



Version No.	Description	Author	Approval	Effective Date
1.1	To provide guidance on the operation and process related to candidacy and examination of Higher Doctorate candidates. The University awards Doctor of Science (DSc) and Doctor of Letters (DLitt).	Education Enhancement, SEES Marion Judge	Senate (24 January 2018)	01 February 2018

University of Strathclyde

Higher Doctorates: Procedures and Guidelines

1. Introduction

1.2 The award of a higher doctorate is given in recognition of an outstanding contribution to learning and/or its application in an appropriate field of study. A higher doctorate is awarded only to a candidate of considerable experience, who may be recognized as a leading authority in the field of study concerned. To qualify for the award of the degree of Doctor of Science or Doctor of Letters a candidate must have made an original and distinguished contribution to learning. The published work should provide evidence that:

- (i) it is a substantial contribution to a major field of study over a significant period of time
- (ii) the candidate is a leading authority in the field, and where appropriate,
- (iii) has been involved in major innovations and new developments in that field.

1.3 This document outlines the application, submission and examination procedures for the award of Higher Doctorates at the University of Strathclyde. The following Higher Doctorates are awarded by the University of Strathclyde:

Doctor of Science (DSc)

Doctor of Letters (DLitt)

1.4 Whilst recognising the needs of individual Faculties, the University believes that the status and prestige of Higher Doctorates warrants some uniformity across Faculties. These guidelines are designed to provide a consistent framework for the consideration of applications.

2. Criteria for Award of Higher Doctorates

2.1 Candidates for higher doctorates are required to demonstrate an original and distinguished contribution to learning.

2.2 The published work should provide evidence that:

- (i) it is a substantial contribution to a major field of study over a significant period of time,
- (ii) the candidate is a leading authority in the field, and where appropriate,
- (iii) has been involved in major innovations and new developments in that field.

3. Eligibility - Admission Regulations

3.1 The following are eligible to apply as a candidate for the degree of Doctor of Science or Doctor of Letters;

- (i) a graduate of the University of Strathclyde of not less than five years standing
- (ii) a graduate of not less than six years standing of an approved university, or a person who has held for not less than six years some other qualification specially recognised by the Senate as equivalent for this purpose, provided that they have held for a period or periods

totalling at least three years such office or offices in the University of Strathclyde or in an institution in association with the University as the Senate may approve (Regulation 20.5).

4. Application for Candidature: Procedure

- 4.1 Candidates are required to notify the office of the Associate Principal & Executive Dean of the relevant Faculty in the first instance of their intention to provide a submission.
- 4.2 Candidates for the degree of Doctor of Science or Doctor of Letters are required to complete a submission form, and should submit to Student Experience and Enhancement Services (in the form prescribed by the Senate) three sets of the published works which they wish to submit for examination together with any additional unpublished work, three copies of a summary of not less than 1000 words outlining the contents thereof and three copies of a list of all works published by the candidate whether included in the submission or not.
- 4.3 A candidate may submit work for which they have been jointly responsible provided that such work is accompanied by a signed statement clearly defining the extent of the candidate's contribution to such work.
- 4.4 A candidate who has previously submitted the material or any part of it for examination for a degree, including a Higher Doctorate, of the University or of any other institution must declare this on their submission form.
- 4.5 A candidate should not submit material which they have presented for a lower degree unless they consider that its omission would result in an inadequate representation of their research.
- 4.6 Two sets of the material submitted shall remain the property of the University unless the submission is unsuccessful when only a copy of the summary and a record of the items submitted will be retained. One set of the material successfully submitted shall be deposited in the University Library.
- 4.7 Decisions relating to admission shall be made by the Higher Doctorate Committee on behalf of the Senate. Any submitted work will be reviewed initially on an informal basis to ensure that the candidate and their work meets the criteria required to be put forward for examination.
- 4.8 [Regulation 20.5 of the General and Course Regulation for Graduate and Postgraduate Awards and Degrees 2017-18](#) outlines the procedure.
- 4.9 A fee shall be payable upon submission, as approved by the University.

