

**Title:** Updates to Regulations for EdD  
**Author:** Dr Vivien Easson, Head of Postgraduate Research Service  
**Date:** 30 April 2015  
**Agenda:** Learning and Teaching Committee, 13 May 2015  
**Version:** Final  
**Status:** Open

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### **Issue**

The following paper contains updates to the Doctor of Education (EdD) and Master of Education (MEd) award regulations arising out of the review considered by the Postgraduate Research Executive of 13 January 2015.

The changes can be summarised as follows:

1. Candidates registering from 1 October 2016 will be registered as part-time candidates at 0.4FTE rather than 0.5FTE, with a change of study period (from 4 + 1 writing up year) to 5 + 1 writing up year.
2. Changes to wording around formative assignments as requested by the programme director.

### **Recommendations**

That the attached changes are approved by the Learning and Teaching Committee of Senate and put into the Academic Calendar for 2015-16.

### **Resource Implications**

No substantial resource implications. The change to 0.4FTE has been approved in principle by the Planning Office who have raised no problem with implementing this.

### **Risk Implications**

There are no material risks to the University associated with the approval of these amendments.

### **Equality and Diversity**

These changes should improve the experience for part-time students.

### **Timing of decisions**

These changes should be approved by the 13 May LTC in time for the June 2015 Senate and the 2015-16 Academic Calendar.

We note that changes to the Instructions to Examiners for EdD and MEd are still required to bring them in line with the changes to the Instructions to Examiners for Masters by Research, MPhil and PhD degrees, and that these may require further amendments to Section 7 of the award regulations. These are still being finalised and will be circulated (virtually and considered by Chair's action if necessary) once they have been consulted on.

### **Further Information**

Contact Vivien Easson, x1835 [v.easson@uea.ac.uk](mailto:v.easson@uea.ac.uk) for enquiries about the content of the paper.

## Excerpts from Regulations for the Degree of Doctor of Education and Master of Education

### 3 DURATION OF COURSE

~~3.1 — The programme shall in the case of Doctor of Education, be of forty-eight months' duration of part-time study, and in the case of Master of Education, be of twenty-four months' duration of part-time study.~~

3.1 For candidates registering on or before 30 September 2016, the period of study for the Doctor of Education shall be four years and the period of study for the Master of Education shall be two years. In each case this shall be by part-time study at 0.5FTE. Candidates will normally initially register on the Master of Education programme.

3.2 For candidates registering from 1 October 2016, the period of study for the Doctor of Education shall be five years and the period of study for the Master of Education shall be two years and six months. In each case this shall be by part-time study at 0.4FTE. Candidates will normally initial register on the Master of Education programme.

3.32 The Head of School (or nominee) may grant permission to extend the normal period of study by a specified period not in excess of six months on the recommendation of the academic supervisor. In such a case, the Head of School (or nominee) may also extend the period within which the thesis is to be submitted, by not more than the extension in the period of study;

3.43 The Head of School (or nominee) may grant permission to interrupt the period of study 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. In such a case they may also extend the period within which the thesis is to be submitted by not more than the length of the interruption. The Academic Director of Research Degree Programmes may give special permission for further extensions to the period of study on the recommendations of the Head of School (or nominee).

### 4 ATTENDANCE, ASSESSMENT AND PROGRESS

4.1 A candidate shall attend lectures, seminars, tutorials and supervisions as prescribed by the School.

4.2 A candidate shall be subject to assessment as follows:

#### 4.2.1 Doctor of Education (first registered on or before 30 September 2014)

<u>Year 1</u>	<u>Critical Analysis (3,500 words)</u> <u>Comparative Methodology (6,500 words)</u>
<u>Year 2, first half</u>	<u>A research proposal including a consideration of the ethical protocols to be followed totalling not more than 5,000 words</u>
<u>Year 2, second half to Year 4</u>	<u>Formative assignments including Literature Review, Methodology and Issues Emerging from Data</u>
<u>Year 4</u>	<u>A thesis of up to 60,000 words, incorporating the three formative assignments, with an oral examination.</u>

