

**Professional Doctorate Regulations: Doctor of Psychology (PsychD) in Counselling Psychology (from September 2007) [Course Code 81RS0003] BPS Accredited**

**ADMINISTRATIVE REGULATIONS**

**1. Introduction**

- (a) A professional doctorate shall be a credit rated award with a minimum of 540 credits. The programme of study leading to the award shall consist of taught modules and a research project. The learning outcomes of the Professional Doctorate award shall be at Doctoral level and consistent with the Higher Education Quality Framework.
- (b) Any M level credits shall be assigned to taught modules only. Subject to validation approval for a particular programme of study, it shall be possible for a candidate to be awarded a Postgraduate Diploma of the University upon satisfactory completion of these taught modules provided they are not continuing to complete work for, or if they subsequently withdraw or are terminated from the research component. The Postgraduate Diploma award shall have a minimum volume of 120 credits at M level.
- (c) There will be a designated research component comprising 360 credits at D level, of which 90 credits shall be awarded to the Advanced Case Seminar taught module (10,000 to 15,000 words), and 270 credits to the Doctoral Research Project (25,000 to 35,000 words). The Doctoral Research Project will be an original piece of research culminating in a thesis or portfolio, which will be examined viva voce.
- (d) In full-time mode the minimum and maximum period of study for the complete professional doctorate programme shall be thirty-six months. In part-time mode the minimum and maximum period of study for the complete professional doctorate programme shall be forty-two months. The maximum period of study for the Doctoral Research Project is twenty-four months on a full-time basis and thirty-six months on a part-time basis (see also Regulation 3 (c) (iii)).
- (e) Management and assessment of the taught modules shall be carried out by a Programme Board and a Programme Examinations Board; both chaired by the Programme Convener. Candidates must have passed all taught modules required under the programme of study before being allowed to register for the research component.
- (f) The Doctoral Research Project shall be managed as for a doctoral research degree of the University. Approval for Registration for the project shall be subject to the approval of the Research Degrees Board of the University. Candidates must have at least two supervisors, comprising a Director of Studies and at least one Co-Supervisor. Monitoring of student progress during the research phase shall be carried out by the appropriate Research Student Coordinating Group on behalf of the University Research Degrees Board.
- (g) The academic standard of each module, including the standard of its assessment, shall be designated as being at a certain *level*.
- (h) *Level M* represents the standard appropriate to a taught Master's programme.
- (i) *Level D* represents the standard appropriate to the research component of a Doctoral programme.

## 2. Application and Registration

### (a) *General*

- (i) An applicant holding a degree of any approved university, or a degree awarded by the Council for National Academic Awards (CNAA), may be admitted as a full-time or a part-time student to an approved programme of study and research leading to the award of a Professional Doctorate degree. An applicant who is not a graduate may be admitted provided that he or she holds professional or other qualifications approved for this purpose.
- (ii) An applicant may be required to satisfy the University of an ability to understand and communicate in both written and spoken English that is adequate for the purpose of pursuing the programme of study and research.
- (iii) It is the responsibility of each student to ensure that his/her registered programme is in accordance with these Regulations and with Subject Programme Regulations as specified in approved University publications.
- (iv) All full-time postgraduate students entering in September will be required to register for one year's programme on initial registration, and thereafter register annually at a specified time for a complete academic year. Full-time or regular part-time students entering at other times will be required to register for a complete programme to the end of the academic year, and thereafter register annually at a specified time for a complete academic year.
- (v) Subject to Programme Regulations, students may claim a Masters degree or Postgraduate Diploma retrospectively, if they have completed the relevant programme requirements and wish to withdraw from the programme requirements for the professional doctorate.
- (vi) No student may receive more than one award for a given programme of study.
- (vii) Withdrawal from a module will be deemed to be a failure in that module, and will be so recorded on a student's transcript, except in cases approved by the Chair of Learning, Teaching & Quality Committee (or designated representative), on the recommendation of the relevant Programme Convener.

### (b) *Research Component*

- (i) The School shall notify the Research Degrees Board of a student's progression onto the research element of his/her programme. An applicant may not be admitted to and registered for the Doctoral Research Project unless he or she has first been accepted by the appropriate Dean of the School in which he or she proposes to study, and by the Research Degrees Board. The registration of an applicant for the Doctoral Research Project may be subject to conditions specified by the Research Degrees Board.
- (ii) Once admitted to the Doctoral Research Project, a student is required to produce a formal research proposal and obtain ethical approval (if required) within six months full-time or nine months part-time of their progression onto the Research Component.

- (iii) Before approving the Doctoral Research Project proposal, the Research Degrees Board shall be satisfied that the candidate has passed the assessment for the taught components as set out in the relevant programme approval document.
- (iv) Before approving an application for registration for the Doctoral Research Project, the Research Degrees Board shall be satisfied that suitable facilities are readily available to the candidate, as regards:
  - a. arrangements for satisfactory supervision (see Regulation 6 (a));
  - b. training in research methods;
  - c. provision for attendance at advanced modules, where appropriate.

