

## 11.6

# REGULATIONS FOR SENIOR DOCTORATES

<b>DLitt</b>	<b>Doctor of Letters</b>
<b>DSc</b>	<b>Doctor of Science</b>
<b>DScEcon</b>	<b>Doctor of Economic and Social Studies</b>
<b>DDSc</b>	<b>Doctor of Dental Science</b>

***Approved RSCC (8/7/08)***  
***Approved AQSB (1/10/08)***  
***Approved RDC (4/12/08)***

# CARDIFF METROPOLITAN UNIVERSITY

## Regulations for Senior Doctorates

### General

1. The regulations apply to the award of the following senior doctoral awards of Cardiff Metropolitan University:

DLitt	Doctor of Letters
DSc	Doctor of Science
DScEcon	Doctor of Economic and Social Studies
DDSc	Doctor of Dental Science

2. For the purpose of the Regulations for senior doctoral awards, Cardiff Metropolitan University has defined "published works" as follows:

- (i) Books and/or articles, printed or otherwise reproduced, which are made available to the general public through the normal channels by being distributed by a publishing firm or some other agency;
- (ii) Articles appearing in a journal or other publication sponsored by a learned society.

### Entry Requirements

3. A graduate of Cardiff Metropolitan University of not less than two years' standing may be admitted to candidature for a Senior Doctorate after the minimum number of years subsequent to graduation in accordance with the table below:

<b>Degree Awarded</b>	<b>Minimum Number of Years Subsequent to that Degree</b>
PhD	2 Years
Professional Doctorate	2 Years
MPhil	3 Years
Masters (taught)	4 Years
Bachelors	10 Years

4. Teaching, research, administrative, library or technical staff of Cardiff Metropolitan University, who are graduates of another University, may become a candidate for a Senior Doctorate provided that:
  - (i) his/her initial degree was awarded at least ten years previously; and

- (ii) that he/she has been a full-time member of the staff of Cardiff Metropolitan University for at least four years or a part-time member of staff for at least five years.
5. The required condition for admission to the degree is the submission to the judgement of Cardiff Metropolitan University of a candidate's contributions to the advancement of knowledge in some subject appropriate for the relevant award. Where there is uncertainty about the Senior Doctorate from the list in paragraph 1 above, for which an applicants submission is to be considered, the matter shall be referred to the Chair of the Panel (see paragraph 9 below), who will determine which Senior Doctorate is appropriate. A guide to appropriate subject fields is set out below.

Award	Relevant Subject Fields
DLitt	Subjects in the Humanities open to candidates for the degree of MPhil or cognate to them. May also include Philosophy, Economics and Political Science, Education, Geography
DSc	Mathematical, Pure, Applied or Moral Sciences. May also include Philosophy, Economics and Political Science, Education, Geography
DScEcon	Social Sciences, including Social, Administrative and Business Studies
DDSc	Dentistry, Dental Science or cognate subjects

### Submission

6. Candidates must submit independent and original work which is sufficiently extensive so as to provide convincing evidence that the work contributes a substantial and original contribution to knowledge or scholarship. This may include work done in collaboration.
7. Notice of Candidature for the degree must be submitted to the Assistant Registrar (Student Administration Services), and must be accompanied by **three** copies of the portfolio containing the following items:
- (i) A summary of no more than 5000 words, giving an indication of the academic field(s) in which the candidate has specialised, and indicating also the contribution to knowledge in that field which in the candidate's opinion his/her work has made.
  - (ii) A statement of how much, if any, of the work has been submitted or is being submitted concurrently in candidature for any other degree.
  - (iii) Where work has been done in collaboration, a statement signed by each collaborator indicating the nature and amount of work done in collaboration.

- (iv) A list of publications submitted, together with copies of all such published material.
  - (v) A Curriculum Vitae.
  - (vi) The appropriate examination fee (to be reviewed and published annually).
8. Such Notice of Candidature may be submitted to the Assistant Registrar (Student Administration Services) at any time of year. However, if it is given later than 31 January, the result of the candidature will not ordinarily be determined at such date as to allow the candidate, if successful, to be admitted to the degree in that academic year.

