Doctoral Programme Handbook for Students and Supervisors 2017/18

The Guildhall School doctoral programme is validated by City, University of London. The programme is managed and delivered by the School, but is overseen by a City Course Board (comprising of City and Guildhall staff).

Students should familiarise themselves with City, University of London's *Research student guide* available at

http://www.city.ac.uk/data/assets/pdf_file/0005/69116/research_student_guide.pdf

Contents

Welcome

Welcome to doctoral study at the Guildhall School of Music & Drama.

You are embarking on a life-changing intellectual and creative journey and we are delighted that you have chosen us to guide that process. Graduate students are at the heart of our research community and an integral part of the School as a whole. We hope your time here will be productive and enjoyable.

As a conservatoire, we are uniquely positioned to support research that is embedded in artistic practice – that is of relevance to other professional artists as well as researchers, and that often employs artistic creation and performance as a method of enquiry and as an outcome of research. During your time with us, you will benefit from close contact with world-class practitioners as well as academics, a rigorous training in research skills, and a culture that is both supportive and invigorating.

This handbook should cover most of what you need to know as you go through your doctoral journey. More general information about the School, its facilities and policies can be found in the School's *Student Handbook*. Further information is also available from the School's intranet site on School-level developments and activities and departmental handbooks (for Composition and Principal Study instruments) also provide information relevant to specific disciplines.

We hope that you find the information useful, and I look forward to working with you as you embark on this exciting enterprise and throughout your studies.

Dr Alex Mermikides
Doctoral Programme Leader
Guildhall School of Music & Drama

Doctoral Programme Contacts

Dr Cormac Newark
Head of Research
Research & Enterprise Office
Milton Court, Level 2
Email: Cormac.newark@gsmd.ac.uk

Dr Alex Mermikides
Doctoral Programme Leader
Research & Enterprise Office
Milton Court, Level 2
Email: alex.mermikides@gsmd.ac.uk

Dr Biranda Ford
Graduate Training & Development Leader
Research & Enterprise Office
Milton Court, Level 2
Email: Biranda.ford@gsmd.ac.uk

Pauline Galea
Doctoral Programme Administrator
Research & Enterprise Office
Milton Court, Level 2
Email: Pauline.galea@gsmd.ac.uk

Section 1: Introduction to Doctoral Study at Guildhall

> '….a process of investigation leading to new insights effectively shared'.[1] HEFCE definition of research, 2010

The Guildhall doctoral programme is a distinctive doctorate situated in the unique environment of a truly progressive conservatoire. This enables students to deepen and extend their research topics, articulate questions and evolve appropriate methodologies, and, for some, present outcomes in public-facing events in ways that are relevant to our artistic community. The programme benefits from the Guildhall School's performing resources, staff and well established links with other institutions and major professional partners (such as the Royal Opera House, the Barbican Centre, The Globe, London Symphony Orchestra, London Contemporary Dance School).

What is a doctorate?

The Framework for Higher Education Qualifications (FHEQ) provides the descriptor below for any doctoral degree:

> 'Doctoral degrees are awarded to students who have demonstrated:
> - the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication
> - a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice
> - the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems
> - a detailed understanding of applicable techniques for research and advanced academic enquiry'.

Doctoral students are expected to work autonomously, setting their own creative agenda across three years, supported by one-to-one supervision. A doctoral supervisor's role is distinctly different to that of the Principal Study teacher on the Masters course; the role is concerned with mentoring/advising the development of a doctoral student's research and establishing an open and reflective critical dialogue.

1.1 Practice-Based Doctorates

As a leading conservatoire, we are well positioned to support practice-based doctorates in addition to traditional PhDs. Practice-based doctoral are a strongly emerging, form of

---

[1] http://www.hefce.ac.uk/pubs/circlets/2010/cl04_10/cl04_10a.pdf

doctoral research. They are now widely recognised for their value and unique artist-led contribution to knowledge. Practice-based doctorates have the potential to bring a practitioner's perspective to previously unexplored areas of research. A practice-based doctorate allows for research not only into 'the object', but also the process by which it came about. It acknowledges that artists have the capacity to explore and explain complex theoretical issues that can have broad significance and implications. In contrast with many traditional doctoral programmes, both the practitioner and the artwork are placed at the heart of the research, and ideas are revealed through the process of reflexive and reflective enquiry.

All doctoral research formulates a set of research questions, and answers them through a process of exploration and experimentation. In order to make a valuable contribution to existing scholarship and practice, research needs to be conducted in a rigorous manner through suitable methodologies. Our doctoral training programme and supervision will help you refine your questions, and choose or develop the most appropriate methodologies. For practice-based research, you are encouraged to reflect carefully on how this very specific type of research may differ from traditional research aims, outcomes and methodologies. It may be possible to adapt existing methodologies or it may be necessary to deploy novel alternatives derived from the creative discipline itself.

Practice-based doctorates can culminate in practical as well as written outputs being offered for examination. Your supervisors will guide you through the process of deciding the best format for your particular study. The majority of practice-based research projects will be assessed by a final performance/folio of creative work and thesis/critical commentary (usually between 20,000 and 50,000 words). The written element demonstrates the integrated nature of the components, enabling the author to make a discursive claim for his or her study.

Here are some common formats for practice-based research. In each case, the student and supervisory team will agree a discipline-appropriate 'weighting' to be allocated to the practice based element.

Composition doctorates are examined by a combination of a portfolio of compositions, a performance/recording, and a written commentary.

Musical Performers will tend to submit a combination of public performances and a written commentary.

In Drama, the practical elements might include performances, but also rehearsal processes, training methodologies or playscripts. These will be accompanies by a written thesis.

Practice-led research can also be evidenced through a more traditional written submission of circa 80,000 words.

1.2 Mode of Study and Duration of Registration

The doctoral programme is offered on a full-time or part-time basis (except for Tier 4 visa students who can only enrol on a full-time basis). All students are initially registered as MPhil status, and will be expected to upgrade from MPhil to DMus/PhD upon demonstration of satisfactory progress. If, for any reason, you do not wish to upgrade to DMus/PhD but instead wish to submit for MPhil the minimum period of registration is 1 year full-time or 2 years part-time and there is no option for Writing Up.

MPhil Registration

	Minimum period of registration	Maximum period of registration	Writing up or additional study
Full-time	1year	2 years	Not applicable
Part-time	2 years	4 years	Not applicable

Doctoral Registration

	Minimum period of registration	Upgrade from MPhil	Standard period of registration	Writing up or additional study
Full-time	2 years	9–14 months from registration	3 years	After 3 years a student may have: • a 4th and final year of full-time study, or • up to 2 years of part-time study, or • 1 year of writing-up (subject to the approval of the Doctoral Programme Lead) Note: Tier 4 visa students may not be part-time.
Part-time	4 years	18–28 months from registration	6 years	After 6 years a student may have: • up to 2 further years of part-time study, or • 1 year of writing-up (subject to the approval of the Doctoral Programme Leader).

1.3 Commitment to study

Doctoral students are expected to devote a minimum of 30 hours per week of independent study (15 hours for part-time students). This is in addition to scheduled supervisions, research training and research seminars, doctoral clinics and other scheduled activities. If you cannot attend a schedule session, you need to apply on line for a leave of absence, via the eGo portal.

If there are more serious circumstances that require a longer leave of absence, it is possible to apply for a period of suspension to your registration. Eligible circumstances include:

- Maternity, paternity or adoption leave;
- A period of long-term illness for you or your dependents
- You are experiencing serious personal difficulties;
- You have the opportunity to take up a temporary post which is highly relevant to your doctoral studies
- Financial hardship is NOT a valid reason for applying for a period of suspension.

If you feel that a period of suspension would be appropriate for you at any point of your study, please speak initially with a member of your supervisory team and then approach the Doctoral Programme Leader. If approved, the student should then formally apply for intermittence on-line through eGo. The maximum period of suspension is normally one year, during which time you will not be able to access the library or School facilities.

Section 2: Elements of the doctoral programme

Unlike a taught programme of study, a doctoral programme is a student-led enquiry that is independently managed and pursued. This means that you are responsible for your own research, rather than following a set programme of study. However, you will be supported with the following elements:
  - ➤ Induction
  - ➤ Supervision (see Section 3)
  - ➤ Research training and research seminars
  - ➤ Doctoral clinics
  - ➤ The School's Research Environment generally, including the ResearchWorks series

2.1 Induction

Induction events for new students take place during the first week of the academic year and consist of talks from various departments in the School, including IT, Student Affairs, the Library and the Students' Union. Central to induction week is a doctoral event where new students are introduced to key members of the doctoral team and to each other. Supervisors are invited to this event so they can engage with their student(s) at the earliest possible moment.

2.2 Research Training and Research Seminars

The School provides a programme of research training and seminars that will introduce you to key approaches, skills and methods that you might employ in your own research. The programme includes training in concepts and methods that are specifically relevant to practice-based doctoral research in the artistic disciplines represented within the cohort. We will introduce these in the sessions that take place on Monday mornings throughout the year. The programme will also provide opportunities to study and practice more general skills such as presenting your research and academic writing. These are the subject of the Monday afternoon sessions. All research training sessions are compulsory for students in their first year of study (which means first two years for part-time students), though students in other years are welcome to attend. Part-time students have two options: either to attend all morning sessions in their first year and all afternoon sessions in their second year, or to timetable attendance around essential sessions agreed in advance with their supervisors (e.g. research design, ethics).

Student attendance is logged at each session, and where pre-upgrade students fail to attend more than one session without seeking prior leave of absence, the matter is referred to their supervisors for comment, then to the Doctoral Programme Leader who will make a decision on whether action should be taken under the School's Course Participation Policy. Students can attend via Skype if absolutely necessary but being there is person is preferred. Students should give at least one week's notice of their request to attend a research seminar by Skype to the Doctoral Programme Administrator (doctorate@gsmd.ac.uk) and copy in the Graduate Research Training and Development

Leader. The School uses "Business Skype" and the Research Co-ordinator will send an email link to the student to enable them to log into the system as a guest.

Students in other years should fulfil a quota of around 25 hours of research training, tailored to their own specific interests and agreed on an annual basis with their main supervisor. This can be made up of sessions from the School Research Training programme and ResearchWorks series; specialist training provided by external providers (eg in specialist research techniques or software; or in specialist creative methodologies) and participation in external events (eg conferences, study-days, etc). Please keep a log of this training to be included in your Annual Progress Report.

2.3 Doctoral Clinics

The Graduate Research Training Leader holds a weekly 'surgery' session when students can book one-to-one sessions on an ad-hoc basis. Please make use of these to seek clarification on any aspect of the programme that you are unclear about, in your preparation for upgrade or to report or talk through any issues associated with your research or studies.

2.4 Opportunities to present your research

Presenting your research in the form of short papers is an essential skill for all researchers. For this reason, you are expected to give at least one presentation a year within the Research Seminar programme. First year students may be invited to present in the afternoon Seminar sessions in the summer term where they will gain informal feedback from their peers at a formative stage in their research. Second-year student will present as part of an end-of-year event, in front of supervisors and peers. The date of this event will be published in the schedule of Research Training. We strongly encourage practice-based students to include elements of your practice in this event.

In later years of study, an ideal opportunity to present your research is within the ResearchWorks seminar series (more details below). This is a formal and stimulating environment that will test both your research and your presentation skills in a public environment. Please consult with your supervisors and ask them to speak to the Doctoral Programme Leader if you are interested in presenting in this environment. When it comes to showcasing students' practical work, the Guildhall School has five public performance venues that can be made available in some circumstances.

2.5 Research Environment, including ResearchWorks

Research thrives in places where people can encounter and exchange new ideas, products and perspectives in both formal and informal settings. Within the School, the ResearchWorks programme provides a vibrant, public-facing research forum for bringing together staff, students and guests of international standing. You are

encouraged to attend this live laboratory of exploration and debate - which usually takes place on the same day as the doctoral training sessions.

There are less formal opportunities to study and meet within the School. Hot-desk space is available in the Silk Street common room and the Library, and in the Milton Court common room and computer room. Practice facilities are available to doctoral students in the School, and should be booked via the online-booking system (ASIMUT).

You are actively encouraged to engage with research and cultural events beyond the School as well. The Doctoral Programme Administrator keeps students informed of upcoming conferences, research platforms and funding opportunities specific to their field.

The Guildhall School is situated in a vibrant cultural quarter, including a full programme of events at the nearby Barbican Centre, London Symphony Orchestra performances at St Lukes, nearby West End theatres, the Southbank Centre, Tate Modern, Covent Garden's Royal Opera House and the Museum of London. Students are entitled to concessions on many entertainment tickets.

The first port of call for queries about School facilities and systems should be the Doctoral Programme Administrator (doctorate@gsmd.ac.uk).

Section 3: Supervision

3.1 Supervision Teams

Each student on the doctoral programme is allocated a team of between two and five carefully selected supervisors. The team will cover a range of specialist skills, knowledge and experience. At least one member of your team will have a strong academic background in a related area of scholarship. Depending on your project, you may also be supervised by professional artists or educators in your creative discipline. Sometimes, a supervisor is there to provide guidance in specialist research methods or to help broker access to particular communities involved in your research.

Within your team there will always be one supervisor who is a current member of staff on a permanent contract with specific experience doctoral supervision (at least four years' experience of supervising doctoral students and will have seen at least one through to completion) – this is your Senior Supervisor (also referred to as a Grade A supervisor). The supervisor that you see most often and who will be your main point of contact and support through the process is called your Main Supervisor. Sometimes the roles of Senior and Main Supervisor are assumed by the same person. If you have an especially large supervisory team, or one that includes a number of externals, you may also be allocated a Coordinating Supervisor, who will be a current member of staff on a permanent contract. Their role is to act as a single point of contact for, and to ensure coherence across, your team.

