



Canterbury
Christ Church
University

Regulations for Research Awards

APPROVED BY ACADEMIC BOARD
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Contents

Section 1: Scope of the Regulations for Research Awards.....	4
Section 2: Assessment Overview	4
Research Degrees Board	4
Award of a Qualification.....	4
Appointment of Examiners.....	5
Programme of Researcher Training.....	5
Taught Stage of Professional Doctorates	5
Submission for a Subject Specialist Research Award.....	5
MPhil/PhD.....	5
Masters by Research	5
The Award of a Research Degree	6
Viva Voce Examination.....	6
Section 3: Awards at Level 8.....	6
Award of a Doctorate (by thesis or portfolio).....	6
Award of a PhD (by publication)	7
Award of Doctorate of Education	8
Section 4: Awards at Level 7.....	9
Award of Master of Philosophy	9
Award of Masters by Research.....	9
Section 5: Supervision	9
Section 6: Transfer and Upgrade	10
Section 7: Academic Integrity.....	10
Section 8: Specific provisions applicable to the award of Doctorate in Clinical Psychology .	10
Preamble and definition of terms	10
Award of Doctorate in Clinical Psychology.....	10
Assessment and Reassessment.....	11
Evaluations of Clinical Competence (Placement) (ECC)	11
Professional Practice Reports: Direct Work, Assessment of Clinical Skills Parts 1 and 2, Team Policy Reports, Critical Reviews (for cohorts where this is summative assessment) and Quality Improvement Projects	11
Community Engagement Project Presentation/Critical Review/Reflective Development Report.....	12
Team Presentation.....	12
Major Research Project (MRP)	12
Failure of the Course	13

Professional Disciplinary Status.....	13
Deferrals.....	13
Aegrotat award	13

Section 1: Scope of the Regulations for Research Awards

- 1.1. This document, together with any *Additional Course Regulations*, and the *General Regulations for the Conferment of Awards* sets out the Regulations governing all research awards at Canterbury Christ Church University [the University].
- 1.2. Where a Research Award has a taught stage, with a progression point at the completion of that stage, the *Regulations for Taught Awards* will apply to the taught stage.
- 1.3. Specific regulations for the award of Doctorate in Clinical Psychology [DClinPsychol] are set out separately in Section 8 of this document. The other parts of this document which apply to the award of the degree of DClinPsychol are clauses 1.1 - 1.9 (Scope of the Regulations for Research Awards), 2.3-2.6 (Appointment of Examiners), 2.12-2.19 (Award of a Research Degree), 2.22 (Viva Voce Examination), 5.1-5.2 (Supervision), 7.1-7.3 (Academic Integrity). No other part of this document applies to the DClinPsychol.
- 1.4. Unless clearly indicated otherwise, the Regulations apply to all courses which lead to the award of a Research Degree, or to the award of credit at Level 8, by the University, wherever they are delivered.
- 1.5. Unless clearly indicated otherwise, these Regulations apply to all research students registered at the University, irrespective of the date of registration. Where there is a previously approved Regulation or Additional Course Regulation that confers any additional rights on a student due to the date of the student's initial registration, and continuing registration, on a course, the student may rely upon that Regulation or Additional Course Regulation.
- 1.6. Where specific regulations are approved to apply to students registered on a course after a certain date, this is clearly indicated.
- 1.7. Where specific regulations are approved to apply to particular groups of students after a certain date, this is clearly indicated.
- 1.8. The University may publish operational procedural documents supporting the implementation of these Regulations. These operational procedural documents provide detailed information for staff on applying the Regulations. If there is any conflict of interpretation between these Regulations and the procedural documents, these Regulations have precedence subject to any interpretation being in favour of the student.
- 1.9. Throughout these regulations, the term examination refers to the viva voce examination, and the term assessment refers generally to all aspects of examined or assessed activity, including the viva voce examination.

Section 2: Assessment Overview

Research Degrees Board

- 2.1. There will be a Research Degrees Board, which will oversee all aspects of assessment for research degrees, other than where it relates to the taught stage of a research award.

Award of a Qualification

- 2.2. The award of a qualification must be approved by the Research Degrees Board.

Appointment of Examiners

- 2.3. The appointment of External Examiners for Research Awards must be undertaken in line with the Examiners for Research Degrees document.
- 2.4. Two or more examiners, of whom at least one shall be an External Examiner, shall examine each student, who submits work for examination for a research award.
- 2.5. Where the student is a member of staff of the University, there will be two External Examiners.
- 2.6. The Academic Board delegates the approval of the appointment of the internal and External Examiners to a Panel approved by the Education and Student Experience Committee for that purpose.

