



**LAMBETH RESEARCH DEGREES IN THEOLOGY
(ARCHBISHOP'S EXAMINATION IN THEOLOGY)**

REGULATIONS FOR THE LAMBETH RESEARCH DEGREES IN THEOLOGY SCHEME

Updated September 2024

Note: if there are differences of wording between this document and other Scheme literature such as the Student Handbook or the General Information Leaflet, the wording in this document takes precedence.

Changes to these Regulations are subject to approval by the Council for the LRDT Scheme. Once approved at a meeting of the Council, they will take immediate effect unless otherwise stated. It is possible that they may apply retrospectively to current students: in which case steps will be taken to notify students of them.

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REGULATIONS FOR THE LAMBETH RESEARCH DEGREES IN THEOLOGY SCHEME

AIMS AND SCOPE OF THE LAMBETH RESEARCH DEGREES IN THEOLOGY SCHEME

1. The Archbishop of Canterbury awards postgraduate research degrees in Theology to MPhil and PhD levels. All students are required to work with one or more appointed supervisors and to follow an agreed programme of research training which is relevant to their research aims and appropriate to their previous qualifications and experience, leading to examination for the degrees of MPhil or PhD. The Scheme envisages part-time study but is flexible enough to allow full-time study.
2. The Scheme aims to maintain and protect the principles of academic freedom and freedom of speech, including in accordance with any relevant legislation: and under its terms of reference the Council (paragraphs 5 – 9 below) has a specific duty to this effect.

GOVERNANCE AND MANAGEMENT ARRANGEMENTS

OFFICERS

3. The officers of the Lambeth Research Degrees in Theology Scheme will comprise the Chair of Council, a Director, an Academic Dean and a Treasurer. The Archbishop of Canterbury will appoint the Chair of Council and the Director; the Archbishop will also appoint the Academic Dean and the Treasurer on the recommendation of the Director. The Officers are responsible, in accordance with their role descriptions, for managing the degrees that are awarded under the Scheme. In addition, the Administrator provides support to the scheme and is in attendance at meetings of its governing bodies, as well as providing administrative support to the Officers and to the scheme as a whole'.

GOVERNING BODIES

The Trust

4. The Archbishop's Examination in Theology Trust will act as Trustees in relation to the charitable purposes of the Scheme. It will provide support to the Council and the Academic Board, and it will receive and approve an annual report and the annual accounts for submission to the Charity Commission. The Trust is Chaired by the lead Bishop appointed by the Archbishop of Canterbury to the scheme.

The Council

5. The Council will be the governing body of the Scheme. It will be responsible for setting the strategic direction of the Scheme and for overseeing its delivery, in accordance with its terms of reference. The Council is Chaired by the lead Bishop appointed by the Archbishop of Canterbury to the scheme. It will meet at least twice a year. The conduct of its meetings

will follow its standing orders. It will have a broad membership of academics and other professionals with experience of educational administration and/or management.

6. The Council will work on the aspects of the Scheme set out in its terms of reference, in a delegated executive role in relation to the Archbishop.

7. The Council will be responsible for ensuring that processes are in place for monitoring and evaluating the Scheme, including by means of an annual report by the Director covering academic developments and incorporating relevant performance data. It will also make arrangements for periodic external review of the Scheme.

8. The Council will be the body with powers to amend these Regulations, including on the recommendation of the Academic Board on matters which fall within the Board's terms of reference. Any proposals for significant changes to the Regulations will be sent to the Archbishop for comment at least four weeks before the date of the Council meeting at which they are to be considered.

9. The finances of the Scheme will be managed by the Treasurer on a non-profit making basis. The Council will be the principal financial authority of the Scheme, which includes responsibility for setting student fee levels and rates of remuneration for supervisors and examiners and for any other persons whom it may from time to time employ.

Academic Board

10. The Academic Board will be responsible for the academic development of the Scheme and for its academic standards; it will also oversee student admission, registration, progression and examination, in accordance with its terms of reference. It will normally meet three times a year. The conduct of its meetings will follow its standing orders. It will be chaired by the Director. It will have a broad membership of academics and other professionals with experience of educational administration and/or management.

