

# The Courtauld

The Courtauld Institute of Art

## General Regulations – Research Degrees

### Contents

<b>1</b>	<b>Introduction</b>
<b>2</b>	<b>Admission and Registration</b>
<b>3</b>	<b>Progress and Transfer of Registration</b>
<b>4</b>	<b>Attendance and Programme of Study</b>
<b>5</b>	<b>Requirements of the Thesis</b>
<b>5.1</b>	<b>Thesis for the PhD Degree</b>
<b>5.2</b>	<b>Thesis for the MPhil Degree</b>
<b>5.3</b>	<b>Requirements Applicable to Thesis Submitted for the Degrees of MPhil and PhD</b>
<b>6</b>	<b>Entry to Examination and Submission of Thesis</b>
<b>7</b>	<b>Availability of Thesis</b>
<b>8</b>	<b>Conduct of Examinations</b>
<b>8.1</b>	<b>General</b>
<b>8.2</b>	<b>Method of Examination for the PhD Exam</b>
<b>8.3</b>	<b>Conduct of PhD Examination</b>
<b>8.4</b>	<b>Method of Examination for the MPhil Degree</b>
<b>8.5</b>	<b>Conduct of Phil Examination</b>
<b>9</b>	<b>Notification of Results of MPhil and PhD Examinations</b>
<b>10</b>	<b>General</b>
	<b>Annex to the Regulations – Instructions for the Appointment of Examiners to MPhil and PhD Degrees</b>

## 1 Introduction

1.1 These regulations are Issued by the Courtauld Institute of Art (referred to hereafter as The Courtauld) with effect from September 2015.

1.2 Candidates for the degrees of MPhil and PhD are required to comply with these institute-specific regulations and should also refer to the [University of London Regulations](#).

## 2 Admission and Registration

2.1 Application for admission to a programme of study for the degree of MPhil or PhD should be made in accordance with the procedures prescribed by The Courtauld as they appear on the website [www.courtauld.ac.uk](http://www.courtauld.ac.uk).

2.2 Entrance requirements and any qualifying examinations are prescribed by the College.

2.3 A student will normally register to start at the beginning of the academic year, usually in September.

2.4 A candidate for a research degree will be registered initially for the MPhil degree except where The Courtauld has given permission for initial registration for the PhD degree in accordance with any circumstances identified in The Courtauld's admission and registration procedures.

2.5 The Courtauld may register for the MPhil or PhD degree, with exemption from part of the course of study, a candidate who has commenced elsewhere a relevant programme of study for the MPhil or PhD degree or equivalent degree. Such a candidate may not have completed more than two calendar years full-time or four calendar years part-time at another institution before applying to transfer in. (*see also paragraphs 4.5 and 5.3.1*).

2.6 Any candidate applying to transfer in, must first determine whether a potential supervisor with the appropriate expertise is available to supervise them, and then apply in accordance with the procedures prescribed by The Courtauld.

2.7 Any student wishing to transfer out will be subject to the policy of The Courtauld regarding fee refunds. Students who transfer out within the first two weeks of the start of the academic year will receive a full refund; students who transfer out before 14 February will receive a 50% refund; students who transfer out at any point after 14 February will be refunded pro-rata.

2.8 The degrees of MPhil and PhD may not be pursued by distance learning.

2.9 The degrees of MPhil and PhD may not be pursued by means of published works.

## 3 Progress and Transfer of Registration

3.1 The Courtauld has a Code of Practice for supervisors and research students and appoints a supervisor and an advisor for each of its students registered for the MPhil or PhD degree in accordance therewith.

3.2 A student who feels that an effective working relationship with their supervisor or advisor

has not been established for any reason may seek the advice of the Head of Research Degrees for resolution of the difficulty.

3.3 A supervisor or advisor who feels that an effective working relationship with their supervisee has not been established for any reason may seek the advice of the Head of Research Degrees.

3.4 Initially all students will be registered for the degree of MPhil, and in May of the first year (for full-time students) and in May of the second year (for part-time students) must comply with the First Year Monitoring / Upgrade procedure of The Courtauld. If this procedure is passed, the student will thereafter be registered for the degree of PhD. If this procedure is failed, the student will be permitted one further attempt in September of the same year. If the second attempt is failed, the student will be de-registered from the Research Programme unless the student requests to transfer their registration as outlined in 3.6.