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

<u>Year 1</u>	<u>Critical Analysis (3,500 words)</u> <u>Comparative Methodology (6,500 words)</u>
<u>Year 2, first half</u>	<u>A research proposal including a consideration of the ethical protocols to be followed totalling not more than 5,000 words</u>
<u>Year 2, second half to Year 4</u>	<u>Formative assignments including Literature Review, Methodology and Issues Emerging from Data and Results/Conclusions</u>
<u>Year 4</u>	<u>A thesis of up to 60,000 words, incorporating the four formative assignments, with an oral examination.</u>

~~(a) Doctor of Education~~

~~(1) Year One~~

~~Critical Analysis 3,500 words  
Methodology (comparative) 6,500 words~~

~~(2) Year Two (1st half)~~

~~a research proposal including a consideration of the ethical protocols to be followed totalling not more than 5,000 words~~

~~(3) Year Two (2nd half) — Year Three (2nd half)~~

~~Formative assignments as~~

~~follows: i) Literature Review —  
6,000 words~~

~~ii) Methodology (focused) — 6,000 words~~

~~iii) Issues emerging from data — 6,000 words~~

~~(4) Year Four~~

~~a thesis of up to 60,000 words (incorporating the three formative assignments)~~

~~an oral examination.~~

~~(b) Master of Education~~

~~(1) Year One~~

~~Critical Analysis 3,500 words~~

~~Methodology (comparative) 6,500 words~~

~~(2) Year Two~~

~~a thesis of up to 30,000 words~~

~~an oral examination~~

4.2.3 Doctor of Education (first registered from 1 October 2016)

<u>Year 1</u>	<u>Critical Analysis (3,500 words)</u> <u>Comparative Methodology (6,500 words)</u>
<u>Year 2</u>	<u>Research Proposal (5,000 words)</u> <u>Ethics application</u>
<u>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.</u>	
<u>Year 3 and Year 4</u>	<u>Formative assignments including Literature Review, Methodology and Issues Emerging from Data and Results/Conclusions</u>
<u>Year 5</u>	<u>A thesis of up to 60,000 words, incorporating the four formative assignments, with an oral examination.</u>

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

<u>Year 1</u>	<u>Critical Analysis (3,500 words)</u> <u>Comparative Methodology (6,500 words)</u>
<u>Year 2</u>	<u>A thesis of up to 30,000 words, with an oral examination.</u>

4.2.5 Master of Education (first registered from 1 October 2016)

<u>Year 1</u>	<u>Critical Analysis (3,500 words)</u> <u>Comparative Methodology (6,500 words)</u>
<u>Year 2 and Year 3</u>	<u>A thesis of up to 30,000 words, with an oral examination.</u>

## 5 SUBMISSION OF THE THESIS

5.1 The degree shall be awarded on the recommendation of the examiners at the assessment or reassessment undertaken:

~~(1)~~5.1.1 In the case of candidates registered for the degree of Doctor of Education, in respect of the thesis produced in the final fourth-year of study, provided that they are satisfied in all respects as to performance in the Year 4 final assessment or permitted reassessment. In the thesis and examination the candidate is required to show distinct ability to conduct original investigations, to test ideas (whether the candidate's own or those of others) and to understand the relationship of the theme of the investigations to a wider field of knowledge. The thesis should show evidence of adequate industry and application. The candidate is also expected to show understanding of the relationships of the special theme to a wider field of knowledge. The thesis should represent a significant contribution to the development of understanding, for example, through the discovery of new knowledge, the connection of previously unrelated facts, the development of a new theory or the revision of older views. The thesis shall not exceed 60,000 words in length.

