

Title: Revisions to Instructions to Examiners 2017-18
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Issue

The Instructions to Examiners have been combined and updated to produce one set of Instructions to Examiners for all research degrees. These were approved (PGR16D096) by the PGR Executive of 15 June 2017.

Recommendation

To approve:

- 1) The revised Instructions to Examiners for 2017-18.
- 2) Associated changes to the Regulations to reflect changes to the recommendations open to examiners:
 - i. the reduction of the options for thesis correction on the ClinPsyD from three (6 weeks, 3 months and 6 months) to two (6 weeks and 3 months).
 - ii. Removal of the option to recommend corrections of a presentational nature, within one week from the MD by Research; this is covered by the correction of minor typographical errors permitted by 'pass no corrections'.
 - iii. Removal of the option of recommending a second oral examination for the MD by Research and MD by Publication, in line with the Regulations for the other research degrees. If deemed necessary by the examiners this could be sought via a concession.

Resource Implications

No resource implications are anticipated.

Risk Implications

The introduction of one set of Instructions to Examiners should harmonise practice across the different research degree programmes.

Equality and Diversity

No specific issues.

Timing of decisions

It would be helpful to consider this at the June PGR Executive and LTC meetings so that the Instructions to Examiners can be used from 2017-18 onwards.

Further Information

Please contact Melanie Steele, x3870 m.steele@uea.ac.uk for enquiries about the content of the paper.

Summary of changes proposed to the current Instructions to Examiners

General

- Instructions to Examiners restructured and renumbered, with a contents page added.
- New 'Scope of Instructions' section added.
- References to Institute of Food Research amended to Quadram Institute.
- Added degrees of MD, MD by Publication, ClinPsyD, ProfD and EdPsyD to the Instructions.

Roles & Responsibilities of Examiners

- Added text regarding ClinPsyD block vivas and arrangements for these.

The Oral Examination

- Added new section 5.9 for theses comprising of a portfolio of work or consisting of several elements, regarding the requirement to pass all elements (no compensation).

Resolving Disagreement

Action by Head of School or their nominee

- To clarify that for professional doctorates the Head of School's nominee will normally be the Programme Director, rather than the School/Institute Director of Postgraduate Research, as the Programme Director is responsible for standards on the programme and for reporting to professional bodies (where necessary)

Corrections to the thesis

- Reference included to corrections recommendations available to ClinPsyD examiners.

Appendix A

ClinPsyD **New inclusion**

- New section. Examiners for the thesis were previously supplied with a guidance note from the programme, which did not reflect the new portfolio structure of the thesis.
- Details of elements included in the portfolio thesis – a Systematic Review, Empirical Research Study (both written in the style of target journals) and Bridging and Discussion chapters. The Thesis portfolio may also include additional chapters on extended methodology and a chapter reporting additional results.
- Following review of practice on other UK ClinPsyD programmes, the categories of thesis correction options available have been reduced from three (6 weeks, 3 months, 6 months) to two (6 weeks and 3 months). The option of submitting a revised thesis within 12 months remains. The limited and minor corrections have been retained rather than adopting minor corrections within six months because of the importance of trainees completing their programmes within the time period specified in the funding contract.
- Instructions for Boards for Examiners for the Year and Final Assessments are currently being drafted and discussed with the course team, and will incorporate good practice from the Common Masters Framework Regulations / Instructions, in relation to the taught elements of the programme. These will be included as Appendix C.

Doctor of Medicine **New inclusion**

- MD by Research and MD by Publication have separate sections in the Instructions to the Examiners. Following the MD review the MD by Publication option will no longer be available to new applicants from 1 October 2017. There are two current students registered on the MD by Publication.
- Revised Regulations for the MD for 2017-18 are currently being drafted.

MD by Research

- MD by Research has two sections - for candidates first registered on or before 31 December 2017 and for candidates registered on or after 1 January 2018. The latter section is still to be drafted and will mirror the changes made to the Regulations following the MD review.
- Removed the option to recommend corrections are of a presentational nature, within one week; this is covered by the correction of minor typographical errors in 8.1 (i) pass no corrections.
- Removed the option of recommending a second oral examination, in line with the Regulations for the other research degrees. If deemed necessary by the examiners this could be sought via a concession.

MD by Publication

- Line added regarding correction of minor typographical errors detected in the critical analysis by the examiners before the thesis is hard bound and an

electronic copy deposited in the Library. The published works should not be altered. This reflects the wording for the PhD by Publication Instructions.

- As the MD by Publication is being phased out, the revisions to the PhD by Publication to include an option to recommend minor corrections to the critical analysis or to submit a revised critical analysis within 6 months have not been mirrored.
- Removed the option of recommending a second oral examination, in line with the Regulations for the other research degrees. If deemed necessary by the examiners this could be sought via a concession.

Professional Doctorate (ProfD) **new degree – from 2017-18**

- The recommendations available to examiners reflect those presented in the Regulations for the degree.
- Instructions for Boards for Examiners for the Year Assessments are currently being drafted and discussed with the course team, and will incorporate good practice from the Common Masters Framework Regulations / Instructions in relation to the taught elements of the programme. These will be included as Appendix D.

Doctorate in Educational Psychology **new degree – from 2018-19**

- The Course Approval is still in progress and the Regulations for the degree have yet to be drafted. A first draft of the Instructions is included below but these will not be included in the Instructions to Examiners for 2017-18.
- The draft Instructions below have been written on the assumption that the oral examination of the thesis will be the last assessment component and that at that point the assessments of the all taught elements including placements will normally have been concluded.
- Instructions for Boards for Examiners for the Year Assessments will also be drafted and will be discussed with the course team. These will incorporate good practice from the Common Masters Framework Regulations / Instructions in relation to the taught elements of the programme, and will be included in the document as Appendix E.

Draft section for the Instructions to Examiners 2018-19:

11.1 Following the oral examination for a PhD degree the examiners shall conclude the report by selecting one of the specific recommendations listed on the Examiners' Report Form:

- (i) that the candidate has achieved the criteria for the award of an EdPsyD and, provided all required taught elements have been passed, should be awarded the degree of EdPsyD; (any minor typographical errors detected by the examiners should be corrected before the thesis is hard bound and an electronic copy deposited in the Library).
- (ii) that the candidate has achieved the criteria for the award of an EdPsyD and, provided all required taught elements have been passed, should be awarded the degree of EdPsyD subject to the completion of minor corrections to the thesis to the satisfaction of the nominated examiner (as set out in Instructions 10.1 – 10.3). The deadline for completion of the minor corrections shall normally be six months from the date of

notification to the candidate by the Postgraduate Research Service;

- (iii) ***First submission only (not available at resubmission)***: that the thesis in its current form does not demonstrate achievement of the criteria for the award of an EdPsyD, but that there is a reasonable basis for believing that the thesis could meet the requirements for the award of an EdPsyD if additional time (12 months) were to be given to revising the thesis.