3.5. Once de-registered, a student may not receive supervision from any member of academic staff at The Courtauld. They will not normally be eligible to re-register unless they reapply in full to the PhD programme..

3.6. The Courtauld may permit a student to transfer from the PhD degree to the MPhil degree in accordance with the conditions specified by The Courtauld, provided that no transfer of registration is permitted after entry to the examination for either of these degrees. Registration for the degree to which transfer has been made may date from initial registration for the degree from which transfer has been made. On transfer of registration, the registration for the original degree will lapse. If a student has transferred to the MPhil following failure on their second attempt at the first year monitoring procedure, they will not be eligible at any subsequent point for transfer back to the PhD degree.

3.7. Every student will be subject to the Annual Monitoring procedure of The Courtauld in their second and third years (fourth and sixth years for part-time students) in order to demonstrate that they are making sufficient progress towards submission by the deadline.

## **4 Attendance and Programme of Study**

4.1. Every student is required to pursue a regular programme of study as prescribed by The Courtauld, and substantive contact with the supervisor is expected throughout the programme of study. Substantive contact is normally defined as attending supervisory tutorials, or their equivalent, at least, but not limited to, once per term, maintaining contact through other means in the interim and supplying written material as requested by the supervisor.

4.2. The usual length of the programme of study shall be three full-time calendar years plus one writing-up year or six part-time calendar years plus one writing-up year for the PhD degree, and two full-time calendar years plus a writing-up year or four part-time calendar years plus a writing-up year for the MPhil degree. The maximum registration period is normally seven years, for full-time students.

4.3. If a candidate has not submitted their thesis for examination by 30 September of the fourth year (full-time students) or the seventh year (part-time students) for the degree of PhD, or by 30

September of the third year (full-time students) or the fifth year (part-time students) for the degree of MPhil, two options are permitted:

1. If the supervisor confirms that submission is imminent, the candidate must register for a further year and be obliged to pay a second writing-up fee.
2. If the supervisor confirms that submission is seriously delayed and supervision is still required, the candidate must register for a further full academic year and will be required to pay further tuition fees. The fees may be payable on a termly basis, or for the full year, as deemed appropriate by the Research Degrees Committee. The programme of study is not open-ended and The Courtauld reserves the right to de-register any student who is not making reasonable progress.

4.4 Any student who does not register each year and pay their fees may not receive supervision from any member of academic staff at The Courtauld.

4.5. Save as otherwise prescribed in paragraph 4.6 below the minimum length of course for the degrees of MPhil and PhD shall be two calendar years of full-time study or four calendar years of part-time study.

4.6. A student accepted under paragraph 2.4 may be exempted by The Courtauld from part of a programme of study for the MPhil or PhD degree, provided that the programme of study followed at is not less than one calendar year of full-time study or two calendar years of part-time study.

4.7. A candidate will not be admitted to the examination for the degree unless they have completed the programme, including all progress monitoring procedures, in accordance with the relevant regulations.

4.8. Satisfactory attendance at the First Year Research Seminar Series is a requirement for all students. Part-time students may attend in their first year with the agreement of their supervisor, but will usually attend in their second year.

4.9. Participation in the Research Skills Training Programme is normally a requirement in the first year, and further training may be a requirement if identified in the Annual Monitoring procedure of The Courtauld.

4.10 During the second year a monitoring event will take place, attended by the student's supervisor and advisor ; these are normally organised within the period sections and may take various forms.

4.11. Delivering a research paper at the Third Year Research Symposium is a requirement. Part-time students can choose to fulfil this requirement in either their fifth or sixth year.

4.12 It is a requirement that candidates submit drafts of their work to their supervisor in a timely and regular manner in order to enable adjustments to be made before submission. Failure to do so may result in de-registration.

4.13 During the PhD a student may be suspended from studies for a maximum of two years in total; this is the same for part time students as for full time students. Suspension will be granted only by the Research Degrees Committee (or Head of the Research Degrees Committee taking chair's action) when a case for suspension has been presented in writing by the student and supported by the supervisor.

