

## ACADEMIC REGULATIONS

<b>Academic Regulations for academic year:</b>	<b>2024/25</b>
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## 1. About the Royal College of Art Regulations 2024/25

The Royal College of Art has established Regulations, approved by Senate, which define the conditions that must be satisfied in order for a given process or processes to take place. These include:

- Financial Regulations – conditions that must be satisfied in order for the College to release its funds for any purpose;
- Information Technology Regulations – conditions that must be satisfied in order for an individual to gain and maintain access to the College's information technology provision;
- Library Regulations – conditions that must be satisfied in order for an individual to gain and maintain access to the College's library provision.

This document sets out the College's Academic Regulations which must be satisfied in order for the College to award one of its degrees. In addition to the Academic Regulations, the College publishes a range of policies, Terms and Conditions and other governance documents that define the College's commitments to, and requirements of, its staff, students and other stakeholders. These include:

- The Admissions Policy (defining the College's commitment to ensuring admissions practices that are fair, transparent and equitable);
- Terms and Conditions of Registration (articulating the commitments made by the College to each student and each student to the College when completing registration);
- The Student Complaints Policy (defining the College's commitment to ensuring complaints procedures that are fair, efficient and transparent);
- The Academic Appeals Policy (defining the College's commitment to ensuring that appeals against academic decisions of the College are dealt with fairly, efficiently and transparently, while also ensuring that academic standards are upheld).

All the College's Student Policies can be viewed [here](#).

On all matters where the Regulations are to be interpreted, or are silent, the College's decision will be final.

### 1.1 Scope

The Charter, Statutes and Ordinances of the College provide for the establishment of these Regulations, which define the conditions that must be satisfied in order for an award of the College to be made to a student.

The Academic Regulations apply to all registered students of the College.

The Academic Regulations that apply to an individual student will normally be the Regulations in force on the first date of the student's registration. Where amendments are made during the period of the student's registration that are advantageous to the student, then the revised Academic Regulations shall normally apply. Under no circumstances will the Academic Regulations be applied retrospectively for students whose registration has completed (whether through graduation, withdrawal, or termination).

## 2. Glossary of Terms

ACADEMIC BOARD FOR CONCESSIONS & DISCIPLINE (ABCD)	Committee of Senate with primary responsibility for confirming awards of the College
ASSESSMENT PANEL	Panel constituted to review a student's work in detail and make recommendations to non-awarding and awarding boards
AWARDING BOARD	Board constituted at the level of academic school to consider final recommendations on programme level awards to the ABCD
COLLEGE	Royal College of Art
CONTINUATION STATUS	Period of registration undertaken by a research student, during which they have completed their research programme and are writing up the results. Students on continuation status will not normally have access to formal supervision sessions
DEFERRAL	A decision taken before an assessment takes place to postpone that assessment on grounds of ill health or other circumstances beyond the control of the student
DEGREE	Validated qualification of the College - Graduate Diploma, PG Cert, PG Diploma (Exit award), MA, MArch, MFA, MRes, MEd, MPhil or PhD level. Details of College degrees are published on the College's website
ENROLMENT	Process by which students confirm arrangements for the payment of fees for the year and accept any revised terms and conditions of registration. Students are advised annually of the process they must undertake to complete enrolment
LEAVE OF ABSENCE (LOA)	Approved period of up to one year (6 terms for part-time students), where the student remains registered on their programme of study but is not required to enrol. Students taking an LOA will not pay any tuition fee for the duration of the LOA, but will not be able to access facilities offered by the College
LEVEL	Academic level of study, as defined by the College, which is consistent with the Quality Assurance Agency's Frameworks for Higher Education Qualifications (FHEQ)

NON-AWARDING BOARD (NAB)	Board constituted to consider and approve results of individual units or elements of programmes, and to consider decisions on progression to subsequent stages of the programme
REFERRAL	Requirement for a student to repeat, and pass, an element or elements of assessment by a specific date. Students may only be referred for elements of assessment that they have not already passed
REGISTRATION	Process by which an individual becomes a student of the College. Registration includes confirmation of the fee and visa status of an applicant, confirmation that the applicant has appropriate qualifications for entry to a programme, and acceptance by the applicant of the College's Terms and Conditions. Students are advised, via their offer letter and subsequent communications from the Registry, of the process they must undertake to complete registration
SENATE	Primary academic committee of the College
STUDENT	Individual who has registered, and has not completed, withdrawn from, or had their registration terminated from, a programme of study offered by the College

### **3. General Regulations**

*The General Regulations apply to all students who are registered to College degree programmes, including Graduate Diploma, PG Cert, MA, MArch, MFA, MEd, MRes, MPhil and PhD.*

#### **3.1 Registration**

- 3.1.1 Each student must register for a programme<sup>1</sup> of the College, by completing the registration process published by the Academic Registrar. Registration is confirmed when the student signifies their acceptance of the College's Terms and Conditions of Registration, meets any conditions outlined in the College's offer of a place on one of its programmes, and completes payment of the first instalment of the fee, as defined in the Terms and Conditions. Only students who have been offered, and have accepted, a formal offer of a place on a programme of the College may register.
- 3.1.2 Students may only be examined for the degree that they are registered to. Students may be awarded an "exit" award, where they have not met the requirements for the award that they are registered to, but achieved criteria for a separate award as defined in the programme specification and Academic Regulations.
- 3.1.3 Registration is considered complete when a student has graduated with the degree that they were registered to.
- 3.1.4 A student's registration may be terminated if they are found to have obtained an Offer on the basis of a fraudulent, dishonest or misleading application.
- 3.1.5 The registration of a student may be terminated on the grounds of academic failure, as specified in the Academic Regulations, or may be terminated on the grounds of misconduct or academic misconduct, as specified in the relevant College policies.
- 3.1.6 The College academic programmes are all taught and assessed in English.
- 3.1.7 The College may accept a student onto a programme and grant exemptions from parts of the programme where the student has certificated learning gained from a previous programme, taken at the College or elsewhere. Any such exemptions are granted at the discretion of the College, on the basis that the student has already demonstrated achievement of the defined learning outcomes of the College programme. Any request for exemption from parts of a College programme must be approved by the Academic Board for Concessions and Discipline (ABCD); the maximum amount of any programme that a student may be exempted from is 50%.

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<sup>1</sup> Research students shall normally register to a School rather than a programme; for the purpose of these regulations a research student's programme shall be regarded as the School to which they are registered.

### 3.1.8 Maximum Periods of Registration

The College has discretion to extend the maximum period of a student's registration if there are deemed to be appropriate circumstances for extension.