11. The Academic Board will work on the aspects of the Scheme set out in its terms of reference, in a delegated executive role in relation to the Council. The Director is responsible for ensuring that the Board's activities are reported to the Council at each of the latter's meetings.

12. The Academic Board will appoint supervisors and examiners. The criteria for appointment are given at paragraphs 31 and 62 – 66 below respectively.

Admissions Panel

13. The Academic Board will appoint Admissions Officers, one of whom will normally be the Director, as an Admissions Panel. The role of the Admissions Panel in the admissions process is set out in paragraphs 22 – 24 below.

Research Training Sub-Committee

14. The Academic Board will appoint a Research Training Sub-Committee consisting of four of its members, together with other suitably qualified people, to assist the Academic Dean in providing a research training programme for students. This will be delivered by members of the Council or by other appropriate people appointed for the purpose. It will take the form of a variety of student seminar and training sessions, as determined by the Sub-Committee. Students will be required to attend at least two of these sessions, and an induction session at the beginning of the period of their study.

15. The Research Training Sub-Committee will not seek to prevent students from taking advantage of research training that may be available locally or from their supervisors' academic institutions. By agreement with their supervisors and the Academic Dean, students may undertake such training in place of the sessions the Scheme provides, if they meet the training requirements identified with their supervisors and record their attendance in their supervision logbooks. This will be at the students' own expense.

Ethics Committee

16. Where the topic and method of research being undertaken requires it, the Academic Board will appoint an Ethics Committee from among its members together with any additional external advisors it deems necessary to assess and approve a student's proposed research and the methods to be used in carrying it out, in accordance with current national best practice in Higher Education.

ADMINISTRATION OF THE RESEARCH DEGREES

ADMISSION PROCEDURES

Eligibility

17. Applicants need not necessarily be members of the Church of England; but they should be aware and agree to accept that degrees are awarded by the Archbishop of Canterbury in the context of Anglican worship.

18. Degrees can only be conferred on those who are eligible to take the oath of allegiance to His Majesty the King. Applicants must therefore fall into one of the following categories:

- (a) British subjects;
- (b) nationals of Commonwealth countries which retain the King as head of state;
- (c) holders of dual nationality;
- (d) members of the clergy of the Church of England's Diocese in Europe;
- (e) foreign nationals who have British residency or who are permanently domiciled in the UK, and who are not otherwise prevented by virtue of their own nationality and citizenship from taking the Oath of Allegiance.

19. The following cannot be accepted:

- (a) applicants for whom it is not possible to agree on the appointment of a supervisor;

- (b) applicants who have already completed the research they wish to present for the MPhil or PhD degree;
- (c) applicants who are proposing to present work which has already been failed by another institution.

20. Applicants will normally be required to hold a good honours degree, i.e. a first or a good 2:1, in Theology, Religious Studies or a discipline relevant to the subject on which they wish to write their thesis (for example, a degree in History when the thesis is to be on a topic in church history).

21. Applicants whose first language is not English must provide recent evidence of proficiency in the English language through an internationally recognised English language test such as IELTS; the applicant's performance in the test will be assessed against current requirements in appropriate UK universities. However, applicants in this category who have recently completed all or part of their previous theological education in English may be exempted from this requirement; they should apply to the Academic Dean for exemption, giving proof of previous study in English, before submitting their application.

Application

22. All applicants must provide evidence of their academic background and their competence to undertake a thesis in the subject proposed. The following documentation is required as part of the application:

- (a) a completed and signed application form;
- (b) a research proposal;
- (c) names and contact details of two referees, to whom the applicant will have already sent the confidential reference forms;
- (d) academic certificates and, if available, academic transcripts;
- (e) documentary evidence that the applicant meets the eligibility requirements set out in 18 above;
- (f) where necessary, evidence of proficiency in the English language.

23. Applications will be considered by a panel of at least two Admissions Officers, one of whom will normally be the Director or the Academic Dean; the panel may also include members of the Academic Board. The panel will decide which applicants are to be interviewed. The Director and/or Academic Dean will be responsible for ensuring that the interviews are conducted in accordance with established procedures.

