



REGULATIONS FOR RESEARCH DEGREES

CONTENT

1. General Conditions
2. Admission
3. Registration
4. Supervision and Progress
5. Examination
6. DMus/PhD By Publication
7. Forms for Students
8. Forms for Staff

1. GENERAL CONDITIONS

- 1.1. The research degrees of DMus, PhD and MPhil at the RCM are awarded for work that forms a significant contribution to current knowledge and insight in the musical fields of performance, composition, musicology, music education or performance science. Submissions must demonstrate critical investigation, usually emanating from, or allied to the creation of music or cultural practice of music, considered in their widest senses. Material presented for the degree should represent systematic study, independent critical appraisal and demonstrable originality.
- 1.2. The research degree of MPhil is awarded for work that convincingly builds on current knowledge and insight in the musical fields of performance, composition, musicology, music education or performance science. Submissions must demonstrate a degree of critical investigation, usually emanating from or allied to the creation of music or cultural practice of music, considered in their widest senses. Material presented for the degree should represent a thorough grasp of the research area, systematic study and independent critical appraisal.
- 1.3. The Research Degrees Committee is the body which oversees admission to the Research Degrees Programme and monitors each student's progress. The Research Degrees Committee is chaired by the Director of Research. The Chair of the Research Degrees Committee represents the wishes of the Committee in all aspects of the Research Degrees. The Chair is also empowered to ratify, by Chair's Action, decisions relating to student progress during the academic year.
- 1.4. The Research Degrees Committee is the body charged with satisfying itself that the provisions of these Regulations for the conferment of the award of DMus, PhD or MPhil of the Royal College of Music have been met. On behalf of the Senate, the Research Degrees Committee shall consider the recommendations of examiners concerning a student's performance; seek to resolve any disagreement between examiners; and ratify the award of DMus, PhD and MPhil.
- 1.5. Doctoral students are subject to the RCM Student Code & Procedures including the Student Code of Conduct and Disciplinary Procedure. This document is on the RCM website at <https://www.rcm.ac.uk/media/RCM%20Student%20Code%20&%20Procedures.pdf>. The code includes the procedure for appealing an examination decision and the student complaints procedure.

2. ADMISSIONS

- 2.1. To qualify for admission to a course of study leading to the degree of MPhil, DMus or PhD, applicants should normally hold a taught Masters qualification. The Master's Degree should be in a discipline which is appropriate to the proposed study and research, and will have included training which the Research Degrees Committee deems to be satisfactory. In exceptional circumstances, where the extent and quality of the student's independent research or professional experience offer clear grounds for believing him or her capable of successful study at doctoral level, the formal requirement for a Masters qualification may be waived.
- 2.2. The Royal College of Music is committed to a policy of equal opportunities. Students are recruited on the basis of their merits, abilities and potential. In any review of selection criteria and procedures the College will ensure that consideration is given to equal opportunities issues.

- 2.3. Admission to the DMus or PhD (Standard Route) is in two stages. Doctoral students initially register as MPhil students and normally apply to transfer to DMus or PhD registration after one year of full-time (two years of part-time) study.
- 2.4. Application for admission should be submitted according to the College's standard procedure for the programme outlined on the RCM website. Applicants are advised to identify a preferred Directing Supervisor where possible, and to have informal contact with that supervisor or the Head of Programme before making a formal application. Note: applicants for DMus study involving performance must have reached the minimum entry level for Artist Diploma (Level 8); such applicants must submit a DVD recording of their performing and may also be required to audition in person as part of the interview process.
- 2.5. The initial proposal as set out in the application to enrol for the Doctoral Programme must be such as to enable the selection panel to decide whether the application merits being invited for interview. The first selection is made by the Head of Programme in consultation with other staff. Selection for interview is made by a panel of two, normally including the potential Directing Supervisor. Interviews are normally carried out by a panel of three, including a generalist, the potential Directing Supervisor and, if relevant, the appropriate Head of Faculty or potential practical consultant, however panels of two are also permitted. Following interview, the Research Degrees Committee, acting on the recommendation of the interviewing panel, must be satisfied that the subject is viable and the applicant has the capacity to carry it forward to study at the appropriate level.
- 2.6. As part of the same initial consideration, the Research Degrees Committee shall need to be satisfied that applicants to either route have sufficient command of the English language to complete satisfactorily the programme of work and to prepare and defend his or her final submission in English. The minimum required level is IELTS Level 7.
- 2.7. Admission to the DMus/PhD by Publication is in one stage. In order for an applicant to be admitted onto DMus/ PhD by Publication registration, the Research Degrees Committee, acting on the recommendation of the assessment panel (see Section 6.2, below), shall need to be satisfied as to the applicant's fitness in principle to pursue a course of study leading to the degree of DMus or PhD by Publication, and of the College's ability to provide appropriate supervisory expertise and research facilities. The decision of the Research Degrees Committee is final.

