UCL Academic Manual
2024-25

Chapter 5: Research Degrees Framework

1 Admissions

1.1 Standard Qualifications for Admission

1. The normal minimum entrance qualification for registration for professional doctorate programmes is:
   i) An upper second class honours degree of a UK university or an overseas qualification of an equivalent standard obtained after a programme of study extending over not less than three years in a university (or educational institution of university rank), in a subject appropriate to that of the programme to be followed; or
   ii) A registrable qualification appropriate to the programme to be followed awarded by a UK university, or a qualification of an equivalent standard appropriate to the programme to be followed awarded by a university (or educational institution of university rank) outside the UK; or
   iii) A Masters degree from a UK university in a subject appropriate to the programme to be followed; or
   iv) A professional or other qualification obtained by written examination and approved by UCL as an appropriate entrance qualification for the degree in question.

   Further guidance

1. Specific qualifying criteria and additional requirements (such as relevant work experience) may also be required for applicants to individual programmes.
2. Students applying for entry to professional doctorate programmes should refer to relevant literature provided by individual programmes.
3. For programmes where students may potentially come into unsupervised contact with children and/or vulnerable adults, the programme will seek an enhanced disclosure certificate from the Disclosure and Barring Service.
4. In addition to an enhanced disclosure certificate, some programmes require further checks under the provisions of relevant legislation covering individuals who work with vulnerable individuals (e.g. the Protection of Children Act and Protection of Vulnerable Adults Act). UCL reserves the right to bar applicants or de-register students who are given an unsatisfactory review by the Disclosure and Barring Service.
5. Applicants who have a disability should inform the programme of this on their application. This will ensure that any special requirements can be put in place.
6. Applicants with disabilities should contact UCL's the Disability, Mental Health and Wellbeing team in Student Support and Wellbeing (SSW) if they have any general queries about facilities at UCL before submitting their application.

1.2 English Language Requirements

1. Applicants are required to meet UCL's English Language Proficiency Requirements for Postgraduate Degrees.

1.3 Programme-specific Entry Criteria

1. **DClinPsy Clinical Psychology:** The minimum entrance qualification for registration for the

3. **DEdPsy Educational and Child Psychology:**

2 Registration

2.1 Application and Initial Registration

1. An applicant will be registered initially at the level of degree specified by the professional

2.9 UK/EU/EEA-Based Students

1. UK/EU/EEA Based Students are required to present an accepted form of identification for verification before they can be enrolled. In the absence of this verification, enrolment will not be confirmed.

Further guidance

1. UCL's preferred form of identification is a valid passport. However, in the absence of a valid passport, the following will be accepted forms of identification for students who do not require a visa to study in the UK:
   a) A UK photo driving licence, a European National Identity Card or Armed Forces Identity Card; or
   b) An original birth certificate, adoption certificate or certificate of naturalisation.
2. No other forms of identification are acceptable.
3. If the family name or other personal details are different from those on the document provided, proof of the reason for any differences will be required at enrolment. This should be in the form of a marriage certificate/civil partnership certificate, divorce document, deed poll, adoption certificate or statutory declaration.

2.10 Students Who Require a Visa to Study in the UK

1. Under UK immigration requirements, presentation of a valid passport is a mandatory requirement for students who require a visa to study in the UK, and no other forms of identification will suffice. Enrolment will not take place without presentation of a valid passport and visa.

iii)	Have had previous experience of at least one successful doctoral supervision, as appropriate, within a supervisory team (defined as having taken a student all the way through to a research degree award);

3. For example, an individual may act as Principal Supervisor to four full-time professional doctorate students (equivalent to three full-time MPhil/PhD students) and one full-time MPhil/PhD student, while also acting as Subsidiary Supervisor for two full-time MPhil/PhD students (equivalent to 1.0(h)2(D)3.1( )-20 1 291.35 37.8piuaDc.5(l)5.6.1(u)12(r)(w)4.8.Lh.p628.2(i.1(3

5 Completing Research Status

5.1 General

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

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

1. Students must submit their thesis and/or submit documentation evidencing completion of practicum assignments for examination before the end of his/her CRS period.
2. Students will remain registered after the submission of his or her thesis and/or documentation evidencing completion of practicum assignments until the award of the degree. He or she will be entitled to a UCL student identity card and will be able to use all the general UCL facilities

6　Assessment

6.1　Taught Element

6.1.1　Successful Completion of a Professional Doctorate Programme

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

6.1.2　Unseen Examinations

1. An unseen examination component is deemed complete if a student has submitted an answer that can be academically assessed. The mark awarded, however, might be zero. If a student makes little or no attempt at the examination, this will be deemed "incomplete".
2. A taught component is complete when a student has been declared complete on all relevant assessments for that component using the criteria specified in the relevant programme regulations.

