

Procedural Guidance for Postgraduate Research Study

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A. Introduction

1. This guidance provides a framework for those supporting the research degree lifecycle. It should be read in conjunction with the Regulations for Postgraduate Research Study and Postgraduate Research Degrees Programme Handbook(s).
2. Throughout these Guidelines, Faculty, where appropriate, should be read to include Partners.
3. The 2024-2025 Regulations for Postgraduate Research Study are simplified and couched around the specific contractual obligations between the University and the student. This document contains much that was previously in Regulations.
4. All supervisors and postgraduate researchers should also be aware of the advice and guidance on research degrees available as part of the QAA's UK Quality Code for Higher Education – available at: [QAA](#)
5. Where appropriate, links are provided to other sources of information and guidance (e.g. ethics procedures, library support, etc.) where further details can be found on specific topics.
6. The Learning and Quality Enhancement Handbook (LQEH) section 1 gives guidance on local committee structures. [Learning and Quality Enhancement Handbook \(LQEH\) | Middlesex University \(mdx.ac.uk\)](#)
7. Information about Academic Board and its Committee Structure can be found at [Academic Board | Middlesex University \(mdx.ac.uk\)](#)

B. Postgraduate Research Degree Programmes

8. The Regulations for Postgraduate Research Study [<https://www.mdx.ac.uk/about-us/policies>] set out the research degrees offered by the University.
9. Appendix A (below) has a diagram showing the outline process for MPhil/PhD, ArtsM/ArtsD, MProf/DProf and all Professional Doctorates .
10. Appendix B (below) has a diagram showing the outline process for MA/MSc by Research and Doctorates by Public: Works.

C. Collaborative Research Provision

11. Approval for the delivery of research programmes (MPhil, PhD) by collaborative partners will be undertaken via extension of institutional approval (for the institutional approval process, see LQE handbook, section 5). For collaborative partners wishing to offer professional doctorate programmes, approval will be via a validation event (see LQEH section 3). Where partners wishing to run research

programmes are not already institutionally approved by the University, a joint institutional approval and extension process will be undertaken. The purpose of such approval is to assure the University that the partner is able to provide an appropriate educational experience for postgraduate researchers registered for Middlesex University research awards.

12. Research partners should be maintained as outlined in the Learning and Quality Enhancement Handbook – see Section 5 <https://www.mdx.ac.uk/about-us/policies/academic-quality/handbook>
13. Joint or validated research degrees may have programme/institutionally specific procedures, please refer to programme handbooks and guidance.

D. Responsibilities in relation to research degrees

University responsibilities

14. The University is responsible for the provision of a safe and suitable working environment for all its staff and students and, through its committees, for the maintenance of academic standards.
15. Postgraduate researchers and their supervisory teams are supported directly by the [Research Degrees Administration Team](#) based in Academic Registry, who are responsible for PGR pastoral support and development. The team also maintain PGR records and all administration associated with progression and milestone completion, in accordance with the [University Research Degree Regulations](#).
16. The [Faculties](#), [Library and Student Support Services](#), [Computing and Communications Systems Services \(CCSS\)](#), [Academic Registry](#), and [Estates and Facilities Management](#) all have responsibilities for supporting postgraduate researchers.
17. [Postgraduate Research Governance](#) is made up of (Appendix C):
 - a. Academic Board is the principal University committee with responsibility for academic standards and quality supported by Assurance, Learning and Teaching, and Planning Committees.
 - b. Postgraduate Research Board acts on behalf of Academic Board, via Research and Knowledge Exchange Committee, to approve examination arrangements, confirm the award of research degrees, and other related functions.
 - c. Postgraduate Research Committee acts on behalf of Academic Board, via Research and Knowledge Exchange Committee to oversee key aspects of the postgraduate researcher experience, quality, and management, with a particular focus on building a diverse and inclusive research environment, providing first class researcher development and facilitating excellent supervision

- d. A University Research Ethics Committee provides oversight and guidance on all matters relating to the ethical behaviour and standards of all staff and students of the University.
 - e. Faculty Research and Ethics Committees or equivalent are responsible for:
 - i. ensuring appropriate procedures are followed in the Selection, Supervision, Training and Progression of their research students.
 - ii. the selection and appointment of appropriate supervisory teams in line with this guidance (this may be delegated to Research Degree Co-ordinators or equivalent).
18. Faculties provide and support specialist facilities in support of their research (e.g. laboratories, studios, etc.).
19. Faculties are required to maintain Research Degree Progression Boards (annually), an Ethics Committee and a Board of Study (bi-annually), the latter providing a forum for staff/postgraduate researcher discussion.
20. Faculties are responsible for monitoring supervisory team workloads, ensuring teams are trained and to support the administrative structures in place. Supervisory team members **must** have completed the University Supervisor Development training and participate in regular training updates.
21. Postgraduate researchers are normally aligned to the Department of their Director of Studies/programme leader. Departments form the academic structure of the faculties, and each has a Head of Department who is accountable for the representation of the Department both within the University and externally as appropriate.

Supervisory team roles and responsibilities

22. Supervisory teams comprise:
- a. A Director of Studies (lead supervisor/first supervisor), who will:
 - Have a PhD, DProf or equivalent professional expertise;
 - Be a permanent member of academic staff at the University or collaborative partner;
 - Have relevant research expertise (e.g. as evidenced by recent outputs) in the area of practice of the proposed research project;
 - Been part of a team that has supervised at least one previous postgraduate researcher to successful completion;
 - Have undertaken relevant research supervisor training;

- Directors of Study are responsible for assigning a temporary lead Supervisor in times of absence.

b. A Second and (optionally) a Third Supervisor who will normally:

- Have a PhD, DProf or equivalent professional expertise;
- Be a member of academic staff at the University, collaborative partner or external organisation;
- Have relevant research expertise with respect to the proposed research project;
- Have undertaken relevant research supervisor training.

23. It is acceptable for a Director of Studies to be appointed who has not previously supervised to successful completion, but in such circumstances, it is a requirement that the Second Supervisor meets these criteria and, in addition to their supervisory role, also acts as a mentor to the less experienced Director of Studies. PGR Leads will also facilitate mentoring teams within Faculties.

24. There may be exceptional circumstances where postgraduate researchers may be appointed an external supervisor: such an appointment may only be the second/third supervisor, never the Director of Studies.

25. Supervisory teams should:

- ensure that postgraduate researchers are provided with adequate facilities and are given a full introduction to the University and the facilities available to them
- have knowledge of a postgraduate researcher's subject area, methodological and/or theoretical approach to be applied
- if a postgraduate researcher's work is significantly outside the supervisor's area of expertise, ensure that the postgraduate researcher is put in touch with specialists within or outside Middlesex University who can help
- ensure they themselves have regularly undertaken University Research Supervision training/updates, and that they are aware of current research degrees regulations and procedures
- ensure regular supervisory meetings are held
- set expectations on how quickly feedback of postgraduate researcher work will be returned with feedback. This should be no longer than 15 working days

- g. read and critically comment on written work as it is produced within the expected timeframe
- h. assist postgraduate researchers to plan their time, draw up a programme of work and monitor their subsequent progress and to review these following the completion of major milestones and following any periods of interruption
- i. engage with University PGR progression monitoring processes
- j. ensure that the postgraduate researcher is made aware if either their progress or standard of work is unsatisfactory and to arrange any necessary supportive action
- k. advise on researcher development requirements, planning and engagement which complement the field of research and the researcher's professional development
- l. give advice on publication and writing up of the research. The supervisor should ensure that the postgraduate researcher receives recognition for their contribution to any publication, in accordance with the conventions of the field.
- m. read the final draft of the research project before it is submitted and offer advice and comment
- n. make clear the institution's regulations governing the conduct of examinations and to conduct a mock viva, if required, in advance of the actual event
- o. ensure Student Route (formally Tier 4) postgraduate researchers are regularly engaging with UKVI requirements and due process is followed where authorised absence requests are made
- p. promote University events and encourage postgraduate researcher engagement
- q. support University administration processes relating to postgraduate researcher enrolment and finance
- r. nominate for approval the required examiners for the viva, with adequate experience, expertise and independence from the supervisory team and the candidate

26. Regular meetings should occur between the supervisory team and postgraduate researcher throughout the academic year. It is essential that such meetings are held regularly at times agreed by all parties (normally between 4-6 times a term, the

nature and frequency depending on individual circumstances and mode of study), that decisions are recorded and that work plans are set for the intervening periods.

