



Hull York Medical School

Regulations for PhD and MD by Published Work

Approval Process:	
Committee	Outcome/Date of approval
Postgraduate Research Board	
HYMS Quality Committee	
HYMS Board of Studies	
HYMS Joint Senate Committee	10 th October 2013
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To obtain these Regulations in an alternative format:

Contact governance@hyms.ac.uk

The following regulations apply to all higher degrees classified as PhD and MD by Published Work.

I. Qualification for admission to the degrees

I.1. To be admitted to undertake the degree of Doctor of Philosophy or Doctor of Medicine by Published Work, a candidate shall:

I.1.1 have been a HYMS graduate who should have graduated at least three years prior to the application; or

I.1.2 be a member of staff employed by either the University of Hull or University of York who works substantially within HYMS; or

I.1.3 be a member of HYMS honorary staff. If a member of NHS staff working in the HYMS region does not hold an honorary or paid contract with HYMS and wishes to submit an application for admission, they must first be awarded honorary status by HYMS.

I.2. All candidates under regulations I.1.2 or I.1.3 must have been admitted to the degree of Bachelor or to the degree of Master of either the University of Hull or the University of York or to the corresponding degree in another university approved by the HYMS Joint Senate Committee (HJSC) for this purpose or have achieved a comparable qualification as approved by the HYMS Joint Senate Committee.

I.3. The degree of Doctor of Medicine by Published Work is only open to candidates who have obtained either an M.B. or B.S. degree from a UK medical school or equivalent or hold a medical degree from any other university that is recognised for registration by the General Medical Council of the United Kingdom, and who have been practising medicine for a minimum of two years after graduation.

2. Application (prima facie case) and admission

2.1. The candidate should submit a *prima facie* case to the Dean of HYMS, the result of which will be determined by the HYMS Board of Studies on the recommendation of a Panel that includes at least one external assessor.

2.2. A *prima facie* case will only be considered if the published work falls within a HYMS research theme and can be supervised by a member of HYMS staff.

2.3. The following documents should be submitted in support of a *prima facie* case:

2.3.1 A CV (on a HYMS *pro forma*);

2.3.2 A list of peer-reviewed publications of sufficient quality and academic standing (see regulation 4), accompanied by copies of the publications themselves;

- 2.3.3 A statement clearly indicating the degree (MD or PhD) sought and an explanation of how the work meets the standards and criteria of the award as detailed in Regulation 3. Candidates who wish to be considered for the MD degree must demonstrate that the work fulfils the criteria detailed in regulation 3.3.
 - 2.3.4 In the case of joint authorship, a commentary indicating the candidate's contribution. This should be accompanied by statements from the corresponding authors of these publications affirming the contribution;
 - 2.3.5 A statement indicating whether any of the submitted papers or books have resulted from work for which an earlier degree has been awarded (or for which the work is being considered or has already been considered for the award of a degree).
- 2.4. An applicant whose *prima facie* case is approved by the HYMS Board of Studies will be accepted as a candidate for the degree of PhD or MD by Published Work and must register formally for the degree before work on the submission progresses further. Approval of the *prima facie* case does not guarantee award of the degree.
- 2.5. An applicant whose *prima facie* case is not approved will be given written feedback.

3. Standards and criteria

- 3.1. The portfolio of published work should form an original and coherent body of work that constitutes a significant contribution to knowledge in a given area.
- 3.2. The portfolio of published work should consist of peer reviewed publications (which may include books, journal articles or research reports) of quality and academic standing, comprising a body of work equivalent to a conventional doctoral thesis. Work that is not published in English must be translated into English prior to submission.
- 3.3. Peer reviewed publications for the MD by Published Work must deal with medicine or any branch of medical science. They must also address diagnosis or management in a clinical environment.
- 3.4. Along with a portfolio of published work, the candidate must also submit a commentary, not exceeding 10000 words, that:
 - 3.4.1 Provides an introduction and places the work in context;
 - 3.4.2 Establishes the linking hypothesis or theme between the various topics covered by the published work;
 - 3.4.3 Gives emphasis, couched in a critical discussion, to significant findings and conclusions;

- 3.4.4 Provides an indication of areas for further research development and exploration;
 - 3.4.5 Indicates in the case of work submitted under joint authorship, the contribution made by the candidate (signed statements from corresponding authors are required).
- 3.5. The portfolio and commentary shall conform to the HYMS guidelines on thesis presentation.