## 3.2 Transfer of Registration

Qualification	Maximum Period of Registration
Graduate Diploma and One year programme	4 years full time 6 years part time
Two year programme	5 years full time 7 years part time
MPhil	Minimum - 2 years full time <sup>2</sup> Maximum - 3 years full time  Minimum - 4 years part time Maximum - 6 years part time
PhD Continuation Status is included in the maximum registration period and is for a maximum of one academic year.	Minimum - 3 years full time Maximum - 4 years full time Confirmation/Transfer - should take place no sooner than the end of year 1 and no later than the end of year 2  Minimum - 3 years part time Maximum - 7 years part time Confirmation/Transfer - should take place no sooner than the end of year 2 and no later than the end of year 4

Students may only transfer registration to another College programme with the approval of the ABCD, acting on the request of the accepting Head of Programme or equivalent.

## 3.3 Enrolment

3.3.1 Each student must enrol annually for the duration of their programme, unless they have taken an approved Leave of Absence (LOA) (see *Regulation 3.5*). Enrolment must be completed in accordance with the enrolment process published annually by the Academic Registrar.

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<sup>2</sup> MPhil candidates can apply for examination for their award at a minimum of 1 year full-time registration in exceptional circumstances. Submission for examination at the end of year 1 requires approval by ABCD.

- 3.3.2 Unenrolled students may not be examined, and shall not have access to College facilities. Students who fail to complete enrolment by a date published by the Academic Registrar will be considered to have withdrawn from their programme of study, and their registration will be terminated.

### **3.4 The Award of Degrees**

Only the Senate or the ABCD, acting on behalf of the Senate, has the authority to award a degree of the College, to permit a student to re-submit their work for re-assessment, or to fail a student.

### **3.5 Leave of Absence**

- 3.5.1 A student may apply to their Head of Programme (or Head of Research Programmes in the case of research programmes) for a Leave of Absence (LOA), in accordance with the policy and criteria specified in the College's Leave of Absence Policy.
- 3.5.2 Leave of Absence is normally restricted to a maximum of one year for a full-time student or 6 terms for a part-time student. While on LOA the student will remain registered to their programme, but not enrolled. They will not pay fees during their period of absence and will not have access to any facilities of the College during this time. No student may be examined while on LOA.

### **3.6 Non-Submission or Non-Attendance at Assessment**

If a student fails to attend for an assessment or fails to submit work for an assessment, and does not submit Extenuating Circumstances acceptable to the relevant Assessment Panel, the ABCD has the authority to fail the student for that assessment taking into account the recommendation from the Head of Programme.

### **3.7 Termination of Study**

Apart from failure in an assessment required for completion of the programme, a student whose work or participation in the programme is unsatisfactory can receive a written warning, and will be referred to the ABCD. A student receiving a written warning will be required to meet set criteria for work or participation in the programme by a specified date, and may have their registration terminated upon the approval of the ABCD, if the conditions in the warning are not met.

### **3.8 Extenuating Circumstances**

- 3.8.1 An Assessment Board or Panel may approve an application from a student for an element of assessment to be deferred in accordance with the College's Extenuating Circumstances Policy [here](#). The Assessment Board or Panel will consider:
- Do the Extenuating Circumstances meet the definition of acceptable mitigating circumstances?
  - Were the Extenuating Circumstances exceptional, short-term, unforeseen and unpreventable?
  - What is the proximity of the events covered by the Extenuating Circumstances claim to the timing of the relevant assessment(s)/examinations?
  - The suitability and validity of the evidence submitted.

On the information provided the Assessment Board or Panel will decide whether:

- to reschedule the examination/assessment
- to set an alternative piece of work
- for marginal fails, to consider the student as a pass
- no action - in the event of no evidence of the student's assessment/examination performance being affected.

3.8.2 Requests for consideration of Extenuating Circumstances should be submitted on the relevant form to the General Manager of the relevant School or, for Doctoral students, the Head of Research Programmes or their nominee, no later than 24 hours after the assessment deadline. In these circumstances the student's original attempt will not count as an attempt at the assessment (i.e. the student may be referred if they do not pass the rescheduled assessment).

3.8.3 Where a postgraduate research student has a claim for Extenuating Circumstances in relation to their viva voce examination accepted, that student may only be examined via a rescheduled examination.

3.8.4 Where a student is judged by an Assessment Panel to have marginally failed their assessment and the student has Extenuating Circumstances, then the Assessment Panel may apply to the ABCD for the student to be considered as a pass in that assessment.

### **3.9 Academic Misconduct**

Allegations against students of cheating, gaining an unfair advantage or any other assessment offences are considered in accordance with the College's Academic Misconduct Policy [here](#).

### **3.10 Appeals**

Appeals against assessment outcomes are considered under the College's Academic Appeals Policy [here](#).

### **3.11 Revocation of Degrees**

3.11.1 Where information is provided that the award of a degree to a student was made in contravention of the Academic Regulations in force at the time of the degree, the Academic Registrar may apply to the ABCD to have that degree revoked.

3.11.2 ABCD may, upon application from the Academic Registrar, revoke an award of any student subsequently found to have contravened the College's Academic Misconduct Policy in the course of producing work for assessment for the award of that degree.

3.11.3 The College has the right to revoke a student's award if, after they graduate, it is found that they have committed fraudulent or dishonest actions at any point during their registration with us or provided misleading statements at the point of application.

## **4. Regulations for Taught Programmes of Study**

*The Regulations for Taught programmes apply to all students who are registered to College taught degree programmes, including Graduate Diploma, PG Cert, MA, MArch, MFA, MEd, MRes, and MPhil.*



#### **4.1 Attendance**

- 4.1.1 Students are expected to attend all scheduled teaching sessions as directed by their Head of Programme. Failure to do so may lead to the termination of a student's registration.
- 4.1.2 A student who is absent through illness must notify their Head of Programme. If a student is away for more than three days, a medical certificate will be required. Failure to provide a medical certificate within 21 days of the student's return to College may lead to the termination of a student's registration.
- 4.1.3 Applications for absence on compassionate grounds, for periods of up to 21 days, must in all cases be made to the Head of Programme for approval. Unauthorised absence may lead to the termination of a student's registration.
- 4.1.4 Students holding a Student Visa are required to follow any policy on regular attendance set by the UK government. Programme staff are required to report any unauthorised non-attendance to the Registry, who in turn are legally required to report this to the UK government in accordance with the College's Academic Engagement Policy [here](#). Non-attendance reported to the UK government can lead to the student's visa being curtailed and the right to stay in the UK revoked, along with the termination of the student's registration with the College.
- 4.1.5 Applications for periods of study leave of up to 31 days must in all cases be made to the Head of Programme for approval. During a period of study leave a student's enrolment continues and tuition fees remain payable.
- 4.1.6 Regulations for periods of absence of longer than specified in Regulation 4.1.5 will be considered in accordance with Regulation 3.5 (Leave of Absence).