27. At least one supervisory session per term must be recorded through the Record of Supervisory Session form (found in [Section 15 of the LQEH](#)). Postgraduate researchers should be encouraged by their supervisors to record every session.
28. Student Route (formally Tier 4) supervisors should be aware of essential engagement points as required by their sponsorship.
29. A postgraduate researcher currently registered on a research degree shall be ineligible to act as Director of Studies or Supervisor for another postgraduate researcher.

Postgraduate Researcher Responsibilities

30. Expectations for postgraduate researchers and their responsibilities are set out in the Postgraduate research degrees handbook and on the dedicated postgraduate research pages.
31. Generally, it is the postgraduate researcher's responsibility to:
 - a. Contact their supervisors as soon as possible after they enrol and to introduce themselves if they are not in contact already;
 - b. Maintain contact with their Supervisory Team throughout the research programme;
 - c. In the case of Student Route Visas, postgraduate researchers, be aware of their responsibilities and requirements of the UKVI and keep in regular contact with their Supervisory Team, the Research Degrees Administration Team and the Student Visa Compliance Team;
 - d. Maintain the progress of work in accordance with the stages agreed with the supervisory team, and in line with registration periods outlined in the regulations;
 - e. Submit work in sufficient time to allow for comments and discussion and take note of the guidance and feedback from their supervisors before proceeding to the next stage;
 - f. Inform their supervisors of other people with whom their work is being discussed;
 - g. Inform their supervisors and Research Degrees Administration of any periods of absence and apply for a break in study when necessary;

- h. Ensure that any change of their contact details is updated regularly on their MyMDX account;
- i. Use their University email account for matters related to their study
- j. Take the initiative in raising potential problems or difficulties that may crop up, with the supervisory team, the department or faculty PGR Leads and/or Research Degrees Administration Team;
- k. Complete and submit the research project by the expected submission date;
- l. Provide an electronic copy of their final research project for submission to the University's Research Repository, along with a completed and signed Research Repository agreement. The final award will not be made without both being submitted to the Research Degrees Administration Team as per the University regulations;
- m. Be aware of the University's relevant [Regulations for Postgraduate Research Study](#);
- n. Be aware of regulations regarding student conduct and discipline which are contained within the University Regulations document;
- o. Follow the University's requirements for ethical approval and [academic integrity](#);
- p. Be aware of the required number of hours they should commit to their research; it should be at least 35 hours per week for a full-time postgraduate researcher and at least 17.5 hours per week for a part-time postgraduate researcher.
- q. Plan and maintain their researcher development, evidencing 10 days per year (full-time)/ 5 days per year (part-time). For some programmes, these hours may be incorporated into core studies.
- r. Submit regular supervision reports as noted above.

E. Application, Selection and Admission

- 32. Middlesex University's General regulations for admission apply to all applicants. Additional requirements that relate to postgraduate research degrees are detailed below.
- 33. For Master/Doctor of Philosophy (MPhil/PhD), Master/Doctor of Professional Studies (MProf/DProf) and Specialist validated pathways including Doctor of Business Administration (DBA), Master/Doctor of the Arts (ArtsM/ArtsD), Doctor of

Professional Studies in Psychotherapy (DPsych), and Doctor of Professional Studies in Psychotherapy and Counselling (DCPsych):

- a. Applicants should hold an undergraduate degree, usually with class 2:1 and above or equivalent in a relevant subject with a relevant master's qualification or equivalent evidence of prior professional practice or learning
- b. Postgraduate researchers enrol onto the level 7 programme (e.g., MPhil/MProf) and transfer to the PhD/DProf once sufficient progress has been made
- c. Applicants will be invited to interview/portfolio show after the initial application has been vetted and has met the entry requirements
- d. An applicant holding qualifications other than those specified within the specific degree regulations shall be considered on their merits and in relation to the nature and scope of the programme of work proposed. In considering an applicant in this category, the faculty shall look for evidence of the applicant's ability and background knowledge in relation to the proposed research. Professional experience, public outputs, written reports, commissions or other appropriate evidence of accomplishment shall be taken into consideration. The faculty may require an applicant to pass an externally assessed qualifying examination before registration is approved
- e. An applicant whose work forms part of a larger group project may register for a research degree. In such cases each individually registered project shall be distinguishable for the purposes of assessment and be appropriate for the award being sought. The application shall indicate clearly each individual contribution and its relationship to the group project
- f. Two applicants may, in exceptional cases, collaborate on the undertaking and completion of a joint research degree. In such cases, a rationale for why the research project is joint and a detailed and rigorous risk assessment by both applicants need to be included in the research proposal. The applicants should consider the consequences of a breakdown in co-operation, for example, the job loss of one applicant and other exigencies which could impede, hamper or terminate the joint venture.
- g. Where a postgraduate researcher has previously undertaken research as a registered student for a research degree the faculty may recommend a shorter than usual registration period which takes account of all or part of the time already spent by the postgraduate researcher on such research, subject to satisfactory arrangements being made for transfer of any IP, and a review of ethics approvals

- h. Where applicants wish to have prior learning considered, guidance will be provided as part of the application/interview process.
- i. Postgraduate researchers admitted to programmes at Partner Institutions are subject to admissions requirements as detailed in the memorandum of co-operation (MoC)

34. For MA (by Research), MSc (by Research), LLM (by Research) or MTh:

- a. Applicants should hold an undergraduate degree, usually with a minimum class 2:2 or equivalent in a relevant subject or attainment of an alternative qualification(s) and/or evidence of experience judged by the faculty or the partner institution research team as indicating a postgraduate researcher's potential for research and as satisfactory for the purposes of entry to a research degree programme.

35. Admission may be subject to preliminary study including an assessment as specified by the Faculty or the partner institution. In this case, enrolment for the programme will be subject to satisfactory completion of the preliminary study. The time taken for this preliminary study will not be counted towards the period of enrolment and registration permitted for the completion of the degree.

36. For Master in Arts and Doctor of Arts the applicant should provide access to their previous creative work to evidence their advanced standing as creative practitioners part of the admissions process.

37. For Research Degrees by Public Works

- a. The suitability of an applicant's public works for admission to a doctorate by public works will be assessed at the time of application by an admissions team comprising at least two senior academic staff members with relevant expertise. In the case of professional doctorates, this may require the addition of an external reviewer. Public works should be accessible and demonstrate a scope, quality and level of research equivalent to that of other doctoral degrees. An applicant whose list of publications or other public domain works includes works of joint authorship shall submit a signed statement to clarify their own contribution to these works. In the case of works of creative practice, the collaborators shall sign such a statement. Please seek guidance from Faculty staff if unable to provide all collaborator signatures.

38. All applications for research degrees, other than those offered by collaborative partners, must be made online. Applicants are required to create an Applicant Portal account in order to use the online application system, where they can submit their application, track progress, upload supporting documents/portfolio and make

subsequent applications. More information is available at: [Research Degrees | Middlesex University \(mdx.ac.uk\)](#)

39. Applications for some research degree programmes must be made in PDF/Word format. Forms/templates can be downloaded via the Applicant Portal and when complete can be sent, together with supporting documents, to: Research.adm@mdx.ac.uk. Further guidance is available at: [Apply for research degrees | Middlesex University \(mdx.ac.uk\)](#)
40. Applications for research degrees offered by our collaborative partners should be made directly to the partner using the appropriate application forms.

Application Procedure

41. Applications may be submitted at any time and will be considered on a continuous basis throughout the year for entry in either September or January.
42. Start date arrangements for Research Grant Funded postgraduate researchers will be considered on a case-by-case basis. Postgraduate researchers who receive employer/government sponsorship will be expected to start in September or January.
43. The application process details are available here: [Apply for research degrees | Middlesex University \(mdx.ac.uk\)](#)
44. PGR Leads, or nominee, receive the application for review via the Applicant Review Centre (ARC)
45. The initial decision may be:
- a. Reject with feedback to applicant;
 - b. Refer the proposal for further work, e.g. update literature review, review methodology;
 - c. Invite for interview.
 - d. No applicant can be made an offer without a formal interview taking place
46. The normal turnaround time for the decision from a Faculty is fifteen working days.

Interview

47. Applicants invited for interview will be notified by the Admission Operations Team, following receipt of the arrangements from the interview panel.
48. Overseas students, and others by request, may be interviewed online. Where this is the case, it should be confirmed that it is the applicant who is presenting (e.g., by viewing passport) and a written record of the interview should be retained (UKVI requirement for international applicants).