And that the needs of the programme of study and research can be met as regards:

- a. accommodation;
  - b. equipment;
  - c. reasonable access to suitable library, computing and audio-visual facilities as appropriate.
- (v) A candidate pursuing the research component must re-register by the beginning of the autumn semester or term in each year that the programme of study is pursued. The registration of a candidate who fails to re-register by the end of December may be deemed to have lapsed. No student is entitled to register or re-register unless the prescribed fees for the academic year have been paid.

### **3. Mode and Terms of Study**

- (a) Students usually study for the programme on a full-time basis but may be permitted to transfer to part-time status for years two and three if necessary. Students may also interrupt their studies at any time without adverse effect on the mark or credit-value of any completed assessments. The programme of study and research may be pursued in collaboration with industry, a research establishment or other institution having suitable facilities for carrying out research.

#### **(b) Taught Component**

- (i) A regular part-time student may not register for taught modules comprising more than 120 credits per year excluding resits.
- (ii) The maximum permissible duration of study leading to a Postgraduate Diploma award, from initial registration to completion of programme requirements, but excluding time spent on interruption, suspension, or withdrawal, shall be four years.
- (iii) An individual application for extension of one of these periods may be approved by the Chair of Learning, Teaching & Quality Committee (or designated representative), on the recommendation of the relevant Programme Convener.

#### **(c) Research Component**

- (i) A study for the Doctoral Research Project carried out on a collaborative basis shall be subject to an agreement between the University and the collaborating organisation:

- a. that the research is part of the work the candidate is carrying out at the organisation and that the candidate will normally be permitted to conduct his or her research for a substantial part of his or her time for at least the minimum full-time period of registration for the degree as specified in Regulation 1 (d);
- b. that a suitable supervisor from the collaborating organisation can be appointed;
- c. that the candidate will be released from other duties for visits to the University as necessary and also for a period at the end of his or her research in order to prepare his or her thesis.

The Research Degrees Board may specify the exact terms of the agreement in any individual case. The University reserves the right to cancel the registration of a candidate if the collaborating organisation concerned is unable to carry out the agreement.

- (ii) A candidate may pursue part of the work for the research component outside the United Kingdom, only if permitted to do so by the Research Degrees Board.
- (iii) A candidate may apply to the Research Degrees Board for an extension of the maximum period of study and research for the Doctoral Research Project. The Board may extend the maximum period of study and research by not more than twelve months at any one time. The registration of a candidate for whom the maximum period of registration has ended, and for whom no further extension has been granted, shall have lapsed.
- (iv) A candidate pursuing a programme of study and research on a full-time or collaborative basis may not, without express permission of the Research Degrees Board, simultaneously register for another award of the University, or of any other university, or institution except that, if he or she has completed a programme of study for another award but the award has not been made, he or she may register provisionally for a period not exceeding three months.
- (v) The Research Degrees Board may permit a candidate who has started a programme of study and research at another university or an approved institution of higher education to complete it as a registered candidate for the Doctoral Research Project, subject to the provisions of Regulations 2 (b) (iv) and 6 (a). The Board shall specify the minimum and maximum periods of study and research in each case.
- (vi) At the request of a candidate and with the agreement of the Dean of School, the Research Degrees Board may temporarily suspend the registration of the candidate for the Doctoral Research Project for a period not exceeding twelve months. In exceptional circumstances such suspension of registration may be renewed.
- (vii) A candidate may be permitted by the Research Degrees Board to transfer between full-time, part-time and collaborative registration. The minimum and maximum periods of registration shall be determined in each case according to the periods in which the candidate was registered under each mode.

#### **4. Credit Accumulation and Transfer**

- (a) A successfully completed module earns a student a specified number of credits at a defined level and in a particular subject.
- (b) Relevant credits, i.e. credits at an appropriate level and in an appropriate subject, earned in another institution or in other institutions may be transferred towards the credit requirements of the Roehampton programme. Other prior learning may also be

considered for credit, and in all cases the relevance, status, and currency of the prior learning will be taken into account. No module marks will be transferred.

- (c) Not more than half the credits needed for an award may be transferred from elsewhere. Each application will be subject to approval by the Chair of Learning, Teaching & Quality Committee (or designated representative), after relevant consultation.

## **5. Programme Management**

### **(a) *Learning, Teaching & Quality Committee***

- (i) Learning, Teaching & Quality Committee is directly responsible to Senate for the overall management and monitoring of all taught modules and for all matters related to credit accumulation, transfer and exemption.

### **(b) *Programme Boards***

- (i) The taught part of the programme including the Advanced Case Seminar: Extended Client Study shall be managed by a Programme Board. The Programme Board shall be constituted and conduct its affairs according to arrangements determined by Senate and set out in Annex 1 to these regulations. The Programme Board will be chaired by the Programme Convener who will be approved annually by the Senate.
- (ii) Each Programme Board shall meet at least once each semester.
- (iii) Each Programme Board shall be responsible to one School Board as determined by the Senate.

