Code of Practice for the Conduct of Postgraduate Research Degree Programmes 2025/26

Version Number 8.3

Effective from 01 September 2025

Author: Doctoral School Manager
Research & Knowledge Exchange

PREFACE

This Code has been drawn up with reference to the above and the [UK Quality Code for Higher Education, Advice and Guidance: Research Degrees (2018)](). Students and Staff are strongly advised to make themselves aware of these and other relevant policies on the University's Academic Regulations [webpages]().

CONTENTS

Introduction

Research students make a vital contribution to the University of Salford's research culture and international reputation and that the University of Salford is committed to providing the highest quality of provision and support for its postgraduate research students to assist in all stages of their career.

This Code sets out the University's expectations for institution-wide standards relating to all its postgraduate research provision and outlines the responsibilities of all parties involved in this provision.

This Code is available to all, but is primarily aimed at all those involved in research degree programmes, including:
   a. Research Students.
   b. Supervisors of Research Students.
   c. Members of Interim and Annual Review Panels.
   d. Members of Progression Panels.
   e. Examiners of Research Degrees.
   f. Research Support and Administrative Staff, and
   g. Any other staff involved in supporting or monitoring research programmes.

It should be read in conjunction with the Academic Regulations for Research Awards: https://www.salford.ac.uk/governance-and-management/academic-regulations

1. Application & Admission to Research Candidature

The Admissions Policy can be found at: https://www.salford.ac.uk/governance-and-management/academic-handbook

a) Applicants for admission to candidature for a higher degree by research should complete the online application form, including an appropriate research proposal. The School's PGR director and/or potential supervisor will consider an applicant's admission on receipt of the application from the PGR admissions team or the Doctoral School Office.

b) The following factors are taken into account when considering the application and the potential candidate's research proposal:

   - That the applicant is suitably qualified to undertake the proposed research programme.
   - That the proposed research would be appropriate for study to the depth required for the degree and aligns with the research of the school to which the applicant applies.

- Whether adequate supervision can be provided by an appropriate, experienced member of staff; supervision being best provided by staff who are active in research, and with research interests related to that of the student.
- Whether suitable facilities would be available for conduct of the research (e.g. laboratories, technical assistance, library, computing, and desk space). To this end an application would need to be countersigned by the appropriate PVC Deanof School or nominee.
- If the applicant is to spend some research periods away from the University, whether an appropriate agreement is in place for the duration of the study; and appropriate local advice and facilities would be available, in addition to supervision and facilities listed above.
- Whether it appears reasonable that the proposed programme could be completed in the prescribed minimum period.
- Whether the applicant is able to register within the defined registration period.

2. Appointment of Supervisors

Main supervisors must have prior experience of aspects of the supervisory process as a co-supervisor (including Interim Assessment and Internal Evaluations), being mentored through this process by a Primary supervisor.

The University adheres to the sector standard that any supervisor should have no more than 8 PGR supervisions at any given time, of which no more than 6 will be as primary or joint supervisor. Any exception to this recommendation should be approved by the Postgraduate Research Director and the supervisor's line manager.

If the candidate/supervisor relationship is not working well, independent sources of advice are available. Initial discussion should be with the Postgraduate Research Director in the school.

Every staff member is required to declare to their Dean of the School and Associate Dean of Research & Innovation (ADRI), any potential conflict of interest in respect of other roles/relationships, which could potentially be in conflict with their University role. This relates to personal (which would include, but is not limited to, spouse or cohabiting individuals) and business relationships.

3. Registration and Duration of Programme

Guidance on Registration can be found at:
New students: https://www.salford.ac.uk/welcome/registration
Returning students: https://www.salford.ac.uk/askus/topics/admin-essentials/registration

a. Students are required to register with the University at the beginning of their candidature and again at the start of each subsequent year. In order to register students must have met all the progression requirements listed in Section 5. If a student fails to register during the registration window their candidature will be automatically withdrawn.

b. At the end of the minimum period of research, the candidate should register for the Completion Phase (year 4 Full time and year 7 part-time or equivalent). Candidates have one year within which to complete and have their thesis examined and the award ratified.

c. Where students have not submitted their thesis, candidates can request an 'Extension to Submit' prior to entering their Completion Phase. This can be for a maximum of 6 months and must include information on how they intend to submit during this period. This is for the submission of the thesis and not to extend the period of study. Requests will be considered by the Postgraduate Research Director.

d. In exceptional circumstances an extension may be requested for consideration by the School Research Enterprise & Innovation Committee. An extension to study cannot be retrospectively applied for.

3.1 Split-site candidates

"Split-site PhD" schemes are arranged on occasion, whereby the student conducts part of the research at Salford and part at another institution, often overseas. Split-site study requires the candidate to spend a minimum of 3 months each year, in the UK. Special arrangements are made to ensure control of supervision by the organising School, in addition to adequate local advice and access to facilities at the other institution. These arrangements must be agreed upon and signed off in an Agreement for the duration of the period of study. The candidate shall normally spend the equivalent of at least one third of the minimum duration of their period of study in Salford. If a student fails to attend for the required period of study on a spilt site programme, then they will be switched to a distance learning mode of study. Further information relating to the regulations surrounding this mode of study can be found at Regulation 7 and 11 of the Academic Regulations for Research Awards. Prior to any arrangements being agreed schools must seek advice from Research & Enterprise and the International and Regional Development Directorate. Research & Enterprise will maintain attendance monitoring in line with current practice for all approved "split site" provision.

3.2 Distance Learning candidates

"Distance Learning/Online" schemes are arranged on occasion, whereby the student conducts all the research at a distance and must be based overseas. Research & Knowledge Exchange will maintain attendance monitoring in line with current practice for all approved "split site" and "distance learning/online" provision.

4. Responsibilities of research students and supervisors

The Doctoral School PGR Handbook - https://testlivesalfordac.sharepoint.com/sites/DoctoralSchoolHub/SitePages/What-documents-do-I-need-.aspx#doctoral-school-pgr-handbook - has a list of responsibilities of all parties.

Students should consider Research Data Management - https://www.salford.ac.uk/library/open-research/research-data-management - from the

beginning of their candidature including planning and making decisions about the collection, organisation, storage, retention, publishing and sharing of research data.

5. Progression of Candidature

For regulations governing the progression of Postgraduate Research Candidates, please see the Academic Handbook available at https://www.salford.ac.uk/governance-and-management/academic-handbook

Required Progression Points:
- Learning Agreement
- Interim Assessment
- Internal Evaluation
- Thesis submission
- Viva
- Self-Evaluation Review
- Annual Progress Report

Details of progression points, guidance and documents can be found on the Doctoral School Hub at https://testlivesalfordac.sharepoint.com/sites/DoctoralSchoolHub/SitePages/What-documents-do-I-need-.aspx.

All candidates must submit their work to the school Blackboard site to perform a similarity check prior to their assessment; they will be advised of the correct link by their Doctoral School Officer. The similarity report will be reviewed by the assessment panel.

The supervisor may be in attendance at the assessment as an observer, should the candidate wish, and only whilst the candidate is present.

All PGR candidates are required to have favourable Ethical opinion no later than their IE and before any data collection commences. Health and Safety and students' personal safety when conducting research should be considered during the application for favourable Ethical opinion. Guidance can be found at https://www.salford.ac.uk/research/research-culture/research-integrity/academic-ethics-and-ethics-approval, for current PGRs further guidance is available at https://testlivesalfordac.sharepoint.com/sites/AcademicEthics.

Mandatory training must be undertaken, details for the training relevant to your cohort can be found at https://testlivesalfordac.sharepoint.com/sites/DoctoralSchoolHub/SitePages/Training-&-Development.aspx.

If a candidate fails complete any of the required progression points (mandatory training, IA, IE, receiving favourable Ethical opinion, APR, SER, thesis submission etc.) they will not be permitted to register for the following academic year and will be withdrawn from the programme.