49. The interview panel will comprise at least two suitably qualified members of academic staff, one of whom might be the potential Director of Studies and an independent member who may also double as the Chair. Consideration should be given as to the diversity of the panel where possible.
50. An interview proforma is available which faculties/departments may adapt to suit their circumstances and needs.
51. At the conclusion of the interview, the Chair will ensure that the interview report form is completed via admissions application procedures. The decision may be:
 - a. Reject with feedback to applicant;
 - b. Refer-back for further work on the research proposal, e.g., update literature review, or revise methodology;
 - c. Conditional offer, e.g., awaiting outcome of Master's result, satisfactory references, or required IELTS;
 - d. Unconditional offer
52. The Admissions Operations Team will inform the applicant of the outcome.
53. Any applicant presenting prior academic standing should be assessed at interview and a decision made by the panel to define the stage of research. The milestone entry point will be confirmed following interview. (See also paragraph 32).

The Offer Letter

54. Admissions Operations Team will update the offer letter within the system for the successful applicants, which is signed by the Head of Admissions. This forms the basis of an official contract between the University and the applicant.
55. Applicants are required to confirm their acceptance of the offer via the Online Applicant Portal, as instructed on their offer letter.

F. Enrolment

56. Once an offer of a place to undertake a research degree has been made and accepted, a postgraduate researcher can enrol. Enrolment is the process through which a postgraduate researcher enrolls online via MyMDX, confirming their personal details and acceptance of the University's terms and conditions. It is the responsibility of the postgraduate researcher to enrol within a specified timeframe. Postgraduate researchers must re-enrol for each academic year. Supervision cannot take place if a postgraduate researcher is not enrolled.
57. There are a number of administrative checks a postgraduate researcher needs to undertake:

- a. ID check
 - b. Finance payment
 - c. Other administration as required, e.g. DBS check
58. The Research Degrees Administration Team organise a Welcome and Programme Induction for all new postgraduate researchers. This takes place during September and January.
59. At the Welcome and Programme Induction, postgraduate researchers are introduced to the University campus, its facilities, learning resources, details of the researcher development programme, and an overview of the University's policies and procedures for research degrees. It also provides an opportunity for postgraduate researchers to meet their peers and academics from the faculties.
60. Supervisory Teams are expected to attend relevant sessions of the induction programme and they should liaise with the Research Degrees Administration Team and PGR Leads or equivalent to ensure that any postgraduate researchers who join outside of our main cohort start dates, or who cannot attend these sessions, receive a full induction to the University.

G. Ethics Approval and Risk Assessment

Ethics Approval

61. All postgraduate researchers must apply for ethical approval for their research before undertaking any data collection. An initial, completed or approved ethical application must be presented as part of Review Stages 1 and/or 2 as appropriate to the award. Where instructed, postgraduate researchers must apply for ethical approval for their research project as a whole as well as applying for approval for each research study.
62. Applications for ethical approval should be directed to the relevant Faculty committee for approval via the ethics online portal. This will be found on: [Research Ethics - MyMDX](#)

Risk Assessment

63. All postgraduate researchers must complete a risk assessment (via online portal) for their research before undertaking any experimentation or fieldwork. An initial, completed or approved risk assessment must be presented as part of Review Stages 1 and/or 2 as appropriate to the award.
64. Risk assessments should be directed to the relevant Faculty committee, as indicated on the appropriate online form.

65. Where instructed, postgraduate researchers must complete a risk assessment for their research project as a whole as well as applying for approval for each research instrument / experiment or set of experiments.

H. Data Protection

66. In accordance with the [Data Protection Act and University policy](#), postgraduate researchers and supervisors are permitted to see all reports written by assessors. This fact shall be made clear to assessors at the time of their appointment.

I. Annual Progress Review

67. Annual Progress Reviews support postgraduate researchers in meeting milestones and facilitate dialogue with the supervisory teams to ensure any postgraduate researchers at risk are identified with appropriate action taken to remove any barriers to their progress.

Faculty Progression Committee

68. Progression is monitored annually by Faculty Progression Committees. During preparation for these Supervisory Teams are expected to produce a comprehensive postgraduate researcher progress monitoring report. The Faculty Progression Committees will also receive postgraduate researchers progress reports. The recommendations for postgraduate researcher progress will be referred to the University Progression Board for ratification.
69. Approximately six weeks before the event postgraduate researchers and the supervisory team will be invited to complete an annual progress report
70. Postgraduate researchers are considered at the Faculty Progression Committee, including those on a break in study so that return arrangements can be agreed. If there are issues these will be addressed and, where necessary, referred for action by a nominated person.

University Progression Board

71. The University Progression Board will:
- a. receive postgraduate researchers' progression profiles from the Faculty Progression Committees and ratify recommendations
 - b. make progression outcome decisions on complex cases provided by the Faculty Progression Committee(s)
 - c. In cases where a judgment is made that a postgraduate researchers progress is unsatisfactory, we will tell them what improvements we expect, and set

out a reasonable timescale (not less than 4 months) for them to address our concerns. If they do not satisfactorily address our concerns, we will end their registration.

72. The relevant Research Programme Officer is responsible for the administration of these boards which meets once per academic year in May/June.

73. Unsatisfactory process may also be reviewed at any point throughout a programme by raising a concern with the relevant PGR Lead

J. Review Stage 1

74. Review stage 1 panels determine whether postgraduate researchers are able to progress with their studies. Once postgraduate researchers have enrolled, they have a probationary period during which they are required to prepare their research proposal or report for a Review Stage 1 panel.

75. Please refer to the [University Regulations for Postgraduate Research Study](#) for programme specific timelines for Review Stage 1.

76. The panel is responsible for approving an application for review stage 1 for a research degree. Please see the [University Regulations for Postgraduate Research Study](#) for additional guidance.

77. The panel membership is made up of at least one member of the supervisory team, an independent reviewer and an independent Chair, appointed by the relevant Faculty or School.

78. For MPhil/PhD, Masters by Research, ArtsM/ArtsD, PhD by Public Works:

The postgraduate researcher should submit the following paperwork for the Review Stage 1 Panel to the Research Degrees Administration Team no less than one week prior to the scheduled meeting date.

- a. Completed and signed Review Stage 1 form;
- b. Preliminary/Agreed ethical approval application;
- c. Completed and signed Health and Safety Risk Assessment;
- d. Data protection checklist (where applicable)
- e. Specialist equipment and facilities plan (if needed)
- f. Researcher development plan and self-reflection
- g. [Turnitin](#) report (ensure you are logged into myLearning before using this link)
- h. A 500-word Abstract
- i. The Review Stage 1 Report.

- i. Will normally take the form of a written document but may also be based on other media (e.g. video, demonstration, etc.), subject to the agreement of the Director of Studies
- ii. Details of the methods to be employed and any preliminary finding should be clearly presented together with a clear plan and schedule for the proposed study.
- j. Include sample audio/visual material (*if applicable*)

79. The Review Stage 1 Report will normally take the form of a written document (approx. 8-10 pages in length) but may also be based on other media (e.g. video, demonstration, etc.) as best reflects the nature of the research and subject to the agreement of the Director of Studies and independent reviewer. This report should detail the research aims, the methods to be employed and any preliminary findings should together with a clear plan and schedule for the proposed study.

80. *Review Stage 1 submissions requirements for professional doctorate degrees; please refer to the guidance within programme handbook*

Guidelines for the role of Chair on Review Stage 1 Panels

81. The Chair should be an experienced researcher and normally a doctoral supervisor. The Chair is not an examiner but ensures that all Quality Assurance procedures are observed. The Chair is responsible for the conduct of the Panel, advising the assessors as necessary on matters relating to the Regulations or requirements for Review Stage 1. The Chair's responsibilities include:

- a. Ensuring the venue and facilities available are appropriate for the conduct of the Panel;
- b. Welcoming and briefly explaining the Review Stage 1 process and possible outcomes to the postgraduate researcher;
- c. Ensuring the Panel proceeds in an appropriate manner that offers the postgraduate researcher the best opportunity to present their work;
- d. Maintaining brief notes of the main points raised by the assessors;
- e. Facilitating the discussion of the Panel following the presentation and questioning;
- f. Completing the necessary report on the outcome of the Panel, using the appropriate form, and returning this to the Research Degrees Administration Team.