Programme of Researcher Training

- 2.7. At the required progression points, students will need to demonstrate that they have completed the required researcher training in order to progress. This excludes students registered for the PhD by Publication.

Taught Stage of Professional Doctorates

- 2.8. Where a Research Award has a taught stage that has a progression point at the completion of that stage:
 - (i) a student who does not pass that progression point will not be permitted to continue on their course;
 - (ii) assessment for the taught stage will not contribute to the final award of the qualification.
- 2.9. Where a student who has progressed beyond the taught stage of a Professional Doctorate, does not complete the award, it will be the responsibility of the Progression and Award Board of Examiners to confirm the award of a Masters qualification.

Submission for a Subject Specialist Research Award

MPhil/PhD

- 2.10. The University awards subject specialist research degrees through its MPhil/PhD and courses. The MPhil/PhD is not credit rated and enables candidates to demonstrate their original contribution to knowledge, by submitting EITHER:
 - (i) by thesis; defined as a single document produced for the express purpose of this award, demonstrating an original contribution to knowledge; or
 - (ii) by portfolio; defined as a set of prospective research outputs that may stand alone in their own right, which together demonstrate an original contribution to knowledge; or
 - (iii) by publication (PhD only), defined as a retrospective portfolio of interconnected, published research outputs contextualised by a coherent narrative, demonstrating overall an original contribution to knowledge.

Masters by Research

- 2.11. The University awards subject specialist research degrees through its Masters by Research courses. The Masters by Research comprises 180 credits at Level 7 and enables candidates to demonstrate their original contribution to knowledge:

- (i) by thesis; defined as a single document produced for the express purpose of this award, demonstrating an original contribution to knowledge.

The Award of a Research Degree

- 2.12. The University makes the award of Doctor of Philosophy [PhD], at Level 8, based on a supervised research project, designed to enable a student to demonstrate the creation and interpretation of new knowledge, through original research at the forefront of the discipline.
- 2.13. The University makes the award of Doctor in Education [EdD] or Doctor of Business Administration [DBA], at Level 8, based on successful completion of a taught course of not more than 180 credits at Level 7 and a supervised research project, designed to enable a student to demonstrate the creation and interpretation of new knowledge, through original research at the forefront of the discipline.
- 2.14. The University makes the award of Master of Philosophy [MPhil], at Level 7, based on a supervised research project, designed to enable a student to show convincing evidence of their capacity to pursue research and scholarship and represent original work in the discipline, informed by current scholarship and research.
- 2.15. The University makes the award of Masters by Research [MA or MSc], at Level 7, based on a supervised research project, designed to enable a student to demonstrate originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline.
- 2.16. The submission for a Research Award must be the student's work, as set out in the University's Student Academic Misconduct Procedures.
- 2.17. The submission for a Research Award must demonstrate the student's technical proficiency in the English language together with proficiency in numeracy where appropriate to the discipline.
- 2.18. The submission for a Research Award, other than for the PhD by Publication, must embody the results of the student's research during the period of registration.
- 2.19. The submission for a Research Award, must identify any material that the student has previously presented and been accepted for the award of an academic qualification at this University or elsewhere.

Viva Voce Examination

- 2.20. In the case of the award of a Research Degree other than a Masters by Research, each student will be required to undertake a viva voce examination.
- 2.21. The viva voce examination must be conducted in line with the *Guidance for the Conduct of Doctoral Viva Examinations*.
- 2.22. With the exception of the viva voce for the DClinPsychol, where the student so wishes, the student's supervisor may be invited to attend the viva voce as an observer.

Section 3: Awards at Level 8

Award of a Doctorate (by thesis or portfolio)

3.1. After examining the thesis or portfolio and conducting a viva voce, the Examiners may recommend that:

- (i) the degree of Doctorate be awarded;
- (ii) the degree of Doctorate be awarded subject to certain minor corrections being carried out to the satisfaction of the Internal Examiner within three months of the official notification to the student of the recommendation of the Examiners;
- (iii) the degree of Doctorate be awarded subject to certain major corrections being carried out to the satisfaction of the Internal Examiner, and the External Examiner in cases where both examiners feel this necessary, within six months of the official notification to the student of the recommendation of the Examiners;
- (iv) the degree of Doctorate be not awarded at present but that the student be permitted to resubmit the thesis or portfolio in a revised form not later than twelve months after the decision to allow resubmission has been made. If at least one of the Examiners so wishes, they may require the student to undergo a further viva voce examination (the view of the External Examiner takes precedence). The Examiners may also offer the outcome identified in (v) below;
- (v) the degree of Doctorate be not awarded and, where the degree of MPhil is available, that the student be offered the award of MPhil on the basis of the current submission without further scrutiny;
- (vi) the degree of Doctorate be not awarded and, where the degree of MPhil is available, that the student be permitted to resubmit the thesis or portfolio for the award of the degree of MPhil subject to certain minor corrections being carried out to the satisfaction of the Internal Examiner within three months of the official notification to the student of the recommendation of the Examiners;
- (vii) no degree be awarded.

