

REGULATIONS

B7 Regulations for the Award of the Degree of PhD on the Basis of Published Work

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OXFORD BROOKES UNIVERSITY

REGULATIONS FOR THE AWARD OF THE DEGREE OF PhD ON THE BASIS OF PUBLISHED WORK

1. Introduction

- 1.1 The University shall award the degree of Doctor of Philosophy (PhD) on the basis of published work to registered candidates whose submitted work forms a coherent programme of research, demonstrates the use of appropriate research methodology, and makes an original and sufficient contribution to the present state of knowledge in a particular field to the satisfaction of the examiners. The work submitted should reflect the same academic standards as those which operate for a traditional PhD based upon an approved programme of supervised research.
- 1.2 The degree of PhD on the basis of published work is intended for candidates who have not had the opportunity to study for a research degree immediately after graduation but who have, nevertheless, developed their research skills to a doctoral level and have published extensively. These may include individuals who enter higher education in mid-career, especially in practice-based disciplines, and those following research careers in industry.

2. Eligibility and entry requirements

- 2.1 Applicants shall normally have had some prior association with Oxford Brookes University.
- 2.2 Applicants shall normally have a first or upper second class honours degree from a UK academic institution or a qualification which is regarded by the University as equivalent to such an honours degree.
- 2.3 In exceptional cases, applicants holding qualifications other than those in paragraph 2.1 shall be considered. Such applicants shall be considered on their individual merit and the University shall look for evidence of the applicant's ability and background knowledge in relation to the research. Professional experience, publications, written reports or other appropriate evidence of accomplishment shall be taken into consideration.
- 2.4 Applicants shall normally have at least five years relevant experience at postgraduate level.
- 2.5 As applicants will need to have a Director of Studies appointed who has experience in their particular field, applicants' research will need to be in an area which falls within the scope of the University's current research activities.

3. Published work

- 3.1 Publications submitted for the degree shall normally consist of articles, chapters, monographs, books, research reports or other published work. Most of the publications submitted should have been peer reviewed. The Research Degrees Sub-Committee may approve the submission of work in other media formats. Where the submission involves creative work, the status of the commissioning body and the subsequent critical reviews will be taken into account as indicators of the standing of the work.
- 3.2 The work shall constitute a coherent programme of research, demonstrate the use of appropriate research methodology, and make an original contribution to the present state of knowledge.
- 3.3 There is no set number of items of published work for the submission, however, one volume, publication or book will not normally be accepted. The body of work to be submitted should represent an equivalent amount to that contained in a traditional PhD thesis in the appropriate discipline and should demonstrate the individuals progress and the development of their work over a period of time, through the publications submitted. Where the submission involves creative work, the nature and content of the submission shall meet the requirements of Section 6.4 of the Research Degree Regulations.

- 3.4 The work submitted must be in the public domain on the date of registration. Manuscripts of works not yet accepted for publication or works in press are ineligible for submission. Any work not in the public domain, such as confidential research reports, is ineligible for submission.
- 3.5 The work submitted must be in English. Where work has originally been published in a language other than English, a translation must be provided.
- 3.6 The work submitted may have been published at any time during the candidate's research career prior to the date of registration but the items of published work must represent a coherent programme of research and make an original contribution to the present state of knowledge.
- 3.7 Where multi-authored works are included, candidates are required to submit evidence of their individual contribution to the work (see paragraph 7.3). Candidates shall not normally include multi-authored works which have been co-authored with current research students.
- 3.8 The research presented in the published work shall not have been previously submitted for any other award by the candidate (except in the circumstances given in paragraph 9.4).

4. Admission, fees and enrolment

- 4.1 The admission procedure for candidates for the degree of PhD on the basis of published work is the same as that for research degree candidates and candidates must be accepted formally on behalf of the Faculty by either the Dean of Faculty, Chair of the Faculty Research Sub-Committee or Postgraduate Research Tutor.
- 4.2 All candidates shall enrol as students of the University on the PhD by published work programme and shall maintain their enrolment until examination.
- 4.3 Candidates shall pay the appropriate part-time fee for the minimum registration period of one year and shall continue paying fees until the submission of the work for examination. Following submission, candidates are required to remain enrolled until final examination but no fees are payable for this period.

5. Registration

- 5.1 The submission for the degree of PhD on the basis of published work involves a two phase process. Firstly, candidates are required to establish a prima facie case for their submission, through the completion of the application to register for a PhD on the basis of published work, which is considered by the Research Degrees Sub-Committee.
- 5.2 The application for registration shall be made on form RDC-R-PW and shall contain:
 - (i) details of the candidate's academic qualifications, relevant experience, and association with the University;
 - (ii) an appropriate title relating to the candidate's overall programme of research;
 - (iii) a list of the published works on which the application is based, giving full bibliographic references for the published work including the number of pages;
 - (iv) a statement identifying where and when the research contributing to the published work was undertaken;
 - (v) a statement of the candidate's contribution to any multi-authored works;
 - (vi) a brief review of previous work undertaken in the field and how the candidate's work relates to this;