4.14 If, for whatever reason, a student needs to suspend for longer than two years, they will be de-registered from the programme. If they wish to resume their PhD studies, they will have to reapply to the PhD programme in the normal way (meeting the same deadline as for new applications, currently early January), and start their course of study again, which may include re-taking the first year and submitting a new first year monitoring piece. The Research Degrees Committee will decide which year they will be allowed to re-enter into.

## 5. Requirements of a Thesis

### 5.1. Thesis for the PhD Degree

5.1.1. The scope of the thesis shall be what might reasonably be expected after three or at most four years of full-time study or after six or at the most seven years of part-time study.

5.1.2. The thesis shall:

- (a) Consist of the candidate's own account of their investigations, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree;
- (b) and form a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new facts and/or by the exercise of independent critical power;
- (c) and be an integrated whole and present a coherent argument.

The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly stated by the candidate and certified by the supervisor. A series of papers, whether published or otherwise, is not acceptable for submission as a thesis.

Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis.

Publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis.

- (d) and give a critical assessment of the relevant literature, describe the method of research and

its findings, include discussion on those findings and indicate in what respects they appear to the candidate to advance the study of the subject; and, in so doing, demonstrate a deep and synoptic understanding of the field of study, (the candidate being able to place the thesis in a wider context), objectivity and the capacity for judgment in complex situations and autonomous work in that field;

(e) and be written in English and the literary presentation shall be satisfactory;

(f) and not be less than 70,000 words

(g) and not exceed 100,000 words

[*Note:* footnotes are included within the word count; the bibliography is excluded from the word count; appendices are excluded from the word count and should only include material which examiners are not required to read in order to examine the thesis, but to which they may refer if they wish.]

(h) and include a full bibliography and references, and illustrations where relevant

(i) and demonstrate research skills relevant to the thesis being presented;

(j) and be of a standard to merit publication in whole or in part or in a revised form (for example, as a monograph or as a number of articles in learned journals).

## 5.2 Thesis for the MPhil Degree

5.2.1 The scope of the thesis shall be what might reasonably be expected after two or at most three years of full-time study or after four or at the most five years of part-time study.

5.2.2. The thesis shall:

(a) consist of the candidate's own account of their investigations, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree;

[The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly stated by the candidate and certified by the supervisor.]

(b) and be either a record of original work or of an ordered and critical exposition of existing knowledge and shall provide evidence that the field has been surveyed thoroughly;

(c) and be an integrated whole and present a coherent argument;

[A series of papers, whether published or otherwise, is not acceptable for submission as a thesis]

Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The

published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis.

Publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis.

(d) and give a critical assessment of the relevant literature, describe the method of research and its findings and include a discussion on those findings;

(e) and be written in English and the literary presentation shall be satisfactory;

(f) and include a full bibliography and references;

(g) and shall not exceed 60,000 words

(h) and shall not be less than 50,000 words

[*Note:* footnotes are included within the word count; the bibliography is excluded from the word count; appendices are excluded from the word count and should only include material which examiners are not required to read in order to examine the thesis, but to which they may refer if they wish.]

### 5.3 Requirements Applicable to Thesis Submitted for the Degrees of MPhil and PhD

5.3.1. The greater proportion of the work submitted in a thesis must have been done after the initial registration for a research degree, except that in the case of a student accepted under paragraph 2.4 there shall be allowance for the fact that the student commenced their registration at another institution.

5.3.2. A candidate will not be permitted to submit as their thesis one which has been submitted for a degree or comparable award of this or any other university or institution, but a candidate shall not be precluded from incorporating in a thesis covering a wider field work which they have already submitted for a degree or comparable award of this or any other university or institution provided that they indicate on their entry form and also on the thesis any work which has been so incorporated.

5.3.3. A candidate may submit the results of work done in conjunction with the supervisor and/or with fellow research workers provided that the candidate states clearly their own personal share in the investigation and that the statement is certified by the supervisor (*see also paragraph 5.3.6*).

5.3.4. A candidate must have the title of the thesis approved by the supervisor prior to submitting the completed *Reproduction of Theses* form.

5.3.5. The decision to submit a thesis in any particular form rests with the candidate alone and the outcome of the examination is determined by two or more examiners acting jointly.

5.3.6. A candidate must include in each copy of the thesis a signed declaration that the work presented in the thesis is their own (*see also paragraph 5.3.3*).