Guidelines for the role of Independent Reviewer on Review Stage 1 Panels

82. The Independent member of the panel should be a recognised expert in the field in which the student is researching but not part of the supervisory team.

83. The primary role of the Independent Reviewer on the Review Stage 1 Panel is to provide critical and constructive feedback to the presenting postgraduate researcher and to make a recommendation to the Panel regarding whether the registration can proceed.
84. The Independent Reviewer's responsibilities include:
- a. Reading the postgraduate researcher's submitted materials and assessing the academic rigor and relevance to the field/sector.
 - b. Providing feedback on the postgraduate researcher's presentation;
 - c. Assessing, where relevant, whether the postgraduate researcher's timetable for the research is feasible and if any specialist research facilities/equipment needs have been suitably considered
 - d. Assessing the postgraduate researcher development plan, reflective account and engagement with required topics;
 - e. Consideration of the Ethics and Risk Assessment;
 - f. Writing a report following the postgraduate researcher's presentation and a discussion with the postgraduate researcher and the Panel, with a recommendation whether the postgraduate researcher can continue on their research programme.

Possible Outcomes of the Review Stage 1 Panel

85. Following the presentation and discussion with the postgraduate researcher, the Panel will make recommendations in line with [University Regulations for Postgraduate Research Study](#).

K. Transfer between programmes of study

86. A postgraduate researcher may transfer from one research programme of study to another within the University on condition that a satisfactory level of academic performance has been achieved, the conditions of entry have been met and approval of the receiving Faculty has been obtained for the new programme of study.
87. Transfer from the MA (by Research) or from the MSc (by Research) or from the LLM (by Research) to a related taught Masters programme may be requested by a postgraduate researcher, or recommended by the postgraduate researcher's Director of Studies at any time prior to submission upon approval obtained from the receiving Programme Leader.
88. Programme transfer requests, outside of those stipulated above, need approval from the Chair of Postgraduate Research and researchers may be required to undertake a panel review process.

89. The panel will follow the usual Review stage 1 / 2 processes with particular attention to the nature of the degree sought. If the panel agree that the postgraduate researcher has suitable materials for the degree for which they are presenting then the transfer will be recommended, subject to the approval of the University's Research Degrees Board. If the panel do not approve the Review Stage 1/Review Stage 2 on the new route, the postgraduate researcher will be required to resubmit under the route they are currently enrolled upon.

L. Review Stage 2

90. Review Stage 2 is the process by which a postgraduate researcher applies to transfer from level 7 to level 8 of their research programme, if applicable.

91. When a postgraduate researcher has made sufficient progress on the work, and within the expected timescales, they should apply to the Faculty/School to provide evidence and satisfy the academic requirements allowing them to transfer to level 8 of their research programme. Please see the [University Regulations for Postgraduate Research Study](#) for the expected timescales to complete Review Stage 2.

92. Postgraduate researchers will be expected to have completed a substantial body of work and have updated ethical approval, and health and safety risk assessment, where necessary.

93. The Director of Studies appoints the Review Stage 2 Panel which should comprise a Chair, an independent reviewer and the supervisory team.

94. All applications for Review Stage 2 must be approved by the relevant PGR/Programme Lead before being sent to the Research Degrees Administration Team.

Submission of Review Stage 2 Documents

95. The [University Regulations for Postgraduate Research Study](#) set out the requirements for the review stage 2 submission.

96. In addition, the postgraduate researcher should submit the following paperwork for the Review Stage 2 (Transfer/PAP) Panel.

- a) Completed and signed Review Stage 2 form ([found in Section 15 of the LQEH](#))
- b) Agreed or initial ethical approval application;
- c) Completed and signed Risk Assessment form (if required);
- d) Researcher development plan and self-reflection
- e) [Turnitin](#) report (ensure you are logged into myLearning before using this link)
- f) Specialist equipment and facilities plan (if needed)
- g) A significant body of work demonstrating the status of the research completed to date (*please see Review Stage 2 form for further information*)

- h) A critical evaluation of research progress to date and a clear explanation of future research to be done, its expected contribution to knowledge and/or new insights and a programme of work for completing the project to the required standard. *(please see Review Stage 2 form for further information)*

97. All postgraduate researchers will normally make a presentation (10 - 15 minutes) of their work, in an agreed format as part of the review process.

98. These requirements are the minimum set by the University. Faculty Research Committees or equivalent, or the research team at the partner institution may require further evidence of good progress.

99. These papers should be submitted to the Research Degrees Administration Team at least two weeks before the Panel.

Guidelines for the role of Chair on Review Stage 2 Panels

100. Guidelines for the role of Chair on Review Stage 2 Panels

The Chair should be an experienced researcher and normally a doctoral supervisor. The Chair is not an examiner but ensures that all Quality Assurance procedures are observed. The Chair is responsible for the conduct of the Panel, advising the assessors as necessary on matters relating to the Regulations or requirements for Review Stage 2. The Chair's responsibilities include:

- a. Ensuring the venue and facilities available are appropriate for the conduct of the Panel;
- b. Welcoming and briefly explaining the Review Stage 2 process and possible outcomes to the postgraduate researcher;
- c. Ensuring the Panel proceeds in an appropriate manner that offers the postgraduate researcher the best opportunity to present their work;
- d. Maintaining brief notes of the main points raised by the assessors;
- e. Facilitating the discussion of the Panel following the presentation and questioning;
- f. Completing the necessary report on the outcome of the Panel, using the appropriate form, and returning this to the Research Degrees Administration Team.

Guidelines for the role of Independent Reviewer on Review Stage 2 Panels

101. The Independent member of the panel should be a recognised expert in the field in which the postgraduate researcher is researching but who is not part of the supervisory team. It should normally be a member of staff of the University, or partner establishment, but may be an external if no suitable internal assessor is available. If an external assessor is to be used, then they will need to be approved by the Faculty Research Committee or equivalent, which may delegate authority to the

Faculty Deputy-Director Research and Knowledge Exchange, based on the same criteria as used when appointing external examiners for the final viva.

102. The primary role of the Independent Reviewer on the Review Stage 2 Panel is to provide critical and constructive feedback to the presenting postgraduate researcher and to make a recommendation to the Panel regarding whether the registration can transfer to level 8.

103. The Independent Reviewer's responsibilities include:

- a. Reading all relevant materials and documents that the postgraduate researcher presents for Review Stage 2;
- b. Providing constructive and critical feedback on the quality of the documents, the postgraduate researcher's presentation and the research;
- c. Specifically, assessing the appropriateness and soundness of the research methodology and assessing whether the research has been properly conducted;
- d. Commenting on the appropriateness of the data analysis and the hypothesis testing strategy;
- e. Commenting on the appropriateness of the literature review and whether this is properly comprehensive and features no serious omissions;
- f. Commenting on the theoretical soundness or appropriateness of the research;
- g. Suggesting alternative sources of literature and or different ways of approaching the topic (if appropriate/desired);
- h. Commenting on any ethical issues that arise from the research and the approval status of ethics and risk assessments;
- i. Assessing whether the postgraduate researcher's timetable for the remainder of the research period is realistic and feasible;
- j. Assess if specialist research facilities/equipment needs have been suitably considered.
- k. Assessing the postgraduate researcher development plan, reflective account and engagement with required topics;
- l. Provide written feedback following the presentation and a discussion with the postgraduate researcher and the Panel, with a recommendation and/or revision guidance. This is to be sent to the Chair and members of the Panel.

Possible Outcomes of the Review Stage 2 Panel

104. Following the presentation and discussion with the postgraduate researcher, the Panel will make recommendations in line with [University Regulations for Postgraduate Research Study](#)

Programme Approval Panel

105. This is a key milestone for professional doctorate programmes for postgraduate researchers registered before September 2022.
106. Successful completion allows postgraduate researchers to progress to the research phase of their programme (from Level 7 to Level 8).
107. Postgraduate researchers registered for the award of M/DProf shall progress to the research phase of the programme on successful completion of the preparatory research training phase modules and a successful programme approval outcome. The specific titles of M/DProf awards, including the generic M/DProf and specialised validated pathway (SVP) variants, relate to the relevant subject area being investigated, and will be approved by a programme approval panel.
108. The decisions open to the Panel are outlined in the [University Regulations for Postgraduate Research Study](#)
109. The PAP will consider ethical issues and ensure all ethics forms have been completed and appropriately approved.

