

# **Guidance for Members of Staff Intending to Submit for the Degree of Doctor of Philosophy by Published Work**

**November 2005**

**Research Office Graduate Education Team**

**GUIDANCE FOR MEMBERS OF STAFF INTENDING TO  
SUBMIT FOR THE DEGREE OF DOCTOR OF PHILOSOPHY  
BY PUBLISHED WORK**

1. This Guidance should be read in conjunction with the Ordinances and Regulations for the Degree of Doctor of Philosophy by Published Work.
2. The University regards it as most important that intending candidates consult with their academic advisor as early as possible in order to be aware of the requirements of the degree in terms of academic standards and the presentation of the submission.
3. Staff may submit for the degree at any time and no prior notice of submission is required (but see note 2 above). Please note that there is a full fee remission for this award.
4. Publications submitted must be bound together securely in the same way as a PhD thesis. All Pages must be on paper of international standard size A4 (210 x 297 mm); off-prints of publications on paper of size other than A4 must be photocopied on to A4 paper. Loose-leaf binders are not acceptable. The only exception to this would be for the submission of publications in book form. Photocopies of the publications and reports are acceptable, but they must be readily legible. The candidate's curriculum vitae, list of publications and the declarations required by the regulations should be included in the binding with the copies of the published work. The pages of the submission should be numbered in a single sequential order throughout. Any members of staff who may be unclear about how their publications should be submitted should seek advice directly from the appropriate Graduate Office.
5. In addition to the two sets of publications and the statement required under Regulation 8 (b) (which is to be bound in with the publications), candidates are required to submit an application form and a one-page abstract of the work they are submitting. Both these documents are to be submitted at the same time as the copies of the publications.
6. Staff intending to submit under the regulations for the degree of PhD by Published Work are reminded that the examination process may take several months.
7. Any enquiries should be directed to the appropriate Graduate Office.-