



UNIVERSITY OF LINCOLN

**Regulations for the Higher Doctorate Degrees of DD, LLD, DLitt,
DMus, DEng and DSc**

2023-24

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Criteria for the Award of Higher Doctorate

1. The Higher Doctorate degree 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. Either of 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 submit;
 - 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 individual contributions to joint authorship publications;
 - f) A statement describing any previous submission of papers used for a degree by publication of the University of Lincoln or any other University;
 - g) The names of two referees who shall not be members of the University.
5. The Head of College will make an initial decision as to whether there is a case for the award of the degree.
6. If the Head of College supports the application, the candidate shall be invited to present relevant published works for assessment as per section 10 within six months of being notified that they may submit.
7. The Head of College is required to nominate two main and one reserve External Assessors for approval by College Research Degree Board See section 12 (below) for the criteria for the appointment of Assessors.

8. If the Head of College does not support the application 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 the original application.

Fees

9. The candidate will be required to pay the prescribed fee of the Higher Doctorate assessment.

Form of Submission

10. The submission must be an electronic portfolio presented under the following headings:
 - 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 contexts giving all appropriate sub-divisions of the submission and a page number for each item.
 - c) Statement:
 - 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 as appropriate);
 - d) Overall Summary (maximum 10,000 words) of the aims and achievements of the work submitted 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.
 - e) Declaration: a declaration 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 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.
 - f) Publications: 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 be in English. Brief quotations may be made in foreign languages. With approval of College Research Degrees Board variation of this requirement may be approved 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 not have a declared interest which would include:
 - any plan to employ the candidate;
 - any plan to co-publish with the candidate;
 - a close personal relationship of any kind with the candidate;
 - 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 College Research Degrees Board may 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. College Research Degrees Board will recommend to Academic Board that the degree be awarded.
15. If College Research Degrees Board decides not to recommend 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.