## **6. Supervision of the Doctoral Research Project**

- (a) On the recommendation of the Dean of School, the Research Degrees Board shall appoint at least two supervisors for each candidate, a Director of Studies and one or more Co-supervisors. In the case of a collaborative student, at least one other supervisor shall be appointed who shall be a member of the collaborating organisation. To qualify as a Director of Studies, a supervisor must normally have subject expertise at a level appropriate for research supervision and experience of supervising at least one PhD or one professional doctorate candidate from registration to successful completion. The Research Degrees Board may appoint a replacement or additional supervisor at any time if it deems this to be necessary, and shall do so if no supervisor continues to be a member of the staff of the University.
- (b) A candidate shall report on the progress of the work to the supervisor at such intervals as the supervisor may determine. The supervisor shall submit an annual report on the progress of the candidate; the report shall recommend the candidate's registration status for the next academic year.
- (c) A supervisor may require a candidate to attend a programme of lectures, seminars, colloquia or equivalent educational activities as part of the programme of study and research.
- (d) The Dean of School, on the advice of the supervisors, may recommend to the Research Degrees Board that a candidate's programme should be terminated if there is dissatisfaction with the candidate's progress, provided that the candidate has been

given written notice by the Dean of School of such dissatisfaction at least three months prior to making the recommendation. The Research Degrees Board may terminate the candidate's programme, provided that, at least fourteen days before the recommendation is considered, the candidate has been informed of the recommendation and invited to state reasons in writing why the programme should not be terminated, at least four days prior to the meeting. A student may be excluded from the University for other than academic reasons in accordance with the University's Memorandum and Articles, Instrument and Articles of Government and the University Ordinances.

## **7. Submission of Thesis or Portfolio**

- (a) A candidate shall present a thesis or a portfolio, which should form a distinct contribution to the current knowledge of the subject. The thesis should also show evidence of a systematic study of the subject, of originality shown by the exercise of independent critical power, and should be worthy of publication in complete and abridged form.
- (b) A candidate shall indicate by means of explicit references the citation of the work of others or work by himself or herself, which is not part of the submission for the Degree. Work submitted for another Degree may not comprise part of the submission for the research component. Where the candidate has submitted work forming part of a joint or group research project, he or she shall be required to satisfy the examiners that his/her share of the work is sufficient to justify the award of the Degree. In such cases, the thesis or portfolio must contain an introductory note stating the candidate's own claims as to the division of contributions to the work. A copy of such a note shall be countersigned by the co-researcher(s).
- (c) A candidate shall be required to complete an examination entry form for the research component which should be returned to the Research Office not earlier than six months nor later than two months before the thesis is presented; the proposed title of the thesis shall be entered on the form. The title of the thesis must be approved by the Research Degrees Board. No change whatever in the approved title may be made except with the consent of the Research Degrees Board.
- (d) The thesis or portfolio shall be submitted not earlier than the end of the minimum period of research nor later than the end of the candidate's period of registration as specified in Regulation 1 (d) and in any event not before the candidate has passed the Extended Client Study. In exceptional circumstances, the Research Degrees Board may permit the candidate to submit the thesis or portfolio at an earlier date.
- (e) Three copies of the thesis or portfolio must be submitted to the Research Office. A candidate is advised to keep an additional copy for personal use. When a candidate is being examined on the basis of a portfolio of works, copies of the works in the form of photographs or otherwise shall be included in the bound copies.
- (f) The thesis or text of the portfolio shall be typed on A4 size paper (it is recommended that a margin of 1½ inches (4 centimetres) should be maintained on the side of the paper, which is to be bound. A list of binders is available on request from the Research Office). All pages should be numbered. A candidate may submit a thesis in loose leaf or other temporary binding. The title page shall bear the approved title, the candidate's name, the name of the University, the degree for which the candidate is registered and the year in which the thesis is presented. After the examination the thesis must be permanently bound and two copies given to the Research Office, before the degree can be awarded. The binding shall be in blue cloth and hard-

backed. The degree, year and candidate's name shall appear on the spine. A summary of the work, not exceeding 300 words in length, must be included in each copy immediately after the title page. Whenever possible, subsidiary papers and other material should form part of the thesis or text of the portfolio but a candidate is at liberty to submit such material separately for consideration by the examiners. The thesis or text of the portfolio shall be written in English except when the Research Degrees Board has given permission for another language to be used owing to the nature of the subject. The summary must always be written in English.

- (g) No alterations or additions may be made to a thesis after it has been submitted except with the agreement of the examiners in accordance with Regulation 9. (c).

## **ASSESSMENT REGULATIONS**

### **8. Assessment Boards for the Taught Component**

#### **(a) *Programme Examinations Board***

- (i) There shall be a Programme Examinations Board for the taught component of the programme which shall be responsible for the assessment of all modules sponsored by its Programme Board.
- (ii) Each Programme Examinations Board shall meet following each examination period. It shall be constituted and conduct its business according to arrangements determined by Senate and set out in Annex 2 to these Regulations.
- (iii) A candidate whose assessment performance has been, or is likely to be, impaired because of ill health or other reasons, must inform the Head of Registry in writing at the earliest opportunity, and provide documentary evidence in support. In the case of ill health this should be a medical certificate. The Head of Registry will forward such documentation to the appropriate Programme Examinations Board for consideration, and that Board may take it into account in making recommendations to the Postgraduate Awards & Progression Board.
- (iv) A Programme Examinations Board may at its own discretion require an alternative or additional form of assessment for a particular module, e.g. a viva voce examination. An alternative form of assessment may only be approved where there are clearly defined mitigating circumstances preventing the normal assessment or a deferment, and where the proposed alternative assessment is capable of testing substantially the same learning outcomes as the validated assessment. The proposed alternative form of assessment should be referred to the Chair of Learning, Teaching & Quality Committee (or designated representative) for approval, and reported to the next meeting of the Programme Examinations Board.