5.3.7. A thesis must be presented for examination in a final form in typescript or print and be bound in accordance with the instructions issued by the Programme Administration Team of The Courtauld.

5.3.8. After the examination has been completed and before the degree is awarded, successful candidates are required to submit to the Programme Administration Team, for lodging in The Courtauld book library:

(a) one hard-bound copy of their thesis, in accordance with the instructions issued by the Programme Administration Team;

(b) an electronic version of their thesis, submitted as a PDF named in the following format – Surname-First Name-Title of Thesis. The file will be stored in a secure folder on the limited access file server.

5.3.9 Every candidate is required to present a short abstract of their thesis of not more than 300 words and bound with each copy of the thesis submitted to The Courtauld for examination (*see also paragraph 5.4 below*).

## **6 Entry to Examination and Submission of Thesis**

6.1. A candidate shall submit a completed entry form to the Programme Administration Team of The Courtauld (*see also paragraph 6.3 below*).

6.2. A candidate shall normally be examined in accordance with the regulations in force at the time of their entry or re-entry for the PhD examination.

6.3. The entry form should normally be submitted no earlier than six months, and no later than four months, before submission of the thesis.

6.4. A candidate is required to submit an electronic version of the abstract which will be bound into the thesis to the Programme Administration Team at the same time as their entry form.

6.6. A candidate will be required to submit two copies of the r thesis either typewritten or printed in accordance with instructions obtainable from the Programme Administration Team . A candidate may be required to provide a third copy of the thesis if a third examiner is appointed at any stage in the examination process.

6.7. A candidate for the MPhil or PhD degree is required to bring to the oral examination a copy of the thesis paginated in the same way as the copies submitted to the College for examination.

## **7 Availability of Thesis**

7.1. It is a requirement for the award of the degree that one hard-bound copy of a successful thesis is placed, as the archival copy, in the book library of The Courtauld, and that an electronic



version of the thesis is lodged in the book library as a back-up in case the original is damaged or lost.

7.2. Subject to paragraph 7.3 below, candidates for the MPhil and PhD degrees will at the time of entry to the examination be required to sign a declaration in the following terms:

(a) I authorise that the thesis presented by me in [year] for examination for the MPhil/PhD degree of the University of London shall, if a degree is awarded, be deposited in the library of the appropriate College and that, subject to the conditions set out below, my thesis be made available for public reference, inter-library loan and copying.

(b) I authorise The Courtauld to supply a copy of the abstract of my thesis for inclusion in any published list of theses offered for higher degrees in British universities or in any supplement thereto, or for consultation in any central file of abstracts of such theses.

(c) I authorise The Courtauld, or their designated agents, to make a microform or digital copy of my thesis for the purposes of inter-library loan and the supply of copies.

(d) I understand that before my thesis is made available for public reference, inter-library loan and copying, the following statement will have been included at the beginning of my thesis: The copyright of this thesis rests with the author and no quotation from it or information derived from it may be published without the prior written consent of the author.

(e) I authorise The Courtauld and/or the University of London to make a microform or digital copy of my thesis in due course as the archival copy for permanent retention in substitution for the original copy.

(f) I warrant that this authorisation does not, to the best of my belief, infringe the rights of any third party.

(g) I understand that in the event of my thesis not being approved by the examiners, this declaration will become void.

7.3. A candidate may apply to The Courtauld for restriction of access, for a period not exceeding two years, to their thesis and/or the abstract of the thesis on the grounds of commercial exploitation or patenting or in very exceptional circumstances and in accordance with the procedure adopted by The Courtauld for consideration of such applications.

## **8 Conduct of Examinations**

### **8.1 General**

8.1.1. Examiners will be appointed for each candidate in accordance with the Instructions for the Appointment of Examiners for the Degrees of MPhil and PhD for Internal and External Students (attached as an Annex to these Regulations).

8.1.2. All matters relating to the examination must be treated as confidential. Examiners are not permitted to divulge the content of previously unpublished material contained in a candidate's thesis

until such time as any restrictions on access to the thesis, which have been granted by a The Courtauld, are removed.

