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**PROCEDURES FOR THE
APPLICATION, SUBMISSION AND
EXAMINATION OF PhD BY
PUBLISHED WORKS**

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Related Documents	<p>Research Degree Assessment Regulations</p> <p>Policy and Procedure for the Appointment of Research Degree Examining Boards (Viva Examination)</p> <p>Policy and Procedure for the Conduct of Research Degree Examinations</p>

Alignment with the Expectations and Core practices of the revised UK Quality Code for Higher Education

This procedure aligns with the following relevant Expectations and Core practices of the [UK Quality Code for Higher Education](#):

Expectations for standards	Expectations for quality
The academic standards of courses meet the requirements of the relevant national qualifications framework.	Courses are well-designed, provide a high-quality academic experience for all students and enable a student's achievement to be reliably assessed.
The value of qualifications awarded to students at the point of qualification and over time is in line with sector-recognised standards.	From admission through to completion, all students are provided with the support that they need to succeed in and benefit from higher education.
Core practices for standards	Core practices for quality
The provider ensures that the threshold standards for its qualifications are consistent with the relevant national qualifications frameworks.	The provider has a reliable, fair and inclusive admissions system.
	The provider designs and/or delivers high-quality courses.
	The provider has sufficient appropriately qualified and skilled staff to deliver a high-quality academic experience.
The provider uses external expertise, assessment and classification processes that are reliable, fair and transparent.	Where the provider offers research degrees, it delivers these in appropriate and supportive research environments.
Common practices for standards	Common practices for quality
The provider reviews its core practices for standards regularly and uses the outcomes to drive improvement and enhancement.	The provider reviews its core practices for quality regularly and uses the outcomes to drive improvement and enhancement.
	The provider's approach to managing quality takes account of external expertise.
	The provider engages students individually and collectively in the development, assurance and enhancement of the quality of their educational experience.

Procedures for the Application, Submission and Examination of PhD by Published Works

1. General Statements

- 1.1 These procedures apply to candidates for PhD by Published Works only.
- 1.2 Eligibility criteria, the period of study and the definition of 'published works' are included in the Regulations for PhD by Published Works.

2. Application and Preliminary Assessment

- 2.1 A prospective candidate for the PhD by Published Works should identify the most appropriate School for their registration, and make a written application to the Head of that School.

- 2.2 The written application must include the following:

- .1 the subject area with which your contribution to scholarship is most closely connected;
- .2 the published works which you intend to include in the submission;
- .3 where any co-authored or collaborative works are included, a statement of your own contribution to those works;
- .4 a brief critical summary, which contextualises the published works, demonstrates their coherence, and identifies the contribution to the advancement of knowledge they represent: the brief critical summary should not exceed 1 page in length.

- 2.3 The following statements and declarations must also be included in the application:

- .1 that the proposed submission has not been, or is not being, submitted in substance for any other degree or award at any other university or place of learning;
- .2 what parts (if any) of the work or works proposed to be submitted have previously been submitted for another qualification;
- .3 that, until the outcome of the current application to the University is known, the work or works will not be submitted for any other degree or award.

- 2.4 The Head of School or their nominee will determine whether to allow you to register for the degree of PhD by Published Works. The Head of School/nominee will reach this decision on the basis of a preliminary assessment of the proposed works.

3. Submission

- 3.1 The submission must include:
- .1 a summary of no more than 300 words;
 - .2 a list of the works submitted, with evidence of their status as published works;
 - .3 a statement of the extent of your contribution to any multi-authored work, substantiated by all the co-authors;
 - .4 the published works to be examined;
 - .5 a critical commentary, as described below.
- 3.2 The critical commentary must be between 8,000 and 10,000 words in length. Its purpose is to evaluate the contribution made by the published works to the advancement of the discipline, and to allow examiners to assess the submission against doctoral degree criteria.
- 3.3 Specifically, the critical commentary is required to:
- .1 set the published works in the context of existing literature;
 - .2 demonstrate how the works make a coherent and original contribution to learning;
 - .3 outline key themes that give the works their defining coherence;
 - .4 explain the choice of research methodologies;
 - .5 clearly describe your role in any multi-authored works.
- 3.4 The submission may be in hard or digital copy, as befits the format and style of the publications.
- 3.5 You are required to present either two hard copies of your submission to the Head of School/nominee for examination, or a single digital copy.
- 3.6 Where hard copy only is available, the submission should be presented as a single bound volume where possible, though where whole book(s) are submitted, they should be presented separately in their original format.
- 3.7 The submission must be accompanied by a 'Notice of Submission Form'.
4. **Examination**
- 4.4 The Head of School/nominee will arrange for a Panel (comprising the Head of School/nominee, the candidate's advisor(s) and one other internal assessor) to

review the submission in order to decide whether or not to support its acceptance for examination.

4.5 A PhD by Published Works accepted for examination will be assessed in accordance with the following:

- .1 Research Degree Assessment Regulations;
- .2 Policy and Procedure for the Appointment of Research Degree Examining Boards (Viva Examination);
- .3 Policy and Procedure for the Conduct of Research Degree Examinations.

4.6 Any references to a resubmitted thesis do not apply to the PhD by Published Works.

5. **After the Examination**

5.1 You are required to present two hard copies of the submission approved by the examiners, which will become the property of the University.

5.2 The Examining Board Convenor will arrange for the deposit of one hard copy of the submission in Cardiff University Library and one hard copy in the National Library of Wales.