5.1 Assessment 1: Interim Assessment (IA)

a. Assessment 1: **Interim Assessment** is required for all Doctoral candidates and shall normally take place between months 9-11 of a full-time candidature, months 15-20 of a

part-time candidature and months 9-11 (33-35) for professional doctorate candidates. MPhil and Masters by Research candidates are not required to submit for the IA.

b. The candidate shall submit a report describing current and future intended progress in their research which normally includes a literature review, and which takes account of guidance on the form and content of the report as approved by the University Research, Enterprise & Innovation Committee. Guidance is available at https://testlivesalfordac.sharepoint.com/sites/DoctoralSchoolHub/SitePages/What-documents-do-I-need-.aspx.

c. Failure to submit the Assessment 1: Interim Assessment report and attend the assessment meeting within the timeframe prescribed in the Academic Regulations for Research Awards and the Code of Practice for Conduct of Postgraduate Research Degree Programmes will be registered as a failed attempt, unless a PMC (personal mitigating circumstances) has been granted by the School Research Enterprise and Innovation Committee or nominee.

d. Where an assessment is to take place online, it will normally take place on Teams. The University does not permit the use of Zoom or other software for assessments. A date and time for the assessment will then be agreed. When the assessment takes place, the candidate will need to provide Photographic ID and be able to show the entire room they are using; the door should be closed and remain in sight at all times. For assistance with the University's online tools please see the following link: https://testlivesalfordac.sharepoint.com/sites/Uos_Students/SitePages/Digital-IT.aspx

e. Appointed panel members are required to declare any potential conflict of interest in respect of other roles/relationships, which could potentially be in conflict with their University role. This relates to personal (which would include, but is not limited to, spouse or cohabiting individuals) and business relationships.

f. The panel shall report to the School Research, Enterprise and Innovation Committee and the Postgraduate Research Awards Board on the assessment of progress against generic criteria; evaluation of the current progress of the research project; and a diagnosis of future training requirements. The panel must confirm that the candidate has reached a threshold of academic performance and that the doctoral level candidature may continue.

g. Should Assessment 1: Interim Assessment need to be repeated. This should be by no later than 1 month after the original holding of the assessment for a full-time candidature, 3 months for a part-time candidature and prior to registration for the following year.

h. For candidates with a reduced candidature (APEL or APL equivalent) this assessment is foregone as the written articulation of the admission decision shall be then treated as equivalent to the report of an Assessment 1.

5.2 Assessment 2: Internal Evaluation (IE)

a. Assessment 2: **Internal Evaluation** is required for all Doctoral candidates and shall normally take place between months 21-23 of a full-time candidature, months 35-40 of a part-time candidature and months 26-31 (50-55) of a Professional Doctorate. MPhil and Masters by Research candidates aren't required to submit for the IE.

b. The candidate shall submit a substantive piece of work whose detail shall be determined by the School with regard to the nature of the research project undertaken and which shall take account of guidance on form and content as approved by the University Research, Enterprise & Innovation Committee. Guidance is available at https://testlivesalfordac.sharepoint.com/sites/DoctoralSchoolHub/SitePages/What-documents-do-I-need-.aspx.

c. The candidate must also submit proof of a favourable ethical opinion as per the guidance set out in the Academic Ethics policy found at https://testlivesalfordac.sharepoint.com/sites/AcademicEthics.

d. Failure to submit the Assessment 2: Internal Evaluation report and attend the assessment meeting within the timeframe prescribed in the Academic Regulation for Research Awards and the Code of Practice for Conduct of Postgraduate Research Degree Programmes will be registered as a failed attempt, unless a PMC (personal mitigating circumstances) has been granted by the School Research Enterprise and Innovation Committee or nominee.

e. Where an assessment is to take place online, it will normally take place on Teams. The University does not permit the use of Zoom or other software for assessments. A date and time for the assessment will then be agreed. When the assessment takes place, the candidate will need to provide Photographic ID and be able to show the entire room they are using; the door should be closed and remain in sight at all times. For assistance with the University's online tools please see the following link: https://testlivesalfordac.sharepoint.com/sites/Uos_Students/SitePages/Digital-IT.aspx

f. Appointed panel members are required to declare any potential conflict of interest in respect of other roles/relationships, which could potentially be in conflict with their University role. This relates to personal (which would include, but is not limited to, spouse or cohabiting individuals) and business relationships.

g. The panel shall report to the School Research, Enterprise and Innovation Committee and the Postgraduate Research Awards Board on the assessment of continuing academic progress and shall offer wherever possible formative comment and assistance to the candidate. Within its report the panel shall recommend continuation of the doctoral level award, transfer to a lower award or termination of candidature.

h. Should Assessment 2: Internal Evaluation need to be repeated, this should be by no later than 3 months after the original holding of the assessment for a full-time candidature, 6 months for a part-time candidature and prior to registration for the following year.

5.3 Annual Progress Report

The Annual Progress Report (APR) must be completed by the supervisor before the end of each registered year. If this is not completed, then a student may not be permitted to register for the subsequent academic year.
https://testlivesalfordac.sharepoint.com/sites/DoctoralSchoolHub/SitePages/What-documents-do-I-need-.aspx#annual-progress-report

5.4 Self Evaluation Report

An annual Self Evaluation Report (SER) is to be completed by the candidate before the end of each registered year. If this is not completed, then a student may not be permitted to register for the subsequent academic year.
https://testlivesalfordac.sharepoint.com/sites/DoctoralSchoolHub/SitePages/What-documents-do-I-need-.aspx#annual-self-evaluation-report

6. Interruption of Study and Extensions to thesis submission deadline or of Period of Study

6.1 Interruptions of Study

Interruptions of Study are available in exceptional circumstances. Guidance on Interruptions of Study, Transfer of Study and Withdrawals is available via:
https://www.salford.ac.uk/askus/topics/admin-essentials/interruptions-transfers-and-withdrawals

An interruption of study will have visa implications for international students. These students should consult with the Home Office Compliance Team before taking an interruption of study. Further details can be found here: https://www.salford.ac.uk/askus/topics/immigration-and-visas/immigration-and-visa-services

The University's policies for Maternity, Paternity and Adoption are available at https://www.salford.ac.uk/governance-and-management/student-facing-policies-and-procedures. If either of these policies apply to you, please inform your supervisors as soon as you are aware and discuss any required adjustments and complete a risk assessment. You can apply for an interruption on the grounds of maternity, paternity or adoption.

6.2 Extensions to thesis submission deadline

Extensions to the thesis submission deadline are available in exceptional circumstances during a candidate's completion/non-feepaying phase. Further information and guidance is available via https://testlivesalfordac.sharepoint.com/sites/DoctoralSchoolHub/SitePages/What-documents-do-I-need-.aspx

6.3 Extensions to period of study

Extensions to the candidature/period of study are available in exceptional circumstances following a candidate's completion/non-feepaying phase. Further information and guidance is available via

6.4 Personal Mitigating Circumstances Affecting Progression Point Assessments and the Viva

Candidates who are affected by personal mitigating circumstances (PMC) on the day of an oral assessment or viva or similar should submit a PMC request to their PGR Director and notify the Doctoral School immediately. By attending a viva or similar or formally submitting work for evaluation, candidates are deemed to declare themselves as 'fit to sit or submit' the assessment. As such, they are unable to submit a claim that their standard of performance in the assessment has been adversely affected by mitigating circumstances.

7. Format and Presentation of the Thesis

Guidance on the format of the final thesis can be found at https://testlivesalfordac.sharepoint.com/sites/DoctoralSchoolHub/SitePages/What-documents-do-I-need-.aspx in the Guide to the Production, Submission and Examination of your Postgraduate Thesis. In the case of a thesis which is composed of a critical commentary and a body of creative or practice-based works, candidates should refer to the principles and technical limitations set out in the guide.

