

Guidelines for the PhD by Published Work

PhD by Published Work

The degree of PhD by Published Work differs from the traditional PhD in that it evaluates retrospectively the research training and subsequent published work which a candidate has undertaken. The published work is required to:

- form a coherent programme of research;
- be set in an appropriate academic context;
- demonstrate the use of appropriate research methodology;
- Make an original and sufficient contribution to the present state of knowledge in the field.

The degree of PhD by Published Work presents an opportunity for people who have not followed the traditional route of studying for a research degree immediately after graduation to obtain formal recognition for having developed their research skills and subject knowledge to a doctoral level. This may include people entering higher education in mid-career, especially in practice based disciplines

Admission

The programme of PhD by Published Work is open to all graduates of the University of Salford, or a full-time members of staff who meet entry criteria as outlined in 'The code of practice for the conduct of postgraduate research degree programmes' that is holding the award of a Masters Degree or equivalent or holding a good honours Bachelors Degree or equivalent .

For the purpose of these guidelines, 'published works' may be defined as works which are in the public domain or which have at least been accepted for publication (provided that

the candidate can provide adequate proof that this is the case). As a consequence, research reports prepared for a restricted readership and/or on a confidential basis will not be eligible normally for inclusion in a submission for this degree. Works submitted for examination should not normally have been published more than ten years previous to the date of registration.

Candidates can apply for entry to the programme by submitting the following documentation;

- Application form for Postgraduate Research degree
- Full CV
- Outline of the publications upon which the claim for PhD by PW will be based (normally a minimum of 8 or equivalent). This should include
 - full reference for each paper
 - Outline of aims and scope of each journal with impact factor if known
 - Full reference and ISBN for each book/book chapter¹
 - A brief outline of the discipline or theoretical base to which the publications contribute.

The criteria for the award of the degree of PhD by PW are the same as for the degree of MPhil or PhD by thesis. As such all candidates are required to satisfy the assessors of their competence in independent work, of their understanding of the appropriate techniques and of their ability to make critical use of published work and source materials. In addition, candidates for the degree of PhD by PW are required to satisfy the assessors that the publications contain original work of merit and form a distinct contribution to the knowledge of the subject. They should also show evidence of the discovery of new facts or the exercise of independent judgement

¹ It should be made clear that candidates wishing to submit books or book chapter should be allowed to do so only if the material within the submitted work is equivalent to other publications in terms of research focus, theoretical depth or conceptual analysis

Applications for PhD by PW are administered and reviewed in the same fashion as applications to other PhD programmes. If the application is approved the candidates will be offered a place on the PhD by Published Works programme. A maximum period of 12 months will be allowed for completion of the programme

Duration of programme

A minimum of 6 months and a maximum of 12 months will be allowed for completion of the programme.

Associated Programme of Study

Candidates undertaking PhD by thesis are required to undertake supplementary training throughout their programme. Whilst such training may not be relevant to the type of candidates for whom PhD by PW is a viable option they should be able to access and contribute to training programme in some way, either attending relevant seminars from SPoRT or giving PG seminar in their topic.

Academic Support

Candidates will have access to a full advisory team, academic advisor, co-advisor and personal tutor (if appropriate) who will support them in preparing the final submission

Prima Facie Case

Within 3 months of admission candidates must submit a prima facie case for approval by panel. The submission should include;

- Full CV
- A clear statement presenting the theme of the works submitted and the overall contribution they have made
- Outline of the publications upon which the claim for PhD by PW will be based. This should include
 - Full reference for each paper

- Outline of aims and scope of each journal with impact factor if known
- Full reference and ISBN for each book/book chapter
- The full abstract for each publication being submitted
- A statement outlining the extent to which the publications are based on the candidate's own independent work. A clear indication should be provided as to the extent to which the work was conducted with, or with the assistance of, others and a clear statement of the share of the work(s) claimed in qualitative and/or quantitative terms. The candidate should also provide statements by those with whom the work has been jointly undertaken indicating their agreement with the claims made to independent work. Where appropriate, independent enquiries may be made to verify this information.

This case will be reviewed by a prima facie case panel consisting of the candidate's Academic Advisor, the Research Institute Director (or nominee) and a full member of the Research Institute with which the candidate is registered .