Where the candidate currently demonstrates achievement of the criteria for the award of a Postgraduate Diploma (PG Dip) in Educational Psychology (i.e. all the required taught elements have been passed) the candidate will be given the option of submitting a revised thesis for the EdPsyD **or** of being recommended for the award of the PG Dip. A candidate who is given this option shall be allowed a period of not more than ten working days from receipt of formal notification of the outcome of the examination to decide which of these alternatives to accept.

If a candidate opts to revise the thesis, this shall be by a stated deadline, which will normally be 12 months from notification of the result by the Postgraduate Research Service;

- (iv) that the candidate has not achieved the criteria for the award of an EdPsyD but the candidate has achieved the criteria for the award of a PG Dip (having passed all required taught elements) and should be awarded a PGDip.

For a first submission there should be no reasonable basis for believing that the thesis could meet the requirements for the award of an EdPsyD if additional time were to be given to revising the thesis;

Instructions to Examiners for Research Degrees at the University of East Anglia 2017/18

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1. SCOPE OF THESE INSTRUCTIONS

These Instructions apply to the following awards:

Doctor of Philosophy (PhD)
Doctor of Philosophy by Publication (PhD)
Master of Philosophy (MPhil)
Master of Arts by Research (MA(R))
Master of Laws by Research (LLM(R))
Master of Science by Research (MSc(R))
Doctor of Education (EdD)
Master of Education (MEd)
Doctorate in Clinical Psychology (ClinPsyD)
Doctor of Medicine (MD)
Professional Doctorate (ProfD)
Professional Master's (ProfM)
Doctorate in Educational Psychology (EdPsyD)
Postgraduate Diploma in Educational Psychology (PGDip)

2. GENERAL PROVISIONS

2.1 These Instructions are to be read in conjunction with the Regulations for the degree concerned.

2.2 Alterations to these Instructions may be made in line with any changes to the Regulations and only with the approval of the Postgraduate Research Executive (acting with authority delegated from the Learning and Teaching Committee of the Senate).

2.3 In all cases the Head of School or School / Institute Director of Postgraduate Research may act on behalf of the Board of the School.

In all cases the Academic Director of Research Degree Programmes or Faculty Associate Dean (Postgraduate Research) may act on behalf of the Postgraduate Research Executive.

In all cases the Head of the Postgraduate Research Service or their nominee acts on behalf of the Registrar and Secretary.

2.4 In these Instructions, Head of School should be taken to refer also to the Chair of the Norwich Bioscience Institutes Graduate School Executive for candidates based in the John Innes Centre, The Sainsbury Laboratory, the Earlham Institute or Quadram Institute Bioscience.

2.5 In all cases references to the thesis should also be taken to refer to the portfolio of published work or written material, dossier of practical work, translation and/or accompanying written commentary, or critical analysis unless otherwise indicated in these Instructions.

3. ROLE AND RESPONSIBILITIES OF THE EXAMINERS

3.1 Each candidate will be examined by two or more examiners approved by the Faculty Associate Dean (Postgraduate Research) (or Academic Director of Research Degree Programmes for Category A students), at least one of whom shall be an External Examiner. In the case of Category A students all the

examiners shall be external and an Independent Chair will be appointed. ClinPsyD candidates will normally be examined during a set block-viva period each year.

3.2 The examiners shall:

- participate in the oral examination of the thesis
- each prepare and submit an independent preliminary report form to the Postgraduate Research Service at least five working days prior to the date of oral examination
- meet prior to the oral examination to discuss the preliminary reports and to decide upon areas for discussion and any areas where clarification should be sought
- prepare and submit a joint final report on the thesis and the oral examination, which should also detail recommendations for the award of the degree or referral for revision and/or resubmission
- where a thesis is being referred back to the candidate for corrections or resubmission, liaise with the other examiner(s) to draw up a single agreed list of corrections or areas for revision
- The examiners may seek guidance and advice on regulatory and procedural matters from the School / Institute Director of Postgraduate Research, who will be available to brief the examiner(s) and respond to queries prior to the oral examination

3.3 The External Examiner(s)

The External Examiner(s) shall:

- undertake duties as described in the University of East Anglia's Code of Practice for the External Examiners' System for Research Awards at UEA (Research Degree Policy Documents Section 8)

3.4 The Internal Examiner(s) shall in addition:

- liaise with the External Examiner to arrange the date, time and location of the oral examination (arrangements for the ClinPsyD block-vivas will be made by the Programme Research tutor)
- inform the candidate of the date, time and location of the oral examination
- notify the Postgraduate Research Service of the date, time and location of the oral examination as soon as it is arranged
- act as Chair for the oral examination
- liaise with the Primary Supervisor to clarify any issues arising from the formal report, requirements for corrections or recommendations for revision of the thesis

Where only External Examiners have been appointed the Independent Chair will undertake certain responsibilities of the Internal Examiner as indicated in these Instructions.

3.5 The Independent Chair (where appointed to participate in an oral examination under the provisions of Instructions 3.1, 5.4 and 8.2) shall:

- in the case of an examination conducted exclusively by External Examiners, take on the role and responsibilities of the Internal Examiner in respect of coordinating the arrangements for the oral examination of the thesis as set out in Instruction 9 above
- in the case of an examination conducted exclusively by External Examiners, liaise with the Primary Supervisor and the External Examiners to clarify any issues arising from the formal report, requirements for corrections or recommendations for revision of the thesis
- attend and remain present for the duration of the oral examination, as well as the post-examination decision making but not participate in the questioning of the candidate or the decision making itself
- act on behalf of the University in ensuring that the examiners are aware of, and adhere to, the University's regulations and procedures
- produce a brief report after the oral examination, using the pro-forma supplied by the Postgraduate Research Service, confirming that they are satisfied that the oral examination has been conducted fairly and according to University procedure

Further guidance on the role and responsibilities of the Independent Chair are set out in Section 9 of the Research Degree Policy Documents: The Role of the Independent Chair.

3.6 Where an examiner suspects that there may have been plagiarism, collusion or any other form of malpractice, the examination process must be suspended whilst the University's Procedures for Dealing with Allegations of Misconduct in Research are pursued. Advice should be sought as soon as is practicable from the Head of the Postgraduate Research Service or their nominee.

4. CRITERIA FOR THE AWARDS OF RESEARCH DEGREES

4.1 The criteria for the awards of research degrees at the University of East Anglia are specified in the Regulations for each degree (available from the Postgraduate Research Service or online at www.uea.ac.uk/calendar). These requirements should be read carefully before assessment of the thesis.

5. THE ORAL EXAMINATION

5.1 There shall be an oral examination of the thesis, except where the provisions in Instruction 13.2 are invoked.

5.2 The oral examination shall normally be held within three months of the submission of the thesis.

5.3 The oral examination should be held in Norwich. The School / Institute Director

of Postgraduate Research may permit, in exceptional circumstances, with the agreement of the candidate and examiners, the oral examination to be held at another location with all parties present.