#### **(b) *Postgraduate Awards & Progression Board***

- (i) There shall be a Postgraduate Awards & Progression Board, which shall be constituted and conduct its business according to arrangements determined by the Senate and set out in Annex 2 to these Regulations. The Chair of the Postgraduate Awards & Progression Board shall be nominated by the Senate. Every Postgraduate Programme Convener is required to be in attendance throughout every meeting of the Board.

- (ii) The Postgraduate Awards & Progression Board shall meet at least twice per year.
- (iii) At its meetings the Postgraduate Awards & Progression Board will receive the recommendations from the Postgraduate Programme Examinations Boards in the form of a combined credit and mark profile for each candidate, consisting of all the credits and the current marks achieved by the candidate to date. Finally, it will make recommendations to the Senate for individual awards.

(c) ***Marking and Progression of Taught Modules***

- (i) All module assessments shall consist of one final percentage mark. For category P assessment shall be on a Pass/Fail basis.
- (ii) The passing mark at level M is 50%.
- (iii) A fail mark at level M in the range of 40-49% may be subject to condonation at the discretion of a Programme Examinations Board. Condonation will be allowed in only one 10-, 15- or 20-credit module for a Postgraduate Diploma, and one 10-, 15-, 20- or 30-credit module for a Masters degree, and will be allowed only if the average mark achieved for all modules contributing to the award is 50% or more. A condoned 30-credit module cannot however be used by a Masters student who subsequently applies for a lower award.
- (iv) In cases where a candidate has failed or deferred a particular assessment, the Programme Examinations' Board shall stipulate the nature and timing of the assessment and/or attendance required to pass. Such resits or deferred assessments shall normally take place at the next scheduled University examinations period. Any student who has interrupted a programme of study with resits or deferrals pending, or any student who has left the University as a result of programme termination, must inform the Deputy University Secretary (Student Administration) within two weeks of the despatch of confirmed results if he/she wishes to take such assessments at the next opportunity. An interrupting student who seeks permission to take such assessments on return to the University must also inform the Deputy University Secretary (Student Administration) within the same period. Students who have been suspended must ensure that all associated arrangements for resits and deferred assessments are similarly confirmed with the Deputy University Secretary (Student Administration).
- (v) There will be a mark reduction on retaking the assessment of a failed module. The mark awarded, which may be used to determine eligibility for Distinction, will be the hypothetically merited mark or the mark which is half-way between that mark and the pass-mark, whichever is the lower. The procedure for applying the mark reduction to modules with multiple assessment components is explained in Annex 3 to those Regulations. Transcripts will, by means of an indicator, show that the reduced mark was achieved on resit. However, no candidate will be required by these Regulations to retake a particular failed module or its assessment. A candidate who has passed a particular module shall not be permitted to retake the assessment for that module.
- (vi) A candidate who has failed a particular module but who has made a reasonable attempt to fulfil the assessment requirements for that module shall have the right to retake the assessment for that module on one occasion only.



A candidate who fails to submit work for assessment or to attend for examination at the appointed time or who otherwise fails to make a reasonable attempt to fulfil assessment requirements shall forfeit the right to retake the assessment for that module. A retake in such cases shall be permitted only at the discretion of the relevant Programme Examinations Board.

- (vii) Examination scripts will not be returned to students, and remain the property of the University. Other forms of assessment, including coursework, may be returned to students.

## **9. Examination of the Doctoral Research Project**

- (a) The examination shall be conducted by at least two examiners. The examiners shall be appointed by the Research Degrees Board. No examiner shall have acted as supervisor of the candidate and at least one shall be an External Examiner who has held no appointment of the University, other than that of External Examiner, during the period in which the candidate has been registered for the Degree. If a candidate for the Degree is a member of the teaching staff of the University, there shall be at least two External Examiners, none of whom shall have held any appointment of the University, other than that of External Examiner, during the period in which the candidate has been registered for the Degree.
- (b) Each Examiner shall submit a report on the content and style of the thesis.
- (c) The candidate for the Doctoral Research Project shall be examined by oral examination. At least two examiners including one External Examiner shall be present. In addition, the candidate's current supervisors will be invited to attend if the candidate wishes. The supervisors are entitled to question the candidate. In the case of a candidate registered on a collaborative basis, the supervisor from the collaborating organisation, if unable to be present, shall send a written report on the thesis to the Examiners. The Chair of the Research Degrees Board, the Dean of Research, a Director of Studies (not connected with the case) or a member or ex-member of Research Degrees Board will act as the Examination Convener and will oversee the conduct of the examination. No persons other than the above shall be present at, or otherwise take part in the viva voce examination, except that the Dean of School or Chair of the Research Degrees Board or the Dean of Research, if not an Examiner or supervisor, may be present as an observer. The viva voce examination shall be concerned with the content of the thesis and any matters, which the examiners deem to be related thereto.
- (d) After the examination, the Examiners shall report on the viva voce examination. They shall preferably present a joint report but are at liberty to present separate ones if they so wish. They shall jointly make one of the following recommendations:
  - (i) that the Degree of PsychD be awarded;
  - (ii) that the Degree of PsychD be awarded subject to the correction of minor errors being made to the thesis or portfolio;
  - (iii) that the Degree of PsychD be awarded subject to the correction of omissions of substance being made to the thesis or portfolio;
  - (iv) that the Degree of PsychD may not be awarded but that the candidate be permitted to submit a revised thesis or portfolio, by a specified date, with or without further research, and be examined with a further viva voce;
  - (v) that the Degree of PsychD may not be awarded but that the candidate be permitted to submit a revised thesis or portfolio, by a specified date, with or without further research, and be examined without a further viva voce;