3. REGISTRATION

- 3.1. (**Standard Route**) If accepted for study at the RCM, the student will be enrolled initially as an MPhil candidate. The student is normally expected to register in September of the relevant academic year. Where it is considered necessary, students may be advised to undertake a programme of related studies alongside their MPhil work in order to develop their specialist skills. The pattern of studies agreed shall be recorded in the Student Research Report.
- 3.2. Students may apply for registration on a full-time or a part-time basis. The normal periods of supervised study for the DMus and PhD are:
- | | |
|------------|--|
| full-time: | minimum 3 years, maximum 4 years excluding 1 year writing up |
| part-time: | minimum 5 years, maximum 6 years excluding 1 year writing up |

For the exit award of MPhil, the normal periods of supervised study are:

full-time:	minimum 2 years, maximum 3 years excluding 1 year writing up
part-time:	minimum 3 years, maximum 5 years excluding 1 year writing up

- 3.3. The normal maximum period of registration for students on the Doctoral Programme is seven years full-time, ten years part-time, including periods of interruption. DMus and PhD students may apply to change to writing-up status after three years of full-time study, up to six years of part-time study. Students advised to submit for the MPhil qualification following their transfer examination may apply to change to writing-up status after two years of full-time study, or three years of part-time study.
- 3.4. Where a student changes from full-time to part-time study or vice versa, the minimum and maximum registration periods shall be appropriately amended. A student seeking to make such a change should first discuss their intentions with their Directing Supervisor before requesting a meeting with the Head of Programme to confirm the conditions of the shift in mode, including impact on supervisory hours and tuition fees. While a student is permitted to change their mode of study during the year, it is preferable that such changes are made at the start of each academic year.
- 3.5. **(DMus/PhD by Publication)** If accepted by the Research Degrees Committee, on the recommendation of the interviewing panel, the student may enrol as a DMus/PhD student. Students may only register on a part-time basis for a minimum of two years, maximum four years, including a writing-up year.
- 3.6. **(Both routes)** Students must re-register at the beginning of each academic year. Registration for the year is subject to students complying with the regulations of the payment of tuition fees. Students with tuition fee debts outstanding from the previous academic year will normally be precluded from registering until all debts are cleared.
- 3.7. The registration of a student for whom the maximum period of registration has ended, and for whom no further extension has been granted, shall be deemed to have lapsed by the Research Degrees Committee.
- 3.8. Where a student decides to discontinue studies during a period of approved registration, they must notify the Chair of the Research Degrees Committee in writing of this decision.
- 3.9. At the discretion of the Research Degrees Committee, a student with a valid reason for wishing to interrupt studies may be permitted to do so. Interruption shall normally be for a period of one, two or three terms. A student wishing to interrupt for a longer period or to extend an existing period of interruption must normally obtain fresh permission before the end of their final term of approved interruption.
- 3.10. Interruption of studies will not normally be approved where it would extend beyond two authorised periods totalling five terms. A student requiring further time before resuming their studies will normally be required to apply formally for readmission at the point where they are ready to return to the College.
- 3.11. During the period of interruption, a student shall normally cease to have access to College services and facilities enjoyed by current students.
- 3.12. **(Standard Route)** The Research Degrees Committee, subject to the appropriate process of transfer between institutions, may permit a student who has started a course of study and research at another institution to complete it as a registered student of the Royal College of Music. The Committee shall specify the minimum and maximum periods of remaining study in each case. The Research Degrees Committee's approval of transfer of registration between institutions is subject to recommendation of a panel of assessors as required for the transfer examination.
- 3.13. Students registered for the **DMus/PhD by Publication** may not transfer registration from a doctoral programme at another institution. It is also not permitted to transfer registration on the DMus/PhD (Standard Route) to DMus/PhD by Publication, or vice-versa.

