of a thesis which is rejected or recommended for a lower degree, the convener of the examination committee must provide the candidate with a detailed written statement of the reasons why the thesis has not been accepted for the original degree.

If there are minor revisions to be made to the thesis, these will be conveyed to the candidate in writing by the Convener. Note that the supervisor's role does not end after the examination and that the supervisor should offer guidance to the candidate on achieving the required revisions. The revised thesis should then be examined by the internal examiner within 2 weeks of receipt of the revised thesis. The Convener is responsible for reporting to the Academic Administration and Support Office on the Minor Corrections Report Form that the corrections or revisions have been successfully completed.

Where the thesis is more seriously flawed and the examination committee has recommended a resubmission for the same degree after major revision, the candidate will obtain a clear and detailed statement in writing of the aspects of the thesis requiring amendment from the Convener. In such cases, the supervisor's role has not ended after the

examination. The supervisor should offer guidance to the candidate, in consultation with the Convener or where necessary the other members of the examination committee, on achieving the required changes.

When the examiners have recommended that the degree should be awarded, one copy of the thesis in the correct binding must be deposited in the University Library before the student is able to graduate. The thesis has to be hard bound, with the title of the thesis and the name of the candidate printed on the front cover and the name of the candidate and the degree awarded on the spine unless the Research Degrees Committee has given permission for another format to be used.

A candidate who is dissatisfied with the result of an examination has the right of appeal directly to the University and details of the appeals procedure can be obtained from the Academic Registrar of the University: see the Code of Practice on Student Complaints, Appeals and Discipline.

11. RESEARCH STUDENTS AS TEACHERS

The opportunity to participate in teaching can be a valuable experience for research students, allowing them to develop additional skills that will be useful in their careers. Some full-time members of staff may be registered for part-time PhDs and will have received appropriate training; other students will not have had this experience and they must be treated appropriately.

The Academy will select teachers from among its research students with care. Choice will relate, *inter alia*, to appropriate breadth in their knowledge of the discipline, perceived degree of commitment and communication skills. The Academy will also ensure that teaching responsibilities will not endanger the prospect of a student completing a degree programme within the time set by the Academy and any funding agencies. Such commitments should not exceed the norms for paid employment set by any funding agency. Students may only be offered teaching after consultation with their supervisors and the Head of Research in the appropriate School. For a full-time student such commitments should not normally exceed an average of six contact hours per week

Research students employed as teachers will receive appropriate training for the purpose. This principle relates to their involvement in such activities as:

- (a) Occasional lecturing/tutoring
- (b) Seminars and tutorials
- (c) Workshops
- (d) Projects
- (e) Assessment and marking

The appropriate Head of Department should arrange for research students contracted as teachers to receive formal, documented training. These requirements for formal training should only normally be waived where an individual's previous competence in teaching can be clearly demonstrated. In addition, the Department should offer appropriate training and support through the period of teaching.

To assist them additionally in their teaching role, research students must be assigned a mentor by their School:

- (a) to provide a recognised point of contact in the School
- (b) to advise on subject-specific aspects of teaching and learning
- (c) to observe and comment constructively upon the student's performance
- (d) to introduce them to the policies and procedures of the School

Schools should formally review the teaching performance of research students at regular intervals. This review may be undertaken by the module co-ordinator for the modules with which the research student is associated.

As part of their teaching duties, research students may be required to mark work which counts towards a final assessment. In such instances, the work should always be moderated.

Research students who are contracted for such duties must be paid the standard hourly rate for a number of hours agreed in advance with the Director of School. The Academy may advertise that, in appropriate cases, it may offer paid teaching opportunities to postgraduates undertaking research.

12. GRADUATION

After the successful completion of a degree, a candidate has the right to graduate in person or in absentia. Graduands will be invited to attend graduation ceremonies at both the Academy and the University, although the Academy graduation is for ceremonial purposes only and graduands must always attend the University ceremony first. Advice on graduation may be obtained from the Academy's Academic Administration and Support Office, or direct from the Student Academic Administration Office of the University, 79 North Street, St Andrews email: registry@st-andrews.ac.uk.

