

# **Regulations for Higher Doctorates**

**De Montfort University**

**2017**



## 1. Constitution and Terms of Reference of the Higher Doctorates Panel

In exercising its delegated powers to recommend academic awards, which include Higher Doctorates, and as set out in the Research Degrees Committee Terms of Reference, where an application to be considered for a Higher Doctorate is recommended by a Dean of Faculty the Research Degrees Committee shall appoint a Higher Doctorates Panel with membership appropriate to:

- receive and consider the application and determine whether it meets, *prima facie*, the criteria for examination;
- appoint examiners and approve examination arrangements;
- receive and consider reports and recommendations from examiners and, where appropriate, recommend the granting and conferment of a Higher Doctorate of the University.

### *i) Membership*

Category 1 – A Pro Vice-Chancellor

2 – A Dean of Faculty

3 – A Head of School who holds a Professorial Chair

4 – A Reader or Professor with at least 7 years Post-Doctoral research standing

### *ii) Terms of Reference*

- a) To receive applications from candidates for Higher Doctorate Degrees and determine whether they meet, *prima facie*, the criteria for consideration as detailed in 3 below.
- b) To appoint examiners and approve examination arrangements in accordance with the provisions set out in these regulations.
- c) To receive reports and recommendations from the examiners of registered candidates and in appropriate cases, recommend to the Vice-Chancellor (who acts on delegated authority from the Academic Board for the conferment of academic awards) the granting and conferment of Higher Doctorates of the University.

## 2. Eligibility

The University's Ordinances (September 2007) provide the following definition:

*Higher Doctorates* (DEd, LLD, DLitt, DSc, DTech)

The award of Higher Doctorate is awarded to a candidate who is the holder of at least 7 years standing of a first degree or holder of at least 4 years standing of a masters or higher degree, who is a leading authority

in the field of study concerned and has made an original sustained and substantial contribution of high distinction to the advancement or application of knowledge in that field.

To be eligible to submit for a Higher Doctorate an applicant must be a graduate of the University, or a graduate or Diplomate of the former Leicester Polytechnic or a member or former member of the Academic Staff of the University. Graduates of the University may submit 7 years after having had conferred the degree of Bachelor or Masters, 4 years after having had conferred the degree of Doctor of Philosophy. Academic staff must have been in post 7 years.

### **3. Application**

- i) There shall be no standard form of application which a candidate must use, but each applicant would be expected to give relevant CV information in addition to the published material which forms the substance of the candidate's submission which should also contain a proposed summary title to be associated with the Higher Doctorate if awarded.

There must also be submitted a statement which includes:

- a) a list of the candidate's publications in which are marked those which contain the main substance of the submission. Where publications are co-authored there should be a statement on the extent of the candidate's own contribution to each such paper.
  - b) a statement on the overall direction and focus of the work, to include a brief guide to the nature and importance of the publications so marked;
  - c) a declaration of what part of the publications, if any, has been submitted by the candidate, or collaborators, for a degree of this or any other University, or of any professional body or learned society.
- ii) Each application shall be submitted to the Secretary of the Research Degrees Committee through a sponsoring Faculty of the University with a supporting statement from the Dean of the Faculty
  - iii) On receipt of such an application the Research Degrees Committee will establish a Panel to consider the application as indicated in 1 and 2 above.

### **4. Prima facie consideration by Panel**

- i) The Higher Doctorate Panel, once constituted, will consider the applicant and determine whether it meets prima facie the criteria. Where in particular cases it is deemed necessary, the Panel may seek the views of appropriately qualified persons external to it to assist in reaching a decision.

- ii) Where applications are approved the Higher Doctorate Panel shall proceed to appoint two examiners to consider the application, one of whom may be an internal examiner, save that where the applicant is a current member or employee of the University, where two external examiners shall be appointed.

## **5. Examination**

- i) The examiners shall submit individual reports independently prior to discussing the award; this shall be submitted to the Secretary of Research Degrees Committee.
- ii) The examiners shall then submit a joint recommendation to the Secretary for consideration by the Higher Doctorate Panel.
- iii) Where the examiners cannot reach a joint recommendation, they should submit individual recommendations. A further external examiner shall be appointed by the Higher Doctorate Panel who shall be given access to the original reports and shall make a final recommendation.
- iv) There shall be no provision for application by the candidate or other person(s) for re-examination of a candidate's submission beyond the stage set out in iii) above, save that in the event of the Higher Doctorate Panel not accepting the recommendation of the examiners, a recommendation may be made by the Research Degrees Committee to the Academic Board for some other course of action. The Academic Board's decision on such matters so referred shall be final.

## **6. Fees**

A fee to cover academic and administrative costs must be paid to the University by the candidate together with two copies of the published work submitted with the application.

## **7. Retention of Publications**

One copy of the work submitted in support of a successful application shall be retained by the University and shall be available for consultation for scholarly purposes by its members.