Thesis submission for a level 8 qualification shall normally take place by the end of month 36 of a full-time candidature or DMA, the end of month 72 of a part-time candidature, a Professional Doctorate or DBA, and between months 9 and 12 for a PhD by published works.

Thesis submission for a level 7 qualification shall normally take place by the end of month 12 of a full-time candidature and the end of month 24 of a part-time candidature.
Further details on the PGR programme timelines can be found at https://testlivesalfordac.sharepoint.com/sites/DoctoralSchoolHub/SitePages/PGR-Programme-Timelines

Candidates who are unable to submit their thesis by the timeframes listed above should refer to the section on Extensions to thesis submission deadline and Extension to programme duration. If a candidate fails to submit their thesis by the end of the minimum candidature, and have no approved extension, they will not be permitted to register for the 'completion phase' and will be withdrawn from the programme.

   a) The supervisor is not approving the quality of the thesis rather acknowledging it is the student's own work, within the prescribed research area, and complies with the conditions of the candidature and ethics approval requirements.

   b) Candidates are responsible for writing their thesis in their own words, except for quotations from published or unpublished sources which must be clearly identified and acknowledged as such. The source of any photograph, map or other illustration must also be indicated, as must the source, published or unpublished, of any material not resulting from the candidate's own experimentation, observation or specimen-collecting. Quotations, images and other materials for which a third party owns the

copyright can be included within the thesis for examination purposes (see also Section 15); however, unless another exception to copyright law applies, the permission of the copyright holder must be obtained before the final thesis can be lawfully made publicly available in the University of Salford Institutional Repository (USIR) at https://www.salford.ac.uk/library/open-research/usir (See also Section 15). Candidates should consult the University's Intellectual Property Policy, the USIR Deposit Agreement and the Library's Open Research team for further advice where necessary.

c) The University strongly encourages research degree candidates to submit their work for publication either before or after thesis submission.
   - If using your previously published, accepted or submitted data (text or figures) in your final doctoral thesis, you must clearly reference the source, even if you own the copyright. This involves an appropriate citation of the original source in the relevant chapter.

d) After the minimum duration of the required registration period (a full list of duration of candidature can be found in Table B of the Academic Regulations at https://www.salford.ac.uk/governance-and-management/academic-regulations), candidates should re-register for the 'completion phase'. If a student is not able to submit their thesis at this time, then they will be required to submit a request for an extension of the thesis submission deadline before they will be permitted to re-register. A transfer from full-time to part-time mode of study will not normally be permitted at this stage. If a candidate fails to submit their thesis or a request to extend their thesis deadline then they will not be permitted to register for the 'completion phase' and will be withdrawn from the programme.

e) The candidate needs to give two months' notice of intention to submit a thesis, by completing a Notice of Presentation form, available at https://testlivesalfordac.sharepoint.com/sites/DoctoralSchoolHub/SitePages/What-documents-do-I-need-.aspx.

f) Candidates must submit their first, pre-viva thesis and Declaration 1 / Resubmission Declaration form electronically to SA- PGR@salford.ac.uk and copy in the relevant PGR-Support inbox and their supervisor. Candidates must also be prepared to submit an editable version of their thesis (e.g. Word version) should an examiner request a copy for the purpose of adding comments. SA- PGR will issue a receipt to confirm the thesis has been received. The student is required to submit the thesis to the school Blackboard site to perform a similarity check.

g) Guidance for a creative or practice-based thesis is available at https://testlivesalfordac.sharepoint.com/sites/DoctoralSchoolHub/SitePages/What-documents-do-I-need-.aspx.

8. Appointment of Examiners

The Notice of Presentation guidance and documents can be found at:
https://testlivesalfordac.sharepoint.com/sites/DoctoralSchoolHub/SitePages/What-documents-do-I-need-.aspx

The candidate submits the Notice of Presentation form to the supervisor, who informally contacts the examiners. The Board of Examiners shall comprise at least two Examiners, one of whom shall be external to the University. For staff candidates (i.e. academic staff with a contract of employment of 0.2 FTE or greater on the payroll whose primary employment function is research, teaching or teaching and research) two external examiners are normally appointed. Staff working towards a PhD are not eligible to act as examiner at the viva voce.

a) Any internal member of the Board of Examiners shall not have formed part of the candidate's supervisory arrangements during the candidature. However, where the subject area is very specialist and the pool of colleagues suitably qualified to undertake the role of examiner is small, the School Research Enterprise & Innovation Committee may appoint an examiner who has previously been involved in the candidate's progress assessments.

b) Candidates should bear in mind that the roles of supervisor and examiner are quite different. A supervisor's principal responsibility is to help a candidate to pursue the research and to present the results to optimum effect. The formal role of an examiner is to make a threshold judgement on the standard of the thesis. As good practice, the University encourages examiners to identify such deficiencies to help the candidate, particularly where resubmission is required.

c) Every examining panel for a postgraduate research thesis shall comprise at least three members:

- The Internal Examiner who is a member of the academic staff of the University of Salford and is competent in the area of work to be examined; will be experienced in research and have published and will normally be deemed to be research active.

- The External Examiner who must satisfy the criteria in relation to their appointment as set out in the Doctoral School PGR Handbook at https://testlivesalfordac.sharepoint.com/sites/DoctoralSchoolHub/SitePages/What-documents-do-I-need-.aspx#doctoral-school-pgr-handbook. Further guidance can be sought in the Academic Regulations for Research Awards https://www.salford.ac.uk/governance-and-management/academic-handbook

- The Independent Chair is a member of academic staff from a Directorate different to that of the candidate; has had no academic involvement in the candidate's programme of study; will be from a central pool of Independent Chairs maintained by the Doctoral School Support Team; has received the appropriate training; has the primary role of conducting the examination in order to ensure fairness to the candidate and full observance of University procedures; should not read the thesis or make any contributions to the academic examination of the thesis and make any contributions to the academic evaluation of the thesis by the Examiners; will inform the candidate of the examiners' decision and will be required to complete the Independent Chair's Report. Exceptionally, the Doctoral School and School PGR Director will allow an internal examiner to chair an examination provided they have attended the appropriate training. A separate chair is still required if they have not undertaken this training or require a training refresher (e.g. have not attended supervisor training within the last 3 years).

9. Final Examination

Guidance on the examination of a thesis can be found at
https://testlivesalfordac.sharepoint.com/sites/DoctoralSchoolHub/SitePages/What-documents-do-I-need-.aspx in the Guide to the Production, Submission and Examination of your Postgraduate Thesis.

Supervisors can be invited to attend but must respect examination conditions throughout the viva, they are not to participate and must not distract the proceedings.

10. Examiners' Reports
10.1 Pre-Oral Examination Report

a) The Pre-Oral report should only be completed if an oral examination is required.

b) Prior to the oral examination the internal and external examiners should prepare independent written pre-oral reports on the thesis, giving an indication of the issues to be raised; the pre-oral reports should be sent to the Independent Chair prior to the viva exam and exchanged between examiners on the date of the viva in the pre-oral meeting. The pre-oral reports should then be lodged with the Joint Examiners' Report form and available for the candidate to see on request following the viva.

c) The oral report will be used as the basis of the agenda for the viva and will clarify who will ask questions and in what order; it is intended to provide a framework for discussion and should not be regarded as an exhaustive list of issues to be raised.

d) The examiners will be required in their Joint Examiners Report to sign off that the viva has addressed the concerns of the pre-oral report.

e) The supervisor may be called for clarification purposes at the time of setting the agenda for the viva.

10.2 Post-Oral Examination Report

a) The Independent Chair will communicate the examiners' recommendation to the candidate, making it clear that it is provisional until approved by the Postgraduate Research Awards Board.

b) If the candidate is not told the outcome on the day, the Independent Chair must give the candidate a clear indication of how they will be notified and the likely timescale in which the examiners will make their provisional recommendation.

c) Where the Examiners are unable to agree on their recommendation, they shall each separately submit an examiner's report on a form specified by the University which shall be available on request to the candidate and the supervisory team, and which shall

make one and only one recommendation as set out in Table E of the Academic Regulations for Research Awards.

