FLOW DIAGRAM FOR HIGHER DOCTORATE APPLICATION PROCESS **Email enquiry** Academic Registrar acknowledges received by the receipt of query/application and sends STAGE 1 Academic the applicant the Higher Doctorate Registrar's office Application Form to complete Applicant completes the **Higher Doctorate** Academic Registrar FAR sets up Application Form and FAR asks the Dean sends the Assessment Panel returns it with the application form of the Faculty to which determines documents required for and Stage 1 identify nominees YES/NO whether a prima Stage 1 as detailed in documents to the for the Assessment facie case exists for paragraph 3.4 of Faculty Academic Panel award. Submission for a Higher Registrar (FAR) Doctorate Guidance Normally takes up to one month NO YES FAR notifies the applicant that a prima facie case FAR notifies exists and requests applicant that a STAGE 2 documentation prima facie case from applicant. does not exist. FAR seeks nomination of Internal and External Examiners from the Chair of Assessment Panel. Nominations are approved and reported to Faculty Education Committee. FAR sends invitation letters to all Examiners. Timelines not available as dependent on availability of Examiners Applicant completes documentation for Stage 2 Examiners review FAR sends letter and sends to FAR together with payment submission and 1. Award of appointment produce 2. Do Not Award to Examiners 3. Oral Examination independent with Stage 2 reports documentation. Normally takes up to three months FAR confirms 3. Oral Examination 2. Do Not Award outcome to applicant Applicant may 1. Award request copies of Examiners' Reports FAR to liaise with FAR to alert Exams, Dean and Head of FAR arrange for FAR to lodge Awards & Graduation School re unbound copy of pass list to be Team Leader for **END** attendance at produced for submission to the attendance at signature by Chair Graduation Hartley Library Graduation of FEC ceremony PLEASE NOTE: THE ACADEMIC REGISTRAR MUST BE KEPT INFORMED AT ALL STAGES (email via kfc@soton.ac.uk) August 2015

(rev Mar 2019)