- 5.4 In exceptional circumstances the Faculty Associate Dean (Postgraduate Research) may agree to an oral examination by video-conference. The agreement of the candidate to this arrangement must be given. Where an oral examination is held via video-conference an Independent Chair will be appointed, who will be responsible for taking all reasonable steps to ensure that the candidate is not disadvantaged in any way compared to the normal situation of a face-to-face oral examination.
- 5.5 Supervisors will not normally be permitted to attend the oral examination. However, it is good practice to invite the Primary Supervisor to attend, if possible, when the examiners communicate their recommendation to the candidate to ensure that both the supervisor and the candidate have a clear understanding of any amendments specified by the examiners.
- 5.6 An electronic copy of the submitted thesis will be sent to examiners for oral examination purposes, unless a soft-bound copy is requested at the time of appointment. For the degrees of PhD by Publication, MD by Publication and the Professional Practice programmes in the School of Art, Media and American Studies, copies of all published or practical work to be assessed must also be included in the submission, either incorporated in the thesis or separately contained.
- 5.7 The candidate should bring a soft-bound copy of the thesis to the oral examination for reference during the discussions. The examiners shall return any soft-bound copies of the thesis to the Postgraduate Research Service after the oral examination, from which the candidate will collect them.
- 5.8 During the oral examination of the thesis the examiners shall question the candidate on the thesis and subjects related to it so as to further test the candidate with reference to the criteria for the award of the degree set out in the Regulations and in Appendix A.
- 5.9 Where the thesis comprises a portfolio of work or consists of several elements, each element will be given equal weighting in the oral examination, and all elements must be passed to be awarded the degree. Compensation cannot be offered for failure of any element within the thesis.
- 5.10 Where the examiners agree on their recommendation they should communicate the outcome to the candidate (and Primary Supervisor if present) at the end of the oral examination, although emphasising that this is subject to confirmation by the University. If, for whatever reason, this is not possible they should indicate to the candidate when he/she will be notified.

6. THE EXAMINERS' REPORTS

6.1 Preliminary reports

- 6.1.1 Prior to the oral examination the examiners shall each prepare independent preliminary reports, using the pro-forma supplied by the Postgraduate Research Service. The report should be sent to the Postgraduate Research Service, at least five working days prior to the oral examination taking place, so that the reports can be circulated between all the examiners (and the

Independent Chair, where appointed). It is responsibility of the Internal Examiner to ensure that the preliminary reports have been considered by all examiners prior to the oral examination.

6.1.2 The report shall comment on the following:

- i. the examiner's preliminary view of the candidate's performance as evidenced in the thesis, highlighting any particular strengths and any areas of concern
- ii. the major issues which the examiner wishes to explore in the oral examination. This will not preclude the examiner raising additional issues during the course of the oral examination
- iii. a **provisional** recommendation based on the options set out in Appendix A. Where the examiner is unable to make a provisional recommendation, this should be noted on the report pro-forma

6.1.3 Independent preliminary reports are required both when a thesis is first examined and also when a resubmitted thesis is assessed by the examiners, whether or not a second oral examination is to take place.

6.1.4 The independent preliminary reports will not be automatically released to the candidate and the supervisory team. The reports will be made available, if specifically requested by the candidate as part of an Academic Appeal or Complaint, once the examination process has been completed i.e. when the candidate has been formally notified by the Postgraduate Research Service of the outcome of the examination. In all other instances, the preliminary reports will be made available to the candidate in response to a request made under the Data Protection Act.

6.2 Final report

6.2.1 Following the oral examination the examiners shall complete a joint report, using the pro-forma supplied by the Postgraduate Research Service. In the exceptional circumstances of a failure to reach agreement in the recommendation and report, the examiners should submit separate independent final reports. **The joint report should normally be completed on the day of the oral examination.** Any variance of opinion concerning the award between preliminary reports and the final report(s) must be explained in the latter.

6.2.2 The examiners shall submit their final report to the Postgraduate Research Service (together with any additional information, such as details of corrections or revisions, as set out in Instructions 10-11) within 10 working days after the oral examination. The Postgraduate Research Service will send the reports to the School / Institute Director of Postgraduate Research for action in accordance with Instructions 8.1-8.2.

6.2.3 The report shall comment on the following:

- i. the candidate's performance as evidenced in the thesis and the oral examination
- ii. recommendation as set out in Appendix A
- iii. any additional comments, which may include comparability against standards in other research-led universities

The report should be detailed enough to provide the Head of School or nominee with sufficient information, to make their own assessment of the merits of the thesis.

- 6.2.4 The final joint examiners' report will be made available to the candidate and the supervisory team.

If an examiner has comments of a more general nature such as those relating to procedure or academic standards these can be noted in the report or addressed under separate cover to the Head of School or the Academic Director of Research Degree Programmes.

6.3 RECOMMENDATIONS AVAILABLE TO THE EXAMINERS

- 6.3.1 Following the oral examination for the degree concerned the examiners shall conclude the report by selecting one of the specific recommendations listed on the Examiners' Report Form. The recommendations available to examiners for each degree are detailed in Appendix A.

7 RESOLVING DISAGREEMENT

- 7.1 Where the examiners cannot agree on the recommendation or on the extent of the work required to bring a thesis to a passing standard the examiners shall refer the matter to the Head of School.
- 7.2 The Head of School or their nominee (who shall normally be the School/Institute Director of Postgraduate Research or for professional doctorates, the Programme Director) shall seek to establish consensus between the examiners.
- 7.3 If consensus cannot be achieved, the Head of School or their nominee shall consider the contents of the individual examiner's reports and form a view as to whether there is sufficient evidence within the reports on which to base a recommendation to the Head of the Postgraduate Research Service or guidance to the candidate on the work that needs to be done.
- 7.4 Where consensus cannot be achieved and where the Head of School or their nominee feels that they have insufficient evidence upon which to make a recommendation to the Head of the Postgraduate Research Service, they shall recommend to the Academic Director of Research Degree Programmes the appointment of an additional External Examiner in accordance with the Instruction 8.2.
- 7.5 Where an additional External Examiner is appointed to conduct a further examination of the candidate under Instruction 8.2, the additional External Examiner and an Independent Chair shall be present at the examination.

8 ACTION BY HEAD OF SCHOOL OR THEIR NOMINEE

- 8.1 On receipt of the examiners' report, the School/Institute Director of Postgraduate Research (or for professional doctorates the Programme Director) will consider the contents of the report and the recommendation of the examiners and either
- endorse the recommendation on behalf of the Head of School and return the endorsed reports to the Postgraduate Research Service;
- or

- take action as set out in Instruction 8.2.

8.2 Where the examiners are agreed in their recommendation, but where the Head of School or their nominee has reason to question the recommendation, for example if there has been apparent procedural irregularity or where the recommendation does not correspond with the contents of the final report, the Head of School or their nominee shall decide whether

- to seek further clarification from the examiners; or
- refer the matter to the examiners for reconsideration on the basis of concerns which shall be set out in writing to the examiners; or
- decide whether the opinion of a further External Examiner is required

8.3 Where the Head of School or their nominee decides that they require the appointment of an additional External Examiner to inform their decision, a case shall be put to the Academic Director of Research Degree Programmes.