The proportion of time that you spend with each member of your team is agreed and reviewed on an annual basis. Full-time students are allocated 25 hours a year, and part-time students have 14 hours per year, distributed across the supervisory team. You will be advised on your supervisory allocation at the beginning of each academic year, though there may occasionally be revisions during an academic year.

Doctoral students are advised on their supervisor allocations at the beginning of each academic year; however, these can be revised in consultation with the Doctoral Programme Leader and the supervisory team. All doctoral students should have at least one doctoral supervision session per month and that this can take place in person, by telephone, by email or via Skype.

3.2 Student's Role and Responsibilities

As doctoral students you are expected to take full responsibility for your research activity and for managing your supervisory team. This includes effectively arranging and reporting on meetings with your supervisors. You are expected to be a responsible member of the postgraduate community at the Guildhall School and take full advantage of the training opportunities and resources offered internally and externally.

We expect you to:

- attend regular supervisions and to submit work as directed, and to work continuously throughout the year, not just during the terms that govern other School activity (unless otherwise agreed with their supervisors and the Doctoral Programme Leader, and notwithstanding the standard 7 weeks holiday allowance).
- to engage actively with guidance and feedback provided by your supervisors and within training activities, seeking to consolidate and advance your research
- undertake at least 25 hours per year of research training, either as part of the Research Training Programme or through self-organised activities.
- Complete required forms, including complete a Supervisor/Supervisees Agreement in the first term of study; supervision reports (after each supervision) and annual progress reports (annually and in collaboration with your supervisors) to ensure that your progress is appropriately monitored
- Present your work at least once in each year of study
- Ensure that your research activities complies with Research Ethics approval where relevant
- Contribute to building a supportive environment in which your fellow researchers (students, staff and external partners) feel empowered and supported in sharing their work and experiences.

3.3 Supervisors' Roles and Responsibilities

Research involving practice calls for additional kinds of supervision and one of the most crucial roles the supervisor will play will be ensuring that the work the student is producing has significance and doctoral weight. Furthermore, the supervisor is often able to help in providing an objective standpoint when the candidate is immersed deeply in the emerging flux of research and practice. Supervisors help the candidate to prepare for submissions, and can play a crucial part in enabling students to demonstrate their findings in the most appropriate way. One of the greatest challenges of research through practice is to strike the right balance between ensuring the correct technical skills are in place and concentrating those skills on the research project in hand: it is very important that technical supervision is in the service of answering research questions, and, equally, that other kinds of supervision fully support practice methodologies where these are part of the enquiry. To put it simply, doctoral research through practice should never be about performance (or composition, or indeed any other form of practice) on the one hand and a separate dissertation on the other: the two must always be integrated. This is not always easy to achieve, which is part of the attraction of this special kind of research; apart from anything else, it requires supervisors to work closely together.

Your Main Supervisor is responsible for:
- tracking your progress through the key formal submission points of the doctoral journey: revised research proposal, upgrade submission, annual progress review, mock and final viva submission.

- liaising with other members of the supervisory team, reporting your progress to the Research office, organising external examiners and acting as a point of contact for other institutions or communities that are involved in your research

The following responsibilities will be covered by assigned members of your supervisory team:

- complete a Supervisor/Supervisees Agreement in the first term of study
- meet with you for the agreed supervisions (number of hours agreed in advance on an annual basis). Ensure that you complete your Supervision Reports and signing it before submission to the Doctoral Programme Administrator

- Make good use of these supervisions to provide opportunities for you to talk through ideas and plans; guidance and feedback as appropriate; to comment on work submitted/presented (reading in advance if required); providing specialist training where relevant and agreed with Doctoral Programme Leader

- Attend performances and presentations that form part of your doctoral study

- Inform you of opportunities to advance or disseminate your research within relevant networks eg by informing you of relevant conferences or introducing you to key figures in relevant fields

- monitor the your progress, including completing Annual Report. Reporting any issues of leave of absence to the Doctoral Programme Leader

- Attend project review meetings with the Doctoral Programme Leader where appropriate.

3.4 Supervision Reports

As outlined above, students should complete a 'Supervision Report' after every supervision meeting (see Appendix for a template) to record all meetings that have taken place. The supervision reports are important as they will identify additional supervision needs, key points of progression and opportunities for development throughout the student's doctoral study.

The report should be approved/signed by the supervisor concerned. An electronic copy of the completed report should then be sent to the whole supervisory team to keep them informed of the student's progress, and also sent to the Doctoral Programme Administrator (doctorate@gsmd.ac.uk) within 7 days of the supervisory meeting taken place.

3.5 Supervisor/Supervisee Agreement

First year students and their supervisors should complete the 'Supervisor/Supervisee Agreement' (in Appendix) and return it to the Doctoral Programme Administrator before the end of the first term.

3.6 Pastoral Care

Doctoral study is a challenging undertaking and there may come moments when the stresses associated with research, or with other aspects of your life, become overwhelming. If you find yourself struggling, please speak to someone. Pastoral care falls within the responsibilities of your Senior Supervisor but you are welcome to approach other supervisors, or indeed other staff members within the School. One of the advantages of a distributed model of supervision is that there are always options for keeping the conversation open. Similarly, you can always make contact with the Doctoral Programme Leader or Student Affairs as appropriate. The Doctoral Programme Administrator can advise on appropriate School resources.

Guildhall's Student Affairs Department provides a range of support services designed to meet students' academic and welfare needs. Services include counselling, health and welfare advice, physiotherapy, Alexander Technique, disability support (including learning support for students with specific learning difficulties), financial advice, accommodation advice and support for international students. Further information about Student Affairs can be found on our website:
www.gsmd.ac.uk/about_the_school/shared_left_nav/life_at_the_school/student_affairs/

Section 4: Progress and key checkpoints

4.1 Overview of doctoral programme

Time scale	Activity	Students
Year 1 (year 1 & 2 for part-time students)	Ongoing activities: • attend Research Training sessions • attend supervisory meetings (focus on developing initial research proposal) • independent research and writing	
1-3 months FT 1-6 months PT	Complete Supervisor/Supervisee Agreement	All doctoral students
3-6 months FT 6 – 12 months PT	Student to submit revised research proposal (see section 4.2 below) Supervisors to confirm and agree precise requirements for the upgrade. Application for Research Ethics where appropriate (see section 4.3 below)	All doctoral students
6 months FT 12 months PT	Supervisors to submit a report on the student's progress to the Doctoral Programme Administrator	First year students
12 months FT 24 months PT	The satisfactory completion of an Annual Progress Report will be required for the student's enrolment in year two (full-time) or year 3 (part-time) (see section 4.4 below)	All doctoral students
	Preparation for Upgrade	
	DOCTORAL CLINICS Students should take the opportunity to attend one of	All doctoral students

	the weekly clinics offered by the Graduate Research Training Leader	
	MOCK UPGRADE All doctoral students will have a 'mock' upgrade viva organised by their supervisors, the timing of which is at the supervisors' discretion. This enables the student to receive feedback, to revise their submission further and to be better prepared for the actual upgrade viva examination.	
	Upgrade (see section 4.5)	
9-14 months FT 18-28 month PT[2]	In consultation with the supervisory team, the student will apply for upgrade to the DMus/PhD programme. Depending on the result on this upgrade examination, students will either continue to the DMus/PhD route OR submit for the award of an MPhil. See section 4.6 for an overview of the MPhil pathway.	All doctoral students
	Continuing Doctoral students	
End of year 2 FT End of year 4 PT	Students undertake an end-of-second-year formal assessment. The satisfactory completion of an annual progress report will be required for the student's enrolment in year three.	

---

[2] Please note that 14 months (28 months part-time) is the maximum time-frame for transfer/upgrade. The upgrade interview will normally take place between the end of the first year of study/ early in the second year of study (third year for part-time) to allow the student good time to make amendments and/or prepare for MPhil submission where necessary.

Year 3 FT Year 6 PT	Students should be preparing to submit.	
End of Year 3 FT End of Year 6 PT	Transfer to 'Writing-up' registration (see section 4.7 below)	
	Upon successful completion of the year 3/6 'Annual Progress Report', the student will be entitled to apply for 'writing-up' registration.	Doctoral students
	DMus/PhD submission (see section 4.8 below)	
	Submission must take place before the end of their fourth year of full-time study (or its part-time equivalent). Two forms should be submitted to the Doctoral Programme Administrator at least 3 months before submission (i) the City, University of London's 'Notification of intention to submit form' RDF4; (ii) the student and their supervisory team should, in conjunction with the Doctoral Programme Leader, complete City, University of London's examiner nomination form RDF5. These forms can be found in the Appendix to this Handbook.	
	Preparation for Final Viva (4.7)	
	The student should give a 2 hour presentation in a student seminar; and The supervisors should arrange a mock viva with two members of staff.	

	Assessment & Viva Voce Examination	
	The viva panel normally consists of two examiners – one internal and one external, and a Chair.	

4.2 The Revised Research Proposal

During the first 3 months of full-time study (or 6 months of part-time study), students are required to construct a more defined research proposal, in consultation with their supervisors. The revised proposal should be between 1,000 and 3,000 words (depending on the doctoral route being undertaken), plus appendices if necessary. The proposal should address (not necessarily in this order):

  ➢ rationale for the research
  ➢ revised research questions
  ➢ review of relevant literature and practice
  ➢ methodologies
  ➢ intended time-frame of study with key stages and research outputs
  ➢ summary of additional training needs required

The revised proposal should be signed off by every member of the supervisory team before being submitted (in electronic format) to the Doctoral Programme Administrator at doctorate@gsmd.ac.uk. The purpose of the revised proposal is to enable the student to clarify the project with the guidance of the full supervision team.

Although the revised proposal is not assessed and the research may evolve over the duration of the programme, the student's progress will be monitored against the research proposal during supervision, via the Annual Progress Report and at the upgrade stage.

4.3 Ethical Approval for your Research

All students should ensure that ethical approval is obtained from the School's Research Ethics Committee before any data collection can begin. All research involving human subjects must have ethics clearance. Students should be aware that whilst the need for ethics clearance is obvious in some research (e.g. those involving interviews, questionnaires, or research involving the collection of personal information), other types of artistic research that involve fellow ensemble members or recordings of performances may also require participant consent and ethical consideration. An introduction to research ethics in included in the doctoral training programme. Guidance on submitting research proposals to the Research Ethics Committee can be found in the Research Ethics section of the School's student intranet pages (under "Research"). For further information on research ethics, please refer to the Governance Framework for

Good Practice in Research also located on the student intranet. Queries arising from this may be directed to the Graduate Research Training and Development Leader.

4.4 The Annual Progress Report

Your supervisory team will be asked to complete an Annual Progress Report (APR) (see Appendix) in conjunction with you at the end of each academic year. The purpose of these reports is to ensure that you are making satisfactory progress and to provide the opportunity to discuss any difficulties that might be inhibiting that progress.

The academic progress of first-year full-time research students will also be reviewed at six months (12 months for part-time) to ensure that any training needs may be addressed. Your supervisors should indicate in the Annual Progress Report whether you should or should not be permitted to re-register and progress to the next academic year. You should sign the form to indicate that they agree with the report and/or with the outcomes of the review. If you do not agree with particular elements of the report you should email the Doctoral Programme Administrator in the first instance with your comments.

4.5 Upgrade

Upgrade (i.e. transfer from MPhil to PhD/DMus) is expected to take place between 9 and 14 months for full-time students or between 18 and 28 months for part-time students.

When you are ready to apply for upgrade, your supervisory team should email the Doctoral Programme Administrator with suggestions of potential internal examiners so that an examination panel can be formed. The request to upgrade requires the approval of all your supervisors. The Doctoral Programme Administrator will endeavour to finalise the panel in time for an examination within 6 weeks of the request. You should maintain contact with the Doctoral Programme Administrator to ensure a panel has been finalised and ensure the final version of your submission is made available to the Doctoral Programme Administrator for onward transmission to the examiners no less than 2 weeks before the date of the upgrade viva.

PREPARATION FOR THE UPGRADE VIVA
To assist you in preparing for upgrade, weekly 'doctoral clinics' run by the Graduate Research Training and Development Leader are offered immediately following doctoral seminars. The clinics are aimed primarily at pre-upgrade students, but are also open to all doctoral students. The clinics provide an opportunity for you to discuss your project and to clarify the upgrade process and identify any problems.

Both pre- and post-upgrade students are also expected to present their research during a Research Training seminar which provides the opportunity to gain informal feedback from your peers at a formative stage in your research. If the project is by practice, the presentation should include an element of that practice.

In addition, your supervisors should arrange a mock upgrade viva for you (including practical work if necessary) and you should inform the Doctoral Programme Administrator (doctorate@gsmd.ac.uk) of the date that it is to take place. If the supervisors taking part in the mock viva are sufficiently experienced no chair is necessary. If a chair is required please advise the Doctoral Programme Administrator who will organise a chair for the mock. If you are one of the many students coming from a practitioner background this mock can often be the first experience you have of a formal examination of your work, and provides an opportunity for immediate feedback on both the content and style of your answers.

THE SUBMISSION
The upgrade submission can be either:
a. composers: a folio of compositions or works in progress (a minimum of 20 minutes) with supporting commentary (circa 5000 words);

b. performers (both drama and music) and technical theatre: a performance (40-60 minutes) / installation substantiating research and a 5000-7000 word written submission;

c. a written submission of 11,000-15,000 words;

d. Any other combination which has previously been approved by the Doctoral Programme Leader within the parameters of the guidelines laid out in the Regulations.

In addition you should submit a full project plan that includes a proposed structure for the written work.