5. The Higher Doctorate Committee

- 5.1 Upon submission of published work for consideration for a Higher Doctorate, a meeting of the Higher Doctorate Committee is convened by the Vice-Principal. The composition of the Higher Doctorate Committee includes:
 - Principal (*ex officio*)
 - Vice Principal (*ex officio*) (Convener)
 - The Associate Principal & Executive Dean of the relevant Faculty

Two senior members of the academic staff selected by the Vice Principal after consultation with the Associate Principal & Executive Dean of the relevant Faculty.

- 5.2 Where the Associate Principal & Executive Dean is a candidate for a higher doctorate, the Vice Principal should select an officer of equivalent rank from the Faculty which is nearest to the field of study of the submission under examination.
- 5.3 Any member of academic staff recommending a candidate for a Higher Doctorate is precluded from membership.
- 5.4 To protect the confidentiality of the candidate application and deliberations of the Committee, membership is held confidentially by the Principal's Office. Committee members respect the confidentiality of all documents and discussions relating to individual candidates.
- 5.5 The remit of the Higher Doctorate Committee is:
- (i) To undertake an initial internal assessment of the application against the criteria for award, as outlined within s20.5 of the Regulations, following notification by the Associate Principal & Executive Dean of the relevant Faculty Office.
 - (ii) To nominate the Examiners for all candidates for Higher Doctorate degrees, if satisfied that the application should proceed to formal examination.
 - (iii) To receive and consider the Examiners' Reports and to make recommendations on these to the Senate
 - (iv) If the application is not deemed to be of sufficient merit to proceed to formal examination, to notify the applicant.
- 5.6 The Committee will, where appropriate, recommend to the Senate an award based on the reports from the Internal Assessors and the External Examiners.

6. Appointment of Examiners

- 6.1 If the work is deemed by the Higher Doctorate Committee to be worthy of examination, the work shall be examined by not less than three External Examiners. At the recommendation of the Higher Doctorate Committee, examiners shall be appointed by the Senate and shall be required to submit to the Higher Doctorate Committee individual confidential judgements of the candidate's work. A convenor will also be appointed.

7. Examination Outcomes

- 7.1 The examiners may recommend:
- a) that the degree should be awarded,
 - b) that the candidate should be permitted to re-apply for the degree after a period of not less than five years, or
 - c) that the degree should not be awarded.
- 7.2 No person will be accepted as a candidate more than twice and no candidate may apply for re-examination until five years have elapsed from the original date of submission.

8. Procedures for Approval and Notification of Results

- 8.1 On the basis of the reports received from the External Examiners the Higher Doctorates

Committee will determine whether the award shall be recommended to Senate. The final decision shall be notified to candidates only after the final resolution by Senate has been made.

9. Reporting

9.1 The minute of the meeting of the Higher Doctorate Committee is reported to Senate through the Senate Business Committee.

10. Appeals

A student may appeal to the relevant Board of Study for reconsideration of the classification of the award. Such an appeal must be submitted and the outcome of any such appeal must be decided upon before the student's award is confirmed.

The grounds for appeals under Regulations 19.1.45 and 19.1.46 may be any of the following:

- (i) that there were procedural irregularities in the conduct of the examination or of the assessment (including alleged administrative error of such a nature as to cause reasonable doubt as to whether the examiners or the Board of Study would have reached the same conclusion if the alleged error had not been made); or
- (ii) that there were medical, personal or other circumstances affecting the student's performance of which the examiners or the Board of Study were not aware when their decision was taken; or
- (iii) that there was inadequate assessment, prejudice or bias on the part of one or more of the examiners or assessors.

Such an appeal shall be lodged in writing with the relevant Faculty Manager no later than a date specified by the Board of Study and notified in the letter informing the student of the transfer of registration or suspension or requirement to withdraw or the award classification. The appeal shall be supported by appropriate documentary evidence not previously available.