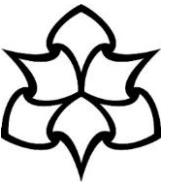


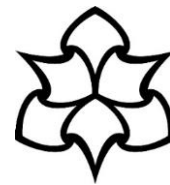
# Regulations for Postgraduate Research Degrees Doctor of Philosophy (PhD) by Published Works

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## Introduction

These Regulations outline the rules governing the formal stages of postgraduate research at the University: registration, progression and assessment.

These Regulations are supported by a suite of policy and guidance documents that provide additional details for staff and students to support the practical implementation of the Regulations.

Where the Regulations state that approval must be sought by the Research Degrees Committee, this approval may be delegated to the Faculty Research Degrees Committee, Head of Faculty Research Degrees Committee or Graduate School, as outlined in the Schedule of delegated authority.

All of the other key documents are available on the Graduate School website.

## 1 General Principles

**1.1** The rules and procedures relating to postgraduate research degrees, including written and oral examinations, are set out in this document. These Regulations provide mechanisms to ensure that students are assessed fairly and objectively, while maintaining the University's high academic standards. Ignorance of these rules and assessment requirements will not constitute a defence in any disciplinary procedures. Queries about the Regulations should be directed to the appropriate Faculty Research Degrees Team in the first instance.

**1.2** Assessment at Manchester Metropolitan University is an integral part of the research degree. It is the principal instrument with which we recognise and reward student achievement and maintain academic standards.

**1.3** The University Regulations on assessment support this principle and they aim to make the processes inclusive, fair, consistent and clear to both staff and students. The Regulations also reflect the expectation and relevant indicators of the [QAA UK Quality Code](#).

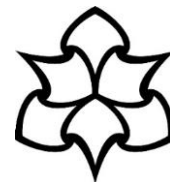
**1.4** These Regulations and their underlying principles apply to postgraduate research degrees provision approved by the University and delivered by the University or by its collaborative partners leading to awards or academic credit of the University. They apply to all work that formally contributes to the award of the University, at whatever point in a programme the work is undertaken.

**1.5** Any exemption or variation from these Regulations shall be exceptional and must be approved in advance by the Research Degrees Committee as set out in the terms of reference.

**1.6** These Regulations shall be applied consistently to ensure equity of treatment of students regardless of their discipline or their mode of study.

**1.7** The latest version of the Regulations is applied to all current students for any given academic year, irrespective of their year of enrolment.

**1.8** These Regulations have undergone an Equality Impact Assessment (EIA), in accordance with our public sector equality duties.



## 2. PhD by Published Works – overview

2.1 The Degree of Doctor of Philosophy (PhD) by Published Works is designed and offered by the university for candidates:

- With a strong academic career as evidenced by publication;  
or
- Who have produced a significant body of work outside a traditional academic context. This body of work must principally be the candidate’s own work.

The term ‘Publications’ is used to reflect a variety of research outputs including:

- Substantial or sole contributor to a book
- Chapters in books
- Papers/articles in refereed journals
- Papers presented to conferences that are available in the published proceedings of the conference or are otherwise published
- Patent applications or granted patents
- Exhibitions or performances of which a permanent record has been made.

2.2 The Degree of Doctor of Philosophy (PhD) by Published Works must, through a portfolio of research outputs/publications, submitted together with an accompanying analytical commentary, demonstrate a contribution to knowledge and evidence of the development of research skills appropriate to the focus of the research and the knowledge domains in line with the relevant [QAA Qualification Characteristics](#)

### Version Control Statement

#### 2.3

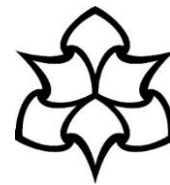
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| Implementation Date        | 13 August 2020   |                  |                        |
| Amendments since approval  | Details of Revision  | Date of Revision | Revisions approved by: |
| 5. Concurrent Registration | Clarification regarding limitations on registration for other studies.                   | 12 April 2022    | Academic Board         |

## 3. Admission

### Eligibility

3.1 The following are eligible to apply to study on the degree of Doctor of Philosophy (PhD) by Published Works.

- Members of Manchester Metropolitan University staff
- Staff at Manchester Metropolitan University partner institutions
- Manchester Metropolitan alumni



**3.2** Candidates must be graduates (or equivalent) of at least five years standing and have already obtained a Master's degree. In exceptional cases, candidates can show evidence of having received research training or equivalent experience in their working environment.