24. All applicants will be asked to declare whether they have any unspent criminal convictions or cautions in the appropriate place on the application form. The admissions panel will consider all applications on academic merit in the first instance, but may then take a criminal conviction into account in reaching a decision on whether to offer the applicant a place on the Scheme.

REGISTRATION ARRANGEMENTS, INCLUDING INTERMISSION AND DE-REGISTRATION

25. Once accepted for and registered on the Scheme, all students must abide by these Regulations, including the course requirements.

26. Students will be required to renew their registration annually by means of an annual review form. If the annual review form gives rise to any concerns, the Academic Dean will discuss the concerns with the supervisor(s), and may then report the concerns to the Academic Board.

27. Registration is expected to be continuous: except that, if personal circumstances make it necessary for a student to take a break in study, he/she may apply for a period of intermission. The student will submit the relevant application form, which includes a report from their supervisor(s), to the Academic Dean, who will arrange for the Academic Board to review it before granting approval. If granted, a period of intermission will not normally exceed one year at any one time or two years over the total period of research, and will not count towards the time allowed for completing the thesis. No fee will be charged during this period.

28. A student may also apply to de-register for an indefinite period, which would normally be longer than a year. A student may also apply either to de-register for an indefinite period (normally longer than a year) or to withdraw from the scheme.

Withdrawal. If a student withdraws from the scheme, for reasons that may include a change of circumstance, a personal choice to withdraw from academic study on the part of the student, a topic that proves unviable, or a failure to meet and/or engage with academic standards as the scheme requires, it is not possible to re-register except through the usual admissions process with a new proposal.

29. De-registration. De-registration is normally possible once only between initial registration and completion of the degree. The student will submit the relevant application form, which includes a report from their supervisor(s), to the Academic Dean, who will arrange for the Academic Board to review it before granting approval. No supervision should occur during the period of de-registration. It will not count towards the time allowed for completion of the thesis. No fee will be charged during this period. A student who has de-registered may later apply to the Academic Board to re-register, subject to any conditions the Board may impose, which may include a re-entry interview. If any conditions have been or are being met and the re-registration is permitted, the student will continue with his/her original thesis topic. If it has become necessary to find a new supervisor, re-registration will be complete once the first supervision has occurred.

30. The fees structure for the Scheme is set out in Annex A, and further details are given in the Student Handbook.

SUPERVISION ARRANGEMENTS

31. Each student will have one or more supervisors, appointed by the Academic Board according to the following criteria:

- (a) they should be active in research and should preferably have published scholarly work in the field in which the student is undertaking research;
- (b) they should, in the case of a main supervisor, be in an appropriate academic post or have held such a post within the previous five years;
- (c) they must hold the degree for which they are being asked to supervise, unless they have extensive publications and/or are a widely acknowledged specialist in the field of the thesis, and are not acting as the principal supervisor;
- (d) they should normally have had previous supervisory experience.

32. The principal supervisor appointed will normally act as supervisor throughout the student's registration, during the probationary period and the MPhil and PhD registration periods as appropriate.

33. Where appropriate, the principal supervisor's input will be supplemented by an associate supervisor, and/or the student may be referred at a relevant point in his/her research to a specialist in a particular area with which the research deals.

34. All new supervisors will supply the Academic Dean with a CV or a web link to a CV to enable the Academic Board to be sure that they meet the criteria set out in section 31 above.

35. The Academic Dean will supply a newly appointed supervisor with a document setting out the Scheme's expectations in relation to supervision. A letter of agreement, giving details of the services the supervisor is to supply and the remuneration the Scheme is to provide for them, will be signed by both parties. The scheme will provide a session of advice and guidance for supervisors annually, usually online.

PROGRESSION ARRANGEMENTS

Period of induction and probation, and upgrading from probation to MPhil status

36. All students will undertake, under supervision, a period of induction and probation. They are encouraged to complete this stage within six months, although it may vary in length from three months to 12 months. During this period, the student will receive a one-day induction course and up to six supervisory sessions.