Where a performance or installation forms part of the submission, these should normally be live and normally take place after the written component has been submitted. They often take place on the same day as the upgrade interview, however, if this is not possible they should take place within 4 weeks of the upgrade interview, unless there are exceptional circumstances that prevent this. The expectation is that performance / installation and interview will be as close together as possible. The entire examination panel need not attend the performance/installation in person if this creates serious scheduling issues. One examiner in person and a good quality recording made available to the rest of the panel will suffice. Performance students should also provide two copies of their performance score for the examiners on the day of the performance.

THE UPGRADE VIVA
The upgrade panel will normally consist of three members: a Chair and two internal examiners who are not part of the supervision team (one of whom will be the relevant Head of Department or nominated equivalent). In certain circumstances the panel will consist of more than three (for example, upgrade viva panels for the Royal Opera House studentship will consist of a representative from the ROH as well as an internal examiner, external examiner and Chair). Your supervisors normally suggest suitable internal examiners and the Doctoral Programme Leader will make the final decision on the composition of the panel. A representative of the validating body, City University,

London, may also be present. When suggesting suitable examiners for the upgrade interview your supervisors should be mindful of the final viva since the examiners for the upgrade interview and the final viva must not be the same. You may invite your supervisors to attend the upgrade interview if you wish, but they are not permitted to speak during the examination.

The upgrade viva normally lasts about 45 minutes, with approximately 30 minutes additional time being allocated for a performance if you are researching through practice. The practice component is to enable you to demonstrate to the panel how the practical element of the research evidences your research enquiry. The viva consists of the panel asking questions based on the written submission (and on the performance or recorded practical work if applicable). Following this you (and your supervisor if present) will leave the room to enable the panel to discuss the outcome.

The panel will assess your suitability to progress to the doctoral pathway against the following criteria:
  ➢ the quality of any performance aspect of the upgrade procedure;
  ➢ that all the components of the upgrade submission are of sufficient quality to evidence the research enquiry;
  ➢ your ability to contextualise your work in terms of related artistic fields;
  ➢ your ability to present and communicate the research enquiry in a coherent manner;
  ➢ your ability to critically evaluate sources in relevant disciplines and to articulate your contribution to the field of research
  ➢ your ability to evaluate and re-evaluate your contribution to your field of research;
  ➢ your ability to manage the project;
  ➢ that the project being undertaken is of sufficient scope, originality and theoretical interest to constitute a genuine contribution to the subject at doctoral level.

Once the upgrade panel reach a decision the Chair will recall you (and your supervisor if applicable) into the interview room and inform you of their decision.

THE RESULT
The possible outcomes of the upgrade viva are as follows:
(i)   you pass your folio/interview/performance assessment and proceeds to upgrade;
(ii)   your written work requires some minor amendments (to be incorporated at final submission) and you proceeds to upgrade;
(iii) your upgrade submission (written work and/or performance/installation as appropriate) requires both major amendments and further research activity and you are asked to resubmit within a specified timeframe and, at the discretion of the examiners, to undergo a further oral examination;
(iv)   the panel considers your upgrade submission (written work and/or performance/installation as appropriate) to fall critically short of doctoral level and you are encouraged to submit for the MPhil. You are permitted a period of up to 6 months to prepare for submission;

(v) the panel considers your work (written and/or performance/installation) to fall critically short of doctoral level and unlikely to be suitable for submission for the MPhil, upgrade is refused and your registration terminated.

You should receive the result of the upgrade viva immediately, and the examiners' report detailing any corrections within 14 days of the viva. Dates for resubmission are set at the discretion of the examiners but, in any event, should not be later than 3 months after the viva. Resubmissions need to be accompanied by a covering letter indicating how, and where, the resubmission has changed to take account of the examiners comments.

In the event of (iv) or (v) above you will have received prior written notice at an end-of-term review that your progress on the programme is likely to be insufficient for upgrade. The notice will have been accompanied by a plan of action for you to improve your performance. You may appeal against a decision not to permit upgrade using the procedures set out in the Appendix.

YEAR 2: FOLLOWING A SUCCESSFUL UPGRADE
At the end of year 2 following a successful upgrade, you will undertake an end-of-second-year formal assessment. This may take the form of a presentation in the context of the regular seminar series, but must be arranged to include one or more of your supervisors and at least one other member of staff (with supervisory experience). If the project is by practice the presentation should also include a strong element of that practice.

4.6 MPhil

Occasionally, an upgrade panel will recommend that a student should proceed to MPhil submission, rather than go onto the doctoral level path. In this case, you are asked to prepare a submission equivalent to 25,000-30,000 words. This may include elements of practical submission and a discipline-appropriate judgement will be made on the length and scale this might have in relation to the written element. Here are some possible formats:

Composers	Portfolio of composition (30 mins minimum) plus	Analytic commentary (8,000-10,000 words)
Music performance	One or two performances of 60 mins each (may vary according to instrument)	Analytic commentary/thesis (8,000-20,000 words)
Drama/theatre	One or two installations substantiating research	Analytic commentary/thesis (8,000-20,000 words)
	Portfolio of creative material (eg play scripts, design and technical plans)	
	Researcher-director performance(s)	
	Portfolio of documented practice (eg researcher-led workshops or training sessions)	
Any	Thesis only (circa 30,000 words)	

The MPhil portfolio will be expected to evidence your creative research plan, demonstrating an intellectual coherence and sense of purpose in accordance with your chosen line of research. The contribution to knowledge will be examined against:
➢ Original work and/or an ordered and critical exposition of existing knowledge;
➢ Critical appraisal of previous work

Procedural processes of MPhil submission:

At 12 months – no later than 18 months (36 part-time)	The student to complete the City, University of London's 'Notification of intention to submit form' RDF4. The student and the supervisory team should, in conjunction with the Doctoral Programme Leader, complete City, University of London's examiner nomination form RDF5. All forms can be found in the appendix	MPhil students only
At 18 months – no later than 24 months (48 part-time)	Three copies of the student's submission must be supplied with the completed Submission of Thesis & Receipt for Thesis Form, to the Doctoral Programme Administrator.	

4.7 Writing-up

Upon successful completion of the year 3 'Annual progress Report' you may be permitted to transfer to writing-up status if you are nearing completion of your research and is close to submission (writing up status is only available to doctoral students and not available for students who wish to submit for MPhil). Transfers to Writing-up status can only occur after all the research work has been completed and the format of the public performance

event (if applicable) has been determined. The application to transfer to Writing-up status will be reviewed by the Doctoral Programme Leader and, if approved, a time frame for submission will be agreed after discussion with you. Where the supervisory team and Doctoral Programme Leader believe a significant amount of further supervision is required you will be offered a fourth supervised year, which can also be undertaken over two years on a part-time basis.

Writing-up status at many institutions means just that: no supervision, and a minimal fee to cover access to basic facilities such as the Library and Student Affairs. At Guildhall, it is a more flexible concept, and a student will be able to negotiate a minimal level of support with their supervisors and the Doctoral Programme Leader. The fee for writing-up status is payable termly; where significant additional supervision is required in the writing-up period, an additional fee may be payable.

Approval to transfer to writing-up status is conditional upon these factors:
  ➢ You have already upgraded to the doctoral pathway
  ➢ You have completed the required period of enrolment (3 years for full-time students and 6 years for part-time students)
  ➢ You are nearing completion of your research and submission (usually a completed draft of the final submission will be required)
  ➢ You are able to give notice of your intention to submit within a given and agreed time-frame.

Transferring to writing-up status is an academic judgement and is not permitted simply for financial reasons. You can be registered as writing-up for a maximum period of 12 months. There is an appeal process in respect of a decision not to allow transfer to writing-up status (see Appendix)

4.8 Final Viva

PREPARATION
Before the final viva you are expected to give a presentation (of 2 hours) in a student seminar which gives you a chance to get peer and staff feedback on explaining your work and answering questions on it.

Your supervisors should also arrange a mock viva with two members of staff to prepare you for the final exam – the proposed internal examiner should not participate in any mock examination, nor discuss the work with you or your supervisors.

INTENTION TO SUBMIT AND EXAMINERS' NOMINATION FORM
At least 3 months before the submission of the thesis is expected, forms RDF4 'Notification of Intention to Submit' and RDF5 'Examiner Nomination Form' should be completed by you (in conjunction with your supervisors) and submitted to the Doctoral Programme Administrator who will consult with the Doctoral Programme Leader. The forms, together with the examiners' CVs, will be scrutinised to ensure the examination

team are knowledgeable and active in the field of your thesis, are experienced in examining at research degree level and are independent of you and your supervisory team. The Doctoral Programme Leader will formally approach the proposed external examiner to see if they are willing to sit on the examination panel.

EXTERNAL READER

Once you and your supervisory team are happy with the final version of the thesis (fully formatted, with bibliography) it can be sent to an external reader for a final round of feedback before submission. It is your supervisors' collective responsibility to advise the Doctoral Programme Leader on suitable readers, bearing in mind that the reader cannot be the same person who is acting as examiner.

If you and your supervisory team wish to use an external reader, you should ensure that the final version of the thesis is forwarded to the Doctoral Programme Administrator in sufficient time to enable it to be read through by the Doctoral Programme Leader, for the external reader to provide feedback, and for you to implement that feedback and submit the final bound copy thesis prior to your course end date.

SUBMISSION

Details of the correct way to present the final thesis can be found in the Appendix. The style guide and referencing format should be that of the MHRA (a copy of the MHRA guide can be found on the student intranet, or can be downloaded from the MHRA website). The Doctoral Programme Leader will read through the final thesis before it is sent to the examination panel.

The final thesis should be submitted in both hard copy and electronically:
➢ Please send the electronic submission to the Doctoral Programme Administrator at doctorate@gsmd.ac.uk (using We Transfer if the submission is too large to send by email);
➢ Please send the hard copy submissions to the Doctoral Programme Administrator, in the Research & Enterprise office, level 2, Milton Court.

Doctoral submissions can take a number of forms, and the exact composition of your submission should be agreed in consultation with your supervisors. A 'traditional' (non-practice based) doctorate is around 80,000 words. For practice-based doctorates, the creative practice will replace a proportion of the thesis, but a written element of at least 15,000 words is required. Here are some examples of common formats:

Composers	Portfolio of composition (75mins minimum)	Analytic commentary (15,000-20,000 words)
Music performance	Three performances of 60 mins each	Analytic commentary/thesis (15-20,000 words)
	One performance of 60 minutes	Analytic commentary/thesis (30-50,000 words)
Drama/theatre	Three installations substantiating research	Analytic commentary/thesis (15-20,000 words)
	One installation substantiating research	Analytic commentary/thesis (30-50,000 words)
	Portfolio of creative material (eg play scripts, design and technical plans)	Analytic commentary/thesis (15-50,000 words depending in size of portfolio)
	Researcher-director performance(s)	
	Portfolio of documented practice (eg researcher-led workshops or training sessions)	
any	Thesis only (circa 80,000 words)	

The portfolio will be expected to evidence your creative research plan, demonstrating an intellectual coherence and sense of purpose in accordance with your chosen line of research. Three copies of the portfolio must be supplied together with the completed 'Submission of Thesis and Receipt for Thesis' form to the Doctoral Programme Administrator. Contributions to knowledge will be examined against:
➢ Originality – the generation of new knowledge by the exercise of independent critical power;
➢ Critical appraisal of previous work;
➢ Design and methodology of investigation;
➢ Conduct and execution of research;
➢ Analysis of data, evidence and/or outcomes;
➢ Creative production and interpretations;
➢ Theoretical interpretations

All submissions (including CDs and DVDs) should be clearly labelled with your name, ID number and the date of the submission. If there is a related performance, this will need to be planned in conjunction with the examiners' schedule. The submission should be accompanied by a completed "Submission of Thesis and Receipt for Thesis" form.

Composition students should ensure that all scores have a complete list of instruments with any doublings, a complete list of percussion instruments employed, a clear explanation of any new or non-standard musical notations, a clarification as to whether transposing

instruments are notated in C or not; in the case of pieces with sung texts, the complete text set must be written out in the preliminary pages (in verse, if appropriate) with full author and copyright credits (if any).

Composition students should also ensure that preliminary pages should indicate clearly the spatial positioning of all performers if this departs in any way from concert norms. The preliminary pages must also include a complete list of any technology required for the performance of any work, including loudspeaker types and placement, mixers, any computer hard- and software, headphones required, etc.

Where performances or installations form part of the submission these should normally be live and normally take place after the written component has been submitted (unless there are special circumstances that prevent this). The expectation is that performance and viva should be as close together as possible, and if possible on the same day. Performances should be attended by two members of the panel, this can be both examiners, or one examiner and the chair. The performance should also be video-recorded in order to form part of the final library copies of the submission. Music performance students should also ensure a score is available for the examiners on the day of the exam.

Wherever possible, the examination should take place within three months from the date of submission (assuming the student has submitted forms RDF4 and RDF5 in good time). However, fairness to the student and the integrity of the examination process will always take precedence over the three-month stipulation.

THE VIVA
The examination panel will consist of two examiners, one internal and one external, and a Chair (occasionally it may be necessary to employ two external examiners). Any related performance will be attended by two members of the panel which can be both examiners or one examiner and the Chair.

A Chair, normally the Head of Research, is appointed to ensure that the postgraduate research assessment process is rigorous, fair, reliable and consistent. The Chair will oversee the viva voce examination during which the student's research will be assessed in detail.

The viva will last approximately two hours, after which you (and any supervisors present at your invitation) will leave the room to allow the panel to make their decision.

The possible outcomes are:
(i)   You meet the requirements for award of the intended degree
(ii) You meet the requirements for award of the intended degree subject to typographical amendments being carried out to the satisfaction of the internal examiner within 1 month

(iii) You meet the requirements for award of the intended degree subject to amendments being carried out to the satisfaction of the internal and/or external examiners within 3 months without the need for a further oral examination

(iv) You meet the requirements for award of the intended degree subject to amendments being carried out to the satisfaction of the internal and/or external examiners within 6 months:
(a) with the need for presentation for a further oral examination
(b) without the need for presentation for a further oral examination

(v) You meet the requirements for award of the intended degree subject to amendments being carried out to the satisfaction of the examiners within 12 months:
(a) with the need for presentation for a further oral examination
(b) without the need for presentation for a further oral examination

(vi) You do not meet the requirements for the award of a DMus/PhD but meet the requirements for the award of the MPhil subject to the satisfaction of the examiners or internal examiner

(vii) You are not awarded a degree.