### Application

**3.3** Candidates apply to study at the University via the online university admission system at any time throughout the academic year.

**3.4** Applicants must meet the entry requirements set by the University, which are available on the [Applying for Postgraduate Research Courses](#) webpages.

**3.5** Discussion must take place with a proposed advisor prior to submitting an application to agree and confirm the suitability of the publications, and an offer will only be made upon confirmation from the admitting Faculty that there is appropriate advisory support and resource available to support the candidate.

### Experience of Publication

**3.6** The publications submitted as part of a PhD by Publication must provide evidence of the candidate's capacity to pursue further research, represent a coherent contribution to research in a given field and demonstrate a depth of scholarship, criticality and originality comparable with that required in a traditional PhD. These should be of an acceptable national, or preferably international, standing.

**3.7** Only published work that is available and accessible in the public domain will be eligible for consideration. Published work would normally have been subject to external peer review. Course readers/documents, academic, industrial or government documents produced for internal purposes are not eligible.

**3.8** There is no defined number of publications. A decision on the choice, number and type of publications forming the proposed submission to the PhD, should be taken by the candidate's proposed internal advisor and the candidate in advance of enrolment.

**3.9** Candidates, the internal advisor and the admitting Faculty must be satisfied that the range and number of publications are sufficient, are of good quality and are comparable to that required for a PhD in the field.

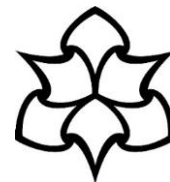
**3.10** Published work which is submitted for the degree of PhD by Published Work must not previously have been submitted for a degree at Manchester Metropolitan University or any other institution.

### Contribution to Publications

**3.11** The following information is required:

- For a substantial proportion of all the work submitted, the candidate must be the sole or senior author.
- For a significant proportion of any jointly authored work that is submitted, the candidate should be the main contributor.

**3.12** In all cases, the relevant documentation must be completed in respect of each publication indicating the extent (%) of the candidate's contribution and their particular role/nature of the contribution towards the publication, signed by any co-author(s) of the publication. If signatures are not possible to source, candidates must indicate the reasons for this prior to enrolment.



**3.13** In the case of joint authorship, the number of publications expected will be apportioned accordingly.

**3.14** The candidate must also show evidence of recent publication activity prior to submission.

**3.15** Candidates who have not actively published within a five-year period prior to submission are not normally eligible to apply.

## 4. Enrolment

**4.1** Students must enrol with the University prior to starting their research degree. If a student does not enrol within four weeks of the start date in their offer letter, they will be required to withdraw from the university or defer their enrolment to the next enrolment intake.

**4.2** Students are required to renew their enrolment annually. If a student does not re-enrol, their registration shall lapse, they shall no longer be insured at the University, and they will be deemed to have withdrawn from their studies. A student whose registration has lapsed may be considered for re-admission to the same programme as long as the lapse in registration was not a consequence of academic failure and is within one calendar month from the re-enrolment start date.

**4.3** Enrolment on time is the expected standard. If exceptional circumstances prevent timely enrolment or re-enrolment, backdating of that enrolment may be possible at the discretion of the Research Degrees Committee.

## 5. Concurrent Registration

**5.1** Students who are registered on a postgraduate research programme at Manchester Metropolitan may not be registered for another award at this university or other academic or professional institution without the University's specific prior permission.

## 6. Award and Registration Information

### Criteria for Awarding research degrees

**6.1** Manchester Metropolitan University assures its academic standards for research degrees through engagement with external reference points established by the [Quality Assurance Agency Frameworks for Higher Education Qualifications](#) (FHEQ), and through the [UK Quality Code for Higher Education \(Quality Code\)](#) which clearly outlines what higher education providers are required to do, what they can expect of each other, and what the general public can expect of them.

**6.2** The standards of the University's awards are regulated through the [Regulations for the Academic Awards of the Manchester Metropolitan University](#), and the [Regulations for Postgraduate Research Degrees](#).

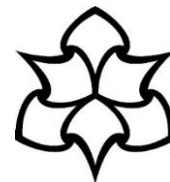
### Awards of the University

**6.3** The awards that the University offers for postgraduate research study are detailed in the [Regulations for the Academic Awards of the Manchester Metropolitan University](#).