4. SUPERVISION AND PROGRESS

- 4.1. The student will be allocated supervisors appropriate to their general subject area. The supervision arrangements recommended by Directing Supervisors will be presented for the formal approval of the Research Degrees Committee. The student will first be given the opportunity to discuss the proposed arrangements with his or her Directing Supervisor and the Head of Programme. A student may not seek formal supervision (internal or external) without the approval of the Directing Supervisor. Details of hours with all supervisors must be fully articulated on the Student Research Report.
- 4.2. Should it be considered that the student would be advised to undertake further development in a particular area, then he or she may be required to attend appropriate courses in a relevant taught Master's programme. These will be offered at no further cost in addition to individual supervision arrangements.
- 4.3. All students who are not on the PhD by Publication route shall normally have at least two supervisors. In approving the allocation of supervisors, account will be taken by the Research Degrees Committee of their experience, including previous supervision of taught Master's degree students and examination of postgraduate degree students.
- 4.4. Students on the PhD by Publication will have only a Directing Supervisor.
- 4.5. An individual member of staff should not normally act as Principal Supervisor for more than five students. The Research Degrees Committee shall ensure that an individual member of staff is able to carry a particular load and that this does not reach a level where it might disadvantage a student.
- 4.6. The Research Degrees Committee may appoint a replacement or additional supervisor at any time if it deems this to be necessary.
- 4.7. Any proposal for a change in supervision arrangements is made in consultation with the Directing Supervisor and the Head of Programme. Any changes in supervision arrangements must be communicated to the Head of Programme promptly during the year.
- 4.8. The student is responsible for circulating their Student Research Report in the autumn and summer and securing written feedback from the other supervisor(s). The Student Research Report needs to be signed by the Directing Supervisor to be valid.
- 4.9. Copies of the Student Research Report shall be submitted to the Postgraduate Administrator in time for the Autumn and Summer term meetings of the Research Degrees Committee.
- 4.10. The Research Degrees Committee will consider student progress biannually on the basis of Student Research Reports which are submitted to the Committee during the Autumn and Summer terms. The Spring Term Research Degrees Committee meeting may also act as a point of monitoring. Outcomes on progress between which the Research Degrees Committee will decide are:
 - The student has made satisfactory progress and may continue studies;
 - The report by the student does not provide satisfactory information on which the Committee can make a decision and the report must be resubmitted;
 - The student has made some progress, but it is not fully satisfactory. In these circumstances, the Committee will ask the Directing Supervisor to identify a package of work that the student must complete successfully within a specified period of time, by the end of which the student must

submit a fresh Student Research Report for consideration by the Committee. Usually only one such opportunity to demonstrate satisfactory progress in these circumstances will be offered;

- The student has not made satisfactory progress and may not progress on the programme. In this case, the student's studies will be terminated. A student may appeal against this decision by applying the RCM's normal appeal procedures.

4.1.1. Based upon the overall pattern revealed by the Student Research Reports and upon a feedback exercise conducted with all doctoral students, together with such other information as it may deem relevant, the Research Degrees Committee shall conduct annually a monitoring exercise to confirm the following:

- students overall are actively engaged on their study and research programmes, and are making satisfactory progress with their study and research;
- arrangements made for supervision are appropriate and working well;
- students are receiving an appropriate level of academic and personal support from within the College and that the contact arrangements are in place and functioning;
- students are being encouraged in the wider sense with their development, in terms of attendance at performances, conferences, and other appropriate artistic and academic forums within and external to the College;
- students with disabilities are receiving the support and guidance necessary to secure their equal access to materials and provision;
- students receive appropriate pastoral care from the Student Services Manager as relevant.

This monitoring exercise will also help to identify any areas where the Committee may be able to seek improvements in the support and general academic environment for doctoral students and their supervisors.

5. EXAMINATION

5.1. General

5.1.1. The submission of completed work for transfer and final examinations shall be the responsibility of the student. A supervisor's support for submission of material cannot be taken as a prediction of the examination result.

5.1.2. The content and presentation of examination submissions should conform to professional standards. The presentation of any written components should conform to normal scholarly standards.

