



# Regulations for Research Awards

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## 1 Scope of the Regulations for Research Awards

- 1.1 This document, the Regulations for Research Awards, together with the *General Regulations for the Conferment of Awards* and *Framework for Research Awards*, supersedes the Research Degrees Academic Framework.
- 1.2 This document, together with any Special Regulations, and the *General Regulations for the Conferment of Awards* sets out the Regulations governing all research awards at the University.
- 1.3 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.
- 1.4 Specific regulations for the award of the 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), 2.3-2.5 (Appointment of Examiners), 2.14-2.16 (Award of a Research Degree), 2.17, 2.20 (Viva Voce Examination), 5.1-5.2 (Supervision), 7.1-7.3 (Plagiarism and Academic Misconduct). No other part of this document applies to the DClinPsychol.
- 1.5 Unless clearly indicated otherwise, the Regulations apply to all programmes of study which lead to the award of a Research Degree, or to the award of credit at Level 8, by Canterbury Christ Church University [the University], wherever they are delivered.
- 1.6 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 Special Regulation that confers any additional rights on a student due to the date of the student's initial registration, and continuing registration, on a programme, the student may rely upon that Regulation or Special Regulation.
- 1.7 Where specific regulations are approved to apply to students registered on a programme after a certain date, this is clearly indicated.
- 1.8 Where specific regulations are approved to apply to particular groups of students after a certain date, this is clearly indicated.
- 1.9 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.
- 1.10 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.

## **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 Academic Board on the recommendation of the Research Degrees Board.

### **Appointment of Examiners**

- 2.3 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.
- 2.4 Where the student is a member of staff of the University, there will be two External Examiners.
- 2.5 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**

- 2.6 Students, excluding those registered for the PhD by Publication, who do not undertake sufficient researcher training or development for their award, will not be permitted to progress on their programme of study.

### **Taught Stage of Professional Doctorates**

- 2.7 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 programme of study;
  - (ii) assessment for the taught stage will not contribute to the final award of the qualification.
- 2.8 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**

- 2.9 The University awards subject specialist research degrees through its MPhil/PhD and Masters by Research programmes, which enable 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 (MPhil/PhD only); 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.

### **The Award of a Research Degree**

- 2.10 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.
- 2.11 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 programme 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.
- 2.12 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.
- 2.13 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.
- 2.14 The submission for a Research Award must be the student's work, as set out in the *University's Policy on Plagiarism and Academic Misconduct*.
- 2.15 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.
- 2.16 The submission for a Research Award, other than for the PhD by Publication, 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**

Effective from 30 March 2020, temporary *Guidance for the Conduct of Doctoral Viva Examinations During the Period of Covid-19* was approved, superseding paragraph 2.20. This is a temporary measure which will be reviewed on 30 September 2020.

- 2.17 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.

- 2.18 The viva voce examination must be conducted in line with the *Procedures for the Conduct of Viva Voce Examinations for Research Degree Students*.
- 2.19 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.
- 2.20 Only in exceptional circumstances approved by the Graduate College may a viva voce be undertaken using audio/visual conferencing software. Details of such exceptional circumstances and of the appropriate conduct of the viva voce undertaken by such means are set out in the *Procedures for Conducting a Viva Voce for a Research Degree by Video Conference* document, which must be followed.

### **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 or a written examination or both (the view of the External Examiner takes precedence);
  - (v) 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 without alteration and without further scrutiny for the award of the degree of MPhil.
  - (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.

#### **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 or a written examination or both (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.

## **5 Supervision**

- 5.1 All students registered for a Research Award will have a supervisory panel, constituted as set out in the *Procedures for Supervision: Constitution and Operation of Supervisory Panels for Research Degree Students*.
- 5.2 Each supervisor must be accredited to act as a supervisor, as set out in the *Procedures for Supervision*.

## **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.

## **7 Plagiarism and Academic Misconduct**

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

## **8 Regulations for the Doctorate in Clinical Psychology (DClinPsychol)**

### **Preamble and definition of terms**

- 8.1 Candidates may proceed under these Regulations to the Degree of Doctor in Clinical Psychology. This is an approved programme under the Health & Care Professions Council (HCPC) and only those graduating from this programme 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 Degree, including a viva voce examination.

