

# **Regulations for the Degree of Doctorate in Clinical Psychology (ClinPsyD)**

## **1 SCOPE OF THESE REGULATIONS**

- 1.1 These regulations govern the award of the degree of Doctorate in Clinical Psychology.
- 1.2 A candidate will register for the Doctorate in Clinical Psychology in the Norwich Medical School.
- 1.3 In these Regulations, the Head of School's nominee shall normally be the Programme Director.
- 1.4 The award of the degree of Doctorate in Clinical Psychology confers eligibility to apply for registration as a clinical psychologist with the Health and Care Professions Council and eligibility for chartered status as a clinical psychologist.

## **2 GENERAL PRECONDITIONS TO AN AWARD**

- 2.1 A candidate for the degree of Doctorate in Clinical Psychology must:
  - (1) Be eligible for the graduate basis for chartered membership as defined by the British Psychological Society, having normally at least an upper second class undergraduate honours degree from a recognised higher education institution with psychology as the main field of study;
  - (2) Submit evidence of adequate training and ability to undertake the proposed course of advanced study;
  - (3) Be approved by the Head of School (or nominee) as a candidate for the degree;
  - (4) Study on a full-time basis in accordance with these regulations (in exceptional circumstances a candidate may apply to transfer to part-time study in accordance with Regulation 12 below).
- 2.2 Before being admitted to the degree of Doctorate in Clinical Psychology a candidate must:
  - (1) Undertake research in fields of study approved by the Head of School (or nominee);
  - (2) Engage in advanced study under the direction of a teacher in the University appointed by the Head of School (or nominee). For the thesis, candidates will study under the direction of teachers in the University appointed by the Head of School (or nominee) as the candidate's supervisory team;
  - (3) Engage in advanced practical training under the direction of a Chartered Clinical Psychologist appointed by the Head of School (or nominee) as the programme's Senior Clinical Tutor;

(4) Satisfactorily present the results of research, study and training in a research thesis and pass such academic and clinical assessments as may be required by the Head of School (or nominee).

2.3 A candidate who is a full-time employee of the National Health Service or other agencies shall not undertake additional paid duties in or outside the University without the express permission of their employer.

### **3 DURATION OF COURSE**

3.1 The period of study and registration shall, subject to the following exceptions, be three years:

(1) The candidate may, with the permission of the appropriate Head of School (or nominee), spend no more than twelve months of the period of study at some other approved place of study or research. When the nature of the research requires that work should be undertaken elsewhere than in the University the Head of School (or nominee) may appoint an additional supervisor.

(2) Permission to extend the normal period of study and registration by up to twelve months may be granted by the Head of School (or nominee) on the recommendation of the candidate's adviser.

(3) The Head of School (or nominee) may permit the interruption of the period of study and registration if there are special reasons for doing so. The Head of School (or nominee) shall specify the length of interruption which may not exceed twelve months.

(4) Permission to transfer to part-time study being approved by the Academic Director of Research Degree Programmes, in accordance with Regulation 12 below.

### **4 ATTENDANCE AND PROGRESS**

4.1 A candidate shall attend lectures, seminars, tutorials or supervisions as prescribed by the School and is required to attend clinical placements, some of which take place during University breaks and vacations, as an integral part of the programme of study.

4.2 There shall be an annual review of the progress of each candidate in years 2 and 3 of the candidate's period of study and registration undertaken by the candidate and supervisory team and monitored by or on behalf of the Head of School (or nominee). The candidate's adviser and supervisory team shall also report to the Head of School (or nominee) at any time when the candidate appears not to be making satisfactory progress, is otherwise not fulfilling the conditions that have been laid down or appears unlikely to reach the standard of the degree.

### **5 YEAR ASSESSMENT**

5.1 A candidate shall be subject to assessment in respect of each year of study.

This assessment shall be based upon the candidate's performance during the year in research, course work and clinical placements as prescribed by the Head of School (or nominee). It will require evidence of substantial industry and application.

