**UNIVERSITY OF ESSEX**

**POSTGRADUATE RESEARCH EDUCATION TEAM**

**NOTIFICATION OF PHD ACADEMIC STAFF CANDIDATURE**

(Full-Time Academic Staff)

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| **CANDIDATE’S DETAILS** | | | |
| First name |  | Last name |  |
| Department/School | Choose an item. | Date of appointment  to staff | Click or tap to enter a date. |
| Submission | Thesis / Published work | Intended date  of submission | Click or tap to enter a date. |
| Title of submission |  | | |

**CRITERIA FOR SUBMISSION OF THESIS/PUBLISHED WORK:**

Members of the academic and research staff of the University of Essex and its Partner Colleges may become candidates for the degree of Doctor of Philosophy on the following conditions:

1. Candidates who submit published or other work shall normally **submit three copies** to the Postgraduate Research Education Team together with three copies of a descriptive list and summary of the results of the research;
2. The work must be submitted for examination while the candidate is a member of the Academic or Research staff of the University of Essex or a Partner College or within twelve months of the candidate ceasing to be a member;
3. Candidates may submit a thesis or published research work, or both. With the permission of the Dean they may submit the results of research which cannot be presented in these forms; application for such permission should be made through the Head of Department or nominee;
4. No part of the work submitted for examination for the degree of Doctor of Philosophy shall have been submitted to this or any other University for a degree unless such work supports the work on which the submission for the degree of Doctor of Philosophy is based; in this case the extent of this material and the degree, if any, obtained, must be indicated;
5. The work submitted should constitute a coherent body of research by one author. Where the work submitted includes the work of others, a statement should be provided detailing the nature and proportion of the candidate’s contribution;
6. In order to make a submission that includes published work, candidates must have been members of staff for not less than two calendar years before they present themselves for examination;
7. Candidates who commence their studies as a registered research student and take up employment in the University or a Partner Institution more than six months prior to submission will be examined as a member of staff of the University or Partner Institution.

**Please refer to the Higher Degree Regulations for full regulations:** <https://www.essex.ac.uk/about/governance/regulations>

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| --- | --- | --- | --- |
| Candidate (please print name) |  | | |
| Candidate’s signature |  | Date |  |

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| **DEPARTMENTAL APPROVAL** | | | |
| Title approved by Head of Department | YES / NO | | |
| Signed |  | Date |  |

**Please ensure the second page is complete before forward to the PGRE Team**

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| **APPROVAL OF DEPUTY DEAN (PGRE)** | | | |
| Approved by Deputy Dean (PGRE) | YES / NO | | |
| Signature |  | Date |  |

**Please complete the details on this side of the form, which are needed for the electronic record we are required to keep, and return to: Postgraduate Research Education Team, Silberrad Student Centre, or by email to** [**pgresearch@essex.ac.uk**](mailto:pgresearch@essex.ac.uk)

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| **FOR DATABASE RECORD** |

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| **PERSONAL DETAILS** | | | | | |
| Title |  | First name |  | Last name |  |
| Gender | |  | | Date of birth | Click or tap to enter a date. |
| Country of birth  *(if UK please also state County of Birth)* | |  | | Country of nationality |  |
| Permanent home address, including postcode | |  | | Country of residence |  |

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| **Previous Higher Education Qualifications** |

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| **Previous Higher Education Qualifications** (including dates for periods of study) |
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| **Equal Opportunities Monitoring Information** |

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| Are you registered disabled? | YES / NO |
| Ethnic Origin: |  |

ESIS Database set up period: One year