M. Writing Up

For postgraduate researchers registered in or after September 2022

110. **‘Writing up’ is no longer a registration category and postgraduate researchers will be expected to complete their research project within their registration period.** During this period, they must enrol, pay fees, attend and engage with their research studies as normal.
111. If a postgraduate researcher does not submit for final assessment before the end of the maximum time allowed for registration, their registration will be terminated and they will not be permitted to submit for assessment.

For postgraduate researchers’ first registered before September 2022

112. Postgraduate researchers may be eligible for a 3 or 12 month ‘writing-up’ period, depending on the programme of study, during which time fees will not usually be charged. The writing-up period applies to both full-time and part-time postgraduate researchers. It takes effect towards the end of the programme of study when the postgraduate researcher has gathered all the data and is working towards structuring the work into a coherent research project.

113. The writing-up period must be approved in writing by the postgraduate researcher's Director of Studies. It is the responsibility of the Director of Studies to notify the Research Degrees Administration Team in writing stating when writing up takes effect.

N. Break in Study

114. A postgraduate researcher has a right to request a break in study, for periods of up to one year at a time, and two years in total across their study. The intention of the below is that postgraduate researchers are able to make an informed decision about taking a break in their study.

115. They must inform the [Research Degrees Administration Team](#) of their intention to take a break in study, so that we can guide them on the consequences of their decision, in relation to:

- a. Continuity of supervision arrangements
- b. Funding implications
- c. Visa status
- d. The timeline for the completion of their research milestones/programme

116. Postgraduate researchers who have taken a break in study **will not** have access to supervisory support, laboratories, studios or other research facilities.

117. Postgraduate researchers who have taken a break in study **will** have access to welfare and pastoral support, library and computing facilities.

118. A postgraduate researcher on a break in study does not have to undertake a formal review of progress, but the Supervisory team should make sure that they remain in contact with the postgraduate researcher, as appropriate, during the break in study; Faculty Research Committees should note postgraduate researchers on a break in study during their review processes.

O. Examinations

Submission of final research project

119. All postgraduate researchers are expected to submit their final research project within minimum/maximum candidature periods. Please refer to the [University Regulations for Postgraduate Research Study](#).

120. Word Counts for research projects: Please refer to [Appendix D](#)

121. Each research project submission should be accompanied with a Postgraduate Researcher Declaration Form, including ethical ID approval number, and a [Turnitin](#) report (ensure you are logged into myLearning before using this link).

122. Postgraduate researchers should submit their completed research project along with all required documentation to the Research Degrees Administration Team before their expected submission deadline. The postgraduate researcher should ensure that the research project format is in accordance with the requirements of the University's regulations and procedures.
123. A research project for examination should normally be submitted with the agreement of the Director of Studies/Supervisor, but it is at the sole discretion of the postgraduate researcher. The supervisory team have no authority to block the submission of a research project where a postgraduate researcher decides to act against their advice. Where a research project is submitted against the advice of the supervisory team, the supervisors should inform the Faculty PGR Lead and Academic Registry (via the Research Degrees Administration Team) immediately in writing. The University shall not inform any of the examiners of this fact, to ensure fairness, but shall inform the Chair of the Examination Board.
124. The research project and any associated materials will be sent to the examiners by the Research Degrees Administration Team and who will confirm viva arrangements once they are set. The viva should normally take place within 2-3 months of the submission. All communication with the examination team should be via the Research Degrees Administration Team and the supervisory team. There should be no direct contact between the postgraduate researcher and the examiners.

Criteria for the award of a degree

125. Please refer to the [University Regulations for Postgraduate Research Study](#) for guidance on award criteria

Examination process for research degrees

126. Research degrees are assessed by at least two and normally not more than three examiners, of whom at least one shall be an external examiner. The internal examiner is defined as an examiner who is a member of staff of the University with relevant expertise, but not one of the postgraduate researcher's supervisors.
127. If the postgraduate researcher is currently a member of staff employed by Middlesex University or submitting for a research degree by Public Works then two external examiners must be proposed of whom at least one of which must have experience of examining at the appropriate level. Additionally, there may be one internal examiner appointed where this can be demonstrated to enhance the overall examining panel.
128. The panel is Chaired by an independent member of academic staff. The supervisors may attend as observers, but their attendance is subject to the agreement of the postgraduate researcher and examiners.

129. The Director of Studies should propose the examiners and Chair for the postgraduate researcher's examination to the Research Degree Administration team, who will forward the nominations to the Research Degrees Board for approval. Application for approval of examination arrangements should be made at least three months before the expected date of submission of research project. After the examination arrangements have been confirmed, the Research Degrees Administration team will ensure that an appropriate Right to Work check has been carried out for the external examiner(s).

130. Once the examination arrangements are approved, the Research Degrees Administration Team will make arrangements with the examiners and postgraduate researcher for the examination to take place, in conjunction with the Director of Studies.

Appointment and Role of Chair

131. The Chair should be an experienced member of staff who is independent of the postgraduate researcher and has completed the appropriate training.

132. The Chair is responsible for the conduct of the Panel, advising the examiners as necessary on matters relating to the Regulations or requirements for award. The Chair's responsibilities include:

- a. Receiving and reviewing the preliminary reports submitted by the examiners;
- b. Ensuring the venue and facilities available are appropriate for the conduct of the viva;
- c. Welcoming and briefly explaining the viva process and possible outcomes to the examiners and the postgraduate researcher;
- d. Facilitating the pre-viva discussion between the examiners and advising on matters relating to the Regulations as necessary;
- e. Ensuring the viva proceeds in an appropriate manner that offers the postgraduate researcher the best opportunity to present their work;
- f. Maintaining brief notes of the main points raised by the examiners;
- g. Facilitating the discussion of the examiners following the presentation and questioning;
- h. Completing the necessary report on the outcome of the viva, using the appropriate form, and returning to the Research Degrees Administration Team.
- i. Supporting the examination processes when minor corrections, resubmission or further oral examination are required.

Appointment, roles and responsibilities of the Examiners

133. The prospective examiners should be initially contacted by the supervisory team to seek their agreement to be nominated for the role and to request a brief CV, to include previous examination experience, from the nominated external examiner. Once provisional agreement has been obtained, the necessary paperwork should be completed by the supervisory team and submitted to the Research Degrees Administration Team.
134. An external examiner shall be independent both of the University and of the Collaborating Establishment and shall not have acted previously as the postgraduate researchers' supervisor or adviser. An external examiner shall normally not be either a supervisor of another postgraduate researcher or an external examiner on a taught course in the same academic department at the University. The University's Conflict of Interest Policy applies to External Examiners. Former members of staff of the University shall normally not be approved as external examiners until three years after the termination of their employment with the University. An external examiner shall not normally be approved to examine more than three theses over a two year period, after which a break of at least two years should elapse before reappointment.
135. The minimum requirements for the examiners are:
- a. For Internal Examiners:
 - i. experience of examining at the appropriate level
 - ii. Normally, an expert in the subject being examined
 - iii. (If the internal does not have experience of examining at the appropriate level, a second Internal examiner, who does, must be appointed, both have equal responsibility as internal examiners and must complete independent reports)
 - b. For External Examiners
 - i. expertise in the subject being examined
 - ii. Normally, experience of having examined at least 2 postgraduate researchers at the appropriate level. Where there is more than one external examiner, this experience may be cumulative. If the external examiner does not have such experience, a supporting statement from the supervisory team must be provided in regards to their independence, expertise and relevant experience.
 - c. Across the Examining Team, there is an expectation of at least 2 experiences of examining at an appropriate level

136. If the postgraduate researcher is currently a member of staff employed by Middlesex University or submitting for a research degree by Public Works please see the [examining team requirements](#) above.
137. The primary role of the examiners is to satisfy themselves that the portfolio of work meets the expected standard for the degree for which it has been submitted in terms of originality, rigor and significance, or impact.
138. All External Examiner appointments are subject to right-to-work checks prior to undertaking any work for the University. These checks will be undertaken by the Research Degrees Administration Team in accordance with University policy. External Examiners will need to complete this check for each appointment.
139. Following appointment, the examiners will be sent a copy of the research project and any other supporting materials by the Research Degrees Administration Team, four weeks ahead of the viva. Copies should not be sent directly by the supervisory team, the postgraduate researcher or any other person. The materials will normally be provided in electronic format, but examiners may request paper copies if preferred.
140. The examiners consider the submitted materials and each complete an initial independent report on the work which must be returned to the Research Degrees Administration Team at least 10 working days prior to the agreed date of the viva. These reports are passed to the Chair for consideration but are not shared with the postgraduate researcher or the supervisory team. Once all reports have been received by the Research Degrees Administration Team they are forwarded to the examiners and the Chair
141. The Regulations stipulate that the viva must be held.
142. The Examining Board will meet at an agreed date and time when the postgraduate researcher will defend their work to establish their suitability for the award of the degree for which they are registered.
143. Vivas may be held online.
144. Completion of examination processes in line with the outcome agreed at the initial examination when minor corrections, resubmission or further oral examination are required and agreeing final outcomes.
145. Further guidance can be found in the Examiners handbook.