~~(2)~~5.1.2 In the case of candidates registered for the degree of Master of Education, in respect of the second thesis produced in the final year of study, provided that they are satisfied in all respects as to performance in the Year 2 final year assessment or permitted reassessment. In the thesis and examination the candidate is required to show distinct ability to conduct original investigations, to test ideas (whether the candidate's own or those of others) and to obtain appropriate conclusions from the research. The thesis should be presented in a clear and systematic manner and not exceed 30,000 words in length.

5.2 A candidate who wishes to submit a thesis must apply to the Head of Postgraduate Research Service (or nominee). A thesis may be presented for examination at any time after the beginning of the last six months of the candidate's prescribed period of study provided that not more than the following times have elapsed since the date of registration as a candidate for the degree:

### Doctor of Education

<u>Initial date of registration before 30 September 2014</u>	<u>Four years</u>
<u>Initial date of registration after 1 October 2014 and before 30 September 2016</u>	<u>Five years</u>
<u>Initial date of registration after 1 October 2016</u>	<u>Six years</u>

### Master of Education

<u>Initial date of registration before 30 September 2014</u>	<u>Two years</u>
<u>Initial date of registration after 1 October 2014 and before 30 September 2016</u>	<u>Two years</u>
<u>Initial date of registration after 1 October 2016</u>	<u>Two years six months</u>

~~four years in the case of candidates for the degree of Doctor of Education candidates matriculating before 30 September 2014 and two years in the case of candidates for the degree of Master of Education shall have elapsed from the date of registration as a candidate for the degree.~~

~~5.3 For Doctor of Education candidates matriculating from 1 October 2014 onwards, a thesis may be presented for examination at any time after the beginning of the last six months of the candidate's prescribed period of study provided that not more than five years shall have elapsed from the date of the registration as a candidate for the degree.~~

5.34 The Academic Director of Research Degree Programmes may give special permission for extensions to the period within which the thesis must be presented on the recommendation of the Head of School (or nominee) concerned.

5.45 A candidate for the degree shall, not later than three months before the submission of the thesis and in any case no later than three months before the end of the period of advanced study and research, submit for approval to the appropriate Head of School (or nominee) the precise title of the thesis to be examined.

**Title:** Updates to Regulations on thesis preparation  
**Author:** Dr Vivien Easson, Head of Postgraduate Research Service  
**Date:** 30 April 2015  
**Agenda:** Learning and Teaching Committee, 13 May 2015  
**Version:** Final  
**Status:** Open

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### **Issue**

The following paper contains minor amendments to regulations around research degree thesis preparation

### **Recommendations**

That the attached changes are approved by the Learning and Teaching Committee of Senate and put into the 2015-16 Academic Calendar and Research Degree Policy Documents.

### **Resource Implications**

No substantial resource implications.

### **Risk Implications**

There are no material risks to the University associated with the approval of these amendments.

### **Equality and Diversity**

These changes should improve clarity for all students.

### **Timing of decisions**

These changes should be approved by the 13 May LTC in time for the June 2015 Senate and the 2015-16 Academic Calendar.

### **Further Information**

Contact Vivien Easson, x1835 [v.easson@uea.ac.uk](mailto:v.easson@uea.ac.uk) for enquiries about the content of the paper.

Modification to the wording of Part 2 of the document “Research degrees: submission, presentation, consultation and borrowing of theses”, subsection (xiv):

**(xiv) Use of work, which has formed part of solely or jointly-authored publications, within a thesis submission**

- The University strongly encourages research students to submit their work for publication either before or after thesis submission. Material that has already been published or submitted for publication may be included in a thesis. However, any such material should be edited and reformatted to ensure integration with the hypotheses and central arguments of the thesis and to ensure that it reads as a coherent whole. The contributions of other authors **must** be fully acknowledged.
  