8.4 If the Academic Director of Research Degree Programmes concurs with the recommendation that the opinion of an additional External Examiner is required, the additional External Examiner shall be provided with a copy of the thesis and may at their discretion require the candidate to attend for a further oral examination of the thesis and topics associated with it.

8.5 The additional External Examiner will submit an independent formal report to the Head of School or their nominee as set out in Instruction 6.2.

The report from the additional examiner shall be considered by the Head of School or their nominee together with the report of the original examiners.

8.6 The reports of all the examiners, together with the comments and recommendations of the Head of School or their nominee shall be submitted to the Academic Director of Research Degree Programmes for decision.

8.7 On receipt of the endorsed examiners' reports from the Academic Director of Research Degree Programmes the Postgraduate Research Service shall send a copy to the candidate and the Primary Supervisor.

9. ACTION BY THE HEAD OF THE POSTGRADUATE RESEARCH SERVICE OR THEIR NOMINEE

9.1 On receipt of the endorsed examiners' report, the Head of the Postgraduate Research Service or their nominee will notify the candidate in writing of the decision, enclosing a copy of the examiners' report and, where applicable, a deadline for completion of any corrections or submission of a revised thesis.

9.2 Where the examiners and the Head of School or their nominee agree that the candidate be approved for the degree awarded, the Head of the Postgraduate Research Service or their nominee will write to the candidate requesting that they submit one hard bound and one electronic copy of the thesis. Once the hard bound and electronic copy of the thesis have been received, the result shall be published and the candidate informed by a letter from the Head of the Postgraduate Research Service or their nominee.

9.3 If the examiners and the Head of School or their nominee agree that the candidate be approved for the degree, subject to minor corrections, the Head of the Postgraduate Research Service or their nominee shall await written

confirmation from the nominated examiner that the required corrections have been satisfactorily completed and will then write to the candidate requesting that they submit one hard bound and one electronic copy of the thesis. Once the hard bound and electronic copy of the thesis have been received, the result shall be published and the candidate informed by a letter from the Head of the Postgraduate Research Service or their nominee.

10. CORRECTIONS TO THE THESIS

10.1 Minor Corrections

For all research degree candidates excepting those registered on ClinPsyD

10.1.1 Minor corrections may take the form of

- (i) the correction of typographical, spelling and grammatical errors or
- (ii) limited revisions of material in the thesis that the examiners specify in detail and which in their judgement is necessary for the thesis to reach an acceptable standard. This can include omissions (for example, in the literature review), rewriting of paragraphs or chapters and other improvements which do not materially alter the conclusions or conceptual framework of the thesis.

10.1.2 The examiners must be agreed that the candidate will be able to achieve the amendments within six months of notification for the PhD, EdD, EdPsyD and ProfD or within three months for the MD by Research, MPhil, MEd and Masters by Research, without the need of a further oral examination. Minor corrections should not entail a significant amount of further research or analysis; alterations of a more substantial nature will require resubmission of the thesis.

For the degree of PhD by Publication the examiners may require minor corrections to the critical analysis within three months of notification (the published works should not be altered).

10.2 Limited and Minor corrections

For candidates registered on the ClinPsyD only

The recommendations available to examiners for the degree of ClinPsyD regarding corrections to the thesis are detailed in Appendix A.

10.3 Action to be taken

For all research degree candidates

10.3.1 Where the candidate is required to complete corrections, the examiners should provide the Postgraduate Research Service with an agreed list of the corrections to be made, within ten working days of the oral examination. Examiners should ensure that corrections specified within the copy of the thesis are limited to typographical errors or omissions.

10.3.2 The Postgraduate Research Service shall communicate the list of corrections to the candidate and Primary Supervisor. It is the responsibility of the Primary

Supervisor to ensure that the candidate understands the work to be done and to seek clarification on any areas of uncertainty with the examiners.

- 10.3.3 The candidate shall submit the corrected thesis in electronic format to the Postgraduate Research Service, who will send the thesis to the Internal Examiner. The Internal Examiner will review the thesis and be responsible for confirming in writing to the Postgraduate Research Service that the required corrections have been completed to their satisfaction, and therefore that the pass list may be issued.
- 10.3.4 In the case of an examination conducted exclusively by External Examiners, the examiners shall decide which examiner will be responsible for reviewing the thesis and confirming to the Postgraduate Research Service that the minor corrections have been completed. The name of the chosen examiner shall be entered onto the Examiners' Report Form.
- 10.3.5 Once confirmation that the corrections have been completed has been received by the Head of the Postgraduate Research Service or their nominee, they will write to the candidate to ask them to submit two copies of the thesis in accordance with rules approved by the Senate. Once the hard bound and electronic copy of the thesis have been received, the result shall be published and the candidate informed by a letter from the Head of the Postgraduate Research Service or their nominee;

11. RESUBMISSION

- 11.1 Where a thesis has been resubmitted in accordance with Appendix A the revised thesis shall be sent to the original examiners.
- 11.2 The examiners, having read the revised thesis, shall confer and decide whether or not they require the candidate to undergo a further oral examination. A further oral examination should be held where one or both of the examiners deem this to be necessary to the examination process or if the examiners are considering either a recommendation not to award a research degree (fail) or a recommendation to award a lower degree.
- 11.3 If a further oral examination is required, the Internal Examiner (or Independent Chair in the case of a candidate being examined exclusively by External Examiners) shall liaise with the other examiner(s) to arrange the examination, which should take place within three months of the date of resubmission.
- 11.4 The procedures for the examination of a resubmitted thesis are essentially the same as for the initial submission of the work and independent reports and a joint report are required as set out in Instructions 6.1–6.2. The oral examination will be conducted in accordance with Instructions 5.1-5.10.
- 11.5 The examiners shall conclude the final report with one of the specific recommendations set out in Appendix A, noting that further resubmission is not permitted.
- 11.6 The examiners should submit their final report to the Postgraduate Research Service (together with any additional information as set out in Instructions 10-11) within ten working days after the oral examination or, where an oral examination is not required, once the examiners have decided upon their recommendation.

The examiners shall return any soft-bound copies of the thesis to the Postgraduate Research Service, from which the candidate will collect them.

The Postgraduate Research Service will send the report to the Head of School for action in accordance with Instructions 8.1-8.2.

- 11.7 If the examiners do not agree on the outcome of the examination of the revised thesis, the Examiners and Head of School shall act in accordance with Instruction 7.