- 5.2 At the end of each year of study, the Board of Examiners shall review the candidate's overall performance during that year and shall:
- (1) If all the assessment criteria for that year have been satisfied, allow a candidate to proceed to the next year of the course (if at the end of Years 1 or 2) or (if at the end of Year 3) to be considered for the award of the degree in accordance with regulation 10 below;
  - (2) If all the assessment criteria for that year have not been satisfied, act in accordance with Regulations 5.3-5.5 below.
- 5.3 In all years an opportunity for reassessment of any failed component(s) may be permitted by the examiners on one occasion only, provided always that:
- (1) Two failed clinical placements at either first assessment or reassessment shall represent an outright failure of the course. This may happen in one of two ways:
    - a) Placement A is failed at first attempt and is then failed at second attempt (Reassessment); or
    - b) Placement A is failed at first attempt and passed at second attempt (Reassessment) but then placement X is failed at first attempt.Where repetition is allowed the Board of Examiners will specify particular goals that need to be attained.
  - (2) If considering the Year 3 thesis and/or its oral presentation to be unsatisfactory, the examiners may make recommendations to the Board of the School for consideration in accordance with Regulation 8.5 below.
- 5.4 Failure in the first assessment of half or more of the assessment components as specified by the Head of School (or nominee) in any one year of study shall represent outright failure of the course.
- 5.5 In circumstances where a reassessment, because of its nature or timing, cannot with reasonable practicability be completed within the year of study to which it relates, in Years 1 and 2, the examiners may permit a candidate to proceed to the next year of the course, and in Year 3 to complete outstanding requirements of the programme on condition that
- (1) The reassessment shall be arranged and completed as soon as practicable in accordance with a timetable to be stipulated by them; and
  - (2) The examiners shall consider the outcome of the reassessment at the earliest feasible opportunity.
- 5.6 A candidate who fails to satisfy the examiners in any reassessment of work completed in any year and conducted in accordance with Regulations 5.3-5.5 above shall normally be required to withdraw from the University.

## **6 SUBMISSION OF THE THESIS**

- 6.1 The final assessment shall include a research thesis of up to 40,000 words, which shall be a report of original investigations and should represent a significant contribution to the development of understanding in the field of Clinical Psychology and an oral examination on the thesis.

***For candidates matriculating after September 2014:***

- 6.2 The research thesis will consist of a portfolio of written material, comprising a systematic review and an empirical research study and additional bridging chapter(s) detailing additional methodology and results, with a final discussion and reflective chapter.

**7 APPOINTMENT OF EXAMINERS FOR THE THESIS**

- 7.1 The Head of the School (or nominee) shall recommend for approval by the Faculty Associate Dean of Postgraduate Research, the names of two or more examiners, at least one of whom shall be an external examiner. This recommendation shall normally be made not later than three months before the expected date of the submission of the thesis.

**8 EXAMINATION OF THE THESIS**

- 8.1 A candidate shall be examined orally on the thesis and on subjects relevant to it. The examination shall normally be held within a timetabled series of viva examinations in the final year of registration. Where the examination will be held outside of the timetabled examination period it shall normally be held within three months of the date of the submission of the thesis. Exceptions to this shall require approval by the Academic Director of Research Degree Programmes.
- 8.2 Prior to the oral examination of the thesis the examiners shall each prepare independent preliminary reports regarding the candidate's performance.
- 8.3 In exceptional circumstances the Academic Director of Research Degree Programmes may, on sufficient grounds submitted by the candidate and/or their supervisory team, with the agreement of the examiners, and on the recommendation of the Head of School (or nominee), waive the requirement for the oral examination or agree to its replacement by an alternative form of assessment.
- 8.4 The examiners having examined the candidate shall send their final report and recommendation to the Head of School (or nominee). If the examiners do not agree upon their recommendation or if for any other reason the Head of School (or nominee) needs a further opinion, they shall recommend to the Academic Director of Research Degree Programmes the appointment of an additional examiner who shall conduct a further examination of the candidate.