- If the thesis includes material that has previously appeared in jointly-authored publications, candidates must ensure that the following information is included in the statement accompanying the thesis: full details of the jointly-authored publications in which the material has appeared, details of which chapters within the thesis have been based on work from the publications, and details of which work is directly attributable to the candidate and which to the other authors of the work. The University reserves the right to contact the other author(s) to verify the relative contributions. Candidates should include solely or jointly-authored publications as an appendix at the end of the thesis.
  
- Where the candidate is the sole or a primary author on a publication (or a manuscript being prepared for publication) the work may be included in similar form within the thesis, subject to compliance with the previous two paragraphs. The same is true for text, tables or figures that are the candidate’s own work that appear as sections of publications where the candidate is not the primary author. Other text, tables or figures from joint publications may be included in the candidate’s thesis or the research that forms the basis of these publications may be described within the thesis, provided the contributions of others are fully acknowledged.
  
- The permission of all the copyright holders (including, if relevant, fellow authors and publishers) to include the published work should be sought before submitting the final copies of the thesis. It is important to complete this prior to submission, as the thesis will normally be made available open access in the University’s repository. If it is not possible to achieve third party copyright clearance, the e-thesis can remain on closed access and the exception be recorded by the University. This can be requested via the Research Degree Examinations – Research Degree Entry Form.
  
- Separate Regulations, published in the Calendar, apply to the submission of theses for the degrees of PhD by Publication, Doctor of Science and Doctor of Letters, in which a collection of publications is accompanied by a critical synthesis of the candidate’s contribution to research. This format is **not** an acceptable form of submission for a research degree thesis at the University.

**Title:** Updates to Regulations for ClinPsyD  
**Author:** Dr Vivien Easson, Head of Postgraduate Research Service  
**Date:** 30 April 2015  
**Agenda:** Learning and Teaching Committee, 13 May 2015  
**Version:** Final  
**Status:** Open

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### **Issue**

The following paper contains updates to the Doctorate in Clinical Psychology as considered and approved by the Postgraduate Research Executive.

### **Recommendations**

That the attached changes are approved by the Learning and Teaching Committee of Senate and put into the Academic Calendar for 2015-16.

### **Resource Implications**

No substantial resource implications.

### **Risk Implications**

There are no material risks to the University associated with the approval of these amendments.

### **Equality and Diversity**

It is not envisaged that any of the recommendations contained in the report will impact detrimentally on groups with protected characteristics. The Regulations now specify that transfer from full-time to part-time study is possible for students

### **Timing of decisions**

These changes should be approved by the 13 May LTC in time for the June 2015 Senate and the 2015-16 Academic Calendar.

### **Further Information**

Contact Vivien Easson, x1835 [v.easson@uea.ac.uk](mailto:v.easson@uea.ac.uk) or Melanie Steele, x3870 for enquiries about the content of the paper.

**Title:** Revisions to Regulations for the Doctorate in Clinical Psychology (ClinPsyD)  
**Author:** Melanie Steele, Quality and Information Manager, Postgraduate Research Service  
**Date:** 21 April 2015  
**Agenda:** Postgraduate Research Executive  
**Version:** Final  
**Status:** Open

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## **Issue**

To consider the revisions proposed to the Regulations for the Doctorate in Clinical Psychology as a result of the review of the Clinical Psychology Programme in 2013-14 and in light of the review of the PhD Instructions to Examiners in 2013-14.

## **Recommendation**

PGR Executive members are asked to consider and approve the attached revisions to the Regulations for the Doctorate in Clinical Psychology (**Document 1**).

## **Resource Implications**

No significant resource implications are anticipated.

## **Risk Implications**

There are no material risks to the University associated with the approval of these amendments.

## **Equality and Diversity**

It is not envisaged that any of the recommendations contained in the report will impact detrimentally on groups with protected characteristics. The Regulations now specify that transfer from full-time to part-time study is possible for students.

## **Timing of decisions**

Approval by PGR Executive at its April meeting and subsequently by LTC/Senate would regularise the position of the cohort who started in September 2014 and allow the other regulatory amendments to be enacted and in place for the 2015-16 academic year.