### **Aegrotat award**

- 8.3 No aegrotat award of the Degree of Doctorate in Clinical Psychology shall be given as this is an approved award that confers professional status under the HCPC.

## Termination

- 8.4 In the event of unsatisfactory progress or attendance, the Board of Examiners may recommend termination of the candidate's registration and require them to withdraw from the University.
- 8.5 If the student is supported through employment by the NHS and this employment is terminated then their registration with the University shall also be terminated.
- 8.6 Any student whose registration is terminated under the provisions of paragraph 8.11 of these Regulations, may request a review of their case under the University's Appeals Procedures.

## Examination

- 8.7 A candidate must:
- (i) 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;
  - (ii) present for examination two comb bound copies of the Major Research Project and three copies of the other work that is required for the Programme. At the end of the programme work should be submitted in accordance with the instructions issued to candidates;
  - (iii) present themselves for viva voce examinations unless specifically exempted from this requirement by the Board of Examiners.
- 8.8 The candidate must meet the following requirements of the Major Research Project:
- (i) 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.
  - (ii) The Major Research Project will assess the ability of the candidate to conduct an original investigation, to test ideas, whether the candidate's own or those of others, and to understand the relationship of the theme of the candidate's investigation to a wider field of knowledge. The Major Research Project should be relevant to the form of clinical practice studied and describe the links with the relevant literature; candidates should demonstrate within the Major Research Project their capacity to understand the link between their research and clinical practice. The candidate is also required to show appropriate ability in the organisation and presentation of their material in the Major Research Project.
- 8.9 In accordance with section 7 above, where a Major Research Project is based in whole or in part on collaborative work, the extent of this collaboration must be clearly indicated in the Major Research Project. Any material which repeats the ideas or discoveries of another must be clearly identified and the author acknowledged. Failure to do so will be regarded as plagiarism. Potential instances of plagiarism will be considered under the University's plagiarism policy and not under the Research Misconduct Policy. Any material which the candidate has previously presented and which has been accepted for the award of an academic qualification, at this University or elsewhere, must be clearly identified in the

Major Research Project. Such material will be ignored by the Examiners in deciding whether the candidate is worthy of the award of the Degree.

- 8.10 A candidate shall remain eligible to present a Major Research Project for such further period after the completion of the prescribed period of registration as may be determined by the Board of Examiners for the DCLinPsychol provided that during this period the candidate pays such annual fees as may be prescribed and submits such reports on progress as may be required by the Board of Examiners. Upon completion of this eligibility, a candidate may, if for good and sufficient reason the Board of Examiners so decides, remain eligible to present a Major Research Project for one or more further periods of not more than twelve months on payment of a prescribed fee.
- 8.11 If a candidate provides evidence satisfactory to the DCLinPsychol Extenuating Circumstances Panel of illness or of other urgent and reasonable cause which prevented the candidate from submitting assessments, required for an examination, by the due date, then the Panel shall allow the candidate a deferment to submit such assessments as it may require at a time not later than one year after the normal time of examination. Such evidence shall be submitted in writing, through the Programme Director together with supporting evidence (including, in the case of illness, a medical certificate) not later than the day prior to the submission deadline of the part of the assessment to which it relates.
- 8.12 After examining the Major Research Project, the Examiners, at their discretion, may recommend to the Board of Examiners:
- (i) Pass;
  - (ii) Pass with minor corrections being carried out to the satisfaction of the examiner(s);
  - (iii) Pass with major corrections being carried out to the satisfaction of the examiner(s);
  - (iv) Revise and resubmit;
  - (v) That no degree be awarded.
- 8.13 After examining all assessments presented by the candidate (excepting the Major Research Project) and considering the results of the viva voce examination, the Examiners, at their discretion, may recommend to the Board of Examiners:
- (i) Pass;
  - (ii) Pass with conditions;
  - (iii) Referral;
  - (iv) Fail.