- (vi) that the Degree of PsychD may not be awarded but that the Degree of MPhil be awarded, if appropriate, subject to specified minor corrections being made to the thesis or portfolio;
- (vii) that the Degree of PsychD may not be awarded but that the Degree of MPhil be awarded, if appropriate, subject to the correction of omissions of substance being made to the thesis or portfolio;
- (viii) that the Degree of PsychD may not be awarded but that the candidate be permitted to submit a revised thesis or portfolio, for the Degree of MPhil by a specified date, with or without further research, and be examined with a further viva voce;
- (ix) that the Degree of PsychD may not be awarded but that the candidate be permitted to submit a revised thesis or portfolio, for the Degree of MPhil by a specified date, with or without further research, and be examined without a further viva voce;
- (x) that the Degree may not be awarded and with no recommendation regarding resubmission of the thesis or portfolio.

Any minor corrections permitted or required in a thesis or portfolio shall be completed within 7 days of the viva voce examination unless the Research Degrees Board allows a longer time. Any corrections to omissions of substance should be made within 3 months. At least one of the examiners shall certify that any corrections have been carried out satisfactorily. The thesis or portfolio shall be permanently bound when the corrections have been approved. Wherever possible, an electronic copy of the thesis or the written element of the portfolio shall be submitted for storage on the University's Research Repository.

- (e) The recommendation of the examiners shall be considered by the Research Degrees Board. A recommendation to award the Degree of the appropriate professional doctorate shall only be approved following confirmation by the Programme Convener that the candidate has met all the requirements of the award. If a recommendation that the Degree be not awarded is approved, the candidate's programme shall be terminated.
- (f) A candidate may submit a revised thesis once only, on the recommendation of the Examiners and with the approval of the Research Degrees Board. The Board shall determine the date by which the revised thesis shall be submitted. If the thesis is not submitted by the specified date the candidate's registration may be deemed to have lapsed; the Board may, however, grant an extension of the time permitted. A revised thesis shall normally be examined by the same Examiners but the Board may appoint other examiners. The candidate shall be informed in writing of the reasons for the Examiners' rejection of the original thesis.
- (g) If the Examiners are unable to agree on a recommendation in accordance with Regulation 9 (d), the Research Degrees Board shall appoint an additional External Examiner and shall consider the reports of all the Examiners before reaching a decision.
- (h) Matters concerning the examination of a candidate and the contents of a thesis are confidential to those taking part in the examination and appropriate officers of the University until the Senate has approved an award and the thesis is available for study in accordance with Regulation 10 (a).

## 10. Copyright and Access to Thesis

- (a) Dissemination of knowledge is one of the objects of the University. Copies of theses, accepted for the Degree of the appropriate practitioner doctorate, are placed in the Library of the University and are available for anyone to consult. A candidate is therefore advised to mark his/her thesis as copyright. It shall be a condition of acceptance of a thesis, however, that the Director, Information Services be empowered to reproduce the thesis by photocopy or otherwise and to lend copies to those institutions or persons who, in the Librarian's opinion, require them for academic purposes. Note that doctoral students will be required to give consent for the final version of their thesis to be included on the Roehampton University Research Repository and shared via the British Library Ethos scheme by signing the statement to this effect on the Candidate's Declaration Form at the time of submission.
- (b) If the sponsoring organisation or collaborating body considers that the thesis contains matter of a confidential nature, the author may request the University to restrict access to a thesis for a period not exceeding five years. Access to the thesis may be allowed during this period only with permission of person(s) specified by the sponsoring organisation or collaborating body. Similarly, if it is desired to seek a patent from matter in the thesis, the author may instruct the University to restrict access for a period not exceeding one year. If it is desired to extend the restriction beyond the above periods, or restrict access on other grounds, application must be made in writing to the Deputy University Secretary (Governance).

