

# Senate Regulations for Senior Doctoral Degrees

## 1. GENERAL

These Regulations are to be read in conjunction with the Academic Ordinances of Cardiff University, which shall be authoritative in respect of matters relating to the award of Cardiff University qualifications.

The senior doctoral degrees awarded by the University are listed in Senate Regulations for Awards of Cardiff University.

## 2. DEFINITIONS

The following definitions shall apply in respect of these Regulations:

### **Published Work**

For the purposes of senior doctoral awards, the definition "published work" shall be as follows:

- a) Any combination of books, articles, or musical compositions, 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.
- b) Articles or musical compositions, printed or otherwise reproduced, appearing in a journal or other publication sponsored by a learned society.

## 3. ADMISSION TO CANDIDATURE

- 3.1 Graduates of the University of not less than two years' standing may be admitted to candidature for a senior doctoral degree during or subsequently to the second year after having qualified for the degree of Doctor of Philosophy or the third year after having qualified for the degree of Master of Philosophy or other cognate Master's degree or the tenth year after having qualified for an initial degree.
- 3.2 In the case of the Degree of Doctor of Dental Science, Graduates of the University of not less than two years' standing, and possessing the degree of Bachelor of Dental Surgery, may be admitted to candidature for the degree of Doctor of Dental Science during or subsequently to the second year, after having qualified for the degree of Doctor of Philosophy or the third year after having qualified for the degree of Master of Dental Science, Master of Science or Master of Philosophy or the tenth year after having qualified for the degree of Bachelor of Dental Surgery.
- 3.3 A member of the teaching, research, administrative, library or technical staff of the University, or an Associated Theological College, who is a graduate of another University, may become a candidate for a senior doctoral degree provided:
  - 3.3.1 that s/he has taken an initial degree at least ten years previously, and

**3.3.2** that s/he has been a member of the staff of the University or an Associated Theological College for at least five years.

**3.4** For the purpose of these Regulations, Graduates of the University shall include Graduates of the University of Wales presented by Cardiff University or its predecessor institutions.

#### **4. CRITERIA FOR SUBMISSION**

**4.1** A candidate for a senior doctoral degree is required to submit, to the judgement of the University, his/her contributions to the advancement of knowledge in some subject recognised for the purpose. The subjects recognised for this purpose are those which are open to candidates for the degree of Master of Philosophy as well as any cognate to them.

**4.2** In the case of candidates who are potentially eligible to submit for a degree under more than one category (eg either DLitt or DSc), the Vice-Chancellor, on the advice of Senate, will decide upon the appropriate senior doctoral degree to be awarded to a successful candidate.

**4.3** Candidates shall be required to submit independent work which is a substantial contribution to knowledge. Work done in collaboration may be submitted in support of the candidature, but such work shall be accompanied by a statement signed by each collaborator indicating the nature and amount of the work done in collaboration. Candidates shall be required to provide a summary, of about four or five pages in length, giving an indication of the field or fields in which they have specialised, and indicating also the contribution to knowledge in that field which in their opinion their work has made. At the discretion of the examiners, the candidate may be summoned to an interview.

**4.4** Candidates for the degree of DMus are required to submit published compositions or manuscripts which constitute a substantial contribution to the art of music. Work done in collaboration may be submitted in support of the candidature, but such work shall be accompanied by a statement signed by each collaborator indicating the nature and amount of the work done in collaboration.

#### **5. PROCEDURES FOR SUBMISSION**

**5.1** Notice of candidature for the degree must be given to the Academic Registrar or nominee, and must be accompanied by two copies of each of the published works it is desired to submit to the judgment of the University. Such notice may be given at any time during the academic year, but 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. Candidates shall state when submitting their work, how much, if any, of it has been submitted or is being concurrently submitted in candidature for any other degree.

**5.2** The fee for admission to candidature must be forwarded to the Academic Registrar or nominee, together with the official form of notice of candidature.

#### **6. CONSIDERATION OF SUBMISSIONS**

**6.1** All works submitted by a candidate for a senior doctoral degree shall be considered by a committee consisting of:

- 6.1.1** The Pro Vice-Chancellor of the relevant College as determined by the field of the Senior Doctoral Degree;
- 6.1.2** two other members of Senate appointed by the Pro Vice-Chancellor of the relevant College.
- 6.2** If satisfied that a *prima facie* case has been established for referring the works for detailed examination for the degree in question, the committee shall appoint three referees, of whom two shall act in the first instance. If the committee is not satisfied it shall inform the Academic Registrar or nominee, who shall notify the candidate.
- 6.3** Each of the two appointed referees shall send to the Academic Registrar or nominee 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.
- 6.4** In making their report on the candidature for the doctorate, referees are requested to consider the following questions, *viz*:
- 6.4.1** Does the candidate's work show mastery of the subject?
- 6.4.2** Does the work possess quality, originality and distinctiveness worthy of the degree for which it has been submitted?
- 6.4.3** (With the exception of candidates for the degree of DMus) does the work make a substantial contribution to the advancement of knowledge of such a nature as to make the candidate an acknowledged expert in the field covered?
- 6.4.4** Can the candidate be considered worthy of the award of the degree?
- (It would assist the University materially in the final consideration of the work, if, in answering these questions, referees would express briefly the principal reasons that have led them to their conclusions.)
- 6.5** Referees are reminded that the purpose of requiring publication is to ensure that the work submitted 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.
- 6.6** The written reports of the referees shall be deposited in the archives of the University.

## **7. AWARD OF DEGREE**

- 7.1** The reports of the two referees shall be submitted by the Academic Registrar or nominee to the committee appointed in accordance with paragraph 6.1 above.
- 7.2** The committee shall consider the recommendations of the referees, and shall present a report, including a recommendation as to the award of the degree, to the Senate.
- 7.3** A recommendation to the Senate may be made by the committee in the light of the quality, detail, etc of the two reports, even though they may not be in

agreement. The third referee need not necessarily be asked to submit an independent report.

- 7.4** The Senate shall make the final decision on the candidature.
- 8.** One copy of every work approved by the examiners shall be deposited in the University Library, and the other in the National Library of Wales, Aberystwyth.