12 SUPPORT FOR POSTGRADUATE RESEARCH DEGREE CANDIDATES WITH DISABILITIES

- 12.1 Postgraduate research degree candidates with disabilities, and their supervisors and examiners, can access a wide range of support from the Disability Team in the Student Support Service (<https://portal.uea.ac.uk/student-support-service/disability>).
- 12.2 Information on any reasonable adjustments should be made available to the examiners following discussions between the candidate, the supervisory team and the University's Disability Team. The Internal Examiner has responsibility for facilitating on the day any reasonable adjustments to the oral examination, which will have been agreed upon in advance. These arrangements ensure that reasonable adjustments are made to the oral examination so that postgraduate research candidates with disabilities are not disadvantaged by the process for examination. Examiners should continue to make their recommendations based on satisfactory evidence of fulfilment of the criteria set out in Appendix A.

13 EXTENUATING CIRCUMSTANCES

- 13.1 The candidate and / or the Primary Supervisor may bring to the attention of the examiners any factors which may have affected the conduct of the research project, the preparation of the thesis or performance in the oral examination and which may assist the examiners in the performance of their duties. This information should be communicated via completion of the relevant section of the Degree Entry form, which will be sent to the examiners with the copy of the thesis where relevant.

However, the examiners should make their recommendations based on satisfactory evidence of fulfilment of the criteria set out in Appendix A and are therefore limited in the degree to which extenuating circumstances may be compensated for.

- 13.2 In exceptional circumstances where there is satisfactory evidence that the candidate would be unable to attend an oral examination or where attendance at the oral examination would involve great hardship to the candidate or where unforeseen circumstances prevent a scheduled oral examination from taking place and to reschedule the oral examination is not practicable, the requirement for an oral examination may be waived or a written examination substituted for the oral examination. In such circumstances, the Internal Examiner should contact the Postgraduate Research Service as soon as the circumstances present themselves to seek advice.

Where the requirement for an oral examination of the thesis is to be waived or a written examination substituted for an oral examination, the Head of the

candidate's School of Study shall seek the approval of the Academic Director of Research Degree Programmes.

APPENDIX A

RECOMMENDATIONS AVAILABLE TO THE EXAMINERS

1 PhD candidates

1.1 Following the oral examination for a PhD degree the examiners shall conclude the report by selecting one of the specific recommendations listed on the Examiners' Report Form:

- (i) that the candidate has achieved the criteria for the award of a PhD and should be awarded the degree of PhD; (any minor typographical errors detected by the examiners should be corrected before the thesis is hard bound and an electronic copy deposited in the Library).
- (ii) that the candidate has achieved the criteria for the award of a PhD and should be awarded the degree of PhD subject to the completion of minor corrections to the thesis to the satisfaction of the nominated examiner (as set out in Instructions 10.1-10.3). The deadline for completion of the minor corrections shall normally be six months from the date of notification to the candidate by the Postgraduate Research Service;
- (iii) ***First submission only (not available at resubmission)***: that the thesis in its current form does not demonstrate achievement of the criteria for the award of a PhD, but that there is a reasonable basis for believing that the thesis could meet the requirements for the award of a PhD if additional time (12 months) were to be given to revising the thesis.

Where the thesis currently demonstrates achievement of the criteria for the award of an MPhil the candidate will be given the option of submitting a revised thesis for the PhD **or** of being recommended for the award of the MPhil (with or without minor corrections). A candidate who is given this option shall be allowed a period of not more than ten working days from receipt of formal notification of the outcome of the examination to decide which of these alternatives to accept.

If a candidate opts to revise the thesis, this shall be by a stated deadline, which will normally be 12 months from notification of the result by the Postgraduate Research Service;

- (iv) that the candidate has not achieved the criteria for the award of a PhD but the candidate has achieved the criteria for the award of an MPhil and should be awarded an MPhil (any minor typographical errors detected by the examiners should be corrected before the thesis is hard bound and an electronic copy deposited in the Library).

OR

that the candidate has not achieved the criteria for the award of a PhD, but has achieved the criteria for the award of an MPhil and should be awarded an MPhil subject to the completion of minor corrections to the satisfaction of the nominated examiner. The deadline for completion of the corrections will normally be three months from notification of the result by the Postgraduate Research Service in the case of minor corrections;

For a first submission there should be no reasonable basis for believing that the thesis could meet the requirements for the award of a PhD if additional time were to be given to revising the thesis;

- (v) that the candidate has not met the criteria for the award of a PhD or MPhil and therefore should not be given an opportunity to submit a revised thesis.

For a first submission there should be no reasonable basis for believing that the thesis could meet the requirements for the award of a PhD or MPhil if additional time were to be given to revising the thesis;

2 PhD by Publication candidates

2.1 Following the oral examination for a PhD by Publication degree the examiners shall conclude the report by selecting one of the specific recommendations listed on the Examiners' Report Form:

- (i) that the candidate has achieved the criteria for the award of a PhD by Publication and should be awarded the degree of PhD by Publication; (any minor typographical errors detected in the critical analysis by the examiners should be corrected before the thesis is hard bound and an electronic copy deposited in the Library. The published works should not be altered).
- (ii) that the candidate has achieved the criteria for the award of a PhD by Publication and should be awarded the degree of PhD by Publication subject to the completion of minor corrections to the critical analysis to the satisfaction of the nominated examiner (as set out in Instructions 10.1-10.3). The deadline for completion of the minor corrections shall normally be three months from the date of notification to the candidate by the Postgraduate Research Service;
- (iii) ***First submission only (not available at resubmission)***: that the submission in its current form does not demonstrate achievement of the criteria for the award of a PhD by Publication, but that there is a reasonable basis for believing that the submission could meet the requirements for the award of a PhD by Publication if the candidate be permitted to resubmit the critical analysis, supported by the same publications.

If a candidate is permitted to resubmit the critical analysis, with the same publications, this shall be by a stated deadline, which will normally be 6 months from notification of the result by the Postgraduate Research Service;

- (iv) ***First submission only (not available at resubmission)***: that the submission in its current form does not demonstrate achievement of the criteria for the award of a PhD by Publication, but that there is a reasonable basis for believing that the submission could meet the requirements for the award of a PhD by Publication if the candidate be permitted to resubmit the critical analysis, supported by additional or different publications.

If a candidate opts to resubmit the critical analysis, with additional or

different publications, this shall be by a stated deadline, which will not exceed 24 months from notification of the result by the Postgraduate Research Service;

- (v) that the candidate has not met the criteria for the award of a PhD by Publication and should not be given an opportunity to submit a revised submission.