4. Duration of period of study

- 4.1. The required period of study for PhD and MD by Published Work is not less than three months and not more than twenty-four months.
- 4.2. The final portfolio of published work must be submitted within twenty-four months of the registration date except in exceptional circumstances approved by the HYMS Board of Studies.

5. Supervision

- 5.1. One academic member of staff shall act as an advisor to direct the preparation of the submission including the commentary.
- 5.2. Registered candidates should agree a supervision programme with their advisor at the start of their formal registration period.
- 5.3. From time to time, the advisor will be asked to report to the Postgraduate Research Board on the progress of the candidate.

6. Method of examination

- 6.1. The candidate shall be examined by means of:
 - 6.1.1 A portfolio of published work and a commentary on a subject selected by the candidate and approved by the HYMS Board of Studies on the recommendation of the Panel assessing the *prima facie* case.
 - 6.1.2 A viva voce (oral) examination.
 - 6.1.3 The advisor shall be entitled to attend but not participate in the oral examination with the agreement of the examiners and the candidate.
 - 6.1.4 The examination shall be chaired by a member of academic staff appointed by the Postgraduate Research Board in accordance with the *HYMS Code of Practice on Chairing Viva Voce Examinations for research degrees by Thesis/ Published work*.

- 6.1.5 Examination of the thesis shall normally take place within three months of the date of submission.

7. Submission of the portfolio

- 7.1. A candidate shall give not less than three months' notice of the expected date of submission of the portfolio to the HYMS Postgraduate Office and shall, at the same time, confirm the precise title of the published work along with an abbreviated title not exceeding six words.
- 7.2. The candidate shall be responsible for ensuring that two copies of the published work are received by the HYMS Postgraduate Office no later than twenty-four months after the initial date of registration.
- 7.3. Submission shall be in such format as prescribed, from time-to-time, by the HYMS Board of Studies and detailed in the HYMS guidelines for thesis presentation, and subject to the payment of the prescribed fees.
- 7.4. In addition to the portfolio comprising the published work and a commentary, the candidate shall submit two copies of a summary of the portfolio, which shall not exceed 300 words, and shall be in such format as prescribed, from time-to-time, by the HYMS Postgraduate Research Board.

8. Appointment of examiners

- 8.1. The examination shall be conducted by two examiners, at least one of whom shall be an external examiner. Appointment of examiners is made by the HYMS Joint Senate Committee, on the recommendation of the Postgraduate Research Board and Board of Studies. Honorary members of staff of HYMS, and academic members of staff employed by either the University of Hull or the University of York are not permitted to serve as external examiners. The external member(s) of the *prima facie* case panel may act as external examiner(s).
- 8.2. Any candidate who has been a member of staff of either the University of Hull or University of York including members of HYMS honorary staff in the period from the acceptance of candidature for the HYMS degree to the date on which the thesis is submitted must normally be examined by two external examiners. Exemption from this requirement may only be made following a specific recommendation from the HYMS Postgraduate Research Board to Board of Studies and Joint Senate Committee demonstrating that there is no conflict of interest in nominating the proposed internal examiner.
- 8.3. The internal examiner shall not be the candidate's advisor.

9. Examiners' recommendations

- 9.1. The examiners may make one of the following recommendations:
- 9.1.1 that the candidate be awarded the degree of Doctor of Philosophy or Doctor of Medicine by Published Work as appropriate.
 - 9.1.2 that the candidate be awarded the degree of Doctor of Philosophy or Doctor of Medicine by Published Work subject to corrections being made to the commentary to the satisfaction of the examiners within three months of the date of being informed of the decision of the examiners. The term 'corrections' refers to typographical errors, occasional stylistic or grammatical flaws, corrections to references etc.
 - 9.1.3 that the candidate be awarded the degree of Doctor of Philosophy or Doctor of Medicine by Published Work subject to amendments to the commentary. The term amendments refers to certain changes of substance in a specific element or elements of the commentary specified by the examiners. The changes must be made to the published work to the satisfaction of the examiners within six months of the date of being informed of the decision of the examiners.
 - 9.1.4 that the portfolio including published work and commentary is not of the required standard and no award be made to the candidate.

10. Notifications of results and transcripts

- 10.1. All candidates shall be entitled to an official acknowledgement on completion provided they are not in debt to either University.