#### **4.2 Referral in an Element of Assessment**

- 4.2.1 Students who have not met the required standard to pass an element of assessment, and do not meet the criteria to be awarded a "pass subject to corrections", may be referred. [Students can only be considered for a pass if they have passed every individual element, thus referral in one element = referral]. A student who has been referred will be set, in writing, a specific programme of work to be submitted for assessment, which will normally be expected to take at least one week to complete.
- 4.2.2 Any student can be awarded a 'Pass subject to corrections' within their referral assessment. A student not completing the corrections outlined by the Assessment Panel in relation to a referral within the specified time scale will be considered to have failed that assessment.
- 4.2.3 No student is permitted to be referred from any given assessment on more than one occasion.
- 4.2.4 Students are not allowed to resubmit or resit an assessment that they have already passed, or for which credit has been awarded.

### **4.3 Electives**

For some programmes students can select Elective units. The Elective options available to study, with the unit's full details, are given in the relevant Programme Specification. Elective units are credit bearing and the credits count towards the completion of a student's programme. Although students are able to select which Elective unit they wish to study, attendance at teaching sessions and successful completion of an Elective's assessments are required to ensure that a student has sufficient credits to be awarded their degree.

### **4.4 Progression**

The programme's specification will detail progression points where students are required to have reached a defined standard (including completion of any units) in order to progress to the next stage of the programme. Students who have not met the defined standard may only progress to the next stage of the programme with the explicit approval of the ABCD.

### **4.5 Pass Subject to Corrections**

- 4.5.1 A student who has been awarded a 'Pass subject to Corrections' will be advised of any amendments or additional work to be completed, which should be completed to a deadline, specified by the relevant Board, of no less than one week, and no more than one month, from notification of that Board's decision.
- 4.5.2 The relevant Board may nominate one of its members to consider the amendments and determine, on behalf of the Board, whether to recommend to ABCD that the student has now passed the assessment. Should a student not meet the conditions of a 'Pass subject to Corrections' within the time frame, the student will be considered referred.

### **4.6 Aegrotat Degrees**

- 4.6.1 Students who are unable to complete their programme due to ill-health may be considered for an aegrotat award. Aegrotat awards may be made by the ABCD, on the recommendation of the final assessment panel and Awarding Board. An aegrotat award cannot be given to students on the MA Architecture programme.
- 4.6.2 In order to be considered for an Aegrotat award, the Awarding Board will consider the body of work which has been completed together with records of the student's performance and progress during their programme of study. The Awarding Board will determine whether the evidence demonstrates that the student would have been likely to have reached a standard qualifying them for the award of the appropriate degree under normal circumstances.
- 4.6.3 If, on the recommendation of the Awarding Board, the Aegrotat degree is conferred upon a student by the ABCD, that student will not be eligible subsequently to re-enter for assessment for the degree.
- 4.6.4 The result you get for your most recent attempt at an assessment task will replace any grade you were previously awarded for that task.

### **4.7 Posthumous Degrees**

- 4.7.1 Deceased students who were unable to complete their programme as a result of their death may be considered for a posthumous award.
- 4.7.2 Posthumous awards may be made by the ABCD on the recommendation of the Awarding Board.
- 4.7.3 In order to be considered for a posthumous award, the Awarding Board will consider the body of work which has been completed together with records of the student's performance and progress during the programme of study. The Awarding Board will determine whether the evidence demonstrates that the student would have been likely to have reached a standard qualifying them for the award of the appropriate degree under normal circumstances.

#### **4.8 External Examiners**

- 4.8.1 The College annually appoints External Examiners, who are suitably qualified and experienced in the relevant subject area. External Examiners are drawn from academic staff of other higher education institutions. External Examiners are an important part of the College's quality assurance procedures. External Examiners provide an annual written report on their observations regarding the College's assessment processes and students' assessed work. They provide comments and recommendations upon whether:
- the standard set for the award is consistent with that of the national university system and related subject areas
  - the academic standards and student achievements are comparable with similar programmes in other UK higher education institutions
  - the processes to assess a student's work are sound and have been fairly conducted. In addition, they:
    - are involved and influential in the overall decision making process of the Boards and endorse the decisions made by the Boards
    - identify examples of good practice and innovation
    - provide recommendations on opportunities to enhance the quality of learning opportunities provided.
- 4.8.2 External Examiners do not mark exams, assessments, papers or coursework. Once the External Examiners' comments and recommendations are made, the College responds to the issues raised.

## Regulations for the Award of Postgraduate Certificate Programmes of Study

### 1. Award

To be eligible for the award of a Postgraduate Certificate a student must have been awarded 60 credits at level 7 in units specified in the programme specification for the programme to which the student is registered.

### 2. Assessment

- 2.1 The assessment methods for each unit are defined in the Programme Specification to which the student is registered. The assessment methods include detailed guidance on how the final unit result is calculated.
- 2.2 Students are not permitted to use Translation apps for any assessment. Students who are found to have used or are using a Translation app during an assessment will automatically be failed for that unit, reported to ABCD, and may be subject to disciplinary action.

### 3. Final Examination Board

- 3.1 There is a Final Examination Board (AB) for each student. The purpose of the AB is to enable students to demonstrate that they have fulfilled the objectives of their programme of study and that they have achieved the standard required for their award.
- 3.2 Membership of AB  
The normal composition of the AB will be:
- The Deputy Vice-Chancellor & Provost or their nominee (Chair)
  - At least two tutors/senior tutors who have taught on the programme
  - One External Examiner.
- 3.3 ABs normally meet at the completion of the programme to consider recommendations. The quorum for any meeting will be three, including the Chair and External Examiner. Meetings may be conducted by video conferencing or other remote methods where necessary. Where remote methods are used, board members must have the opportunity to vote upon each recommendation to be made by the AB.
- 3.4 The AB shall receive and consider a report on the performance of each student in each unit. The report shall recommend, for each student in each unit, one of the following decisions:

PASS	The student has met the requirements for the award
PASS subject to corrections	The student has not met the requirements for the award, but in the judgement of the AB can do so by making minor corrections to one or more of the submissions for assessment.
REFER	The student has not met the requirements for the award and should resubmit one or more pieces of work to be re-considered for the award.
FAIL	The work does not meet the necessary criteria to pass the unit and cannot reasonably be expected to be amended to meet the criteria

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	within the time available.
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- 3.5 Each member of the AB has an equal voice in the deliberations of the Board and the final decision. However, without the agreement of the External Examiner, the award of the degree may not be recommended and must be referred to the ABCD acting on behalf of the Senate. In such circumstances, the External Examiner will be asked to provide a written report for the ABCD.

## **Regulations for the Award of Graduate Diploma Programmes of Study**

*The regulations for Graduate Diploma programmes of study apply to students registered to Graduate Diploma programmes only*

### **1. Award**

To be eligible for the award of a Graduate Diploma, a student must have been awarded 120 credits at level 6, in units specified in the programme specification for the programme to which the student is registered.