6.2　Academic Assessment

1. For the purposes of these regulations, 'examination' refers to the assessment of taught and practicum assignments other than research, whether by written examination and/or by coursework, or other means of academic assessment.
2. The assessment of the research thesis is discussed under Section 2.3 below.
3. These regulations should be read together with Chapter 4: Assessment Framework for Taught Programmes and the *Examination Guide for Candidates* on the Examinations and Awards website.

6.2.1　Anonymity of Assessed Work

1. With the exception of the circumstances set out in item 4 below, unseen summative written examinations must be assessed anonymously against an anonymous identifier such as candidate numbers or SRN.
2. A summative coursework element that constitutes more than 40% of a module must be submitted and assessed on an anonymous basis where possible.
3. Once marks have been finalised for an element of summative coursework, for example by agreement between first and second markers, anonymity may be lifted to facilitate feedback to students.
4. Anonymity may not be practical when assessing laboratory work, oral examinations, exhibitions, marking clinical work with patients, portfolios of work, dissertations/ research theses and group work etc.
5. Anonymity is not required for an element of summative assessment that constitutes 40% or less of a module.

40% coursework component of that module the remainder being other component(s) weighted at 60%.

2. Reports listing names and candidate numbers will be available via Portico to designated departmental/divisional staff in the first term.

3. The student SRN may be used as an anonymous identifier when departments/divisions wish to reserve use of candidate numbers for unseen written examinations.

2. The mark achieved will apply even if this is lower than the original mark.

6.2.7   Number of Permitted Attempts

1. Students who, at their first entry, do not successfully complete an examination may re-enter for the examination or other forms of assessment on one more occasion.
2. This does not apply if a student has been awarded a degree, or been excluded from UCL on the grounds of academic insufficiency or as a result of examination misconduct or professional misconduct.

6.2.8   Programme Regulations and Syllabus for Re-entered Examinations

1. Students who re-enter for any part of an examination shall be subject to the programme regulations and syllabus current at their first attempt. This is providing that:
   i)   Appropriate examiners for the course are available.
   ii)   For students wishing to enter or re-enter examinations after satisfactory completion of the programme of study, such entry or re-entry is made within two calendar years of the completion of the programme of study.
   iii) For students wishing to enter or re-enter examinations following a period of interruption of study, such entry or re-entry is made within two calendar years of the completion of attendance on the course unit.
   iv)   Examination according to the method(s) of assessment operating at the time of the original registration for that course does not disadvantage the student.
2. Where one or more of the conditions set out at i)-iv) above cannot be met, the following will apply:
   i)   The student will be notified in writing of any changes to the method(s) of assessment since the time of their original registration for the course.
   ii)   The student must signify in writing that they understand that the method(s) of assessment have changed as notified.

6.2.9   Format of the Reassessment

1. Students will only re-take failed assessment components unless the regulations for their programme require students to re-take all assessed components of a module.
2. Students will be automatically re-entered for assessment components that they have failed to pass or complete, unless they have been granted permission not to re-enter by UCL or have been excluded from UCL. If a student passes assessed coursework components but fails an examination, the normal expectation is that the student would only re-sit the examination, unless specific programme regulations require otherwise. However, following academic advice, a recommendation may be made by the Departmental/Divisional Programme Tutor that a student can re-sit all assessment components of the module, including those previously passed. Evidence of support by the Faculty Tutor should be sent to researchdegrees@ucl.ac.uk.

6.2.10   Late Submission of Coursework

1. Deadlines for submission of coursework will be set by individual programmes, and are absolute.
   1. Coursework submitted after the deadline will be deemed to have failed, and a new piece of work will need to be submitted in place of the original.
   2. Where there are extenuating circumstances that have been recognised by the Board of Examiners or its representative, these penalties will not apply until the.6(d)2(l2(e)1t)-5.6( )-4.9(a)6

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

6.2.12   Approved Format for Examinations

Assessment – General

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

Examination of a Programme

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

Examination of Coursework

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

Further guidance

1. Where coursework is required to be resubmitted students should be given clear feedback indicating the revision required.
2. Students whose performance falls below the required standard will normally be allowed one resubmission.
3. External examiners should be involved in the examination process and where failure is indicated their advice should be sought.

