Opportunity for Members of Staff - PhD by Published Work

TO BE WITHDRAWN TO NEW APPLICANTS WITH EFFECT FROM 31 AUGUST 2014

1. Update

New Applicants

The opportunity for members of staff to apply for the degree of PhD by Published Work will be withdrawn to new applicants with effect from session 2014/15.

The final date for submission of an application for consideration will be 31 August 2014. Staff members who wish to pursue a PhD can continue to register for part-time study under the existing arrangements for a doctoral candidature (please see 2 below).

Existing Applicants

Existing candidates (those for whom the Graduate Board has already determined a Prima Facie case exists for proceeding to examination) will be permitted to submit for examination provided the submission takes place by no later than 31 August 2015.

These decisions were taken by the University’s Graduate Board following University-wide consultation with Faculty Graduate School Committees and discussions by the PhD by Published Work Working Group.

The information below explains the grounds upon which an application may be submitted prior to 31 August 2014 and the withdrawal of the opportunity to submit for examination.

2. Background

The University introduced the opportunity for certain categories of staff to apply to be candidates for the degree of PhD by Published Work in October 1996. Since the introduction of the scheme 25 candidates have been awarded the degree of PhD by Published Work.

This opportunity was not intended to replace or provide an alternative to the conventional arrangements for pursuing PhD degree study. The intention was to assist those members of staff who, possibly because of the situation in their particular discipline, had not had the opportunity of undertaking a PhD. It was recognised, at the time the opportunity was introduced, that in certain disciplines graduates had concentrated on fulfilling professional demands rather than embarking upon PhD degree studies.

In 2007, the arrangements for members of staff to register for part-time PhD degree study were revised to allow for individual Schools/Faculties to pay the fees for any category of staff based on strategic priorities and personal development plans agreed as part of the Staff Review and Development Scheme, thereby widening the remit of those eligible. Staff members who wish to pursue a PhD can continue to register for part-time study under these existing arrangements (please see http://www.leeds.ac.uk/rsa/assets/word/policies/part-time_study.doc).
2. Who is eligible to apply for the opportunity to submit for the degree of PhD by Published Work\(^1\) (before 31 August 2014)?

Applicants must have, during the course of their career (before 31 August 2014), achieved distinction in research resulting in publications. The work submitted for consideration should have been undertaken whilst in post at the University\(^2\).

Candidates for the award must normally:

(a) be members of the academic or academic-related staff of the University\(^2\) and
(b) have held their post for a minimum of three years and
(c) hold a contract of employment at least 50% full-time with the University\(^2\)

OR

Hold an honorary academic or academic related post within the School of Medicine at the University (and whose main employment is at least 50% full-time) and have been in post for a minimum period of three years.

Please note that this opportunity is not open to all staff. For instance research staff embarking on their first temporary contracts wishing to undertake PhD study are normally expected to register as part-time research students under the traditional method of study and arrangements for research student training.

3. Application Procedures (Before 31 August 2014)

Candidates who wish to apply for examination for the degree of PhD by Published Work should submit one copy of each of the following to Postgraduate Research and Operations by no later than 31 August 2014 for consideration by the Graduate Board:

(a) a curriculum vitae;
(b) a list of publications together with copies of the publications listed;
(c) a covering letter stating an intention to apply for acceptance for the degree of PhD by Published Work together with a brief explanation of how the applicant believes the work meets the criteria for the award of the degree (see 6 below).
(d) a commentary which clearly indicates in the case of work submitted under joint authorship, the contribution made by the applicant.

The Graduate Board will wish to be satisfied that the published work of the applicant, suitably complemented by a supporting statement, might stand a reasonable chance of being viewed by the examiners as reflecting a research achievement equivalent to what would be expected in a conventional PhD.

The Board will, after consultation where appropriate, determine whether a \textit{prima facie} case has been made for inviting a formal application. This decision will be based solely on work that has already been published.

Postgraduate Research and Operations will advise the applicant in writing of the decision.

Where the Board determines that a \textit{prima facie} case exists the applicant will be permitted to submit for examination and an adviser will be appointed by the Graduate Board to provide guidance to the candidate. The timing of the submission will be a matter for decision by the candidate, after consultation with the adviser. In all cases, however, the submission must take place by no later than 31 August 2015. The opportunity to submit for examination will not be available after this date.

\(^1\) As with all applicants for research degree study, staff applicants for the PhD by Published Work must meet the University’s entry requirements for research degree study as set out in the Regulations for Ordinance X.

\(^2\) Or one of its accredited institutions
Candidates are not required to register as research degree candidates of the University but are required to pay an examination fee upon submission (see 8. Below).

