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| Doctor of Psychology (PsyD) by Thesis | |
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| Doctor of Psychology (PsyD) by Thesis |

# Introduction

The following University regulations apply to all higher degrees classified by the Research Degrees Committee as PsyD by thesis.

These regulations include applications for admission to the above degrees both by candidates who are members of staff of the University (whether teaching, research or other category) and those who are not members of staff of the University

The University Research Degrees Committee is the final arbiter of matters regarding the application and/or interpretation of the Regulations.

# ADMISSION AND ENROLMENT

# Academic Year

* 1. For the purposes of these regulations the academic year is considered to consist of three periods, the first two coinciding broadly with the undergraduate trimesters.

# Admission to a Programme

* 1. To be admitted to undertake the degree of Doctor of Psychology a candidate shall:

1. have been awarded the MSc degree in a professional area of psychology of this University or to the corresponding degree in another university approved by the Research Degrees Committee for this purpose, and
2. be a Chartered Psychologist, and
3. have engaged in practice in a specialised professional area of psychology for no fewer than two years since satisfying the requirements of 2.1 (a) and (b).

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| *Students who are nearing completion of their MSc programme but have not yet been awarded the degree may be conditionally accepted on to the PsyD programme.* |

# Duration of prescribed period of study

* 1. The prescribed period of study, supervision and area of research shall be approved by the Research Degrees Committee and last for a period of two years on a part-time basis only
  2. Any period of suspension of study granted in accordance with regulations 9 or 10 shall be disregarded in determining the prescribed period of study under 3.1 above.

# Candidates who are member of staff of the University

* 1. The following apply only to candidates who are members of staff of the University, whether teaching, research or other category unless otherwise stated.
  2. Members of staff, other than those who are employed to research, must be enrolled as part-time students.
  3. A candidate may be permitted to spend no more than one year of the period of study at another institution approved by the Research Degrees Committee for this purpose
  4. For the purpose of these regulations members of the research staff who are engaged in teaching in the University for not more than six hours in a week shall be deemed to devote their whole time to research.

# SUPERVISION AND PROGRESS MONITORING

# Supervision

* 1. A principal supervisor and at least one other (second) supervisor shall be appointed for each candidate.
  2. Supervision of the candidate’s thesis shall be conducted in accordance with any code of practice approved by the Research Degrees Committee for the purpose.
  3. Before the candidate begins the prescribed period of study, the academic unit shall be satisfied that the candidate is able to complete the research and has adequate facilities to pursue the research.
  4. The supervisors must meet the candidate at least six times per year.
  5. The supervisors shall have access to the organisation in which the candidate’s research is being pursued in order to examine the candidate’s work and facilities.

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| *University Code of Practice: Postgraduate Research Students details the rights and responsibilities of supervisors and supervisees; supervisors are responsible for advising candidates on their research training needs, including through the annual Training Needs Analysis, to meet the requirements for research training – reg. 7.* |

# Evidence of satisfactory academic progress

* 1. A system for monitoring the progress of a candidate shall be in place in accordance with criteria prescribed by the Research Degrees Committee.
  2. Academic units may define specific criteria and procedures through which candidates will be required to demonstrate satisfactory progress throughout the prescribed period of study, provided that such criteria and process shall be provided to candidates in writing no later than the commencement of their prescribed period of study. Criteria and procedures shall be subject to the approval of the Research Degrees Committee.
  3. A candidate’s prescribed period of study may be terminated on the grounds of unsatisfactory progress as measured against criteria established under 6.2 provided that the candidate has first been issued with a University Warning by Research Degrees Committee, accompanied by written guidance as to what improvement is required and in accordance with the University Code of Practice Research Degrees: Termination of Candidature. The decision to terminate the prescribed period of study shall be made by the Chair of the Research Degrees Committee on the recommendation of the Head of Academic Unit and relevant Graduate Research Director.
  4. Where the academic unit is satisfied that the candidate is not making satisfactory progress towards achieving a PsyD, but may be able to achieve a Masters by Thesis, a recommendation may be made to the Chair of the Research Degrees Committee that the candidate be transferred to the appropriate Masters degree, with an agreed deadline for submission.

# RESEARCH TRAINING

# Postgraduate Training Scheme

* 1. Other than as specified in the Programme of Study candidates shall be exempt from the requirements of the Research Postgraduate Training Scheme.

# SUSPENSION OF STUDY AND REPEAT PERIODS

# Permitted duration for the accumulation of credits

* 1. A qualification shall not be awarded to a candidate who has not completed any specified training credits and the thesis for examination by the seventh anniversary of initial enrolment for the PsyD.

