



Criteria for the Award of Higher Doctorate

1. The Higher Doctorate degree of Doctor of Divinity (DD), Doctor of Laws (LLD), Doctor of Letters (DLitt), Doctor of Music (DMus), Doctor of Engineering and Doctor of Science (DSc) may be conferred upon persons who shall be judged by Academic Board to have distinguished themselves by their substantial and original contributions to the advancement of learning. The published work submitted for a Higher Doctorate must demonstrate that the candidate is a leading authority in their field, and has been involved in major innovations and new developments in that field.

Eligibility

2. The following shall be eligible to make an application for the Higher Doctorate degree:
 - (a) Persons in the tenth or any subsequent year after the date of graduation from the University of Lincoln;
 - (b) Graduates of not less than ten years' standing of any approved university, who at the time of application have been full-time members of the staff of the University of Lincoln for not less than four years.

Application

3. A candidate must make an initial application to the relevant Head of College to submit for the degree.
4. An initial application shall consist of the submission of:
 - (a) A curriculum vitae;
 - (b) A list of published works that the candidate intends to submit¹;
 - (c) A submission title;
 - (d) A statement of approximately 1,000 words about the nature and extent of the candidate's contribution to their field of study;
 - (e) A statement about joint authorship;
 - (f) A statement describing any previous submission of the works for a degree of the University of Lincoln or any other University;

¹ Normally, only work published in scholarly books and journals will be eligible for consideration. However, the External Assessors may, at their discretion, take into consideration other scholarly work. All work must be traceable in ordinary catalogues and published in such a way as to be generally available for consultation.

- (g) The names of two referees who shall not be members of the University.
5. The relevant Head of College will decide, on the basis of the information described in 4 (a) to (g) above, whether there is a *prima facie* case for the award of the degree. The award of the degree shall be based wholly, or to a substantial extent, on original work of distinction carried out independently by the candidate.
 6. If the Head of College decides that a *prima facie* case is established, the candidate shall be invited to submit copies of the relevant published works for assessment (normally three copies are required) as per section 10 and within six months of being notified that they may submit.
 7. The Head of College is required to submit to Secretariat nominations for two main and one reserve External Assessors for approval by the External Examiners' Committee on behalf of Academic Affairs Committee via the appropriate College Research Degrees Board. See section 12 for the criteria for the appointment of Assessors.
 8. If the Head of College decides that a *prima facie* case has not been established or that the application is premature and should be rejected, this shall not prevent the candidate from applying on one further occasion at a later stage. Candidates may not put forward a new application until a period of 2 years has elapsed since their original application.

Fees

9. If a *prima facie* case has been established, the candidate will be required to pay the prescribed fee which will cover the administration of the Higher Doctorate assessment.

Form of Submission

10. The submission must be in standard hard binding shall comprise the following items presented in the order given:
 - (a) Title page which must give the following information:
 - (i) the full title of the submission;
 - (ii) candidate's name and qualifications;
 - (iii) the year of submission
 - (b) Contents list: a list of contents giving all appropriate sub-divisions of the submission and a page number for each item. In a multi-volume submission, the contents page in the first volume must show the complete contents of the submission, volume by volume, and each subsequent volume must have a contents page giving the contents of that volume.
 - (c) Statement (between approximately 3,000 and 5,000 words) which must be typed in a font size of not less than 12 point with double spacing and include the following:
 - (i) particulars of the candidate's degrees, other qualifications and research experience;

- (ii) a complete and numbered list of the publications submitted (grouped according to subject and type);
 - (iii) an overall summary (maximum 10,000 words) of the aims and achievement of the work (for which the publications submitted provide evidence) which should outline their interrelationship and include reference to the work of others in the candidate's field. This critical appraisal of the work should review the current state of knowledge and research in the candidate's field, and indicate how their work has contributed to that field. It should also comment on the standard of any journals and the reception of the publications as indicated by citations and reviews.
- (d) Declaration: a declaration must be completed and bound into the candidate's thesis and must state:
- (i) 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;
 - (ii) whether any (and if so, which) of the work presented has been submitted in support of a successful or pending application for any degree or qualification of this or any other University or of any professional or learned body.
- (e) Copyright statement
- (f) Copies of each of the publications in their published format: the number of papers included in a Higher Doctorate submission may vary according to discipline and is not prescribed.

Language

11. Higher Doctorate submissions must normally be in English. Brief quotations may be made in foreign languages. In exceptional circumstances variation of this requirement may be approved by the University for candidates to submit work predominantly in their language of research.

Assessors

12. Assessors should:
- (i) be qualified and experienced in the candidate's field and, where possible, should hold a Higher Doctorate;
 - (ii) have considerable experience of supervising and examining research degree students.
 - (iii) be entirely independent of the candidate and each other and should declare and interest if they:
 - plan to employ the candidate;
 - plan to co-publish with the candidate;
 - are, or have been, involved with the candidate in a close personal relationship of any kind;

- have a close personal, professional or contractual relationship with any other Assessor.

Assessment and Award

13. The works shall be submitted to two External Assessors. Exceptionally, the External Examiners' Committee shall invite a third Assessor to assess the submission. Each Assessor shall complete a report and make a recommendation regarding the award of the Higher Doctorate.
14. The relevant College Research Degrees Board, after considering the reports of the Assessors, may recommend to Academic Board that the degree be awarded.
15. If, after considering the reports of the External Assessors, the relevant College Research Degrees Board decides not to recommend to Academic Board that the degree be awarded, this shall not prevent the candidate from applying again to submit for the degree on one further occasion, which shall not be earlier than 2 years from the date of the first examination. The date of the first examination is the date on which the relevant College Research Degrees Board decided not to recommend that the degree be awarded.

Copies of work

16. A copy of the work or works approved for the award of the degree shall be retained in the University Library.