

UCL Academic Manual 2023-24

Covering DCCS, DClinPsy, DDent, DEdPsy (Brain Sciences),
DOrth and DPsychotherapy programmes

1	ADMISSIONS	3
1.1	Standard Qualifications for Admission.....	3
1.2	English Language Requirements	3
1.3	Programme-specific Entry Criteria.....	3
1.4	Alternative Qualifications for Admission	4
2	REGISTRATION	5
2.1	Application and Initial Registration	5
2.2	Course of Study General.....	5
2.3	Attendance Requirements.....	5
2.4	Duration of a Programme of Study.....	5
2.5	Annual Leave	6
2.6	Interruption of Study.....	6
2.7	Change of Degree Programme	6
2.8	Proof of Identity	6

1 Admissions

1.1 Standard Qualifications for Admission

1. The normal minimum entrance qualification for registration for professional doctorate programmes is:
 - i) An upper second class honours degree of a UK university or an overseas qualification of an equivalent standard obtained after a programme of study extending over not less than three years in a university (or educational institution of university rank), in a subject appropriate to that of the programme to be followed; or
 - ii)

2 Registration

2.1 Application and Initial Registration

1. An applicant will be registered initially at the level of degree specified by the professional doctorate programme.
 - i) Applicants should consult relevant literature

Further guidance

1. Students should refer to individual programme regulations for details of the duration of study and of any arrangements for part-time study.
2. The minimum registration period for Professional Research Doctorates or Continuing Professional Development (CPD) Doctorates for holders of Masters professional qualifications in the same area of professional practice is two years full time or four years part time.

2.5 Annual Leave

1. Annual Leave entitlement for doctoral students should be in-line with staff entitlements. For a full-time student this equates to 41 days over the year including 27 days of Annual Leave, 8 Public and Statutory Holidays, and 6 Closure Days. For part-time students these entitlements should be pro-rata.
2. Students and supervisors should agree a way to record and monitor Annual Leave in-line with Departmental practises where appropriate.
3. Students should ensure their supervisors are aware of any Annual Leave planned in advance and ensure any required cover is put in place.
4. Where the programme includes any Taught or time-sensitive elements this should be taken into consideration when planning Annual Leave.
5. Funded Students must ensure they continue to meet their funder Terms & Conditions.
- 6.

3 Structure of a Professional Doctorate

1.

- iii) Have had previous experience of at least one successful doctoral supervision, as appropriate, within a supervisory team (defined as having taken a student all the way through to a research degree award);
- 4. A Subsidiary Supervisor should normally:
 - i) Have expertise relevant to the area of proposed research;
 - ii) Be familiar with the standards required for doctoral research.
- 5. A probationary member of academic staff may be appointed as Principal Supervisor if supervision is undertaken within the context of an experienced supervisory team comprising at least one demonstrably active researcher with experience of at least two successful supervisions.
- 6. A Research Fellow (Grade 7) may be invited to act as a Subsidiary Supervisor but must, in addition to the requirements specified for Subsidiary Supervisors:
 - i) Have a research contract lasting at least three years from the time the supervised student commences his/her programme of study;
 - ii) Be able to provide evidence of good quality publications for which they have had a substantial degree of responsibility.
- 7. Research Fellows on Grades 8 and above may be invited to act as Principal or Subsidiary Supervisors.

5 Completing Research Status

5.1 General

1. Where permitted by individual programmes all students who have completed their approved period of registration may register as CRS students while they write up their theses or complete outstanding practicum requirements. Transfer to CRS status is only permitted with the approval of the programme or appropriate departmental authority.
2. CRS is permitted for a maximum period of one calendar year (full-time) or two calendar years (part-time). CRS registration cannot be interrupted; a student who is prevented from completing the programme for reasons beyond his or her control may apply for an extension, as detailed in [Section 5.3](#) below.
3. A student must be registered for the full duration of the programme of study before he or she will be eligible to take up CRS status. A student who changes from full- to part-time during the approved period of registration must have been registered for a minimum of one year part time before being entitled to two years of part-time CRS status.
4. In addition to completing their approved programme of study, students must meet the following conditions before they will be allowed Completing Research Status:
 - a) They are in a position to submit their thesis and/or outstanding assignments within 12 months (full-time students) or 24 months (part-time students);
 - b) They have met any other conditions set by the programme, Department or Division.
5. Completing research status is permitted for the following programmes:
 - i) DClinPsy Clinical Psychology