# Suspension of study

* 1. During the prescribed period of study as defined in Reg 3, and subject to Reg 8, a candidate may suspend their studies by making a written application using the approved application form to the Research Degrees Committee for periods not exceeding 12 months.
  2. A suspension of study may be permitted for personal/medical reasons and for other circumstances, for example a candidate wishing to spend a period abroad or in industry, which is not part of the programme of study they are following.
  3. A suspension of study may be required for students who need a period of suspension to complete outstanding assessments.

# Suspension of study on grounds of risk

* 1. A candidate on any University of Hull module or programme, wheresoever located, who is judged, on substantial evidence, to be unfit to study by reason of posing a risk to themselves or others may be required to suspend those studies even in the absence of the candidate’s consent provided the procedures defined below are followed.
  2. Where such evidence is deemed to exist, this shall be reported in writing to the Head of Student Support and Experience, and the candidate shall be required to undertake such ‘risk assessment’ as the Head of Student Support and Experience determines appropriate. Refusal to undertake such assessment shall be deemed justification in itself for the candidate being required to suspend their studies.
  3. The Head of Student Support and Experience shall report their findings of the risk assessment, in writing, to the Student Cases Committee (undergraduate and taught postgraduate students) or the Research Degrees Committee (research students), and the relevant Committee shall determine whether, in the light of the assessment, suspension of study shall be required.
  4. A candidate who is required to suspend studies in accordance with this Regulation shall have the right to appeal in accordance with the University’s Code of Practice: Academic Appeals. The said Code shall be modified to the extent that a member of the University’s Health sub-committee shall be invited to submit such advice or evidence as the parties and/or those involved in determining the appeal deem useful, and attend any hearing on the same basis.
  5. The decision to require suspension of study shall be effective once made, and notified to the candidate in writing by recorded delivery to such addresses as recorded on the University Student Information System at the time, and unless and until any appeal is heard and allowed.
  6. A candidate who is required to suspend studies in accordance with this Regulation shall not be regarded as a student of the University during the period of suspension and shall not be entitled to use University facilities and services or be present on the University campuses.
  7. A candidate who is required to suspend studies in accordance with this Regulation shall not be permitted to resume their studies until they have provided evidence to Student Support and Experience agreed by them to be relevant and appropriate that they are fit to resume their studies. Where a candidate has ongoing support needs these should be documented along with an agreement as to who will be responsible for providing this support. This agreement may be made with Student Support and Experience or with external agencies and seen by Student Support and Experience. This evidence should be submitted to the candidate’s Head of Academic Unit and forwarded for the chair of the Student Cases Committee or Research Degrees Committee. The chair shall determine whether the candidate is permitted to resume their studies taking such advice as they deem necessary in making the decision.
  8. Any decision to require suspension of study, the outcome of any appeal, and the decision to allow the candidate to resume their studies shall be communicated to the candidate in writing by recorded delivery within three working days of the decision being made.

# Repeating a period

* 1. A candidate shall not be permitted to enrol for the degree as new other than with the approval of the Research Degrees Committee. Approval shall only be granted where the candidate has demonstrated significant medical or exceptional personal circumstances affecting the period which is sought to be repeated.

In determining whether to grant approval regard shall be had to Reg 8 above.

# ASSESSMENT

# Method of Examination

* 1. A candidate shall be examined by means of:

1. a thesis,
2. an oral examination,
3. an assessment of any additional studies prescribed by the candidate’s academic unit and notified in writing at the commencement of the prescribed period of study.
   1. The thesis must:
4. deal with one or more subjects studied in the curriculum for the appropriate for the degree or with subjects in a cognate field,
5. be specially written for the degree and must not have been submitted in candidature for any other degree, diploma or professional qualification. Material included in the thesis may be published before the thesis is submitted but that fact must be recorded in the thesis,
6. represent the candidate’s own work, or if carried out in collaboration with other members of a research group, the candidate must indicate clearly their own substantial contribution to the research,
7. be an original work making a significant contribution to knowledge in or understanding of the field of study, containing material worthy of publication, showing a comprehensive knowledge and a critical appreciation of the field of study and related literature.
   1. The thesis may not exceed 50,000 words, excluding the Bibliography, but including footnotes and appendices, except with the express permission of the Research Degrees Committee. Applications to exceed the word limit shall be subject to the recommendation of the candidate’s supervisor, the relevant external examiner and the relevant Graduate Research Director. Application shall be made in advance of submission of the thesis.