**6.4** Information relating to aegrotat and posthumous awards are outlined in the [Regulations for the Academic Awards of the Manchester Metropolitan University](#).

## 7. PhD by Published Works Period of Student Registration

### 7.1



| Minimum period of registration                | Standard period of registration                             | Maximum period of registration                |
|---|---|---|
| 6 months (full-time)<br>12 months (part-time) | <b>6 months (full-time)</b><br><b>12 months (part-time)</b> | 9 months (full-time)<br>15 months (part-time) |

**7.2** Students will be eligible to enter a writing up period immediately after the end of the standard registration period, for a maximum of 3 months. The 3-month period is applicable to both full-time and part-time students.

**7.3** For all research degrees, the registration period commences on the date indicated in the student's offer letter. The registration period continues until the degree is awarded, the student reaches their maximum registration period (unless an extension is granted), or the student withdraws from the programme. See also the requirement for students to re-enrol on an annual basis to maintain their registration.

**7.4** Appropriate fees are payable annually for the duration of the degree and for any resubmission period (if applicable).

## 8. Student Support and Progress

**8.1** There is no formal supervision or additional research required by this route and it is expected that the candidate's submission will demonstrate that, through the course of their research, they have considerable professional knowledge in their field at least equivalent to that gained by PhD students through the supervision process.

**8.2** The candidate has an internal advisor who is appointed by the university to:

- Assist and guide the student where necessary to compile and complete their analytical commentary within the agreed timeframe
- Provide effective support and prepare the student for their oral examination

**8.3** The internal advisor is subject to approval by the Research Degrees Committee.

### Intention to submit

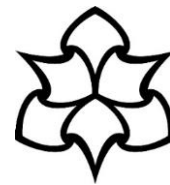
**8.4** Students should register their intention to submit 3 months prior to their planned submission, using the relevant University form.

### Research and academic misconduct

**8.5** The University expects research students to maintain the highest level of professional integrity in research practice and publication. Students are accountable to their professional bodies, Manchester Metropolitan University and to the organisations that fund their research.

**8.6** The Manchester Metropolitan University website on Research Governance provides guidelines for good research practice and links to legal requirements and Manchester Metropolitan University policies and procedures. The [Procedure for the Investigation of Misconduct in Research](#) and the [Procedure for Handling Academic Misconduct](#) provide guidance on appropriate behaviour and definitions of misconduct in research.

**8.7** The University will implement the [Procedure for the Investigation of Misconduct in Research](#) if an allegation of scientific or ethical misconduct is identified. Once this procedure is complete, any necessary recommendations and decisions on penalties will be made through an Assessment Disciplinary Committee as outlined in the [Procedure for Handling Academic Misconduct](#).



## 9. Training and Development

**9.1** A programme of skills training and development is available to all students.

**9.2** Research students are encouraged to engage in training and development to support their development as researchers. Manchester Met is committed to principles contained within the [Vitae Concordat to Support the Career Development of Researchers](#), including the minimum requirements for professional development time.

**9.3** Training and Development opportunities provide personal and professional skills and the skills necessary to attain competence in research methods, wider research integrity and knowledge related to the subject of the thesis.

**9.4** Development opportunities and events are available on The Graduate School webpages. Detailed training and development information is provided to all students at induction events and throughout their studies.

### Employment of Research Students

**9.5** During the students' period of registration, there is a maximum number of hours per week that a full-time research student can be employed and paid for. Details of the maximum number of hours per week are detailed in the Research Degrees Handbook.

**9.6** Students who require a visa and/or students who are funded should also check their eligibility to work with the relevant authority.

## 10. Change in Circumstances

### Request to Interrupt

**10.1** Where a student is prevented from making progress with their research, they may apply, in accordance with the Guidelines for Interruptions, Suspensions and Extensions, to interrupt their study. Retrospective applications for interruption will not normally be considered.

**10.2** An interruption of studies for a period of up to 6 months at any one time, and for a maximum of 12 months' continually, may be granted.

**10.3** The total length of time taken as an interruption will not normally exceed 24 months over the duration of the student's registered period of study.

**10.4** The student [Maternity, Paternity & Adoption leave policy](#) outlines the maternity procedures for all students where this applies to an interruption of study.

