

UNIVERSITY OF CHICHESTER HIGHER DEGREE REGULATIONS 2022 - 2023

Appendix 2: Regulations for submission by published work and for staff members in candidature for the degree of Doctor of Philosophy

Staff candidature requires either submission by thesis or submission by published works as set out below.

General regulation for staff candidature

- 1) With the approval of the Research Degrees Group, a member of staff may be admitted to staff candidature for the degree of MPhil or PhD. Standard regulations for higher degree candidature will apply in such cases.
- 2) Members of staff registered under these regulations will be liable for standard supervision fees at the part-time rate unless specific arrangements for fee waivers have been arranged by the relevant Head(s) of Academic department and/or Institute.
- 3) Two external examiners and, if suitable subject expertise is available, an internal examiner shall be appointed for all staff examinations
- 4) An Independent Chair shall be appointed for all staff examinations.

Regulations for submission by Published Work must adhere to the following:

- 5) Those wishing to submit by published work should have an established expertise in his or her academic discipline. Evidence of such expertise, should be submitted to the Research Degrees Group for agreement during the Research Approval process.
- 6) candidates may submit published work provided that:
 - a) the published work is broadly comparable to a PhD thesis (that is, it is evidently the result of sustained work normally in a single field to which it makes an original contribution); the work demonstrates that it meets the criteria for the award of a PhD as set out in the University's Code of Practice for Research Candidature and Supervision.
 - b) The set of works represent a coherent programme of research and make an original contribution to the present state of knowledge. The published works should include a proportion of recently published material. Further research may be necessary. For practice-based PhD by publication there should be good documentation and evidence of works submitted (for example videos of a performance or catalogues).
 - c) The published works submitted for the PhD shall normally consist of papers, chapters, scholarly monographs, books, research reports or other publications. In certain fields, such as the Arts, the submissions may be other works such as compositions, performances, installations or exhibitions.
 - d) The minimum number of papers, or other submissions if relevant to the Research area, should be three. The Research Area will help to determine the maximum amount of papers

or other submissions to be submitted and will be determined during the Research Approvals process.

- e) If reliant on publications as such, the preferred submission is three to ten sole-authored and primary researched; papers published in reputable, peer-reviewed academic journals, performance venues or equivalent, and/or scholarly monographs, supplemented by co-authored papers, chapters or research reports. Regardless of the number of individual works, quantity will in all cases be superseded by considerations of quality, coherence and the overall contribution to knowledge which, taken together, the body of work represents.
- f) In the case of work, such as compositions, performances, installations or exhibitions these must also have been published, performed or exhibited in the public domain and subject to equivalent forms of peer or critical review.
- g) The published or other works submitted must be in the public domain. Manuscripts of works submitted for publication but not yet accepted are not eligible for submission. Any work not in the public domain, such as a confidential research report, is not eligible for submission
- h) The published or other works submitted may have been published, performed, installed or exhibited up to a maximum of ten years prior to registration on the PhD by Publication programme.
- i) The works shall not have been previously submitted for any other award including previous Doctoral study.
- j) The work submitted for examination must be in English. Where work has originally been published in a language other than English, a certified translation must be provided.
- k) if the candidate incorporates material which has been produced in collaboration with others, a written statement is included indicating the share the candidate personally took in the work. This should be supported by the supervisory team. The University reserves the right to clarify contributions with other authors of a collaborative paper or practical submission as necessary.
- l) the published material is bound together with an abstract and a statement of the candidate's aims and of the nature of the research indicating the contributions to it of the works submitted. Where published papers from different sources are included, the candidate must provide a separate introduction which links the material and demonstrates the nature and extent of his/her original contribution. If the published work is already in book form, the abstract and supporting statement must be bound.
- m) The published works shall be accompanied by a commentary. The commentary is usually between 25,000 and 75,000 words. It may be necessary for the candidate to undertake additional research work to provide a basis for presenting the material as an integrated whole (guidance below).

The commentary shall:

- provide an autobiographical context;
- follow a theme tracing the research, to ensure coherence;
- account for originality at the time of each project or publication;
- identify contributions to the subject area or discipline since completion of the research, and identify the original contribution to the present state of knowledge;
- provide coherent links between projects and published or other works;
- offer reflection about professional development as a research practitioner;
- provide conclusions and suggestions for future developments.

7) By the time of submission, a staff candidate making a submission by Published Works must have:

- a) been registered as a part-time candidate for at least three months, and
- b) served as a member of staff for a period of not less than 36 months.

Appendix 2b: Regulations for members of staff in candidature for the degree of Doctor of Philosophy

(PhD Candidates starting before October 2020 may adhere to previously approved regulations as below)

Staff candidature requires either submission by thesis or submission by published works as set out below.

General regulation for staff candidature

- 1) With the approval of the Research Degrees Group, a member of staff may be admitted to staff candidature for the degree of MPhil or PhD. Standard regulations for higher degree candidature will apply in such cases.
- 2) Members of staff registered under these regulations will be liable for standard supervision fees at the part-time rate unless specific arrangements for fee waivers have been arranged by the relevant Head(s) of Academic department.
- 3) Two external examiners and, if suitable subject expertise is available, an internal examiner shall be appointed for all staff examinations
- 4) An Independent Chair shall be appointed for all staff examinations.

In addition, staff making a submission by Published Work must adhere to the following:

- 5) A member of staff wishing to submit by published work should have an established expertise in his or her academic discipline. A curriculum vitae, setting out evidence of such expertise, should be submitted to the Research Degrees Group for approval.
- 6) A staff candidate may submit published work provided that:
 - a) the published work is broadly comparable to a PhD thesis (that is, it is evidently the result of sustained work normally in a single field to which it makes an original contribution); the work demonstrates that it meets the criteria for the award of a PhD as set out in paragraph 5 of the University's Code of Practice for Research Candidature and Supervision and that a substantial and important part of the work submitted has been carried out by the candidate since he or she joined the staff of the University;
 - b) if the candidate incorporates material which has been produced in collaboration with others, a written statement is included indicating the share the candidate personally took in the work;
 - c) the published material is bound together with an abstract and a statement of the candidate's aims and of the nature of the research indicating the contributions to it of the works submitted. Where published papers from different sources are included, the candidate must provide a separate introduction which links the material and demonstrates the nature and extent of his/her original contribution. If the published work is already in book form, the abstract and supporting statement must be bound.
- 7) By the time of submission, a staff candidate making a submission by Published Works must have:
 - a) been registered as a part-time candidate for at least three months, and
 - b) served as a member of staff for a period of not less than 36 months.