## AWARD REGULATIONS

### 11. Award

- (a) Postgraduate Diplomas may be awarded 'with Distinction' in cases where the average of the marks achieved by the candidate for 120 credits at M level is 70% or more.
- (b) Awards of Distinction to credit transfer students will be based only on marks achieved in modules taken at the University.
- (c) For the purposes of classification and assessment for Distinction, the mark for a 20-credit module will be regarded as two marks, that for a 30-credit module as three, that for a 40-credit module as four, and *pro rata*.
- (d) Following the end of each academic year, all students will receive a transcript which records all modules taken (including withdrawals), all marks awarded (including fails), and, where appropriate, any award conferred. This transcript may also be purchased on request at other times in the year.
- (e) The Award shall be awarded to a successful candidate by the Senate. The date of the award shall be the date on which the Senate approves the award.
- (f) The University may withhold confirmation of results and awards from students who owe tuition-related fees under the provisions of the Student Fee Regulations.
- (g) Degrees shall be conferred formally at a Congregation held for the purpose. The names of candidates who have been awarded degrees shall be published by the University.
- (h) After the formal conferment each graduate shall be given a Degree Certificate. The certificate shall either be handed to the graduate or sent through the ordinary post to

his/her address as listed in the University's records. A replacement Certificate can be issued only on receipt of a written request from the graduate and on payment of the appropriate fee.

## **APPEAL REGULATIONS**

### **12. Grounds and Procedures for Appeal**

- (a) A candidate who believes that he/she has been incorrectly marked in a particular module, or incorrectly failed, or incorrectly programme-terminated has in certain circumstances the right of appeal. An appeal must be about an academic decision. Pursuance of other possible grievances should follow the complaints procedure, on which informal advice may be sought in the first instance from the Deputy University Secretary (Governance).
- (b) In the case of the taught component, the appeal will be against a decision of the Postgraduate Awards & Progressions Board. In the case of the research component the appeal will be against a decision of the Research Degrees Board. Full details of the grounds on which candidates may appeal and of the procedures are set out in Annex 4 to these Regulations.

## **Annex 1 - Membership of Programme Boards**

### ***Professional Doctorate (PsychD) - Taught Component***

#### **1. Full Members:**

- i. The Programme Convener
- ii. Teachers of modules specific to the programme (as indicated by the module code)
- iii. The relevant Dean of School (or her/his nominated alternate)
- iv. At least two students representing those currently taking modules within the Programme
- v. The relevant Academic Liaison Officer

#### **2. Rights of Attendance:**

- i. Chairs of relevant non-sponsoring Programme Boards (or a nominated deputy)
- ii. Teachers responsible for modules cross-listed into the programme from another programme

## **Annex 2 - Terms of Reference, Membership and Procedures for Programme Examinations Boards and University Awards & Progression Boards**

*( Professional Doctorate Regulations (PsychD) 8 (a) (ii) and 8 (b) (i) )*

### **Professional Doctorate (PsychD) - Taught Component**

#### **1. Internal Programme Examinations Board**

##### **(a) Terms of Reference**

- (i) to be responsible for the assessment of all modules sponsored by its Programme Board;
- (ii) to receive mark lists for all candidates who have been assessed in the sponsored modules;
- (iii) to approve the marks and recommendations recorded in the mark lists, and to make recommendations for submission to the next relevant Awards & Progression Board of the University;
- (iv) to recommend candidates for 'programme termination' in respect of compulsory programme requirements or for other appropriate reasons;
- (v) to recommend candidates for receipt of a 'Letter of Warning' in respect of Compulsory programme requirements;
- (vi) to ensure that an official version of the agreed mark sheet is completed and signed in accordance with the approved guidance notes;
- (vii) to conduct its proceedings in accordance with the Academic Regulations and associated procedures of the University.

##### **(b) Membership**

###### **Full Members:**

- (i) The Chair of the Board
- (ii) The Programme Convener
- (iii) All teachers of the modules specific to the programme, as indicated by the module code, for which marks have been submitted
- (iv) The External Examiner(s) for the programme

###### **Associate Members:**

- (v) The Convener of another programme into which modules specific to the programme are currently cross-listed
- (vi) Teachers responsible for modules cross-listed into the programme from other programmes

##### **(c) Rights of Attendance:**

- (i) Dean of Taught Programmes
- (ii) The Dean of the School to which the programme belongs (or his/her nominated alternate)
- (iii) The relevant School QASA
- (iv) Member(s) of Registry Staff

##### **(d) Procedures**

- (i) Each Programme Examinations Board will meet at least twice a year.
- (ii) The Programme Examinations Board will be chaired in all cases by the Programme Convener or by a senior academic member of the School nominated by the Dean of School.
- (iii) Associate members and the Dean of School may send alternates.
- (iv) Associate members and those with rights of attendance may contribute to general discussion, but only full members (as identified above) may take part in formal decisions.
- (v) In the case of the referral/deferment examination session held in August/September, the Programme Convener together with no fewer than two other full members of the Programme Examinations Board, is empowered to make recommendations with regard to referral candidates on behalf of the full Programme Examinations Board.
- (vi) Provision of secretarial support and the production of papers are the responsibility of the School to which the programme belongs.
- (vii) After it has been signed by the appropriate people, the official mark sheet, together with any associated disks, must go straight from the Board to Registry without further amendment.