5.3 Submission of Thesis and/or Evidence of Completion of Outstanding Practicum Assignments

1. Students must submit their thesis and/or submit documentation evidencing completion of

1. Students whose thesis is referred by their examiners for substantial revision within 12 months will remain registered as a submitted student on the basis of [5.3 above](#), provided the original submission was not after the expiry of a period of CRS status.
2. Under these circumstances students will have access to UCL facilities and will be entitled to have at least

6 Assessment

6.1 Taught Element

6.1.1 Successful Completion of a Professional Doctorate Programme

1. In order to complete successfully a professional doctorate programme at UCL, students must complete all specified taught components of their degree programme, as follows:
 - a) For the coursework and/or practicum components, a threshold for completion will be set by the programme and be clearly publicised to students.
 - b) In the event that any threshold set is not reached, the result for the component will be

6.1.2 Unseen Examinations

1. An unseen examination component is deemed complete if a student has submitted an answer that can be academically assessed. The mark awarded, however, might be zero. If a
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1. Prescribed word counts for each piece of work will be set by individual programmes, and are absolute.
 - i) Coursework with a stated word count above the maximum will not be accepted for submission (i.e. it will not be date-stamped or otherwise recorded as formally submitted), but will be immediately returned to the student with instructions to reduce the word length.
 - ii) If submitted work is subsequently found to have an inaccurately stated word count it will be failed. At the discretion of individual programmes the student may be permitted to re-present the coursework in a revised form that meets the prescribed word count.

6.2.12 Approved Format for Examinations

Assessment – General

1. Assessment is a general term used to describe the mechanism to measure student achievement. A variety of assessment methods may be applied to reflect an integrated curriculum design. At UCL there is an expectation that a mixture of formative and summative assessment methodologies will be applied to test different skills and to enable students to achieve the intended learning outcomes. Formative assessment can also provide experience
2. **Summative assessment** provides a clear statement of achievement or failure that can be assessment is used to classify a degree award and is recorded on student transcripts.
3. **Formative assessment** provides feedback to individual students about their progress towards achieving the intended learning outcomes for specified course units and modules. In addition, innovative formative assessment methodologies make an important contribution to the overall development of student skills and transferable knowledge.

Examination of a Programme

1. Students entering an examination must be examined in all parts of the examination prescribed for the programme. Therefore (unless prevented by illness or other adequate cause for which certification must be provided) students must register for each prescribed assessment and submit sufficient work to enable them to be examined. For components examined either in full or in part by coursework, students may be regarded as having been examined in all parts of the examination, that is having completed the assessment of the component, provided that:
 - a) All parts of the assessment have been completed at the time that the component is assessed.
 - b) Individual departments/divisions may prescribe the proportion of unseen written examination and coursework. In every case, the percentage of coursework which must be completed shall be clearly specified in appropriate documentation and clearly indicated to the students concerned.

Examination of Coursework

1. Criteria for the assessment of coursework will be published by individual programmes.
2. The coursework component will examine both the taught and practicum components of the programme.
3. Coursework has to be passed independent of the examinations of other course components.
4. The examiners may specify changes to a piece of coursework and require these to be carried

Examination of Practicum Assignment and Practicum Assessments

1. The practicum assignment will be assessed by criteria published by the department/division at least once a year, and must be passed according to written criteria published by the programme.
2. Attendance requirements for professional doctorate programmes must be met in order to allow entry into the examination.
3. The evaluation is based on observation of the performance of the student on the practicum assignment by either a member of the programme staff and/or a member of the profession formally recognised and designated by the programme as possessing the appropriate qualifications for examining the student.
4. Failure of the practicum assignment will normally lead to failure of the course, but at its discretion the Board can permit students to re-take the relevant assignment. There will only be one opportunity to retake an assignment.
5. If students are deemed not to be meeting criteria, they need to be informed that this is the case. If their performance continues to be unsatisfactory they may be required to attend an oral examination.
6. Students may appeal against failure of the practicum component.

