

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, (eg. 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 examination fee can be paid by various methods. Please contact the Academic Registrar for further details.
16. After completion, the application form should be sent to the Academic Registrar and the fee should be made to the College. A formal receipt for the fee will be issued electronically to the email address stated on the application form. 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
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