### **2. Assessment**

- 2.1 The assessment methods for each unit will be defined in the programme specification for the programme to which the student is registered. These assessment methods will include detailed guidance as to how the final unit result shall be calculated.
- 2.2 The final unit result for each unit will be an integer between 0 and 100. The pass mark for each unit will be 40. The maximum mark that may be awarded for a piece of work submitted under the referral provisions of these regulations shall be 40.

### **3. Awarding Board (AB)**

- 3.1 There shall be an Awarding Board (AB) for each student. The purpose of the AB is to enable students to demonstrate that they have fulfilled the objectives of the programme of study and that they have achieved the standard for the award that they are registered to.
- 3.2 Membership of AB  
The normal composition of the AB will be:
  - The Deputy Vice-Chancellor & Provost, or their nominee (Chair)
  - Head of Programme for the Graduate Diploma
  - A Tutor / Senior Tutor / visiting lecturer from each pathway of the Graduate Diploma, nominated by the Head of Programme
  - External Examiner.
- 3.3 ABs will normally meet at the completion of the programme to consider recommendations. The quorum for any such meeting shall be five, including the Chair and External Examiner. Meetings may be conducted by video conferencing or other remote methods where necessary. Where remote methods are used, board members must have the opportunity to vote upon each recommendation to be made by the AB.
- 3.4 Conduct of Final Examination  
The AB will receive and consider a report on the performance in each unit for each student. The report will recommend, for each student in each unit, one of the following decisions:
  - Pass (where the unit result is between 40 and 100).
  - Pass subject to corrections (normally where the unit result is between 35 and 40)
  - Refer (normally where the unit result is between 20 and 35; the degree of failure should be no more than could be retrieved within 6 weeks.

- Fail (where the work does not meet the necessary criteria to pass the unit and cannot reasonably be expected to be amended to meet the criteria within the time available).
- 3.5 Following consideration of unit results, each student that has achieved 120 credits will be awarded an overall mark, which will be an integer between 0 and 100. This mark will be calculated by multiplying the unit mark for each unit by the number of credits awarded for that unit, and then dividing the sum of these scores by the number of credits for the programme (normally 120). The AB will make a recommendation for the final award for each student as follows:
- To award the student a Graduate Diploma with Distinction (a student must have an overall mark of 70 or above)
  - To award the student a Graduate Diploma with Merit (a student must have an overall mark of between 60 and 69 inclusive)
  - To award the student a Graduate Diploma (a student must have an overall mark of between 40 and 59 inclusive)
  - To refer the student
  - To fail the student.
- 3.6 Where the overall mark falls within 1% of a grade boundary, the Final Examination Board has the discretion to consider awarding the higher grade. Criteria for the use of this discretion includes:
- Exit velocity (achievement of higher marks towards the end of the programme)
  - Unrepresentative performance in one unit which reduces the overall mark.
- 3.7 Each member of the AB has an equal voice in the deliberations of the Board and the final decision. However, without the agreement of the external examiner, the award of the degree may not be recommended and must be referred to the ABCD acting on behalf of the Senate. In such circumstances, the external examiner will be asked to provide a written report for the ABCD.
- 3.8 Submissions of Referred Work  
For Graduate Diploma students the deadline for submission of referred work will normally be no earlier than 5 weeks and no later than 7 weeks, after confirmation of the decision to refer the student by a Non-awarding Board/Awarding Board. If the revised work remains inadequate, the student will be considered to have failed the programme, and their registration on the programme will be terminated.

## Regulations for the Award of MA Programmes of Study

### 1. Award

- 1.1 To be eligible for the award of an MA, a student must have been awarded a minimum of 180 credits at level 7, in units specified in the Programme Specification to which the student is registered. Individual programmes may specify a higher number of credits which must be passed in order for that award to be made.
- 1.2 All students studying MA programmes are required to take the unit 'AcrossRCA', which is a compulsory unit and spans over two terms. If a student completes a MA programme and progresses to a MFA, MRes, MDes, MArch and MEd programme, they cannot take 'AcrossRCA' as an elective, as they have already taken and passed this unit.
- 1.3 Students who do not complete the programme to which they are registered, but do complete 120 credits or more of that programme, may be awarded a Postgraduate Diploma, on the recommendation of their Awarding Board, subject to the approval of the ABCD.

### 2. Assessment

- 2.1 Students are required to take one or more formal assessments per unit during the course of their programme. The purpose of these assessments is to ensure that the student continues to make reasonable progress towards achieving the published learning outcomes for the programme.
- 2.2 It is a student's responsibility to be fully familiar with the assessment submission and deadlines for their programme of study. If a student does not submit their assessment in the prescribed way, this will be considered a non-submission and automatic referral.
- 2.3 Each student's formal assessment is assessed by an Assessment Panel against criteria published in Programme Handbooks. The Assessment Panel (AP) will recommend to Non-awarding Boards, for each student and for each element of assessment, one of the following decisions:

PASS	The student has met the requirements for the award
PASS subject to corrections	The student has not met the requirements for the award, but in the judgement of the AP can do so by making minor corrections to one or more of the submissions for assessment.
REFER	The student has not met the requirements for the award and should resubmit one or more pieces of work to be re-considered for the award.
FAIL	The work does not meet the necessary criteria to pass the unit and cannot reasonably be expected to be amended to meet the criteria within the time available.

- 2.4 Where a student is referred to a maximum of one unit within a term, the Non-awarding Board may decide either to permit that student to continue with



their studies pending completion of the unit in question. Alternatively, it may require a student to take a Leave of Absence (LOA) to return the following year with a view to passing that assessment.

- 2.5 Students referred in more than one unit will be reviewed termly to determine whether they continue on the programme (i.e. their registration is revoked) or are required to take LOA .

### **3. Assessment Panel**

- 3.1 Each Assessment Panel (not including an Assessment Panel constituted to assess the Independent Research Project) must consist of at least two members, a Lead Examiner and a Secondary Examiner. The minimum composition for an Assessment Panel is:

- An Assistant Dean, Head of Programme, Senior Tutor or Tutor, with responsibility for teaching on the relevant programme, nominated by the Dean (Lead Examiner)
- Any member of staff who meets the criteria for Lead Examiner or a member of academic staff of tutor-level or above (this includes Associate Lecturers), who may come from a School other than the one with responsibility for the programme.

- 3.2 The Independent Research Project (IRP) Assessment Panel for each student shall consist of at least three people. The minimum composition of the panel is:

- A Dean of School, Assistant Dean, Head of Programme or Senior Tutor, with expertise in the discipline that they are assessing (Lead Examiner)
- Any staff member in the above category or a tutor from any one of the College's academic schools (Secondary Examiners)
- An internal moderator, personal tutor or programme tutor (where any of these individuals have not already been appointed as lead or secondary examiner).