## 2. ***Programme Examinations Board (Associated Institutions)***

### (a) **Terms of Reference**

- (i) to be responsible for the assessment of all modules sponsored by its Programme Board;
- (ii) to receive mark lists for all candidates who have been assessed in the sponsored modules;
- (iii) to approve the marks and recommendations recorded in the mark lists, and to make recommendations for submission to the next relevant Awards & Progression Board of the University;
- (iv) to recommend candidates for 'programme termination' in respect of compulsory programme requirements or for other appropriate reasons;
- (v) to recommend candidates for receipt of a 'Letter of Warning' in respect of Compulsory programme requirements;
- (vi) to ensure that an official version of the agreed mark sheet is completed and signed in accordance with the approved guidance notes;
- (vii) to conduct its proceedings in accordance with the Academic Regulations and associated procedures of the University.

### (b) **Membership**

#### **Full Members:**

- (i) The Chair of the Board
- (ii) The Programme Convener
- (iii) All teachers of the modules specific to the programme, as indicated by the module code, for which marks have been submitted
- (iv) The External Examiner(s) for the programme
- (v) The Moderator nominated by the sponsoring Roehampton School

#### **Associate Members:**

- (vi) The Convener of another programme into which modules specific to the programme are currently cross-listed
- (vii) Teachers responsible for modules cross-listed into the programme from other programmes

**(c) Rights of Attendance:**

- (i) The Dean of Taught Programmes
- (ii) The Dean of the School to which the programme belongs (or her/his nominated alternate)
- (iii) The relevant School QASA
- (iv) Member(s) of Registry Staff

**(d) Procedures**

- (i) Each Programme Examinations Board will meet at least twice a year.
- (ii) The Programme Examinations Board will be chaired in all cases by an independent senior academic staff of the University.
- (iii) Associate members and the Dean of School may send alternates.
- (iv) Associate members and those with rights of attendance may contribute to general discussion, but only full members (as identified above) may take part in formal decisions.
- (v) In the case of the referral/deferment examination session held in August/September, the Programme Convener together with no fewer than two other full members of the Programme Examinations Board, is empowered to make recommendations with regard to referral candidates on behalf of the full Programme Examinations Board.
- (vi) Provision of secretarial support and the production of papers are the responsibility of the School to which the programme belongs.
- (vii) After it has been signed by the appropriate people, the official mark sheet, together with any associated disks, must go straight from the Board to Registry without further amendment.

**3. Postgraduate Awards & Progression Board**

**(a) Terms of Reference**

- (i) to receive the recommendations from the Postgraduate Programme Examinations Boards in the form of a combined credit and mark profile for each candidate, consisting of all the credits achieved by the candidate together with the marks achieved by the candidate;
- (ii) to authorise the recommendations of Postgraduate Programme Examinations Boards in respect of individual module results;
- (iii) to make an overall 'pass'/'incomplete'/'terminate' recommendation for each candidate in the light of the information submitted by the Postgraduate Programme Examinations Boards;
- (iv) to make any other recommendations with regard to the programmes of individual students, including the issuing of a formal Letter of Warning or Letter of Suspension in appropriate circumstances;
- (v) in the case of eligible candidates, to determine awards, Distinctions and certification wording in accordance with these Regulations;
- (vi) to make recommendations to the Senate for individual awards;



- (vii) in the case of eligible candidates, to determine awards, degree classifications and certification wording in accordance with Academic Regulations;
- (viii) to conduct its proceedings in accordance with the Academic Regulations and associated procedures of the University.

**(b) Membership**

**Full members:**

- (i) The Deputy Vice-Chancellor
- (ii) Dean of Taught Programmes (Chair)
- (iii) School Academic Advisers
- (iv) All Postgraduate Programme Conveners
- (v) One External Observer

**(c) Rights of Attendance:**

- (i) The Dean of Research
- (ii) The Deputy University Secretary (Governance)
- (iii) The Deputy University Secretary (Student Administration)
- (iv) QASAs
- (v) Registry staff

**(d) Procedures**

- (i) The Postgraduate Awards & Progression Board will meet at least once per year.
- (ii) The Chair of the Postgraduate Awards & Progression Board will be nominated by the Senate.
- (iii) Every Postgraduate Programme Convener is required to be in attendance throughout every meeting of the Board.
- (iv) The external observer will report annually on the proceedings of the Board to Learning, Teaching & Quality Committee.
- (v) In the event of a Programme Convener or an alternate not being present at an Awards & Progression Board, provisional approval of marks may be given by the Board subject to ratification by the Vice-Chancellor in his capacity as Chair of the Senate.

### **ANNEX 3 - Procedure for applying Professional Doctorate Regulations 8 (c) (v) (for the Doctor of Psychology (PsychD) awards) to Modules with Multiple Assessment Components**

#### ***Professional Doctorate (PsychD) - Taught Component***

1. In the case of modules with multiple assessment components, where students have failed some or all elements, decisions about resits and mark reductions under Professional Doctorate Regulations (PsychD) 8 (c) (v) must be consistent with the following guidelines:
  - (a) In failed modules with multiple assessment components, a mark reduction must be applied to the resit mark of each failed assessment component not to the overall module mark when recomputed.
  - (b) It is the responsibility of the Programme Examinations Board to apply mark reductions and complete calculations in accordance with the regulation and guideline (i) above, using a standard template developed by Registry for recording relevant details.