37. The purpose of the probationary period is

- (a) to enable the student, with the supervisor's help, to test the viability of the proposed research project;
- (b) to refine the research proposal; and
- (c) to ensure that his/her level of commitment to independent research and the time he/she can set aside for it are enough to maintain momentum.

38. By the end of the period, the student will have, to the supervisor's satisfaction,

- (a) established the aims and objectives of the research project,

- (b) identified the appropriate research methods and the learning resources available,
- (c) completed a literature search,
- (d) made sure that the necessary funding is available to conduct the research, and
- (e) submitted the probationary essay.

39. During this period, the student will write a probationary essay of between 5,000 and 8,000 words, to provide evidence of the necessary research and study skills (however, in exceptional cases the Board may waive the requirement for a probationary essay if it judges that this criterion has already been met, for example by a relevant academic qualification or a paper published in an academic journal). The student will also submit to the Academic Dean the relevant upgrading form, which includes a report from their supervisor(s), and a 1-2 page provisional overview of the thesis structure containing brief chapter summaries and a proposed timescale for completion. The Academic Dean will arrange for the Academic Board to review each application before granting approval.

40. The Academic Dean, with the advice of the Board, will appoint readers to assess any submitted work. The function of the reader is to provide to the Board informed judgment on whether an applicant's work and proposed project are likely to lead to successful completion of a thesis (either MPhil or PhD). The Board will make its decision to allow progression based on the report and giving due weight to the supervisor's informed knowledge of the supervisee's academic work overall. Feedback will be given to applicants as part of the application process. If the application to progress is deemed unsuccessful, one further attempt will normally be allowed.

The MPhil degree, and upgrading from MPhil status to PhD status

41. The normal period of registration for the MPhil degree is two years full-time, four years part-time. The criteria for the MPhil degree are set out in paragraphs 51 – 53 below.

42. Upgrading from MPhil to PhD status normally takes place at the end of the first year of MPhil registration for full-time students and at the end of the second year for part-time students. However, in exceptional cases it will be open to the Academic Board to vary these timescales, on the recommendation of the student's supervisor.

43. Students seeking to upgrade from MPhil to PhD status must have shown their ability to fulfil all the criteria for the MPhil degree as set out in paragraphs 51 - 53 below. In addition, they must be able to show, to the satisfaction of their supervisors and the Academic Board,

- (a) that there is enough primary source material available to enable them to produce a thesis which meets the criteria for the award of the PhD degree as set out in section 54 – 58 below; and
- (b) that they have the research and linguistic skills to achieve this, demonstrated within the upgrade submission. This requires a formally presented piece of continuous academic prose with appropriate and complete apparatus, properly contextualised.
- (c) that the topic is sufficiently bounded to be achievable within the limits and timescale afforded an PhD thesis whilst also meeting the PhD criteria.

44. Students seeking to upgrade from MPhil to PhD registration will submit the relevant application form, which includes a report from their supervisor(s), to the Academic Dean who will arrange for the Academic Board to review each application before granting approval. They will also submit the following: a) a piece of continuous academic prose equivalent to a complete chapter with appropriate academic apparatus (eg references) between 8,000 and 10,000 words long; b) a 1-2 page overview of the complete thesis containing a brief chapter summary and timescale.

45. The Academic Dean, with the advice of the Board, will appoint external readers for all upgrade applications and the Board will receive a report from the external reader when reviewing applications for upgrading from MPhil to PhD registration. External readers appointed at this stage cannot later be appointed as examiners. External readers will provide feedback to applicants as part of the upgrade process. The function of the external reader is to provide both an informed judgment and a fresh eye on the applicant's work, and the Board will make its decision mindful of this role, balancing it with the due weight also given to the supervisor's informed knowledge of the supervisee's academic work overall. If the upgrade application is unsuccessful, one further upgrade attempt will normally be allowed.

The PhD degree

46. The normal period of registration for the PhD degree is three years full-time, six years part-time. These timescales include the period spent registered for the MPhil. The criteria for the PhD degree are set out in paragraphs 54 – 58 below.