Examination of Practicum Assignment and Practicum Assessments

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

Further guidance

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

6.2.13   Examination Conduct

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

6.2.14   Reasonable Adjustments

1. Under the Equality Act 2010, UCL is required to make Reasonable Adjustments to learning, teaching and assessment to ensure that disabled students are not put at a substantial disadvantage. UCL can also provide Reasonable Adjustments for students who might not consider themselves to have a 'disability' but who nevertheless would benefit from additional support with their studies due to an ongoing medical or mental health condition. For further information about Reasonable Adjustments, and how to apply, please see Chapter 2, Section 3: Reasonable Adjustments for Disabilities and Long-Term Conditions.

6.2.15   Publication of Examination Results

1. The Publication of Examination Results will follow UCL norms as set out in Chapter 4, Section 12: Award of Degrees.

6.2.16   Prescribed Scheme of Award

1. Every professional doctorate will have an associated prescribed Scheme of Award that is a statement of the means by which the degree is awarded. The Scheme of Award will be published in the student information handbook for the programme.
2. Students will be considered for an award according to the Scheme for Award in place at the time of their registration on the programme.

Further guidance

1. The Scheme of Award is the method by which the award of the degree is calculated. Teaching departments/divisions are required to publish their local award scheme rules in the

Student Handbook for each programme, and students are expected to familiarise themselves with these local rules.

6.2.17 Changes to a Prescribed Scheme of Award

3.   Students will not be permitted to submit a thesis that has been submitted for examination for

1. The maximum word length of professional doctorate theses is 100,000 words, including all component parts, footnotes, tables and figures but excluding bibliography, appendices and supporting data.
    i) The above prescribes the maximum allowable length for the thesis, not necessarily the preferred length. Individual programmes may recommend a shorter length and give specific advice on partitioning the submitted thesis. Students should refer to the regulations for individual programmes for advice on the usual length and specified components of theses in their subject area.
    ii) The signature of the student on the Examination Entry Form to the examination for the specialist doctorate shall be taken as confirmation that the thesis submitted is within the required word limit.
    iii) "Supporting data" refers largely to raw data which is not essential to the argument of the thesis. Appendices are not in the word count and should only include material which examiners are not required to read in order to examine the thesis, but to which they may refer if they wish. Examiners are not required to read beyond the maximum word limit.
    iv) Students should refer to the specific programme regulations for their thesis word lengths and other elements of their programmes that are examined as part of the doctorate.

6.3.5   Format of a Thesis

1. The thesis should be submitted in the format determined by the home department/division of the programme at the time of submission.
2. Further information and guidance on the format and presentation of theses is available from the individual programme literature.

6.3.6   Availability of a Thesis

1. After the examination has been completed and before the degree is awarded, successful students must submit one electronic copy to UCL, via the Research Publications Service (RPS), for lodging in the UCL library.
2. A soft-bound copy of the thesis may also be submitted to the UCL Library, if desired. This may include artefacts related to non-traditional formats of a thesis. Further information and guidance is available on the Thesis Formatting webpages.
3. The process of final thesis submission, both the electronic and optional hard copy, is managed by the Open Access Team.
4. A student may apply to UCL at the time of registration or thereafter, for restriction of access to their thesis and/or the abstract of their thesis on the grounds of commercial exploitation or patenting. In very exceptional circumstances, if the thesis includes material that is significant for national security, subject to approval of UCL, copies of the thesis placed in the public domain, with the agreement of the graduate concerned, may have certain parts excised from them. Applications to restrict access to a thesis should be made via the Library.

6.4   Examination Entry

6.4.1   Thesis Submission Form

1. Prior to the time of submission of a thesis for examination, a thesis submission form must be

1. Prior to examination, candidates are required to submit their e-thesis to UCL for dispatch to their examiners. Further information and guidance is available on the [Thesis Formatting webpages](#).
2. After the examination and before the award is made, candidates entering for a UCL award are required deposit one e-thesis in the UCL Institutional Repository.
3. Students are required to bring to the oral examination a copy of their thesis which is identical to the copies submitted to UCL.