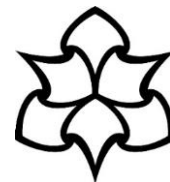
### Request for an extension to a deadline

**10.5** An application for an extension beyond the maximum period of registration will only be considered in exceptional circumstances and should be submitted with satisfactory documentary evidence to support the request.

**10.6** If the Faculty Research Degrees Committee considers that the extension request is valid, and the application is supported by satisfactory documentary evidence, the Committee may agree to an extension of the deadline date.

**10.7** An application for an extension to thesis revisions, or resubmission deadline should be submitted in accordance with the Guidelines for Interruptions, Suspensions and Extensions.





## Change in Mode of studies

**10.8** A student may apply to the Faculty Research Degrees Committee to change their mode of study from full-time to part-time, or part-time to full-time at any point. Details of the application process are outlined in the Research Degrees Handbook.

**10.9** Students who require a visa and/or students who are funded should also check their eligibility to work with the relevant authority.

## Adjustments for students

**10.10** The needs of students with disabilities, including specific learning difficulties, are supported throughout the research degree in compliance with the Equality Act 2010. If a student requires any adjustment to be made this will be implemented with support from colleagues in the Disability Service. Details around student adjustments are outlined in the Research Degrees Handbook.

## Compulsory Suspension

**10.11** For reasons of academic or personal misconduct, the University may apply a suspension from attendance at the University for a specified period. A student's registration status throughout this period will be 'Suspended'. The procedure for this can be accessed from the [Procedure for Handling Academic Misconduct](#) document on the Manchester Metropolitan University website.

**10.12** The Finance Service Centre under certain circumstances (e.g. non-payment of fees) can suspend a student's studies. This will occur where the University has had a number of failed attempts to contact the student to reach a resolution. It is the student's responsibility to contact the University to negotiate a payment arrangement.

**10.13** Where the above applies, there will be implications to the student's funding provision, access to University facilities, and for international students, implications to their visa and immigration status. It is the student's responsibility to contact the University to confirm what these implications will be.

## Withdrawal

**10.14** A student may make a request to withdraw from their studies at any time.

**10.15** Where the Research Degrees Committee requires a registered student to be withdrawn from their studies, this will be managed, as outlined in the Withdrawal Policy.

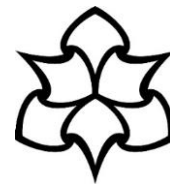
## 11. Preparation and Presentation of Thesis

### Structure and Format of the submission

**11.1** The submission should clearly demonstrate a significant contribution to knowledge as is expected of a PhD by the traditional route.

**11.2** The submission must contain or accompany an analytical commentary, the equivalent of a thesis, which should not exceed the maximum word limit of 15,000 words (excluding ancillary data such as footnotes, bibliographies, diagrams and references) and should critically explore the relationship between the published work submitted and the current body of knowledge in the field.

**11.3** It should be noted that the maximum limit is not intended to be interpreted as a requirement for the length of the submission. A student can apply to submit an analytical commentary that exceeds the maximum word limit and should seek further advice from their Internal Advisor.



**11.4** The structure and format of the submission may vary and include original material and a range of media.

Some examples are:

- ‘Book’ plus analytical commentary
- ‘Performances’ plus analytical commentary
- ‘Exhibitions’ plus analytical commentary
- Journal articles plus analytical commentary
- A combination of the above plus analytical commentary.

**11.5** The candidate should negotiate the structure of the analytical commentary with their academic advisor; however, an indicative structure is noted in Appendix 1.

**11.6** In all cases the analytical commentary should be bound the same as a traditional thesis. See the Thesis Submission Guidance on the Graduate School website for further details. Where possible, i.e. where journal articles are the presented media, these should also be bound within the analytical commentary. Where this is not possible, i.e. books, etc., these may be presented separately.

### Thesis Submission requirements

**11.7** The thesis should be submitted in accordance with the University Thesis Submission Requirements guidance.

**11.8** To successfully submit, a student must ensure that they are currently enrolled as a student of the University, and that they have no outstanding fees.

**11.9** If the thesis is not submitted before the end of the maximum period of registration, the student will be withdrawn from the University and deemed unable to submit, unless further approval is granted, owing to reasons of exceptional circumstances.