STUDENT COMPLAINTS AND PROGRESSION APPEALS

47. Students will be encouraged to provide the Academic Dean with feedback, positive or negative, on their experience of the Scheme, for example through training days, the annual review form and at any other time.

48. If a student wishes to make a formal complaint about, for example,

- (a) academic delivery or the administrative support arrangements,
- (b) the quality of the services the Scheme offers, or
- (c) the decisions which are made in applying the Scheme's policies, procedures and processes,

he/she may use the Scheme's Complaints Procedure, which is available on the Scheme's web site.

49. If a student wishes to lodge an appeal against a decision not to upgrade him/her from probationary to MPhil status or from MPhil status to PhD status, he/she may use the Scheme's Appeals Procedure, which is available on the Scheme's web site.

50. If a student makes a complaint or lodges an appeal under these paragraphs and is dissatisfied with the outcome, it will be open to him/her to take the complaint or appeal to the Office of the Independent Adjudicator for Higher Education, as set out in the relevant Procedure.

EXAMINATION ARRANGEMENTS

Criteria for the award of the MPhil degree

51. MPhil degrees are awarded to students who have shown that:

- they have a systematic understanding of knowledge, coupled with a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of the academic discipline or field of study;
- they understand in a comprehensive way the techniques applicable to their own research or advanced scholarship;
- they can exercise originality in applying knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline;
- they have a conceptual understanding that enables them to evaluate critically current research and advanced scholarship in the discipline; to evaluate methods and develop critiques of them; and, where appropriate, to propose new hypotheses.

52. An MPhil thesis must clearly be the candidate's own work. Plagiarism, defined as the representation of work other than the student's own without appropriate referencing or acknowledgement, or work of the student's own, whether published or submitted as course work for another degree or qualification without referencing or acknowledgement, is never acceptable within an academic submission for any purpose whatsoever, whether for a degree, or within an academic learning environment in a formal piece of work, or in any material intended for publication. This includes the use of Generative Artificial Intelligence (GenAI) tools, which can only be used within a thesis where specific prior authorisation has been given. It must be presented in readable and grammatical English. In addition, the following specific conditions apply:

- (a) quotations from biblical and other languages, whether in the original script or transliteration, must be accurately reproduced;
- (b) sources must be carefully acknowledged in accordance with the system of referencing used, and in a bibliography;
- (c) there must be evidence of detailed knowledge of material from the relevant academic discipline, field of study or area of professional practice, including a thorough familiarity with primary evidence and a good knowledge of relevant secondary literature;
- (d) the work must be structured coherently and clearly so as to articulate an argument, and to ensure that the sections of the work serve to support the argument as a whole; and
- (e) there must be evidence of a real capacity for analytical thought and creative imagination; for dealing with complex issues both systematically and creatively; for

making sound judgements in the absence of complete evidence where necessary; and for communicating conclusions clearly for specialist and non-specialist audiences.

53. The maximum length of thesis accepted for the MPhil degree is 50,000 words, including footnotes but excluding the bibliography and bibliographical references (i.e. a list of abbreviations used in citations). Further guidance on the format and presentation of theses is given in Annex B.

Criteria for the award of the PhD degree

54. The PhD thesis must have all the qualities required of the MPhil thesis, as set out in paragraphs 51 and 52 above.

55. In addition, the PhD thesis must be a substantial work of original scholarship which is worthy of publication and which contributes to the advancement of learning in the academic discipline, field of study or area of professional practice.

56. In addition, doctoral candidates need to show that:

- they can create and interpret new knowledge, application or understanding at the forefront of the discipline;
- they have acquired a systematic understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice;
- they are able to conceptualise, design and implement a project for generating new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems if these arise; and
- they have a detailed understanding of applicable techniques for research and advanced academic enquiry

57. Originality may be displayed, for example, through the discovery of new knowledge, application or understanding at the forefront of the discipline; the connection of previously unrelated facts; the development of a new theory; or the revision of older views.