5.1.3. A student shall not be permitted to offer for an RCM examination submission any work, whether practical or theoretical, for which a degree has already been conferred. However, some material from such a submission may be included provided that:

- (i) the new submission includes substantially new work;
- (ii) any material that has been so incorporated is clearly indicated in the text or other submitted material.

5.2. Transfer examination (Standard Route only)

Following the Transfer Examination, the Chair of the Examination Panel will communicate the panel's recommendation to the Research Degrees Committee. The Research Degrees Committee shall consider the recommendation and will ratify one of the following outcomes:

- **approve transfer to DMus or PhD registration**
- **approve transfer to DMus or PhD registration** subject to satisfactory resubmission within three months (up to six months for part-time students) of material specified by the examination panel (up to six months for part-time students).
- **require resubmission of material** within twelve months (up to 24 months part-time) before DMus or PhD registration can be confirmed.
 - Examiners will normally return corrections and formulate a recommendation within two months of receiving the re-submission.
- **refuse transfer to DMus or PhD registration and recommend continuation of MPhil registration.**
- **refuse further registration as a research degree student.**

In all cases of corrections, the following points apply:

- An extension to the deadlines for resubmission set by the examiners can only be granted based on mitigating circumstances submitted in advance of the date originally set and approved by the Research Degrees Committee. The normal maximum period to undertake corrections is twelve months full-time (24 months part-time), following the examination.
- If recommended by the examination panel, changes to the supervisory team may be proposed by the student and the Directing Supervisor for approval by the Research Degrees Committee.
- The student is expected to pay the standard tuition fee during this period of correction.
- The allocation of supervisory hours during this period of correction is the same as the normal annual allocation of 30 hours full-time/ 15 hours part-time.

5.3. Final Examination

- 5.3.1. The examination shall have two stages: i. preliminary assessment of the final submission and ii. subsequent defence of the final submission by a viva voce or approved alternative examination as provided for in these Regulations.
- 5.3.2. The submission must be made in electronic form as a PDF. All associated sound and video materials must be submitted as accompanying files in standard formats (mp3/.wav / mp4, etc.) with keyed links within the PDF text. Submissions must be emailed to researchdegrees@rcm.ac.uk. These copies, including any amendment/s made to meet the requirements of the examiners, shall remain the property of the Royal College of Music but the copyright of the submission shall be vested in the student.
- 5.3.3. **DMus/PhD by Publication:** candidates must supply an electronic copy of all published materials that form the submission portfolio in a recognised standard format (pdf, mp3, .wav, mp4, etc.), on an open-access web-link.
- 5.3.4. If a hard copy is required by one or more of the examiners, the Registry will provide this. In that instance, candidates will be asked to supply sound and video materials in hard copies in the form of DVD or CD.
- 5.3.5. Details of the format of the submission for final examination shall be entered on the 'Application to enter the Final Examination' form for approval by the Research Degrees

Committee. It is the responsibility of the candidate to ensure that research degree submissions are submitted to the Registry before the expiry of the maximum period of registration.

- 5.3.6. An abstract of 300 words must be included within the submission, providing a synopsis of the thesis but also making reference to all the elements of the submission, stating the nature and scope of the work undertaken and of the contribution made to the knowledge of the subject treated.
- 5.3.7. The candidate shall confirm, through the submission of the Doctoral Submission Coversheet, that the entire submission is their own work and has not been submitted for a different academic award. Alternatively, where the student has incorporated, but now significantly expanded, material which has already been submitted for a degree or comparable award, they must indicate, on the Doctoral Submission Coversheet as well as in the relevant component of the submission, which material has been so incorporated.
- 5.3.8. Where the research includes the use of questionnaires, observations, or other interventions involving other people, the submission must also include evidence of appropriate ethical approval (e.g., CUK Certificate of Ethical Approval).
- 5.3.9. The written thesis element shall acknowledge published or other sources of material consulted and any assistance received. Where appropriate, similar acknowledgements should be made in relation to performances and other practical material submitted.
- 5.3.10. Where a student's research programme is part of a collaborative group project, the submission shall indicate clearly the student's individual contribution and the extent of the collaboration.
- 5.3.11. **DMus/PhD by Publication:** each element of the submission portfolio for which the candidate is a joint author must include a statement describing the nature of the candidate's contribution and the proportion of the output for which the candidate is responsible. These statements should be incorporated in the thesis commentary.
- 5.3.12. (Standard Route only) The candidate shall be free to publish material in advance of the submission, but reference shall be made in the submission to any such work. Copies of relevant published material should be submitted in the form of electronic media together with the thesis.
- 5.3.13. Appointment of Examiners: the RCM will act with all responsibility and propriety in respect of the appointment of examiners. It will also be appropriately sensitive towards any concerns as to persons to be appointed expressed by the candidate or their Directing Supervisor to the Chair of the Research Degrees Committee. Ultimately, however, it is the responsibility of the Research Degrees Committee to ensure the academic robustness of the panel of examiners. The student shall take no part in the proposal or appointment of examiners and shall have no formal contact with the external examiners between the appointment of the examiners and the actual examination.
- 5.3.14. Examiners shall be experienced in the general area of the student's thesis and normally also have experience as a specialist in the topic(s) to be examined. However, no individual whose own work has a very similar focus to the candidate's study shall be eligible to act as an examiner.
- 5.3.15. At least one examiner must have substantial experience of examining postgraduate degree students at doctoral level.