### Copyright guidance

**11.10** Students must have a full understanding and awareness of copyright issues and when it is necessary to seek permission to use other people’s work to avoid infringing copyright.

**11.11** Further specifics in relation to copyright guidance are provided in the Submission Requirements guidance.

## 12. Examination and Assessment

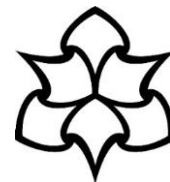
### Examination arrangements

**12.1** Standard attendance at the oral examination consists of the student, two examiners and an independent chair. Additional examiners may attend dependent on the individual assessment requirements for the degree being examined.

**12.2** Members of University staff, and other postgraduate research students of the University, may attend the examination, if prior consent is provided by the student.

**12.3** The oral examination will be conducted within the University, or via video conferencing if deemed appropriate (see the [Oral Examination by Video Conferencing Policy](#) for full details and eligibility). Alternative format of examination, such as public defence, may be permitted subject to formal agreement between collaborating institutions.

**12.4** All students must defend their thesis in English.



**12.5** Where a student requires alternative assessment arrangements, the student must inform their Internal Advisor and the Faculty Research Degrees Team in writing at the point of submission at the latest.

### Examination Team

**12.6** The appointment of examiners shall proceed in accordance with the Guidelines on the Examination of PGR Degrees.

**12.7** The examination team will normally consist of two examiners; at least one shall be an external examiner. Exceptions to this, such as for members of staff at Manchester Met, are outlined in the Guidelines on the Examination of PGR Degrees.

**12.8** The Research Degrees Committee approves examination teams.

**12.9** For all research degree students who are required to undertake an oral examination, an independent chair shall be appointed to promote consistency and fairness. The independent chair does not examine the student and is solely responsible for chairing the examination and ensuring the associated administration of the oral examination is completed.

### Examination outcomes

**12.10** After examining the thesis presented by a candidate and considering the results of the oral examination, the examiners shall make one of the following recommendations for subsequent approval by the Assessment Board.

- i) The student **be awarded the degree** with no revisions to the thesis being required.
- ii) The student **be awarded the degree subject to minor revisions** being made to the thesis within the timelines noted in the Guidelines on the Examination of PGR Degrees.
- iii) **No award be made to the student** and no resubmission be permitted.

### Submission of revisions (outcomes ii)

**12.11** If the student has submitted the corrected thesis within the deadline, but the examiners are not satisfied with the revisions, the examiners may agree to allow up to one additional month on one occasion for the student to make further, minor revisions.

**12.12** For the purpose of satisfying the provisions of these Regulations, the Faculty Research Degrees Committee act as the Assessment Board for all research degrees.

**12.13** In all cases, having considered the recommendation, the Research Degrees Committee shall submit its final recommendations for an award to the Academic Board for University approval.

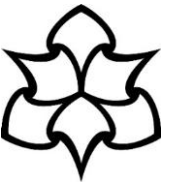
## 13. Complaints and appeals

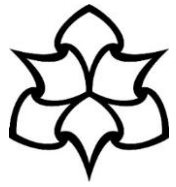
**13.1** The [Student Complaints Procedure](#) and the [Academic Appeals Procedure](#) apply to all postgraduate research students of the University.

## 14. Further Information

### Additional guidance and support

**14.1** Information to support the Regulations is available from the Graduate School website.





## Appendix 1 – Indicative structure of the analytical commentary (thesis)

1. An abstract (300 words).
2. An introductory section, raising awareness of the current state of the field comprising a written critical overview, containing a literature review/appraisal and indicating how the publications relate/contribute to an existing body of knowledge/scholarship and research methods.
3. The publications or other appropriate evidence of publication (where publications are in the press, letters of acceptance from the editor or a copy of the contract with the publisher must be included) and a statement providing a clear indication of the candidate's contribution to each publication.
4. A critical account of how the publication(s) make a coherent and significant contribution to knowledge and scholarship.
5. A demonstration of a critical reflection of methodological issues and an indication of the future direction of research needed/to be carried out by the candidate in the field.

The weightings of sections 2) – 5) may vary depending upon the subject area of the field. Any significant variation to the structure of the commentary must be approved in advance of submission by the Faculty Research Degrees Committee.

The above should demonstrate the coherence of the research undertaken, written in a style which is accessible to readers.