10.3 The Joint Examiners' Report

Section 1:

a) After the oral examination, the Examiners should agree upon a final joint report to be typed on the Examiners' Report Form which gives a clear declaration of their recommendation on the outcome of the examination. The joint report must be signed off by both examiners and Independent Chair and submitted within one week of the oral examination to Student Administration and then submitted to the Postgraduate Research Awards Board for ratification.

b) The examiners' report should contain sufficient detail to enable the respective Boards to assess the scope and significance of the work contained in the thesis. In particular, it should report:

- whether the candidate possesses a satisfactory knowledge and understanding of existing studies relevant to the subject of the thesis.

- whether the thesis gives evidence of sufficient experience in methods of research and contains a satisfactory statement of the purpose of the candidate's investigation and a critical discussion of the results.

- whether (for level 8) the candidate has made a significant and original contribution to the particular field of learning within which the subject of the thesis falls.

- whether (for level 7) the candidate possesses a satisfactory knowledge and understanding of existing studies relevant to the subject of the thesis. There must also be evidence of sufficient experience in methods of research, a satisfactory statement of the purpose of the investigation and a critical discussion of the results.

- whether, in the case of work described in the thesis being produced in collaboration between the candidate and others, the examiners are satisfied as to the extent of the candidate's contribution.

- with a concise statement of the grounds on which the examiners have based their recommendations. Examiners are especially asked to include a statement on the scope, character and quality of the work submitted and a statement on the performance of the candidate at the oral examination, if any (compulsory for level 8).

- whether the thesis merits the award of the degree aimed for.

- whether the candidate has satisfied the examiners in the oral examination, if any.

Examiners are specifically asked to address each of the following sections on the Examiners' Report Form.

Section 2 – Report on thesis and the candidate as researcher

a) The examiners must write in this section sufficiently detailed statements to justify the recommendation made in Section 1. In completing this section examiners should take account of the Framework for Higher Education Qualifications which can be found at https://www.qaa.ac.uk/the-quality-code/qualifications-frameworks.

Section 3 – Report on oral examination

a) In completing this section examiners should take account of the https://www.qaa.ac.uk/the-quality-code/qualifications-frameworks.

Section 4 – Issues to be addressed by the candidate when minor typographical corrections and/or minor amendments are required

a) If minor typographical corrections or minor amendments to content are needed for the thesis to be accepted the Examiners must indicate the corrections required in this section of the report and return the feedback section to the candidate within 24 hours of the oral. The internal examiner is responsible for sending a copy, at the same time, to Student Administration. Once the report has been received, Student Administration will send a copy of the report to the candidate along with the Declaration 2 form. Minor amendments are normally signed off by the internal examiner, however it will depend on the nature of the amendments, The examiners must identify on the form which examiner(s) will sign off the corrections/amendments.

b) The candidate will have 3 months from the date on their letter from Student Administration containing the Joint Examiner's Report to complete the corrections/amendments to the satisfaction of the named examiner and the required date must be inserted on the form.

c) It is expected that corrections/amendments of this nature and extent will be carried out by the candidate before the thesis is returned to Student Administration and before the joint examiners' report is considered by the appropriate Postgraduate Research Awards Board.

d) In exceptional circumstances, should the either examiner be indisposed, an alternative subject specialist can be appointed by the relevant Associate Dean Research & Innovation to confirm that the corrections submitted are acceptable.

e) Corrections and/ or amendments must be signed off by the nominated examiner by using the Declaration 2 form. The student will have a copy of this form.

Section 5 – Issues to be addressed by the candidate where major amendments / corrections are required

a) If major corrections / amendments to content are needed for the thesis to be accepted the Examiners must indicate the corrections required in this section of the report and return the feedback section to the Independent Chair within one week of the oral. Once the report has been received, the Independent Chair sends the Joint Examiners Report (JER) and preoral reports and Independent Chair report to Student Administration. Student Administration will send a copy of the Examiners report to the candidate along with the Declaration 2 form. Generally major amendments will be reviewed by both examiners however this will depend on the nature of the amendments required. The examiners must identify on the form which examiner(s) will sign off the corrections/amendments. In exceptional circumstances, should the either examiner be indisposed, an alternative subject specialist can be appointed by the relevant Associate Dean Research & Innovation to confirm that the corrections submitted are acceptable.

b) The candidate will have 6 months from the date on their letter from Student Administration containing the Joint Examiner's Report to complete the corrections/amendments to the satisfaction of the named examiner(s) and the required date must be inserted on the form.

c) It is expected that corrections/amendments of this nature and extent will be carried out by the candidate before the thesis is returned to Student Administration and before the joint examiners' report is considered by the appropriate Postgraduate Research Awards Board.

d) Corrections and/or amendments must be signed off by the nominated examiner(s) using the Declaration 2 form. The student will have a copy of this form.

Section 6 - Issues to be addressed by the candidate when resubmission of the thesis is required

a) In cases where a thesis is referred, but re-submission is allowed, examiners must provide a written statement, in Section 6 of the Report Form, giving sufficient detail of the defects in the original submission, and the ways in which these defects might be made good. The joint examiners' report should be submitted within one week to the Student Administration. Once the report has been received, Student Administration will send a copy of the report to the candidate along with the Declaration 2 form.

b) The candidate will have 12 months from the date on their letter from Student Administration containing the Joint Examiner's Report to complete the revisions to the satisfaction of the named examiner(s) and the required date must be inserted on the form.

c) In addition to resubmitting the thesis the candidate should also submit a commentary, attached to the Declaration 2 Form. The commentary should indicate where and how the candidate has addressed the examiners' comments in the resubmitted thesis and how the candidate has met the criteria for the appropriate research award. This commentary

will be one of the mechanisms used by the examiners to help them determine whether the candidate has satisfied the examiners in the revised thesis and whether a further oral examination is required.

d) The candidate should be aware that, while the revision may have addressed the examiners' comments from the first examination, a revision of the nature of a resubmission may have altered the content of the thesis substantially and raise issues that may not have been apparent in the initial examination. Therefore, the candidate must be prepared to be examined on the whole body of work in the resubmission and not just the suggested changes from the initial examination.

e) Both examiners are required to examine the resubmitted thesis in full. In exceptional circumstances, where the external examiner is indisposed, the internal examiner or an alternative subject specialist can be appointed by the relevant Associate Dean Research to confirm that the corrections submitted are acceptable.

Section 7 – Confirmation of completion of process

This section must be completed in order to:
a) Verify that the candidate has had an opportunity to declare any circumstances which affected their ability to defend the thesis on the day.

b) Sign off the lodging or pre-oral reports and to verify that issues raised in the pre-oral reports have been addressed.

c) Examiners should return the thesis and their completed report forms to PGR Administration within 7 days from the date of the oral examination.

11. Recommendation of the Examiners

The examiners should make a precise recommendation. The available recommendations are as specified in Table E of the Academic Regulations for Research Awards which can be found at https://www.salford.ac.uk/governance-and-management/academic-regulations.

12. Resubmission / Oral Re-Examination

Guidance on resubmission and examination can be found at https://testlivesalfordac.sharepoint.com/sites/DoctoralSchoolHub/SitePages/What-documents-do-I-need-.aspx in the Guide to the Production, Submission and Examination of your Postgraduate Thesis.

