

Regulations for Senior Doctorates

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PRIFYSGOL
BANGOR
UNIVERSITY

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1 May 2018.	2013 version.	General update.

Document Owner	Approved By	Date Approved	Review Frequency
Student Services.	Senate Regulations and Special Cases Committee.	4 October 2018.	Every three years.

Note: In exceptional circumstances, and subject to approval by the Chair of the Senate Regulations and Special Cases Committee, responsibilities assigned to Schools, Heads, of School, School Officers or School Committees in these Regulations may be assumed by the College, Head of College, College Officers or College Committees respectively, as appropriate.

Regulations for Senior Doctorates

This document outlines the regulations and procedures for awarding Senior Doctorates.



General Regulations

1. Senior Doctorates are awarded for published contributions to the advancement of knowledge in the following subject areas:
 - Doctor of Letters (DLitt)

A broad range of subjects in the humanities, and where appropriate in Economics, Social Sciences, Education, and Geography.
 - Doctor of Science (DSc)

Pure and Applied Sciences, and where appropriate in Economics, Social Sciences, Education, and Geography.
 - Doctor of Economic and Social Studies (DScEcon)

Social Sciences and Business.
 - Doctor of Laws (LLD)

Jurisprudence, the Theory and Practice of Law and Legislation, and cognate subjects.
 - Doctor of Music (DMus)

Musical compositions which constitute a substantial contribution to the art of music.
 - Doctor of Divinity (DD)

Theology, Divinity, and Religious Studies.
2. If there is uncertainty about which award to choose, the Pro Vice-Chancellor (Education and Student Experience) will determine which Senior Doctorate is most appropriate.
3. Graduates of the University may apply for a Senior Doctorate:
 - Two years after being awarded the degree of Doctor of Philosophy **or**
 - Three years after being awarded a Master's degree (including Master of Philosophy and Master's by Research) **or**
 - Ten years after being awarded a Bachelor degree.
4. A member of University staff, or of an associated institution or centre, may apply for a Senior Doctorate. This includes teaching, research, administrative, library, and technical staff, and honorary members of staff. The applicant must be a graduate of another University and must have been a full-time member of the staff of the University or of an associated institution or centre for at least five years. The periods

that must have elapsed since being awarded a degree or higher degree are as defined in paragraph 3.

Application

5. Applicants must submit the following to the Head of Student Administration:
 - The application form (copies are available from the Head of Student Administration).
 - A summary of approximately 1,500-2,000 words. The summary must indicate (a) the field in which the applicant has specialised and (b) the contribution that the work has made to knowledge in that field.
 - Two copies of each of the published works.
 - The application fee (as published on the University website).
6. For the purpose of these regulations, 'published work' includes:
 - Books and/or articles, printed or otherwise reproduced.
 - Articles appearing in a journal or other publication sponsored by a learned society.
 - For the degree of DMus, musical compositions submitted in print or manuscript or, where no score exists, as an audio recording.

It is expected that the work will have been available for criticism by relevant experts. The examiners may disregard any work that has not been available because of inaccessibility or because it has been submitted for the degree too soon after its publication.

7. Applications can be submitted at any time. Applications must be received before 31st January if the applicant wishes to be admitted to the degree in the same year.

Examination

8. Works submitted for a Senior Doctorate will be considered by an Examining Committee consisting of:
 - Pro Vice-Chancellor (Education and Student Experience) or nominee.
 - Two members of academic staff appointed by the Pro Vice-Chancellor (Education and Student Experience).
9. The Head of Student Administration (or nominee) will serve as secretary to the committee.
10. The Examining Committee will determine if there is a *prima facie* case for referring the works for detailed examination. If the works are to be referred, the Examining Committee will appoint two external referees. If the committee decides not to refer the works for detailed examination, the secretary will notify the applicant of the decision and of the right to appeal.
11. The two appointed referees will be invited to submit a detailed report on the scope, quality, and originality of the works, stating whether in their opinion the degree should be awarded. Referees are expected to consider the following:
 - Does the work show mastery of the subject?