6.4.3   Dispatch of Theses to Examiners

1. A thesis will be sent to both examiners at least four weeks in advance of an oral examination.
2. Examiners will normally use an electronic copy of the thesis, but an Examiner may request the student provide a hardcopy, if required. Further information and guidance is available on the [Thesis Formatting webpages](#).
2. Direct submission of theses to examiners by students or supervisors is not permitted.

Further guidance

1. All theses will be submitted to UCL using the procedures identified by the programme.

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

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

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

Further guidance

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

g) The award of a professional doctorate is conditional upon students passing all specified elements of their programme of study.

Further guidance

1. Students should refer to individual programme regulations for guidance on deadlines for resubmission of the thesis, which may be shorter than the maximum periods identified here.
2. Some professional doctorate programmes have an exit award other than a professional doctorate. Where this is the case, and examiners consider that a student has not met the requirements of a professional doctorate, they may recommend that the Board of Examiners confers this alternative exit award.

6.7 Research Misconduct

1. Cases of suspected research misconduct, including plagiarism, shall be investigated in accordance with the [UCL Procedures for Investigating and Resolving Allegations of Misconduct in Academic Research](). Exceptions to this requirement are set out below.

6.7.1 Extent of Misconduct: Action Open to a Department/Division

1. The following instances of research misconduct may be dealt with by the department/division concerned:
   a) A first instance of plagiarism in the early stages of the programme of study;
   b) A first instance of misrepresentation of results in the early stages of the programme of study;
   c) A first instance of plagiarism in the early stages of the programme of study (prior to the end of the first year of study), including suspected collusion but not including suspected use of a fellow student's or other person's work without that student's knowledge and consent;
   d) A first instance of plagiarism (including suspected collusion but not including suspected use of a fellow student's or other person's work without that student's knowledge and consent) in the later stages of the programme of study in which (a) no more than 30% of the work in question can be demonstrated to have been plagiarised or, (b) in the case of plagiarised data, statistics etc., it can be demonstrated that they are not the main findings or among the main findings on which the argument of the thesis rests;
   e) A first instance of misrepresentation of results in the early stages of the programme of

a) Any instance of plagiarism (including suspected collusion[1]) other than a first instance falling under 6.7.1 above in which more than 30% of the work can be demonstrated to have been plagiarised or, in the case of plagiarised data, statistics etc. it can be demonstrated that they are the main findings or among the main findings on which the argument of the thesis rests;

b) Any repeated instance of plagiarism after a warning has been given, whether or not it exceeds 30%, or involves data, statistics etc. which are not among the main findings on which the argument of the thesis rests;

c) Suspected use of another student's or person's work without that student's knowledge and consent;

d) Any instance of misrepresentation other than a first instance falling under 6.7.1;

e) Any instance of piracy or fraud, as defined in UCL's procedures;

f) Any instance of any kind of research misconduct which appears in published work, whether or not the work appears before or after the examination for the doctorate;

g) Submission of a thesis after the student has been warned not to submit it because of an allegation of research misconduct;

6.7.3 Research Misconduct Discovered after Successful Completion of Thesis Examination

1. UCL has the right to rescind an award if research misconduct is discovered after the examination of a thesis.

6.7.4 Appeal against the Action Taken in the Event of Research Misconduct

1. Students cannot contest a decision on academic grounds. Students can only contest a decision on specific grounds as set out in Chapter 6, Section 10: Student Complaints Procedure.

6.8 Appeals

1. Where a decision in relation to the assessment, outcomes or progression (including Upgrade) of a student or the award of a UCL qualification is contested by the student and one or more of the grounds for appeal in the Academic Appeals Procedure can be evidenced, the decision can be appealed via the Academic Appeals Procedure within the timeframes set out in that procedure. Disagreeing with the academic judgement of Examiners is not valid grounds for an appeal.

6.9 Graduation Ceremonies

1. UCL will organise Graduation Ceremonies and publish an annual deadline for ticket applications (see the UCL Graduation Ceremonies website).
2. It is mandatory for all UCL graduates to wear academic robes to the graduation ceremonies. It is the responsibility of students to obtain the appropriate robes from UCL's suppliers (see the Graduation: Academic Robes web pages).

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[1] Where collusion between two or more students is established, all students concerned will be penalised.