Viva Cancellation/Postponements

146. There may be cases in which Vivas are postponed at short notice due to unforeseen circumstances.

Outcomes of the final assessment

The [University Regulations for Postgraduate Research Study](#) set out the options available to the Assessment Panel, including timescales.

147. MSc by Research Grading

The Research Degree of MSc by Research, is classified as a postgraduate degree, and has a grading scale, there is a section on the outcome form that requires a decision with respect to this from the examiners. The classification should be determined by the panel at the time of the final result, after any revisions have been completed. – please see below for further guidance

MSc by Research Grading

The Grading Criteria Guide converts as 1-4 Distinction, 5-8 Merit, 9-12 Pass, 13-16 Pass.

Please refer to Page. 58 of the University Undergraduate and Postgraduate Taught Programme Regulations.

148. Following an assessment of revisions or re-examination, should examiners recommend that the degree not be awarded, they shall prepare an agreed statement of the deficiencies of the research project submission and the reason for their recommendation. This statement shall be forwarded to the University by the Chair of the oral examination. In all cases where a submission is failed, or where the degree awarded is other than that for which the submission was submitted, a panel of enquiry shall be set up to investigate the reasons. This shall report its conclusions to the University's Postgraduate Research Board, and appropriate action shall be agreed and implemented.

149. When the examiners are satisfied that the submitted work reaches the necessary standard, they will recommend that the degree be awarded in writing to the Research Degrees Administration Team.

150. Where, following the examination, the Examiners are not in agreement, separate reports and recommendations should be submitted to the Chair. The Chair will submit all recommendations, reports and a Chair's report of the conduct of the viva to the Postgraduate Research Degreed Board. The Postgraduate Research Degrees Board may:

- a. accept a majority recommendation (provided that the majority recommendation includes at least one external examiner);
- b. accept the recommendation of the external examiner; or
- c. require the appointment of an additional external examiner to inform the outcome of the examination to be determined by the Postgraduate Research Degrees Board

151. Once the final recommendation has been determined the Postgraduate Research Board will receive the award for final ratification and, once approved, the postgraduate researcher and supervisory team will be notified by letter, subject to the submission in electronic format (provided in both word and PDF) of the final version of the research project and a completed eRepository form.
152. Final checks will be made by the Research Degrees Administration Team and, once the award is made, a conferment letter will be sent to the postgraduate researcher and supervisory team with the final certificate to follow. The postgraduate researcher will be invited to attend the next available Graduation Ceremony.

If an examiner is no longer able to review the revisions, another examiner in the panel can be delegated to do so by the Research Administration. Where no examiner is available a new one should be nominated by the DoS and approved by the administration according to process outlined above. Payment of Examiners

153. The Research Degrees Administration Team will make arrangements for external examiners to be paid the relevant examination fee and up to a maximum of £200 for reimbursement of expenses. Where the expenses for an examiner exceed this value, the relevant Faculty is required to cover the balance through an internal recharge. Where the University Regulations require that two external examiners be appointed, the fee and expenses will be paid to both examiners, subject to the individual maximum for each as above.
154. Where a Faculty chooses to appoint more than the minimum number of external examiners required for a given award (normally one), Academic Registry will only pay the examination fee and expenses of up to £200 for the minimum number of external examiners specified in the Regulations, the balance again being met by the relevant Faculty.

P. Appeals

155. Appeals are processed by the Research Degrees Administration Team. Please refer to the [University Regulations for Postgraduate Research Study](#) for full guidance.

How to appeal

156. Only the grounds set out in the regulations may be used to appeal. The postgraduate researcher being unhappy with the decision is not, in itself, sufficient ground for appeal.
157. A postgraduate researcher wishing to appeal must write to the [Research Degrees Administration Team](#) within one month of the decision against which they wish to appeal setting out:

- a. What the decision is against which they wish to appeal
- b. The evidence which supports their appeal

158. A postgraduate researcher considering an appeal should seek advice from the Students Union.

Independent Review

159. Appeals are in the first instance assessed by an Independent Reviewer. The Independent Reviewer should be an experienced research supervisor from another faculty, who has no connection to the postgraduate researcher or any member of their supervisory team.

160. The Independent Reviewer should meet with the postgraduate researcher and (separately) with their supervisory team; and may conduct such other interviews as they see fit. They should be given access to any documentation relating to the case.

161. The Independent reviewer should make a written report to research degrees board setting out their recommendation and the reasons for it.

162. If the Independent Reviewer agrees that there are sufficient grounds to allow for appeal, the recommendations which they may make are outlined in the [University Regulations for Postgraduate Research Study](#)

Appeal Panel

163. An Appeal Panel will be appointed by Research Degrees Board and shall comprise:

- a. A Chair, who shall be an experienced research supervisor from another faculty to the postgraduate researcher and with no connection to the postgraduate researcher or any member of the supervisory team
- b. Two other members of academic staff from another faculty to the postgraduate researcher and with no connection to the postgraduate researcher or any member of the supervisory team
- c. One of the members in paragraph 166.b above may be external to the University.

164. The Appeal Panel will be supported by the Research Degrees Administration Office.

165. The Appeal Panel will meet and will normally hear from the postgraduate researcher and from the supervisory team and, in the case of appeals against the decision of a Review Stage 1 Panel or an Assessment Panel, may also meet with one or members of the relevant panel.

166. The Appeal Panel is not conducting a hearing, and there will be no cross-examination of any witnesses by the postgraduate researcher.

167. The Appeal Panel may meet virtually; and may conduct its business without hearing from the postgraduate researcher as long as the postgraduate researcher has been given sufficient notice of the meeting and efforts have been made to establish that the postgraduate researcher was aware of the meeting taking place and that non-attendance is a choice.

168. The Appeal Panel shall agree a written report which shall set out its decision with reasons. This will be sent to the postgraduate researcher and to any others involved in the Appeal panel's meeting, and to the Postgraduate Research Board for action.

Q. Complaints

169. Complaints should be made using the [University's Student Complaints and Grievance Procedure](#): there is no dedicated process for postgraduate researchers.

R. Intellectual Property

170. All postgraduate researchers of the University and of the partner institutions who have met the conditions of their examination shall submit to the University one copy of the final research project/dissertation (or equivalent materials where appropriate) in a suitable electronic storage medium (as decided by the University) together with a completed and signed Middlesex University Research Repository Agreement Form.

171. Postgraduate researchers shall not be awarded a degree certificate until the electronic dissertation and completed form have been received by the University.

172. The electronic copy submitted to the University shall become the property of the University.

173. Copyright in the submission shall normally be vested in the postgraduate researcher. The exceptions are set out in the [Policy Statement Intellectual Property Rights: Students](#). The Policy Statement also explains ownership in respect of other forms of Intellectual Property which may arise from the research undertaken.

174. In all cases, including partner institutions' research projects, upon completion of the examination process and following receipt of the final electronic copy of the submission, a record will be published in the Middlesex University Research Repository for each completed research project as per the Repository Agreement Form for inclusion in the University's Library System .

175. Further guidance is available at: <https://libguides.mdx.ac.uk/copyright>

Restricted Access

176. Where the University's Research Degree Board has agreed that the confidential nature of the postgraduate researcher's work is such as to preclude the submission being made freely available in the Repository, and henceforth the Library System of the University (and Collaborating Establishment, if any) and, in the case of a PhD, the British Library, the submission shall, immediately on completion of the programme of work, be retained by the University in electronic form on restricted access in the Middlesex University Research Repository.
177. The access restrictions to be applied must be indicated on the Middlesex University Research Repository Agreement Form accompanying the submission, including the duration of the embargo. The postgraduate researcher may optionally also supply with the complete original copy of an embargoed research project a second redacted copy for immediate open access on the repository.