#### **Programme Regulations Including Failure**

- 8.14 To be eligible for the award of the Degree, candidates must pass all assessments.
- 8.15 Clinical placements will be assessed on a pass/referral/fail basis. Marking Criteria and Guidance for Supervisors are contained in the *Practice Learning Handbook*.
- 8.16 Unless approval has been obtained from the Board of Examiners, the length of assessments must not be less than the specified minimum.

- 8.17 Examiners are entitled to refuse to examine assessments where the maximum length specified has been exceeded.
- 8.18 A candidate who fails to submit course work by the date required without good prior reason will receive a mark of a fail for that piece of work.
- 8.19 The consequences of referral and fail marks for course work are specified below:
- (i) For Professional Practice Reports: Direct Work, Assessment of Clinical Skills Parts 1 and 2, Team Policy Reports, Critical Reviews and Quality Improvement Projects, candidates receiving a referral on their first submission are allowed to re-submit the revised work on one occasion only. This referred work will only be eligible for a pass, pass with conditions or fail mark; it cannot be referred for a second time. A fail mark on this referred work constitutes the failure of a first submission.
  - (ii) Candidates receiving a fail on their first submission are not allowed to re-submit a revised version of the work. The exception to this is if a candidate does not submit at the agreed deadline, that is a late submission without reasonable and evidenced cause, and is awarded a fail then the same work may be revised for resubmission as it was not accepted for examination on first submission. A fail mark constitutes the failure of a first submission and, except in the case of a late submission that is not examined, candidates will be required to submit a new piece of work.
  - (iii) Candidates who, following the failure of a first submission, submit a new piece of work, will only be eligible for a pass, pass with conditions or fail mark; the work cannot be referred for a second time. If the candidate receives a fail mark on this second piece of work, this constitutes the failure of a second submission.

### **Evaluation of Clinical Competence**

- 8.20 Candidates receiving a referral on their evaluation of clinical competence form will be required on the next placement to achieve a pass on the specific competencies for which they received a referral, i.e. they can only be assessed as having achieved a pass or fail on this specific competency. 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. Referral of an Evaluation of Clinical Competence constitutes referral of one assessment.
- 8.21 In the event of a candidate receiving a fail on their Evaluation of Clinical Competence, this will constitute failure of one assessment. Candidates receiving a Fail on their Evaluation of Clinical Competence will be required to be reassessed in the speciality placement concerned and achieve a pass on completion of this reassessment. In the event of a placement reassessment, candidates will not be able to be awarded a referral on this assessment; they can only achieve a pass or a fail. In the event of a candidate failing the Evaluation of Clinical Competence on a placement reassessment, this constitutes failure of a second submission.

### **Major Research Project**

- 8.22 In the event of major corrections being resubmitted and not obtaining a pass with minor corrections or a straight pass, the case should be referred to the Board of Examiners. A

maximum of three attempts to submit corrections to the satisfaction of the Examiners is permitted.

- 8.23 Failure to receive a mark of any level of pass will result in programme failure. Once the candidate receives a mark of pass, pass with minor corrections or pass with major corrections, in order to pass the programme (subject to all other requirements also being met) the candidate must achieve all corrections satisfactorily and subject to the limit of submissions to achieve this.
- 8.24 All candidates for the degree will receive a viva voce examination usually in their third year, which will include an External Examiner and the focus of which will normally be the Major Research Project. Clauses 2.17 and 2.20 above apply.

#### **Failure of the programme**

- 8.25 A candidate will normally be deemed to have failed the Programme, where:
- (i) they receive a fail on two assessments; OR
  - (ii) they receive a referral on six assessments; OR
  - (iii) they receive a referral on five assessments and one fail; OR
  - (iv) they fail to complete the work required for the degree within the time limits laid down in the regulations for the programme; OR
  - (v) they are dismissed from their employment; OR
  - (vi) they demonstrate unsatisfactory progress or attendance, when the Board of Examiners may recommend termination of the candidate's registration and require the candidate to withdraw from the University.