Award of a PhD (by publication)

3.2. The University may make the award of PhD by publication on the basis of publications that:

- (i) when placed together and accompanied by a commentary of no more than 10,000 words, have the coherence, quality and extent to be considered equivalent to a PhD thesis or portfolio;
- (ii) constitute a coherent programme of research and a contribution to knowledge, with an appropriate research methodology and the same academic standards that are required for a traditional PhD.

3.3. A submission for the award of PhD by publication may be made, where:

- (i) the application for the award has been approved by the Research Degrees Board, which has given approval to the candidate to submit;
- (ii) the submission has been made no later than two years after permission to submit has been given by the Research Degrees Board;
- (iii) the candidate has been registered as a research student during the intervening period.

3.4. The application for the award to the Research Degrees Board for approval to make a submission for the award of PhD by publication must include:

- (i) a statement of no more than 1,500 words of how these publications meet the criteria for a PhD by publication;

- (ii) the list of publications that are to be considered for inclusion in the PhD submission, including full bibliographical details for written publications and equivalent details for non-written publications, such as practice-based and performance-based work;
 - (iii) for each joint publication, the precise amount of work for which the candidate was responsible;
 - (iv) full names and contact details of all co-authors who have contributed to joint publications, so that they can be asked for verification with regard to their respective contributions to the published work.
- 3.5. Where the Research Degrees Board has given approval for a submission for the award of PhD by publication to be made:
- (i) the candidate need not withdraw from any other research degree of the University on which they are registered as a student;
 - (ii) a supervisory panel will be appointed in line with the procedures for Research Awards;
 - (iii) the supervisory panel will hold a Review Meeting no later than six months after the date of approval, which will advise the candidate on the continued viability of the work for submission and examination;
 - (iv) the submission will be made, and the viva voce will be conducted in line with the Regulations for Research Awards.
- 3.6. After examining the submission for PhD by Publication and conducting a viva voce, the examiners may recommend that:
- (i) the degree of Doctorate be awarded;
 - (ii) the degree of Doctorate be awarded subject to certain minor corrections to the commentary being carried out to the satisfaction of the Internal Examiner within three months of the official notification to the student of the recommendation of the Examiners;
 - (iii) no degree be awarded.

Award of Doctorate of Education

- 3.7. After examining the thesis or portfolio and conducting a viva voce, the Examiners may recommend that:
- (i) the degree of Doctorate be awarded;
 - (ii) the degree of Doctorate be awarded subject to certain minor corrections being carried out to the satisfaction of the Internal Examiner within three months of the official notification to the student of the recommendation of the Examiners;
 - (iii) the degree of Doctorate be awarded subject to certain major corrections being carried out to the satisfaction of the Internal Examiner, and the External Examiner in cases where both examiners feel this necessary, within six months of the official notification to the student of the recommendation of the Examiners;
 - (iv) the degree of Doctorate be not awarded at present but that the student be permitted to resubmit the thesis or portfolio in a revised form not later than twelve months after the decision to allow resubmission has been made. If at least one of the Examiners so wishes, they may require the student to undergo a further viva voce examination (the view of the External Examiner takes precedence);

- (v) where a student who has progressed beyond the taught stage of a Professional Doctorate, does not pass the award, it will be the responsibility of the Progression and Award Board of Examiners to confirm the award of a Masters in Education;
- (vi) no degree be awarded (not applicable where a student has passed the Masters stage).

Section 4: Awards at Level 7

Award of Master of Philosophy

4.1. After examining the thesis or portfolio and conducting a viva voce, the Examiners may recommend that:

- (i) the degree of Master of Philosophy be awarded;
- (ii) the degree of Master of Philosophy be awarded subject to certain minor corrections being carried out to the satisfaction of the Internal Examiner within three months of the official notification to the student of the recommendation of the Examiners;
- (iii) the degree of Master of Philosophy be awarded subject to certain major corrections being carried out to the satisfaction of the Internal Examiner, and the External Examiner in cases where both examiners feel this necessary, within six months of the official notification to the student of the recommendation of the Examiners;
- (iv) the degree of Master of Philosophy be not awarded at present but that the student be permitted to resubmit the thesis or portfolio in a revised form not later than twelve months after the decision to allow resubmission has been made. If at least one of the Examiners so wishes, they may require the student to undergo a further viva voce (the view of the External Examiner takes precedence);
- (v) the degree be not awarded.

