UCL Academic Manual 2017-18
Chapter 8: Derogations and Variations

Doctor of Public Administration Regulations

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The following regulations apply to students enrolled on Doctor of Public Administration programmes at UCL. Staff and Students should also refer to the Research Degrees guidance pages of the UCL Academic Manual.

1 Admissions

1.1 Standard Qualifications for Admission

1. The normal minimum entrance qualifications for registration for the degree of Doctor of Public Administration is the award of a first or upper second class Honours degree, or equivalent overseas qualification, in an appropriate discipline.

2. Relevant postgraduate or policy experience may be acceptable where the first degree is a lower second-class Honours degree or equivalent overseas qualification.

1.2 Alternative Qualifications for Admission

1. Applicants possessing alternative qualifications may also be considered by UCL for registration.

   i) An applicant who possesses a degree or overseas qualification of equivalent standard obtained after a programme of study extending over three years or more in a university (or educational institution of university rank) in an appropriate subject and who, although they do not meet the normal entry standard defined in Section 1.1, but by evidence of their background and experience satisfy UCL as to their fitness to follow the programme. Where such an applicant cannot present evidence that they possess the necessary background and experience, they may be considered by UCL for registration, provided they meet appropriate qualifying conditions prescribed by UCL.

   ii) An applicant who possesses a qualification obtained by written examination other than those covered above, if UCL is satisfied that the candidate's general education, scholarship, training and experience are suitable for the programme which they wish to follow and that they are at least as well qualified as the candidates who are able to satisfy the entrance requirements in one of the ways prescribed above.

2. UCL may prescribe a qualifying examination for such an applicant prior to admission.

Further guidance

1. Departments wishing to admit such an applicant, as described in 1.2 above, must obtain written authorisation from the Chair of the Research Degrees Committee via [Admissions in Student and Registry Services](). An applicant for registration may also

2 Registration

2.1 Dual Registration

1. A student is not permitted to be formally registered for one programme of study at UCL at the same time as being formally registered (or re-sitting examinations) for another programme of study at UCL or any other Higher Education Institution.

Further guidance

1. Students can accept an offer of a place from UCL when they are still formally registered with another Higher Education Institution, or if they are re-sitting examinations. However, they may not formally register with UCL until they have completed their registration with another institution.

2.2 Initial Registration

1. Every student must complete enrolment as instructed within two weeks of the start of their research programme and must undertake to comply with the conditions of enrolment.

2. An applicant for registration is required to produce for inspection by UCL the original documentary evidence of their qualifications either before or at registration — i.e. the original diploma or certificate of the awarding body.

2.3 Exemption from Part of a Programme of Study

1. UCL may exempt from part of the programme of study of the DPA degree, research degree students who have commenced a programme of study for the DPA degree (or equivalent degree) of another university in the United Kingdom, provided that the programme of study followed at UCL is not less than one calendar year, or its equivalent in part-time study.

Further guidance

1. Applications for exemption should be made at the point of admission and are considered on a case-by-case basis.

2. The regulations and criteria for the Recognition of Prior Learning, including the types of prior learning that might be considered by UCL, are defined in the *UCL Academic Manual, Chapter 2: Qualifications and Credit Framework*.

3. Back-dated registration is not usually permitted by UCL. In exceptional circumstances however, requests for back-dating registration may be considered by the Chair of the Research Degrees Committee via the [Student Centre](#) subject to the following conditions:

   i) The statement from the supervisor and/or the Head of Department gives strong academic reasons for the request and confirms in writing that the student has been undertaking relevant research since this date.

ii)   There is evidence that the student has been fully supervised.

iii)   There is a good reason provided explaining why the student was not formally registered from the requested start date.

4.   If the back-dating is granted, regardless of the time period requested, the student should be aware that he or she is liable for tuition fees from the date of retrospective registration and that the date for submission of the thesis will be calculated from this date.

2.4   Course of Study

2.4.1   General

1.   All research degree students are required to pursue a course of study prescribed by UCL.

2.   A programme of study may require attendance at lectures and coursework as prescribed by UCL. A candidate's registration on a UCL programme will be dependent upon their continued satisfactory progress as determined by UCL.

3.   All research students are required to use the Online Research Student Log.

4.   For more information about the Research Student Log and other requirements see the Code of Practice for Graduate Research Degrees.

2.4.2   Doctor of Public Administration

1.   The formal taught part of the DPA is comprised of the following elements:

i)   6 core modules (60 credits).

ii)   2 specialisation modules (30 credits before submission).

iii)   Pilot study with 120 credits awarded upon successful completion of the MRes component (a research report of not less than 15,000 and no more than 25,000 words with oral examination).

        Full-time candidates are expected to complete this project within 12-18 months, and in all circumstances must complete within 24 months.

        Part-time candidates are expected to complete this project within 18-24 months, and in all circumstances must complete within 36 months.

iv)   Candidates are also expected to undertake professional and transferable skills courses and research ethics training. Training for teaching (either in the f62.9 273

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reasons. The need to take up or pursue employment during the programme will not normally be considered grounds for interruption of studies.

