

ORDINANCE 57(C): Degree of Doctor in Philosophy (applicable to students who commenced their studies between 2008-09 and March 2011)

The University of Liverpool, for the encouragement of graduate study, has established a Doctorate in Philosophy (PhD) in the Faculties of Arts, Science, Medicine, Engineering, Veterinary Science and Social and Environmental Studies¹.

The degree of Doctor in Philosophy may be conferred upon:

A graduate of this or any other approved university or institution, or a candidate who holds a qualification deemed by the University to be equivalent to an honours degree of this University who has submitted one of the following:

- a thesis embodying the results of his/her individual research. The thesis may contain published papers, in which case, these must be integrated into the thesis in a coherent and structured manner; or
- a published book or books describing a coherent line of research; or
- a substantial collection of original creative material developed specifically in pursuit of the degree, together with a written thesis which contextualises that work within an academic framework;

which is adjudged to make an original contribution to learning; which is coherently structured and clearly presented; and which shows evidence of systematic study and of ability to relate the results of such study to the general body of knowledge in the subject.

Candidates for the degree will comply with the conditions contained within one of the following clauses:

1. s/he has pursued full-time research in the University or in an affiliated institution approved by the Council for the purposes of this clause, for not less than two calendar years;
2. s/he is a member of the full-time academic staff of the University, or a member, recognised by the Council as a teacher of the University, of the full-time staff of an affiliated institution which has been approved by the Council for the purposes of this clause, who has pursued part-time research for a minimum of four years. The evidence on which the submission is made shall be presented no later than two years after the candidate has left the employment of the University or affiliated institution;
3. s/he has pursued part-time research for not less than four years; the time spent on studying during this period being equivalent to not less than two years' full-time study;
4. s/he holds a temporary post as a Research Fellow, Research Assistant, Senior Research Assistant, or Research Associate in a Department of the University or an affiliated institution approved by the Council for the purposes of this clause, who has, whilst holding their appointment, pursued research for not less than two years and nine months; at least twelve months of which must be spent in the University or affiliated institution.

¹ The Faculties named have now been reorganised into three Faculties: Health and Life Sciences, Humanities and Social Sciences and Science and Engineering.

For candidates registered under each of the above clauses the following further conditions apply:

- a) the research must be carried out under the supervision of at least two members of the academic staff of the University or affiliated institution appointed by the appropriate Head of Department (or equivalent);
- b) the University may exceptionally permit a part or all of the research to be pursued outside the University under approved conditions;
- c) before the commencement of the programme, each candidate must have submitted evidence satisfactory to the University of adequate training and ability to pursue the proposed programme of research;
- d) the final submission for the degree shall not include work for which a degree or other qualification has already been awarded, except for the sake of completeness where some previous work has been substantially further developed. In that case, all such work shall be clearly identified;
- e) only papers or book(s) written during the period of registration for the degree will be admissible and the papers or book(s) submitted should have a common theme with an identifiable link;
- f) applications for the degree based on the submission of a collection of original creative material together with a written thesis shall be accepted, on an exceptional basis, when the subject area of the submitted work is within Fine Art or the Performing Arts.

REGULATIONS

Within these Regulations the word 'thesis' is used generally to represent the total submitted work to be examined for the degree.

All candidates should refer to Regulations 6-20.

For candidates under clause 1 of the Ordinance (i.e. full-time candidates)

1. A candidate who proposes to pursue their research study outside the University will need:
 - a) normally, an approved local co-supervisor who should normally hold a permanent post and have a suitable research record;
 - b) to undertake successfully appropriate postgraduate research training activities or obtain exemption on the grounds of suitable prior experience or accreditation.

Each case must be submitted for approval by the relevant Faculty Director of Postgraduate Research prior to the candidate's acceptance.

2. Every candidate is required during his/her course of study to devote the whole of his/her time to his/her research. S/he may, however, be allowed to undertake other work for not more than fifteen hours a week (or the equivalent of fifteen hours per week when averaged across a given academic session), unless otherwise restricted by the terms and conditions of sponsorship agreements, subject to the discretion of the Head of the Department (or equivalent).

3. Upon application to the relevant Faculty Director of Postgraduate Research, a student registered under this clause may exceptionally be permitted to transfer his/her registration from full-time to part-time study. If a student is permitted to transfer his/her registration from full-time to part-time after one year, the thesis may not normally be presented for examination before the end of the fourth year of registration or later than the sixth year of registration. If a student is permitted to transfer his/her registration from full-time to part-time after two years, the thesis may not normally be presented before the end of the fourth year of registration or later than the fifth year of registration. Transfers to part-time registration requested after more than two years of full-time registration will not be permitted.
4. A thesis will normally be submitted for examination within four calendar years of first registration for the degree (excluding any periods of suspension of studies). The maximum period of registration for full-time PhD candidates, including any periods of suspended study, extensions to the expected submission date, writing up (thesis submission pending) and re-submission shall be seven calendar years. Notice of intention to submit a thesis shall be given on the prescribed form to the University (PGR Student Team) or affiliated institution not less than two months before the date of submission.

For candidates under clauses 2, 3 and 4 of the Ordinance (i.e. part-time candidates)

5. A thesis will normally be submitted for examination within seven years of first registration for the degree (excluding any periods of suspension of studies). The maximum period of registration for part-time PhD candidates, including any periods of suspended study, extensions to the expected submission date, writing up (thesis submission pending) and re-submission shall be nine years. Notice of intention to submit a thesis shall be given on the prescribed form to the University (PGR Student Team) or affiliated institution not less than two months before the date of submission.