- (vii) a summary of the overall programme of research, its aims, and how the individual items of published work fit into this;
 - (viii) a summary of the contribution to knowledge represented by the published work;
 - (ix) a summary of the proposed content of the critical appraisal; and
 - (x) details of the proposed Director of Studies.
- 5.3 The application for registration shall be submitted to the Research Degrees Sub-Committee within three months of initial enrolment.
- 5.4 In approving the application, the Research Degrees Sub-Committee shall satisfy itself that:
- (i) the candidate is suitably qualified;
 - (ii) that there is a prima facie case that the published work proposed for submission represents a coherent programme of research, is set in an appropriate context, and makes an original and sufficient contribution to the present state of knowledge;
 - (iii) the proposed supervision arrangements are appropriate.
- 5.5 The date of registration given in the application sets the start of the period of registration. The registration period shall be a minimum of one year and maximum of two years. The date of registration shall normally be the date the candidate initially enrolled on the PhD by published work programme. The date of registration may not be backdated before the candidate's date of initial enrolment as a student at the University.
- 5.6 In exceptional cases, the period of registration may be extended by the Research Degrees Sub-Committee, normally for not more than one year at a time. Applications for extension shall be made on form RDSC-Ext.
- 5.7 Where a candidate is prevented, by ill-health or other valid cause, from making progress with the preparation of the submission, the period of registration may be suspended by the Research Degrees Sub-Committee, normally for not more than one year at a time. Applications for suspension shall be made on form RDSC-Susp.
- 5.8 The Research Degrees Sub-Committee may terminate the registration of a candidate for the degree of PhD on the basis of published work for the following reasons:
- (i) if the candidate's period of registration has expired and an application for extension of registration has not been submitted within a reasonable period;
 - (ii) if the candidate has not responded to any correspondence from the Director of Studies and there has been no contact between the candidate and the Director of Studies for a period of one year;
 - (iii) if the candidate has not maintained enrolment as a student of the University and paid the appropriate fees;
 - (iv) if the candidate's Director of Studies provides evidence for unsatisfactory progress with the submission.

The notification of withdrawal of registration shall be made on form RDSC-W.

6. Supervision

- 6.1 The candidate shall have a Director of Studies whose responsibility it is to:
- (i) give guidance on the selection, coherence and quality of the candidate's published work to be submitted for examination;

- (ii) give advice on the preparation of the work for submission, including the supporting critical appraisal;
 - (iii) give guidance on the preparation for the oral examination; and
 - (iv) propose the examiners to the Research Degrees Sub-Committee.
- 6.2 The Director of Studies shall have substantial research experience in the relevant subject area and have had experience of supervising at least two PhD candidates to successful completion. In exceptional cases, an additional supervisor may be appointed in order to provide the necessary subject expertise and supervision experience.
- 6.3 A proposal for change in supervision arrangements shall be made to the Research Degrees Sub-Committee on form RDSC-S.

7. Format of submission for examination

- 7.1 The submission for examination shall comprise the published work on which the application is based together with a supporting critical appraisal of this work.
- 7.2 The critical appraisal shall be of between 7,500 and 15,000 words, and shall:
- (i) review the general literature in the field and place the candidate's submitted work in the context of this literature;
 - (ii) describe the overall programme of research and its aims and discuss how the individual items of published work submitted fit into this;
 - (iii) analyse the research methodology used where this is not covered in the published work;
 - (iv) analyse and assess the original contribution to knowledge represented by the published work submitted;
 - (v) where the submission involves creative work, set the work in its relevant theoretical, critical or design context and address the requirements for the written commentary accompanying creative work laid down in Section 6.4 of the Research Degrees Regulations;
 - (vi) in the case of multi-authored work, describe the extent and scope of the candidate's contribution in relation to the other authors.
- 7.3 In the case of each multi-authored work, a signed statement shall be provided from at least one of the other co-authors, detailing and confirming the candidate's contribution to the work.
- 7.4 The copies of publications included in the submission shall be an offprint or high quality photocopy.
- 7.5 Two or three copies of the submission are required for the examination, depending upon the number of examiners. These copies shall remain the property of the University. The copyright of the critical appraisal shall be vested in the candidate.
- 7.6 The critical appraisal shall conform to the guidelines for theses laid down in paragraph 19.10 of the Research Degree Regulations. The critical appraisal and published work, excluding any books, shall be presented in A4 format and shall be bound together in a single volume in either temporary or permanent binding for the examination. Any books shall be secured in a pocket at the back of the volume or within the binding. The Research Degrees Sub-Committee may give permission for an alternative format to be used for the submission where it is satisfied that this would be more appropriate.

- 7.7 Where the submission involves creative work, the submission shall contain some permanent record (for instance, video, photographic record, CD-ROM, musical score, diagrammatic representation) of the creative work, where practicable bound with the critical appraisal.
- 7.8 Each bound copy of the submission shall contain a title page, contents page and abstract. The title page shall contain the following information:
- (i) an appropriate title relating to the candidate's overall programme of research;
 - (ii) the full name of the candidate;
 - (iii) the statement that the work is submitted in partial fulfilment of the requirements of Oxford Brookes University for the degree of Doctor of Philosophy on the basis of published work; and
 - (iv) the month and year of submission.
- 7.9 The abstract shall be of approximately 300 words and shall provide a synopsis of the work stating the nature and scope of the work undertaken and of the contribution made to the present state of knowledge in the subject.

