

University of Leeds

Higher Doctorates

Guidance for examiners

The Higher Doctorate is the highest degree which the University can award to a candidate. Within the relevant field of study the candidate must have distinguished themselves by their original contribution to scholarship.

This contribution should be:

Substantial  
Sustained  
Of a level which has led to international recognition

First the applicant must submit an informal application, this must include:

- a summary of the work covered in the submission, drawing attention to work considered to be of particular importance, and including an assessment of the significance of their work in relation to knowledge at the time the research was done, and, as appropriate, its influence on subsequent research in the field;
- an indication of the relationship, if any, between the various topics covered by the papers;
- a clear statement, in the case of work submitted under joint authorship, of their own share in the joint publication;
- an indication of whether, and to what extent, any of the papers submitted have resulted from work for which an earlier degree has been awarded

In the first instance this submission will be considered to discern if a prima facie case exists. This is normally carried out by the Faculty Pro-Dean for Research, in consultation with area experts.

Should it be identified that a prima facie case exists the applicant is invited to make a formal submission with three copies of the above submission and payment of the fee of £1080.

An internal examiner is appointed, who in turn will provide recommendations for external examiners, according to the below eligibility.

***Eligibility of examiners***

*Due to the nature of the award, examiners should be Heads of Department, Professors and/or holders of Higher Doctorates. Examiners should be from a cognate discipline but should not be a joint author on any of the publications. If this is problematic then co-authorship may be permissible on a small number of publications more than ten years previously.*

Once the eligibility requirements are checked and approved by the Chair of the Higher Doctorates Group the recommended external examiners can be approached and invited to act as examiners.

Once the examiners have accepted the appointment they will receive the full submission and are asked to complete a report commenting upon:

- the extent to which the examiner is an expert in the area or areas covered by the submission.
- an evaluation of the candidate's role and responsibility in relation to work submitted under joint authorship
- the extent to which the submission gives evidence that the candidate's contribution has been (a) substantial, (b) sustained (c) at a level which has led to international recognition
- any general comments that the examiner wishes to bring to the attention of the Graduate Board

The examiner is finally asked to recommend if the degree should be awarded.

It is expected that the examination process will be completed within 6-9 months of submission.

The reports from all examiners are then considered by the Group on Higher Doctorates, who will then recommend that:

- the degree be awarded
- the degree is not awarded
- a meeting is convened to consider the reports and recommendations

Once a decision is reached the applicant will be notified.