13. CONFIDENTIALITY AND INTELLECTUAL PROPERTY RIGHTS

The Academy operates agreements between matriculated research students and the institution, which must be signed by all research students, with regard to confidentiality and intellectual property rights, which are designed to protect both the institution and matriculated research students from malpractice or exploitation. The agreement is given in § 18.

14. ACADEMIC FRAUD

The University awards degrees as a recognition of a student's own work during a programme of studies. All work submitted for assessment, therefore, must be the sole responsibility of the student concerned except when clearly stated otherwise. Any breach of this principle is an act of academic fraud and will be treated as a serious offence.

14.1. THE DEFINITION OF ACADEMIC FRAUD

The core of fraud is the intention to deceive and that deception can be practised in several ways:-

- (a) **Plagiarism** by this is meant the unacknowledged citing of published works, or of submissions for a degree by another person;
- (b) **Copying** the use of material from a source which cannot be acknowledged e.g. another person's creative work, essay or unsubmitted thesis or dissertation;
- (c) **Falsification** the presentation of a set of data fabricated by the student and presented as if it were the result of work carried out by the student.

The Academy and the University is entitled to assume that, in submitting a piece of work for assessment, the student is responsible for the composition of the work in that form (i.e. cited sources may be included but the student is responsible for the overall structure in which they appear) and that the content is the valid outcome of the student's own work (i.e. there is no falsification). In the case of submissions for MPhil or PhD, the candidate must declare that:

- (a) the submission is the candidate's own work;
- (b) the work of which it is a record has been either done by the candidate or is the sole responsibility of the candidate;
- (c) the work has not been accepted in any previous application for any degree.

Condition (a) asserts that the work is not the product of plagiarism or copying;

Condition (b) rules out falsification of data;

Condition (c) rules out work for which the candidate or another person has been awarded a degree.

Academic fraud is, therefore, any attempt to deceive on any of these three matters.

Further guidance can be given by the supervisors as work in progress is reviewed before submission.

14.2. IDENTIFICATION AND REPORTING

In the case of a research student, the supervisor may during the development of a submission suspect academic fraud and should advise the student accordingly, and inform the Convener of the Research Degrees Committee. If the student fails to take appropriate action or repeats the offence in another piece of work, then the supervisor must issue a written warning, a copy of which shall be lodged with the University's Dean of the Faculty of Arts.

Where a piece of work has been submitted for assessment then if the Examiners suspect academic fraud they shall first satisfy themselves that there is sound evidence. In particular that evidence should be of a standard that would stand scrutiny by an independent body, if necessary a court of law.

Having established a prima facie case for academic fraud, the Examiners shall prepare a brief report. Then the student shall be given the opportunity to make a written or oral statement to the Examiners. In the latter case, notes of the oral statement will be made and must be signed by the student and the Examiners.

In the light of the evidence and of the student's statement, the Examination committee shall determine the severity of the offence and of the appropriate sanction. A full report of the case shall be lodged with the Research Degrees Committee. This immediate report is important should the student lodge an appeal.

14.3. PENALTIES

MPhil

- (i) The student may be given a period of up to one month to amend the relevant part(s) of the submission along with carrying out other corrections required by the examination committee;
- (ii) The Examination committee may recommend that:-
 - (a) the MLitt be awarded if necessary after suitable amendments to the submission have been made;
 - (b) no award be made.

PhD

- (i) The student may be given a period of up to one month to amend the relevant part(s) of the submission along with carrying out other corrections required by the Examination committee.
- (ii) The Examination committee may recommend that:-
 - (a) the MPhil be awarded if necessary after suitable amendments to the submission have been made;
 - (b) no award be made.

In all cases, the Examination committee shall submit to Senate of the University and to the Academic Board of the Academy a report on the nature of the academic fraud and the Academic Board of the Academy shall determine whether a formal reprimand should be issued to the student, should be held on the student's file and should be communicated to anyone seeking a reference.