For all candidates

6. A candidate who has been accepted for a programme for the degree of PhD may be permitted by the relevant Faculty Director of Postgraduate Research to transfer to the programme for the Master of Philosophy degree provided that such transfer takes place before the thesis is submitted.
7. Every candidate shall register as a student of the University at the beginning of his/her programme, and again at the beginning of each subsequent year of the programme, subject to the submission of a satisfactory report on the progress of their study.
8. Candidates studying on a Tier 4 visa shall be deemed to have completed their studies upon submission of the final thesis, including any period specified by the Examiners for final corrections. The final thesis should be submitted both in hard copy and to the online repository.
9. A student who is registered for the degree of PhD shall not be registered for any other degree, diploma or certificate.
10. There shall be a minimum of two Examiners to assess an application for the degree of PhD. There shall always be an Internal Examiner and an External Examiner. A candidate's supervisors shall normally be consulted before the Examiners are appointed. A supervisor may not be appointed as an Internal

Examiner. In the case of clause 2 candidates, a second External Examiner shall also be appointed.

11. Every candidate shall be required to complete appropriate postgraduate research development activities.
12. A candidate shall state generally in the preface and specifically in the body of the thesis, the sources from which his/her information is derived and the extent to which s/he has availed himself/herself of the work of others.
13. Where submission is by written thesis alone, the thesis should be as concise as possible and in no circumstances may a thesis be submitted should the number of words exceed 100,000, including footnotes and appendices without written permission being obtained from a candidate's supervisors and the Head of Department concerned. Where the written thesis accompanies the submission of a collection of original creative material, the thesis should not exceed 50,000 words.
14. The written thesis, whether it is the whole submission or part of a submission, must be written in English. In the case of candidates working in the discipline of Modern Languages, the University may, exceptionally, allow a thesis to be submitted in a language other than English provided that such approval is sought and granted at the time of initial registration.
15. It will normally be expected that the candidate is the primary author of the majority of the papers or the book(s) submitted. Where joint authorship does occur, a statement of the contribution made by the applicant shall be provided, together with the status of the other authors.
16. Three copies of each submission (including one copy in electronic format) shall be submitted to the University (PGR Student Team) in accordance with the provisions of the PGR Code of Practice: Policy on the Submission of a Research Degree Thesis for Examination.
17. When, exceptionally, a book or books are submitted in place of a thesis, each copy of the application must contain a printed summary stating the aims of the investigation, the results achieved and the main contribution to learning of the work submitted in the application; clear photocopies are acceptable.
18. Where a collection of original creative material is also submitted for examination, the archival record should include photographic, video, cd-rom or dvd evidence, which encompasses the material submitted and any artefacts or documentation integral to the creation of the work. A short inventory with brief descriptions should also be included.
19. An oral examination of the candidate shall be held, when the Examiners shall examine the candidate on the subject of the thesis, and on matters relevant thereto. Supervisors may **not** be present at the oral examination but should be readily available to the Examiners for consultation before, during and after the oral examination.
20. Each Examiner shall prepare an independent written report before the oral examination. After the oral examination, a joint report should be prepared, including, when appropriate, an agreed recommendation. If the Examiners are unable to agree on a recommendation, an additional External Examiner may be appointed, who shall be required to act independently of the other Examiners.

21. The Examiners may recommend:
- a) that the degree of PhD be conferred;
 - b) that the degree of PhD be conferred subject to the candidate making minor modifications to the thesis within three months of the formal notification of the outcome of their *viva voce* by the University, which do not alter the substance of the thesis in any significant or fundamental manner, to the satisfaction of one or more of the Examiners, as may be agreed between them;
 - c) that the candidate be permitted to make a subsequent application for the degree of PhD on one occasion only, provided that the application is made not more than one calendar year from the date of the formal notification of the outcome of their *viva voce* by the University. A thesis may only be re-presented for the award of PhD as the result of a recommendation made in accordance with this provision, and shall be revised having due regard to the Examiners' observations. A second oral examination shall normally be held, but this may be waived at the discretion of the Examiners;
 - d) that the degree of Master of Philosophy be conferred upon the candidate, subject to minor modifications being made to the thesis, if required, within three months of the formal notification of the outcome of their *viva voce* by the University, to the satisfaction of one or more of the examiners, as may be agreed between them;
 - e) that the candidate be permitted to make a subsequent application for the degree of MPhil on one occasion only, provided that the application is made not more than one calendar year from the date of the formal notification of the outcome of their *viva voce* by the University. A thesis may only be re-presented for the award of MPhil as the result of a recommendation made in accordance with this provision, and shall be revised having due regard to the Examiners' observations. A second oral examination shall normally be held, but this may be waived at the discretion of the Examiners;
 - f) that the candidate be deemed not to have attained the standard required for the degree of PhD or MPhil and that no further opportunity be allowed for examination.

The PGR Code of Practice can be found at:

<https://www.liverpool.ac.uk/aqsd/academic-codes-of-practice/pgr-code-of-practice/>

SUMMARY OF AMENDMENTS MADE TO ORDINANCE 57(C)

1. Original amended Ordinance approved on behalf of Senate and Council October/November 2015.
2. Amendment approved by Senate and Council January/February 2017 in order to define completion of studies for Tier 4 PGR students, in accordance with UKVI requirements (new clause 8).