Section 4: Research degree regulations

1. Research degrees: scope

1.1   These regulations set out the minimum requirements of the School's Postgraduate research programme leading to the following awards: These regulations set out the minimum requirements of the School for the following programmes:

- 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.

Not currently available.

2. Registration & submission deadlines

Period of registration

2.1   The minimum period of registration for a doctoral 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 intermission. 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 intermission. Early submission is not an option.

2.2   The maximum period of registration for a doctoral degree leading to the award of PhD or DMus will be six years full time or nine years part-time (including any periods of intermission). Students are expected to submit for their award in line with 2.13 of these regulations.

Registration status

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

2.4   Unless exceptionally exempted from this requirement (see paragraph 2.16 below), a student following the Postgraduate Research- programme will be registered initially on the linked master's/doctoral pathway (i.e. MPhil/DMus or MPhil/PhD) but may upgrade to the doctoral pathway after satisfying an examination panel through written submission and viva voce (see section 5 below).

2.5   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 Postgraduate Research Programme Leader).

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

2.6   A student registered on a Postgraduate Research 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 6 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) and with approval of the Postgraduate Research Programme Leader. A student will only be permitted to be registered as 'writing-up' for a maximum period of one calendar year.

Staff members

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

2.8   Staff will be required to seek the approval of their line manager before applying to become a postgraduate research student.

2.9   For the avoidance of conflict of interest in admissions, assessment and examination, for students who are members of staff, at least one external examiner will be required at the stage of upgrade and two external examiners for the final viva voce examination.

2.10   When a current member of staff is admitted as a research student, the Postgraduate Research Programme Leader will, with the Postgraduate Research Programme Board, sign off the supervision arrangements, tuition fees due, the minimum and maximum period of registration and the examination arrangements, using the same process as other research students.

2.11   Staff registering for the postgraduate research programme will usually be required to pursue a part-time programme of study at least the equivalent of two calendar years of full-time study.

2.12   If a member of staff who is also a postgraduate research student ceases to be a member of 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, any fee bursary and mode of attendance.

Doctoral submission

2.13   Excluding any period of intermission, a full-time student will be required to submit their thesis* for examination within four years of first registration and a part-time student within seven years of first registration.**

* Thesis includes all variations of written submission and associated artistic practice
** Students starting prior to 2019/20 should consult with the Postgraduate Research Programme Leader regarding their maximum period and expected submission date if unclear.

MPhil submission

2.14   Excluding any period of intermission, a full-time student will be required to submit for examination within three years of first registration and a part-time student within 6 years of first registration.*

Excluding those submitting for a doctorate who are subsequently awarded an MPhil.

Submission for linked master's by research*

2.15   Excluding any period of intermission, 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.

Not currently available.

Transfer & advanced standing

2.16   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.

2.17   Transfer of registration may not take place after a student has entered the examination period at another institution 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 supervisor.* Depending on the nature of the project and the composition of the supervisory team, a student may also be allocated one or more external supervisors. Subject to approval by the Programme Leader, supervisory arrangements may be altered over the duration of the programme of study in accordance with supervisor availability and changes to the project that require additional specialist expertise.* *Recognition may be dependent upon meeting criteria specified by the validating body for the specific degree programme.*

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. Postgraduate research students are expected to engage in their studies throughout the full year, School vacation periods do not apply.*

* For postgraduate research students on a Student 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 Student Visa Handbook for details).

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, *via an eGo leave of absence request*, the supervisory team as well as the programme administrator of any periods taken as holiday. 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 postgraduate research 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 Zoom) are acceptable, or a combination of phone and e-mail, but in each case the contact must be sustained and focused enough to generate a supervision report. Where visa students are concerned, virtual meetings

should only take place in 'exceptional' circumstances only and no more than one meeting in a row. Records of meetings shall be sent to the programme administration team.

Supervisory teams will, at the end of each year submit an Annual Progress Report to the Postgraduate Research Programme Leader via the programme administration team.

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 Postgraduate Research Programme Leader* 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.

And the Admissions team for any Student visa holders.

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 Academic Regulations, Section 2, 6. Academic Engagement.

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. Students should undertake 25 hours of self-directed training per year and include details of these activities and reflection in their annual progress report. Likely events would include attending or contributing to conferences, workshops, training courses, lecture recitals, and performances, or undertaking teaching directly related to their research that does not impinge on their research commitments or any visa conditions.

4.   Revision of research proposal

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.*

For a student with a Student visa, a significant change in a research proposal that alters the pathway from DMus to PhD, or vice versa, may impact on the School's ability to continue to sponsor the student.

