



Faculty of Theology and Religion

Notes of Guidance – Higher Doctorates

General Information

Higher Doctorate(s) available: **Doctor of Divinity (DD)**

Responsible body with oversight of the higher doctorate(s): Board of the Faculty of Theology and Religion

Contact for informal enquiries: Head of Administration (haf@theology.ox.ac.uk)

The Board of the Faculty of Theology and Religion has issued these expanded guidance notes in addition to the official regulation, so as to provide further guidance as to the standard required of candidates in submitting an application to this Board, and to judges in assessing such applications.

Criteria

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

- a) of the absolute highest quality;
- b) substantial in scale and in the contribution it has made to knowledge;
- c) sustained over time and showing current and continued contribution to scholarship;
- d) authoritative, being able to demonstrate impact on the work of others;
- e) of global reach and international importance within the field; and
- f) 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>

Judges are also asked provide their assessment of the applicant's work being 'of the absolute highest quality', e.g. by considering the standing of journals in which work has been published, or books and papers that can be seen as defining the field.

In their assessment of the 'global reach and international importance' of the work, judges are asked to consider if the leading international figures in the discipline regard this person as having an authoritative status in the field.

The phrase 'covering such branches of knowledge' should be interpreted as a field with some breadth, such as might form the subject of major conference or an established journal, rather than a narrow specialised topic.

Initial application requirements

Applications should comprise:

- An application Form
- A covering statement
- An academic CV
- A list of key publications

The covering statement (no more than 10 sides of A4, minimum 11pt, single spaced) should state how you meet the criteria for the award, together with a brief CV, and a list of key/representative publications that illustrates your distinction.

In your covering statement you should position your own work in relation to the expectations of the subject field. This might include, for example, membership of learned societies; leadership of major research programmes or engagement with major collaborations; invitations to deliver prestigious lectures; or, appointment to editorial boards of leading journals.

For the key/representation publications list please choose up to 5 monographs or up to 20 contributions in refereed journals; these should be publication that you feel go furthest towards meeting the requirements as to substance, distinction and authoritative status, so that the number of publications actually submitted for consideration does not exceed 20 items.

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, other forms of publication would be acceptable, so long as a case can be made that they have been highly influential on the field.

Jointly-authored publications are acceptable. For each item produced in collaboration with others, there should be a clear statement identifying state the candidate's own contribution in respect of such items, for instance a statement setting out your contribution to framing the question, carrying out the analysis, directing the research and writing the paper.

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 books or papers 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 a degree at this or any other institution shall be ineligible for consideration in support of the application.

Screening process

In the Faculty of Theology and Religion the screening process will be conducted by the Chair of the Faculty Board who will also select another senior member of academic staff with sufficient knowledge of the subject to review the application. The panel members will review the 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 publications at this stage.

If it is established that there is as *prima facie* case for the candidate to be considered for the degree, the Chair of the Faculty Board, will be asked to recommend judges to act on behalf of the Faculty.

Full application requirements

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.

Contact for queries: Submissions and Research Degrees Team
(higherdoctorates@admin.ox.ac.uk). Please do not send any queries to panel members.