58. The maximum length of thesis accepted for the PhD degree is 100,000 words, including footnotes but excluding the bibliography and bibliographical references (i.e. a list of abbreviations used in citations). Further guidance on the format and presentation of theses is given in Annex B.

Submission of thesis

59. The candidate may give informal notice of his/her intention to submit the thesis for examination at any time when he/she and the principal supervisor agree that it is ready to be submitted. The student will submit the relevant application form, which includes a report from their supervisor(s), to the Administrator. The candidate is required to confirm on this form that his or her circumstances have not changed in relation to the conditions of eligibility for a Lambeth degree, as set out in paragraph 18 above.

60. For graduation to take place in a particular year, the Administrator must receive copies of the thesis to be examined, together with any other required paperwork and the examination fee, by 31 January.

61. In consultation with his/her supervisor, a candidate may request a mock *viva voce* examination before the examination itself by applying to the Academic Dean.

Appointment of examiners

62. For each MPhil or PhD thesis submitted, the Academic Board will appoint an examination board of two examiners, either one internal and one external examiner or both external (an internal examiner for this purpose is to be taken to mean an examiner who is also a member of the Council or the Academic Board).

63. Both examiners will be in an appropriate academic post or will recently have held such a post; they will have published scholarly work in the subject area of the thesis to be examined; and/or they will have had relevant experience in the methods of a particular thesis submitted.

64. No one who has acted as a supervisor or associate supervisor, or to whom the candidate has been referred for specialist advice during his or her research, shall be appointed as an examiner. Also, no one who has acted as external reader of the thesis under paragraph 45 above shall be appointed as an examiner.

65. No one who has had substantial co-authoring or collaborative involvement in the candidate's work or whose own work is the focus of the research project shall be appointed as an examiner.

66. Where one of the examiners is new to the process, the other examiner should have sufficient experience to ensure academic rigour.

The Examination

67. The candidate must attend a *viva voce* examination. The *viva* will normally be held within three months of the submission of the thesis. On behalf of the Academic Dean the Administrator will send timing details of the examination, and location or (if an in-person meeting is impractical to arrange) an online invitation, to the candidate.

68. Before the *viva* each examiner will write a preliminary report independently and will send it to the Academic Dean. The examiners will then communicate with each other to agree the line of questioning they will adopt with the candidate at the *viva*.

69. There will be an independent Chair at the *viva*, normally either the Director or the Academic Dean. A student may also request that his or her supervisor is present, in silence, at the *viva* by applying to the Academic Dean.

70. Immediately after the *viva*, the examiners will compile a joint report and submit it with their agreed recommendation to the Academic Dean for transmission to the Academic Board. Examiners may recommend one of the following courses of action:

- (a) The candidate should be awarded the degree for which the thesis was submitted.
- (b) The candidate should be awarded the degree subject to specified minor amendments (e.g. minor omissions; occasional grammatical, stylistic or input errors; corrections to references or bibliography), none of which require additional research. These must be completed not more than three months after the *viva* and certified by one of the examiners, normally the internal examiner where an internal and external examiner have been appointed under paragraph 62 above.
- (c) The candidate should be awarded the degree subject to correction of more substantial errors. The errors must be listed clearly in the examiners' report. The revisions must be submitted within six months, and will need the certification of both examiners; but they will not normally be such as to make it necessary to hold a further *viva*.
- (d) The candidate should be given one opportunity to submit a revised thesis, with an amended title if appropriate and if approved by the Academic Board, within 12 months of being notified of this recommendation. A further *viva* will be required in this case, exceptionally with new examiners if the Academic Board so decides.
- (e) The candidate should be awarded the MPhil degree, on the basis that he/she has not met the criteria for the PhD but has clearly met those for the MPhil.
- (f) The candidate should not be awarded the degree for which he/she submitted the thesis and should not be permitted to resubmit.