Further information regarding re-examination can be found in the Research Awards Regulations:

13. Award and Conferment of Degrees

After the thesis has been examined and corrections completed the recommendation of the examiners will be submitted to the next scheduled meeting of the Postgraduate Research Awards Board (PRAB) which awards the degree on behalf of the University. Scheduled dates for PRAB can be found at https://testlivesalfordac.sharepoint.com/sites/DoctoralSchoolHub/SitePages/Postgraduate-Research-Awards-Board-(PRAB)-Dates.aspx

Following the award being conferred at the meeting of the Postgraduate Research Awards Board (PRAB) graduates will receive an email confirming their award. Further information on Certificates and Transcripts can be found at https://www.salford.ac.uk/askus/topics/admin-essentials/certificates-and-transcripts

The Events Office organises the annual celebration, and contacts all known graduates prior to graduation with details of the ceremonies. For further details please see http://www.salford.ac.uk/graduation

14. Posthumous Awards

Postgraduate research posthumous awards are detailed in the Academic Regulations for Research Degrees (Section 25) - https://www.salford.ac.uk/governance-and-management/academic-regulations.

15. Copyright, Deposit and Access to Thesis

University of Salford Intellectual Property Policy: https://www.salford.ac.uk/library/open-research/research-data-management/ethics-and-legal-compliance

University of Salford Research Publications (Open Access) Policy (forthcoming July 2025)

University of Salford Institutional Repository (USIR), and the USIR Deposit Agreement: https://www.salford.ac.uk/library/open-research/usir-university-of-salford-institutional-repository

University of Salford Research Data Management Policy (2024) https://www.salford.ac.uk/library/open-research/research-data-management/research-data-management-policy

15.1 Copyright

a) The University's position with regard to ownership of copyright and other intellectual property is stated in the Intellectual Property Policy which can be found at https://www.salford.ac.uk/library/open-research/research-data-management/ethics-and-legal-compliance

b) It is the responsibility of the candidate to gain permissions for the inclusion of any third-party copyright material in a thesis, report or portfolio deposited in USIR. If permission cannot be secured from the copyright holder, the candidate should upload to USIR an

additional abridged PDF version of the thesis with the copyrighted images/sections removed. The redacted version will be made publicly available in USIR, while the full version will be stored but not available. For further advice contact Library's research team at: library-research@salford.ac.uk or consult the Library website: https://www.salford.ac.uk/library

15.2 Deposit of final thesis

a) One copy of each successful thesis is deposited as an electronic copy in the University of Salford's Institutional Repository (USIR) via the Worktribe platform: https://Salford-repository.worktribe.com/. Further detailed guidance on submitting a thesis into USIR and on the formats to use is available on the Library website https://www.salford.ac.uk/library/ - and on the Doctoral School Hub - https://testlivesalfordac.sharepoint.com/sites/DoctoralSchoolHub.

b) Where postgraduate research students have created or collected original research data which underpins the findings of their research, and these are not included in the thesis itself, they should ensure that appropriately selected data is stored in accordance with the University's Research Data Management Policy. Research students are strongly encouraged to add a data access statement to the thesis. This statement should describe where supporting data can be found and accessed, even where the data are restricted or otherwise not accessible. Guidance and example data access statements are presented on the Library web pages: https://www.salford.ac.uk/library/open-research/research-data-management/data-access-statements

15.3 Open access

a) USIR is an Open Access repository. The Library will automatically make the thesis, report, or portfolio openly accessible, one month after conferment of the degree or at the end of any moratorium, and in any case at the end of five years.

b) Research theses are made publicly available online via USIR in order to ensure that the benefits of the University's research reach the widest possible audience, in accordance with our commitment to open access. Candidates' theses will be permanently hosted via USIR and any subsequent repositories. These held in the USIR will also be made available in the Electronic Thesis Online Service (EThOS), managed by the British Library, where they will be made available open access. Candidates are reminded that theses made publicly available on USIR can be harvested by other Open Access databases.

c) Theses will be made open access under a Creative Commons licence. Theses will be licensed under a Creative Commons Attribution 4.0 International Licence (CC BY): https://creativecommons.org/licenses/by/4.0/ unless the candidate selects an alternative Creative Commons licence at the point of deposit. Details of Creative Commons licences are available at https://creativecommons.org. Once a thesis has been made open access under a Creative Commons licence the terms of that licence cannot be revoked.

15.4 Moratorium on access

a) The candidate may request that a moratorium be imposed on access to the thesis, for a limited period by completing the Moratorium form available at https://testlivesalfordac.sharepoint.com/sites/DoctoralSchoolHub/SitePages/What-documents-do-I-need-.aspx. Requests are approved by the Associate Dean: Research and Innovation (ADRI) for the School and must contain a valid reason for the temporary delay to open access.

b) The candidate requests this when presenting the thesis for examination and may request a moratorium of up to two years from ratification of award initially. If after two years a further period of restriction is required (one year at a time up to a maximum of five years in total), a new application must be made to Student Administration three months in advance of the termination date – including a valid reason for the moratorium extension. Possible valid reasons include:
   - Potential publication requires content to be embargoed. Publication does not always require that access to thesis should be restricted so author should supply details of publisher requirements
   - Thesis contains content which is sensitive and cannot be made available in the short term. The thesis cannot be restricted beyond five years so data which requires long term restriction will require a redacted version.
   - The early release of the thesis may prejudice the commercial or intellectual property rights of an individual or organisation.
   - Making a thesis freely available could invalidate an application for a patent on a product or process described in the thesis. Again, any long-term restriction would require a redacted version of the thesis to be deposited.
   - The sponsor of the research requires moratorium

c) Schedule:
   1. Moratorium request for up to two years
   2. Moratorium request for one year submitted three months in advance of the termination date
   3. Moratorium request for one year submitted three months in advance of the termination date
   4. Moratorium request for one year submitted three months in advance of the termination date (five year maximum reached)
   5. Thesis will be made live – no more moratorium requests are permitted.

d) If a new application is not received, it will be assumed that the moratorium has ended, and the thesis will be made openly available in USIR under a Creative Commons license, as above.

e) The inclusion of third-party copyright material in a thesis, report or portfolio is not a valid reason for a moratorium and a redacted version should be created if permissions cannot be secured. All thesis abstracts are publicly available and cannot be restricted; therefore, a sanitised version of the abstract should be submitted.

f) Where a moratorium on the full text is granted, information about the thesis including its title, author and abstract will still be made publicly available in USIR. If the abstract contains information that would undermine the moratorium, an amended abstract should be provided for use throughout the duration of the moratorium.

15.5 Restricted access

a) Only in exceptional circumstances, for example if it is considered that the inclusion of the thesis or its bibliographic record in USIR constitutes a clear and lasting risk to personal safety or national security, the record and associated files may be restricted on an indefinite basis.

b) The candidate, with support of the supervisor, must provide evidence in writing to support the request for permanent restriction to the Director of the Doctoral School before deposit. Evidence should describe what sensitive information relating to national security or personal safety is included in the thesis and/or which body/individual has supplied that sensitive information. If you are not permitted to disclose this, please state so. Explain why this information is fundamental to the academic value of the thesis and explain why anonymisation, redaction or a temporary moratorium are not possible.

c) The Library team will provide advice on the deposit procedure as necessary once notified of the outcome.

d) The Takedown Policy will apply in any other case after the thesis has been deposited.

16. Academic Appeals and Student Complaints Procedure

The Academic Appeals Procedure provides information about the process to follow if a student wishes to appeal against a decision reached by the Assessment Board or Postgraduate Research Award Board. Appeals must be submitted within 10 working days of the date on their results letter. The University of Salford Students' Union (USSU) has an Advice Centre - https://www.salfordsu.com/advice/advice-centre/ - which is able to provide independent advice and support about this Procedure. https://www.salford.ac.uk/governance-and-management/student-facing-policies-and-procedures

17. PhD by Published Works

a) The guidelines for candidates eligible for the degree of PhD by Published Works are available in Appendix 1 of this code of practice.

b) Regulations governing this award can be found in Section 18 of the Academic Regulations for Research Awards.

c) Further information can be found in section 16 of the Copyright of Published Works and is available from the Library's research team (email: [library-research@salford.ac.uk,](mailto:library-research@salford.ac.uk) https://www.salford.ac.uk/library/find-resources/theses).

