

College of Social Sciences

PhD BY PUBLISHED WORK - Summary note of College Procedure

*[Please refer to the University Regulations for full information on the regulations governing this award **Schedule B Degree of Doctor of Philosophy by Published Work**]*

1. On notification to the Graduate School, possible candidates will be sent the College Procedures document (this document) and referred to the **Regulations Ph.D Schedule B paragraph 1** on eligibility.

Before submitting the application pack to the Graduate School, as per section 2 below, the candidate has to approach the relevant School and comply with their internal procedures. Together with the application pack the candidate needs to confirm that he/she has permission from the relevant School to submit the application to the Graduate School. The candidate should also list the name of a potential supervisor, with approval from that supervisor.

2. The candidate should submit the following to the Graduate School:
 - a) a list of relevant publications along with abstracts to be considered in support of the application;
 - b) a full curriculum vitae;
 - c) a statement of up to 3,000 words which justifies the consideration of the application. Should the submission comprise diverse publications, the statement should explain the relationship, if any, between the works submitted, including any developments which have occurred between one piece and another. It is important to clarify and confirm the original contribution of the candidate and its intellectual significance;
 - d) ensure that approval has been received from the relevant School and a potential supervisor has been nominated.
3. If the application is acceptable the candidate will be invited to register for PhD by Published Work by completing the following stages:
 - a) Apply for admission
 - b) Complete online **registration** and pay **submission for a higher degree by published work** fees
4. The Dean of Graduate Studies shall nominate a member of staff to give advice to the candidate with regard to the preparation of their final submission for the award.
5. Candidates who have registered for the degree will prepare a final submission which will comprise of the published work to be examined including:
 - a) a declaration signed by the candidate detailing the extent to which the research has been done and the work written by them.
 - b) an explanatory essay of 10,000-12,000 words, including an adequate and informative abstract of the work, which justifies the intellectual significance of the submission.

These submissions should be made within 3 months of the invitation from the Graduate School.



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6. The relevant School/Subject will be asked to nominate suitable examiners. DoGS will exercise their discretion and may seek further advice, as to appropriateness of the nominations, before forwarding the names to the Senate Office.
7. The School/Subject will be responsible for the convening of the oral examination.
8. The Graduate School will issue formal notification of the outcome of the examination process