

6<sup>th</sup> Edition of the Common Academic Regulations for the Degree of Senior Doctorate of the University of Wales

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## 1. Introduction

The degree of Senior Doctorate may be awarded by the University on the basis of existing published works, or productions in the case of art, media, patents or designs, that satisfy the criteria detailed below. The qualification shall be awarded only to candidates who:

- (i) have made a significant, original contribution to their discipline(s) over a period of time in excess of ten years; and
- (ii) have established an authoritative, international standing in their discipline(s).

All candidates must pay the appropriate fees prescribed by the University. All candidates must comply with the University's academic and general regulations.

1.1. Normally, only work published in scholarly books, monographs and journals will be eligible for consideration. However, in the case of works of art, design and media, it is likely that there will be evidence of public acclaim, such as Honorary Fellowships or awards resulting from exhibitions, or public showings. All work must have been placed in the public domain, exhibited, or published at some point in such a way as to be, or have been, generally available for consultation by scholars or other interested persons.

1.2. The work to be submitted shall comprise:

a) A commentary normally of no more than 5000-6000 words providing a summary of the submitted work, and demonstrating the extent of its impact. In this summary the candidate must contextualise the publications, designs, patents or artefacts, demonstrate their coherence, and identify their international standing and contribution to the advancement of knowledge in a specified field.

b) A summary sheet listing all of the published work, artefacts, patents or designs submitted together with a statement of the extent of the candidate's contribution to multi-authored or collaborative works;

c) A copy (or representation) of each major, i.e. significantly influential, publication, patent, artefact or design cross-referenced in accordance with (a) above;

d) Evidence of the international status and impact of the published work, productions, or artefacts submitted;

e) An academic, professional or artistic, Curriculum Vitae, including major public presentations or exhibitions or other evidence of acclaim by one's peer group. The CV should include details of all academic and/or professional qualifications, current and previous academic positions, a record of research degree supervision and/or examination, a record of research grants held (as Principal Investigator), and any indicators of national or international recognition (e.g. prizes, invited keynote speeches, professional society membership, editorial board membership). The CV should also detail all the candidate's publications and research outputs (i.e. not just those which are being submitted for examination).

## 2. Eligibility

2.1. A candidate for the degree of Senior Doctorate must either:

a) be a graduate of the University of at least 10 years standing for undergraduate level, or of at least four years standing for Master's level, or of at least two years standing for doctoral level; or

b) A member of the teaching, research, administrative, library or technical staff of the University or one of its allied institutions who is a graduate of another university may become a candidate provided:

(i) that they have taken their initial degree at least ten years previously, and

(ii) that they have been a member of the staff of the University or one of its allied institutions for a continuous period of least five years (or the part time equivalent).

2.2. An applicant shall submit the required evidence in 1.2. above to the Chair of the Research Degrees Committee or his nominee. The decision as to whether an applicant should be admitted as a candidate for the award shall rest with the Research Degrees Committee.

2.3 Candidates for the degree of Senior Doctorate shall be required to submit three copies of the work as described in 1.2 above for examination.

2.4 Candidates may delegate the administrative tasks concerning the submission and examination of the published work or the artefacts to a member of their staff. The Research Degrees Committee shall nominate a Chair of the Board of Referees who must be a member of staff of the institution, normally with professorial standing, with appropriate experience who has not been otherwise directly, or indirectly, involved in overseeing the component publications, designs or artefacts. The nomination must be submitted to the Degrees and Academic Awards Board of the University of Wales for approval.

2.5. The Board of Referees for candidates shall consist of the following individuals:

a) An independent Chair who will be a senior member of staff of the institution (normally of professorial standing) with significant research experience at an international level.

b) Three external referees with international reputation in the candidate's field, at least one of whom should be working at an institution outside the UK.

Members of the Board of Referees must be approved by the University of Wales Degrees and Academic Awards Board.

## 3. Definition of Published Work, Production or Artefact

In order to be eligible for consideration as a 'published work', 'production', 'design' (including patents) or 'artefact', the work must have been published or exhibited in such

a way as to be generally available for consultation by scholars or other interested persons and should be traceable in catalogues and/or libraries.

Examples of eligible published works, productions, designs or artefacts include, but are not limited to:

- Academic paper, including electronic outputs;
- Journal article;
- Monograph;
- Book chapter;
- Scholarly text book or research monograph;
- A book;
- Published designs, including patents;
- Art work, normally catalogued;
- Media, film, photographic works, or other recognised visual or digital outputs.