8. Examiners and examination arrangements

- 8.1 The Director of Studies shall submit an application for approval of examination arrangements to the Research Degrees Sub-Committee for approval on form RDSC-E at least three months before the expected date of submission. The oral examination may not take place until the examiners have been approved. The application shall provide:
- (i) the details of the proposed examiners;
 - (ii) the title of the overall programme of research; and
 - (iii) a list of the published work to be submitted.
- 8.2 Where there is evidence that the compilation of the published work and the critical appraisal has progressed exceptionally well, the Research Degrees Sub-Committee may approve the work being submitted in less than the minimum period of registration as specified in paragraph 5.5. The request for early submission should be made by the Director of Studies on behalf of the candidate with the application for approval of examination arrangements.
- 8.3 There shall be at least two examiners, one internal and one external. The examiners of candidates for the degree of PhD on the basis of published work shall be appointed in accordance with the regulations for those of research degree candidates laid down in Section 14 of the Research Degree Regulations.
- 8.4 In addition to the requirements laid down in the Research Degree Regulations, an external examiner of a candidate for the degree of PhD on the basis of published work shall be independent of the candidate's research and publication activities.
- 8.5 The role of the examiners is to:
- (i) evaluate the quality of the candidate's submitted published work;
 - (ii) establish the coherence between the items of published work;
 - (iii) assess the contribution to the present state of knowledge represented by the published work;
 - (iv) evaluate the methodology by which the research was conducted;

- (iv) place the published work within the time frame and facilities within which the research was conducted;
- (vi) assess the candidate's contribution to the various phases of the research embodied in multi-authored work (the design of the investigation; the conduct of the research; the analysis of the outcome; and the preparation of the work for publication or presentation in the public domain); and
- (vii) establish the candidate's ownership of the published work and appreciation of the state of knowledge within the candidate's research area.

9. Oral examination

- 9.1 The copies of the submission shall be submitted to the Research Degree Team before the expiry of the registration period.
- 9.2 The oral examination for the degree of PhD on the basis of published work shall be conducted in accordance with the procedures for research degree oral examinations as laid down in Sections 15 to 18 of the Research Degree Regulations.
- 9.3 Following the completion of the oral examination, the examiners may recommend that:
- (i) the candidate be awarded the degree;
 - (ii) the candidate be awarded the degree subject to minor amendments being undertaken to the critical appraisal;
 - (iii) the candidate be awarded the degree subject to major amendments being undertaken to the critical appraisal
 - (iv) the candidate be permitted to re-submit for the degree and be re-examined, with a second oral examination;
 - (v) the candidate be not awarded the degree and be not permitted to be re-examined.

Examiners may indicate informally their recommendations on the result of the examination to the candidate but they shall make it clear that the decision rests with the Research Degrees Sub-Committee.

- 9.4 Where the examiners recommend that the degree be not awarded, candidates may not register a new submission for a PhD on the basis of published work within a period of three years from the date of the original examination. Any further submission must include evidence of additional work and must be approved through the registration procedure laid down in Section 5.
- 9.5 A copy of the final submission, one in permanent binding and one electronic copy as indicated in Section 19 of the Research Degree Regulations, shall be submitted to the Research Degree Team following examination and this will be lodged with the University Library. Copies of published material should either be bound in with the thesis or placed in an adequately secured pocket at the end of the thesis. Where the published work takes the form of a book(s), they should be submitted in a secure manner and the same information as required for on the final thesis (excluding the title of the work) shall be shown on the spine of the binding or box, reading downwards.

10. Review of an examination decision

- 10.1 Candidates may request a review of an examination decision. The basis upon which such a request may be made and the procedures to be followed for the review are laid down in Section 20 of the Research Degree Regulations.

Annex 1: List of the University's forms relating to the degree of PhD on the basis of published work

RDC-R-PW	Application to register for the degree of PhD on the basis of published work
RDC-E	Application for approval of examination arrangements
RDC-S	Application for change in approved supervision arrangements
RDC-Ext	Application for extension of registration
RDC-Susp	Application for suspension of registration
RDC-W	Notification of withdrawal of registration
RDC-PhD-PW(A)	Preliminary report and recommendation of an examiner on a candidate for the degree of PhD on the basis of published work
RDC-PhD-PW(B)	Final report and recommendation of the examiners on a candidate for the degree of PhD on the basis of published work
RDC-PhD-PW(C)	Conferment of the degree of PhD on the basis of published work
RDC-Sub	Candidate's submission form
RDC-Abst	Candidate's abstract form
RDC-Decl	Candidate's declaration form
RDC-CV	Curriculum vitae form for supervisors and examiners of candidates for the degree of PhD on the basis of published work

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