Post award submission of research projects and related materials

178. All postgraduate researchers of the University and partner institutions are required to submit to the University a copy of the final research project in both Word and PDF format (or equivalent materials, where appropriate, in a suitable electronic storage medium as decided by the University) together with a completed Middlesex University Research Repository Agreement Form signed by the author and the principal supervisor (i.e. Director of Studies) prior to their award being confirmed.
179. The electronic copy submitted to the University becomes the property of the University, but this does not confer any ownership of copyright or other intellectual property rights in the submission on the University.
180. The electronic submission is sent to the Research Degrees Administration Team. The RDAT will check that the documentation is complete and then pass a copy of the signed submission with the Repository agreement form to the Repository team at eprints@mdx.ac.uk. Deposit of supplementary materials is at the discretion of the author, and such materials will only be stored in the Repository where all intellectual property rights owners have agreed to allow the materials to be placed on open access.

File formats

181. Text documents including the agreement form should be supplied in Word and Adobe pdf format, and any supplementary materials such as image, sound, or movie files should be supplied in formats that can run in standard internet browsers, e.g. JPEG, MPEG, AVI, etc.. DVDs cannot be stored on the Repository without conversion to a net-friendly format.

Access to full text, abstract, and metadata

182. Where access restriction is specified the duration of the embargo must be stated in the agreement form. The Repository software will lift the embargo automatically at the end of the embargo period.
183. In all cases except patent applications, the abstract and metadata describing the research project, project, or context statement will be placed on immediate open access. Metadata and abstracts of all doctoral research projects uploaded to the Middlesex Repository are harvested by the British Library and placed on open access in their EThOS database. Full text of unembargoed research projects is also harvested by EThOS, but full text of embargoed research projects is not harvested until the embargo has been lifted.

Patent applications

184. Research projects identified on the Repository agreement form as containing a description of an invention for which a patent is to be sought will not be uploaded, nor described in an entry in the Repository, until the patent application has been processed. Thus there will be no access to metadata, abstract, nor full text until the application is complete. This is because in UK law publication of any description of the invention, however brief (e.g. research project title), prior to the application will prevent the grant of a patent.

Access to restricted works: “request a copy” button

185. The Repository agreement form accompanying the submission requires the postgraduate researcher to specify whether a “request a copy” button is to be included in the Repository record containing the submission. This electronic button allows anyone to request a copy of the submission from the postgraduate researcher via an online contact form, provided that a *current email address for the postgraduate researcher (which must **not** be a university email address) is also included in the Repository record containing the submission (the email address is not displayed to requesters). In response to these requests the author may decline, supply a personal copy directly to the requester, or authorise the system to supply a copy to the requester. In cases where the postgraduate researcher has opted not to include a “request a copy” button in the record, nobody will be permitted to view the submission until the end of the embargo.

Access to restricted works: redacted additional copy

186. Where the University’s Research Degrees Board has agreed that the confidential nature of the postgraduate researcher's work is such as to preclude the submission being made freely available, the postgraduate researcher is expected to submit, with the complete original copy, an additional copy of the submission from which the

confidential or legally restricted elements have been redacted, to be placed on immediate open access in the Repository alongside the restricted complete copy. The redacted additional copy must contain the phrase “redacted - for immediate open access” on the first page when it is supplied. A change with regards to lifting embargoes earlier is also considered a redaction and needs referral to the Legal team as per the Repository form.

Removal of research projects and related materials from the Repository

187. The Repository is a permanent archive of research work by Middlesex University staff and alumni. Accordingly, entries will only be completely removed in cases of erroneous upload or falsified research. Authors of submitted works may however request that full text originally placed on open access be changed to restricted access. Where there is a legal issue such as copyright, the Repository team will place the full text on restricted access immediately on receipt of a plausible withdrawal request pending further investigation.

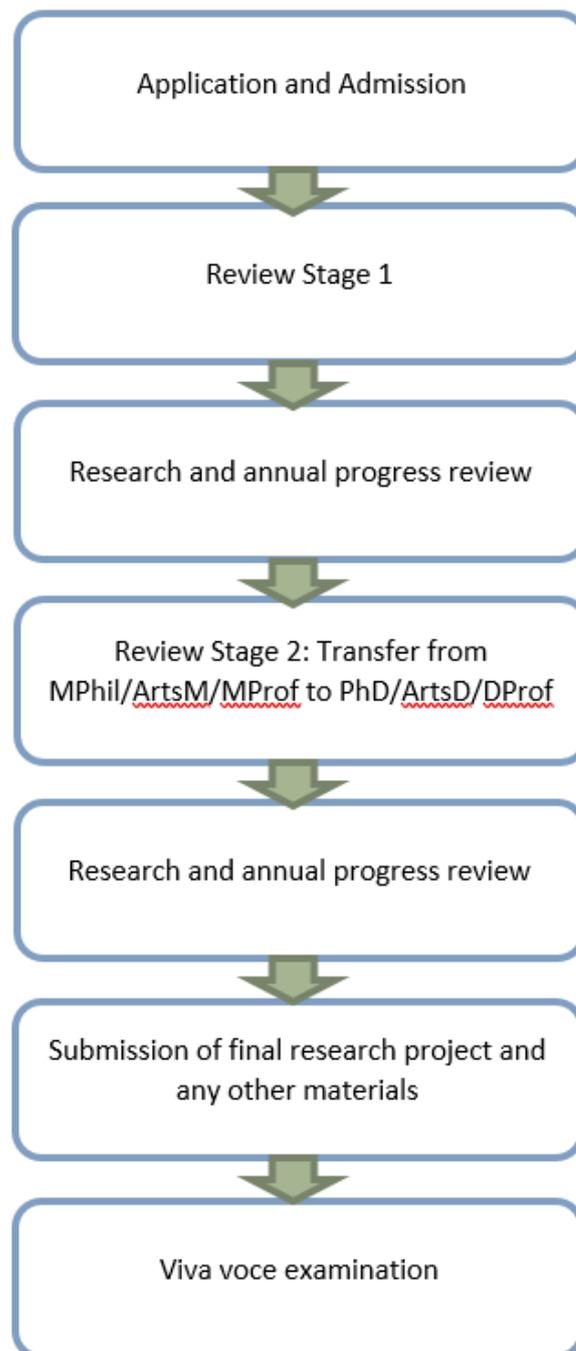
Removal of harvested copies of full text

188. Where full text initially placed on open access in the Repository is subsequently restricted, harvested copies may remain on open access in the British Library’s EThOS and in CORE, the Open University’s “Connecting Repositories” project which harvests all full text from participating repositories to a central database and provides similar document suggestions with all search results in the Middlesex Repository. When the Repository team withdraw full text from open access, they will check for copies on EThOS and CORE and ask the service providers to remove any harvested copies of the withdrawn document; however, the University cannot ensure that all such harvested copies are withdrawn and cannot undertake further checks. Assuring removal of such harvested copies therefore remains the responsibility of the author.