Should the examiners decide on option (vi) you have a right to appeal on procedural grounds (the appeal process is given in the Appendix.).

ON COMPLETION OF ANY CORRECTIONS
Two hard-bound copies (one for the City, University of London Library and one for the Guildhall School Library) together with an electronic copy (which will be also be submitted to the British Library) should be handed in to the Doctoral Programme Administrator as soon as possible after the corrections have been approved by the examiners. The hard-bound copies should be accompanied by a completed "Thesis Deposit Agreement" (copy in Appendix). You are not eligible to graduate until the hard-bound copies of the corrected thesis are deposited with the School, together with a signed "Thesis Deposit Agreement".

Section 5: Resources

5.1 Guildhall Library

The Guildhall has its own specialist library, located in the Silk Street Building. Details of the library catalogue and e-resources can be found on the student intranet (http://intranet.gsmd.ac.uk/home/student_area.html), together with details about accessing other academic libraries. There is also a powerpoint presentation on the intranet about the services the library offers to assist with research projects. Library staff are available to offer help and advice in person at the library desk.

5.2 Referencing

Information on referencing systems can be found on the Guildhall intranet under "Student Handbooks"

5.3 Plagiarism

Plagiarism is a serious academic offense so it is important to familiarise yourself with what it means and to avoid it. Plagiarism is passing off someone else's work or ideas as your own by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Plagiarism may be intentional, unintentional or reckless. Under the Schools regulations regarding academic misconduct (Section 3, regulation 12 of the Academic Regulatory Framework), plagiarism is a disciplinary offence.

Most cases of plagiarism can be avoided by citing your sources and providing your reader with the information necessary for them to find the original source. Further information about plagiarism and how to avoid it can be found on the website: http://www.plagiarism.org/

5.4 Printing Credits

The Composition Department provides composition student with £60 worth of printing credits each year due to the high volume of printing associated with that course. These should automatically be allocated to composition students, if not, please consult the Doctoral Programme Administrator.

5.5 Student Intranet

There is a great deal of information on the student intranet (http://intranet.gsmd.ac.uk/student-area). Please take time to look through those pages so you know what is there. In particularly, familiarise yourself with the "Research" intranet pages.

5.6 Student Emails and Communication

You should check your School student email daily for programme updates (your email address will be allocated to you automatically on enrolment and usually takes the form firstname.surname@stu.gsmd.ac.uk). You should use your school email (and not your personal email) for all communication with the School and your Supervisors.

5.7 Student details on Website

Information about research students will shortly be included on the Guildhall website. Your details will only be included on the website once you have successfully upgraded (as the nature and title of your research starts to become more focussed at that stage). If you do not want your details to be included, please inform the Doctoral Programme Administrator. Please inform the Doctoral Programme Administrator if your entry needs to be amended/updated.

5.8 Social Media

You should not post inappropriate material on social media platforms. Derogatory comments or material which brings the institution into disrepute will result in disciplinary action. Any recordings posted on YouTube by a doctoral student which refer to the Guildhall School should not be posted without the prior permission of the Head of Research.

5.9 Student Common Room, Pigeon-holes, and Computer Facilities

There is a common room for student use in Milton Court on the second floor called the Ivy Sharpe Common Room (adjacent to the Research Office), which also contains pigeon-holes for mail.

Student computers are available in the Milton Court common room, and in the Silk Street common room, and in the upper library. There is also a large computer room for students on the fifth floor of Milton Court, though this room is sometimes used for teaching and therefore is not always available. You can check availability on the room booking system ASIMUT.

5.10 Student Affairs

Guildhall's Student Affairs Department provides a range of support services designed to meet your academic and welfare needs. Services include counselling, health and welfare advice, physiotherapy, Alexander Technique, disability support (including learning support for students with specific learning difficulties), financial advice, accommodation advice and support for international students. Further information about Student Affairs can be found on our website:
www.gsmd.ac.uk/about_the_school/shared_left_nav/life_at_the_school/student_affairs/

5.11 Doctoral Development Fund

The Doctoral Development Fund is open to all Guildhall doctoral students to apply for additional financial support to attend conferences or participate in research-related scholarly activity that may contribute to their artistic and professional practice and lead to new insights relevant to their doctoral study.

Should you wish to be considered for the scheme you will need to complete the application form found on the student intranet under "Research". Full details of the activity to be undertaken should be provided, and the rationale behind the need for training and support should be clearly stated. You will also need to list ALL costs (in GBP) and provide sufficient details for the Doctoral Development Fund Panel to consider.

Your main supervisor should advise you on the completion of the application form, provide a supporting statement and sign the completed form. All other members of your supervisory team should also indicate their approval, or otherwise, to the application.

Please note that the Doctoral Development Fund Panel does not consider retrospective applications so must be notified well in advance with the relevant justification provided. Applications are considered on an on-going basis.

Section 6: Additional Programme Information

6.1 Attendance and Participation

Research training and research seminars are held every Monday during term-time where a register is taken, which, together with supervision reports, are used to monitor attendance and engagement with the programme. Although the research training and research seminars are not formally assessed, they all contribute to developing essential research, presentation and transferable skills required for successful completion of the programme. Your participation in these activities will be a consideration when your supervisory team completes the annual report. A systematic lack of engagement in scheduled activities will result in action being taken under the School's 'Course Participation Policy', and in the case of Tier 4 visa students failure to engage with the course will be reported to the Home Office who may revoke your visa.

In addition to this, doctoral students are expected to devote a minimum of 30 hours per week for full-time study and 15 hours per week for part-time study; unless a leave of absence has been granted (which they need to apply for on-line, via the eGo portal).

Please note: Doctoral students are expected to swipe-in using their Student ID on the days that they are in School.

6.2 Absences

Absence for Illness
You should notify by telephone or email the Doctoral Programme Administrator (doctorate@gsmd.ac.uk) if you are unable to attend a scheduled session due to illness. Illness extending over seven days will require the submission of a medical certificate. Where you are absent, or expect to be absent, for more than two months, whether consecutively or cumulatively, an intermission of studies should be sought. The Doctoral Programme Administrator should be contacted in the first instance to begin this process.

Other absences
- Absence for professional engagement outside of your annual leave should be agreed with the supervisory team and Doctoral Programme Leader, who will determine the extent to which research supervision can be maintained or whether an interruption of studies is required. If you are in receipt of external funding, please be mindful of any attendance conditions attached to that funding.
- Absence to conduct research: you may be permitted by the Doctoral Programme Leader a maximum of six months for 'off-campus' study to conduct research. A detailed schedule and plan for the maintenance of the supervisory relationship, and access to research training will be agreed with you in advance.

6.3 Annual Leave / Student Holidays

The doctoral programme academic year extends over 45 weeks of study and, therefore, a student is entitled to a maximum of 7 weeks of holiday allowance (annual leave) per calendar year (inclusive of any periods of School closure and bank holidays). You should schedule annual leave around doctoral programme commitments to ensure attendance at scheduled sessions. All leave should be agreed in advance, via eGo, by the Doctoral Programme Leader and with your supervisory team. To apply for leave log into eGo, select "Request a Leave of Absence" and follow the instructions.

6.4 Staff/Student Liaison and Student Representation

Each department is represented on the Staff/Student Liaison Committee. The Committee provides a forum for formal liaison between the student body, the Principal and staff of the School in order to address non-artistic and non-academic matters.

Doctoral students are additionally represented on the Research & Knowledge Exchange committee.

6.5 Student Complaints and Appeals

- Complaints:

The School's Student complaints procedure seeks to resolve issues as close as possible to the point of occurrence and students are advised to contact directly the relevant member of staff who has responsibility for the matter requiring resolution. Where a matter cannot be resolved informally, the student may invoke the Student Complaints Procedure (the full procedure is available on the School's intranet) and should address their complaint, in writing, to the appropriate Head of Department for that service. For academic matters, the appropriate person is the Doctoral Programme Leader.

- Supervisory matters:

If the issue cannot be resolved directly with the supervisory team, the student should contact the Doctoral Programme Leader.

- Appeals against upgrade decisions and appeals against writing-up decisions:

If the student is dissatisfied with the decision of the upgrade panel or in respect of writing-up status they may utilise the appeal procedure set out in the Appendix. An appeal, with the appropriate evidence, should be submitted to the Doctoral Programme Leader within 28 days of written confirmation of the decision concerning the student's registration status.

- Appeals against the outcome of the examination:

If the student is dissatisfied with the decision of the examiners they may utilise the appeal procedure set out in the Appendix. An appeal, with appropriate evidence, should be submitted to the Doctoral Programme Leader within 28 days of written confirmation of the decision concerning the examination.

6.6 Travel Insurance and Fieldwork

If you travel abroad/fly/stay overnight somewhere as part of your fieldwork or conference attendance you should notify City of London Corporation, for insurance purposes, by e-mailing: chbinsuranceteam@cityoflondon.gov.uk. The Corporation will then add the trip to the travel declaration and issue the relevant documents to you.

6.7 Tier 4 Visa Students

Students in receipt of a Tier 4 student visa must re-enrol on the first day of the Autumn, Spring and Summer term. Students should take their passport (and Biometric Residence Permit if applicable) to Registry on the first day of term to be copied, and will be required to complete a form confirming their address details.

The School must report any students in receipt of a Tier 4 student visa who do not enrol within 10 days of the start of each term (even if they have a valid reason).

Any Tier 4 student who has been accepted on the basis of undertaking performance as part of their research methodology must sign the process document in the Appendix for every performance opportunity they wish to undertake. The form should be countersigned by the Doctoral Programme Leader prior to any performance being undertaken; performances cannot be authorised retrospectively. Any performance work undertaken without approval will be a breach of visa conditions and the student may be reported to the Home Office. Please note that only the following substantive performances (i.e. at least 45 mins) which are integral to their doctoral research, will be authorised:

- Recitals for music clubs and societies or similar (as soloist or ensemble player);
- Vocal soloists for oratorio and choral society performances;
- Concerto soloists for orchestral concerts

All performances (whether paid or unpaid) must be arranged through the Outside Engagements office as stipulated on the process document.

6.8 Useful Points of Contact

Name & Role	Email & Contact number	Location
Dr Cormac Newark Head of Research	Cormac.newark@gsmd.ac.uk	Milton Court Research Office
Dr Alex Mermikides Doctoral Programme Leader	Alex.mermikides@gsmd.ac.uk 0207 382 2306	Milton Court Research Office
Dr Biranda Ford Graduate Research Training and Development Leader	Biranda.ford@gsmd.ac.uk	Milton Court Research Office
Pauline Galea Doctoral Programme Administrator	doctorate@gsmd.ac.uk 0207 628 2571 Ext. 5104	Milton Court Research Office
Dr Karen Wise Research Department	Karen.wise@gsmd.ac.uk	Milton Court Research Office
Dr Julian Philips Head of Composition	Julian.philips@gsmd.ac.uk	Silk Street
Laura Roberts Deputy Head of Music Studies	Laura.roberts@gsmd.ac.uk	Silk Street
Ann Sloboda Head of Music Therapy	Ann.sloboda@gsmd.ac.uk 0207 382 2324	Silk Street
Dominic Wheeler Head of Opera	Dominic.wheeler@gsmd.ac.uk	Silk Street
Armin Zanner Head of vocal Studies	Armin.zanner@gsmd.ac.uk	Silk Street
Audio Visual Department	av@gsmd.ac.uk	Silk Street
IT Department	GSMDITHelpdesk@gsmd.ac.uk Extension 7870	Silk Street
Registry	registry@gsmd.ac.uk 020 7382 7181	Milton Court Fifth floor
Library Services	Library@gsmd.ac.uk 020 7382 7178	Silk Street
Student Affairs	Student.affairs@gsmd.ac.uk 020 7382 7219	Sundial Court
Student Union	Union@gsmd.ac.uk	Silk Street
City, University of London Library & Online Resources	https://www.city.ac.uk/library/resources	City, University of London
eGo Student Portal	https://resources.gsmd.ac.uk/urd/sits.urd/run/siw_lgn	Access remotely
Moodle	http://moodle.gsmd.ac.uk/	Access remotely

Appendices

Appendix A: Supervisor/Supervisee Agreement

This is a statement of commitment for a research studies supervision relationship between

……………………………………….

………………………………………   (Supervisor(s))

and

………………………………………   (Supervisee)

We agree to commit ourselves to the research study development of

………………………………………   (Supervisee)

We all/both commit ourselves to achieving a productive, trustful and working relationship until the achievement of a research degree award. We all/both have read the Doctoral Programme Handbook and are aware of the attendance, participation and the academic requirements to be fulfilled at each stage of the programme.

1. It is agreed that it is the responsibility of the supervisee to arrange (or if necessary re-arrange) meetings, to agree any agenda (if necessary) and to compile a list of action points from each meeting. Meetings may also be initiated and arranged by the Supervisor(s) if necessary. Meetings will normally take place on School premises.
2. A minimum of 25 hours of supervision (or 14 hours for part-time study) between the supervisors and supervisee will take place during each year of registration.
3. It is agreed that subjects relating to personal issues or to the private life of either the supervisor or supervisee will only be discussed by invitation and when the party concerned has granted permission.
4. The supervisee will accept ultimate responsibility for his/her own research activity and candidacy for the degree and act as a responsible member of the School's academic community.
5. The supervisor(s) will ensure that the supervisee is aware of appropriate health and safety regulations.
6. The supervisor(s) will give guidance about: the nature of research and the standards expected; the planning of the research programme; literature and sources; requisite techniques; and the avoidance of plagiarism. The supervisor will ensure that the supervisee is made aware of any inadequacy of progress or standards of work below that generally expected, confirming this in writing to the supervisee and arranging any supportive action necessary.
7. The supervisee will maintain the progress of the work in accordance with the stages agreed with the supervisor including, in particular, the presentation of written

material as required in sufficient time to allow for comments and discussion, before proceeding to the next stage.