## **Further Information**

Please contact Melanie Steele, x3870 [m.steele@uea.ac.uk](mailto:m.steele@uea.ac.uk) for enquiries about the content of the paper.

## **Background**

The PGR Executive considered the Review of the Doctorate in ClinPsyD at its meeting on 22 November 2013 (PGR13D003) and agreed the revised structure of the ClinPsyD including the introduction of a portfolio thesis of 40,000 words.

The changes proposed to the Regulations reflect the changes to the programme approved by PGR Executive and LTC and are also intended to bring the programme more in line with the MPhil and PhD degrees.

The current Regulations (2014-15) are attached to this paper as **Document 2**.

If the revisions to the Regulations for the ClinPsyD are approved the current Instructions to Examiners will be updated to reflect the changes.

## **Summary of Changes to the Regulations for the ClinPsyD**

### **General**

- Changes have been to the terminology throughout to reflect changes made to the MPhil and PhD Regulations for 2014/15 i.e. references to 'School Board' have been amended to 'Head of School (or nominee)', references to 'Registrar and Secretary' amended to 'Head of Postgraduate Research Service (or nominee)'.
- The format and headings have been amended to reflect those of other research degrees, and some sections have been moved around within the Regulations.

### **Specific**

#### 1. Scope of these Regulations

These mirror those of the PhD.

#### 2. General Preconditions to an Award

2.1(1) The reference to 'UK University or former CNAAB' has been amended to reflect the British Psychological Society website wording regarding the graduate basis for chartered membership.

The academic eligibility has been corrected to state '...at least an upper second class undergraduate honours degree ...' from '... at least a second class undergraduate honours degree...'

#### 3. Duration of course

The reference to the programme starting in October has been removed – the programme starts in late September or early October each year.

3.1(1) Paragraph regarding spending up to 12 months at another approved location added to mirror other research degrees.

3.1(4) Provision to transfer from full-time to part-time study by concession from Academic Director of Research Degree Programmes added (see also Regulation 12).

#### 4. Attendance and Progress

Clarification that the online annual review of progress will take place in years 2 and 3. The research thesis proposal is submitted late in year one and therefore an annual review in year one would be premature. The annual review meeting in year two takes place in the first term and is a meaningful and efficient means of assessing progress.

#### 5. Year Assessment

The assessment rules for the taught components of the programme remain the same.

#### 6. Submission of the thesis

Separate section for cohorts matriculating after September 2014 detailing the requirements for the portfolio thesis.

#### 7. Appointment of Examiners for the thesis

This remains the same.

#### 8. Examination of the thesis

Paragraphs 8.1 to 8.4 are new and are largely the same wording as in the PhD Regulations. The ClinPsyD programme has now moved to a timetabled viva series and the revised Regulations reflect this.

8.2 The PGR Executive agreed on 15 May 2014 that for the Masters by Research, MPhil and PhD independent preliminary reports would be required from examiners and after the viva one joint report and recommendation. Paragraph 8.2 brings the ClinPsyD programme in line with the Masters by Research, MPhil and PhD.

8.5 The recommendations available to the examiners have not changed. The programme management reviewed the current options in light of the changes made to the MPhil and PhD Instructions to Examiners for 2014-15. It is crucial for the programme that a sufficiently high percentage of trainees complete all elements of the programme, including viva examination and corrections within 3 years to maintain the programme's 'Green' status as monitored annually by the commissioners of the training (Health Education, East of England, HEEoE). For most trainees the recommendation made is Pass with minor corrections within 6 weeks; the programme wishes therefore to retain this option.

Amendments have been made to this section, to take effect from 1 September 2015, to reflect that the thesis is often not the last assessment element to be completed. Recommendations for the award of the degree will therefore be made at the Final Assessment Board, which will review all elements of the programme. The Board of Examiners will not make any recommendations regarding the thesis (that having been done at the viva examination) but would note that the thesis had been successfully completed. This would ensure that all elements were complete before the award was recommended.