#### **Notes:**

- (i) To apply the reduction to the overall module mark when only some assessment components have been failed is considered to be a disproportionate penalty, especially in circumstances where the student has obtained good marks in the other component(s).
- (ii) An 'assessment component' in this context can be clearly identified from the Programme Specification and Programme Regulations, for example 'Essay (2000 words), [100%]'; 'Unseen Paper (2 hours) [50%]'. Where the component is identified by a collective title, for example 'Coursework portfolio [50%]', 'Practical reports (3 x 800 words) [60%]', the reduction required by the regulation will be applied to the mark for the component as a whole, not to one or more of the sequence of pieces making up the component. Applying the reduction below the level of the component is administratively unwieldy and difficult to monitor in quality assurance terms.
- (iii) Students who fail one or more components within a module with multiple assessment components, but nevertheless achieve an overall pass, will only need to resit, where eligible, when the Programme Specification stipulates that each assessment component must be passed.

## **ANNEX 4 - Grounds & Procedures for Appeal**

### ***Professional Doctorate (PsychD) - Taught Component***

1. An appeal must be about an academic decision. Pursuance of other possible grievances should follow the complaints procedure, on which informal advice may be sought in the first instance from the Deputy University Secretary (Governance)
2. An appeal must state the ground on which it is presented. The only legitimate grounds for appeal shall be one or more of the following:
  - (a) that marks have been incorrectly recorded or incorrectly aggregated, or that the procedure for collation of marks has been incorrectly followed;
  - (b) that there has been an irregularity in the conduct of examinations or other forms of assessment, of such a nature as to cause reasonable doubts as to whether the Programme Examinations Board would have reached the same conclusion if the alleged irregularity had not occurred;
  - (c) that there have been circumstances which affected the candidate's performance which he/she could not or did not, for valid reasons, divulge prior to the meeting of the Postgraduate Awards & Progression Board or the Research Degrees Board as appropriate.
  - (d) that the candidate has demonstrable reason to believe that one or more of the examiners was prejudiced or unreasonably biased.
3. Appeals will not be accepted against the academic or professional judgements of examiners or the Research Degrees Board on an assessment outcome or on the level of an award, and nor will claims for mitigation on the grounds of ill-health or distress be allowed where there is no independent, contemporaneous medical evidence.
4. A candidate wishing to appeal must give notice in writing to the Deputy University Secretary (Governance) as soon as possible, but not before publication of the confirmed results, and not later than two weeks after the dispatch of the confirmed results by Registry for modules in the taught component. In the case of the research component, notice of appeal shall be given in writing not later than two weeks after the result of the viva voce examination have been communicated to the candidate. However, appeals received for good reason outside this time limit may be considered, up to a maximum of three months.
5. A decision on the appeal will be made as speedily as is consistent with the complexity of the issue and the availability of relevant staff to comment. It is normal for the procedure from appeal to decision to take no longer than two months. In cases where an appeal against a full-time programme termination is being considered, a student is permitted to continue in attendance at taught modules for which he/she is already registered, pending the result of the appeal, unless forbidden by specific Programme Regulations.
6. Appeals are treated (i) in accordance with the Equal Opportunities Policy of the University, and (ii) with due regard to confidentiality, so that consideration is restricted to a

small number of staff. An intending appellant is encouraged to seek informal advice from the Deputy University Secretary (Governance) or from the Students' Union before lodging a formal appeal.

7. On the receipt of an appeal, the Deputy University Secretary (Governance) shall investigate the claim. He/she will ask the relevant Chair of the Programme Examinations Board (for appeals relating to the taught component) or the Dean of Research (for appeals relating to the research component) to consult with any other member of staff involved in the issue, including, where appropriate, the External Examiner(s), and submit a full and formal report. This report together with any other information or evidence will be sent to the Chair of the Postgraduate Awards & Progression Board (in the case of taught modules) or the Chair of the Research Degrees Board (in the case of the research component), who shall make a recommendation to the Deputy Vice-Chancellor. The Deputy Vice-Chancellor shall review the case and shall have the authority on behalf of the Senate to allow or disallow the appeal and authorise appropriate remedial action if necessary.
8. If the matter is not resolved by action under paragraph 7 above, but if a prima facie case for appeal has nevertheless been established, an Appeal Board shall be established by the Vice-Chancellor. However, applications which are considered to be vexatious or frivolous will not proceed to this stage, and reasons will be given to the student in writing as to why the University considers further consideration an abuse of process. The Appeal Board shall comprise:
  - (i) The Vice-Chancellor, or his/her nominee [Chair]
  - (ii) One Dean not connected with the case, nominated by the Vice-Chancellor
  - (iii) Two Chairs of Masters level Programme Examinations Boards not connected with the case (in the case of the taught component) or Two Directors of Studies not connected with the case (in the case of the research component)
  - (iv) One Student nominated by the Students' Union
  - (v) The Deputy University Secretary (Governance) [in attendance]
9. An appellant has the right to appear at an Appeal Board hearing and be accompanied by a friend, whose identity should be revealed in advance. The Board will not allow a proxy to represent the appellant. The Appeal Board shall have authority to determine the case put to it. It shall report its decision to the Senate, and the Vice-Chancellor shall have authority on behalf of the Senate to take appropriate remedial action if necessary.