Award of Masters by Research

4.2. After examining the thesis, the Examiners may recommend that:

- (i) the degree of Masters by Research be awarded;
- (ii) the degree of Masters by Research be awarded subject to certain minor corrections being carried out to the satisfaction of the Internal Examiner within three months of the official notification to the student of the recommendation of the Examiners;
- (iii) the degree of Masters by Research be awarded subject to certain major corrections being carried out to the satisfaction of the Internal Examiner, and the External Examiner in cases where both examiners feel this necessary, within six months of the official notification to the student of the recommendation of the Examiners (the view of the External Examiner takes precedence);
- (iv) the degree of Masters by Research be not awarded at present but that the student be permitted to resubmit the thesis in a revised form not later than twelve months after the decision to allow resubmission has been made.
- (v) the degree be not awarded.

Section 5: Supervision

- 5.1. All students registered for a Research Award will have a supervisory panel as set out in the Approval of Registration form.
- 5.2. Each supervisor must be accredited to act as a supervisor by the Research Degrees Board, according to the criteria for appointment of supervisors set out in the Postgraduate Research Degrees Handbook.

Section 6: Transfer and Upgrade

- 6.1. Transfer between different categories of research award is not permitted, with the exception of transfers between PhD by Thesis and PhD by Portfolio, and upgrades from MPhil to PhD.
- 6.2. A transfer between PhD by Thesis and PhD by Portfolio must be requested and approved by the Research Degrees Board at least twelve months before the submission date for full-time students and at least 18 months before the submission date for part-time students.

Section 7: Academic Integrity

- 7.1. The University prohibits plagiarism, as defined in the University's *Academic Integrity Policy*.
- 7.2. Accusations of plagiarism will be investigated and dealt with under the procedures that are set out in the University's Academic Integrity Policy and Academic Misconduct Procedures.
- 7.3. The findings of plagiarism investigations are binding on the Research Degrees Board and the Board of Examiners of a professional Doctorate.

Section 8: Specific provisions applicable to the award of Doctorate in Clinical Psychology

Preamble and definition of terms

- 8.1. The award of Doctorate in Clinical Psychology is an approved course under the Health & Care Professions Council (HCPC). Only those graduating from this course and registered with the HCPC can use the protected title 'Clinical Psychologist'.
- 8.2. Where the words 'examination' or 'assessment' appear in this section, they shall be taken to refer to any examined or assessed component of the award, including a viva voce examination.
- 8.3. For this course, refer means referred for assessment.

Award of Doctorate in Clinical Psychology

- 8.4. The award of Doctorate in Clinical Psychology is not graded. The possible outcomes are:
 - (i) Pass;
 - (ii) Fail.
- 8.5. To pass the award of Doctorate in Clinical Psychology, a candidate must:
 - (i) pass all assessments;
 - (ii) have received no more than five referrals for assessment (whether for first assessment or reassessment);
 - (iii) fulfil all the requirements of such written, practical or clinical work as the Board of Examiners may require by such dates as may be prescribed;
 - (iv) pass the Major Research Project.
- 8.6. For a candidate who meets these requirements, Board of Examiners shall recommend that a candidate be awarded a Doctorate in Clinical Psychology.

- 8.7. A default exit award of Postgraduate Diploma Applied Psychology Mental Health is only available to students who have failed the Doctorate in Clinical Psychology but passed years one and two, including undertaken at least one placement from the second year of the course. A placement shall not be provided for the sole purpose of achieving the exit award. There are no other default exit awards for students who do not meet this criteria. The PG Dip not classified.
- 8.8. Where a student has not met the specific requirements to pass the award of Doctorate in Clinical Psychology (and exhausted the available reassessment opportunities), the student will normally be withdrawn from the course at the earliest possible point.

Assessment and Reassessment

- 8.9. The award of Doctorate in Clinical Psychology consists of a number of assessments and possible outcomes, which are set out below.