18. Higher Doctorate Degrees: Doctor of Science (DSc) and Doctor of Letters (DLitt)

a) Regulations governing this award can be found in Section 26 of the Academic Regulations for Research Awards - https://www.salford.ac.uk/governance-and-management/academic-regulations.

b) The Code of Practice for the Higher Doctorate Degrees at the University of Salford – Doctor of Science (DSc) and Doctor of Letters (DLitt) is available in Appendix 2 of this code of practice.

19. Wellbeing

19.1 Wellbeing and Counselling

Your wellbeing is just as important as your academic side of University life. Wellbeing and Counselling - https://www.salford.ac.uk/governance-and-management/academic-regulations - are here to help you succeed in your studies and in your life by giving you tips for taking care of yourself, teaching you ways of managing your wellbeing and giving you information on how to look out for yourself and your peers.

19.2 Disability and Inclusion Service

Students with disabilities can access support from the University via the Disability Inclusion Service - https://www.salford.ac.uk/askus/topics/disability-inclusion-service. A Reasonable Adjustment Plan (RAP) can be created for you if you require additional adjustments or support - https://www.salford.ac.uk/askus/topics/disability-inclusion-service/reasonable-adjustment-plans.

19.3 Annual Leave

a) You are encouraged to make use of your allocated annual leave (holiday entitlement); taking breaks is essential to healthy and productive work and the University supports your right to take leave. A leave of absence (compassionate leave) is an authorised break from your study and any leave of absence must be authorised by your primary supervisor.

b) Full-time PGR students are entitled to 30 days annual leave per annum inclusive of public holidays. For part-time students this is applicable on a pro-rata basis. University vacation periods do not apply to postgraduate research students.

- Where leave of absence is authorised, you must obtain confirmation of this in writing from your primary supervisor by completing the research supervision meeting form.
- Holidays should be agreed with your supervisor beforehand and are not normally taken during the academic term. Candidates on a Student Route (formerly known as Tier 4) visa need to ensure that the dates are carefully recorded with their supervisor and the Doctoral School.
- In exceptional circumstances (e.g. bereavement, illness, legal requirements, maternity leave etc.) where you may require an interruption of study, you should discuss this in more detail with your supervisors and follow the Interruption of Study procedure described in Section 6 of this Code of Practice. Where leave of absence exceeds 6 weeks, this is considered an interruption to the programme where Students and Staff should refer to Section 6 of this Code of Practice and the University Interruptions and Withdrawals Policy - https://www.salford.ac.uk/askus/topics/admin-essentials/interruptions-transfers-and-withdrawals.

c) The following would not be considered leave of absence:

- You are undertaking research/data collection for a thesis which specifically requires you to be away from the University or the UK and this has been approved by your School.
- You are attending a research conference or other research-related events off campus.

19.4 Student facing policies and procedures

Academic Regulations
https://www.salford.ac.uk/governance-and-management/academic-regulations

Student facing policies and procedures
https://www.salford.ac.uk/governance-and-management/student-facing-policies-and-procedures

Wellbeing and Counselling
https://www.salford.ac.uk/askus/topics/wellbeing-and-counselling

Academic Appeals
https://www.salford.ac.uk/askus/topics/admin-essentials/academic-appeals

Academic integrity and academic misconduct
https://www.salford.ac.uk/askus/topics/admin-essentials/academic-misconduct

Complaints
https://www.salford.ac.uk/governance-and-management/student-facing-policies-and-procedures

Engagement monitoring for international students
https://www.salford.ac.uk/askus/topics/immigration-and-visas/engagement

Interruptions and withdrawals
https://www.salford.ac.uk/askus/topics/admin-essentials/interruptions-transfers-and-withdrawals

Salford SU
https://www.salfordsu.com/advice/advice-centre/

AI
Generative AI Policy - https://www.salford.ac.uk/governance-and-management/academic-handbook
Statement of Principles for Responsible Use of AI in Research -
https://testlivesalfordac.sharepoint.com/sites/DoctoralSchoolHub/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FDoctoralSchoolHub%2FShared%20Documents%2F2024%20Statement%20of%20Principles%20for%20Responsible%20Use%20of%20AI%20in%20Research

20. Useful Contacts

For an up-to-date list of contacts in the Doctoral School please see our **Useful Contacts** page.

Please Note: if you would like to contact a member of the Doctoral School, please email us to arrange a call using Microsoft Teams.

Appendix 1: Guidance for the Award of PhD by Published Works

A.1.1. Overview

The degree of PhD by Published Works presents an opportunity for people who have not followed the traditional route of studying for a research degree immediately after graduation to obtain formal recognition for having developed their research skills and subject knowledge to a doctoral level. This may include people entering higher education in mid-career, especially in practice-based disciplines.

The publications submitted as part of a PhD by Published Works provide evidence of the candidate's capacity to pursue research, represent a coherent contribution to research in a given field and demonstrate a depth of scholarship, criticality and originality comparable with that required for a traditional PhD.

The key difference to the traditional route to PhD is that registration does not take place until the publications are completed/almost completed. Once registered, candidates have a maximum of one year, plus one completion phase year to complete their PhD, which includes a critical review of the publications and demonstrates the contribution to knowledge.

In order for the applicant to register the work is assessed via a "prima facie case" which determines whether the published works address a coherent theme and together represent an original and sufficient contribution to knowledge. Guidelines for submission and examination of the thesis are the same as a traditional PhD.

A.1.2. Requirements for the PhD by Published Works

'Published works' may be defined as works which are in the public domain. The published works submitted for the PhD shall normally consist of papers, chapters, research reports or other publications. The publications should normally have been peer reviewed. Research reports prepared for a restricted readership and/or on a confidential basis will not normally be eligible for inclusion in a submission for this degree. Books or book chapters should be allowed only if the material within the submitted work is equivalent to other publications in terms of research focus, theoretical depth or conceptual analysis. In fields such as the arts, they may be other works such as compositions, performances, installations or exhibitions. Where the submission involves creative work, and in line with current research assessment practices, the outputs will be judged in terms of their stated research inquiries, as articulated in an accompanying portfolio of evidence, where necessary (see guidance on submitting practice-based works for prima facie below).

The claim for PhD by Published Works will normally be based on 5 – 8 publications (or equivalent), which should usually not have been published more than ten years prior to the date of registration. Where multi-authored works are included, the candidate is required to submit evidence to the individual contribution to the work.

FHEQ Descriptors for qualifications at Doctoral Level

The criteria for the award of the degree of PhD by Published Works are the same as for the traditional PhD:

a. the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication.
b. a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice.
c. the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems.
d. a detailed understanding of applicable techniques for research and advanced academic enquiry.

All candidates are required to satisfy the assessors of their competence in independent work, of their understanding of the appropriate techniques and of their ability to make critical use of published work and source materials. In addition, candidates for the degree of PhD by Published Works are required to satisfy the assessors that the publications, as a whole, contain original work of merit and form a distinct contribution to the knowledge of the subject. They should also show evidence of the discovery of new facts or the exercise of independent judgment.

A.1.3. Eligibility

The programme of PhD by Published Works is open to those who meet entry criteria as outlined in 'The Code of Practice for the Conduct of Postgraduate Research Degree Programmes' that is, holding the award of a Master's Degree or equivalent or holding a good honours Bachelor's Degree or equivalent and who are able to meet the requirements as assessed in the Prima Facie assessment.