- Does the work possess the quality, originality, merit, and distinctiveness worthy of the degree for which it has been submitted?
 - Does the work make a substantial contribution to the advancement of knowledge of such a nature as to make the applicant an acknowledged expert in the field covered? (This criterion would not normally be applied in the case of an application for a DMus or for a DLitt based on creative works.)
 - Can the applicant be considered worthy of the award of the degree?
12. The Examining Committee will consider the recommendations of the referees and determine whether to award a Senior Doctorate. At the discretion of the examiners, the applicant may be invited to an interview.
13. The secretary will ensure that details of the decision are reported appropriately so that arrangements can be made for the applicant to attend a graduation ceremony and so that a certificate can be issued.
14. The decision of the Examining Committee will be reported to Senate.

Appeals Procedure

15. Applicants may appeal against a decision of an Examining Committee:
- Not to refer an application for detailed examination by external referees (as in paragraph 10).
 - Not to award a Senior Doctorate (as in paragraph 12).
16. The University will only consider appeals which are based on one or both of the following grounds:
- 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 Examining Committee would have reached the same decision had they not occurred.
 - Evidence of prejudice, or of bias, or of inadequate assessment on the part of one or more of the members of the Examining Committee or referees.
17. Appeals which question the academic judgement of the Examining Committee or referees are not admissible.
18. Appeals must be sent in writing to the Head of Student Administration no later than two months after the dispatch to the applicant of the notification of the result. Simple notice of appeal given within the above deadline shall not be deemed to constitute an appeal proper and shall not be accepted.
19. The Vice-Chancellor or nominee (who may not be one of the members of the original Examining Committee) will examine the applicant's submission. If the Vice-Chancellor decides that there is a case to be considered, the appeal will be referred to an Appeal Board consisting of three persons, none of whom will have been part of the original examination process. The Appeal Board will consist of a Pro Vice-Chancellor, an academic member of Senate and an external member. The Appeal Board will be convened by the Head of Student Administration (or nominee) who will serve as secretary to the Board.

20. If the Vice-Chancellor (or nominee) decides that there is no case to be considered, this shall have the effect of disallowing the appeal.
21. Where a case is referred to an Appeal Board, the Board shall identify the grounds of the appeal and shall base its decision on the evidence of the appellant's submission, the testimony of the Chair of the Examining Committee, and any further evidence which it considers relevant.
22. 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 the University.
23. 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 it is not directly related to the contents of the appeal previously lodged in writing within the stipulated deadline.
24. The Appeal Board shall be empowered to take either of the following decisions:
 - That the appeal be rejected and no further action be taken **or**
 - That the appeal be upheld.
25. If an appeal is upheld, the Appeal Board may adopt one of the following courses of action:
 - a) If the appeal is against a decision not to refer an application for detailed examination by external referees:
 - i. Recommend that the Examining Committee should reconsider its decision.
 - ii. Recommend that a new Examining Committee should consider the application.
 - iii. Determine that that works should be referred to external referees. If this option is chosen, the Appeal Board must decide whether a new Examining Committee should consider the reports of the external referees.
 - b) If the appeal is against a decision not to award a Senior Doctorate:
 - iv. Recommend that the Examining Committee should reconsider its decision.
 - v. Recommend that a new Examining Committee should consider the application and the reports of the external referees.
 - vi. Determine that that works should be referred for detailed examination by one or more new external referees. If this option is chosen, the Appeal Board must decide whether a new Examining Committee should consider the reports of the external referees.
 - vii. Determine that the applicant is eligible for a Senior Doctorate and confirm the award.

26. If new external referees are appointed as defined by paragraph 25iii or paragraph 25vi, they will not be provided with any information about the previous assessment other than that they are conducting a re-assessment on appeal.
27. The decision of the Appeal Board shall be final.
28. The Head of Student Administration (or nominee) will notify the appellant of the decision of the Appeal Board.
29. An appellant who remains dissatisfied after the appeals procedure has been concluded may appeal to the Office of the Independent Adjudicator (OIA). Details are available from the Head of Governance and Compliance or at the OIA's website at <http://www.oiahe.org.uk/>