# Faculty of Law

# Notes of guidance – Higher Doctorates

**General Information**

Higher Doctorates available: **Doctor of Civil Law (DCL)**

Responsible body with oversight of the higher doctorates: Faculty Board, Faculty of Law

Contact for informal enquiries: Mr Paul Burns, Academic Administrator ([paul.burns@law.ox.ac.uk](mailto:paul.burns@law.ox.ac.uk))

The Faculty Board has developed this supplementary guidance to be considered, in conjunction with the University regulations, by potential applicants and judges for Higher Doctorates.

**Criteria**

“Judges will be asked to consider whether the evidence submitted demonstrates excellence in academic scholarship and is:

1. of the absolute highest quality;
2. substantial in scale and in the contribution it has made to knowledge;
3. sustained over time and showing current and continued contribution to scholarship;
4. authoritative, being able to demonstrate impact on the work of others;
5. of global reach and international importance within the field; and
6. of such breadth or covering such branches of knowledge appropriate to the field and in line with disciplinary norms and expectations.”

<http://www.admin.ox.ac.uk/examregs/2017-18/grforhighdoct>

**Initial application requirements**

Applications should comprise:

* An application Form
* A covering statement
* An academic CV
* A list of key publications
* Covering statements should be no more than 10 sides of A4 (minimum 11pt, single spaced), should set out how the candidate meets the criteria for the award and should position work in relation to subject-specific expectations or context.

CVs should include objective evidence of the significance and recognition of your research, such as plenary-level speaker invitations, major grants and funding, prizes.

For the key/representative publications, candidates should list no more than 12 publications that best represent the academic excellence and international scholarship of work. An explanation in up to 500 words should be included explaining why these particular papers have been chosen. The applicant should have played a leading role in the research and should indicate how, for example by briefly setting out their contribution to framing the question, carrying out the analysis, directing the research and writing the paper.

Applicants are encouraged to compare their own track record and publication list with that expected of senior figures in the field (but without making explicit *ad hominem* comparisons).

There is no requirement that publications should be in a single format. While it is expected that most publications will have been rigorously peer-reviewed (as is the case for journal articles and, in some fields, conference papers), other forms of publication such as books or software would be acceptable, so long as a case can be made that they have been highly influential on the field.

Please note that one year must have elapsed between the publication of a paper or book and its submission as evidence in support of an application. If papers or books are submitted which were published in the calendar year preceding that in which an application is made, the exact date of publication must be specified. Any work previously submitted for an award for this or any other institution shall be ineligible for consideration in support of the application.

**Screening process**

The application will be subjected to a screening process conducted by a panel, appointed by Law Board to review applications. Panel members will consider all application material (the application form, covering statement, CV and publications list) to determine if there is a prima facie case for the candidate to be invited to proceed to full scrutiny. The panel will not review any papers at this stage.

If it is established that there is a *prima facie* case for the candidate to be considered for the degree, the Dean, in consultation with other Faculty members as deemed necessary, will recommend judges to act on behalf of the responsible body.

**Full application process**

If/when judges are appointed, the candidate will be informed and shall then provide two copies of the publications listed in their initial application (either in hard copy or electronically), and a full list of all their publications to the Submissions and Research Degrees Team. The previously submitted application form, covering statement, CV, and the key/representative publications list (with their explanation statements), provided at the pre-screening stage will also be used at this point.

**Further information**

For further information about the practicalities of submitting an application, please contact the Submissions and Research Degrees Team ([higherdoctorates@admin.ox.ac.uk](mailto:higherdoctorates@admin.ox.ac.uk))