A.1.4. The Pre-Registration Assessment *(Prima Facie)*

All applicants are required to undergo a *prima facie* assessment of their work prior to registration. The Prima Facie is used to make a preliminary judgement as to the quality, coherence and timeliness of the outputs intended for submission for the award of PhD based on published works/productions. Registration will be dependent on this prima facie assessment being passed. The prima facie assessment comprises a written report and an oral assessment. The prima facie assessment is subject to the fee advertised on Fees and funding | University of Salford

The application will be assessed by the School Dean or representative, the PGR Director or PhD by Published Works Lead and the proposed supervisor (at least one member of the panel must have experience of undertaking two or more Internal Evaluations). Where the mentor is also the proposed supervisor, the panel must include an independent member of staff.

NB: A member of staff registered as a PhD candidate is not eligible to act as an assessor for a peer. Prior to the oral examination, the assessors will meet to set the agenda.

The *prima facie* **assessment report** should be 1,000 – 2,000 words (minus appendices and references) and consist of:

a. a Title page
b. a Content page
c. a clear statement presenting the theme of the works submitted and the overall contribution they have made to the discipline or theoretical base
d. an outline of the works submitted including a full reference and abstract for each: an outline of the aims, scope and, where known, impact factor of the medium in which published and the full reference and ISBN for any book or chapter
e. a summary plan for the critical review to be carried out once registered
f. Appendices containing:
   - A statement outlining the extent to which the works are based on the candidate's own independent work; an indication as to the extent that the work was produced jointly and the clear quantitative and/or qualitative apportioning of the extent of the sharing of the work; and statements by those with whom work was shared agreeing that apportioning.
   - References and bibliography.
   - A full curriculum vitae.
   - Copies of all the works submitted for consideration. If the candidate wishes to submit creative practice as a published work, they may want to consider submitting materials associated with this work as a portfolio on the University's Figshare site (https://salford.figshare.com/). Further guidance is available through the School of Arts and Media.

The oral assessment will comprise questions by the panel. The applicant can also provide an oral presentation of no more than 10 mins. This should be encouraged as it provides the candidate the opportunity to further illuminate their work prior to questioning from the panel and the oral defence. In all cases the applicant should demonstrate:

a. An understanding of underlying issues, the nature of evidence and argument, and the relationships between practice, theory and criticism.
b. Research methods and skills and practice techniques appropriate to the work.
c. Knowledge and understanding of the research context of the thesis, and of trends in the discipline.
d. Knowledge, understanding and skills in analysis and synthesis of research material.
e. Knowledge and understanding of related disciplines (where appropriate).
f. Specialist knowledge, understanding and skills such as an additional language, methodology or technique.
g. Unique contribution to knowledge within the specific discipline or practice field.

The oral assessment and written report will be assessed using the Prima Facie Case Panel Report form (Appendix 1.B). A post-evaluation discussion will take place to discuss the outcome and write the report. The decision of the panel and the rationale for that decision will be fed back to the applicant on the day.

The outcome of the prima facie assessment can be one of the following:

a. To recommend that the applicant be eligible to register for the PhD by Published Works.

b. To recommend that the applicant is not eligible for registration at this time, but to advise that applicant on the nature of additional outputs which might, at a future date, lead to passing the prima facie.

c. Recommendation for the applicant not to progress.

The Prima Facie Case Panel Report (Appendix 1.B) will serve to record:

a. The names of those who attended the panel.
b. The focus of panel discussion in terms of relevance, authenticity, currency and coherence of the submission.
c. Whether ethics approval has been obtained for the outputs presented.
d. Recommendations for the applicant's consideration.
e. The final decision of the panel.

The panel's decision is provisional until approved by the School Research, Enterprise and Innovation Committee and this must be emphasised to the applicant.

Repeat prima facie assessments will be subject to the fee advertised on the University Website: https://www.salford.ac.uk/postgraduate-research/fees

A.1.5. Registration and Duration

Applications for PhD by Published Works are administered and reviewed in the same fashion as applications to other PhD programmes. Application is via an online form once the prima facie case has been passed. The registration of the candidate shall be for a maximum of 1 year up to the submission of the thesis, plus 1 year for examination, completion and award.

Fees for the PhD by Published Works Programme are published on the University website: https://www.salford.ac.uk/postgraduate-research/fees

A.1.6 Thesis and Viva Preparation

The candidate can submit the completed work no earlier than six months following the date of the prima facie case panel and within the completion year. The candidate shall submit electronic copies in PDF and Word (if requested) format, comprising:

a. Title Page
b. Acknowledgements
c. Content page – including numbering of the submitted outputs i.e. papers, chapters, monographs, portfolio, DVDs, creative works etc. all of which must have been published.
d. A statement in the case of multi-authored, joint or collaborative work, of the extent of the candidate's own contribution, substantiated by the co-author(s) or collaborator(s).
e. An abstract - a succinct summary of the works containing all of the main concepts and conclusions of the work which shall be no more than 200 words in length.
f. A summary sheet with a copy of each publication numbered to correspond with the numbers in the summary.
g. A critical review of up to 15,000 words stating:
    - the aims and nature of the research.
    - the wider disciplinary perspectives.

- the inter-relationship between the material published/produced and the main contribution and/or addition to knowledge of the works.
- offering a critical appraisal of the work from a micro and macro perspective.

This is to demonstrate that the candidate has subjected their work to scrutiny and review at the individual publication/production level and also within the wider boundaries of their specific discipline, and to evidence the works as a coherent programme of research, achieving a depth of scholarship and originality comparable to that required for the Award of PhD by thesis.

The total word length of the published work should be broadly comparable to that of the traditional route of PhD by Thesis. Thereafter the candidate should follow the examinations pathway of all of Doctoral candidates as outlined in the Academic Handbook - https://www.salford.ac.uk/governance-and-management/academic-handbook.

A.1.7. Allocation of Research Supervisor/Mentor

As with any PhD, the role of the 'Supervisor' is critical. However, during the development stage, the relationship is best thought of as **mentorship** rather than supervision. Throughout the development phase the candidate may benefit from seeking mentorship, training or development from sources other than the 'assigned' mentor e.g. if working closely with additional academic members of staff on a research project it may be appropriate and relevant for such staff to provide guidance during this time.

a. During the period of development, mentorship may be provided by academic staff in line with normal practice of PhD by traditional route and their contribution recognised as part of the Performance & Development Plan (PDP) process.
b. The mentor should be a member of the academic staff of the university who is experienced in research activity, publications and in the area of the candidate's field of work.
c. Agreement on authorship and/or co-authorship is by agreement with the mentor/s.
d. The same internal training and support that is available to all Postgraduate Researchers will be made available to registered Published Works candidates in order to develop the direct and indirect skills to become an independent researcher e.g. School Research Methods Modules, PGR Training Programme, COMPASS programme.

A.1.8 Completion of Learning Agreement

Having registered to complete a PhD by Published Work, the candidate and supervisor should complete a Learning Agreement. The Learning Agreement (https://testlivesalfordac.sharepoint.com/sites/DoctoralSchoolHub/SitePages/What-documents-do-I-need-.aspx) is a contract of commitment, roles and responsibilities between the candidate and their supervisor. It is important that a programme of work, which includes details of how often and in what form supervision will take place, is created from the outset, which is realistic and is regularly monitored. Equally, the nature of study for a PhD by Published Works goes further than merely writing. It is therefore advisable to develop a plan of the generic skills training which may be useful for the successful completion of their programme and to plan intended participation in conferences or other research related activities.

The candidate should let their supervisor know at this point if they have any special/individual needs which should be taken into account. It is important to document these in the Learning

Agreement so that the supervisor can take into account any necessary arrangements for the candidate to complete their research.

A.1.9. Applicants with Complete Body of Works

Applicants with a **complete body of works** must discuss their intention to register for a PhD by Published Works with their proposed supervisor, and the School Postgraduate Research Director (PGRD) in the first instance.

Only when the School Postgraduate Research Director (PGRD) and the Research Group Lead agrees that the applicant can proceed, they should be assessed by a prima facie panel arranged by the School Postgraduate Research Director (or nominee).