- 5.3.16. No person who is registered for a research degree may act as an examiner.
- 5.3.17. When the student declares formally his or her readiness to submit, the Research Degrees Committee will consider proposals for examiners. Normally, this shall be carried out at least three months before the expected date of the viva voce examination. Examination arrangements shall be approved by the Research Degrees Committee. The viva voce examination will normally be held within three months of the submission.
- 5.3.18. Viva Voce Examination. The candidate shall be required to defend their submission in a viva voce examination. The examination may address any, or all of the creative, practical, or written elements which form part of the submission. Performances which form part of the DMus or MPhil submission are normally pre-recorded. Candidates may, however, request that their examination include a maximum of one live concert, which must also be recorded for the purposes of inclusion in the final approved submission; however, this is subject to approval from the Research Degrees Committee. Candidates and their Directing Supervisor should provide the rationale for including a live rather than a recorded performance and give careful consideration to the logistics of doing so.
- 5.3.19. Where for reasons of sickness, disability or comparable valid cause, the Research Degrees Committee is satisfied that a candidate would be under serious disadvantage if required to undergo an oral examination, an alternative form of examination may be approved. Such approval shall not be given on the grounds that the candidate's knowledge of the language in which the thesis is presented is inadequate.
- 5.3.20. Students will be examined by a panel of internal Chair plus two examiners external to the institution.
- 5.3.21. An internal panel member shall be defined as: a member of staff of the Royal College of Music; or a former member of staff of the Royal College of Music, who was a member of staff during the student's period of registration.
- 5.3.22. An external examiner shall not normally have any ongoing work commitment at the Royal College of Music; nor have had any normal supervisory or advisory relationship with the student; nor such personal relationship with the student as may reflect adversely on the propriety of their acting as the external examiner.
- 5.3.23. Where, because of the specialist nature of the subject, an external examiner is proposed who has acted as an external consultant to the student, their appointment shall only be approved providing that the other external examiner has had no other previous contact whatsoever with the student.
- 5.3.24. Examination are normally held at the Royal College of Music. At least two members of the panel shall be present. Should an examiner be prevented from attendance at the occasion because of circumstances beyond their control, subsequent to the original arrangements for the examination process, the viva voce may only proceed where the Research Degrees Committee is assured that responsibility for matters raised by the absent examiner may be raised by the other panel's members.
- 5.3.25. The Registry shall notify the candidate, all supervisors and the examiners of the date of the viva voce examination and shall make arrangements for the examination to be appropriately publicised.
- 5.3.26. The Royal College of Music shall determine and pay the fees and expenses of the external examiners.

