

# Higher Doctorates

## Information for Applicants

Never Stand Still

This document outlines the steps to lodge an application for the award of a Higher Doctorate at UNSW. It also describes the means by which applicants will be notified of the application and examination outcomes. It should be read in accordance with the Conditions for Award of Higher Doctorates Policy (<https://www.gs.unsw.edu.au/policy/higherdoctoratespolicy.html>)

### 1.1 Application

- Eligibility for the award is outlined in the Conditions for Award of Higher Doctorates Policy (<https://www.gs.unsw.edu.au/policy/higherdoctoratespolicy.html>)
- All potential applicants for a Higher Doctorate should contact Claire McCarthy, Manager, Examinations, via email [research.tem@unsw.edu.au](mailto:research.tem@unsw.edu.au) for a copy of the application form and further information about applying
- The application form should then be completed and returned to the Graduate Research School (GRS) along with:
  - A current Curriculum Vitae
  - A list of publications that will be put forward as part of the submission
  - A covering letter outlining the case for the award of the degree.
- Once all material has been submitted it will be put to the Higher Degree Committee (HDC) of the Faculty to determine whether the application is *prima facie* worthy of examination.
- After the HDC makes their determination, the applicant will be advised by the GRS of the outcome. The HDC will also nominate examiners (2 examiners), although the names of the examiners will not be revealed to the applicant at this point.

### 1.2 Enrolment

- If the application is approved, the GRS will write to the applicant to ask for an electronic copy of their submission and discourse (please see the Conditions for Award of Higher Doctorates Policy for more information). The copies of the submission and discourse should then be provided to the GRS within 6 months.
- Higher Doctorate candidates may be liable for an enrolment fee. If applicable, the GRS will notify candidates together with the available payment methods, once their application to the Higher Doctorate has been approved.

### 1.3 Examination

- Once the nominated examiners have agreed to examine the work, they will be sent copies of the submission and the discourse, the Conditions for Award, and a set of instructions. They will be asked to return their report within three months. The report will indicate whether they recommend that the higher doctorate be awarded or not awarded.

- When both reports are received, the Chair of the HDC will consider the reports and write a recommendation to the University's Higher Degree Research Committee (UHDRC)
- The UHDRC will then make a recommendation to the Academic Board as to whether the Higher Doctorate should be awarded.

#### **1.4 Award of the Degree**

- After the Academic Board has made their decision, the Dean of Graduate Research will notify the candidate of the outcome.
- The University's Graduation department will contact the candidate to advise them of the ceremony date for conferral of their Higher Doctorate. The Graduation department will liaise with the Faculty regarding the arrangements for the award of the Higher Doctorate, including any special requirements for the ceremony.