8.1.3. The examiners shall prepare independent preliminary written reports on the thesis to assist in conducting the oral examination (or the preparation of the joint report in those cases where no oral examination is held - *see paragraphs 7.3.3(c) and 7.5.3(c) below*). Copies of the preliminary reports should be submitted to the Programme Administration Team of The Courtauld together with the joint report. The preliminary reports will not normally be released to candidates but will be made available to the members of an appellate committee in the case of an appeal against the result of the examination for consideration at an appellate committee hearing. In such an event the preliminary reports will also be provided to the candidate. After any oral examination, a joint final report shall be prepared for submission to The Courtauld. The joint final report will be released routinely to the candidate for their personal information.

8.1.4. Each joint final report of the examiners shall indicate whether the thesis meets the requirements specified in paragraph 4.1 or 4.2 as appropriate and shall include a reasoned statement of the examiners' judgment of the candidate's performance.

8.1.5. Examiners have the right to make comments in confidence to The Courtauld in a separate report. Such comments should not normally be concerned with the performance of the candidate but may cover, for example, matters which they wish to draw to the attention of The Courtauld.

8.1.6. The supervisor shall be invited, unless the candidate indicates otherwise on their entry form, to attend the oral examination of their MPhil or PhD candidate as an observer. The supervisor does not have the right to participate in the examination of the candidate but may contribute if invited to do so by the examiners. Otherwise, the oral examination shall be held in private. In the case of joint supervision, only one of the supervisors may be invited to attend the oral examination.

8.1.7 The Head of the Research Degrees Committee (or nominee) may be present as Chair at a Viva at the request of the examiners, the supervisor/s or the candidate.

8.1.8. The oral examination must normally be conducted in London. The Courtauld may, however, exceptionally agree that the examination be conducted elsewhere if there are circumstances which make this expedient.

8.1.9. The examiners may, at their discretion, consult the supervisor before completing their report, particularly if they have doubts relating to the appropriate decision to be made.

## **8.2 Method of Examination for the PhD Exam**

8.2.1 Candidates for the PhD degree must submit a thesis and be examined orally, save as prescribed otherwise in section 8.3 below.

## **8.3 Conduct of PhD Examination**

8.3.1. Except as provided in paragraph 8.3.3.(c) the examiners, after reading the thesis, shall examine the candidate orally.

8.3.2. Candidates are required to present themselves for oral examinations at such place and times as The Courtauld may direct and to bring with them to the oral examination an additional copy of their thesis, as stated in paragraph 6.7 above.

8.3.3. There are six options open to examiners in determining the result of the examination as follows:

(1) Award doctorate degree. If the thesis fulfils the criteria (set out in paragraph 5.1.2 above) and the candidate satisfies the examiners in all other parts of the examination, the examiners will report that the candidate has satisfied them in the examination for the PhD degree.

(2) Minor corrections are required (no oral re-examination). If the thesis otherwise fulfils the criteria but requires minor amendments and if the candidate satisfies the examiners in all other parts of the examination, the examiners may require the candidate to make within three months amendments specified by them. The amended thesis shall be submitted to the examiners, or one of their number or the supervisor, nominated by them for confirmation that the amendments are satisfactory.

(3) Deficiencies in thesis (no oral re-examination). The thesis is deficient in one or more of the requirements for the degree; the examiners may determine that the candidate be permitted to re-present the thesis in a revised form within 12 months. Examiners shall not, however, make such a decision without submitting the candidate to an oral examination. The amended thesis shall be submitted to the examiners, or one of their number, for confirmation that the revisions are satisfactory.

(4) Major Deficiencies in thesis: oral re-examination normally required: if the thesis is deficient in one or more of the requirements of the degree, and requires major revisions, and the candidate fails to satisfy the examiners at the oral examination, the examiners can specify a period for resubmission of the revised thesis for re-examination, not exceeding 18 months.

(5) If, after completion of the examination including the oral examination or re-examination for the PhD degree, the examiners determine that a candidate has not reached the standard required for the award of the degree nor for the re-presentation of the thesis in a revised form for that degree, they shall consider whether the thesis does or might be able to satisfy the criteria for the award of the MPhil degree. If they so decide, the examiners shall submit a report which demonstrates either (a) how the criteria for the MPhil degree are satisfied, or (b) what action would need to be taken in order for these criteria to be satisfied. Thereafter the following conditions and procedures will apply:

*Either*

(i) Award MPhil degree: the candidate will be informed that they have been unsuccessful at the examination for the PhD degree, but that the examiners have indicated that they have reached the standard required for the award of the MPhil degree, and that they may be considered for the award of the MPhil degree if the candidate indicates within two months that they wish to be so considered.