Prima Facie Case Panel Report

The Prima Facie Case Panel Report will serve to record;

- The names of those who attended the panel
- The focus of panel discussion in terms of relevance, authenticity, currency and coherence of the submission
- Recommendations for the Candidate's consideration
- The final decision of the panel

The panels' decision is provisional until approved by the Postgraduate Research Award Board and this must be emphasised to the candidate

The decision of the prima facie case panel will be recorded and ratified at the Postgraduate Research Awards Board.

Submission for PhD by Published Work

The student can submit the completed work no earlier than three months following the prima facie case panel. The work to be submitted should comprise:

- An abstract: a succinct summary of the work containing all of the main concepts and conclusions of the work. It shall be no more than 200 words in length;
- a critical review of up to 15,000 words stating
 - the aims and nature of the research,
 - Wider disciplinary perspectives
 - the inter-relationship between the material published and the main contribution and/or addition to knowledge of the work
 - A critical appraisal of the work from a micro and macro perspective. This is undertaken to demonstrate that the candidate has subjected their work to scrutiny and review at the individual publication level and also within the wider boundaries of their specific discipline. It's aim is to place the candidates contribution to knowledge in the wider perspective and allow for comparison with other key benchmark publications within the discipline
- A summary sheet numbering the submitted papers, chapters, monographs and books. All work must have been published
- a copy of each publication numbered to correspond with the numbers in the summary

- A statement, in the case of multi-authored, joint or collaborative work, of the extent of the candidate's own contribution, substantiated by the co-author(s) or collaborator(s).

The total word length of the published work should be broadly comparable to that of the standard route of PhD by Thesis (i.e. up to 100,000 words or as determined by Faculty). The submitted work shall be in English.

Thereafter the candidate should follow the examinations pathway of all of Doctoral candidates as outlined in 'The code of practice for the conduct of postgraduate research degree programmes'.

Examination

The candidate submits the three soft-bound copies of the thesis, report or portfolio to the Postgraduate Office, which despatches them to the appointed examiners. The examiners typically require between four and six weeks to examine the thesis. However in the event of a Research Degrees Appeal Board being convened a request may be made to the examiners for disclosure of the reports.

The internal examiner makes the necessary arrangements for an oral examination, if held. This is compulsory for all PhD candidates. Whilst supervisors are not normally examiners, they will be expected to be present at the oral examination, subject to the prior agreement of the examiners and of the candidate. Their role is to take no part in the examination of the candidate but solely to assist the examiners, if required.

Experience suggests that care needs to be taken to make the candidate feel at ease, particularly if there is any problem of disability or exceptional stress or cultural differences. It is also desirable to allow the candidate ample opportunity to expand on what he or she considers to be the strengths of the submission.

At the oral examination, the examiners test the candidate's knowledge and understanding of matters relevant to the subject of the thesis. The examiners' judgement should be based on what might reasonably be expected of a capable and diligent graduate student after completing the appropriate period of research for the degree.. Doctoral theses are distinguished by the additional characteristics of creative leadership and innovation, underpinned by an original contribution to the field.

The oral examination is held at the University of Salford. In exceptional circumstances, the oral may be conducted elsewhere and, if so, the supervisor makes a written case, giving the reasons, to seek approval from the Board of Faculty. The supervisor sends the request through the Postgraduate Office.

Conduct of the oral examination

The supervisor is not an examiner but is expected to attend the oral examination in order to provide any clarification requested by the examiners. It is the candidate's right to have the supervisor present and the candidate should be advised of the benefits of the supervisor's presence. However, the candidate must give consent to the supervisor's presence.

If the supervisor is not available there must be someone from the supervisory team on call for purposes of providing clarification to the examiners if required, and certainly to be present for the summary part of the proceedings.

An oral examination may not proceed without all of the appointed Examiners being present. In the event of an Examiner's unexpected illness, the examination must be postponed to another date.

All persons present at all persons present at the oral examination will be recorded on the Examiners' Report.

The oral examination should take place in a suitable room, at the University of Salford and without interruption. In exceptional cases the oral examination may be conducted elsewhere, subject to the approval of the Board of Faculty

The candidate should be made to feel at ease and have explained to them the form that the examination shall take, as already agreed by the examiners. The examiners should ask the candidate at the start of the examination whether there are any special circumstances which have affected their ability to defend their thesis on that day.

It is essential that no one should indicate to the candidate, either before or during the oral examination, what the likely outcome of the examination. The examiners should ensure that any conflict of opinion that may arise during the examination should not lead to any

indication of the likely outcome of the examination. The examiners are responsible for the conduct of the examination. It is their responsibility to see that the oral examination is fair and properly conducted.