Further guidance

1. The frequency of assessment of the practicum assignment will be specified in the regulations of individual programmes.
2. The person examining the practicum component will normally be specified before the student is sent on the practicum assignment.
3. The criteria for satisfactory performance in a practicum assignment will be specified by the programme and made available both to students and assessors of the practicum.
4. oral examination (if conducted) will be considered by the Board of Examiners of the programme.

6.2.13 Examination Conduct

1. The conduct of examinations will follow UCL norms as set out in Chapter 4, Part A: Assessment Framework for Taught Programmes.

6.2.14 Reasonable Adjustments

3. Students will not be permitted to submit a thesis that has been submitted for examination for a degree, or comparable award, of this or any other university or institution.
4. Students may submit the results of work done in conjunction with their supervisor and/or with fellow research workers provided that their own contribution in the investigation is clearly stated and a statement of confirmation is certified by the supervisor.
5. Students should include in the thesis submission form a signed declaration that the work presented is their own. This may be inserted between the title page and the contents page of the thesis in the following terms:

years. The period of service shall be defined as the period of service as an external examiner at UCL, not as the period of service as external examiner to a particular Board of Examiners.

6.5.5 Additional Criteria for the Appointment of Examiners for the Thesis Component

1. The thesis submitted as part of the professional doctorate will be examined by at least two examiners. One of these will be an external examiner appointed in accordance with the procedure identified at [Sections 6.5.1 to 6.5.4](#), and the other shall be a member of staff of UCL.

Further guidance

1. For each student, two faculty-approved examiners shall be appointed by the appropriate Postgraduate Departmental/Divisional Committee.
2. In the case of a student who is a member of staff of UCL, no examiner may be appointed who is internal to UCL if they are from the same department as the student or supervisor(s). However, where nobody else is available with sufficient expertise an examiner from the same department may be appointed if a Viva chair is used.
3. It is expected that external examiners for each thesis will normally be selected for their specialist knowledge of the field rather than knowledge of the precise area of research study.
4. Nominated examiners should not have acted as either a Principal or Subsidiary Supervisor of the thesis to be examined, nor have been involved in any collaborative academic or professional work with the student on the project to be examined. In addition, examiners should not be nominated if there is a close personal relationship between themselves and either the student or supervisors, or if there is an apparent conflict of interest of any kind.
5. Reciprocal examination arrangements are not permitted: staff from equivalent programmes should not be appointed as external examiners if a member of staff in the home department/division is currently serving as an external examiner in that programme. However exceptions may on occasion be unavoidable, for example, in the case of subjects taught only in a very small number of institutions or subjects with an unusually high number of specialisms.
6. Examiners will not normally examine more than five theses in a single cohort.

6.6 Conduct of the Oral Examination

6.6.1 Format of the Oral Examination

1. The oral examination will usually consider the student portfolio, including the outcomes of practicum assignments and assessments, related coursework and the research dissertation.
2. All oral examinations shall be conducted in the English Language.
3. If an oral examination is prescribed for the assessment of an element, all students enrolled on the element are expected to be examined accordingly.
4. Decisions relating to failed performance in the practicum assignment can be informed by an additional oral examination. This possibility should be clearly indicated to students as part of programme documentation. The outcome from the oral examination should inform the decisions of the Board of Examiners, alongside other assessments relevant to that assignment.
5. Where individual programmes examine only specific elements of the portfolio in the oral examination, this will be specified in their regulations.

6.6.2 Conduct of the Research Degree Examination

1. The examiners shall prepare independent preliminary reports on the thesis, conduct an oral examination and submit a final, joint report to UCL.
2. candidate indicates otherwise on his/her entry form, to attend the oral examination as an observer. The oral examination will otherwise be conducted in private.

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