- 3.3 Associate Lecturers may form part of an Assessment Panel, but each Panel must contain at least one staff member who is a Head of Programme, a Senior Tutor or a Tutor.

### **4. Non-awarding Board**

Each programme must establish a Non-awarding Board, responsible for approving unit results and referral deadlines, to be held at the end of each term. Non-awarding Boards may be established for more than one programme. The minimum composition of a non-awarding Board shall be:

- Dean or Assistant Dean (Chair)
- Head of Programme or a Senior Tutor from that programme.

### **5. Awarding Boards (AB)**

- 5.1 Awarding Boards will be convened for each of the College's Schools. The purpose of Awarding Boards is to ensure that each Non-awarding Board has been properly constituted and are discharging their responsibilities for assessing the achievement of academic standards by its students appropriately.

- 5.2 Membership of Awarding Boards  
The normal composition of an Awarding Board for each School is:
- Dean of School (Chair);
  - Assistant Dean
  - Each Head of Programme for the School
  - Each External Examiner for programmes within that School's remit.

## 6. Conduct of Awarding Boards (AB)

- 6.1 Awarding Boards (AB) have responsibility for considering assessment results, and for making recommendations on awards to the ABCD. The Awarding Board will consider results for each student completing their programme and make one of the following recommendations:

PASS	The student has met the requirements for the award
PASS subject to corrections	The student has not met the requirements for the award, but in the judgement of the AB can do so by making minor corrections to one or more of the submissions for assessment.
REFER	The student has not met the requirements for the award and should resubmit one or more pieces of work to be re-considered for the award.
FAIL	The work does not meet the necessary criteria to pass the unit and cannot reasonably be expected to be amended to meet the criteria within the time available

- 6.2 The Awarding Board approves the programme of work for referred students. The programme of work for referred students should be achievable within the specified timeframe.
- 6.3 Each member of the Awarding Board has an equal voice in the deliberations of the Board. However, without the agreement of the External Examiners, the award of the degree may not be recommended and must be referred to the ABCD acting on behalf of the Senate. In such circumstances, the External Examiners will be asked to provide a written report for the ABCD.

## 7. Viva Voce Examinations

- 7.1 Programme specifications for individual programmes may specify viva voce examinations for individual units or elements of assessment.
- 7.2 The Assessment Panel for any viva voce examination will consist of a minimum of three members, with more than one member of academic staff, and include at least one member of staff who is a Head of Programme, Senior Tutor or Tutor. The exact composition of the panel should be approved by the relevant Non-Awarding Board.
- 7.3 Where External Examiners cannot be present for any viva voce examination, an appropriate "sampling" method should be used, such as use of videos or transcripts of examinations, to enable External Examiners to confirm that appropriate standards have been met in viva voce examinations.



## Regulations for the Award of MRes Programmes of Study

### 1. Independent Research Project

- 1.1 Master of Research students are required at the end of their programme to complete an Independent Research Project (IPR) to the satisfaction of the Head of Programme and pathway leader. A student who fails to meet this requirement will not be awarded a Master of Research.

*(Not applicable for MRes Healthcare Design students).*

- 1.2 The Independent Research Project (IPR) must be written in English. It must consist of a minimum of 12,000 and a maximum of 15,000 words in length, or a body of practice and a written report of 4,000 words. Any IPR submitted which is more than 10% under or over the maximum word length will be referred.
- 1.3 In addition, students are expected to submit a 1,500 – 2,000 word supporting statement that reflects on the process of developing, managing and communicating the results of the research project, and an updated professional development plan that details the student's on-going goals.
- 1.4 The IPR must be submitted in accordance with the instructions published annually by the Research Office.

The IPR requirements for students working on practice-based programmes must be agreed at the commencement of the project between the Head of Programme and the pathway leader.

### 2. Assessment other than Final Assessment

*(Not applicable to MRes Healthcare Design students)*

#### 2.1 Membership of Assessment Panel

The minimum composition for an Assessment Panel will be as follows:

- Head of Research Programmes
- Dean/Associate Dean, or a member of the academic staff at Senior Tutor level or above, nominated by the Head of Research Programmes
- One Tutor/Senior tutor from the programme.

The Assessment Panel will make one of the following recommendations:

PASS	The student passes the assessment
PASS subject to corrections	The student has not met the requirements for the award, but in the judgement of the Assessment Panel the student passes the assessment subject to corrections.
REFER	The student is referred for re-submission.
FAIL	The student fails the assessment and is not permitted to be re-examined

#### 2.2 Awarding Board (AB)

2.2.1 An Awarding Board (AB) is convened to enable students to demonstrate that they have fulfilled the objectives of the programme of study and that they have achieved the standard for the award of a Master of Research degree. Students may only be examined on the degree for which they have been registered.

2.2.2 The Final Examination will consist of a viva-voce, which takes place following submission of the independent research project.

2.2.3 Membership of Awarding Board (AB)

*(Not applicable to MRes Healthcare Design students)*

The AB will be constituted as follows:

- Head of Programme
- A Dean/Associate Dean or Pathway Leader
- A member of academic staff at Senior Tutor level or above nominated by the Head of Programme (Chair) who is not from the students' School (and has been approved by the Director of Research and Innovation)
- External Examiner(s).

2.3.4 Responsibilities of the Boards

After the viva voce, the AB will make one of the following recommendations:

PASS	The student passes the final examination
PASS subject to corrections	The student passes the Final Examination, subject to corrections being made to the IPR to the satisfaction of the Chair of the FEP. Such amendments should be completed within three months.
REFER	The student is referred for re-submission within 12 months to be re-examined under one of the following conditions : <ul style="list-style-type: none"><li>• IPR must be revised substantially and if deemed satisfactory by the FEP, the candidate will be exempt from further oral examination;</li><li>• IPR must be revised substantially and the candidate must undergo a further oral examination.</li></ul>
FAIL	The student fails the assessment and is not permitted to be re-examined

## **Regulations for the award of the Degree of Masters of Research in Healthcare Design**

*The regulations for the Master of Research in Healthcare Design apply only to students registered to the MRes Healthcare Design*

### **1. Research Project**

Each student must submit an independent research project. The project must be a minimum of 10,000 and a maximum of 15,000 words in length, and is accompanied by an oral examination. Any project submitted which is more than 10% under the minimum or over the maximum word length will be referred.

### **2. Progress Review**

2.1 A formal Progress Review will take place termly with a student's programme or pathway leader, at which the programme or pathway leader will confirm satisfactory progress, or alternatively set conditions that the student must fulfil in order to continue on the programme.

2.2 Any conditions set by the programme leader must be fulfilled to the satisfaction of the programme leader within a minimum of 1 month. Should the conditions not be fulfilled then the programme leader may recommend to the exam board that the student be deemed to have failed the programme.