The Examiners should each contribute to the examination process but the External Examiner normally takes the lead role and the Internal Examiner takes responsibility for candidate support during the oral examination if necessary. Whilst some intense questioning of the candidate may be needed, it should be nonaggressive.

The oral examination should run for as long as may be necessary for it to serve its proper purpose, allowing short breaks if necessary/requested.

The supervisor and any others present may be asked to withdraw before the candidate does so, so as to provide the candidate with an opportunity to say anything to the Examiners that he/she would prefer to say without the supervisor and others being present. The candidate will be asked to withdraw before the Examiners begin their final deliberations.

Candidates who expect to leave Salford after examination of the thesis should plan to remain for a reasonable time after the oral examination, if held, in order to complete any minor corrections which might be required and to have the successful thesis permanently bound

Examiners' Reports

Prima Facie Case Panel Report

The Prima Facie Case Panel Report will serve to record;

- The names of those who attended the panel
- The focus of panel discussion in terms of relevance, authenticity, currency and coherence of the submission
- Recommendations for the Candidate's consideration

- The final decision of the panel

The panels' decision is provisional until approved by the Postgraduate Research Award Board and this must be emphasised to the candidate

Pre-Oral Examination Report

Prior to the oral examination the internal and external examiners should prepare independent written reports on the thesis, giving an indication of the issues to be raised

The pre-reports should be exchanged on the date of the oral and the originals lodged with the joint examiners' report form and available for the candidate to see on request. The oral report will be used as the basis of the agenda for the oral and will clarify who will ask questions and in what order; it is intended to provide a framework for discussion and should not be regarded as an exhaustive list of issues to be raised.

The examiners will be required in their joint report to sign off that the oral has addressed the concerns of the pre-oral report.

The supervisor may be called for clarification purposes at the time of setting the agenda for the oral

Post Oral Examination Report

The examiners may communicate their recommendation to the candidate, making it clear that it is provisional until approved by the Postgraduate Research Award Board. If they decide not to tell the candidate the outcome on the day the examiners must give the candidate a clear indication of the procedure by which he or she will be notified and the likely timescale in which the examiners will make their provisional recommendation. Examiners should not feel under any obligation to communicate their recommendation to the candidate or Supervisor at this stage.

The University of Salford has embraced the spirit of the guidelines for Doctoral and Masters level grade descriptors as detailed in the Framework for Higher Education Qualifications (FHEQ) (published by the Quality Assurance Agency) (QAA) and reference must be made to these by the examiners in compiling their final report.

The Joint Examiners' Report Form

After the oral examination, the Examiners should agree upon a final joint report to be typed on the Examiners' Report Form which gives a clear declaration of their recommendation on the outcome of the examination. The joint report must be submitted within one week of the oral examination to the Postgraduate Office for forwarding to the Research Institute Office within 2 working days.

The joint report must be returned to the Postgraduate Office, signed off by the Research Institute Director on behalf of the Research Institute Board, within a further 6 weeks. The report will be submitted to the Postgraduate Research Award Board for ratification. The examiners' report should contain sufficient detail to enable the respective Boards to assess the scope and significance of the work contained in the thesis. In particular, it should report:

- whether the candidate possesses a satisfactory knowledge and understanding of existing studies relevant to the subject of the thesis;
- whether the thesis gives evidence of sufficient experience in methods of research contains a satisfactory statement of the purpose of the candidate's investigation and a critical discussion of the output presented
- whether the candidate has made a significant and original contribution to the particular field of learning within which the subject of the thesis falls;
- whether the candidate possesses a satisfactory knowledge and understanding of existing studies relevant to the subject of the thesis. There must also be evidence of sufficient experience in methods of research, a satisfactory statement of the purpose of the investigation and a critical discussion of the results.

- whether, in the case of work described in the thesis being produced in collaboration between the candidate and others, the examiners are satisfied as to the extent of the candidate's contribution.
- with a concise statement of the grounds on which the examiners have based their recommendations. Examiners are especially asked to include:
 - a statement on the scope, character and quality of the work submitted
 - and
- a statement on the performance of the candidate at the oral examination.
- whether the thesis merits the award of the degree aimed for.
- whether the candidate has satisfied the examiners in the oral examination.