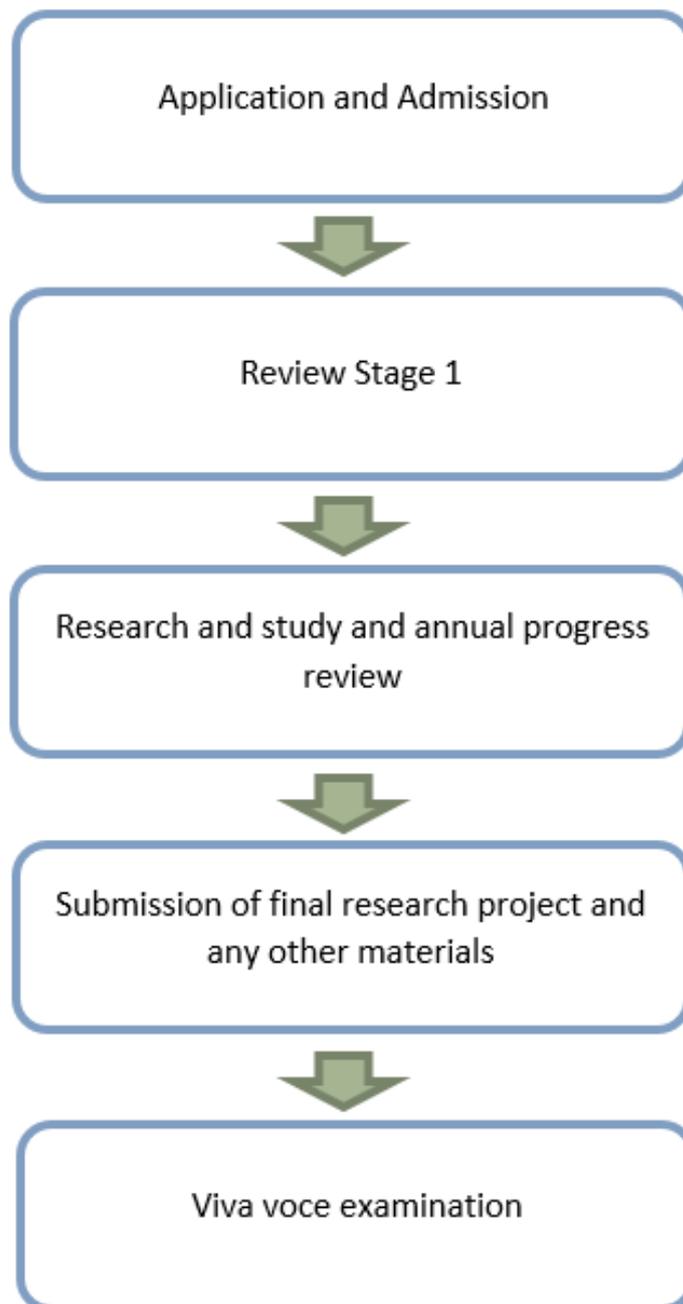
Further information

189. For further information on Middlesex University Research Repository procedures and policies, please see <https://repository.mdx.ac.uk/>, <https://libguides.mdx.ac.uk/repository> (policies), <https://libguides.mdx.ac.uk/research/openaccess> (Open Access), <https://libguides.mdx.ac.uk/research/research-data> (Research Data Management), or email repository@mdx.ac.uk.

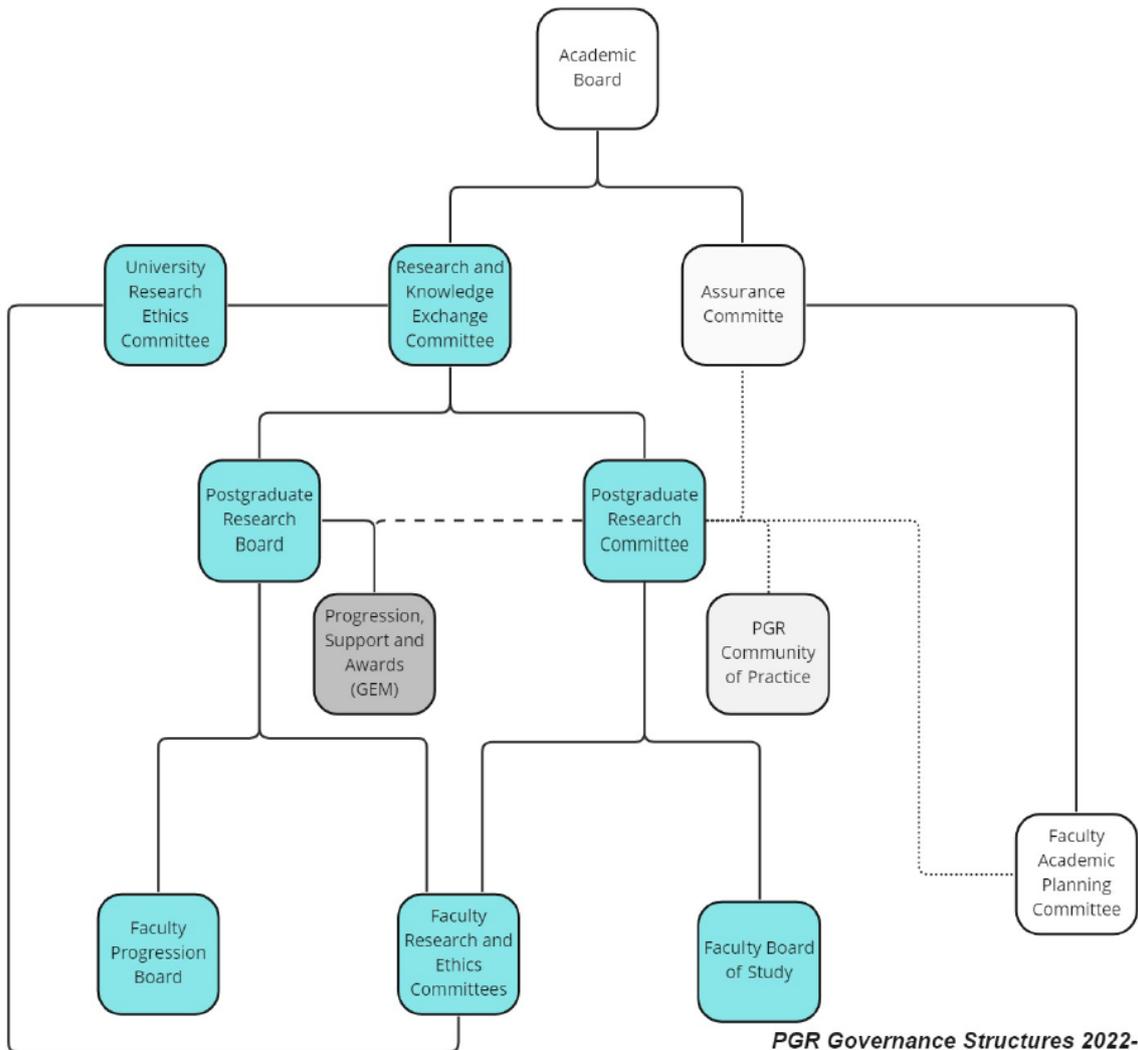
Appendix A – Process diagram for MPhil/PhD, ArtsM/ArtsD, MProf/DProf and Professional Doctorates



Appendix B – Process diagram for MA/MSc by Research and Public Works



Appendix C – PGR Governance Structure



Appendix D – Word Count for Research Projects

The following is the work count for all research programmes excluding supplementary material such as tables, diagrams, appendices, references, and the bibliography	
*PhD	Shall not exceed 80,000 words
*MPhil	Shall not exceed 40,000 words
**MA (by Research)/LLM (by Research), MTh	Shall not exceed 30,000 words
**MSc (by Research)	Shall not exceed 20,000 words
***Master in Arts	written exposition will not normally exceed 10,000 words
***Doctor of Arts	written exposition will not normally exceed 20,000 words
MProf/DProf incl. DBA, DPsych, DCPsych, EngD	32,500 – 72,000 words. This range may vary for some awards (in which case further guidance will be provided in the award handbooks).
Public Works	The context statement accompanying the submission shall normally be not less than 10,000 words and not more than 30,000 words.
*Where the postgraduate researcher's own creative work forms the point of reference and principal mode of enquiry for the submission, or where the submission involves the preparation of a scholarly edition, the written research project should normally be within the range:	
PhD	30,000 - 60,000 words
MPhil	15,000 – 20,000 words
**Where the dissertation is accompanied by work in non-written form and this work forms the point of reference and principal mode of enquiry for the dissertation, the dissertation shall normally be no more than:	
MA (by Research)/LLM (by Research), MTh	15,000 words
MSc (by Research)	12,000 words
*** ArtsM/ArtsD	In all cases, postgraduate researchers for the degree of ArtsM or ArtsD shall prepare a submission consisting of:

	<p>a) a substantive portfolio of artistic work which should be as fully documented as is possible to reflect the nature, scope and rigour of the research.</p> <p>b) An exposition(s) relating to this work. The exposition(s) may be in the form of written text or in oral, visual, digital or other performative modes.</p> <p>There is no requirement of a one-to-one match between artistic work and exposition but, overall, the exposition provided by the postgraduate researcher at some stage during the programme of study, must refer to, account for, elucidate and integrate all the artistic works presented, as such the portfolio of work should form a coherent and original contribution to the field(s) to which it relates</p> <p>The submission should be clearly presented including: a title page, abstract, clear statement of contents/navigation of the portfolio and bibliography.</p> <p>The artistic work may be one large-scale work, or a set or sequence of smaller-scale works. The exposition (which may be written or otherwise) may similarly consist of a single piece of work or a portfolio of shorter items.</p>
Joint Doctorates	<p>Where there is a team of postgraduate researchers undertaking a project, the length of the project work, which must be collaboratively produced, should be increased by 50 percent for length of project work. The project presentation and viva voce will then take the form of a group presentation and discussion. In joint submissions a section on the collaborative process is required including why it was necessary to have the project carried out by more than one person, how the work was divided up and how the integrated submission was arrived at.</p>