### **Pre-examination**

9. Upon receipt of the Notice of Candidature and copies of the portfolio, the Assistant Registrar (Student Administration Services) shall establish a Panel comprising:
- Nominee of the Vice Chancellor (in the Chair)
  - Two other full-time members of academic staff of Cardiff Metropolitan University
10. The purpose of the Panel shall be to establish whether a prima facie case exists for referring the submission for detailed examination for the degree in question. At the discretion of the Panel, the candidate may be invited for an interview.
11. If satisfied that such prima facie case for examination exists, the Panel shall appoint three referees, of whom two shall act in the first instance and shall be sent copies of the candidate's submission by the Academic Registry (Student Administration Services). If not satisfied that a prima facie case exists, the Chair of the Panel shall inform the Assistant Registrar (Student Administration Services), who shall notify the candidate.

### **Examination**

12. Each of the two appointed referees shall send to the Academic Registry (Student Administration Services) a detailed and independent report as to the scope, quality and originality of the works, stating whether in his/her opinion the degree should be awarded.
13. The third appointed referee shall only be sent a copy of the submission and asked to provide a report as in paragraph 12 above, if there is a significant difference of opinion between the first two referees.

14. In compiling their reports on the candidature for the Senior Doctorate, the referees should include the following points;
- (i) whether the work possesses originality and merit worthy of the degree for which it has been submitted;
  - (ii) whether the work makes a substantial contribution to the advancement of knowledge of such a nature as to make the candidate an acknowledged expert in the field;
  - (iii) whether the candidate can be considered worthy of the award of the degree.

Referees should express briefly the principle reasons that have led them to their conclusions.

15. Referees shall be reminded that the purpose of requiring publications is to ensure that the work submitted by the candidate has been available for criticism by relevant experts, and that referees are given discretion to disregard any of the work submitted if, in their opinion, the work has not been so available for criticism either on account of its inaccessibility or because it has been submitted for the degree at too short an interval after its publication.
16. The reports from the referees shall be submitted by the Academic Registry (Regulations & Research) to the Panel established under paragraph 9 above. The Panel shall present a report with a recommendation as to the award of the Senior Doctorate to Cardiff Metropolitan University's Academic Board. The Academic Board shall make the final decision on the candidature.

### **Appeals Procedure**

17. Candidates for senior doctorates may appeal against a decision of the Panel above not to recommend to Academic Board the award of the degree. The appeals procedure is set out in the annex to these Regulations.

### **Post-examination**

18. One copy of every submission approved by the examiners shall be deposited in a library of Cardiff Metropolitan University and one in the National Library of Wales, Aberystwyth.

**Appeals Procedure (Senior Doctorates)**

1. Candidates for Senior Doctorates may appeal under this procedure against the decision of the Panel not to recommend the award of the degree in respect of which the candidate submitted his/her works.
2. Cardiff Metropolitan University is only prepared to consider appeals which are based on one or both of the following grounds:
  - 2.1 Defects or irregularities in the conduct of the assessment procedure, including an interview if held, which are of such a nature as to cause reasonable doubt whether the Panel would have reached the same decision had they not occurred.
  - 2.2 Evidence of prejudice or of bias or of inadequate assessment on the part of one or more of the members of the Panel or referees.
3. Appeals which question the academic judgement of the Panel or referees shall not be admissible.
4. Any appeal shall be sent, in full, in writing to the Academic Registry (ref: Appeals) and must reach him/her not later than two months after the dispatch to the candidate of the notification of his/her result. Simple notice of appeal given in writing by a candidate within the above deadline shall not be deemed to constitute an appeal proper and shall not be accepted. Receipt of an application for appeal shall be acknowledged normally within three working days, and the appellant shall be provided with a written progress report normally within 25 working days.
5. If the Vice-Chancellor, or his/her nominee\* decides, after examining the candidate's submission and any other written evidence, which he/she may require that there is a case to be considered, he/she shall refer it to an Appeal Board consisting of:

Nominee of the Vice-Chancellor (Chair)  
Two members of the Academic Board
6. If the Vice-Chancellor, or his/her nominee\*, decides that there is no case to be considered, this shall have the effect of disallowing the appeal. This shall normally be within three months of receipt of the application for appeal.
7. Where a case is referred to an Appeal Board for hearing, the Board shall identify the grounds of the appeal and shall base its decision on the evidence of the appellant's submission, a report from the Chair of the Panel, and any further evidence which it considers relevant.

8. An appellant shall be offered a personal hearing by the Appeal Board, and shall be informed of the time and date of such a hearing. The appellant may be accompanied, but not represented, by a member of the academic, welfare or advisory staff of Cardiff Metropolitan University.
9. The Chair shall, at an Appeal Board meeting, have discretion to declare inadmissible any matter introduced by the appellant, or by any individual accompanying the appellant, if he/she deems it not directly related to the contents of the appeal previously lodged in writing within the stipulated deadline.
10. The Appeal Board shall be empowered to take either of the following decisions:
  - (i) that the appeal be rejected and no further action be taken;
  - (ii) that the appeal be upheld.
11. If an appeal is upheld, the Appeal Board may also adopt one of the following courses of action:
  - (i) To recommend to the Panel that, for the reasons stated, the Panel should reconsider its recommendation.
  - (ii) To recommend that a new Panel should reconsider the decision of the previous Panel.
12. When a re-assessment is undertaken as a result of either paragraphs 10.1 or 10.2 above, the Appeal Board may also specify that two new referees should be appointed. The new referees will not be provided with any information about the previous assessment other than that they are conducting a re- assessment of the candidate's submission on appeal.
13. The decision of the Appeal Board shall be final.
14. The decision of the Appeal Board (and of any re-assessment if applicable) shall be notified by the Assistant Registrar (Student Administration Services) or his/her nominee as soon as possible to the appellant.
15. In the case of 10 or 11 above, the Assistant Registrar (Student Administration Services) or his/her nominee shall arrange for the decision and recommendations of the Appeal Board to be implemented. A Panel's decision on whether any change should be made to any previous decision shall be reported back to the Appeal Board and shall be final. On receipt of this decision, the Assistant Registrar (Student Administration Services) or his/her nominee may, in exceptional cases only, refer the case to the Chair of the Appeal Board

for review of the procedures followed. If it transpires that a **serious** procedural irregularity has occurred, the case may be referred back to the Panel for reconsideration.

16. If, as a consequence of a successful appeal, a candidate is regarded as having qualified for a degree, the Assistant Registrar (Student Administration Services) shall arrange admission to the degree.
17. The Appeal Board may make recommendations for consideration by the appropriate Committee or Board within Cardiff Metropolitan University on any matter arising from the consideration of appeals.
18. Once all internal appeals procedures have been exhausted a candidate may submit a complaint to the OIA (Office of the Independent Adjudicator). Any such complaint must be submitted by sending a completed Scheme Application Form together with all relevant information to the OIA within three months of the date on the Completion of Procedures Letter from Cardiff Metropolitan University on completion of the internal appeals procedures. A Scheme Application Form can be obtained from the Academic Registry, downloaded from the OIA website <http://www.oiahe.org.uk> or by telephoning or writing to the OIA at the following address:

OIA HE,  
Third Floor,  
Kings Reach,  
38-50 Kings Road,  
Reading,  
RG1 3AA

Telephone 0118 959 9813

Email [enquiries@oiahe.org.uk](mailto:enquiries@oiahe.org.uk)

\*An Officer of the University may be nominated by the Vice-Chancellor to act on his/her behalf.