Where all taught components have been completed but the thesis corrections or revision remain outstanding, the Final Assessment Board may agree to Chair's action to recommend the award on satisfactory completion of the corrections/revisions or the award will be considered at the next constituted Assessment Board. It has been stressed that failure of the thesis represents outright failure of the course.

#### 9. Final submission of the thesis

This is the same as the current Regulation 14.

#### 10. Final Assessment for the award

Paragraphs 10.1 and 10.2 are new and mirror those in the University's Common Masters Framework.

Paragraph 10.3 is the same as the current ClinPsyD Regulation 12.

#### 11. Extenuating Circumstances

This section is new and reflects that in the Common Masters Framework.

#### 12. Part-time Study

The current Regulations relating to the part-time 'top-up' variant of the ClinPsyD have been removed from the Regulations, as the programme stopped recruitment to this variant several years ago and all students on that programme have now completed their studies. (The part-time Doctorate in Clinical Psychology was a route by which previous graduates of the Clinical Psychology Programme at the UEA could convert their Masters qualification in Clinical Psychology to a professional Doctorate by completing additional research).

Section 12 covers the small number of students who transfer, by concession, from full-time to part-time study during their training. Transfers to part-time also need to be approved by the students' employing Trust.

## **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 with the British Psychological Society.

### **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 not 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 re-assessment 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 (Re-assessment)
    - b) Placement A is failed at first attempt and passed at second attempt (Re-assessment) 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 re-assessment, 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 re-assessment 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 re-assessment at the earliest feasible opportunity.

- 5.6 A candidate who fails to satisfy the examiners in any re-assessment 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 normally consist of a portfolio of written material, comprising a systematic and an empirical data 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 examiners and on the recommendation of the Head of School (or nominee), excuse the candidate from the oral examination or agree to its replacement by a written examination.
- 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 one of the following ways:

***For candidates examined before 1 September 2015:***

- (1) If the performance in the assessment has reached the standard required for the degree in all respects, it shall recommend that the candidate be approved for the award of the degree of Doctorate in Clinical Psychology;
- (2) If the thesis and performance in the oral examination are of sufficient merit, but minor corrections are required, it shall recommend that the candidate be approved for the award of the degree of Doctorate in Clinical Psychology, subject to completion of minor corrections within (a) three months or (b) if the required corrections are of a presentational nature, within six weeks;
- (3) If the candidate's performance in the assessment has reached the standard required for the degree in all respects, except that the thesis requires substantial amendments, it shall recommend that the candidate be asked to present the thesis in a revised form within six months;
- (4) 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, it 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;
- (5) If the candidate's performance in the assessment has not reached the standard required for the degree, it shall recommend that the degree be not awarded.

***For candidates examined after 1 September 2015:***

- (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 minor corrections are required, they shall recommend that the candidate be required to complete minor corrections within (a) three months or (b) if the required corrections are of a presentational nature, 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 performance in the assessment has reached the standard required for the degree in all respects, except that the thesis requires substantial amendments, it shall recommend that the candidate be asked to present the thesis in a revised form within six months;

(4) 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;

(5) 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**

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

9.2 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, along with 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:

[http://www.uea.ac.uk/calendar/section3/regs\(gen\)](http://www.uea.ac.uk/calendar/section3/regs(gen))

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.

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

NORWICH MEDICAL SCHOOL AT THE UNIVERSITY OF EAST ANGLIA

Alterations to the programmes of courses and seminars published in these Regulations may be made without notice.

### **Full-time Candidates**

The award of the degree of Doctorate in Clinical Psychology by full-time study confers eligibility to apply for registration as a clinical psychologist with the Health Professions Council and eligibility for chartered status as a clinical psychologist.