- 5.3.27. Where an examination cannot be held within a reasonable period of time for unforeseen reasons, the Research Degrees Committee may nominate replacement examiners as appropriate.
- 5.3.28. Each examiner shall read and examine the submission and, at least one week before the date set for the viva voce examination, submit an independent preliminary report to the Registry. In completing the preliminary report, each examiner shall provide an overview of the matter of the submission, an initial evaluation of strengths and weaknesses, and consider whether the submission provisionally satisfies the requirements of the degree. Where possible, examiners should make an appropriate provisional recommendation, subject to the outcome of any viva voce examination.
- 5.3.29. The Registry shall send a copy of the submission to each examiner, together with a preliminary report form and the Royal College of Music's Regulations for the Degrees of MPhil/DMus/PhD. The Registry will invite the examiners to contact the Chair of the Research Degrees Committee over any regulatory issues which they may feel require clarification prior to their submitting their preliminary reports.
- 5.3.30. After the viva voce examination, the examiners shall jointly report on the submission and the viva voce examination and make a recommendation for the outcome. The overall report is finalised by the Chair of the Examination Panel, based on materials provided by the examiners. Where major or minor corrections are demanded, the examiners must provide full information to the candidate, detailing what further work is required to satisfy them. Reports, including a list of required corrections, should be returned as soon as possible to the Registry, but in any case, within ten working days of the viva voce examination. Periods of time for corrections are effective from the date that the report is issued to the candidate, not the date of the examination. **NOTE: DMus/PhD by Publication:** while they will evaluate the overall quality and integrity of the portfolio of publications submitted, the examiners may only require corrections to be made to the Commentary.
- 5.3.31. In any instance where the Chair of the Research Degrees Committee is made aware of a failure to comply with all the procedures of the examination process, they should advise the Research Degrees Committee which has the discretion to declare the examination null and void. The Committee shall then nominate new examiners.
- 5.3.32. Following the Final Examination, the Chair of the Examination Panel will communicate the panel's recommendation to the Chair of the Research Degrees Committee. The Research Degrees Committee shall consider the recommendation and will ratify the recommended outcome. This may be that:
- **the degree of MPhil (Standard route only), DMus or PhD be awarded subject to the correction of typographical errors.**
 - The normal maximum period of time to undertake these corrections is no longer than two months following the examination.
 - This correction period attracts no further supervision time.
 - The Chair of the Examination Panel is responsible for signing off the corrections using the Form 'Final Examination Chair's Confirmation of Completed Corrections' below.
 - At this point, the student is required to upload an electronic copy of the submission to RCM Research Online.
 - **the degree be awarded subject to minor corrections and/or amendments being made**

to the submitted copies of the submission to the satisfaction of the Chair of the examining panel.

- Minor corrections should normally be completed within three months of the examination (up to six months for part-time students).
 - A period of minor corrections normally attracts no additional supervision.
 - The resubmission needs to be signed off by the Directing Supervisor/Chair of Examination Panel as appropriate. The Chair is allowed a maximum of two months from receiving the submission in which to assess the corrections.
- **the student be permitted to undertake major corrections and re-submit for the degree and be re-examined on one further occasion with or without a further oral examination, by a specified date.**
 - Major corrections must normally be completed within twelve months (24 months part-time) of the examination.
 - A period of major corrections attracts 5 hours of supervision annually. Following discussion between the student, the Directing Supervisor and the Chair of the final examination, the supervisory panel is approved by the Research Degrees Committee. The fee for this period is equivalent to the writing-up fee.
 - The resubmission must be signed off by the Directing Supervisor/Chair of Examination Panel as appropriate.
 - The resubmission will normally be assessed by the original examination panel, with or without a new viva, at the examination panel's discretion. Where this is not possible or appropriate, the Research Degrees Committee has the right to appoint one or more substitute examiners. One examiner may be an internal examiner provided that they have had no supervisory contact with the student within the previous three years. Examiners are allowed a maximum of two months from receiving the submission in which to assess the corrections.
 - Should the examiners be dissatisfied with the quality of the corrections, they are required to write a report explaining their reasons. In this case, no degree will be awarded to students applying for the MPhil qualification; students applying for the DMus or PhD qualification will be awarded the MPhil qualification with no further examination.
 - **the degree not be awarded, and the student not be permitted to be re-examined.**

Having confirmed the recommendation, the Research Degrees Committee, on behalf of Senate, shall make the award of DMus, PhD or MPhil.

5.3.33. Where the examiners' recommendations are not unanimous, and a decision cannot be reached, the Research Degrees Committee shall appoint an additional external examiner to arbitrate, who shall reconsider the original submission and the reports of all examiners before reaching a decision.