For a first submission there should be no reasonable basis for believing that the submission could meet the requirements for the award of a PhD by Publication within 24 months from the date of assessment;

3 MPhil candidates

3.1 Following the oral examination for the MPhil the examiners shall conclude the report by selecting one of the specific recommendations listed on the Examiners' Report Form:

- (i) that the candidate has achieved the criteria for the award of an MPhil and should be awarded the degree of MPhil (any minor typographical errors detected by the examiners should be corrected before the thesis is hard bound and an electronic copy deposited in the Library).
- (ii) that the candidate has achieved the criteria for the award of an MPhil and should be awarded the degree of MPhil subject to the completion of minor corrections to the thesis to the satisfaction of the nominated examiner (as set out in Instructions 10.1-10.3). The deadline for completion of the minor corrections shall normally be three months from the date of notification to the candidate by the Postgraduate Research Service.
- (iii) ***First submission only (not available at resubmission)***: that the thesis in its current form does not demonstrate achievement of the criteria for the award of an MPhil, but that there is a reasonable basis for believing that the thesis could meet the requirements for the award of an MPhil if additional time (12 months) were to be given to revising the thesis. The candidate shall be invited to submit a revised thesis by a stated deadline, which will normally be 12 months from notification of the result by the Postgraduate Research Service.
- (iv) that the candidate has not met the criteria for the award of an MPhil and therefore should not be given an opportunity to submit a revised thesis.

For a first submission there should be no reasonable basis for believing that the thesis could meet the requirements for the award of an MPhil if additional time were to be given to revising the thesis;

4 Masters by Research candidates

4.1 Following the oral examination for the Masters by Research the examiners shall conclude the report by selecting one of the specific recommendations listed on the Examiners' Report Form:

- (i) that the candidate has achieved the criteria for the award of a Masters by Research and should be awarded the degree of Masters by Research (any minor typographical errors detected by the examiners should be corrected before the thesis is hard bound and an electronic copy deposited in the Library);
- (ii) that the candidate has achieved the criteria for the award of a Masters by Research and should be awarded the degree of Masters by Research subject to the completion of minor corrections to the thesis to the satisfaction of the nominated examiner (as set out in Instructions 10.1-10.3). The deadline for completion of the minor corrections shall normally be three months from the date of notification to the candidate by the Postgraduate Research Service;
- (iii) **First submission only (not available at resubmission):** that the thesis in its current form does not demonstrate achievement of the criteria for the award of a Masters by Research, but that there is a reasonable basis for believing that the thesis could meet the requirements for the award of a Masters by Research if additional time (6 months) were to be given to revising the thesis. The candidate shall be invited to submit a revised thesis by a stated deadline, which will normally be 6 months from notification of the result by the Postgraduate Research Service;
- (iv) that the candidate has not met the criteria for the award of a Masters by Research and therefore should not be given an opportunity to submit a revised thesis.

For a first submission there should be no reasonable basis for believing that the thesis could meet the requirements for the award of a Masters by Research if additional time were to be given to revising the thesis;

5 EdD candidates

The following Instructions relate to the final (thesis) assessment for the EdD. For Instructions in relation to the Year Assessments please see Appendix B.

5.1 Following the oral examination for an EdD degree the examiners shall conclude the report by selecting one of the specific recommendations listed on the Examiners' Report Form:

- (i) that the candidate has achieved the criteria for the award of an EdD and should be awarded the degree of EdD; (any minor typographical errors detected by the examiners should be corrected before the thesis is hard bound and an electronic copy deposited in the Library).
- (ii) that the candidate has achieved the criteria for the award of an EdD and should be awarded the degree of EdD subject to the completion of minor corrections to the thesis to the satisfaction of the nominated examiner (as set out in Instructions 10.1-10.3). The deadline for completion of the

minor corrections shall normally be six months from the date of notification to the candidate by the Postgraduate Research Service;

- (iii) ***First submission only (not available at resubmission)***: that the thesis in its current form does not demonstrate achievement of the criteria for the award of an EdD, but that there is a reasonable basis for believing that the thesis could meet the requirements for the award of an EdD if additional time (12 months) were to be given to revising the thesis.

Where the thesis currently demonstrates achievement of the criteria for the award of an MEd the candidate will be given the option of submitting a revised thesis for the EdD **or** of being recommended for the award of the MEd (with or without minor corrections). A candidate who is given this option shall be allowed a period of not more than ten working days from receipt of formal notification of the outcome of the examination to decide which of these alternatives to accept.

If a candidate opts to revise the thesis, this shall be by a stated deadline, which will normally be 12 months from notification of the result by the Postgraduate Research Service;

- (iv) that the candidate has not achieved the criteria for the award of an EdD but the candidate has achieved the criteria for the award of an MEd and should be awarded an MEd (any minor typographical errors detected by the examiners should be corrected before the thesis is hard bound and an electronic copy deposited in the Library).

OR

that the candidate has not achieved the criteria for the award of an EdD, but has achieved the criteria for the award of an MEd and should be awarded an MEd subject to the completion of minor corrections to the satisfaction of the nominated examiner. The deadline for completion of the corrections will normally be three months from notification of the result by the Postgraduate Research Service in the case of minor corrections;

For a first submission there should be no reasonable basis for believing that the thesis could meet the requirements for the award of an EdD if additional time were to be given to revising the thesis;

- (v) that the candidate has not met the criteria for the award of an EdD or MEd and therefore should not be given an opportunity to submit a revised thesis.

For a first submission there should be no reasonable basis for believing that the thesis could meet the requirements for the award of an EdD or MEd if additional time were to be given to revising the thesis;

6 MEd candidates

The following Instructions relate to the final (thesis) assessment for the MEd. For Instructions in relation to the Year Assessments please see Appendix B.

- 6.1 Following the oral examination for the MEd the examiners shall conclude the report by selecting one of the specific recommendations listed on the Examiners' Report Form:
- (i) that the candidate has achieved the criteria for the award of an MEd and should be awarded the degree of MEd (any minor typographical errors detected by the examiners should be corrected before the thesis is hard bound and an electronic copy deposited in the Library).
 - (ii) that the candidate has achieved the criteria for the award of an MEd and should be awarded the degree of MEd subject to the completion of minor corrections to the thesis to the satisfaction of the nominated examiner (as set out in Instructions 10.1 – 10.3). The deadline for completion of the minor corrections shall normally be three months from the date of notification to the candidate by the Postgraduate Research Service.
 - (iii) **First submission only (not available at resubmission):** that the thesis in its current form does not demonstrate achievement of the criteria for the award of an MEd, but that there is a reasonable basis for believing that the thesis could meet the requirements for the award of an MEd if additional time (12 months) were to be given to revising the thesis. The candidate shall be invited to submit a revised thesis by a stated deadline, which will normally be 12 months from notification of the result by the Postgraduate Research Service.
 - (iv) that the candidate has not met the criteria for the award of an MEd and therefore should not be given an opportunity to submit a revised thesis.

For a first submission there should be no reasonable basis for believing that the thesis could meet the requirements for the award of an MEd if additional time were to be given to revising the thesis.

7 ClinPsyD candidates

The following Instructions relate to the final (thesis) assessment for the ClinPsyD. For Instructions in relation to the Year Assessments please see Appendix C.

The ClinPsyD thesis portfolio comprises a Systematic Review, Empirical Research Study (both written in the style of target journals) and Bridging and Discussion chapters. The Thesis portfolio may also include additional chapters on extended methodology and a chapter reporting additional results. The oral examination is of the thesis portfolio in its entirety, and all elements of the portfolio thesis must be passed in order for the award to be made.

