Higher Doctorates Procedure

1 Purpose

To establish the process and requirements of Admission, Enrolment and examination of a candidature for a Higher Doctorate.

2 Scope

These procedures apply to all prospective and currently enrolled candidates for a Higher Doctorate degree, as well as to staff of the University and external persons involved in relevant decision-making processes, such as external examiners.

3 Procedure Overview

A Higher Doctorate is the highest academic qualification awarded by the University. They are designed to give formal public recognition to scholars who have made a substantial, original and distinguished contribution to the knowledge and understanding of any branch of learning with which the University is concerned.

This procedure aligns with:

- *Higher Education Standards Framework (Threshold Standards) 2021*: Standard 1.5 Qualifications and Certification

4 Procedures

4.1 Admission Eligibility

Applicants for Admission to candidature must:

1. be a doctoral Graduate of not less than 10 years' standing; and
2. have a substantial Research association with the University.

4.2 Work Requirements

Work submitted for a Higher Doctorate:

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1. must be a substantial and scholarly contribution to the advancement of the relevant discipline, surpassing the standard of work required for the Award of Doctor of Philosophy;

2. will normally be 'published work' in that the work will have been available publicly for a reasonable period of time for review and criticism;

3. may include work conjointly authored provided the conjoint work is clearly indicated and the Applicant submitting the work was responsible for the initiation and conduct or direction of the major portion of such work. The University reserves the right to consult any of the co-authors or collaborators mentioned in the statement; and

4. must not have been the basis upon which the Applicant was awarded any other degree from any educational institution.

4.3 Admission Procedures

4.3.1 Application for Admission

Application for Admission to candidature shall be made in writing to the Graduate Research School (GRS). The GRS will attend to all procedural matters relating to the candidature, including notification of candidature and examination management as detailed in this document. The application shall include:

1. the Applicant's curriculum vitae including details of full employment history and full publication record;

2. copies of the Applicant's academic qualifications and relevant documents;

3. copies of at least 10 of the Applicant's most significant works; and

4. a statement of how the material to be submitted constitutes a coherent theme and contributes to the advancement of knowledge in a relevant field.

4.3.2 Preliminary Assessment

The GRS will undertake an initial Assessment of the application against the Admission eligibility criteria. If the criteria are met, a Higher Doctorate Committee will then be established by the Dean (Graduate Research School) to assess whether the potential candidate is qualified for Admission to candidature. The Higher Doctorate Committee will comprise of:

1. the Dean (Graduate Research School) who shall be chair of the Committee;

2. at least two academic staff members nominated by the Research Committee; and

3. a nominee from the Deputy Vice-Chancellor (Academic and Research).

The Higher Doctorate Committee will either:

1. decline to support the application in which case the Committee will forward the application to the Research Committee giving reasons for the Committee's Decision, or

2. determine that the Applicant satisfies the requirements for Admission to candidature and the work submitted for the degree is prima facie worthy of examination. The Committee will recommend to the Research Committee that the Applicant should be admitted as a candidate.

4.3.3 Admission to Candidature

The Research Committee shall consider the recommendation of the Higher Doctorate Committee as to the Assessment of the application against the Award criteria and will decide whether the Applicant will be admitted as a candidate.

The GRS will convey the Decision of the Research Committee to the candidate.

Upon Admission to candidature, candidates must pay the Enrolment fee as determined by the University.

4.4 Examination

4.4.1 Submission

After Admission to candidature, a candidate must lodge with the GRS, in a form approved by the Higher Doctorate Committee, four copies of the documents lodged under clause 4.3.1.

This submission must be completed within six months of Enrolment.

At the point of submission, the candidate may advise the Research Committee in writing of any persons they object, for stated reasons, to being appointed examiners.

4.4.2 Examiners

Where an Applicant is admitted to candidature, the Higher Doctorate Committee must recommend to Research Committee three persons it considers appropriate examiners of the candidate's work.

The Research Committee, after considering the advice of the Higher Doctorate Committee and any objections from the candidate, will appoint three examiners to assess the candidate's work against the requirements outlined in section 4.3.

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Examiners must be external to the University. At least one of the examiners must be from an overseas university. Such examiners must not have published, or engaged in substantial Research collaboration, with the candidate.

