

14D REGULATIONS AND GUIDANCE FOR DOCTORATE BY PRIOR PUBLICATION OR PORTFOLIO

Awards

- 14d.1 The PhD by Prior Publication or Portfolio, includes either publications or other public research outputs already completed at the time of registration and is awarded by the University as:
- Doctor of Philosophy.

Eligibility

- 14d.2 Candidates must:
- be a current member of staff at any academic partner or the Executive Office associated with the University beyond the probationary period of employment
 - register for the award with an academic partner validated for doctoral delivery in the relevant subject area.
- 14d.3 Candidates must demonstrate:
- a record of publications or other public outputs of research of appropriate quantity and quality and who do not already hold a doctoral degree in the same or cognate discipline or area of research
 - a quantity, quality, and level of research equivalent to that of a traditional PhD in their discipline/area
 - the requirement for a PhD to be the creation and interpretation of new knowledge
 - public accessibility of outputs.
- 14d.4 The degree will be awarded based on the submitted publications or other public outputs of research, plus the accompanying narrative and successful viva examination

Application for candidature

Prima Facie Assessment

- 14d.5 Prior to registration, candidates will be required to undergo a preliminary evaluation. This Prima Facie assessment will consider the quality and coherence of the publications or other outputs, the likelihood of the submission meeting the criteria for an award, and the ability of the university to provide appropriate resources.
- 14d.6 Applicants should submit the following to the Graduate School Office gradresearch@uhi.ac.uk to be reviewed by the Prima Facie Committee:
- academic curriculum vitae
 - a summary of the relevant publications and/or portfolio materials to be included in the final PhD submission.
 - a 700-1,000-word statement, including a proposed title of the work, a contextualisation of selected outputs which demonstrates coherence as a body of research. The statement should address how the work has made a significant and coherent contribution of knowledge, including the impact within its discipline and the methodologies used.

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- a clear statement of the candidate's contribution of any collaborative or multi-authored work.
- a planned format and proposed word count for the thesis level narrative integration or critique.
- confirmation of potential supervisors and that the candidate has discussed the submission with the proposed supervisors.
- Submission of the Prima Facie Assessment Submission initial application should be in English or English and Gaelic, to allow provisional assessment by individuals who may not be Gaelic speakers. However, the full application may be presented in Gaelic alone or Gaelic and English in relevant cases.

14d.7 The Prima Facie Committee will be established by the Research Degrees Committee and must include:

- the Deputy Chair of Research Degrees Committee (RDC) (or equivalent standing) AND
- one member of the Research Degrees Committee AND
- an individual with expertise in the relevant area. Where appropriate, this expertise may be provided by an external academic, particularly where the route-specific requirements of the PhD by Prior Publication/Portfolio or subject area warrant external input.

14d.8 The Prima Facie Committee are confirming that the candidate:

- has a substantial body of work which collectively demonstrates the necessary quality, contribution and volume equivalent to a conventional and skills that can be considered as the equivalent of a traditional PhD at the beginning of the thesis pending process
- has the required supporting statements for multi-authored work
- includes evidence of a unifying theme across the publications/outputs
- includes evidence of originality
- includes outputs of a contemporaneous nature (in line with the relevant disciplines/subject area).
- proposes a working PhD title
- suggests an appropriate format and word count for the final interlinking narrative
- could be suitably supported.

14d.9 The Prima Facie Committee will recommend one of the following outcomes:

- a. There is a Prima Facie case for admission to the degree of PhD by Prior Publication or Portfolio
- b. There is no Prima Facie case for admission to the degree of PhD by Prior Publication or Portfolio at this stage. The committee will make recommendations for revisions and potential resubmission within 12 months
- c. There is no *prima facie* case at this stage for admission to the degree of PhD by Prior Publication and/or Portfolio, but the candidate may reapply **after** 12 months with additional outputs and/or substantial narrative development
- d. There is no Prima Facie case for admission to the degree of PhD by Prior Publication or Portfolio.

14d.10 The decision will be ratified by RDC by Chair's action and reported at the next RDC meeting.

14d.11 Where there is a Prima Facie case for admission to the degree of PhD by Prior Publication or Portfolio, the standard university admission, policies, procedures and regulations must be adhered to.

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14d.12 The timetable for application for the PhD by Prior Publication and /or Portfolio is as follows:

Application process	Deadline
Deadline for Prima Facia Assessment Submission (pre-admission)	30 September
Prima Facia Outcome ratified by Chair's actions and reviewed at next RDC	Mid-December
Prima Facia Outcome to candidate following Chair's actions	December / January
Candidate submits RD1 to Grad School to be reviewed Research Degree Committee	March

Duration of Study

14d.13 The standard period of registration will normally be 12 months with a maximum period of 24 months.

Requirements of the Degree

14d.14 The award consists of two parts:

- 1) **substantial published works** and outputs must be traceable in publicly available databases such as catalogues and must be accessible to scholars or other interested persons. Examples of eligible outputs include peer reviewed publications, design materials, creative work, book chapters or other outputs deemed appropriate according to discipline.
 - a) while the required number of outputs is not prescribed, candidates will normally be expected to submit outputs which collectively represent a substantial body of research equivalent to a PhD-level contribution of knowledge in that subject discipline
 - b) included co-authored publications/other outputs must include a statement of authorship and be normally certified by at least one co-author per publication/other output
 - c) Normally, outputs should have been published or in the public domain, but it will be possible to include those which are in press, or which have been accepted for publication/public view. Outputs should not have been used in the submission for any other academic award for the candidate.
- 2) an **interlinking narrative** demonstrating that the submitted outputs comprise a coherent body of academic work that meets the criteria for the award of the degree. The interlinking narrative should either:
 - a) be within the standard word count range (10,000 to 20,000), as appropriate to the discipline or subject area) or
 - b) In exceptional cases, and with prior approval from the Research Degrees Committee, a longer commentary up to 40,000 words may be submitted where this is necessary to provide sufficient clarity and depth regarding the significance and coherence of the work. Any request to exceed the permitted word count must include a clear rationale and be supported by the supervisor(s). If the submission is in Gaelic there can be a 20% increase on this word limit.

Supervision and progression

- 14d.15 The university will appoint an appropriate and qualified supervisory team, led by a Director of Studies (DoS). The DoS and co-supervisor(s) will guide the candidate in the final selection of outputs and accompanying narrative.
- 14d.16 All students are required to make satisfactory and timely progress throughout their programme of study and participate in regular progress monitoring reviews. There is no requirement for a Probationary Progress Review.

Examination procedures

- 14d.17 Candidates must undergo a standard viva voce examination as detailed in Section 10 of the University's Code of Practice for PGR Degrees with the following addition:
- The Director of Studies must ensure that nominated examiners are familiar with - and accept - the chosen PhD format.

Award

- 14d.18 Successful candidates of a PhD by Prior Publication or Portfolio can attend their academic partner graduation ceremony.

Outcomes

- 14d.19 Note the exception of outcome 5 in the existing table for PhD by Publication and/or Portfolio. For the PhD by Prior Publication or Portfolio route, the examination panel is not permitted to recommend the award of a lower degree (e.g. an MPhil). **Amendments can only be made to interlinking narrative.**

Appeals and academic misconduct

- 14d.20 Academic appeals will only be considered on matters of procedural irregularity. Those involved in considering academic appeals will not review the question of academic judgement.