UNIVERSITY OF BIRMINGHAM

CODE OF PRACTICE ON ASSESSMENT AND AWARD OF HIGHER DOCTORATES

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Code of Practice on the Assessment and Award of Higher Doctorates

1. Introduction

1.1 This Code of Practice shall apply to higher doctorates as listed in Ordinance 4.1.1 (e) and sets out the eligibility criteria, application process, and assessment and award of higher doctorates

2. Eligibility

2.1 Graduates of this University will be eligible to apply for permission to be admitted to a higher doctorate after the expiration of a minimum of:

2.1 .1 Six years after the conferment of the Bachelor's or Undergraduate Master's degree; or

2.1 .2 Five years after the conferment of the Master's degree (excluding undergraduate Masters); or

2.1 .3 Three years after the conferment of the Doctoral degree.

2.2 Graduates of other universities will be eligible to apply for permission to be admitted to a higher doctorate as set out in 2.1.1 - 2.1.3 above, providing that at the time of their application, they have held a contract of employment in either a teaching or a research capacity for two years at this University.

3. Application for Candidature

3.1 All candidates should supply the following to Registry:

3.1 .1 A completed application form, available on request from Registry, showing the summary title of the work to be submitted.

3.1 .2 An up-to-date CV, including a full publication list, indicating those pieces which will be submitted for assessment.

3.2 Each application for candidature for a higher doctorate shall be considered by a Review Group, comprising three people, appointed by the Head of the appropriate School in which the candidate's field of study lies. Its membership must include at least two people external to the University. Membership of the Review Group shall not be disclosed to the candidate.

3.3 The Review Group shall submit a report to Registry within three months of the application being received within the School, stating whether there is a prima facie case for the higher doctorate being awarded, without prejudice to the ultimate decision of the University.

3.4 If the application is approved by the Review Group, the candidate will be advised that they may proceed with their submission within one year of the Review Group's decision.

3.5 Should an application not be approved, the candidate may not apply for a higher doctorate at the University of Birmingham for a further three years.

3.6 Once an application has been approved, the Head of School should

nominate assessors as under 5.1 below.

4. Submission

4.1 The submission shall be prefaced by a synopsis of not more than 5 000 words detailing the candidate's research record, outlining clearly the research interests and achievements through reference to the selected publications. There should be clear evidence that the selected publications are of international quality and have made an original, substantial and authoritative contribution to knowledge in the candidate's field of study. Where necessary, the candidate should indicate the nature of the contribution to jointly-authored publications. The University reserves the right to consult any of the co-authors or collaborators concerning the statement.

4.2 The candidate must provide copies of all publications which they have indicated they wish to be considered for assessment in 3.1.2 above.

4.3 The default language for all research degree theses is UK English. Any publication submitted in a foreign language will require an attested translation.

4.4 Candidates will be required to submit three hardbound copies of the submission in the format prescribed by Library Services (https://intranet.birmingham.ac.uk/as/libraryservices/library/services/research/thesis/index.aspx), together with the prescribed fee, to Registry.

4.5 Candidates for the degree of DMus may submit as a composer, with the following requirements:

.1 for purely acoustic submissions.

Not fewer than three original compositions for different musical combinations must be submitted as exercises: at least one of these combinations shall be for some musical combination not including pianoforte, and at least one of them shall include or consist of a continuous and well organised movement of a substantial nature. Candidates are advised, though not required, to present three copies of recordings of their submitted work.

.2 for electroacoustic submission.

Not fewer than three original compositions; works for instruments or voices with electronics, interactive works, installations and purely acousmatic works are all permissible in any combination (including the possibility of all works being in the same sub-genre). At least one of these works shall include or consist of a continuous and well organised movement of a substantial nature. Candidates are required to submit three copies of all necessary performance materials, together with recordings of the works.

5. Assessment

5.1 Normally one internal and two external assessors shall be nominated by the Head of School, except where the candidate is a member of this

University staff, when all assessors shall be external to the University. The candidate shall have the opportunity to suggest potential assessors and to advise the Head of School as to any potential assessors they do not wish to assess the submission. The criteria for the appointment of assessors shall be in accordance with the Code of Practice for Assessment of Research Degree Theses Section 4.

5.2 The Senate formally appoints external examiners. The identity of the appointed assessors shall not be revealed to the candidate.

5.3 The higher doctorate shall be awarded only to candidates who, in the opinion of the assessors, have demonstrated:

5.3 .1 A contribution of originality and merit to their field of study, and

5.3 .2 A sustained, consistent and substantial contribution to the advancement of knowledge over a number of years, and

5.3 .3 Authoritative standing in their field of study, and

5.3 .4 Seminal publications which have led to extensions or development of knowledge by others, and

5.3 .5 For the DMus as composer, the submission must show a comprehensive technique at the highest possible standard and possess distinctive quality, in either powers of invention or methods of treatment.

5.4 Having considered the work, the assessors shall submit individual reports to the Registry, with a recommendation that:

5.4 .1 The appropriate Higher Doctorate be awarded, or

5.4 .2 That a Higher Doctorate not be awarded.

6 Failure of examiners to reach agreement

6.1 Where the assessors' recommendations differ, an appropriately qualified adjudicator, who may or may not be a member of staff of the University, shall be appointed by the Head of College and approved by Senate or delegated authority. The identity of the adjudicator shall not be revealed to the candidate. The adjudicator shall be given access to the submission and the assessors' reports and shall make a final recommendation.

6.2 Where the assessors or adjudicator recommend that the Higher Doctorate not be awarded, the candidate shall be sent the assessors' (and adjudicator's if applicable) reports. The names of the assessors and adjudicator will not be revealed to the candidate.

7 Re-application and appeal

7.1 Where assessors or the adjudicator recommend that the Higher Doctorate not be awarded, candidates may reapply for candidature after three years using a different set of publications.

7.2 Where assessors or adjudicator recommend that the Higher Doctorate not be awarded, a candidate shall have the normal right of appeal as set out in the Code of Practice on Primary Appeals, wherein the candidate shall have the rights and responsibilities of a Registered Student on a research programme in making an appeal.