DUBLIN CITY UNIVERSITY

Provisions and Regulations: Higher Doctorates

Approved by Academic Council
27th June 2011
CONTENTS:

A. PROVISIONS

B. REGULATIONS:

1. Eligibility and Criteria
2. Method of Application
3. Submission
4. Assessment
A. Provisions

1. The University may award the following Higher Doctorates in accordance with the regulations:

   a. Doctor of Letters (DLitt)
   b. Doctor of Laws (LLD)
   c. Doctor of Science (DSc)
   d. Doctor of Engineering (DEng)

2. Higher doctorates – the highest qualification awarded by the University – 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 to investigation, knowledge and/or scholarship, and has established the candidate’s authoritative standing in his or her subject. They are awarded to scholars who have, over a sustained period, published a substantial body of ground-breaking and influential work in a field of specialisation and who have achieved outstanding distinction internationally in that field. The work published will usually consist of articles in leading international peer reviewed scholarly journals and/or books published by leading academic publishers and distributed internationally.
B. Regulations

1. Eligibility

   a. Candidates for Higher Doctorates must be:

      i. graduates of the University, of at least twelve years standing from award of the degree of Master, or ten years from the award of the degree of Doctor of Philosophy.

      And

      ii. if not graduates of the University, have been a member of the academic, research or academic related staff of the University for a period of at least eight years.

Criteria

That the candidate must have published a substantial body of work, of the highest order of scholarship in the field in question, over a sustained period of time.

That the published work must have added new knowledge of significance to the field in question.

That the work is of international importance and that based on the published work, the scholar can be considered to have gained, or to merit, international distinction as an authority in the field.
2. Intention to Submit

a. Intending applicants are required to submit to the Dean of Graduate Studies an application to obtain preliminary approval from the University to apply for a Higher Doctorate. The purpose of this is to ensure that applicants intending to apply for the degree can make a prima facie case for its award. An up-to-date CV, including a full publication list must be submitted. A list of the candidate’s five most important publications and an explanation of why they represent the candidate’s most significant contribution to the field must also be submitted. Where the published work appears under the name of more than one author, the candidate must indicate as precisely as possible the extent of his/her contribution. As far as is reasonable and feasible, a candidate is required to obtain from co-authors confirmation in relation to the extent of his/her contribution to specific publications. The Lead Author of the paper should be clearly identified. Candidates may submit additional material to support the case for prima facie eligibility.

Each application for a higher doctorate shall be considered by a Review Group, chaired by the Dean of the relevant Faculty as well as two other people from within the University, appointed by the Dean of the relevant Faculty, in conjunction with the Head of School, in which the candidate’s field of study lies.

Guidelines for the Prima Facie Stage

The reviewers for the prima facie stage will be charged to consider the list of published work presented by the applicant and to form a judgment as to whether prima facie the candidate should be considered eligible to enter for examination for the award of Higher Doctorate on published work. In forming a judgment, the reviewers will take account of the general criteria for the award
of the degrees on published work. In addition, examiners will take account of the following:

- the period of time over which the candidate has published
- the volume and quality of work published over the period
- the academic standing of the applicant as evidenced by the curriculum vitae.

In the case of applications where the preponderance of the work consists of articles in scholarly journals, reviewers will consider:

- the international standing and quality of the journals in which the articles have appeared
- the proportion of sole author and principal author articles
- the coherence of the body of research
- the impact of the research as evidenced by the number of citations. (Applicants are encouraged to include evidence of this where appropriate.)

In evaluating book publications, the reviewers will be principally concerned with the nature and content of the book and its intrinsic quality in terms of academic scholarship. Other relevant considerations are the quality of the publication, in terms of academic publishing and the critical reception of the work. Applicants are therefore encouraged to include reviews of their book publications.

The Review Group shall submit a report to the Deputy President / Registrar or his / her nominee within three months of the application being received within the Faculty, stating whether there is a prima facie case for the Higher Doctorate being awarded.

If the application is approved by the Review Group, the candidate will be advised that they may proceed with their submission within one year of the Review Group’s decision.
Should an application not be approved, the candidate may not apply for a Higher Doctorate at Dublin City University for a further three years.

b. If preliminary approval is granted, candidates will be invited to submit their work together with the prescribed fee. Candidates must submit their published work for examination within 12 months of their submission of intent.

c. Candidates should give at least three months’ written notice of their intention to submit their Higher Doctorate for examination.

3. **Submission Process**

a. The submission shall comprise the following items presented in the order given:

   i. Title page
   ii. Contents list
   iii. Synopsis
   iv. Declaration
   v. Copyright statement
   vi. Statement
   vii. Copies of each of the publications in its published form.

b. The submission shall be permanently bound and three copies must be submitted. The binding should be embossed with the applicant’s name, the year of presentation and the title of the Higher Doctorate (DLitt, DSc, etc) for which it is being submitted. Items which cannot be included in a bound volume may
be submitted separately; three clearly identified copies of such items must also be submitted.

Once an application has been approved, the Dean of Faculty should nominate assessors external to the University.

The statement in the submission shall be within the region of 3,000 words and should detail the candidate’s research record, outlining clearly the research interests and achievements through reference to the selected publications. There should be clear evidence that the selected publications are of international quality and have made an original, substantial and authoritative contribution to knowledge in the candidate’s field of study. Where necessary, the candidate should indicate the nature and extent of the contribution to jointly-authored publications. The University reserves the right to consult any of the co-authors or collaborators concerning the statement.

4. Assessment

a. Normally one internal and two external assessors shall be nominated by the Dean of Faculty. Gender balance should be taken into account in the appointment of assessors. The identity of the assessors shall not be revealed to the candidate.

The nominated assessors must be approved by Graduate Studies Board in liaison with the Deputy President / Registrar. Should an assessor not be approved, the Dean of Faculty must nominate a further assessor in his or her place.
b. The Higher Doctorate shall be awarded only to candidates who, in the opinion of the assessors, have demonstrated:

i) a contribution of originality and merit to their field of study
ii) a sustained, consistent and substantial contribution to the advancement of knowledge over a number of years

iii) authoritative standing in their field of study

iv) seminal publications which have led to extensions of development of knowledge by others.

c. Having considered the work, the assessors shall submit individual reports to the Deputy President / Registrar, copied to the Dean of Graduate Studies, with a recommendation that:

i) the appropriate Higher Doctorate be awarded

ii) that a Higher Doctorate not be awarded

d. Where the assessors’ recommendations differ, and only in cases where at least two of the assessors are in favour of awarding the Higher Doctorate, an appropriately qualified adjudicator, who may not be a member of staff of the University, shall be appointed by the Deputy President / Registrar to review the submission. The identity of the adjudicator shall not be revealed to the candidate. The adjudicator shall be given access to the submission and the assessors’ reports and shall make a final recommendation.
Where the assessors or adjudicator recommend that the Higher Doctorate not be awarded, the candidate shall be sent the assessors’ reports and those of the adjudicator (if applicable).

e. Where assessors or adjudicator recommend that the Higher Doctorate not be awarded candidates may reapply for candidature after three years.

f. Where assessors or adjudicators recommend that the Higher Doctorate not be awarded, a candidate shall have the normal right of appeal as set out in the University’s Regulations for Research Degrees wherein the candidate shall have the rights and responsibilities of a registered student on a research programme in making an appeal.

g. The University shall retain in the Library one copy of the work submitted in support of a successful application.