

# **Ordinances and Regulations: Degree of Doctor of Philosophy (PhD) by Published Work**

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**Research Office Graduate Education Team**

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## **A. ORDINANCES**

- 1.** The Degree of Doctor of Philosophy (PhD) by published work is awarded by the University in recognition of published work which shows convincing evidence of the capacity of the candidate to pursue research and scholarship and make an original contribution and substantial addition to knowledge.
- 2.** The amount and quality of the work presented should be at least equivalent to that expected for the Degree of Doctor of Philosophy (PhD).
- 3.** The conditions relating to the degree shall be prescribed in Regulations.

## **B. REGULATIONS**

- 1.** A candidate for the degree must be a current member of staff at the University who has been in post for at least five years, at the time of first submission.
- 2.** Members of staff wishing to apply for a PhD by published work are required to obtain approval from the appropriate School or Faculty. The purpose of this is to ensure that they are eligible to apply for the degree and can present appropriate published material in a suitable manner, before preparing their formal submission. Details of the application procedure can be found in the document *Guidance for the PhD by Published Work*.
- 3.** A significant proportion of the work presented must have been carried out while the candidate was employed as a member of staff of this University.
- 4.** Normally, only work published in scholarly books and journals will be eligible for consideration. However, the examiners may, at their discretion, take into consideration other scholarly work. All work must be traceable in ordinary catalogues and must have been published in such a way as to be generally available for consultation by scholars or other interested persons.
- 5.** The work must constitute a body of publication tending towards a coherent thesis, rather than a series of disconnected publications.
- 6.** The candidate must demonstrate that they have played a major role in directing the work. It is expected that the candidate will be lead or major contribution author in a substantial number of the publications submitted.
- 7.** If the application is approved, an academic advisor shall be appointed to provide guidance to the candidate on the presentation of the published work. The academic advisor shall be a senior member of the academic staff of the University who is familiar both with the standard required and with the candidate's field of work. Applicants must submit their thesis within 12 months of registering for the degree.
- 8.** Published work submitted for the degree must be substantially different from any work which may have previously been submitted for any degree at this or any other institution.
- 9.** The thesis shall comprise the following items presented in the order given:
  - i. Title page
  - ii. Contents list
  - iii. Abstract
  - iv. Declaration
  - v. Copyright statement
  - vi. Statement
  - vii. Copies of each of the publications in its published form.
- 10.** Candidates shall be expected to submit for examination one electronic copy of their thesis in Portable Document Format (PDF) with a plain-text metadata record, two paper copies downloaded and printed directly from the submitted electronic copy of their PhD by Published Work thesis and any additional material in support of the thesis. The University shall have the right to retain all copies. The final PhD thesis submission shall consist of one electronic copy in Portable Document Format (PDF) with a plain-text metadata record. Full

details of the requirements for the format and binding of the thesis can be found in the document *Guidance for the PhD by Published Work*.

- 11.** Two external examiners will be appointed; there will normally be no internal examiner. Candidates shall be required to attend an oral examination on the subject of the work presented and matters relevant thereto. The University shall appoint a member of staff to act as an independent Chair for the oral examination.
- 12.** The University shall have the right to retain all copies of the work presented.
- 13.** The examiners will recommend that the degree be awarded or not, or recommend minor corrections be made to the candidate's supporting statement. If the examiners recommend not to award the degree, they should indicate whether it is the standard of the work submitted and/or its quality/volume that is at fault. The examiners may recommend that the candidate be allowed to resubmit for the degree at a future date. No candidate may submit for examination for this degree within three years of a failed examination.