8. The supervisor(s) will assist the participant in achieving a research degree, and will advise the supervisee in developing the necessary research methodology skills and any other relevant training skills to complete the degree. The supervisee will make appropriate use of any teaching and learning facilities and training opportunities made available by City University of London, Guildhall School, or other partners (e.g. the IMR, the British Library) as appropriate.

9. The supervisor(s) will provide an annual report to the Doctoral Programme Administrator on the supervisee's progress and provide the supervisee with a copy.

10. The supervisor(s) will maintain a record of formal supervision meetings for each supervisee to include: date of meeting, duration of meeting, summary of discussion and any specific advice given.

11. The supervisee will produce a supervision report on discussions held in formal supervision. The supervisor(s) and supervisee should sign the record and any dissent recorded. Once completed, these reports will be circulated to other supervisors on the team (if applicable) and sent to the Doctoral Programme Administrator.

12. While it is agreed that the supervisor(s) will possess sufficient available time, after all other responsibilities have been taken into account, to dedicate to the needs of each individual research student he/she is supervising, it is agreed that the supervisee will not make excessive demands on the supervisor's time or vice versa. In practice:

   ▪ We expect to meet as follows *(e.g. once per term or four times per year for around one and a half hours per meeting)*

   ▪ We will also keep in telephone or email contact *(discuss such things as whether or not to ring at home; how quickly a response to an email can be expected)*

   ▪ We agree that when written work is submitted feedback can be expected within ………days/weeks.
   Any other points agreed (How will meetings be convened? Who re-arranges if they are postponed? Holiday supervision arrangements; list as many of these areas as you can).

Signed…………………………………….(Supervisor) Date………………………

Signed…………………………………….(Supervisor) Date………………………

Signed…………………………………(Supervisor) Date………………………

Signed…………………………………(Supervisee) Date………………………

*Please return the signed form to the Doctoral Programme Administrator (doctorate@gsmd.ac.uk)

GUILD HALL SCHOOL

Appendix B: Supervision Report Form

Supervision Report
(to be completed by the student at the end of each session)

Student: …………………………………………………………………….

Supervisor: ……………………………………………………………………

Date/time of meeting…………………………………………………………………

Duration of meeting: …………………………………………………………………

Point in programme (e.g. first 6 months, year 2):
Nature of discussion (e.g. research plan development, progress, training):
Issues:
Actions agreed (specify time-frame where relevant):

This form should be submitted to the Doctoral Programme Administrator.

Signed…………………………………………… (Supervisee)

Signed…………………………………………… (Supervisor)

Date…………………………………

Appendix C: Annual Progress Review

CITY UNIVERSITY LONDON

Research Student Annual

Progress Report
Annual Review

THIS REPORT MUST BE COMPLETED BY THE SUPERVISOR WITH THE STUDENT PRESENT, AND SUBMITTED TO THE SENIOR TUTOR FOR RESEARCH. THE REPORT SHOULD BE COMPLETED IN THE MONTH CONTAINING THE ANNIVERSARY OF THE ORIGINAL REGISTRATION DATE.

SECTION 1 - STUDENT DETAILS

Student name:	
Department/School:	
Registration Date:	
Qualification registered for:	
Qualification Sought:	
Estimated completion time:	
Period(s) of suspension (if any):	
Reasons for suspension:	
Field of Study/Thesis Title:	
Principal Supervisor:	
Assistant or Co-Supervisor(s):	

SECTION 2 - SUPERVISION

Has the student had the minimum formal supervision of two meetings a term? YES/NO

Has the student and supervisor maintained written records on the supervision? YES/NO

SECTION 2 – TRAINING/CONFERENCE ATTENDANCE

Did the student attend any courses or receive any training during the year?   YES/NO
        Please list training programmes:

3(a) If further training is required please identify here:

Has the student attended any conferences during the year?   YES/NO
    If YES please give details:

Did the student present a paper?   YES/NO

Has the student submitted any papers for publication?   YES/NO
    If YES please give details:

Has the student prepared a seminar and/or presented papers to colleagues?   YES/NO
    If YES please give details:

SECTION 3 - PROGRESS
Please describe the student's progress by circling the appropriate phrase below:

Very good / good / satisfactory / disappointing / unsatisfactory

If you have circled either "satisfactory", or "disappointing" or "unsatisfactory", please comment and indicate whether you are concerned about the eventual success of the student. (If necessary, please use a separate sheet).

If progress has been less than satisfactory, please give date of next review (it is recommended that this take place in three months time)

Should the student be permitted to continue studies?   YES/NO   (if no, please give reasons under question 13).

Have you any reason, at this stage, to suppose that the student will not submit his/her thesis within

(a)   the prescribed period of study;   or
the maximum period of study?
If so, please give reasons. *(If necessary, please use a separate sheet).*

General comments on the student's ability, progress and circumstances, including (where required) statements in support of recommendations made in points 8 - 12. (If necessary, please use a separate sheet).

Have objectives been set for the next year? Please list.

Action plan for the next year (how objectives are to be achieved).

General comments about student – supervisory relationship.

Signature of Principal Supervisor   Date

Signature of Assistant or Co-Supervisor(s)   *Date*

Signature of Student   Date

Please ensure that the student receives a copy of this report

N.B. Please return the completed report to the Senior Tutor for Research, who will address any issues raised with the department and/or School in the first instance as appropriate. The report will then be filed in the department/school student file

Appendix D: RDF4, RDF5 and Submission of Thesis Forms
(Copies of all forms are also available from the Doctoral Programme Administrator,
doctorate@gsmd.ac.uk)

CITY UNIVERSITY LONDON

Notification of Intention to Submit Thesis for the Degree of MPhil, LLM, MMA, PhD, DMA, DPsych, DHealth, DJourn

Notification of Intention to Submit should be completed no less than three months before the intended date of submission.

To be completed by the candidate in triplicate and submitted to the School / Departmental Research Administrator. One copy should be retained by the student. One copy should be retained by the School/Department and one copy should be forwarded to the supervisor(s).

Name of Candidate: …………………...

Student ☐   Staff Candidate ☐

If Student Candidate, Student ID Number (9 character number on ID Card) ………………..

Email address ………………………………………………….………………………..

Department/School: ....

Supervisor(s):   ....
If there are joint supervisors, please indicate
which is the first point of contact.
If externally registered, please indicate which
is the internal supervisor.

Title of Thesis:...

              ....

Degree for which thesis is submitted: MRes ☐ MPhil ☐ LLM ☐ MMA ☐ PhD ☐
                                            DMus ☐ DPsych ☐ DHealth ☐ DJourn ☐

Mode of Study: Part-Time ☐ Full-Time ☐

Is this a re-submission?   Yes ☐ No ☐

Date on which study for this degree commenced: ....

Details of any parts of the thesis already published: ....

....

DECLARATION:
I intend to submit the above Thesis for examination in:: .... month.................…year

I declare that no Degree or other qualification has been granted for any work included in this Thesis* and that the Thesis is my own work, except where specified in the Thesis.

Name: .... Signed: .... Date: ....

(* delete if not applicable and give details on separate sheet)

CITY UNIVERSITY LONDON

Nomination of Examiners for Candidates for the Degree of MRes, MPhil, LLM, MMA, PhD, DMA, DPsych, DHealth, DJourn.

Two copies of this form plus relevant attachments should be forwarded to Academic Development Unit (Room FG02). One copy will be returned as confirmation of the decision of Academic Practice, Programme and Standards Committee.

PROPOSED EXAMINERS	
Candidate Surname	
Candidate Forename	
Candidate Student Number (SITS)	
Department/School	
Board of Studies responsible	Research & Knowledge Exchange
Degree and Registration *(Please delete as appropriate)*	MRes ☐ MPhil ☐ LLM ☐ MMA ☐ PhD ☐ DMus ☒ Dsych ☐ DHealth ☐ DJourn ☐ FT ☒ PT ☐ Int ☐ Ext ☐ Staff ☐
Names of Supervisors *(Please indicate two supervisors: one must be category A, and one must be the first point of contact)*	Category A Supervisor:
	2nd Supervisor:
Present Registration Category (please tick appropriate box)	FULL TIME ☐ PART TIME ☐ INTERNAL ☐ EXTERNAL ☐
Date of Original Registration	September 2009
1. Proposed External Examiner (give full details of position and address)	
2. Proposed External/Internal Examiner (if external, give full details of position and address) Note: Staff candidates require 2 External Examiners.	
Proposed Chair of Viva *(see Appointment of Chairs for Viva Voce examinations for further guidance)*	

x

Do all examiners fulfil the following criteria? *If not, please give a reasoned case for appointment including a CV that shows appropriate research experience. If an examiner is from outside of the HE system, please confirm that he/she is fully conversant with the requirements of a research degree and that the other examiner(s) have appropriate experience.*	1. Expert in the field of study ☐ 2. Professor or reader at an HE institution or have appropriate experience in examining research candidates; ☐ 3. Hold a doctorate or, in the case of an MPhil thesis examination, at least a master's degree by research. ☐ *(Please tick boxes to confirm)*
Have any of the external examiners had any significant contact with the candidate in the course of his/her research? *(NB. Should not normally)*	YES ☐ NO ☐ If YES please say why:
Does any of the external examiner(s) own research work form an important part of the candidate's thesis? *(NB. Should not normally)*	YES ☐ NO ☐ If YES please say why:
Are the examiners independent from one another and from the supervisor? *(NB. Should be, as far as possible)*	YES ☐ NO ☐ If NO please say why:
Are any of the external examiners former members of staff of the University and, if so, when did they leave the University's employment? *(NB. Should be a lapse of at least five years)*	YES ☐ NO ☒ Date of leaving University:

I approve the proposal and confirm that it has the support of the supervisor(s) named above

Signed :   Name   Date:

(Senior Tutor/Director of Research) *(Please print)*

I confirm that the appropriate committee has approved the above proposal.

Signed: Name   Date:

(Secretary to Board of Studies)   *(Please print)*

Submission of Thesis and receipt for Thesis

**To accompany theses submitted to the School/Departmental Research Office for examination.
To be completed in duplicate. One copy to be retained on the student file within the
School/Department and one copy to be returned to the student.**

SECTION 1 - to be completed by the candidate

NAME OF CANDIDATE ....……………………...

DEPARTMENT/SCHOOL ....……………….................................

DEGREE: MPhil / LLM / MMA / PhD / DMA / DPsych / DHealth (delete as appropriate)

THESIS TITLE ....……………….................

I hereby submit my thesis for examination and confirm that it is my work, except in the following: (complete as appropriate)

....…………………………

I declare that this work has not been submitted for any other award and hereby describe how it relates to a group project: (complete as appropriate)

....……...............

Signature   ....……………… Date ____/____/20___.

SECTION 2: to be completed by the internal supervisor/first point of contact or advisor

Research title to be shown on degree certificate

………...………. ……………………………………………………..……………
(Approved nomenclature list held by Senior Tutor/Director of Research)

For student candidates and staff candidates governed under clause 1(a) of the regulations only, please complete the following:

I certify that the above named student has studied for the regulatory minimum period of time.

I believe that the accompanying thesis is the work of the candidate, except in the following: (complete as appropriate)

………...

and that it is suitable in presentation and content for submission to the appointed examiners.

I acknowledge that the decision to recommend the candidate for this award rests with the examiners.

Supervisor's Name .... Signed ....…………..……… Date___/___/20___.

(please print name) (Supervisors unable to certify the foregoing are requested to outline their reasons on a separate sheet.)

SECTION 3 – Receipt of Thesis, to be completed by Research Degrees Officer

I confirm that the Academic Registrar's Office has received three copies of the above named student's thesis in soft / hard (delete as necessary) bound format on ____/____/20___.

Name:_____Signed_____Date_____
(please print name)

Appendix E: Submission and Presentation of doctoral thesis/analytic commentary

Paper: good quality A4 paper not less than 80g/m^2

Type-face: one-and-a-half or double spaced
                characters not be less than 8 pt (2.75 mm)
                may be printed single or double-sided

Margins: margins at the binding edges shall not be less than 40mm and other margins not less than 20mm

Pagination: document should be numbered consecutively commencing with the title pages and including appendices and bibliography but excluding photographs or diagrams which are not embodied in the text.
                Page numbers should be located at the bottom centre of the page, approximately 10mm from edge

Title page, contents etc.:
        The thesis /commentary should be ordered as follows

        The title page should state in the order given
        (i)   the full title of the thesis which should describe the contents accurately and concisely;
        (ii)   the full (legal) names of the author;
        (iii)   the qualification for which the thesis is submitted;
        (iv)   the name of the School;
        (v)   the name of the Department;
        (vi)   the month and year of submission.

        The table of contents should follow the title page and include the page numbers for each section. The list of tables and illustrations (where relevant) should follow the contents.

        [Note: illustrations and tables should have a distinct sequence of numbering running continuously through the commentary.]

        Any acknowledgements should follow the contents

        The declaration that the student grant powers of discretion to the School Librarian to allow the thesis to be copied in whole or in part without further reference to the author. [Note: This permission covers only single copies made for study purposes, subject to normal conditions of acknowledgement.]