4. **Submission for Examination** (By no later than 31 August 2015)

A submission will normally consist of (3 copies of the following):

- a formal letter of application for examination for the degree of PhD

- a summary & supporting statement (of at least 5,000 words and not more than 6,000 words in total) that:
  - provides an introduction and places the work in context;
  - gives emphasis to significant findings and conclusions;
  - establishes the linking hypothesis or theme between the various topics covered by the published work;
  - provides an indication of areas for further research development and exploration;
  - indicates in the case of work submitted under joint authorship, the contribution made by the candidate;
  - indicates whether any of the submitted papers or books have resulted from work for which an earlier degree has been awarded (or is being considered or has already been considered for the award of a degree).

- either a bound thesis containing the supporting statement and off-prints of articles, chapters of books etc.
  or a box file bound in green containing the supporting statement with any articles, musical compositions, etc. (bound together) and any book or books. Where other formats (eg artwork) are part of the submission, appropriate visual or aural representations (eg photographs, video recordings, CDs, should be included in the box file) and appropriately indexed.

(NB in some cases it may be possible, after approval of the Graduate Board, for the candidate to submit a printed and published book or books together with a formal statement of application for examination. In this eventuality the books should be submitted in a box file bound in green).

5. **Binding of theses or boxes**

The binding of a thesis shall be of a fixed kind in which the leaves are permanently secured. Where it is not practical to submit the published work in the form of a thesis, for example, where the published work under consideration for the award is in the form of a book or books, the candidate may submit the work in a box. The boards shall be sufficiently rigid to support the weight of the work when the book or box is standing on a shelf. The covering shall be in the standard form of dark green cloth (Arbelave 563 or similar material and colour used by our recognised binders), a sample of which may be obtained from Postgraduate Research and Operations. Lettering on the binding of the thesis or box shall be in gilt, embossed (blocked) into the cloth as follows:

**Cover title:** the outside front cover shall bear the wording “PhD by Published Work” in 18 point (5 mm) lettering.

**Spine title:** the spine shall bear in 18 point (5 mm) lettering, if practicable, the initials and surname of the candidate, the School(s)* (or appropriate academic Centre or Unit), the qualification for which the thesis is submitted and the year of submission. The lettering should read from top to bottom, i.e. so as to be readable when the volume or box is lying flat with the front cover uppermost. If the work consists of more than one volume, the spine should also bear the number of each volume.

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*Further advice on the format for submission may be obtained from Postgraduate Research and Operations, please refer to section 10 of this circular for contact details.*
The following firms will undertake the binding according to the above instructions:

Messrs Hollingworth and Moss
Enfield Terrace, Manor Street Industrial Estate
Leeds, LS7 1RG
Tel 0113 243 8642

Messrs Spink & Thackray
Broomfield Bindery
Back Broomfield Crescent
(off Chapel Lane), Headingley, Leeds, LS6 3BP
Tel 0113 278 0353

6. Criteria for the award of the degree

For the award of the degree of PhD by published work, the work must:

• make a contribution to knowledge in a coherent and related subject area;
• demonstrate originality and independent critical ability;
• satisfy the examiners that it is of sufficient merit to qualify for the award of the degree of PhD.

7. Examination

Candidates are required to attend an oral examination as specified in the Regulations for the degree of PhD.

All submissions will be examined by two External Examiners and at least one Internal Examiner.

The Adviser may attend the oral examination, but has no deliberative rights.

The examiners will recommend referral only in those cases where a candidate’s supporting statement is inadequate.

In the case of failure, a further period of normally at least 4 years will be required before resubmission.

8. Fee

Candidates for the degree of PhD by Published Work are required to pay the appropriate staff examination fee. In session 2013/14 this will be £1,145 for members of staff at the University. Members of staff at accredited institutions (Leeds Trinity University and York St John University) or honorary staff in the School of Medicine should contact Sarah Throp in the University’s PGR and Operations (0113 343 5778) with regard to the level of fee.

9. First stage of application

Any candidates who wish to apply should arrange to submit the documentation indicated in 3. above to PGR and Operations for consideration by the Graduate Board by no later than 31 August 2014.

10. Further Enquiries

Please note that more detailed enquiries about the arrangements set out above should be addressed to Sarah Throp in PGR and Operations (s.throp@adm.leeds.ac.uk).

NB It may be possible for retired members of staff and those who have transferred to the University of Leeds to make special cases to the Graduate Board for consideration as applicants for the degree of PhD by Published Work under the above arrangements. The Board will consider each application on an individual basis.

/ST, Ext 35778, April 2014