

HIGHER DOCTORATE GUIDELINES

The Higher Doctorate by Research shall be awarded to an applicant who has produced work of distinction which constitutes a substantial, sustained and original contribution to the advancement of knowledge and which has established the applicant's authoritative standing in the chosen field of study. It is expected that the major part of the work shall have been published.

NOTE: These guidelines are complementary to QUT Manual of Policies and Procedures ([MOPP](#)) which require compliance with Commonwealth and State statutes and laws. They are to be read in conjunction with the relevant MOPP policy (C/3.2(h)).

1. ENTRANCE

1.1 Entry criteria

To qualify for admission leading to the award of Higher Doctorate, an applicant normally shall:

- Be a member of QUT Alumni having had at least two years standing at QUT or be able to demonstrate substantial connections with QUT; and
- Hold a doctoral degree that meets the Australian Qualification Framework (AQF) Level 10 – Doctoral degree criteria.

1.2 Application process

1.2.1 A request for admission shall be made in writing to the Dean of Research and Research Training and will normally be in the form of a letter with attachments.

1.2.2 The applicant must submit the following documents as part of the admission process:

- I. Letter for admission indicating the intended faculty; and
- II. A copy of their Curriculum Vitae (CV) including a list of seminal publications; and
- III. A narrative describing their contribution to knowledge and understanding in their branch of learning; and
- IV. The listing of publications provided in the CV should illustrate the applicant's contribution to knowledge to their discipline and the academy, as argued in the narrative.

1.2.3 An applicant may not present in the submitted application any work for which a degree or diploma has been awarded by QUT or any other academic institution.

1.2.4 Upon receipt of an applicant's documentation (as described above), the Dean of Research and Research Training will liaise with the faculty as required to

confirm acceptance (or not) and be advised if the applicant should be invited to submit their thesis. The applicant will be advised in writing accordingly.

2. EVALUATION

- 2.1 Upon acceptance of an application by the Dean of Research and Research Training, the Dean will request from the applicant a thesis that contains seminal works published during their career and a coherent narrative describing how these represent the contribution to knowledge as argued in the application narrative. The applicant will submit three printed, temporary bound copies of the thesis along with an electronic version.
- 2.2 The faculty will convene a Committee to determine whether the work falls within the scope of the faculty and whether the quality and quantity of work presented justifies submission for examination.
- 2.3 The work submitted will be assessed by a faculty committee to assess if it represents:
 - a significant advance in knowledge; and/or
 - a major part of, or work that has given rise to a significant debate in scholarly books and journals; or
 - Given rise to significant changes in the direction of research and/or practice of a newer generation of scholars.
- 2.4 The faculty committee will notify the Dean of Research and Research Training of their acceptance or refusal of the work. If the work is accepted, the faculty will notify the Dean of Research and Research Training that the work is ready to be examined.

3. EXAMINATION

- 3.1 Higher Doctorate theses that meet faculty committee standards (see 2.3) will be sent for independent examination by at least two external expert examiners of international standing in the field.
- 3.2 Three examiners will be invited to examine the submitted work.
- 3.3 Faculty will nominate examiners for Dean of Research and Research Training approval. The Dean will approve examiners demonstrating appropriate levels of expertise and excellence in the field as well as capacity to scrutinise with objectivity and independence in the absence of any potential conflicts of interest between the examiner and the applicant.
- 3.4 Each examiner will be asked by the Research Students Centre to provide a written report on the applicant's work and recommend provision of the award or rejection.
- 3.5 To be successful in being awarded a Higher Doctorate, the decision of all examiners must be unanimous and without conditions.

- 3.6 The Dean Research and Research Training will notify the applicant and faculty of the outcome of the examination and progress award of the qualification where appropriate.

4. REVIEW

- 4.1 An applicant whose work has been failed in examination may lodge a request to review the outcome of the examination process only on procedural grounds related to the conduct of the examination.
- 4.2 A review must be lodged with the Office of the Deputy Vice-Chancellor (Research and Commercialisation) within thirty (30) days of the date of written advice from the Research Degrees Committee on the outcome of the examination. This review must include the specific grounds on which the application is based.
- 4.3 If a review is upheld, the Deputy Vice-Chancellor (Research and Commercialisation) shall recommend that the thesis be re-examined in accordance with Section 3 taking account of the issues raised in the request for review.
- 4.4 A determination on the review will be made as soon as practicable and appellants will be advised of the result of the review in writing.

Approval & modification history

DATE	AUTHORITY	DETAILS
15 Nov 2013	University Academic Board	Approved new guidelines and changes to MOPP C/3.2(h)
1 July 2013	QUT Research Degrees Committee	New Guidelines (and changes to MOPP) approved and forwarded to URIC

Responsible Officer: Secretary, Research Degrees Committee