A.1.10. Roles and Responsibilities

Responsibilities of candidates

a. To discuss their intention to work towards a PhD by Published Works with their proposed supervisor.
b. To become familiar with PhD by Published Works guidelines.
c. To prepare for and undertake the Prima Facie assessment, in consultation with their proposed supervisor.
d. Once the Prima Facie has been passed, to register as a research degree candidate.
e. To align themselves with a research theme, the research centre or active researchers within the school and become actively involved with the work of the theme or centre.
f. Draw up a "learning agreement" that outlines a publication plan, and sets out training requirements, development needs and a proposed timeframe which is appropriate for the candidate.
g. To take up appropriate training and development opportunities.
h. To participate in an action learning/support group for Published Works candidates as appropriate.
i. Meet with allocated supervisor at agreed intervals and review progress.
j. Pursue opportunities to become involved in research projects and seek and acknowledge mentorship as appropriate (e.g. co-authorship on publications).
k. Review progress and submit thesis within the prescribed timeframe.
l. Engage in the examination process.

Responsibilities of the supervisor

a. Become familiar with PhD by Published Works guidelines and the structure of the PhD by published works thesis.
b. Participate as active member of the Prima Facie panel.
c. Provide advice, guidance and feedback on the critical review of the published works.
d. Meet with the candidate on an agreed basis to ensure their writing plans align with the timescale for completion.

Responsibilities of Programme Lead PhD by Published Works or PGR Director

a. To provide advice and guidance on PhD by Published Works Programme.
b. Develop mechanisms and procedures for key stages in the process e.g. assessing suitability of applicants.

c. Allocate appropriate mentors/supervisors if this has not been done through the research programme lead.
d. Monitor progression of the candidates.
e. Monitor the learning agreements and progress of those following the programme and report to appropriate parties on an annual basis if required.
f. Set up action learning/support group for Published Works candidates. The aim of the group is for those engaging with the programme to support each other, e.g. with support at key stages. This should complement, rather than duplicate other school activities such as a writers' group.
g. Provide appropriate training for candidates, mentors and supervisors.

Responsibilities of School/Directors/research programme leads (or equivalent)

a. Ensure that mentors/supervisors are recognised for their contribution within their Personal Development Plan.
b. Ensure that the Research Centre and its themes continue to provide an environment where research capacity can be developed and there are opportunities for involvement and development in research and academic writing.

Appendix 1.A. Expression of interest for PhD by Published Works

Please submit with brief CV (which includes qualifications, publications and research project involvement)

Name	
School in which your research area sits	
Directorate or Research Group in which your research area sits	
Number of Publications to date *or*	
Planned publications	
Research programme (name lead) if applicable	
Estimated time to formal registration	
Potential mentor	
Short statement of area of interest/theme	

Appendix 1.B. PRIMA FACIE – PhD BY PUBLISHED WORKS

It is expected that the candidate demonstrates that their work fulfils the FHEQ Descriptors for qualifications at Doctoral level - https://www.qaa.ac.uk/the-quality-code/qualifications-frameworks:	Tick:
- the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication. - a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice. - the general ability to conceptualise design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems. - a detailed understanding of applicable techniques for research and advanced academic enquiry.	
COMMENTS	

For the Prima facie submission Confirmation of:	Comments	tick
A full curriculum vitae.		
A clear statement presenting the theme of the works submitted and the overall contribution they have made to the discipline or theoretical base.		
An outline of the works submitted including a full reference for each: an outline of the aims, scope and, where known, impact factor of the medium in which published and the full reference and ISBN for any book or chapter.		
The full abstract for each work submitted		
A statement outlining the extent to which the works are based on the candidate's own independent work		
An indication as to the extent that the work was produced jointly and the clear quantitative and/or qualitative apportioning of the extent of the sharing of the work; and statements by those with whom work was shared agreeing that apportioning.		

A Summary of the plan for the critical review to be carried out in the completion (registration year).		
Details of ethics training undertaken.		
Details of ethics statements on publications.		
ADDITIONAL COMMENTS:		

Recommendation:

(Please tick the appropriate box)

a.	Proceed to registration for award	
b.	Additional work is required before formal registration	
c.	Recommendation for the candidate not to progress	
Where the panel have indicated b. or c. above then additional detail should be provided below. Please provide as much information as necessary to provide applicant with clear guidance e.g. number of papers, change of focus, additional mentor support required.		

Prima Facie Assessment Panel Members:

Name: Role: Date:

Name: Role: Date:

Name: Role: Date:

Name: Role: Date:

Please sign and date this document and return to your Doctoral School Officer.

Appendix 2: Code of Practice for Higher Doctorate Degrees - Doctor of Science (DSc) and Doctor of Letters (DLitt)

A.2.1 Higher Doctorate and Criteria

The Doctor of Science (DSc) and Doctor of Letters (DLitt) is awarded to graduates of the University, or members of staff, who are judged by external peers to have made an original and distinguished contribution to their field of research. These degrees have a higher standing than either a Master's degree or Doctorate and through the award recognize the authoritative standing of the candidates within their field. They are awarded to those who:

a. have produced work of high distinction which constitutes original, sustained (not less than 7 years), and considerable scholarly impact, and

b. have international leading distinction within the field of study, and

c. have produced seminal publications in high impact journals or equivalent.

A.2.2. Process and Procedure

Eligibility	• Member of staff of the University of Salford with at least three years' service and a recognised Bachelors, Masters or Doctoral degree awarded by another University; or • a graduate of the University of Salford not less than 8 years standing from admission to their first degree.
Admission	**Application** • Applications shall be made to the Postgraduate Research Director (PGRD) and shall include: a list of the published works which the candidate is submitting, a summary with commentary of the work upon which the candidature is to be based, and a brief curriculum vitae. **Pre-registration Assessment (Prima Facie)** • The application shall be forwarded by the Postgraduate Research Director (PGRD) to the Dean of School appropriate to the field of study who shall convene an assessment panel to determine whether there is a prima facie case for proceeding with the application. • The assessment panel shall comprise of the Dean of School and the Associate Dean of Research (or their nominees). **Registration** • Upon a successful prima facie assessment and the payment of the required registration fees, the applicant will be registered as a Higher Doctorate candidate.

Preparation for Submission	The Postgraduate Research Director (PGRD), in consultation with the Dean of School appropriate to the field of study, will allocate a University adviser to the candidate to provide guidance on the next stage of submission.
Duration	A formal submission must be made within 3 months of being registered.
Formal Submission	The candidate shall submit electronic copies of: 1. up to ten selected published works, 2. a critical commentary of up to 10,000 words describing the candidate's research career, how they have established their research reputation, and how the criteria for the degree are met, 3. a statement outlining the extent to which the works are based on the candidate's own independent work; an indication as to the extent that the work was produced jointly and the clear quantitative and/or qualitative apportioning of the extent of the sharing of the work; and statements by those with whom work was shared agreeing that apportioning, and 4. a statement whether any of the published works have been submitted for an award at this or any other university. The University shall retain the submitted copies.
Assessment	The Postgraduate Research Director (PGRD), on the advice of the relevant Dean of School, shall appoint three external expert examiners in the relevant discipline(s). The panel will normally include examiners of international standing: two international examiners are preferred, but at least one is mandatory. The examiners shall recommend by unanimous decision to the Postgraduate Research Award Board whether the evidence submitted demonstrates excellence in academic scholarship and merits the award against the following criteria: • research is of the absolute highest quality. • is substantial in scale and in the contribution it has made to knowledge. • is authoritative, being able to demonstrate impact on the work of others. • is of global reach and international importance within the field. • of such breadth or covering such branches of knowledge appropriate to the field and in line with disciplinary norms and expectations.
Appeal	A candidate shall have the right to appeal against the decision of the University, through the Postgraduate Research Awards Board. Such an appeal should be lodged under the University's Academic Appeals procedure - https://www.salford.ac.uk/askus/topics/admin-essentials/academic-appeals