- 7.1 Following the oral examination for a ClinPsyD degree the examiners shall conclude the report by selecting one of the specific recommendations listed on the Examiners' Report Form:

- (i) that the candidate has achieved the criteria for the award of a ClinPsyD and should be considered for the award of the degree of ClinPsyD at the Final Assessment Board, subject to successful completion of all assessment components. (any minor typographical errors detected by the examiners should be corrected before the thesis is hard bound and an electronic copy deposited in the Library).
- (ii) that the candidate has achieved the criteria for the award of a ClinPsyD and should be considered for the award of the degree of ClinPsyD at the Final Assessment Board; subject to the completion of limited corrections to the thesis to the satisfaction of the nominated examiner (as set out in Instructions 10.2-10.3 and below) and the successful completion of all assessment components. The deadline for completion of the limited corrections shall normally be six weeks from the date of notification to the candidate by the Postgraduate Research Service.
- (iii) that the candidate has achieved the criteria for the award of a ClinPsyD and should be considered for the award of the degree of ClinPsyD at the Final Assessment Board; subject to the completion of minor corrections to the thesis to the satisfaction of the nominated examiner (as set out in Instructions 10.2 – 10.3 and below) and the successful completion of all assessment components. The deadline for completion of the minor corrections shall normally be three months from the date of notification to the candidate by the Postgraduate Research Service.
- (iv) ***First submission only (not available at resubmission)***: that the thesis in its current form does not demonstrate achievement of the criteria for the award of a ClinPsyD, but that there is a reasonable basis for believing that the thesis could meet the requirements for the award of a ClinPsyD if additional time (12 months) were to be given to revising the thesis.

If a candidate opts to revise the thesis, this shall be by a stated deadline, which will normally be 12 months from notification of the result by the Postgraduate Research Service.

- (v) that the candidate has not met the criteria for the award of a ClinPsyD and therefore should not be given an opportunity to submit a revised thesis. Failure in the thesis element of the programme represents an outright failure of the course and the candidate shall normally be required to withdraw from the University

For a first submission there should be no reasonable basis for believing that the thesis could meet the requirements for the award of a ClinPsyD if additional time were to be given to revising the thesis.

7.2 Recommendations for corrections

7.2.1 Limited Corrections

Limited corrections may include the correction of:

- (i) typographical, spelling and grammatical errors
- (ii) formatting to APA standards
- (iii) citation / referencing errors
- (iv) minor errors that do not change the substance or meaning of the work.

The examiners must be agreed that the candidate will be able to achieve the amendments within six weeks of notification, without the need of a further oral examination.

7.2.2 Minor Corrections

Minor corrections may include the requirement for:

- (i) Changes to either the Systematic Review or Empirical Research Study that would require further elaboration of content or style in the introductions or discussion sections.
- (ii) Revision of subsections of either the Systematic Review and/or the Empirical Research Study
- (iii) Additional content or information in either the Systematic Review or Empirical Research Study.
- (iv) further analysis in specific aspects of either the Systematic Review or Empirical Research Study.
- (v) greater justification for methodological decisions

The examiners must be agreed that the candidate will be able to achieve the amendments within three months of notification, without the need of a further oral examination.

8. MD by Research candidates

For candidates first registered on or before 31 December 2017

8.1 Following the oral examination for the MD by Research the examiners shall conclude the report by selecting one of the specific recommendations listed on the Examiners' Report Form:

- (i) that the candidate has achieved the criteria for the award of an MD and should be awarded the degree of MD); (any minor typographical errors detected by the examiners should be corrected before the thesis is hard bound and an electronic copy deposited in the Library).
- (ii) that the candidate has achieved the criteria for the award of an MD and should be awarded the degree of MD subject to the completion of minor corrections to the thesis to the satisfaction of the nominated examiner (as set out in Instructions 10.1 – 10.3). The deadline for completion of the minor corrections shall normally be three months from the date of notification to the candidate by the Postgraduate Research Service;
- (iii) ***First submission only (not available at resubmission)***: that the thesis in its current form does not demonstrate achievement of the criteria for the award of an MD, but that there is a reasonable basis for believing that the thesis could meet the requirements for the award of an MD if additional time (12 months) were to be given to revising the thesis. The candidate shall be invited to submit a revised thesis by a stated deadline, which will normally be 12 months from notification of the result by the Postgraduate Research Service.
- (iv) that the candidate has not met the criteria for the award of an MD and therefore should not be given an opportunity to submit a revised thesis.

For a first submission there should be no reasonable basis for believing that the thesis could meet the requirements for the award of an MD if additional time were to be given to revising the thesis;

For candidates first registered on or after 1 January 2018

8.2 The Regulations and Instructions to Examiners for the MD by Research are currently under review for candidates registering on or after 1 January 2018. Once approved this section will be updated.

9 MD by Publication candidates

For candidates first registered on or before 30 September 2017

Please note this route is no longer available to new applicants from 1 October 2017.

9.1 Following the oral examination for an MD by Publication degree the examiners shall conclude the report by selecting one of the specific recommendations listed on the Examiners' Report Form:

- (i) that the candidate has achieved the criteria for the award of an MD by Publication and should be awarded the degree of MD by Publication; (any minor typographical errors detected in the critical analysis by the examiners should be corrected before the thesis is hard bound and an electronic copy deposited in the Library. The published works should not be altered).
- (ii) ***First submission only (not available at resubmission):*** that the submission in its current form does not demonstrate achievement of the criteria for the award of an MD by Publication, but that there is a reasonable basis for believing that the submission could meet the requirements for the award of an MD by Publication if the candidate be permitted an opportunity to make a revised submission.

If a candidate opts to make a revised submission, this shall be by a stated deadline, which will not exceed 24 months from notification of the result by the Postgraduate Research Service;

- (iii) that the candidate has not met the criteria for the award of an MD by Publication and should not be given an opportunity to submit a revised submission.

For a first submission there should be no reasonable basis for believing that the submission could meet the requirements for the award of an MD by Publication within 24 months from the date of assessment.

10. Professional Doctorate (ProfD) candidates

The following Instructions relate to the final (thesis) assessment for the ProfD. For Instructions in relation to the Year Assessments please see Appendix D.

10.1 Following the oral examination for a ProfD degree the examiners shall conclude the report by selecting one of the specific recommendations listed on the Examiners' Report Form:

- (i) that the candidate has achieved the criteria for the award of a ProfD and should be awarded the degree of ProfD); (any minor typographical errors detected by the examiners should be corrected before the thesis is hard bound and an electronic copy deposited in the Library).
- (ii) that the candidate has achieved the criteria for the award of a ProfD and should be awarded the degree of ProfD subject to the completion of minor corrections to the thesis to the satisfaction of the nominated examiner (as set out in Instructions 10.1 – 10.3). The deadline for completion of the minor corrections shall normally be six months from the date of notification to the candidate by the Postgraduate Research Service;
- (vi) ***First submission only (not available at resubmission)***: that the thesis in its current form does not demonstrate achievement of the criteria for the award of a ProfD, but that there is a reasonable basis for believing that the thesis could meet the requirements for the award of a ProfD if additional time (12 months) were to be given to revising the thesis.