2. Interruption of study for a period in excess of two calendar years may be granted by the Chair of the Research Degrees Committee subject to the following conditions:

    i) The period requested will be considered on an annual basis and will not exceed five calendar years from the date when the period of interruption starts;

    ii) The date when the submission of the thesis falls due following resumption of study falls within ten years of the date of original registration;

prevented from submitting a thesis for reasons beyond his or her control may apply for an extension, as detailed in 2.10.4 below.

3. A DPA student must be registered for at least four calendar years full time or six

may be required to re-register as a fee-paying student for the period of this supervision or access.

2. A student who is required to re-submit must re-enter for the examination by completing the Examination Entry Form available from the [Research Degrees Examination Entry webpages](#) and will be required to pay a re-submission fee.

2.11 Supervisory Arrangements

2.11.1 Supervisors: General

1. Each UCL student registered for the DPA degree shall have appointed one Principal and one Subsidiary Supervisor, who shall be members of staff of UCL or members of staff of an institution with an approved agreement with UCL. All supervisors must be approved by their Faculty Graduate Tutor before they undertake supervision of research students.

2. In the case of DPA programmes, each student will have a Policy Supervisor who will act as contact person with UCL on behalf of the policy-oriented partner organisation and who provides advice on policy relevance, but who does not formally make part of the supervisory team.

Further guidance

1. Principal and Subsidiary Supervisors shall be appointed by the appropriate departmental/divisional Postgraduate Committee, or its equivalent body.

2. Honorary members of staff may be appointed as either Principal or Subsidiary Supervisors. However, approval must be obtained from the appropriate Faculty Graduate Tutor on behalf of the Research Degrees Committee. The appointment of an honorary member of staff as a Principal or Subsidiary Supervisor will be subject to consideration of adequate research activity, including publications and grant income. Honorary members of staff appointed as Principal or Subsidiary Supervisors are also governed by eligibility requirements set out in Section 2.11.2 below.

3. Retired members of staff shall not normally be appointed as supervisors except by the specific agreement of the Research Degrees Committee. In instances where a member of staff serving as Principal Supervisor retires, continued supervision by the staff member is only permissible if explicitly agreed by all parties (the student, the supervisor and department), and this decision is recorded by the department. In addition, the following arrangements must also be put in place and reviewed annually by all parties to confirm they are working effectively:

   The existing Subsidiary Supervisor shall be appointed as joint Principal Supervisor with the retired member of staff;

   A third supervisor shall be appointed to the supervisory team as Subsidiary Supervisor.

4. Supervisors can be appointed from institutions with an approved agreement with UCL. Such supervisors must have the status of honorary members of UCL staff. In all circumstances UCL has an expectation that these supervisors will undertake their role in accordance with the Doctoral School's [Code of Practice for Graduate Research](#)

Degrees and within the framework of UCL's regulations for Research Degrees in the UCL Academic Manual.

5. For more information on the role of the supervisor see the Code of Practice for Graduate Research Degrees.

2.11.2 Supervisors: Eligibility

1. The list of UCL staff categories eligible to act as Principal and/or Subsidiary Supervisors can be found on the Human Resources website.

2. UCL determines the eligibility of staff in these categories to supervise research degree students using the following criteria:

3. A Principal Supervisor for a DPA should normally:

   a) have satisfactorily completed any probationary period attached to his/her appointment;

   b) have expertise in the area of the proposed research;

   c) have had previous experience of at least one successful DPA, MPhil/PhD or EngD supervision within a supervisory team (defined as having taken a student all the way through to a research degree award).

4. A Subsidiary Supervisor for a DPA should normally:

   a) have expertise relevant to the area of proposed research;

the student in question, subject to the permission of the Departmental Graduate Teaching Committee, may continue as Subsidiary Supervisor, but shall not be responsible for, or be involved in, any decisions affecting the student's progress and/or assessment.

2.11.5

3 Assessment

3.1 Assessment of Taught Elements

1. Assessments qualifying a candidate for submission of a thesis shall take place within the period of the overall programme and shall be by written examinations or coursework, as prescribed for each individual course or module.

2. All such assessments will be overseen by an examiner external to UCL.

3. A candidate failing any assessments (whether by written examinations or coursework) will be permitted to re-enter the examinations for the course or module in question on one occasion only.

4. The award of the degree shall be dependent on the thesis, which a candidate may not submit until he/she has successfully completed all the other elements of the programme, and on the final oral examination.

5. Modules for the taught part of the programme will be assessed by the methods and at the dates indicated for the module in question.

3.2 Requirements of a Thesis

3.2.1 Theses: General

1. The greater proportion of the work submitted in a thesis must have been undertaken after the registration of the student for the DPA degree.

2. The work in the thesis submitted by a student must be their own work and the submission of a thesis for examination will be regarded as a declaration of that fact.