### **3. Assessment Other than Final Examination**

3.1 Role of Assessment Panels  
Students will be required to submit a portfolio of work for assessment for consideration during their study.

3.2 On the recommendation of the Assessment Panel and with the approval of the ABCD, a student whose work is not satisfactory will be set, in writing, a specific programme of work to be submitted for examination at the following examination board. Depending on the nature of the referral project an earlier referral date may be agreed by the programme team. If this work is not satisfactory, the student's course will be terminated forthwith.

### **4. Final Assessment Panel (FAP)**

Membership of Final Assessment Panel (FAP)

The normal composition of the Final Assessment Panel will be:

- Head of Programme, Dean/Associate Dean or a member of the academic staff - at Senior Tutor level or above - nominated by the Dean of the School of Design (Chair);
- one Tutor/Senior Tutor from the programme
- Internal moderator
- student's personal tutor - not otherwise a member of the Final Examination Panel.

### **5. Awarding Board (AB)**

5.1 An Awarding Board (AB) is convened to enable students to demonstrate that they have fulfilled the objectives of the programme of study and that they have achieved the standard for the award of a Masters of Research in Healthcare Design.

2.2.2 The Final Examination will consist of a viva-voce, which takes place following submission of the independent research project.

### 2.2.3 Membership of Awarding Board (AB)

The AB will be constituted as follows:

- Head of Programme
- A Dean/Associate Dean or Pathway Leader
- A member of academic staff at Senior Tutor level or above nominated by the Head of Programme (Chair) who is not from the students' School (and has been approved by the Director of Research and Innovation)
- External Examiner(s).

### 2.3.4 Responsibilities of the Board

After the viva voce, the AB will make one of the following recommendations:

PASS	The student passes the final examination
PASS subject to corrections	The student passes the Final Examination, subject to corrections being made to the IPR to the satisfaction of the Chair of the FEP. Such amendments should be completed within three months.
REFER	<p>The student is referred for re-submission within 12 months to be re-examined under one of the following conditions :</p> <ul style="list-style-type: none"><li>• IPR must be revised substantially and if deemed satisfactory by the FEP, the candidate will be exempt from further oral examination;</li><li>• IPR must be revised substantially and the candidate must undergo a further oral examination.</li></ul>
FAIL	The student fails the assessment and is not permitted to be re-examined

## Regulations for the award of Research Degrees

*These Research Degree regulations apply to students registered for the degrees of MPhil and PhD*

### 1. Doctoral Training Programme

All students must attend the College doctoral training programme, unless alternative arrangements have been agreed in advance by the ABCD. All students are required to attend at least 80 per cent of the mandatory sessions in order to progress to the next year of study.

### 2. Examinations

Candidates must comply with instructions issued by the Research Office on the practical arrangements to be followed in order for any examination to take place. Failure by candidates to do so may result in examinations being suspended or cancelled.

### 3. Annual Progress Review

3.1 There is a formal Annual Progress Review (APR) of each student's work (both part-time and full-time students) which takes place annually (usually in May), other than when this is replaced with Transfer, Confirmation, or Final Examination.

3.2 Student progress will be assessed at these Reviews by an Annual Progress Review Panel. Only those students whose progress is accepted by the ABCD, as being satisfactory, will be permitted to proceed to the next year. The APR will include a judgement on the student's progress in achieving defined objectives, including achievement of objectives defined in the student's Individual Training Needs Analysis.

3.3 On the recommendation of the APR Panel, and with the approval of the ABCD, a student whose progress is not satisfactory will be referred.

3.4 Membership of APR Panel - the minimum composition for an APR panel is:

- Dean/ Associate Dean or a member of the academic staff, at Senior Tutor level or above, nominated by the Dean (Chair)
- One Tutor/Senior Tutor<sup>3</sup> from the student's School or Research Centre, who is not part of the supervisory team
- the student's supervisor(s).

The Panel may seek advice from any appointed external consultant:

3.5 For students registered jointly between two Schools or research centres, the APR panel should include the postgraduate research lead for the lead School and the postgraduate research lead for the second School, or their nominees.

3.6 The lead School is defined as the school which will be responsible for arranging annual progress reviews, confirmation, transfer, and / or final examinations and other administrative requirements in consultation with the second school. Where either of the postgraduate research leads is, or has been, the supervisor of the student being examined, the APR panel should be

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<sup>3</sup> For examinations taken by students registered to the Helen Hamlyn Centre for Design this is replaced by one senior research fellow who is not part of the supervisory team



chaired by another postgraduate research lead, or a Senior Tutor from another School, who is an experienced research supervisor.

- 3.7 It is the responsibility of the Chair of any APR Panel to ensure that the correct procedures and standards are adhered to, both during and after the examination and that all paperwork is submitted in a timely fashion (ideally this should form part of the exam scheduling).

The membership of the APR Panel considers a referral submission should normally be identical to that which made the referral decision. An observer may attend and participate in the concluding discussion at the request of the Examiners and the Chair of the APR panel.

#### **4. Transfer Examination Panels**

##### **4.1 Role of the Transfer Examination Panels**

Students registered to the degree of MPhil may, at the discretion of their supervisor, submit a transfer of registration to the degree of PhD. In order to be eligible to transfer to PhD, a student should be able to demonstrate:

- a high level of competence in the development and implementation of the research methodology,
- present a case that the research has progressed to a greater focus and depth, and
- have formulated an hypothesis for further research which would, in the opinion of staff and external experts, be likely to produce an original contribution to knowledge.

##### **4.2 Membership of Transfer Examination Panels**

The minimum composition of a Transfer Examination Panel shall be as follows:

- A member of academic staff from the student's School or Centre, at Senior Tutor or Head of Programme level or above, who is not part of the supervisory team. This person will be nominated by the School's postgraduate research lead (Chair)
- one Research Tutor/Senior Tutor from the student's school
- the student's supervisor(s);
- an independent additional member of the academic staff with experience of research supervision, from another School or Research Centre.

The Panel may seek advice from any appointed external consultant.

##### **4.3 The minimum composition of a Transfer Examination Panel for students registered jointly between two schools or research centres will be as follows:**

- The lead School's postgraduate research lead or a member of academic staff at senior level or above nominated by the lead School's postgraduate research lead, who is not part of the supervisory team (Chair);
- the postgraduate research lead from the second school/Centre or member of academic staff, at Senior Tutor level or above nominated by the postgraduate research lead from the second School or Centre;
- an additional member of the academic staff with experience of research supervision, from another School or Research Centre.

The Panel may seek advice from any appointed external consultant.

