Rules of Procedure for the Degrees of:

**Doctor of Letters**
**Doctor of Engineering**
**Doctor of Laws**
**Doctor of Science in Medicine or in Science or in Engineering or in Agriculture and Biological Sciences.**

1. In writing to potential candidates for the degree, the Academic Registrar shall point out to them that they may find it appropriate to list the work they submit in two groups as follows:

**Group I.** Those works upon which a candidate primarily bases his/her claim to have satisfied the standards for the award of the degree which are indicated in section 2 of the regulations.

**Group II.** Other works or lists of works (in cases where such are submitted) put forward as additional evidence of the scope of the candidate's contribution to the field or fields of study in which the primary submissions lie.

2a. On receipt of a submission for a degree, the Academic Registrar shall ask the Dean of Research and the Dean of Postgraduate Studies of the relevant Faculty to operate jointly in nominating two members of academic staff from within the University to act as readers of the submission. The Deans may consult, in confidence, appropriate members of the teaching staff of the University before making their nominations.

2b. The Academic Registrar shall then ask the nominated readers to make a *prima facie* assessment of the submission, in order to determine its suitability for examination by external assessors.

2c. In the event of each of the readers determining that the submission is suitable for examination by external assessors, they shall be asked to provide to the Academic Registrar in order of suitability a list of four external assessors (i.e. two external assessors and two alternative assessors). It is preferable that at least two of those nominated are members, or former members, of the staff of a University. Two assessors from the same institution should not be nominated.

2d. In the event of a decision by the readers that the submission is not suitable for examination by external assessors, the candidate shall be given the opportunity to withdraw. If the candidate withdraws, his/her fee shall be refunded.

3. If the work is to be further examined, the Academic Registrar shall seek approval for the appointment of the nominated external assessors from the relevant Dean of Research and Dean of Postgraduate Studies operating jointly. Provided that approval has been obtained, the Academic Registrar shall then appoint two external assessors, working through the list of nominations in order.

4. The two appointed external assessors shall present independent reports on the work submitted and independent reasoned recommendations as to whether or not the degree should be awarded.

5. The relevant Dean of Research and Dean of Postgraduate Studies shall consider the reports jointly and may thereafter, if the assessors' recommendations differ, consult an additional external assessor who shall be appointed in a similar manner to that followed in appointing the original external assessors.

6. Candidates shall be advised by the Academic Registrar of the success or failure of their submission without any statement as to the reasons for the decision. The reports of the external assessors shall not be provided to candidates, but, if they request feedback, the Academic Registrar shall provide a non-attributed summary of the main points made by the assessors.

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See also the 'Regulations for the Degrees of Doctor of Letters; Doctor of Engineering; Doctor of Laws; Doctor of Science .... ’, the 'Rules for the Submission of Work for Higher Degrees' and the 'Rules for the Form of Theses', available on the web site at www.ncl.ac.uk/regulations/volume1.html