        Then chapters, sections and subsections as appropriate

        Finally, the appendices, references and bibliography

[*Note:* if the author/date (Harvard) system has been used, the list of references should be in alphabetical order of author and chronologically within each author. If the references are identified by numbers in the text, they should be listed in numerical order. The style of citation should generally conform to BS 1629: 1989: Bibliographical references.

If a bibliography is supplied it should be arranged in a logical order, for example alphabetically by authors, in broad subject classes or chronologically. The bibliography shall normally follow the list of references but may be combined with it.]

Presentation

(A) Initial submission: 3 soft bound copies for the 2 examiners and Chair

Additional information for Composers:
The initial submission should be presented in a black folio box (see below for examples) to be labelled clearly on the inside with the following information:
- (a) the full title of the research project, which should describe the contents accurately and concisely;
- (b) the student's full legal name;
- (c) the qualification for which the thesis is submitted (i.e. "MPhil" or "PhD");
- (d) the name of the School in full, i.e. "Guildhall School of Music & Drama";
- (e) the name of the Department
- (f) the month and year of submission.

The folio box should contain the following:
- (1) A table of contents
- (2) Scores and recordings
  Each score should normally be spiral bound and should be accompanied by a recording of the composition. The recording should be firmly attached to the score by way of a plastic pocket or similar. Each recording should be clearly labelled with:
  - (a) the name of the composition
  - (b) the student's name
  - (c) the date and location of the recording
- (3) The Analytical Commentary
  For the initial submission, the Analytical Commentary should be spiral bound with the front cover displaying the following information:
  - (a) the full title of the research project;
  - (b) the student's full legal name;
  - (c) the qualification for which the thesis is submitted (i.e. MPhil or PhD);
  - (d) the name of the School in full, i.e. Guildhall School of Music & Drama;
  - (e) the name of the Department, i.e. Composition Department;
  - (f) the month and year of submission.

It is advisable to use a high quality plain paper (minimum 80gm) with text presented one-and-a-half or double spaced in no smaller than a 10pt font size. Pages should be numbered consecutively throughout the commentary.

(B) Final submission: 2 hard bound copies, one for the City University of London Library and one for the Guildhall School Library

Spine: should state Degree, Year, and the student's Surname and initials in gold letters of 16 or 18 point.
Title page: as above

Additional Information for Composers:
The final submission should be presented in a black folio box as above with the Degree, Year, and the student's Surname and initials on the spine in gold letters of 16 or 18 point.

The folio box should contain the following:
   (1)   A table of contents

   (2)   Scores and recordings (as above)

   (3)   The Analytical Commentary

         The commentary should be soft bound in black, using perfect binding, with a card cover (minimum 180gm weight).

         Spine: should state Degree, Year, and the student's Surname and initials in gold letters of 16 or 18 point.
         Title page: as above

   (4)   Recording of the UK public performance attended by the examiners, clearly labelled with:
         (a)   the names of the compositions
         (b)   the student's name
         (c)   the date and location of the recording

Additional Information for Performers
Your submission should also include a DVD recording of your performance in a plastic wallet attached to the inside of your hard bound thesis.

Folio boxes: what do they look like, where can I purchase them?

Below is an indicative list of retailers that produce library-quality, black buckram, archival clam-shell portfolio boxes in various sizes (many also stocking accompanying internal polyester sleeves): However, black boxes can also be obtained more cheaply on Amazon (search for "presentation black box") and Collis Bird and Withey will emboss them for you.

- Blissett Bookbinders
  Roslin Road, Acton, London W3 8DH [Tel: 020 8992 3965]
  http://www.blissetts.com
  Offers an embossing service on folio boxes for final submission, this is not advertised on their website but they have done it for a number of universities – please phone to discuss requirements and costs

- Collis Bird and Withey*
  1 Drayton Park, London N5 1NU
  [Tel: 020 7607 1116] Email: info@thesisbookbinding.co.uk
  www.thesisbookbinding.co.uk)
  Offers an embossing service on folio boxes for final submission, this is not advertised on their website – please phone to discuss requirements and costs

- Conservation By Design Ltd
  5 Singer Way, Woburn Road Industrial Estate
  Kempston, Bedford MK42 7AW [Tel: 01234 846300]
  http://www.conservation-by-design.co.uk/ringbind/ringbind7.html

- Falkiners
  76 Southampton Row, London WC1B 4AR [Tel: 020 7831 1151]
  http://www.falkiners.com/storage_solutions.htm

- The Portfolio Store
  On-line retailer only [Tel: 0845 6039364]
  http://www.portfolio-store.co.uk/acatalog/Clamshell_Photographic_Boxes.html

- RS Bookbinders Ltd
  On-line retailer only [Tel: 01702 203679]
  http://rsbookbinders.co.uk/shop-product.php?pid=19&catid=3
  Offers embossing service on folio boxes for final submission

- Silverprint
  12 Valentine Place, London SE1 8QH [Tel: 020 7620 0844]
  http://www.silverprint.co.uk/ProductByGroup.asp?PrGrp=712

- Secol Ltd
  Howlett Way, Thetford, Norfolk IP24 1HZ [Tel: 01842 752341]
  http://www.secol.co.uk/PORTFOLIO.SHTML

- Wyvern Bindery*
  56 -58 Clerkenwell Road - London EC1M 5PX - Tel. 020 7490 7899
  http://www.wyvernbindery.com/index.html

* recommended by City University of London

Appendix F: Thesis Deposit Agreement

CITY UNIVERSITY LONDON

THESIS DEPOSIT AGREEMENT

I   "the Depositor",

would like to deposit

hereafter referred to as the "Work", in the City University Institutional Repository and agree to the following:

NON-EXCLUSIVE RIGHTS
Rights granted to the City University Institutional Repository through this agreement are entirely non-exclusive and royalty free. I am free to publish the Work in its present version or future versions elsewhere. I agree that the City University Institutional Repository administrators or any third party with whom the City University Institutional Repository has an agreement to do so may, without changing content, translate the Work to any medium or format for the purpose of future preservation and accessibility.

DEPOSIT IN THE CITY UNIVERSITY INSTITUTIONAL REPOSITORY
I understand that work deposited in the City University Institutional Repository will be accessible to a wide variety of people and institutions - including automated agents - via the World Wide Web. I also agree to an electronic copy of my thesis being included in the British Library Electronic Theses On-line System (EThOS).
I understand that once the Work is deposited, a citation to the Work will always remain visible. Removal of the Work can be made after discussion with the City University Institutional Repository, who shall make best efforts to ensure removal of the Work from any third party with whom the City University Institutional Repository has an agreement.

I AGREE AS FOLLOWS:
- That I am the author or co-author of the work and have the authority on behalf of the author or authors to make this agreement and to hereby give the City University Institutional Repository administrators the right to make available the Work in the way described above.
- That I have exercised reasonable care to ensure that the Work is original, and does not to the best of my knowledge break any UK law or infringe any third party's copyright or other Intellectual Property Right. Where I have included third party copyright material, I have fully acknowledged its source.
- The administrators of the City University Institutional Repository do not hold any obligation to take legal action on behalf of the Depositor, or other rights holders, in the event of breach of intellectual property rights, or any other right, in the material deposited.

Signature: Date:

xix

Appendix G: Doctoral Development Fund Application Form

DOCTORAL DEVELOPMENT FUND
STUDENT APPLICATION FOR SUPPORTING GRANT

Note: Funding is available for MPhil/DMus/PhD Doctoral students and is not applicable to DMA/MMA students at present.

Date of Application	

1. Applicant Details	
Name	
Department	
Course & Year	
Thesis Topic	
Email and telephone	
Supervisor/Head of Department's name	

2. Reason for Application

3. Start and End Dates of Project / Activity	
Proposed Start Date	Proposed End Date
Please note this form should be submitted at least <u>3 weeks prior to the start date</u> of the project/activity	

4. Total Budget Figure	

Please confirm if you have been awarded funding elsewhere to undertake this project (please delete as appropriate): No / Yes

If yes please provide details below:

5. Ethical Approval (Guidelines & forms relating to Research Ethics are available on the student research intranet pages under Research Ethics).
This section is only required for research involving human participants, e.g. interviews, paper / computer-based questionnaire, observation, etc. Does the project involve human participants or subjects?   Yes ☐   No ☐ If yes, please read the guidance notes and complete the relevant forms for submission with your application. Ethical approval will be required before any research project involving human participants can commence.

6. Detailed Budget Statement		
Category	Description	Amount
Conference / Course Fee		
Travel		
Accommodation		
Hardware Purchase		
Software Purchase		
Specialist library items		
Hire of Space / Equipment		
Other (please specify)		
	Grand Total Budget:	

7. Outputs
All successful applicants will be required to submit a report (500-1000 words) as well as a brief article (no more than 200 words), if required, for the School student *e-zine*, following the end of their project/activity.

Applicant Signature: Date:

8. Short Supporting Statement from Head of Department / Supervisor

Supervisor Name: Date:

9. Comments from Supervisor 2

Supervisor Name: Date:

10. Comments from Supervisor 3

Supervisor Name: Date:

Please submit your completed form to the Doctoral Programme Administrator, doctorate@gsmd.ac.uk

Appendix H: Tier 4 Work Placements

WORK PLACEMENT
PERFORMER'S STATEMENT
(Postgraduate Music - Research

GUILD HALL SCHOOL

This form is to be used by students registered on the MPhil/DMus programme (performers only).

This statement must be completed and signed at the start of each academic year.

Student name	
Student ID No.	
Instrument	
Research project title	

The MPhil/DMus programme (performers only) supports students in practice-based research forming a distinct contribution to the knowledge of their subject through significant creative outputs. Research may not only be based closely on, but may also be conducted through, musical practice and performance. [See Doctoral programme revalidation documentation 2016]

Where an MPhil/DMus student's research is explored via performance, the student will be expected to utilise opportunities and experiences directly connected to their research proposition.

The following activities are experiential learning opportunities relevant to research students:
- Recitals for music clubs and societies or similar (as soloist or ensemble player)
- Vocal Soloists for oratorio and choral society performances
- Concerto soloists for orchestral concerts

I understand that any work placement must fall within one of the categories listed above to be authorised and all activities must not in total constitute more than 50% of the nominal time allocated for my programme and mode of studies. Paid work placements will be organised by the Outside Engagements Service, unpaid work placements will require a request form to be completed and submitted to the Outside Engagements Service.   If I undertake a work placement not pre-approved through either of the above mechanisms I will be in breach of the Student Code of Conduct. If a leave of absence is required, I understand it will require separate approval.

Student Signature	
Date	

DOCTORAL PROGRAMME LEADER

The activities listed above are integral to this student's academic development on the doctoral programme, providing professional opportunities to support the student's research proposal.

Name	
Department	
Signature	
Date	

Annex: Contracts and request forms should be attached.

Appendix J: Guildhall School Research Degree Regulations
(as approved by Academic Board on Monday 19 June 2017)

1   Research degrees: scope

1.1   These regulations set out the minimum requirements of the School's doctoral programme leading to the following awards:

- Doctor of Music (DMus)
- Doctor of Philosophy (PhD)
- Master of Philosophy (MPhil)

Individual handbooks may specify more stringent requirements.

1.2   A doctoral level research degree programme of study must extend over at least two years of full-time study, or the part-time equivalent, and incorporate a substantial research component. A doctoral programme may have a linked master's by research award. Eligibility for consideration for a linked research award at master's level will require attendance at the School for at least one year of full-time study, or the part-time equivalent.

2   Registration & submission deadlines

Minimum period of registration
2.1   The minimum period of registration for a doctorate degree leading to the award of PhD or DMus will be two calendar years of full-time study, or the part-time equivalent, excluding any period of interruption. The minimum period of registration for the award of MPhil will be one calendar year of full-time study, or the part-time equivalent, excluding any period of interruption. Early submission is not an option. An MPhil is only available on the recommendation of the upgrade viva panel.

Registration status
2.2   The Doctoral Programme Leader may grant a period of interruption to a student's programme of study on grounds of illness or other adequate cause, provided that the period of interruption does not exceed two years and that the total duration of the student's programme of study, excluding any such interruption, does not exceed the maximum period specified below. A student who is not registered will not be permitted to make a submission for examination.

2.3   Unless exceptionally exempted from this requirement (see paragraph 2.8 below), a student following the doctoral programme will be registered initially on the linked master's/doctorate pathway (i.e. MPhil/DMus or MPhil/PhD) but may upgrade to the doctorate pathway after satisfying the programme team at an upgrade interview (see section 4 below).

2.4   Subject to any programme-specific limitations, there will be three bands of registration, as follows:
- full-time registration;
- part-time registration;

- 'writing-up' (with access to library and computer facilities and minimal formal supervision as determined by the Doctoral Programme Leader).

The amount of any fee will be set annually according to procedures established by the School.

2.5 A student registered on a doctoral programme may apply to transfer status from registration as a full-time or part-time student to that of 'writing-up' status according to the procedure outlined in section 5 below. A transfer of registration status will be permitted only when, in the considered opinion of the supervisory team, the student's doctoral submission is nearing completion (see section 6). A student will only be permitted to be registered as 'writing-up' for a maximum period of one calendar year.

Staff candidates

2.6 Current members of staff of the Guildhall School of Music & Drama who apply to study for a research degree at the School will be required to comply with all regulations of the School and of City University.

2.7 Staff will be required to seek the approval of their School department prior to registering as a candidate for doctoral study.

2.8 For the avoidance of conflict of interest in admissions, assessment and examination, for staff candidates at least one external examiner will be required at the stage of upgrade and of final viva examination.

2.9 When a current member of staff is admitted as a doctoral candidate, the Doctoral Programme Leader will, with the Research & Knowledge Exchange Committee, sign off the supervision arrangements, tuition fees due, the minimum and maximum period of candidature and the examination arrangements, using the same process as other doctoral candidates.

2.10 Staff candidates registering for the doctoral programme will usually be required to pursue a part-time programme of study extending over at least the equivalent of two calendar years of full-time study.