- 4.4 Where the postgraduate research lead is, or has been, the supervisor of the student being examined, the Transfer Examination Panel should be chaired by a postgraduate research lead, or a Senior Tutor, from another School who is an experienced research supervisor. In this case the additional member of academic staff is not required.
- 4.5 It is the responsibility of the Chair of the Transfer Examination Panel to ensure that correct procedures and standards are adhered to, both during and after the examination.
- 4.6 In the case of an unsuccessful transfer examination, the candidate will be allowed to be re-examined at the discretion of the Transfer Examination Panel. Re-examination should take place within three months of the original examination.
- 4.7 The membership of the Transfer Examination Panel to consider a referral submission should normally be identical to that which made the referral decision. An observer may attend and participate in the concluding discussion at the request of the examiners and the Chair of the Transfer Examination Panel.

## 5. English language requirements

Candidates who do not speak English as a first language prior to the transfer examination will be required to provide evidence that within the previous two years they have achieved an IELTS exam score of at least 7.0 with an additional score of 7.0 in writing (or the equivalent from another recognised English Language assessment test, acceptable to the ABCD) **before** being permitted to take the transfer examination.

## 6. Confirmation Examination

### 6.1 Role of the Confirmation Examination Panels

Students registered *ab initio* for the degree of PhD must, within 24 months (or the part-time equivalent of their initial resubmission) undertake a confirmation examination, in order to confirm that the student remains on track to submit and be successfully examined for a PhD. Students who do not pass their confirmation examination may be required to re-register for the degree of MPhil.

### 6.2 Membership of Confirmation Examination Panels

The minimum composition of a Confirmation Examination Panel is as follows:

- A member of academic staff from the student's School or centre, at Senior Tutor or above, who is not part of the supervisory team. This person will be nominated by the School's postgraduate research lead (Chair)
- one Research Tutor/Senior Tutor from the student's School
- the student's supervisor(s);
- an independent additional member of the academic staff with experience of research supervision, from another School or Research Centre.

The Panel may seek advice from any appointed external consultant:

- 6.3 The minimum composition of a Confirmation Examination Panel for students registered jointly between two schools or research centres will be as follows:
- The lead School's postgraduate research lead or a member of academic staff at senior level or above nominated by the lead school's postgraduate lead, who is not part of the supervisory team (Chair)
  - the postgraduate research lead from the second School or member of academic staff, at Senior Tutor level or above nominated by the postgraduate research lead from the second School
  - an additional member of the academic staff with experience of research supervision, from another school.

The Panel may seek advice from any appointed external consultant:

- 6.4 Where the postgraduate research lead is, or has been, the supervisor of the student being examined, the Confirmation Examination Panel should be chaired by a postgraduate research lead, or a Senior Tutor, from another School who is an experienced research supervisor. In this instance the additional member of academic staff is not required.
- 6.5 It is the responsibility of the Chair of the Confirmation Examination Panel to ensure that correct procedure and standards are adhered to, both during and after the examination.
- 6.6 The Confirmation Examination Panel shall, after the examination, make one of the following recommendations to the ABCD:
- Pass (the student may proceed towards examination for the degree of PhD, subject to continuing satisfactory academic progress)
  - Pass subject to corrections (the student may proceed towards examination for the degree of PhD, subject to the student making minor corrections to the submitted work, to the satisfaction of the Confirmation Examination Panel, within three months of notification of the decision)
  - Referral (the student may not proceed towards examination for the degree of PhD, and must make substantial changes to the work that they have submitted, within twelve months of notification of the decision. Students may only be referred at confirmation examination on one occasion)
  - Re-register to MPhil (the student may not proceed towards examination for the degree of PhD, but may re-register for the degree of MPhil)
  - Fail (the student's registration shall be terminated).
- 6.7 Where ABCD confirms a decision of pass subject to corrections or referral, but the corrections are not subsequently made to the satisfaction of the Confirmation Examination Panel within the deadline set then the student shall normally be required to re-register to MPhil.
- 6.8 The membership of the Confirmation Examination Panel to consider a referral submission should normally be identical to that which made the referral decision. An observer may attend and participate in the concluding discussion at the request of the examiners and the Chair of the Confirmation Examination Panel

## 7. Final Examination

### 7.1 Status of Final Examination Panel (FEP)

A Final Examination Panel (FEP) is convened to enable the student to demonstrate that he or she has fulfilled the objectives of the programme of research and has achieved the standard for their award.

### 7.2 Membership of Final Examination Panels (FEP)

The composition of an MPhil FEP is:

- A Dean/ Associate Dean, postgraduate research lead or member of academic staff at Senior Tutor level or above nominated by the Dean (Chair) who is not from the students' School / research centre or part of the students' supervisory team (and who has been approved by the Director of Research and Innovation);
- At least one internal examiner, appointed by ABCD;
- At least one External examiner, appointed by the Senate in accordance with the College's External Examiner Policy.

### 7.3 The composition of a PhD FEP will be:

- A Dean/Associate Dean, postgraduate research lead or member of academic staff at Senior Tutor level or above nominated by the Dean (Chair) who is not from the students' School / research centre or part of the students' supervisory team (and who has been approved by the Director of Research and Innovation);
- At least two External Examiners<sup>4</sup>, appointed by the Senate in accordance with the College's External Examiner Policy.

### 7.4 The External Examiners will have an equal voice in the deliberations, oral examination and final decision. Where the examiners are unable to agree upon a recommendation on the award of the degree, the decision must be referred to the ABCD acting on behalf of the Senate. The Chair will be responsible for ensuring that the examination is conducted fairly and according to the regulations, but will not contribute to the final recommendation of the examiners.

### 7.5 The membership of the FEP to consider a referral submission should normally be identical to that which made the referral decision. An observer may attend and participate in the concluding discussion at the request of the examiners and the Chair of the FEP.

### 7.6 After the viva voce, the **MPhil** FEP will make one of the following recommendations:

- the student passes the Final Examination;
- the student passes the Final Examination, subject to minor corrections<sup>5</sup> being made, to the satisfaction of the Chair of the FEP. Such amendments must be completed within three months;

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<sup>4</sup> For the examination of MPhil the College may appoint one internal examiner, from a school other than the school to which the student is registered.

<sup>5</sup> For the avoidance of doubt, minor revisions are small adjustments including, but not limited to, typographic errors, bibliographic adjustments, small clarifications and definitions that the Chair of the Exam Panel can check have been completed accurately. Anything beyond this would be considered to be appropriate for major modifications / referral.

- the student is referred for re-submission within 12 months and is to be re-examined as follows:
  - the project/thesis must be revised substantially and if deemed satisfactory by the FEP, the candidate will be exempt from further oral examination, or
  - the project/thesis must be revised substantially and the candidate must undergo a further oral examination
- the student fails the final examination and is not permitted to be re-examined.