(ii) Aim for MPhil after minor revisions. Thesis is deficient for doctoral award but student is eligible for an MPhil degree if specified corrections are made within three months. No thesis resubmission necessary. The amended thesis shall be submitted to the examiners or one of their number, nominated by them for confirmation that the amendments are satisfactory.

(iii) Aim for MPhil Degree after thesis resubmission: Thesis is deficient for doctoral award but it may satisfy the requirements for an MPhil degree if student corrects deficiencies. Examiners to specify period of corrections, up to 12 months. The examiners may at their discretion exempt the candidate from a further oral examination on re-presentation of the thesis.

A candidate who has reached the standard for the award of the MPhil degree who does not indicate that they wish to be considered for the award of that degree within the period given in paragraph (i) above will be informed that they have failed to satisfy the examiners for the PhD degree and that they may no longer be considered for the award of the MPhil degree.

(iv) Fail. The thesis and/or the student's defence of it in oral examination are fundamentally deficient in regard to doctoral or MPhil standards. The examiners may determine that the candidate has not satisfied them in the examination. The examiners shall not, however, save in very exceptional circumstances, make such a decision without submitting the candidate to an oral examination.

8.3.4. If the examiners are unable to reach agreement, their reports shall be referred to the Research Degrees Committee, which shall determine the action to be taken.

8.3.5. A candidate who fails to satisfy the examiners will not be permitted to re-enter for the examination. A candidate may however apply to The Courtauld to register for another programme of study leading to the submission of a thesis on a different topic.

## **8.4 Method of Examination for the MPhil Degree**

8.4.1. Candidates for the MPhil degree must submit a thesis and be examined orally...

## **8.5 Conduct of MPhil Examination**

8.5.1. Except as provided in paragraph 8.5.3.(c) the examiners, after reading the thesis, shall examine the candidate orally.

8.5.2. Candidates are required to present themselves for oral examinations at such place and times as The Courtauld may direct and to bring with them to the oral examination an additional copy of their thesis.

8.5.3. There are five options open to examiners in determining the result of the examination as follows:

(a) If the thesis fulfils the criteria (set out in paragraph 5.2.2 above) and the candidate satisfies the examiners in all other parts of the examination, the examiners will report that the candidate has satisfied them in the examination for the degree of MPhil.

(b) If the thesis otherwise fulfils the criteria but requires minor amendments and if the candidate satisfies the examiners in all other parts of the examination, the examiners may require the candidate to make within three months amendments specified by them. The amended thesis shall be submitted to the examiners, or one of their number or the supervisor, nominated by them for confirmation that the amendments are satisfactory.

(c) If the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the candidate be permitted to re-present the thesis in a revised form within 12 months. Examiners shall not, however, make such a decision without submitting the candidate to an oral examination. The examiners may at their discretion exempt from a further oral examination, on re-presentation of the thesis, a candidate who under this regulation has been permitted to re-present it in a revised form.

(e) The examiners may determine that the candidate has not satisfied them in the examination. The examiners shall not, however, save in very exceptional circumstances, make such a decision without submitting the candidate to an oral examination.

8.5.4. If the examiners are unable to reach agreement, their reports shall be referred to the Research Degrees Committee, which shall determine the action to be taken.

8.5.5 A candidate who fails to satisfy the examiners will not be permitted to re-enter for the examination. A candidate may however apply to the Court to register for another programme of study leading to the submission of a thesis on a different topic.

## **9 Notification of Results of MPhil and PhD Examinations**

9.1. After the examiners have reached a decision, the candidate shall be notified by the Programme Administration Team of The Court of the result of the examination. The degree shall not be awarded until one hard-bound copy, and an electronic version, of the successful thesis, have been lodged with the Programme Administration Team of The Court (see *paragraph 5.3.8*).

9.2. An award confirmation letter from the Director of the College and a diploma under the seal of the University, shall be subsequently delivered to each candidate who has been awarded a degree.

9.3 The diploma for the degree will bear the names of the candidate in the form in which they appear in the records of The Court at the date of issue.

## **10 General**

10.1. Communications sent The Court to an individual student must be regarded as applying to that student only. All communications from the Registry to PhD students will normally be copied into their supervisor/s.