5.3.34. A candidate who fails to submit a corrected or revised submission by the date set by the examiners shall normally be regarded as having failed the examination and the recommendations of the examiners shall lapse. If a candidate requires an extension to the submission date, mitigating circumstances must be submitted to the Research Degrees Committee in advance of the deadline.

5.3.35. Following the Research Degrees Committee's ratifying a recommendation for the award of the degree, candidates are required to upload an electronic copy of the corrected submission in PDF format to RCM Research Online (the RCM research repository). The degree may not be conferred until the electronic submission to RCM Research Online, together with any associated audio and video files, has been confirmed by the RCM Research and Knowledge Exchange Manager.

For further guidance, see the Research Degrees pages on learn.rcm.

5.3.36. Students may also archive their thesis with the British Library's catalogue of doctoral theses, EthOS.

5.3.37. The corrected submission must include confirmation from the Chair of the examining panel that any required amendments have been made. In order to be able to attend the Graduation Ceremony for conferment of the degree, the Registry needs to have received the signed form: Final Examination Chair's Confirmation of Completed Corrections.

5.3.38. Application of Confidentiality. Where a student of the Royal College of Music considers that the confidential nature of their work is such as to preclude the submission being made freely available through open access on its online research repository, an application may be made to the Research Degrees Committee for the thesis to be treated as confidential for a period of time. The Research Degrees Committee shall normally approve an application for confidentiality only in order to enable a patent application to be lodged or to protect commercially or politically sensitive material. The period of confidentiality shall normally not exceed two years from the date of the oral examination. In exceptional circumstances the Research Degrees Committee may approve a longer period.

5.3.39. Where the Research Degrees Committee has approved an application for confidentiality the submission shall, immediately on completion of the programme of work, be retained on RCM Research Online with restricted access and, for a time not exceeding the approved period, shall be made available only with the written permission of the author.

6. DMUS/PHD BY PUBLICATION

6.1. General

Members of RCM staff who have been employed by the College at an equivalent of at least 0.2 FTE for at least 12 months are eligible to apply to register for study towards the award of DMus or PhD based on the submission of a portfolio of scholarly publications, compositions or recorded performances that have been subject to expert or peer review or equivalent and are in the public domain. Study for the awards by publication may only be undertaken part-time and are not available to non-RCM staff.

6.2. Admission

6.2.1. Admission for DMus or PhD by Publication is available to candidates who have a record of publishing. A minimum of 60% of the publications the candidate wishes to submit as part of the DMus or PhD portfolio should have been published within four years prior to the submission of the application for registration to the Research Degrees Committee. A further maximum of 40% of the publications which will make up the final portfolio must be completed and published by the final date of submission.

- 6.2.2 Applicants for DMus/PhD by Publication submit a proposal as part of their application form. This proposal should include an outline of the completed publications which will make up the submission portfolio, including a note of which of them are already in the public domain or in press, and which will be published by the point of submission of the portfolio for examination. The proposal should also include an overview setting out the underpinning rationale for the selection of publications and how the publications make a coherent and significant contribution to knowledge and scholarship. The proposal will be evaluated by a review panel including at least one external specialist. The review panel will be asked to comment on the overall proposal; the overall quantity and nature of the elements of the proposed submission; and the proportions of elements already published and those the applicant intends to complete during the period of registration.
- 6.2.3. Candidates need to ensure that the number and range of publications is sufficient to demonstrate that their work forms a coherent, significant contribution to knowledge or scholarship that is of an acceptable national standing in a particular field. In the case of outputs that have not been subjected to normal standards of peer review, it is incumbent on the applicant to provide evidence of equivalent expert scrutiny (for example, commission by a professional ensemble, performing arts institution, commercial recording company, broadcasting organisation, etc.). This will be tested in a pre-interview process of expert review by a panel including at least one external reviewer of the submitted publications and a written commentary proposal. If accepted by the Research Degrees Committee, on the recommendation of the interviewing panel, the student will be registered as a DMus or PhD student.
- 6.2.4 The Research Degrees Committee will then approve within one year of full-time (two years of part-time) study following initial registration the final proposed number and range of publications contributing to the DMus or PhD. To this end, the candidate must present a list of publications to be included in the final portfolio, approved by the student's supervisor to the Research Committee, no later than **1 September** in the year following initial registration.
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