Notes for the Guidance of Candidates for the DSc Degree

These notes should be read in conjunction with the Regulations for the award of the DSc Degree.

1. A candidate's distinction in their field of study for the purpose of the award of the degree will be determined solely on the evidence of the published work submitted. No other consideration can be taken into account.

2. The Regulations define published work for the purpose of the award of a DSc as "work printed or otherwise reproduced and traceable through catalogues or bibliographies and available to the general public through normal channels either at the time of application or in the past".

3. The following will not be considered for the purposes of the degree:
   (a) works not yet published or works in proof or pre-print stage;
   (b) reviews of a candidate's publications by other authors;
   (c) references to works not submitted;
   (d) reports prepared for internal circulation within organisations such as government departments, industrial companies or international agencies;
   (e) conference papers not subsequently published in proceedings available publicly.

4. A candidate is encouraged to give information about their present employment, as it can be of assistance to the University in appointing appropriate examiners.

5. Under this heading a candidate should give a synoptic title for their entry, (e.g. Medical Microbiology and Immunology of Infectious Diseases). If the DSc is awarded this will be the field of study.

6. A candidate is required to provide electronically a statement (generally 10 to 12 pages of A4 are expected) of how the publications submitted have contributed to knowledge in the field of study concerned, indicating those publications which they consider to be particularly significant.

7. The larger proportion of the evidence should consist of publications which have been exposed to a wide and informed readership and have been available for at least a year. The examiners at their discretion may exclude any work not available widely enough or long enough for expert evaluation. Greatest weight is likely to be placed by the examiners on publications of some substance which have established the candidate's distinction in their field of study; these
may be books or articles, and in particular such as have proved influential and
have been accorded favourable critical evaluation. It follows that the examiners
may give less weight to less substantial publications and those which have
not been subjected to refereeing; also to patents.

8. Any candidate submitting conjoint work is required to submit a statement
explaining the part which they played in it in such a way that it can be related to
each publication and can be verified by reference to the other authors if it so
seems necessary.

9. Work previously submitted successfully for any other degree (e.g. PhD) and
subsequently published may be included in the DSc submission, but such work
must be clearly indicated on the lists of work submitted and also on the actual
publications. It would be expected that any such work would form only a small
part of the total submission.

10. A candidate is required to enclose with the entry form a curriculum vitae and a
list of publications to be submitted. See Regulation 3.1

11. An electronic copy of the publications must be submitted with the entry form.
The copy should correspond exactly with the lists to which reference is made
in Regulation 3.1, being arranged in the same order and identically numbered.

12. The submission will be referred initially to the College DSc Committee.

13. If the degree is awarded the degree diploma will bear the name of the candidate
as it appears in the Imperial College records on the date of the award. No
change can be made in the name as it appears in the records unless the
candidate forwards a specific request supported by documentary evidence,
e.g. marriage certificate or deed poll, providing the request is made before the
degree award.

14. Any change of address should be notified to the Registry, Imperial College.
Failure to comply with this instruction may result in delays in examination and,
in the event of success, the loss of the degree diploma, and the University can
accept no responsibility.

15. The current DSc examination fee is £1000.00. The fee must be sent by
STERLING CHEQUE PAYABLE TO IMPERIAL COLLEGE AND CROSSED
‘NATWEST BANK A/C PAYEE’.

16. After completion, the form, fee and the relevant enclosures should be sent
to the Academic Registrar. A formal receipt for the entry fee will not be
issued unless specifically requested; a receipt application form is provided for
this purpose. If the DSc Committee determines that the application cannot
proceed to examination, a proportion of the fee (£900.00) will be returned to
the candidate.

17. While every effort is made to conduct examinations for DSc degrees as
expeditiously as possible, candidates are advised that the process can be
protracted. Candidates wishing to enquire about the progress of their examination may contact the Academic Registrar. At the conclusion of the examination the candidate is informed whether they are to be recommended for the award of the degree. No other information relating to the assessment of the candidate's submission is provided to the candidate.

Approved by Senate
May 2009

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