4.2   The doctoral degree will be assessed, amongst other things (see Regulation 7.5), on its original contribution to knowledge, evaluated through the submission (which can include creative or other practical outputs) and the oral examination (viva). In order to support the student's claim for originality, the greater proportion of the research submitted for examination must have been undertaken during the period

of registration for the doctoral degree at the Guildhall School. Other research or creative outputs conducted prior to the period of registration can be referred to, for example in order to provide context for the doctoral study or to help explain a methodological point.

5. Upgrade procedure

5.1   Submission for Upgrade must occur within 16 months of enrolment on full-time study (or part-time equivalent).

5.2   Submission for upgrade to the doctoral pathway will only take place with the support of the student's supervisory team and following a review of the student's progress.

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 interviewed by an upgrade panel, comprised of two examiners (at least one of which must be external for students who are also members of staff) and a Chair, the latter of which will have no role in the outcome of the examination.

5.3   Occasionally, students may wish to change pathways (i.e. from MPhil/DMus to MPhil/PhD). In this case they will need to consult with their supervisory team, and, with approval, inform the upgrade panel as part of their submission. Final approval lies with the Postgraduate Research Programme Leader.*

* Not available to Student Visa holders.

5.4   Should a student wish to change pathway (from DMus to PhD) after Upgrade this should be discussed with their supervisory team and the Postgraduate Research Programme Leader within 24 months of enrolment on full-time study (or part-time equivalent).

5.5   Occasionally students may decide not to progress to DMus or PhD, but to submit for MPhil. Students wishing to take this route will be required to notify the Postgraduate Research Programme Leader within 12 months of enrolment on the full-time study route (or part-time equivalent), submitting written material of at least 4,000 words. The Posgraduate Research Programme Leader, in consultation with subject specialists including members of the student's supervisory team, will use this submission to evaluate whether a student's final submission is likely to be appropriate to MPhil. If approved, the student will be required to submit for MPhil within three years of full-time study (or part time equivalent).

5.6   Should a student wish to transfer to submit for an MPhil instead of a DMus or PhD following Upgrade they must discuss this with their supervisory team and the Postgraduate Research Programme Leader. Students will not be able to transfer to MPhil if they have already exceeded the maximum period of registration for MPhil.

5.7   Upgrade submission guidelines are as follows

	Common submission formats

	Practice	Written submission	Defence
DMus/PhD Music Composition	Portfolio of composition (20 mins length)	5,000 – 7,000 words Full project plan including thesis outline	Viva voce
DMus/PhD Music Performance	One performance (20 mins length though this may vary according to instrument)	5,000 – 7,000 words Full project plan including thesis outline	Viva voce
All other Music routes plus all Drama, Theatre and Production Arts routes	Performance (20 mins in length) or installation	5,000 – 7,000 words Full project plan including thesis outline	Viva voce
	Portfolio of creative material equivalent to 20 mins (eg play scripts, design and technical plans)	5,000 – 7,000 words Full project plan including thesis outline	Viva voce
	Portfolio of documented practice (eg researcher-led workshops or training sessions). Submitted videos/recordings should not exceed 1 hour.)	5,000 – 7,000 words Full project plan including thesis outline	Viva voce
	Any other combination which has previously been approved by the PGR Programme Leader within the parameters of the guidelines laid out in the Regulations.		Viva voce
Any discipline	Thesis only (circa 11,000 – 15,000 words) Full project plan including thesis outline		Viva voce

5.8   The Upgrade panel will consist of two examiners and will usually be chaired by the Postgraduate Research Programme Leader*. At least one examiner must be conversant with the requirements of doctoral degrees and at least one must have expertise in a relevant discipline. Examiners should not be members of the student's supervisory team and may be external if necessary.** In the case of a student who is also a member of staff, the panel will include at least one external examiner.

Where not practicable, or where there may be a conflict of interest, the Postgraduate Research Programme Leader may appoint another senior member of staff.

** *The supervisor may attend the interview and, where a requirement of validation, a member of staff from the validating institution may also be present.*

5.9   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 and communicate the research enquiry in a coherent manner through all components of the upgrade submission and the interview;
- that all the components of the upgrade submission are of sufficient quality to evidence the enquiry;
- the ability of the student to contextualise their work in terms of related fields, both artistic and research;
- the ability of the student to critically evaluate sources in relevant disciplines
- the ability of the student to continually evaluate and articulate their contribution to relevant fields of artistic practice, of research and of artistic research;
- the ability of the student to manage the project;
- that the project being undertaken is of sufficient scope, originality and (artistic) research interest to constitute a genuine contribution to the subject.