10.2. Except insofar as paragraph 5.3.3. applies, the work in the thesis submitted by the candidate must be their own and submission of a thesis for examination for the MPhil or PhD degree will be regarded as a declaration of this fact.

10.3. All work submitted as part of the requirements for any examination of the University of London must be expressed in the candidate's own words and incorporate their own ideas and judgments. Plagiarism is the presentation of another person's thoughts or words as though they were the candidate's own and is an examination offence. Direct quotations from the published or unpublished work of another must always be clearly identified as such by being placed inside quotation marks, and a full reference to their source must be provided in the proper form. A series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism as much as does a single unacknowledged long quotation from a single source. Equally, if another person's ideas or judgments are summarised, the candidate must refer to that person in the text, and include the work to which reference is made in the bibliography.

10.4. Allegations of plagiarism will be considered under the Regulations for Proceedings in respect of Examination Offences by Candidates for University Awards, as will any other allegations of examination misconduct, including, but not limited to:

10.4.1. Deliberate attempts to represent falsely or unfairly the ideas or work of others.

10.4.2. The invention or fabrication of data.

10.4.3. The submission of work commissioned from another person.

The University of London Regulation for *Proceedings in respect of Examination Offences by Candidates for University Awards* is available at [here](#).

10.5. If a candidate has entered the examination for the MPhil or PhD degree, but the authorities of The Courtauld, or of a central activity, or of the University Library, or the University Accountant notify the Academic Registrar that they have not settled with them or made acceptable arrangements to settle any account outstanding, no report will be made on the result of the examination until the same authority certifies that payment has been made in full.

10.6. The regulations concerning the procedures for appeals by Candidates for Research Degrees against the decisions of Boards of Examiners for Research Degrees or against PhD upgrade or transfer decisions can be obtained by contacting the Academic Registrar. An application under the procedures must be made within one month of notification of the result of the examination or of the upgrade or transfer decision to the candidate.

**INSTRUCTIONS FOR THE APPOINTMENT OF EXAMINERS FOR MPhil AND PhD DEGREES**

1. Supervisors will normally be asked to propose two examiners to the November Research Degrees Committee for any supervisee intending to submit by 30 September of the following year. Supervisors may delay proposing examiners until the March Research Degrees Committee for any supervisee who they are certain will not be submitting until the end of year deadline. If examiners are proposed at other times, they can be approved by the Head of Research Degrees by Chair's action
2. The candidate's supervisor/adviser may not be proposed as an examiner.
3. One examiner should normally be from another college of the University of London (internal examiner).
4. Examiners should not normally be proposed from within The Courtauld unless a special case can be made i.e. that the proposed examiner was not an academic at The Courtauld during the period of the candidate's research and has had no contact with the candidate concerning their thesis and is considered the most appropriate examiner because of their area of expertise.
5. If the candidate is also a member of the academic staff of The Courtauld, no examiner may be proposed from The Courtauld even if they have the most appropriate expertise.
6. One examiner should normally be external to any part of the University of London (external examiner).
7. Two examiners external to the University of London may be proposed if there is no academic with the specific expertise within the University of London, and the supervisor must make this case clearly in their proposal.
8. The proposed examiners shall be expert in the field of the thesis and be able to make an independent assessment of the student.
9. At least one of the examiners for each candidate shall, whenever practicable, have had experience in examining for the MPhil/PhD degree of the University of London. If both examiners are external to the University of London, one examiner must have had experience in examining for the MPhil/PhD degree of the University of London
10. The Research Degrees Committee may, if it considers it desirable, suggest appointing three persons to act as examiners jointly.
11. The Research Degrees Committee shall approve a proposed examiner from overseas only in exceptional circumstances where the it considers that such an appointment is necessary. If an examiner from overseas is appointed, it must be satisfied that the examiner appointed is familiar with the British higher education system.
12. When two examiners are appointed in the first instance, the Committee may also appoint, when

called upon by The Courtauld at the request of the examiners, an additional examiner who is external to the University of London. The original examiners shall so request before they report formally that they are unable to reach agreement and may do so at any time, if they consider it desirable. Whenever possible the additional examiner shall be of professorial status and shall have considerable experience of examining for the MPhil/PhD degree of the University of London.

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