- 1 A candidate for the degree of Doctorate in Clinical Psychology by full-time study must:
  - (1) Be eligible for the graduate basis for chartered membership as defined by the British Psychological Society, having normally at least a second class honours degree of a UK university or of the former CNAAs 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 Board of the School as a candidate for the degree;
  - (4) Study on a full-time basis in accordance with these regulations.
  
- 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 Board of the School;
  - (2) Engage in advanced study under the direction of a teacher in the University appointed by the Board of the School. For the thesis, candidates will study under the direction of teachers in the University appointed by the Board of the School as the candidate's supervisory team;
  - (3) Engage in advanced practical training under the direction of a Chartered Clinical Psychologist appointed by the Board of the School as the programme's clinical course organiser;
  - (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 Board of the School.
  
- 3 The programme shall begin in October and the period of study and registration shall, subject to the following exceptions, be of thirty-six months' duration, except that permission may be granted by the Board of the School:
  - (1) To extend the normal period of study and registration if there are special reasons for doing so. The Board shall specify the length of the extension to the period of study which shall not be in excess of twelve months. The Senate

may give special permission for further extensions to the period of study on the recommendation of the Board of the School;

(2) To interrupt the period of study and registration if there are special reasons for doing so. The Board shall specify the length of interruption which shall not exceed twelve months. The Senate may give special permission for further extensions on the recommendation of the Board of the School.

- 4 A candidate who is a full-time employee of the National Health Service or other agencies shall not undertake additional paid duties in the University without the express permission of their employer.
- 5 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.

### **Progress**

- 6 There shall be an annual review of the progress of each candidate in each year of the candidate's period of advanced study and research, and total period of registration undertaken by the candidate and supervisory team and monitored by or on behalf of the School Board. The supervisory team shall also report to the Board 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.
- 7 Each candidate shall be examined by two or more examiners, at least one of whom shall be an external examiner. 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 Board of the School. It will require evidence of substantial industry and application. 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 and an oral examination on the thesis.
- 8 At the end of each year of study, the 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 12 below;
  - (2) If all the assessment criteria for that year have not been satisfied, act in accordance with Regulations 9 and 10 below.
- 9 In all years an opportunity for re-assessment 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 (Re-assessment)
- b) Placement A is failed at first attempt and passed at second attempt (Re-assessment) 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 13 below.

***Additionally, for candidates matriculating on or after October 2003 only:***

(4) Failure in the first assessment of half or more of the assessment components as specified by the Board of the School in any one year of study shall represent outright failure of the course.

- 10 In circumstances where a re-assessment, 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 re-assessment 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 re-assessment at the earliest feasible opportunity.
- 11 A candidate who fails to satisfy the examiners in any re-assessment of work completed in any year and conducted in accordance with Regulations 9 -10 above shall normally be required to withdraw from the University.
- 12 The degree shall be awarded on the recommendation of the examiners appointed in respect of the third year of study, provided that they are satisfied in all respects as to:
  - (1) Performance in the Year 3 assessment or permitted reassessment (see Regulations 8, 9 and 10 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 10 above.
- 13 The Board of the School having considered the reports and recommendations of all the examiners appointed in respect of the third year of study shall then proceed in one of the following ways:
  - (1) If the performance in the assessment has reached the standard required for the degree in all respects, it shall recommend that the candidate be approved for the award of the degree of Doctorate in Clinical Psychology;

(2) If the thesis and performance in the oral examination are of sufficient merit, but minor corrections are required, it shall recommend that the candidate be approved for the award of the degree of Doctorate in Clinical Psychology, subject to completion of minor corrections within (a) three months or (b) if the required corrections are of a presentational nature, within six weeks;

(3) If the candidate's performance in the assessment has reached the standard required for the degree in all respects, except that the thesis requires substantial amendments, it shall recommend that the candidate be asked to present the thesis in a revised form within six months;

(4) 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, it 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;

(5) If the candidate's performance in the assessment has not reached the standard required for the degree, it shall recommend that the degree be not awarded.