2.11 If a member of staff who is also a doctoral candidate ceases to be a member of Guildhall School staff at any time prior to the completion of their prescribed programme of study, their registration on the research degree programme will be reviewed in relation to fee status and mode of attendance.

Doctoral submission

2.12 Excluding any period of interruption, a full-time student will be required to submit for examination within four years of first registration and a part-time student within eight years of first registration.

Submission for linked master's by research [1]

2.13 Excluding any period of interruption, a full-time student will be required to submit for examination within 2 years of first registration, and a part-time student within 4 years of first registration.

---

[1] Not currently available.

Transfer & advanced standing

2.14 The School may register a student on a research programme with exemption from part of the programme of study, where the student has commenced a programme of study for an equivalent degree of another higher education institution in the United Kingdom or overseas. In such a case, the programme of study followed at the School may not be less than one calendar year or its part-time equivalent.[3]

2.15 Transfer of registration may not take place after a candidate has entered the examination for any one of the degrees mentioned above.

3 Attendance & programme of study

3.1 Every student registered for a research degree at the School is required to pursue a formal programme of study including induction and training programmes where prescribed.

Supervision of thesis

3.2 Every student will be allocated a team of at least two supervisors, including at least one Category A (or Senior) supervisor.[2] One member of the team will be nominated as the Principal (or Main) Supervisor. Depending on the nature of the project and the composition of the supervisory team, a student may also be allocated a Co-ordinating supervisor (who need not be a subject specialist but who is experienced in the kind of project-management often necessary for conservatoire-based doctoral research), and/or and external supervisor (who will be a subject specialist).

Attendance

3.3 Full-time students are required to devote the great majority of their working time to the programme, equivalent to a minimum of 30 hours per calendar week for 45 weeks each calendar year. Part-time students are expected to devote the equivalent of 15 hours per week for 45 weeks each calendar year to the research programme. Except in identifying the start of each new academic year, term dates do not apply to the doctoral programme.[3]

3.4 A student will be entitled to 7 weeks of holiday allowance per calendar year (inclusive of any periods of School closure and bank holidays). The student should inform the supervisory team as well as the programme administrator of any periods taken as holiday. [10]Absence for illness should be reported in the same way.

3.5 Except as provided for in Regulation 3.6 below, a student is required to centre their academic activities on the School and to attend personally for studies at such times as the School might require. Students are required to participate fully in the procedures that the School has in place to monitor their progress, and failure to do so may result in their registration being terminated.

The expectation is that all doctoral students will meet with one or more supervisors at least once a month throughout the year (i.e. not just in term time). Virtual meetings, (e.g. via Skype) are acceptable, or a combination of phone and e-mail, but in each case the contact must be sustained

---

[2] Recognition may be dependent upon meeting criteria specified by the validating body for the specific degree programme.

[3] For doctoral students on a Tier 4 visa, any employment (paid or unpaid) is limited to 20 hours a week except where annual leave has been officially booked via eGo and approved by the Programme Leader in advance (see Tier 4 Visa Student Handbook for details).

and focused enough to generate a progress report. Where visa students are concerned, virtual meetings should only take place in 'exceptional' circumstances only.

Supervisory teams will, at the end of each year submit an Annual Progress Report to the Doctoral Programme Leader.

3.6   For the purposes of undertaking research, a student may be permitted to spend part of their programme in 'off-campus study' not exceeding six months. The terms of the off-campus study will be agreed with the Doctoral Programme Leader[4] and will include:
   i)   a schedule for maintaining contact with the supervisory team;
   ii)   a plan for monitoring the off-campus study and the student's progress;
   iii) a timetable for attending training and seminars to ensure an overall equivalency in the student experience whether on or off campus.

3.7   Except for justifiable absence, see 3.4 above, non-attendance at scheduled supervisory meetings, research seminars, or other training sessions may result in action being taken under the School's Course participation policy.

3.8   In order to encourage attendance at research-related events beyond those organised internally, all students will be required to build up a record of such, to be agreed with their supervisory team and tracked using a 'points' system. The award of these 'points' will be dependent on submission of a short report, analogous to the supervision report, detailing the supposed value of the event for the student. Likely events would include conferences, lecture recitals, particular performances, etc. What constitutes a satisfactory level of attainment of 'points' will be discussed from time to time in review meetings with the Head of Research.

4   Revision of research proposal[5]

4.1   The student must submit a revised research proposal after one term's work (two for part-time students), and no later than four months after registration (eight for part-time students). This will form the main object of the following term's review.[6]

5   Upgrade procedure

5.1   Upgrade to a doctorate pathway must occur between 9 and 14 months of full-time study (between 18 and 28 months for part-time students).

Students continuing their studies on the existing programme may do so under the old regulations, or may be given the opportunity of changing to the new regulations.

5.2   Upgrade to the doctorate pathway will only take place following a review of the student's progress by the supervisory team, and after a 'mock' upgrade viva has taken place.

The student will be required to present evidence of their research progress to date (the format of the submission will be specified in the relevant programme handbook) and be

---

[4] And the Assistant Registrar (Admissions & Enrolment) for any Tier 4 visa students
[5] Excluding students registered prior to September 2016 who will be subject to the regulations on research proposals and upgrade timings in place at the time of initial enrolment.
[6] For a Tier 4 student, a significant change in a research proposal that alters the pathway from DMus to PhD, or vice versa, will impact on the School's ability to continue to sponsor the student.

interviewed by an upgrade panel. Upgrade will require the support of the supervisory team.

5.3   Minimum upgrade submission requirements will be as follows:

DMus	Portfolio of composition (20 mins length)	5,000 word written submission	Viva Voce
	Or		
	Performance (40-60 mins)	Written submission (5,000 – 7,000 words)	
PhD	Portfolio of composition (20 mins length) - added	5,000 word written submission	
	Written submission (11,000 – 15,000 words)		Viva Voce
	Or		
	Performance installation substantiating research	Written submission (5,000 – 7,000 words)	

5.4   The upgrade panel will comprise the Doctoral Programme Leader (in the Chair)[7], an internal supervisor who is not part of the student's supervisory team, and the relevant Head of Department or nominated discipline internal or external specialist.[8] In the case of a student who is also a member of staff, the panel will include at least one external examiner.

5.5   The panel will assess the suitability of the student to progress to the doctoral pathway against the following criteria:
- the ability of the student to present material in a coherent manner;
- the ability of the student to evaluate critically sources within the particular discipline;
- the ability of the student to evaluate and re-evaluate their contribution to the field of research;
- the ability of the student to communicate their research to peers;
- the ability of the student to manage the project;
- that the project being undertaken is of sufficient scope, originality and theoretical interest to constitute a genuine contribution to the subject.

5.6   The student will be notified, in writing, of one of the following outcomes:
   i.   The candidate passes the upgrade assessment and proceeds to the DMus/PhD;
   ii.   The candidate's submission requires some minor amendments (to be incorporated at final submission) and the candidate proceeds to the DMus/PhD;
   iii.   The candidate's submission requires major amendments and/or further preparation and the candidate is asked to resubmit within a specified timeframe and, at the discretion of the examiners, undergo a further upgrade viva;
   iv.   The panel considers the candidate's upgrade submission or components of it to fall critically short of Doctoral level and the candidate is encouraged to submit for the MPhil. The candidate will be permitted a period of up to 6 months to prepare for submission;

---

[7] Where not practicable, or where there may be a conflict of interest, the Vice Principal & Director of Innovation may chair or nominate another senior member of staff.
[8] The supervisor may attend the interview and, where a requirement of validation, a member of staff from the validating institution may also be present.

v.   The panel considers the candidate's work to fall critically short of Doctoral level and unlikely to be suitable for submission for the MPhil, upgrade is refused and the candidate's registration is terminated.

In the event of (iv) or (v), it is expected that the student will have received written notice at the Spring and/or Summer termly reviews that their progress on the programme is likely to be insufficient for upgrade.

5.7   In the event of (iv) or (v), above, or where resubmission is unsuccessful, the student will be permitted to appeal against the decision. The appeal process to be followed will be detailed in the relevant student handbook and will either be:

(a)   the appeal process of the validating body;[9]

or

(b)   by written submission to the Principal within 14 working days.[10] The Principal will allow an appeal to be heard if the Principal is satisfied that either or both of the following criteria apply:

(i)   there is evidence of procedural irregularities in the conduct of the upgrade;

(ii)   there is evidence that the student's progress may have been adversely affected by illness or other factors which the student was unable, or for valid reasons unwilling, to divulge at an earlier stage to the Doctoral Programme Leader.

The appeal will be heard by a panel consisting of two senior academic members of staff (Chair to be appointed by the Principal) and a postgraduate student. The decision of the appeal panel will be final.

6   Transfer to 'writing-up' status

6.1   Transfer to 'writing-up' status will only be available to students who have already been upgraded to the doctorate pathway and are nearing completion of their research and submission. A student who has completed four years of full-time registration (or its part-time equivalent) will not be eligible for transfer to 'writing-up' status.

6.2   The decision to allow transfer to writing-up status or to grant a fourth year of supervised study (or its part-time equivalent) will be taken by the Doctoral Programme Leader in consultation with the supervisory team. If the student has not already given formal notice of their intention to submit then a time-frame for submission (and, where relevant, any associated pubic performance) will be agreed with the student.

7   Submission & examination

7.1   The decision to submit for examination rests with the student alone.

7.2   A student will be required to give written notice to the School, by submitting an examination entry form,[11] of their intention to submit for examination at least three months prior to submission.

7.3   Following notification of the intention to submit, the School will appoint the examiners in accordance with the rules of the validating body.

---

[9] see City University's *Research Studies Handbook.*
[10] The Principal may delegate consideration of the appeal to another senior officer of the School.
[11] The entry form may be specific to the validating institution.

7.4   A thesis (or other agreed research output) must be presented for examination in accordance with the procedures and in the format specified by the School and the validating body. The thesis must be accompanied by a signed declaration by the candidate that the work presented in the thesis is their own.[12]

7.5   The format and timing of the examination, including any performance element and/or viva voce examination, will be in accordance with the rules of the validating body. However, the School's minimum expectations are set out below;

<table>
<tr><td rowspan="7">MPhil</td><td colspan="2">Outputs</td></tr>
<tr><td>Portfolio of composition (30mins minimum)</td><td>Analytic commentary (8,000-10,000 words)</td></tr>
<tr><td>Performance or installation substantiating research (1-2 performances, each 60mins* or 1-2 installations)

* may vary according to instrument</td><td>Analytic commentary/thesis (8,000-20,000 words)</td></tr>
<tr><td colspan="2">The combination of creative and written components is determined according to the specific research questions. Likely variants might be:
• two performances plus 8-10,000 word thesis
• one installation plus 15-20,000 thesis.</td></tr>
<tr><td colspan="2">Thesis - only (25,000-30,000 words)</td></tr>
<tr><td colspan="2">Contribution to knowledge will be examined against:
o Original work and/or an ordered and critical exposition of existing knowledge.
o Critical appraisal of previous work</td></tr>
</table>

	Outputs	
DMus or PhD	(DMus or PhD) Portfolio of composition (75mins minimum plus	Analytic commentary (15,000-20,000 words)
	(DMus or PhD) Performance or installation substantiating research (1-3 performances, each 60mins, or 1-3 installations) plus	Analytic commentary/thesis (20-50,000 words)
	The combination of creative and written components is determined according to the specific research questions. Likely variants might be: • composition folio plus 15-20,000 word commentary • three performances plus 15-20,000 word thesis • one performance plus 30-50,000 thesis.	
	(PhD) Thesis–only (circa 80,000 words)	
	Contribution to knowledge will be examined against: • Originality - the discovery of new facts and/or by the exercise of independent critical power • Critical appraisal of previous work • Design and methodology of investigation • Conduct and execution of research • Analysis of data, evidence and/or outcomes • Creative production and interpretations • Theoretical interpretations	

7.6   Any appeal by the student in response to a decision of the examiners will be in accordance with the rules of the validating body.

Availability of submission

7.7   It is a requirement for the award of the degree that one copy of a successful submission is placed in the library of the School in addition to any requirements of the validating body.

7.8   The submission will normally be placed in the public domain immediately after the award of the degree. Exceptions to this requirement will only be made in very exceptional circumstances such as grounds of commercial exploitation, and will be granted for a maximum period of two years from the date of the award. A candidate may apply to the Academic Board for restriction of access to their thesis prior to, or at the same time as, submission of the examination entry form, the candidate's written application must be supported by the supervisor.[13]

8   Allegations of plagiarism or other research misconduct during the programme of study

8.1   A suspected case of research misconduct during the programme of study will be investigated in accordance with the School's *Governance Framework for Good Practice in Research* and may result in action being taken under either the validating institution's assessment regulations or the School's *Student Code of Conduct and Disciplinary Procedure.*

---

[13] The decision may require ratification by the validating body.

8.2   A student may not submit for examination whilst an investigation is being conducted under Regulation 8.1 above. Where research misconduct is suspected during the assessment of the submission or during the viva voce examination the assessment process will be halted and held in abeyance

Appendix K: Student Appeals (City Senate Regulation 21b)

City University defines a research degree appeal as a request from a student for a review of a decision concerning his/her registration status or the outcome of an examination. These internal regulations of the University will be operated in accordance with its Equal Opportunities and Equality and Diversity Policies. The Equal Opportunities and Equality and Diversity Policies of the Validated Institution will also be followed.

A. Stage 1: Validated Institution-level appeal
1. Grounds for appeal
a) A student may appeal against any of the following:
   (i) A decision concerning his/her registration status, including:
   - withdrawal or suspension of registration;
   - transfer between MPhil and PhD;
   - extension of registration beyond the maximum period of candidature;
   - transfer to writing-up status.
   (ii) The outcome of an examination, including:
   - that s/he should not be awarded a research degree nor be permitted to resubmit for the award of either a Doctorate or a Masters degree;
   - that s/he be awarded a degree other than the degree for which s/he was registered.