Electronic works may be considered eligible, but the candidate should provide evidence that the work will continue to be publicly available for the foreseeable future in its present form.

#### 4. Quantity of work

It is expected that candidates for the degree of Senior Doctorate will have produced a substantive body of work over a period of at least ten years. The works or productions submitted for examination should form a representative sample of the total publications or productions for the candidate. The actual number of works submitted for examination will depend on both the academic area and the type of published or catalogued works included in the submission, but the submission should normally comprise between three and ten works or productions. However, the number of works is secondary to the issue of the quality and impact of the output.

#### 5. Process of Adjudication

A proposed Chair should:

- Be a member of staff employed at the institution, or, by exception, at a recognised university with sufficient seniority and experience to be able to command authority;
- Have acted as an examiner at professorial or doctoral level on at least three occasions in the previous three years;
- Have professorial status, or hold an academic award at doctoral level or have equivalent professional experience and recognition;
- Have a clear understanding of the University's regulations and procedures;
- Not be a co-author or co-producer of any of the published work or productions submitted for examination.

#### 6. Referees

6.1. External referees are nominated by the relevant Dean of Faculty, Head of School or equivalent. A proposed external referee should:

- Be of sufficient seniority and experience to be able to command authority;
- Be aware of the nature and purpose of the degree for which the candidate is being examined;

- Possess specialist knowledge and expertise in the subject of the submission;
- Not have been involved in direct substantive collaboration with the candidate in the previous five years;
- Not be a co-author of any of the published work submitted for examination.

A referee from outside the University system may be deemed appropriate where professional expertise is required, provided that such an appointee has suitable experience of higher degree awards and procedures.

At least one of the referees should be based in an institution outside the United Kingdom

A former member of staff of the University, or former student, may not be invited to act as an external referee until at least five years have elapsed since he/she left the University.

## 6.2. Board of Referees

The Dean of Research and Graduate Studies, their nominee, or equivalent should complete the nomination of the Board of Referees giving the name of the proposed chairperson, the two external referees and the proposed internal referee.

## 7. Arrangements for Examination

7.1. On appointment each referee will be provided with:

- Copies of the relevant regulations;
- One copy of all the submitted published work;
- One copy of the completed application form;
- The Report and Recommendation Forms necessary for the conduct of the examination.

## 7.2. Timescale of Examination

Referees are asked to provide a report upon the work in a timely manner. Members of the Board of Referees are expected to complete the examination of the candidate and submit their report as soon as reasonably possible (normally no later than twelve weeks after receipt of the submitted application and supporting evidence by the referees).

## 7.3. Conduct of the Examination

In examining a submission, the referees should pay particular attention to the criteria for award for the degree of Senior Doctorate:

The qualification shall be awarded to candidates who:

- have made a significant, original contribution to a discipline(s) over a period of at least ten years;
- have established an authoritative, international standing in a discipline(s);

The form and content of the referees' reports should be sufficiently detailed to allow the Degrees and Academic Awards Board to assess the scope and significance of the submitted published work and to appreciate its strengths and weaknesses. Any member(s) of the panel who are co-contributor(s), or otherwise directly, or indirectly, connected with

the substance of the submission shall be required to resign from the panel during its processes and deliberations.

## 8. Recommendations

### 8.1. Recommendations available to referees:

- a. The candidate be awarded the degree of Senior Doctorate.
- b. The candidate be not approved for the award of the degree of Senior Doctorate.
- c. The candidate be required to make adjustments, or provide additional information, pending re-submission and re-examination by the same panel within a set time period not exceeding two months.

### 8.2. Disagreement between Referees on Recommendation

If there is disagreement between the referees, the Chair of the Board of Referees should make all the reports available to each referee and request that each referee reconsiders their original recommendation. If, after reconsideration, there is still disagreement between the referees, the Chair of the Board of Referees should request that an external arbitrator be appointed. A decision on whether or not to reconvene the Board of Referees would fall within the discretion of the external arbitrator whose decision on all matters is final.

## 9. Awards Congregation

Successful candidates shall be entitled to attend the subsequent degree congregation and receive the award of *Senior Doctor*. They shall be given a citation in a manner similar to the award of University Fellowships.