Evaluations of Clinical Competence (Placement) (ECC)

- 8.10. Assessment of individual competencies captured in the ECC are not considered to be separate assessments but are assessed as part of the ECC assessment.
- 8.11. The possible outcomes of the Evaluations of Clinical Competence on each placement are:
- (i) Pass;
 - (ii) Referral;
 - (iii) Fail.
- 8.12. To pass the ECC, the student must not be referred in more than one competency.
- 8.13. Prior to the final ECC, a candidate who is referred for an ECC on the basis of failure to meet one or two competencies, will be permitted to progress to the next ECC but must pass the referred competencies that ECC.
- 8.14. In the rare event a 'Not applicable' rating has been given to the competence previously rated as a referral, the candidate will be required to meet this competence on the subsequent placement.
- 8.15. A candidate who is referred in more than two competencies or fails a competency is deemed to have failed the ECC. There is one reassessment attempt of a failed ECC permitted.
- 8.16. For clarity, this means that in the event of a placement reassessment the only possible outcomes are:
- (i) Pass;
 - (ii) Fail.
- 8.17. In addition, a candidate who fails a second ECC after failing an ECC which is then passed on reassessment is deemed to have failed the course even if one of the ECCs has a reassessment attempt remaining.

Professional Practice Reports: Direct Work, Assessment of Clinical Skills Parts 1 and 2, Team Policy Reports, Critical Reviews (for cohorts where this is summative assessment) and Quality Improvement Projects

8.18. The possible outcomes of the above assessments are:

- (i) Pass;
- (ii) Pass with Conditions;
- (iii) Not pass leading to a Referral;
- (iv) Not pass leading to a Fail.

8.19. For these assessments, candidates will receive up to two reassessment attempts.

8.20. If the outcome is Not pass leading to a Referral, the candidate will normally be permitted to resubmit a corrected version of the same piece of work to be reassessed.

8.21. If the outcome is Not pass leading to a Fail, the candidate will normally be required to submit a new piece of work for reassessment.

Community Engagement Project Presentation/Critical Review/Reflective Development Report

8.22. The possible outcomes are:

- (i) Pass;
- (ii) Fail.

8.23. Where the outcome is fail, candidates will be entitled to two reassessment attempts.

8.24. A fail grade on the first attempt for any of these assessments does not count towards the course limit of 6 fails noted above.

Team Presentation

8.25. The possible outcomes are:

- (i) Pass;
- (ii) Fail.

8.26. Where the outcome is fail, candidates will be entitled to two reassessment attempts.

8.27. A fail grade on the first attempt for any of these assessments does not count towards the course limit of 6 fails noted above.

8.28. Where the assessment is deferred, it shall be completed as an individual presentation.

Major Research Project (MRP)

8.29. The composition of the Major Research Project must be wholly the candidate's own work and must embody the results of the candidate's research during the period of registration.

8.30. Ethical approved is required before commencing the MRP.

8.31. Before applying for ethical approval, the Major Research Project Proposal must have been approved.

8.32. The final grade of the Major Research Project will be awarded after the viva voce with the External Examiner, which is required.

8.33. The possible outcomes of the first submission of the Major Research Project are:

- (i) Pass;
- (ii) Pass with Minor Corrections;
- (iii) Pass with Major Corrections;
- (iv) Revise and Resubmit.

8.34. Where a candidate receives a Revise and Resubmit outcome, they are entitled to submit a revised project or an entirely new project. A new project is subject to the MRP Proposal Review process and ethics application process.

8.35. On resubmission, the possible outcomes are:

- (i) Pass;
- (ii) Pass with Minor Corrections;
- (iii) Pass with Major Corrections;
- (iv) Fail.

8.36. Candidates receiving a Pass with Major Corrections or Pass with Minor Corrections will have a maximum of three resubmission attempts at completing the corrections in order to be awarded a pass.

8.37. For candidates receiving a Pass with Major Corrections, if on first resubmission attempt, they do not achieve either a pass or pass with minor corrections, they will receive an outcome of Revise and Resubmit, which will count as one reassessment attempt. This includes failure to submit complete corrections on their first resubmission.

Failure of the Course

8.38. In addition to not meeting the pass criteria for the course above, a candidate will normally be deemed to have failed the Course, where:

- (i) their employment contract is terminated as a result of dismissal from their employment, if employment is associated with the training; OR
- (ii) they demonstrate unsatisfactory progress as a result of failing to pass examinations within the specified attempts or resubmissions, or professional misconduct under Fitness to Practice or HCPC requirements, when the Board of Examiners may recommend termination of the candidate's registration and withdrawal from the course.

Professional Disciplinary Status

8.39. Where a student is subject to disciplinary proceedings in their employment setting they shall be required to interrupt the course until the proceedings are resolved.

Deferrals

8.40. The University procedures for Deferral apply, however in exceptional circumstances a deferral may be granted beyond the end of an academic year

Aegrotat award

8.41. An aegrotat award of Doctorate in Clinical Psychology is not permitted.