

**REGULATIONS FOR THE AWARD OF
PHD BY COMPLETED WORK (PhDCW)
MPHIL BY COMPLETED WORK (MPhilCW)
RDC-D**

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TO BE USED WITH:

RDC-A GENERAL FRAMEWORK FOR HIGHER DEGREES BY RESEARCH

AND

RDC-E SUBMISSION AND EXAMINATION REGULATIONS FOR HIGHER DEGREES BY RESEARCH

Candidates may obtain an MPhil or PhD on the basis of previously completed or published work. This is a retrospective assessment of the work submitted, of the research methodology employed in its creation, and assessment of its context in relation to the developing state of the art in the subject concerned, and is offered subject to the conditions outlined below:

D1 Entry Qualifications

To be eligible to register for an MPhil or PhD by this mode, candidates must be staff members of Teesside University at the time of the *prima facie* case being made for application; meet the normal entry requirements for MPhil or PhD, and normally have at least three years relevant experience at postgraduate level in the case of applications for MPhil by Completed Work, or five years relevant experience at postgraduate level in the case of applications for PhD by Completed Work. Candidates who have been registered on a Teesside University MPhil or PhD by the conventional research route who have withdrawn from registration within the period three years immediately prior to the date of a *prima facie* case being made for application shall normally be ineligible for consideration.

D2 Prima Facie Case

The Postgraduate Research Assessment Board ('the Board') will initially establish whether the candidate has a *prima facie* case for the award of an MPhil or PhD as applied for, or in the case of applicants for the award of PhD, may establish that there is a *prima facie* case only for the award of MPhil. As the assessment of the award is retrospective consideration of work already undertaken, there is no facility to apply for transfer from MPhil to PhD.

D3 Appointment of Adviser

The Board shall approve an adviser (nominated on form UTRD PCW) normally based in the University, who shall have specialist knowledge of the subject concerned, and who has had experience of supervising candidates to successful completion of an MPhil or PhD as appropriate. The role of the adviser shall be to guide the candidate in preparing his/her work for submission, giving guidance on how to construct the arguments and ensuring that the submission is in accordance with the format required by the Board.

D4 Deadline for Submission and Intention to Submit for Examination

Before candidature for MPhilCW or PhDCW through examination can be confirmed, a declaration of Intention to Submit for Examination must be made. The declaration of Intention to Submit for Examination must be made three months prior to submission of a thesis for examination. Such submissions must be made within one year from the date on which the Board ratifies the recommendation that a *prima facie* case exists for MPhil, and two years from the date on which the Board ratifies the recommendation that a *prima facie* case exists for PhD. Where this date is less than three months in the future, a student will be required either to make a declaration of Intention to Submit for Examination or make an application to the Board for extra time to be granted for submission. The Board may withdraw any candidate who fails to declare an Intention to Submit for Examination, submit a thesis by the deadline date, or apply for permission for extra time to be granted.

D5 Content of submission

The submitted work should normally consist of one or more of the following (in published or unpublished form):

- a) a completed book;
- b) a series of articles on a coherent theme;
- c) research reports;
- d) other media formats approved by the Board together with the necessary written work.

The work submitted must constitute a coherent whole and must incorporate an abstract; introduction and conclusion which puts the total work submitted into context, and may also involve the writing of intermediate connecting passages. Where papers form the body of the submission, the adviser and candidate may wish to consider the number of papers that are required to accomplish this objective. Work should normally be published and be peer reviewed or of comparable quality, such as outputs that are eligible within the terms of the REF (Research Excellence Framework) guidelines.

D6 Format of submission

The Board may, as appropriate, accept for examination a wholly published version or require that the work be submitted in the form of a thesis. In either case the copies submitted for examination shall remain the property of the University but the copyright shall be vested in the candidate or other previous holder, save that s/he may be required to make one electronic copy available through open access. The work submitted for PhD must constitute an independent and original contribution to knowledge. The work submitted for MPhil or PhD should not have been previously submitted for any other award.

D7 Joint Authorship

Where jointly authored papers, books etc are submitted, the candidate must give clear evidence of the level of contribution which he/she made to the work, e.g. in the design, formulation of theory, experimental, data collection, analysis, writing up. This should be supported by letters from the co-authors incorporated into the final submission.

D8 Academic Standards

The academic standards associated with the degree of MPhil by Completed Work will be the same as those that apply to the award of the degree of Master of Philosophy (MPhil) by traditional approved programme of supervised research. The academic standards associated with the degree of PhD by Completed Work will be the same as those that apply to the award of the degree of Doctor of Philosophy (PhD) by traditional approved programme of supervised research.

Assessment of submission

- a) The submitted work will be assessed by a team, of at least two examiners, both of whom must be external to the University, appointed by the Board in accordance with General Submission and Examination Regulations RDC-E. The examination will be held in accordance with RDC-E, General Submission and Examination Regulations.

- b) The examiners may recommend:
 - i) the candidate be awarded the degree;
 - ii) the candidate be awarded the degree subject to amendments being made to the thesis;
 - iii) the candidate be permitted to revise the contextualisation component of the work and resubmit for the degree and be re-examined within 12 months, with or without an oral examination;
 - iv) the candidate be not awarded the degree and be not permitted to be re-examined;

 - or,
 - v) in the case of a PhD examination, the candidate be awarded the degree of MPhil, subject to the presentation of the thesis amended to the satisfaction of the examiners.

- c) Where the examiners recommend under sub-clause b) iv) that the degree be not awarded and sub-clause b) v) cannot be recommended, the candidate may not re-submit for an MPhil or PhD by completed work within a period of two years from the date of the original examination in the case of MPhil, or three years from the date of the original examination in the case of PhD. Any further submission must include evidence of additional work.