8.5 The Head of School (or nominee) having considered the final report and recommendation of the examiners appointed in respect of the examination of the thesis shall then proceed in the following way:

(1) If the thesis and performance in the oral examination are of sufficient merit, they shall recommend that the candidate be considered for the award of the degree at the Final Assessment Board, subject to successful completion of all assessment components;

(2) If the thesis and performance in the oral examination are of sufficient merit, but corrections are required, they shall recommend that the candidate be required to complete either (a) minor corrections within three months or (b) if the required corrections are primarily of a presentational nature, limited corrections within six weeks, and be considered for the award of the degree at the subsequent Final Assessment Board, subject to successful completion of all assessment components;

(3) If the candidate's thesis has not reached the standard required for the Doctorate in Clinical Psychology but there is reasonable expectation that the thesis, if revised, could reach the standard required for the degree, they shall recommend that the candidate be asked to submit a revised thesis. A candidate who submits a revised thesis shall do so within one calendar year and may be required to undergo further oral examination. A candidate shall not be allowed to submit a revised thesis on more than one occasion;

(4) If the candidate's performance in the assessment has not reached the standard required for the degree, they shall recommend that no degree award be considered. 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.

## **9 FINAL SUBMISSION OF THE THESIS**

(1) A candidate shall submit two copies of the research thesis in accordance with rules approved by Senate;

(2) If a candidate is approved for the award of the degree the Head of Postgraduate Research Service (or nominee) shall deposit one copy of the research thesis in the University Library, where it shall be available for consultation. The second copy shall be deposited with the Norwich Medical School. The Head of School (or nominee), at the request of the candidate, may determine that a particular thesis shall, for a period of up to three years specified by the Head of School (or nominee), be available only to those who have written permission to consult it.

## **10 FINAL ASSESSMENT FOR THE AWARD**

10.1 There shall be a Final Assessment Board at which the Board of Examiners shall consider the results of all candidates at the end of their period of study. The Final Assessment shall be carried out by the Board of Examiners with the external examiners in attendance and in accordance with the Instructions to Examiners for the Doctorate in Clinical Psychology.

- 10.2 The examiners shall receive the results of all assessments, including the thesis and any reassessment of the assessment components, which count towards the award and any recommendations made by the Extenuating Circumstances Panel.
- 10.3 The Board of Examiners shall recommend to Senate that the degree be awarded, provided that they are satisfied in all respects as to:
- (1) Performance in the Year 3 assessment or permitted reassessment, including the thesis (see Regulations 5.2-5.5 and Regulation 8 above);
  - (2) Confirmation from the relevant examiners of satisfactory performance in any permitted re-assessment relating to an earlier year of study but deferred in accordance with Regulation 5.5 above.

## **11 EXTENUATING CIRCUMSTANCES**

- 11.1 The Extenuating Circumstances Panel advising the Board of Examiners shall consider extenuating circumstances formally reported to it, and make recommendations to the Board, in accordance with the University's Extenuating Circumstances Regulations:

<https://portal.uea.ac.uk/documents/6207125/7465906/Section+3+Extenuating+Circumstances+-+Research+Programme+Assessment.pdf>

- 11.2 The Board of Examiners shall formally approve the compensation / remedy / assessment or other recommendation made by the Extenuating Circumstances Panel. Any alternative arrangement shall only be approved by the Board if it is in the candidate's best interest.
- 11.3 The Extenuating Circumstances Panel advising the Board shall treat all statements of extenuating circumstances as confidential, not to be disclosed outside the meeting of the Panel. Where circumstances are particularly sensitive, candidates may ask that the disclosure of the information be limited.

## **12 PART-TIME STUDY**

Candidates will be recruited to the programme on a full-time basis but may by concession be able to transfer to part-time study on a temporary or permanent basis. Transfer to part-time study will require the prior approval of the Academic Director of Research Degree Programmes.