5.10   The student will be notified, in writing, of one of the following outcomes:

- i.   The student passes the Upgrade assessment and proceeds to the DMus/PhD;
- ii.   The student's submission requires some minor amendments (to be incorporated at final submission) and the student proceeds to the DMus/PhD;
- iii. The student's written work requires both amendments and further research activity. The student is permitted a period of up to 3 months to resubmit. A second viva voce is not required.
- iv.   The student's written work and/or artistic practice falls short of the standard required to upgrade and requires a resubmission and further viva voce. The student is permitted a period of up to 3 months to resubmit;
- v.   The panel considers the student's submission or components of it to fall critically short of Doctoral level and the student is encouraged to submit for the MPhil. The student will be permitted a period of up to 6 months to prepare for submission;

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

vii.   In the event of (iii or iv) above, if a re-submission is required the panel will specify the format of the re-submission – e.g. students might be asked to revise a section of the original submission or to provide additional material. The deadline for the resubmission will be three months from the date the report is sent to the student. Students are permitted a maximum of two attempts at Upgrade. Outcomes (iii) and (iv) are not available following a second submission.

5.11   In the event of (v) or (vi) 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 follows the City, University of London appeal process, which can be found in *City's Research Studies Handbook, and at* https://studenthub.city.ac.uk/help-and-support/extenuating-circumstances-complaints-appeals

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 doctoral 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 Postgraduate Research Programme Leader in consultation with the supervisory team. This decision should be made no later than the second term of the third year of full-time study (or part-time equivalent). 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 public performance) will be agreed with the student.

7.   Submission & examination

7.1   The decision to submit for examination rests with the student alone. Students are strongly advised to seek advice from their supervisory team before making this decision.

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

* *The entry form may be specific to the validating institution.*

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

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 student that the work presented in the thesis is their own.*

* Again, the completion of specific forms may be required by the validating institution.

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. Please note that the combination and relative 'weighting' of creative and written components is determined according to the specific research question. Moreover, the scale and format of the practical element will vary considerably according to the discipline, medium/instrument or format. The expectation is that the standard of the submission will be higher than submission made at Upgrade (in relation to the assessment criteria), irrespective of the length. That said, likely variants are set out below.

Examination submission guidelines are as follows:

MPhil

	Practice	Written submission	Defence
Music Composition	Portfolio of composition 30 mins length)	Analytic commentary/thesis (8,000 – 10,000 words)	Viva voce
Music Performance	One performance (30 mins length)	Analytic commentary/thesis (12,000 – 15,000 words)	Viva voce
All other Music routes plus all Drama, Theatre and Production Arts routes	One performance (30 mins length)	Analytic commentary/thesis (12,000 – 15,000 words)	Viva voce
	Installation	Analytic commentary/thesis (10,000 – 16,000 words)	Viva voce
	Portfolio of creative material equivalent to 30 mins (eg play scripts, design and technical plans	Analytic commentary/thesis (8,000 – 10,000 words)	Viva voce
	Portfolio of documented practice (eg researcher-led workshops or training sessions). Submitted videos/recordings should not exceed 2 hours.	Analytic commentary/thesis (10,000 – 15,000 words)	Viva voce

	Any other combination which has previously been approved by the PGR Programme Leader within the parameters of the guidelines laid out in the Regulations.	Viva voce
Any discipline	Thesis only (circa 25,000 – 30,000 words)	Viva voce
	Any other combination which has previously been approved by the Postgraduate Research Programme Leader within the parameters of the guidelines laid out in the Regulations.	

Criteria

- Contribution to knowledge will be examined against:
- Original work and/or an ordered and critical exposition of existing knowledge.
- Critical appraisal of previous work

DMus and PhD

	Common submission formats		
	Practice	**Written submission**	**Defence**
DMus/PhD Music Composition	Portfolio of composition (75 mins length)	13,000-23,000 words	Viva voce
DMus/PhD Music Performance	One Doctoral Recital of 60 minutes	30,000-50,000 words	Viva voce
	One Recital and up to 60 minutes of additional recordings	20,000-30,000 words	Viva voce
All other Music routes plus all Drama, Theatre and Production Arts routes	One performance (up to 60 minutes)	30,000-50,000 words	Viva voce
	Two performances of 60 minutes each or installations	20,000-30,000 words	Viva voce
	Portfolio of creative material (eg play scripts, design and technical plans) equivalent to 60 minutes	15,000-20,000 words	Viva voce

	Portfolio of documented practice (eg researcher-led workshops or training sessions). Video/sound recording should not exceed 3 hours.	30,000-50,000 words	Viva voce
Any discipline	Thesis only - circa 80,000 words		Viva voce
	Any other combination which has previously been approved by the Postgraduate Research Programme Leader within the parameters of the guidelines laid out in the Regulations.		Viva voce

Criteria

- Contribution 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/or interpretation
- Theoretical insights and/or application

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. The submission should include the thesis and a record of any creative output.

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 student may apply to City, University of London for restriction of access to their thesis when depositing the library copy. If approved, Postgraduate Programme Research Board should be notified.

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.*

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 until such time as an investigation has been completed.