

# **Ordinances and Regulations: Higher Doctorates**

**December 2006**

**Research Office Graduate Education Team**

**CONTENTS:**

**A. ORDINANCES**

**B. REGULATIONS**

1. Eligibility
2. Method of Application
3. Assessment

**A. ORDINANCES**

1. The University may award the following higher doctorates in accordance with the regulations:
  - a. Doctor of Letters (LittD)
  - b. Doctor of Laws (LLD)
  - c. Doctor of Music (MusD)
  - d. Doctor of Divinity (DD)
  - e. Doctor of Social Science (DSocSc)
  - f. Doctor of Medical Science (DMedSc)
  - g. Doctor of Dental Science (DDSc)
  - h. Doctor of Science (DSc)
  - i. Doctor of Engineering (DEng)
  
2. Higher doctorates are awarded by the University in recognition of published work and/or other material of high distinction resulting from research, which makes a substantial, sustained and original contribution and addition to investigation, knowledge and/or scholarship, and has established the candidate's authoritative standing in his or her subject.

## **B. REGULATIONS**

### **1. Eligibility**

- a. Candidates for higher doctorates must be:
  - i. graduates, other than honorary, of this University, of at least four years' standing from award of the degree of Bachelor, or three years from award of the degree of Master, or two years from award of the degree of Doctor of Philosophy;

*or*

  - ii. if not graduates of this University, have been a member or honorary member of the academic, research or academic related staff of the University for a period of at least four years. For the degrees of Doctor of Medical Science (DMedSci) and Doctor of Dental Science (DDSc) only, members of staff at the University's associated hospitals and institutes for at least this period are also eligible. All such candidates must also hold a degree or equivalent qualification approved by the University.
- b. Candidates for the Doctor of Dental Science (DDSc) must additionally be graduates in Dental Surgery of this University or holders of an approved dental qualification.

### **2. Method of Application**

- a. Intending applicants are required to obtain preliminary approval from the University to apply for a higher doctorate. The purpose of this is to ensure that intending applicants are eligible to apply for the degree, can make a *prima facie* case for its award and can present appropriate published material in a suitable manner, before preparing their formal application. Full details of the preliminary approval process are available from the University Research Office on request.
- b. If preliminary approval is granted, the University shall appoint an academic advisor to provide guidance to the candidate on the presentation of the published work required for applications for admission to the degree. The academic advisor shall be a senior member of the academic staff of the University who is familiar both with the standard required and with the candidate's field of work.
- c. Applications for admission to the degree shall be made in writing to the University at least three months prior to the submission being made, accompanied by the prescribed fee and three sets of the following documents:
  - i. copies of each of the publications and other material which the candidate wishes to be taken into consideration;
  - ii. a statement containing:

- A. particulars of the candidate's degrees, other qualifications and research experience, including all particulars required to establish eligibility under these regulations;
  - B. a complete and numbered list of the publications submitted (grouped according to subject and type);
  - C. an overall summary of the aims and achievement of the work, for which the publications submitted give evidence, which is expected to run to some 20 or 30 pages or more, and to include reference to the work of others in the candidate's field. This critical appraisal of the work should provide a brief guide to the nature, extent and importance of the publications submitted and explain how the work has progressed and developed during the years the candidate has been engaged in it;
  - D. a declaration of the nature and extent of the candidate's own contribution and the contribution of co-authors and other collaborators to each of the publications presented;
  - E. a declaration of what proportion of the work presented has been completed whilst the candidate has been a member of staff of this University;
  - F. a declaration whether any (and if so, which) of the work presented has been submitted in support of a successful or pending application for any other degree or qualification of this or any other University or of any professional or learned body;
- d. The submission shall be permanently bound. The binding should be embossed with the applicant's name, the year of presentation and the title of the higher doctorate for which it is being submitted. All of the papers must be presented in A4 format, which may involve copying some or all of the papers for which the original format is other than A4. Items which cannot be included in a bound volume may be submitted separately; three clearly identified copies of such items must be submitted.

### **3. Assessment**

- a. The candidate's submission shall be sent to not fewer than two External Examiners, at least one of whom shall be from an overseas university.
- b. Candidates may be required to attend an oral examination or any further written or practical test that the examiners consider necessary.
- c. The examiners shall submit individual reports for consideration by University together with a joint recommendation that:
  - i. the degree be awarded;
  - or*
  - ii. the degree be not awarded.
- d. The University shall retain in the Library one copy of the work submitted in support of a successful application.