Each selected examiner will be contacted to ensure willingness to act and the ability to complete the examination within two months.

Communication between examiners is not normally permitted. Should an examiner wish to contact other examiner(s), a request in writing explaining the reason/s for the interaction must be provided for consideration by the Chair, Research Committee. Under no circumstances will any examiner's details be revealed to other examiners without their consent.

4.4.3 The Examination

Each examiner must independently assess the candidate's work.

Examiners may question the candidate in writing through the Chair, Higher Doctorates Committee about any aspect of the material which an examiner believes requires clarification. The Chair, Higher Doctorates Committee must send a copy of the question and the candidate's answer to each examiner.

A written report is required of examiners together with a recommendation either to grant the Award or not.

When all examiners' reports are received, they are forwarded to the Higher Doctorate Committee for the provision of a recommendation, endorsed by the Dean (Graduate Research School), to the Chair, Research Committee. The Chair, Research Committee shall recommend to the Vice-Chancellor that, where the candidate has satisfied the requirements for the Award, the degree be awarded.

Upon confirmation by the Vice-Chancellor that the Candidate has satisfied the requirements for the degree to be awarded, the Chair, Research Committee, will advise the Candidate of the Decision. The degree will be conferred in accordance with the Graduations Procedure.

A candidate shall not be recommended as having satisfied the requirements for the Award of a Higher Doctorate unless all examiners report that the work submitted for examination satisfies the requirements of the 'policy statement'.

The Chair, Research Committee shall advise the candidate of a Decision not to grant the Award.

Candidates, whether successful or not, shall normally be provided with copies of the examiners' comments, subject to any editing (including the suppression of the examiners' names) approved by the Chair, Research Committee.

All examiners shall be advised of the recommendations of other examiners and the Decision made about the Award of the degree.

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4.5 Right to Re-apply

A candidate who fails to qualify for the Award of a Higher Doctorate may, after a period of not less than five years, re-apply for Admission to candidature for the degree.

4.6 Distribution of Work

One copy of any successful submission for a Higher Doctorate shall be lodged in the University Library.

5 Schedule

Higher Doctorates available at the University

- Doctor of Letters (DLitt)
- Doctor of Science (DSc)

6 References

Nil.

7 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

8 Procedure Information

Accountable Officer	Deputy Vice-Chancellor (Academic and Research)
Responsible Officer	Dean (Graduate Research School)
Policy Type	Academic Quality Policy
Policy Suite	Research Policy
Subordinate Schedules	
Approved Date	18/1/2022

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Effective Date	18/1/2022
Review Date	2/1/2031
Relevant Legislation	
Policy Exceptions	Policy Exceptions Register
Related Policies	Admissions, Enrolment and Graduations Policy
Related Procedures	Graduations Procedure
Related forms, publications and websites	
Definitions	**Terms defined in the Definitions Dictionary**
	Admission The process of submission and assessment of applications for entry to study at the University. Applicant A person who applies for any program or Course of study offered by the University whether the application is made through the Queensland Tertiary Admission Centre (QTAC) or directly to the University. Assessment The process of evaluating the extent to which Students have achieved the Learning Outcomes of a Course. Award The qualification conferred upon a Student following the successful completion of an Academic Program. The categories of Award are listed in the Program Nomenclature Schedule . Decision A determination made by an Employee, contractor or other authorised delegate in the course of their duties on behalf of the University. Enrolment The process of admitting Students to one or more Courses for the current Academic Year.

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	Graduate A Student upon whom Council has conferred an Award. Higher Doctorate A higher doctorate is the highest academic qualification awarded by the University and give formal public recognition to scholars who have made a substantial, original and distinguished contribution to the knowledge and understanding of any branch of learning with which the University is concerned. Research Research is the creation of new knowledge and/or the use of existing knowledge in a new and creative way to generate new concepts, methodologies, inventions and understandings. This could include the synthesis and analysis of previous research to the extent that it is new and creative. University The term 'University' or 'UniSQ' means the University of Southern Queensland. Vice-Chancellor The person bearing the title of Vice-Chancellor and President, or as otherwise defined in the University of Southern Queensland Act 1998 , including a person acting in that position.
	Definitions that relate to this procedure only
Keywords	Higher Doctorate Awards Research
Record No	13/336PL

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