14.4. APPEALS

The student shall have the right of appeal to the Senate of the University against any recommendation made to Senate by the Committee of Examiners. For Appeals procedures, see § 17.

14.5. AIDING AND ABETTING

The above proposals relate solely to the student guilty of academic fraud and as such liable to purely academic penalties. It may be, however, that there is a second student who aids in the academic fraud. No academic penalty can be applied to that student and therefore the student who aids and abets should be dealt with under the Academy's Student Disciplinary Procedure.

15. STUDENT WELFARE

All postgraduate students are entitled to full access to the student support services at both the Academy and the University. University services are detailed on the University web page <http://www.st-andrews.ac.uk> and Academy services are detailed in the student's induction pack.

Research students are always welcome to make an appointment to see the Head of Research in their School to discuss academic problems and the Convener of the Research Degrees Committee to discuss procedural and policy issues.

16. COMPLAINTS AND APPEALS

Complaints may be made by matriculated students about specific aspects of the service provided by the Academy. Appeals normally ask for a specific decision about a student's assessment, or change of status, to be reconsidered and are submitted directly to the University.

Principles:

- (a) The Academy will aim to resolve complaints informally, or through conciliation, whilst not deterring students from exercising their rights under formal procedures. At this stage, complaints should be addressed in the first instance to the supervisors, and then to the Convener of the Research Degrees Committee;
- (b) The Academy will provide for a formal complaint to be investigated according to the process set out in the Academy's Rules and Regulations.

With regard to appeals, students will have a direct line of appeal to the University according to the process set out in § 17 of this Code.

**17. APPENDIX: CODE OF PRACTICE FOR APPEALS AT RESEARCH
POSTGRADUATE LEVEL**

See the University's [Code of Practice on Students Complaints, Appeals and Discipline](#).

18. APPENDIX: INTELLECTUAL PROPERTY RIGHTS AGREEMENT

APPENDIX: FORMS

The following forms (which are hyperlinked from this Code to the St Andrews website) should be used as appropriate:

[Research Postgraduate Student's Annual Report](#)
[Annual Progression Report On Postgraduate Students](#)

[Nomination of Examination Committees](#)

MPhil 1a and 1b - MPhil The [Head of Research](#) and [Supervisor's](#) Report forms

MPhil 2 - MPhil [External Examiner's Report form](#)

MPhil 3 - MPhil [Internal Examiner's Report form](#)

MPhil 4 - MPhil [Final Report of Examiners form](#)

MPhil 5 - MPhil [Minor Corrections Report form](#)

ReMPhil - MPhil [Resubmission form](#)

PhD 1a and 1b - PhD The [Head of Research](#) and [Supervisor's](#) Report form

PhD 2 - PhD [External Examiner's Report form](#)

PhD 3 - PhD [Internal examiner's Report form](#)

PhD 4 - PhD [Examiners Report form](#)

PhD 5 - PhD [Minor Corrections Report form](#)

RePhD – PhD [Resubmission form](#)

19. APPENDIX: CHECKLISTS

To follow, on approval of this Code

20. APPENDIX: WHOM TO SEE IN CASE OF DIFFICULTY

The following staff will be able to give help and advice:

STUDENT SUPPORT SERVICE

The Student Support Service currently consists of three sub-sections:

Welfare: this is normally the first point of contact and deals with everything related to routine advice, welfare, counselling, special needs, overseas students, financial problems, and accommodation disputes in the private sector.

Contact: [Jane Balmforth](#)

Financial: Fees and Funding

Contact: [Academic Registrar](#) and (particularly for funding) the Head of Research in the [School of Music](#) or the [School of Drama](#)

Academic: any matter affecting a student's academic progress, e.g. absence from classes for whatever reason, absence from examinations, illness, general questions:

Contact: Head of Research in the [School of Music](#) or the [School of Drama](#)

Directors of School are also available to offer advice to any student.

Research students also have access to the support services offered by the University of St Andrews, details of which are available on <http://www.st-and.ac.uk>