**UNIVERSITY OF NOTTINGHAM**

**Submission by a Staff Candidate for a Research Degree**

**(MPhil, DM or PhD)**

1. **Introduction**

These notes are intended for the guidance of prospective staff candidates and Advisers and should be read in conjunction with the guidance and criteria for assessment contained in the document Submission for a Research Degree by Published Works (see Regulation 21).

For information about submission by publication for non-staff members, please see here:

<https://www.nottingham.ac.uk/qualitymanual/research-degree-progs/pgr-procedures-for-assessment.aspx>

Staff may submit for a research degree by submission of published works.

In terms of academic content, the submission by a member of staff will be judged under the same academic criteria as a thesis or published work submitted by a student.

Staff given permission to submit as Staff Candidates are not eligible to receive any supervision in relation to their published works. If staff wish to receive supervision, they should apply to be, and receive the same entitlements as, a research student.

These notes apply to members of staff on the UK and Malaysia campuses. Staff PhD by publication is not currently available to candidates wishing to register at UNNC.

1. **Eligibility**

The following are eligible to make an application to register as a staff candidate for a research degree:

* 1. A graduate of not less than three years standing of an approved University who, at the time of making the application, has been a member of staff of this University for not less than four years.
	2. Exceptionally, an application may be approved from a member of staff of the University of not less than four years standing who does not hold a Bachelor's degree but who has a qualification(s) which may be deemed to be equivalent to a Bachelor's degree.
	3. The publications submitted for examination must be the result of work done mainly whilst the staff candidate has been employed by the University of Nottingham.
1. **Making an Application**

Awarding a research degree to a staff candidate on the basis of published works is a two-stage procedure. In the preliminary 'application' stage, the candidate's application is reviewed by the Quality and Standards Committee to establish whether the proposed submission is appropriate for the particular degree sought and whether it is likely to be of the required standard for the award of the degree.

If a *prima facie* case is established, the candidate will be informed by Registry and Academic Affairs. This will usually be within a month of receipt of the request.

Then, the candidate will be invited to proceed to the second stage by submitting the published works for examination. Registry and Academic Affairs will raise a fee. At this point, Candidates should send the following documents to Registry and Academic affairs.

**For** **all applications:**

* A brief application showing: your full name, your current position within the University, the date of your appointment to that position and your academic qualifications.
* The name of a member of University staff who will act as an Adviser (see section 4). Normally the Adviser would be your Head of School. Exceptionally a Head of School may appoint a member of his/her staff to act as Adviser in his/her place - in such cases the nominee must be an equal or higher grade than the candidate, must have a PhD and must be research active. Occasionally it may be more appropriate for the Adviser to come from a School other than the one in which you are based. In such cases it is the responsibility of your Head of School to approach the Head of the other School and co-ordinate arrangements.
* A supporting statement from your Head of School is also required confirming that your qualifications are suitable for you to apply to submit for the degree, the proposed work can be supported on academic grounds, and it includes evidence of recent and active research, that the proposed arrangements for an Adviser are appropriate and giving support for your submission.
* A list of publications to be submitted and a description (no more than 1000 words) of the theme uniting the publications and how the publications are an original contribution to knowledge.
1. **The Role of the Adviser**

Each candidate will be allocated an Adviser (normally the Head of School) who will provide general advice to the candidate about the requirements for a research degree. The Adviser does not have a supervisory role. The Adviser will also be responsible for giving guidance on the selection, coherence and quality of the published works to be submitted for examination and will provide advice on the preparation of the extended abstract to accompany the submission.

1. **Submission of the thesis**

Theses by publication, including any staff submissions, must be made in accordance with the standard guidance Submission for a Research Degree by Published Works.

[Submission for research degree by published works](https://www.nottingham.ac.uk/qualitymanual/2-documents/submission-for-research-deg-by-published-works.docx)  

The thesis should be submitted within four years of receiving approval to submit from QSC. Evidence of recent and active research will also be required.

Further information on submission and the examination process can be found at

<http://www.nottingham.ac.uk/academicservices/qualitymanual/researchdegreeprogrammes/procedures-for-assessment.aspx>

1. **Appointment of Examiners**

At least three months prior to the planned submission date, candidates should notify their Head of School so suitable examiners can be appointed. Two external examiners must be appointed, both of whom much satisfy the published criteria for appointment of examiners for a standard research degree programme. An internal Chair must also be appointed to co-ordinate proceedings.

<https://www.nottingham.ac.uk/qualitymanual/research-degree-progs/pgr-role-and-appointment-of-examiners-for-research-degree-programmes.aspx>

1. **The Examination**

Examinations of staff research degrees follow the same regulations as standard research degree programmes.

1. **Re- submission**

The process for resubmission can be found here:

<https://www.nottingham.ac.uk/studentservices/servicedetails/postgraduate-research/examination-research-students.aspx>

1. **Degree Conferment**

The award of a research degree will be formally approved through the relevant University campus which will put your name forward for the first available degree congregation. Advice about the arrangements for the congregation itself can be obtained from the Graduation Offices at UoN or UNM.

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