### UNIVERSITY OF ST ANDREWS

#### POLICY ON HIGHER DEGREES

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Award Criteria

Higher degrees (DLitt, DSc or MD\(^1\)) may be awarded in recognition of a corpus of work of a professorial standard attained over an extended period of no fewer than ten years, containing original and significant contributions to the advancement of knowledge and learning which has given the candidate international distinction in their particular academic field.

Eligibility

Graduates of the University of St Andrews are eligible for consideration as a candidate for a higher degree no fewer than ten years after the date of their doctorate or other recognised terminal degree.

Graduates of other universities who are presently full or part-time members of staff at the University of St Andrews who have at least 4 years’ continuous service are eligible for consideration as a candidate for a higher degree, provided it is at least ten years after the date of their doctorate or other recognised terminal degree from any university. Periods of paid leave such as maternity or sickness leave will not be discounted when calculating the 4 years’ continuous service but periods of unpaid leave will not normally be counted towards it.

Application Process

1. The Proctor’s Office will consider nominations from the Schools for higher degree candidates on a biannual basis. Nominations should be submitted by the Head of School, who will consult with the senior members of the School before making the nomination. Each nomination must include:
   a. A statement of no more than 1000 words explaining how the proposed submission meets the award criteria.
   b. A copy of the applicant’s CV, including a list of all publications.
   c. A list, provided by the School, of at least four possible external examiners and two confirmed internal examiners.

2. The Proctor’s Office will review nominations and invite candidates of suitable merit to apply for the relevant higher degree. While the Proctor’s Office will work with the nominating schools such that both parties agree, where possible, about the candidate’s suitability for examination, the Proctor reserves the right to decline a nomination put forward by a school.

3. The Proctor’s Office will inform the applicant if formal submission is to be allowed, enclosing the appropriate regulations, and explaining the preliminary procedure for

\(^1\) There are two routes to the award of MD, the second is considered via the normal postgraduate admissions processes and involves a minimum of two years’ research within the University.
submitting a (composite) thesis of no more than 120,000 words, or a portfolio of similar size, which may include papers, books (or sample chapter(s) therefrom) and other publications that are suitably representative of the applicant’s work. Items (a) and (b) detailed in (1) above will also be included for consideration by the examining committee. The applicant must submit FOUR typescript copies of all material in secure but temporary bindings, and pay any requisite fees.

Applicants must submit their portfolio within six months of formal invitation. Invitations will lapse after six months and individuals who fail to submit their portfolio within this window will be asked to reapply before being allowed to submit.

4. The Proctor’s Office will select two External Examiners from the list supplied by the School and confirm that the two nominated Internal Examiners are appropriate. At least one of the Internal Examiners should be of professorial standing, or recognised equivalent, and will serve as the Convenor of the Examining Committee. External Examiners should be of professorial standing.

5. The Proctor’s Office will write formally to all the Examiners and will provide copies of the submission for examination, the current Regulations, and information regarding payment of fees to external examiners.

6. Within 6-8 weeks, the Examiners shall submit independent written reports to the Convenor, without conferring, on the submission. Such reports shall provide (i) a recommendation of whether the degree be awarded or not, and (ii) a brief summary of each Examiner’s rationale for arriving at their decision.

7. The decisions which may be reached by the examining committee are:
   a. that the submission be approved and the degree be awarded.
   b. that the submission be approved and the degree be awarded, subject to the making of minor corrections or revisions.
   c. that the submission be rejected and no award made.

8. The Convenor of the Examining Committee will send all the reports, along with a summary report from the Convenor, to the Proctor’s Office for approval by the relevant Dean.²

9. The Proctor’s Office will inform the candidate, as well as the Examiners, of the confirmed examination result and arrange payment of the examiners’ fees where appropriate.

10. If the candidate is successful following the completion of the examination process, the Proctor’s Office will inform appropriate sections of Registry to facilitate registration for graduation and the conferral of the degree award.

11. If the candidate is unsuccessful following the completion of the examination process, they may reapply for reconsideration not less than 5 years after initial submission, supplying a revised submission clearly detailing any significant changes in their academic contribution and research output.

² In the case of a split decision by the examining committee, a Dean nominated by the Proctor will act as the deciding vote.
12. If the candidate is successful following the completion of the examination process, two copies of their submission shall be bound in an approved format(s) at the candidate’s own expense and shall be deposited in the University Library. The candidate may also provide an electronic copy of the submission in an approved format(s).

13. The candidate’s award of the relevant higher degree will be reported to Academic Council via Academic Council’s formal approval of Senate Graduation minutes.

Appeal Procedure

If, after the recommendation of the Examining Committee is approved and communicated, the candidate wishes to appeal against the Examining Committee’s recommendation, then they should submit a Stage 1 Academic Appeal to the Proctor, as per the procedures and grounds laid down in the University’s Policy on Student Academic Appeals. Such appeals should be raised by candidates within 5 working days of the results or other notification being issued.