   Dissatisfaction with the decision or academic judgement of the Senior Tutor for Research or the examiners is not alone a valid ground for an appeal.

b) An appeal may only be made on one or both of the following grounds:
   (i) That there was a material error, including a material procedural irregularity, administrative error and/or prejudice, bias or inadequate assessment in:
   - the conduct of the monitoring and assessment of the student's progress; OR
   - the conduct of the examination.
   (ii) That there were previously undisclosed circumstances affecting the student's academic progress during the period of candidature or during the examination which:
   - were not made known to the Validated Institution for a demonstrated, valid and overriding reason AND
   - had an adverse effect on the student's performance during the period of candidature or the examination.

c) An appeal, with appropriate evidence, should be submitted to the University Officer nominated by Senate or his/her nominee within 28 days of the student receiving written confirmation of the decision concerning registration status or the outcome of an examination.

2. Initial scrutiny
a) The student will receive an acknowledgement of receipt.

b) The appeal will be scrutinised by at least two members of University staff.

c) The possible outcomes of initial scrutiny are:
- upheld (in full or part) with a recommendation for immediate corrective action by the Chair of the Course Board ('material error' only);
- referred for consideration by Validated Institution Appeal Panel either because the case for non-disclosure of circumstances has been accepted and/or because a hearing with the option for representation by the student is warranted;
- returned with an opportunity for the student to resubmit the appeal within 14 calendar days;
- rejected because the form was incomplete, incorrect, not accompanied by supporting evidence, or did not demonstrate grounds for appeal.

d) The student will be informed of the outcome of the initial scrutiny, normally within 28 calendar days of receipt. The notification will include the reasons for the decision.

e) A student whose appeal has been rejected may be entitled to request a review of that decision under section B of these Regulations.

f) The process and outcomes of the initial scrutiny will be documented and a record retained for report to the Course Board and senate.

3. Validated Institution appeal panel
a) A Validated Institution appeal panel will normally be convened within 28 days of the outcome of the initial scrutiny. The Panel will have three members and the Principal of the Institution or his/her nominee will be the Chair.

b) Senate will nominate a senior member of University administrative staff, who will not be part of the Validated Institution Appeal Panel, to attend the hearing to ensure that the conduct of the appeal panel is in accordance with the University's requirements.

c) The student will be invited to attend the Validated Institution panel hearing and can choose to be accompanied by one other person. If the student chooses to be accompanied s/he must provide information about that person to the Secretary of the panel at least 7 calendar days in advance. The information will include the person's relationship to the student and the reason for the person's attendance. A student should note that s/he may only be represented in his/her absence in exceptional circumstances. Any request for this requires the agreement of the Chair of the Panel. If a student chooses not to attend, or fails to attend without submitting, in writing, valid reasons for a postponement, the panel may meet in the student's absence.

d) If the appeal is against a decision concerning registration status, the possible outcomes are:
(i) Upheld (in full or part) to the Chair of the Course Board that its decision be amended to:
- re-registration; OR
- transfer between MPhil and PhD; OR
- extension of candidature; OR

- suspension of registration; OR
- transfer to writing-up status;

(ii) upheld (in full or part) with a recommendation to the Chair of the Course Board that the student be asked to provide additional work within a maximum specified period of time from the date of the meeting of the Panel, for further assessment of academic progress or work to date;

(iii) rejected as the grounds for appeal have not been demonstrated.

e) If the appeal is against the outcome of an examination the possible outcomes are:
    (i) upheld (in full or part) with a recommendation to the Chair of the Course Board that the original examiners reconsider their recommendations for reasons stated by the Panel;[14]
    (ii) upheld (in full or part) with a recommendation to the Chair of the Course Board that the student be permitted to revise his/her thesis and resubmit it for re-examination to the original examiners or to new examiners as the Panel sees fit within a specified time;[15]
    (iii) upheld (in full or part) with a recommendation to the Chair of the Course Board that new examiners be appointed. The recommendation of the new examiners shall supersede the recommendation of the original submission;[16]
    (iv) rejected as the grounds of the appeal have not been demonstrated.

f) The outcome of the Validated Institution Appeal Panel hearing will be provided to the student by the Validated Institution in writing, normally within 14 days of the hearing. The notification will include the reasons for the decision.

g) A record of the outcome of the Validated Institution Appeal Panel hearing will be retained for report to the Course Board and Senate.

B. Stage 2: University-level review
1. Grounds for review
a) A student may request a review of a Validated Institution decision on one or both of the following grounds:
- That there was a material error in the proceedings associated with the Validated Institution decision which materially affected that decision; AND/OR
- That new information had become available which was material to the original appeal and which could not have been made known to the Validated Institution for a demonstrated, valid and over-riding reason.

---

[14] The Panel will not question the academic judgement of the original examiners.

[15] The Panel should state whether or not a further period of supervised study is required and ask the School to ensure that satisfactory supervisory arrangements are in place during the period until re-submission.

[16] The Panel should ensure that those examiners shall be no fewer in number than the original examiners and shall comprise not fewer than two examiners, one of whom at least should be external. The reports and recommendation of the original examiners shall not be communicated to the new examiners. The new examiners will be made aware that they are conducting a re-examination on appeal and that they are required to hold a viva.

This is not a reopening of the original appeal. Dissatisfaction with the decision of the Validated Institution is not alone a valid ground for requesting a review.

b) A review request, with appropriate evidence, should be submitted to the University Officer or his/her nominee within 21 days of confirmation of the Validated Institution decision.

2. Initial scrutiny
a) The student will be sent a receipt of their review request.

b) Two members of University staff will scrutinise the review submission.

c) The possible outcomes of initial scrutiny are:
   - upheld (in full or part) with a recommendation for immediate corrective action by the Officer responsible for the Validated Institution decision or his/ her nominee ('material error' cases only);
   - upheld (in full or part) and referred back to the appropriate body responsible for the Validated Institution decision for consideration. Following this consideration, a student may then only request a review of the decision on the ground of a material error;
   - returned with an opportunity for the student to resubmit the request for review within 14 calendar days;
   - rejected because the form was incomplete, incorrect, not accompanied by supporting evidence, or did not demonstrate grounds for appeal;
   - referred for consideration by University Review Panel because a hearing with the option for representation by the student is warranted.

d) The student will be informed of the outcome of the initial scrutiny, normally within 28 calendar days of receipt. The notification will include the reasons for the decision.

e) The process and outcomes of the initial scrutiny will be documented and a record retained for report to Senate.

3. University review panel
a) A University review panel will normally be convened within 28 days of the outcome of the initial scrutiny. The panel will have three members and the Chair will be the University Officer or his/ her nominee. The University Appeals Administrator or his/her nominee will attend the hearing to ensure the conduct of the panel is in accordance with the University's requirements (the Administrator will not be part of the Appeal Panel).

b) The student will be invited to attend the University review panel hearing and may choose to be accompanied by one other person. If the student chooses to be accompanied s/he must provide information about that person to the secretary of the panel at least 7 calendar days in advance. The information will include the person's relationship to the student and the reason for the person's attendance. A student

should note that s/he may only be represented in his/her absence in exceptional circumstances. Any request for this requires the agreement of the Chair of the Panel. If a student chooses not to attend, or fails to attend without submitting in writing valid reasons for a postponement, the panel may meet in the student's absence.

c) A representative from the Validated Institution with the authority to comment on the Validated Institution decision at the first stage will be invited to attend the panel. The representative does not form part of the panel and will not be present during the panel's deliberations.

d) The University review panel will consider the case and make a decision on behalf of Senate.

e) If the appeal is against a decision concerning registration status, the possible outcomes are:
   (i) upheld (in full or part) with a recommendation to the Chair of the Course Board that its decision be amended to:
      • Re-registration; OR
      • Transfer between MPhil and PhD; OR
      • Extension of candidature; OR
      • Suspension of registration; OR
      • Transfer to writing-up status.
   (ii) upheld (in full or part) with a recommendation to the Chair of the Course Board that the student be asked to provide additional work within a maximum specified period of time from the date of the meeting of the Panel, for further assessment of academic progress or work to date;
   (iii) rejected as the grounds for appeal have not been demonstrated

f) If the appeal is against the outcome of an examination the possible outcomes are:
   (i) upheld (in full or part) with a recommendation to the Chair of the Course Board that the original examiners reconsider their recommendations for reasons stated by the Panel;[17]
   (ii) upheld (in full or part) with a recommendation to the Chair of the Course Board that the student be permitted to revise his/her thesis and resubmit it for re-examination to the original examiners or to new examiners as the Panel sees fit within a specified time[18];
   (iii) upheld (in full or part) with a recommendation to the Chair of the Course Board that new examiners be appointed. The recommendation of the new examiners shall supersede the recommendation of the original submission[19];
   (iv) rejected as the grounds for appeal have not been demonstrated.

---

[17] The Panel will not question the academic judgement of the original examiners.

[18] The Panel should state whether or not a further period of supervised study is required and ask the School to ensure that satisfactory supervisory arrangements are in place during the period until re-submission.

[19] The Panel should ensure that those examiners shall be no fewer in number than the original examiners and shall comprise not fewer than two examiners, one of whom at least should be external. The reports and recommendation of the original examiners shall not be communicated to the new examiners. The new examiners will be made aware that they are conducting a re-examination on appeal and that they are required to hold a viva.

g) The University review panel may not recommend any alteration to the recommendation of the original examiners.

h) The outcome of the University review panel hearing will be provided to the student in writing, normally within 14 days of the hearing. The notification will include the reasons for the decision.

i) The outcome of the University review panel hearing will be reported to the Board of Studies and Senate and a record will be retained.

C. Office of the Independent Adjudicator

When the University's internal procedures have been concluded, a student will be issued with a Completion of Procedures (CoP) letter. Following this, a student who is dissatisfied with the final decision on his/her case may be able to apply to the Office of the Independent Adjudicator (OIA) for Higher Education. Information and eligibility rules are available at: www.oiahe.org.uk

The revised Regulations below were approved by Senate 01.10.14 and will come into effect for all new and continuing students from the 2014-15 academic year.

The previous Regulations can be accessed here:
http://www.city.ac.uk/__data/assets/word_doc/0009/69228/s21b.doc
The Student Appeals Regulations should be read in conjunction with the Student Appeals Policy.

Contact Student and Academic Services for information and advice on these regulations.

Appendix L: Useful Websites

Conservatoires UK
The contemporary conservatoire is an international centre of excellence in higher education and training in dance, drama or music and which has a leadership role in national and regional professional arts practice.
http://www.conservatoiresuk.ac.uk/about-cuk/

Vitae researchers' portal
(Incorporating UK Grad and UKHERD)
Vitae is a national organisation championing the personal, professional and career development of doctoral researchers and research staff in higher education institutions and research institutes.
http://www.vitae.ac.uk/
Research students may find the resources and events pages of particular interest.

The Arts and Humanities Research Council (AHRC)
The Arts and Humanities Research Council supports research within a huge subject domain from traditional humanities subjects, such as history, modern languages and English literature, to the creative and performing arts. The AHRC funds research and postgraduate study within the UK's higher education institutions. In addition, on behalf of the Higher Education Funding Council for England, it provides funding for museums, galleries and collections that are based in, or attached to, higher education institutions in England.
http://www.ahrc.ac.uk/

Research Councils UK
Research Councils UK (RCUK) is a strategic partnership between the seven UK Research Councils. RCUK was established in 2002 to enable the Councils to work together more effectively to enhance the overall impact and effectiveness of their research, training and innovation activities, contributing to the delivery of the Government's objectives for science and innovation.
www.rcuk.ac.uk/

Higher Education Academy
The Academy's mission is to help institutions, discipline groups and all staff to provide the best possible learning experience for their students. www.heacademy.ac.uk/

Polifonia
The Erasmus Thematic Network for Music 'Polifonia' studied various subjects related to professional music training in Europe.
http://www.polifonia-tn.org/Home.aspx

Information about its work on 3rd cycle (doctorate level) studies in music can be found at:
http://www.polifonia-tn.org/Content.aspx?id=60

European Association of Conservatoires (AEC)
The AEC is a European cultural and educational network with more than 238 member institutions for professional music training in 55 countries.
http://www.aecinfo.org/

British Music Information Centre (BMIC)
The British Music Information Centre is a leading resource for 20th and 21st century music in the UK. The BMIC provides access to a unique collection of scores, recordings and background information on music from this country and promotes new contemporary work in London through its concert series The Cutting Edge, and nationally through the Cutting Edge Tour. The site offers links to more than 300 composer web-pages and web-sites and addresses of many organisations and individuals specialising in new music education.
http://www.bmic.co.uk/

Sound and Music
Sound and Music is the UK's landmark agency for new music and sound, working in partnership with complementary organisations to raise awareness of this vital and inspiring art form. It brings together practitioners, producers and promoters under one roof, with the ambition to attract bigger and more diverse audiences to engage with innovative and sometimes challenging work.
http://www.soundandmusic.org/about

The Golden Pages
Formerly hosted by Royal Holloway, University of London, the Golden Pages list future conferences in musicology along with online resources and dissertation abstracts.
http://goldenpages.jpehs.co.uk/

Royal Musical Association (RMA)
The umbrella scholarly society for musical research in the UK. The School is hosting the RMA's annual meeting in 2016.
http://www.rma.ac.uk

Institute of Musical Research (IMR)
Formerly an Institute of the School of Advanced Study at the University of London and based at Senate House, the IMR is now run from Royal Holloway, although it still holds events and meetings at Senate House.
http://www.the-imr.uk and, for archived resources 2006-2015, http://music.sas.ac.uk