# Standards and Criteria for the award

* 1. The thesis must be the result of original research, show an awareness of the relationship of the research to a wider field of knowledge and reflect such further Standards and Criteria as approved by the Research Degrees Criteria from time to time.
  2. A candidate may not submit as a thesis, the work for which credits or a qualification of this University or any other institution have been conferred, but shall not be precluded from incorporating such work in a submission which covers a wider, or substantially different field from that of earlier work, provided that the same is indicated clearly in the current submission.

# Submission of the thesis

* 1. A candidate shall give not less than three months’ notice of the expected date of submission of the thesis, and shall, at the same time, confirm the precise title of the thesis along with an abbreviated title which shall not exceed six words.
  2. The candidate shall be responsible for ensuring that two copies (three copies where the candidate is a member of staff) of the thesis are received by The Doctoral College office.
  3. Submission shall be in such format as prescribed, from time to time, by the Research Degrees Committee.
  4. A candidate shall be barred from submitting the thesis unless the conditions of Reg 7 above have been satisfied.
  5. In addition to the thesis, the candidate shall submit two copies of a summary of the thesis, which shall not exceed 300 words, and shall be in such format as prescribed, which is subject to change from time to time, by the Research Degrees Committee.
  6. Following an award of the degree in accordance with Reg 18 below, the candidate shall submit an electronic copy of the thesis which shall be retained by, and be the property of, the University.

# Thesis extensions

* 1. Candidates may apply, using the approved application form available from the Doctoral College to the Research Degrees Committee, for an extension of up to one year.

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| *Tier 4 students are not permitted to stay in the UK beyond the expiry date stated on their visa. Although an extension to studies may be permitted by the University, it may not be appropriate or legally advisable for the student to remain at the University or in the UK to complete their programme of study. Advice regarding whether or not the University will be able to support a further visa application needs to be sought by the Doctoral College, from the Visa Compliance Team, in advance of the case for granting the extension being heard.* |

# Non-Submission

* 1. Where a candidate fails to submit the thesis by the deadline stated in Regulation 3 or any extended deadline arising from an extension granted in accordance with Regulation 15, the Examiners shall determine whether to allow the candidate a resubmission. Where such resubmission is not allowed the programme of study shall be deemed terminated without the requirement for examination of the thesis.

# Appointment of Examiners

* 1. The examination shall be conducted by one external examiner and one internal examiner, both appointed by the Research Degrees Committee on the recommendation of the Head of the relevant Academic Unit.
  2. Where the candidate is a member of staff, other than research staff, of the University a second external examiner shall be appointed.
  3. The internal examiner shall not be the candidate’s supervisors, other than where approval has been granted by the Research Degrees Committee following a written application by the relevant Head of Academic Unit. RDC shall grant approval only where it determines that exceptional circumstances have been established, and subject to the condition that a second external examiner be appointed.
  4. The examination shall be chaired by a member of academic staff appointed by the Research Degrees Committee in accordance with the University code of practice governing the chairing of research degree by thesis viva voce examinations.
  5. The supervisors shall be entitled to attend, but not participate in the examination of, the oral examination with the agreement of the examiners and the candidate.

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| *University Code of Practice Chairing Research Degree by Thesis Viva Voce Examinations requires that all vivas be independently chaired.* |

# Examiners’ Recommendations

* 1. The examiners must make one of the following recommendations:

1. That the candidate be awarded the degree of:
2. Doctor of Psychology,
3. Doctor of Psychology subject to corrections being made to the thesis to the satisfaction of the internal examiner within three months of the date of being informed of the decision of the examiners. The term corrections refers to typographical errors, occasional stylistic or grammatical flaws, corrections to references etc.
4. Doctor of Psychology subject to amendments. The term amendments refers to certain changes of substance in a specific element or elements of the thesis specified by the examiners. These shall not involve a revision of the whole thesis or of a major proportion of it. The changes must be made to the thesis to the satisfaction of the internal examiner within six months of the date of being informed of the decision of the examiners.
5. that, if in the opinion of the examiners, the thesis is not of sufficient merit to justify the award of the degree, the candidate may be given the opportunity to submit on one further occasion provided that effect is given to any recommendation that the examiners and the Research Degrees Committee may make.
6. that the candidate be failed.
7. a candidate whose thesis is not of the required standard at either at first or second attempt shall be entitled to receive a written statement from the examiners of the way in which the work falls short of the requirements to pass.