3. A student 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. However, students may incorporate into a thesis previously examined fieldwork which they have already submitted for a degree or comparable award of this, or any other university or institution. In such a case this must be indicated on the Examination Entry Form and the incorporated fieldwork must be clearly identified as such in the thesis submitted for examination.

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. The decision of a student to submit a thesis should be made in consultation with the student's supervisor(s). The decision to submit a thesis in any particular form rests with the student alone.

Further guidance

1. An allowance may be made in the case of a student who has transferred from another institution (see Section 2.3 Exemption from Part of a Programme of Study).

2. Students should also include in each copy of their thesis a signed declaration that the work presented is their own. This may be inserted between the title page and the contents

m)   shows a student's ability to design and implement an independent research project.

2.   A series of papers, whether published or otherwise, is not acceptable for submission as a thesis. Research work already published, or submitted for publication, at the time of submission of a thesis, either by a student alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of a thesis but may be adapted to form an integral part of a thesis and thereby

3.2.6   Approval of a Thesis Title

1. A student must have the title of his/her thesis approved by his/her Principal Supervisor.

2. The approved title is submitted to UCL on the Examination Entry Form submitted to the Student Centre.

3.2.7   Availability of a Thesis

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Examination Entry Form the examination entry will be cancelled unless a special case is made for late submission in writing to UCL via the Student Centre.

3.3.2 Thesis Submission

1. Prior to examination, candidates are required to submit two soft-bound copies of their thesis to UCL for dispatch to their examiners.

2. After the examination and before the award is made, candidates entering for a UCL award are required to submit one soft-bound thesis and to deposit one e-thesis in the UCL Institutional Repository.

ii)   A third examiner may also be appointed where there is a dispute between two examiners about the result of an examination which they cannot resolve between themselves.

iii)   In accordance with UCL regulations, the third examiner must be external to UCL.

iv)   The third examiner will, however, be nominated and appointed through usual UCL procedures and using the Examiner Nomination Form on the [Research Degrees Guidance webpages](#).

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. The candidate's supervisor shall be invited, unless the 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.

3. The oral examination should be held at UCL.

Further guidance

1. The examiners shall prepare independent preliminary reports on the thesis to assist in conducting the oral examination. Copies of the preliminary reports for DPA students should be submitted to the UCL [Student Centre](#) together with the final, joint report. The preliminary and joint reports will be released to students.

2. Examiner report forms and procedural information are available from the [Research Degrees Guidance webpages](#).

3. Each final, joint report by the examiners shall indicate whether the thesis meets the requirements specified in Section 3.1 as appropriate and shall include a statement on the examiners' judgement of the student's performance. Examiners have the right to make comments in confidence to UCL in a separate report. Such comments should not be concerned with the performance of the student but may cover matters which they wish to draw to the attention of UCL.

4. All matters relating to the examination must be treated as confidential. Examiners are not permitted to divulge the content of material contained in a student's thesis until such time as any restrictions on access to the thesis, which have been granted by UCL, have been removed.

3.6   Outcomes of the Oral Examination

1. Students for a DPA degree must submit a thesis and be examined orally. The following options are open to examiners in determining the result of an examination for the DPA degree:

   a) If the thesis fulfils the criteria (set out in 3.1) and the student satisfies the examiners in all other parts of the examination, the examiners will report that the student has satisfied them in the examination and the student has passed the research component of the award.

   b) If the thesis otherwise satisfies the criteria (set out in 3.1) but requires minor amendments, and if the student satisfies the examiners in all other parts of the examination, the examiners may require the student to make, within three months, amendments specified by them. The amended thesis shall be submitted to the examiners, or one of their numbers nominated by them, for confirmation that the amendments are satisfactory.

   c) If the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the student be permitted to re-present their thesis in a revised form within 18 months. The examiners may at their discretion exempt from a further oral examination, on re-presentation of their thesis, a student who under this regulation has been permitted to re-present it in a revised form. Examiners may refer a thesis for the DPA degree for 18 months for re-submission in a revised form, on one occasion only.

   e) If the thesis fulfils the criteria (set out in 3.1), but the student fails to satisfy the examiners at the oral examination, the examiners may determine that the student be permitted to re-present the same thesis, and submit to a further oral examination within a period specified by them and not exceeding 18 months.

   f) If, after completion of the examination for the DPA degree, the examiners determine that a student has not reached the standard required for the award of the degree nor for the re-presentation of the thesis in a revised form for that degree, DPA candidates may be awarded an MRes degree, based on the completed MRes component, at the discretion of the DPA Board of Examiners.

   g) The examiners may determine that the student has not satisfied them in the examination and no award will be made.

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3.7   Research Misconduct

1.   All cases of suspected research misconduct, including plagiarism, shall be investigated in accordance with the regulations set out in the *UCL Academic Manual, Chapter 5, Section 1.6: Research Misconduct* and with the [UCL Procedures for Investigating and Resolving Allegations of Misconduct in Academic Research](#).

3.8   Student Complaints Procedure

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