Where the candidate currently demonstrates achievement of the criteria for the award of a ProfM (i.e. all the required taught elements have been passed) the candidate will be given the option of submitting a revised thesis for the ProfD **or** of being recommended for the award of the ProfM. A candidate who is given this option shall be allowed a period of not more than ten working days from receipt of formal notification of the outcome of the examination to decide which of these alternatives to accept.

If a candidate opts to revise the thesis, this shall be by a stated deadline, which will normally be 12 months from notification of the result by the Postgraduate Research Service;

- (vii) that the candidate has not achieved the criteria for the award of an ProfD but the candidate has achieved the criteria for the award of an ProfM (all required taught elements having been passed) and should be awarded a ProfM.

For a first submission there should be no reasonable basis for believing that the thesis could meet the requirements for the award of a ProfD if additional time were to be given to revising the thesis.

11. Doctorate in Educational Psychology (EdPsyD) candidates

For candidates registering from September 2018 onwards.

These Instructions will relate to the final (thesis) assessment for the EdPsyD. For Instructions in relation to the Year Assessments please see Appendix E.

- 11.1 The Regulations and Instructions to Examiners for the EdPsyD are currently being drafted for candidates registering on or after 1 September 2018. Once approved this section will be updated.

Appendix B

Doctor of Education and Master of Education: Year Assessment

1. These Instructions are to be read in conjunction with the Regulations for the degree of Doctor of Education (EdD) and Master of Education (MEd).
2. To be recommended for the award of the degree of Doctor of Education or Master of Education a candidate must satisfy the examiners in the presentation of the results of research, study and training in research projects, essays and a research thesis.
3. In order to be recommended for the degree candidates shall satisfy the examiners in the assessments specified below in each Year and following submission of their thesis.

3.1 ***Doctor of Education (first registered on or before 1 October 2014)***

Year 1 Assessment

Candidates shall satisfy the examiners that they have reached the required standard in one 3,500 word essay (Critical Analysis) and one 6,500 word essay (Comparative Methodology).

Year 2 Assessment, first half

Candidates shall satisfy the examiners that they have reached the required standard in:-

a research proposal of up to 5,000 words, including a consideration of the ethical protocols to be followed.

Year 2, second half to Year 3

Candidates shall satisfy the examiners that they have reached the required standard in:

Formative assignments including Literature Review, Methodology and Issues Emerging from Data.

Year 4 Assessment

Candidates shall satisfy the examiners that they have reached the required standard in:

- (a) a thesis not exceeding 60,000 words, incorporating the three formative assignments
- (b) an oral examination.

3.2 ***Doctor of Education (first registered after 1 October 2014 and before 30 September 2016)***

Year 1 Assessment

Candidates shall satisfy the examiners that they have reached the required standard in one 3,500 word essay (Critical Analysis) and one 6,500 word essay (Comparative Methodology).

Year 2 Assessment, first half

Candidates shall satisfy the examiners that they have reached the required standard in:-

a research proposal of up to 5,000 words, including a consideration of the ethical protocols to be followed.

Year 2, second half to Year 4

Candidates shall satisfy the examiners that they have reached the required standard in:

Formative assignments including Literature Review, Methodology and Issues Emerging from Data and Results/Conclusions.

Year 4 Assessment

Candidates shall satisfy the examiners that they have reached the required standard in:

- (a) a thesis not exceeding 60,000 words, incorporating the four formative assignments
- (b) an oral examination.

3.3 ***Doctor of Education (first registered from 1 October 2016)***

Year 1 Assessment

Candidates shall satisfy the examiners that they have reached the required standard in one 3,500 word essay (Critical Analysis) and one 6,500 word essay (Comparative Methodology).

Year 2 Assessment

Candidates shall satisfy the examiners that they have reached the required standard in:-

- (a) a research proposal of up to 5,000 words
- (b) Ethics application

Transfer from initial registration on the Master of Education programme to the Doctor of Education programme is subject to successful completion of coursework and ethics approval for proposed research. The assessment will be undertaken by a panel of at least two members of academic staff, appointed by the Head of School (or nominee). The research proposal will be subject to approval by the School's Ethics Committee.

Year 3 and Year 4

Candidates shall satisfy the examiners that they have reached the required standard in:

Formative assignments including Literature Review, Methodology and Issues Emerging from Data and Results/Conclusions.

Year 5 Assessment

Candidates shall satisfy the examiners that they have reached the required standard in:

- (a) a thesis not exceeding 60,000 words, incorporating the four formative assignments
- (b) an oral examination.

3.4 ***Master of Education (first registered on or before 30 September 2016)***

Year 1 Assessment

Candidates shall satisfy the examiners that they have reached the required standard in one 3,500 word essay (Critical Analysis) and one 6,500 word essay (Comparative Methodology).

Year 2 Assessment

Candidates shall satisfy the examiners that they have reached the required standard in:

- (a) a thesis not exceeding 30,000 words,
- (b) an oral examination.

3.5 ***Master of Education (first registered from 1 October 2016)***

Year 1 Assessment

Candidates shall satisfy the examiners that they have reached the required standard in one 3,500 word essay (Critical Analysis) and one 6,500 word essay (Comparative Methodology).

Year 2 and 3

Candidates shall satisfy the examiners that they have reached the required standard in:

- (a) a thesis not exceeding 30,000 words
- (b) an oral examination.

- 4. In accordance with the provisions of Regulation 4.4, in order to proceed to the thesis element of either programme a candidate must satisfy the examiners that there is a reasonable expectation that he/she will successfully complete the programme for the degree for which he/she is registered. A candidate who fails to satisfy the examiners in this way may, with the approval of the examiners, be permitted to present themselves on one occasion only for reassessment at such time as the examiners shall prescribe.
- 5. Where a reassessment, because of its nature or timing cannot with reasonable practicability be completed within the year of study to which it relates the

examiners may permit a candidate to proceed to the next year of the course on the condition that:-

a) the reassessment shall be arranged and completed as soon as practicable in accordance with a timetable to be stipulated by them,

and

b) the examiners shall consider the outcome of the reassessment at the earliest feasible opportunity.

A candidate who fails to satisfy the examiners in any reassessment of work completed in the first year shall normally be required to withdraw from the University. A candidate who is aiming to transfer to the degree of Doctor of Education and who fails to satisfy the examiners on the assessment or reassessment at the end of Year 1 by a narrow margin will be offered the opportunity to transfer his or her registration to that for the degree of Master of Education.

Appendix C

Doctorate in Clinical Psychology: Year and Final Assessment

TO BE FINALISED

Appendix D

Professional Doctorate

TO BE FINALISED

Appendix E

Doctorate in Educational Psychology: Year Assessment

TO BE FINALISED