# Resubmission of the thesis

* 1. Where a candidate is permitted to submit on one further occasion in accordance with 18.1(a.iii), the manner of resubmission shall be as required for first submission by Reg 14 save that resubmission shall be subject to the payment of such resubmission fee as prescribed by Senate and Council and in force at the time.
  2. Where a candidate fails to submit the thesis by the deadline specified in 19.1 the programme of study shall be deemed terminated without the requirement for examination of the thesis.

# ACADEMIC/PROFESSIONAL DISCIPLINE

# Academic Misconduct

* 1. Allegations of academic misconduct shall be subject to the Regulations governing Academic Misconduct, and no penalty shall be imposed other than in accordance with the said Regulations.
  2. Candidates shall also abide by the principles of good research practice as defined in the Code of Practice on Research Misconduct. Allegations of research misconduct shall be investigated in accordance with the said code.

# Professional Standards of Conduct (Fitness to Practise)

* 1. For information regarding professional standards of conduct (fitness to practise), please refer to the University Regulations Governing the Investigation and Determination of Concerns about Fitness to Practise.

# RESULTS AND AWARDS

# Notifications of Results and Transcripts

* 1. All candidates shall be entitled to an official transcript on completion provided they are not in debt to the University for the payment of tuition fees.

**Version Control**

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| **Version** | **Author** | **Date approved** | **Relevant sections** |
| 2 10 | Lisa Tees, Quality Manager, Quality Support Service | August 2023, Housekeeping. | * 9.3 – amendment. Makes clear that a suspension of study may be required for students who need a period of suspension to complete outstanding assessments. * Replaces Registry Services with Academic Services. |
| 2 09 | Lisa Tees, Quality Manager, Quality Support Service | Nov 2021 | Migrated to new template |
| 2 09 | Lisa Tees, Quality Manager, Quality Support Service | Aug 2021, Housekeeping | * Reference to University Regulations Governing the Investigation and Determination of Allegations of Professional Unsuitability and Professional Misconduct is replaced with University Regulations governing the Investigation and Determination of Concerns about Fitness to Practise (Reg 21). * Replaces Quality Governance with Quality Support Service. |
| 2 08 | Lisa Tees, Quality Manager, Quality Governance | Sept 2019, Housekeeping | * Replaces School with Academic Unit * Replaces Learning, Teaching and Enhancement with Quality Governance. * Replaces Graduate School with Doctoral College. * Replaces Student Progress Committee with Student Case Committee. |
| 2 07 | Lisa Tees, Quality Manager, Learning, Enhancement and Academic Practice (LEAP) | July 2017, Housekeeping | Housekeeping changes to clarify the submission of the thesis, Reg 14. |
| 2 06 | Lisa Tees, Quality Manager, Learning, Enhancement and Academic Practice (LEAP) | Sept 2016, Housekeeping | * Replaces Unfair Means with Academic Misconduct. * Replaces Intercalation with Suspension of Study. * Replaces Semester with Trimester * Replaces Head of Department with Head of School. |
| 2 05 | Jane Iddon, Quality Manager, Learning, Enhancement and Academic Practice (LEAP) | Sept 2014, Housekeeping | Addition of an explanatory note regarding extensions for students studying with a Tier 4 visa (reg. 15). |
| 2 04 | Jane Iddon, Quality Manager, Learning, Enhancement and Academic Practice (LEAP) | April 2014, Housekeeping | Addition of an explanatory note (Reg 2a). |
| 2 03 | Quality Officer | Nov 2013, Housekeeping | Reg 2: the word ‘admitted’ has been replaced by the word ‘awarded’. |
| 2 02 | Quality Officer | Sept 2013, Housekeeping | * Reg 12c excludes the bibliography from the thesis word count. * Text added on extensions standard to RDP provision (para 15): candidates may apply, using the approved application form available for the Graduate School, to the Research Degrees Committee, for an extension of up to one year. |
| 2 01 | Quality Officer | July 2013, Housekeeping | * Removes grey shading. * Removes references among explanatory notes to former regulations and regulation numbers. * Adds text on extensions standard to RDP provision (para 15) |
| 2 00 | Quality Officer | Feb 2011, Senate | * Is part of a review of the entirety of Regulations governing Research Degree Provision. * Introduces explanatory notes under many of the Regulations and cross references the Regulations to each other. * Draws upon the QAA FHEQ. * Acknowledges changes in the University Committee structure, Pass-Fail modules, intercalation, interim awards following withdrawal, operations of the Mitigating Circumstances Committee and Termination of programme procedures (QH:L04). |