- 14 (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 Registrar and Secretary 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 Board of the School, at the request of the candidate, may determine that a particular thesis shall, for a period of up to three years specified by the Board, be available only to those who have written permission to consult it.

### **Part-time Candidates**

- 1 The programme shall begin in January, April, July or October and the period of study and registration shall be a minimum of twenty-four months' and a maximum of sixty months' duration from the date of registration except that permission may be granted by the Board of the School to interrupt the period of study and registration if there are special reasons for doing so. The Board shall specify the length of interruption which shall not exceed twelve months. The Senate may give special permission for further extensions on the recommendation of the Board of the School.
- 2 A candidate for the degree of Doctorate in Clinical Psychology by part-time study must prior to admission
- (1) Hold a Diploma or Masters qualification recognised by the British Psychological Society as conferring Chartered Status as a Clinical Psychologist;
- (2) Submit to the satisfaction of the Board of the School evidence of adequate training and ability to undertake the proposed programme;
- (3) Be approved by the Board of the School as a candidate for the degree.

- 3 Before being admitted to the degree a candidate must:
  - (1) Undertake research in fields of study approved by the Board of the School;
  - (2) Engage in advanced study under the direction of a teacher in the University appointed by the Board of the School. For the thesis, candidates will study under the direction of teachers in the University appointed by the Board of the School as the candidate's supervisory team;
  - (3) Engage in advanced professional practice in a location approved by the Chartered Clinical Psychologist appointed by the Board of the School as the candidate's clinical supervisor;
  - (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 Board of the School.
- 4 A candidate shall attend lectures, seminars, tutorials or supervisions as prescribed by the School and is required to undertake professional practice as specified by the Board of the School for a minimum period of two years.
- 5 There shall be an annual review of the progress of each candidate in each year of the candidate's period of advanced study and research and during the period of registration, undertaken by the candidate and supervisory team and monitored by or on behalf of the School Board.
- 6 Each candidate shall be examined by two or more examiners, at least one of whom shall be an external examiner. The assessment for the degree shall be based upon the candidate's performance in research, course work and professional practice as prescribed by the Board of the School. The 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 learning, and an oral examination on the thesis. There shall be an annual review of work leading to the thesis, undertaken by the candidate and supervisory team and monitored by or on behalf of the School Board.
- 7 An opportunity for reassessment of any failed component(s) may be permitted by the examiners on one occasion only. A candidate who fails to satisfy the examiners in any reassessment shall normally be required to withdraw from the University.
- 8 The degree shall be awarded on the recommendation of the examiners at the assessment or reassessment undertaken in respect of the last year of study, provided that the examiners are satisfied in all respects as to the standards achieved in all aspects of the degree, as specified in Regulation 6 above.
- 9 The Board of the School having considered the reports and recommendations of all the examiners shall then proceed in one of the following ways:
  - (1) If the performance in the assessment has reached the standard required for the degree in all respects, it shall recommend that the candidate be approved for the award of the degree of Doctorate in Clinical Psychology;

(2) If the thesis and performance in the oral examination are of sufficient merit, but that minor corrections are required, it shall recommend that the candidate be approved for the award of the degree of Doctorate in Clinical Psychology, subject to completion of minor corrections within (a) three months or (b) if the required corrections are of a presentational nature, within six weeks;

(3) If the candidate's performance in the assessment has reached the standard required for the degree in all respects, except that the thesis requires substantial amendments, it shall recommend that the candidate be asked to present the thesis in a revised form within six months;

(4) 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, the Board 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;

(5) If the candidate's performance in the assessment has not reached the standard required for the degree, it shall recommend that the degree be not awarded.

- 10 (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 Registrar and Secretary 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 at the University of East Anglia. The Board of the School, at the request of the candidate, may determine that a particular thesis shall, for a period of up to three years specified by the Board, be available only to those who have written permission to consult it.