71. The Academic Board will receive copies of the preliminary independent reports of the examiners and their joint report, and will reach a decision on the result. Where the result is that the degree is to be awarded, the outcome will also be notified to the Council and to the Archbishop. For graduation to take place in a particular year, the Administrator must receive the positive recommendation of the examiners by 30 April, and evidence of the satisfactory completion of any corrections within the following three months. Awards for completed theses submitted after these dates will be held over until the following year.

Communication of Results and Award of Degree

72. The Academic Dean will communicate the examiners' recommendation to the candidate provisionally within a week of the *viva*. The candidate will then be informed of the result officially immediately after the meeting at which the Academic Board makes the final decision.

73. Degrees will be presented by the Archbishop or his representative on a date of his choosing, in the context of Anglican worship.

EXAMINATION APPEALS

74. In circumstances where the final result of the examination process is that the degree for which the candidate was being examined was not awarded and the candidate wishes to

lodge an appeal against this decision, he/she may use the Scheme's Appeals Procedure, which is available on the Scheme's web site.

75. If a candidate lodges an appeal under these paragraphs and is dissatisfied with the outcome, it will be open to him/her to take the appeal to the Office of the Independent Adjudicator for Higher Education, as set out in the Appeals Procedure.

Revised September 2024

Annex A

STUDENT FEES

A.1 The fee structure is as follows:

- (a) a flat fee for the probationary period, regardless of the length of this period which can be up to a maximum length of one year;
- (b) a registration fee payable when the student is upgraded from probationary to MPhil status (though n.b. no further registration fee is payable when the student is upgraded from MPhil to PhD status);
- (c) an annual fee payable for each year of registration after the successful completion of the probationary period;
- (d) an examination fee payable at the time of giving notice of the student's intention to submit his/her completed MPhil or PhD thesis;
- (e) possible re-submission/re-examination fees depending on the outcome of the initial examination (the examination outcome categories are set out in paragraph 70 above).

A.2 The fee levels currently applicable and the arrangements for paying fees are set out in detail in the Student Handbook.

Annex B

REQUIREMENTS FOR THE PRESENTATION OF THESES

1. Presentation

(a) Language

All theses must be written in English.

Where foreign language sources have been consulted, quotations should be given in the original language with a translation in the footnotes, or vice versa. If sources have been used in translation, the edition/translation consulted must be clear, and only the English version should be cited.

(b) Format and appearance of thesis

Two copies of the thesis should be submitted and should conform to the following guidance:

- it should have a title page (see section 4 below);
- the page size should be A4 and the page orientation portrait;
- the thesis should be typed single-sided with a left-hand margin of 40mm to allow for binding, with other margins being at least 15mm;
- the typescript should be one and a half spaced, except that single spacing should be used for quotations;
- the word limit, to include footnotes (apart from foreign language quotations or translations of foreign language quotations in the text) but excluding bibliography or bibliographical references, must not exceed 50,000 words for the MPhil degree and 100,000 words for the PhD degree;
- all pages must be numbered, starting with the title page as page 1; page numbers must be displayed on all pages except the title page; and pagination should be consecutive;
- the font size used should be 10pt for Arial, Verdana, Takoma and 12pt for Times New Roman, Garamond; and
- it should include list of abbreviations used (which should be the conventional abbreviations).

(c) Referencing system

The referencing system to be used in the thesis presented for examination is that proposed by the student and supervisor, and agreed with the Academic Board, at the point of initial registration at MPhil level. If the student and supervisor wish to change to a different system they must seek the permission of the Board, at the latest as part of the process of Intention to Submit.

The recommended system is the MHRA (Modern Humanities Research Association) Style Guide, which is freely available as a download online: <https://www.mhra.org.uk/style/> A hard copy of the style guide can be provided on request to students at the start of their research.

However, the '[foot]notes and bibliography' or the 'author and date' versions of the Chicago Manual of Style are also acceptable. Full information about the Chicago system is available at http://www.chicagomanualofstyle.org/tools_citationguide.html.

- Other systems may only be used with the permission of the Academic Board.
- Students are required to use the version of referencing adopted consistently.
- Footnotes rather than endnotes are to be used.

2. CONTENTS

- Title page
- List of contents [final word count should be appended at the bottom of the contents page].
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