

## **ORDINANCE 66: Degree of Doctor in Philosophy by Prior Publication**

### **Award and authority to award**

1. This Ordinance applies to the part-time degree of Doctor in Philosophy (PhD) by Prior Publication leading to awards at FHEQ level 8 in the Faculty of Humanities and Social Sciences, Faculty of Science and Engineering and Faculty of Health and Life Sciences.
2. Research programmes leading to the degree of PhD by Prior Publication must be undertaken in accordance with the provisions of the Postgraduate Research (PGR) Code of Practice.
3. The degree of PhD by Prior Publication may be conferred upon candidates who have demonstrated the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality, as adjudged by peers, to extend the forefront of the discipline, by submitting for assessment a substantial body of original published work. This will be presented in the form of a thesis containing an introductory commentary of up to 20,000 words and the results of the candidate's original research presented as 4-8 published papers integrated into the thesis in a coherent and structured manner. Only material published or accepted for publication within 7 years of the candidate's examination date will be admissible and should have a common theme with an identifiable link. Publications are expected to be international quality peer reviewed primary research articles, that make significant contributions to the field of study; or influence policies/processes. Acceptable publication formats and outlets are determined by the candidate's discipline area.

The University's full definition of research is provided in the PGR Code of Practice.

4. The degree of PhD by Prior Publication may not be undertaken in collaboration with any institutional partner and must be studied as a single University of Liverpool award.
5. The degree of PhD may be undertaken either wholly at a University of Liverpool campus or wholly or partly outside the University.
6. There is no requirement for students enrolled on the PhD by Prior Publication to attend the UoL campus in person to engage with their studies, therefore UoL will not provide visa sponsorship to candidates enrolled on this programme.

### **Admission**

7. In order to be admitted onto a PhD by Prior Publication programme, a candidate must normally be an employee or graduate of UoL. External candidates are eligible to apply where they possess current relevant and established research links with an existing member of UoL staff. Applicants must provide evidence of entrance qualifications of a type and standard deemed appropriate by the University. This is normally a good honours degree or equivalent research experience in a relevant subject and an appropriate standard of English language.
8. Candidates should provide the information outlined in Appendices 1 and 16 of the PGR Code of Practice in support of their application.
9. Candidates are not permitted to transfer in to a PhD by Prior Publication programme.

### **Mode of study**

10. Candidates may be admitted to study on a PhD by Prior Publication on a part-time basis only.
11. Candidates shall normally be expected to submit their thesis within 12 months of their initial registration (excluding any periods of suspension of studies).
12. The minimum period of registration permitted before submission of the thesis shall be no less than 6 months.
13. The maximum period of registration for candidates studying on the PhD by Prior Publication programme includes any period of suspended study and extensions to the expected submission date. The maximum period of study shall be 18 months.

### **Registration and academic progress**

14. Candidates shall register as a student of the University at the beginning of their programme and shall be re-registered at the beginning of each academic session.
15. Candidates are required to complete appropriate postgraduate research development activities, in accordance with the PGR Code of Practice.
16. Candidates may request a suspension or extension of studies, including for the purposes of enabling candidates to achieve work/life balance, in accordance with the PGR Code of Practice.
17. Inclusion of published work by the candidate confirms that ethical approval was obtained for the work at the time of publication.

### **Supervision**

18. All supervision of candidates on PhD programmes will be undertaken in accordance with the PGR Code of Practice, Policy on Research Student Supervision and the Policy on PhD by Prior Publication.
19. All candidates must be supervised by one suitably qualified member of academic staff appointed as the thesis adviser by the relevant University Head of School/Institute. The adviser must be a member of University staff. All candidates must have a clearly-identified adviser who will be their main point of contact.

### **Thesis submission**

20. The thesis and included publications must be written in English. In cases where candidates are working in the discipline of languages, the University may accept a thesis written in a language other than English but this must be approved on behalf of the University by the relevant Faculty prior to admission.
21. Notice of intention to submit a thesis must be given not less than two months before the date of submission and in accordance with the PGR Code of Practice.
22. The final submission of the thesis for the degree must 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 which case all such work must be clearly identified.

23. Candidates shall submit their thesis to the University (Research Degree Administration Team), for examination in accordance with the PGR Code of Practice.

### **Examination**

24. Following submission of the thesis, a *viva voce* examination will be held, at which the candidate will be required to defend the subject of the thesis, or other submitted work, and matters relevant thereto.
25. Two External Examiners must be appointed to examine the thesis, in accordance with the PGR Code of Practice. Normally a candidate's adviser shall be consulted before the Examiners are appointed.
26. In all PhD by Prior Publication *viva voce* examinations, a member of academic staff will be appointed as Independent Chair of the Examiners by the relevant Faculty, and will be a member of staff of the University.
27. Where the Examiners cannot agree on a recommendation, a further External Examiner will be appointed and will examine the thesis in accordance with the PGR Code of Practice – Policy on Research Degree Examinations and Examiners.
28. The Examiners shall recommend one of the following:
  - a) that the degree of PhD by Prior Publication be conferred;
  - b) that the degree of PhD by Prior Publication be conferred subject to the candidate making minor modifications to the thesis commentary 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;
  - c) that the candidate be deemed not to have attained the standard required for the degree of PhD by prior publication and that no further opportunity for examination be allowed.
29. Where a candidate is unsuccessful in their *viva voce*, they are only permitted one further opportunity to re-apply, after a minimum of three years have elapsed from the date of the 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 66**

1. Amendments approved on behalf of Senate and Council August 2023:
  - Replacement of the LDC Student Experience Team with Research Degree Administration Team to reflect the realignment of the Liverpool Doctoral College.
  - Removal of reference to submission of physical/electronic copies of the thesis to reflect that the thesis is submitted electronically.