7.7 After the viva voce, the **PhD** FEP will make one of the following recommendations:

- the student passes the Final Examination;
- the student passes the Final Examination, subject to minor corrections<sup>6</sup> being made, to the satisfaction of the Chair of the FEP. Such amendments should be completed within three months.;
- The student passes the Final Examination, subject to major corrections being made, to the satisfaction of both Examiners of the FET. Such corrections should be completed within 6 months;
- the student is referred for re-submission within 12 months and is to be re-examined as follows:
  - the project/thesis must be revised substantially and if deemed satisfactory by the FEP, the candidate will be exempt from further oral examination, or
  - the project/thesis must be revised substantially and the candidate must undergo a further oral examination
- the student fails the final examination for the award of PhD, but is recommended for the award of MPhil
- the student fails the final examination and is not permitted to be re-examined.

7.8 The composition of the FEP for a submission for PhD by Practice will be as for a submission for a PhD by Thesis, except that, of the two external examiners appointed by the Senate, one shall be a recognised authority in the studio discipline and the other shall be a recognised authority in the theoretical implications of the programme.

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<sup>6</sup> For the avoidance of doubt, minor revisions are small adjustments including, but not limited to, typographic errors, bibliographic adjustments, small clarifications and definitions that the Chair of the Exam Panel can check have been completed accurately. Anything beyond this would be considered to be appropriate for major modifications / referral.

## Regulations for the award of the Degree of MPhil

*These regulations apply to students registered to the degree of MPhil only*

### 1. Submission Requirements

On completion of the programme of research, the student's submission will be examined by a Final Examination Panel

#### 1.1 MPhil by Thesis

The submission for the degree MPhil by Thesis shall consist of a written thesis in English presenting the results of research in the field of history, theory or practice of art, design or communication, supported, where appropriate, by practical work related to the research. The required length of the thesis shall be between 30,000 and 40,000 words (footnotes and appendices are not included, but should not exceed 10,000 words; the bibliography is outside of all word counts), illustrated as necessary and accompanied by an abstract. Any thesis which is over 40,000 words in length shall be referred.

#### 1.2 MPhil by Practice

The submission for the degree of MPhil by Practice will consist of a work or group of works of art, design or communication, presented in the form of original(s), prototype(s), scale model(s), drawings, CD-ROM, photographs, film(s), or sound and vision recording(s), together with a piece of written work in English, defining the purpose of the work, the factors taken into account in its conception and development, and explaining the results. The work submitted must demonstrate progression in knowledge or understanding in the candidate's discipline, or in related disciplinary areas.

#### 1.3 The length of the report and other written work shall be 5,000 to 20,000 words (footnotes and appendices are not included, but should not exceed 10,000 words; the bibliography is outside of all word counts), illustrated as necessary and accompanied by an abstract. The textual and practical elements of the project should be conceived as a whole, with both aspects reaching the required standard of MPhil as outlined above. Any report which is over 20,000 words in length will be referred.

### 2. Final Examination

#### 2.1 Before the degree of MPhil is conferred, the student must present to the Research Office an electronic copy of the thesis, including any non-textual elements (e.g. sound or image files), which constitute part of the submission, for lodging in the College's digital repository.

#### 2.2 The following copyright statement should be included in each thesis: *'This text represents the submission for the degree of Master of Philosophy at the Royal College of Art. This copy has been supplied for the purpose of research for private study, on the understanding that it is copyright material, and that no quotation from the thesis may be published without proper acknowledgement'*.

## Regulations for the award of the Degree of Doctor of Philosophy

*These regulations apply to students registered to a PhD only*

### 1. Submission Requirements

#### 1.1 PhD by Thesis

The submission of research in a theoretical discipline shall comprise a written thesis in English presenting an account and the results of a programme of research in the field of history, theory and practice of art, design or communication, supported, where appropriate, by practical work related to the research. The thesis shall be between 60,000 and 80,000 words in length (footnotes and appendices are not included, but should not exceed 20,000 words; the bibliography is outside of all word counts). It shall be illustrated as necessary and accompanied by an abstract. Any thesis which is over 80,000 words in length shall be referred.

#### 1.2 PhD by Practice

The submission of research in a studio discipline shall comprise a work or works of art, design or communication, or a group of interrelated works of art, design or communication, presented as appropriate in the form of original(s), prototype(s), scale model(s), drawings, CD-ROM, photographs, film(s), or sound and vision recording(s), together with a piece of written work in English, defining the purpose of the work, the factors taken into account in its conception and development, and explaining the results.

- 1.3 The work submitted must demonstrate progression in knowledge or understanding in the candidate's discipline, or in related disciplinary areas. The written component shall be not less than 25,000 words and not more than 40,000 words in length (footnotes and appendices are not included, but should not exceed 10,000 words; the bibliography is outside of all word counts), illustrated as necessary and accompanied by an abstract. The textual and practical elements of the project should be conceived as a whole, with both aspects reaching the required standard of PhD as outlined above. Any written component which is over 40,000 words in length will be referred.

### 2. Requirement for Copies of Final Submission

- 2.1 Before the degree of PhD is conferred, the student must present to the Research Office an electronic copy of the thesis, including any non-textual element, e.g. sound or image files which constitute part of the submission, for lodging in the College's digital repository and with the British Library, for them to make available online via ETOS.
- 2.2 The following copyright statement should be included in each thesis: *'This text represents the submission for the degree of Doctor of Philosophy at the Royal College of Art. This copy has been supplied for the purpose of research for private study, on the understanding that it is copyright material, and that no quotation from the thesis may be published without proper acknowledgement'*.

## Regulations for the award of the Higher Doctorate

### 1. Standard of Award

- 1.1 The standard of the award of the Higher Doctorate is that expected of an applicant who is a leading authority in the field of study or practise concerned and has made an original and significant contribution over many years to the advancement or application of knowledge in that field. The Higher Doctorate awarded by the College is Doctor of the Royal College of Art (Dr (RCA)).
- 1.2 An applicant should make a submission in accordance with instructions issued by the Academic Registrar. The actual submission may take the form of books, contributions to journals, patent specifications, reports, specifications and design studies and may also include other relevant evidence of original work. An applicant should state which part of the submission, if any, has been submitted for another academic award. The contents of a submission must be in English.
- 1.3 In addition to the copies of the work on which the application is based, the applicant should submit a statement of not more than 1,000 words setting out the applicant's view of the nature and significance of the work submitted and a full statement of the extent of the applicant's contribution to any of the work submitted which involves joint authorship or other types of collaboration. The application will be referred to the ABCD which will advise whether a prima facie case for proceeding to a formal assessment of the submission has been established, taking any advice it deems appropriate.

### 2. Assessment

If satisfied that a prima facie case has been established, the ABCD will submit the application to two examiners each of whom will be asked to make an independent report. In the event of disagreement between the examiners, the ABCD may appoint a third examiner. All examiners shall be external and wholly independent of the College. The ABCD will make a recommendation to the Senate. If the Senate agrees to award the degree of Dr (RCA) a copy of the applicant's submission will be lodged in the Library.

\*\*\*\*\*ENDS\*\*\*\*\*