

## ORDINANCES AND REGULATIONS FOR PROFESSIONAL AND ENGINEERING DOCTORATE DEGREES

### ORDINANCES

1. The University may award the following Professional and Engineering Doctorates in accordance with the Regulations:  
  
Doctor of Clinical Psychology (ClinPsyD)  
  
Doctor of Counselling (DCouns)  
  
Doctor in Education (EdD)  
  
Doctor of Educational Psychology (DEdPsy)  
  
Doctorate of Applied Educational Psychology (DAppEdPsy)  
  
Doctor of Engineering (EngD)
2. A Professional or Engineering Doctorate is awarded by the University in recognition of the successful completion of a programme of advanced study and research, the results of which show convincing evidence of the capacity of the candidate to pursue research and scholarship and make an original contribution and substantial addition to knowledge. Such programmes are equivalent to the intellectual challenge of a Doctor of Philosophy (PhD) programme but are enhanced by additional taught material in professional and technical areas, designed to meet the specific needs of a professional group external to the University, and develop the capability of individuals to work within a professional context.
3. The mode of admission to the programme and other conditions relating to the degree shall be prescribed in Regulations.
4. Applicants for admission to the programme must hold the qualification(s) prescribed by the Regulations and must satisfy the University that they are fit by reason of their ability and training to undertake the programme.
5. Except in so far as relaxation is granted in accordance with the Regulations:
  - (a) for full-time study the programme shall be a continuous one, extending over such period as may be prescribed by the Regulations; and students will be required to devote their whole time to the programme and to attend in the University at all appropriate times.
  - (b) for part-time study the programme shall be continuous and include study time equivalent to a full-time programme but should not exceed twice the full-time study. The students shall be required to attend the University at all appropriate times.

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## REGULATIONS

### 1. Admission to the Programme

- a) Applicants for Professional or Engineering Doctorates must demonstrate that they have reached the minimum acceptable level of proficiency in use of the English language according to the published requirements of the programme.
- b) Applicants may be admitted as a part-time student for a Professional or Engineering Doctorate programme (except for the Doctor of Engineering) if:
  - (i) the periods for which they will be free from employment or other commitments will be sufficient for the purposes of the programme; *and*
  - (ii) the subject is suitable for part-time study.
- c) Applicants may be admitted to a Professional or Engineering Doctorate programme only if an appropriate research environment is available for the duration of the programme. This should include the availability of appropriate academic staff to provide supervision and training, other research-support staff, research facilities and learning resources.
- d) The following additional criteria governing admission of applicants apply to individual Professional or Engineering Doctorates:

- (i) *Doctor of Clinical Psychology (ClinPsyD)*

Applicants shall normally have:

- (A) a Bachelor's degree in Psychology with first or upper second class honours or an equivalent qualification or qualifications granted by an educational institution of University rank .
- (B) eligibility for graduate membership of the British Psychological Society.

- (ii) *Doctor of Counselling (DCouns)*

Applicants shall normally have:

- (A) a Masters degree in Counselling Studies or a relevant subject (e.g. education, psychology, sociology, nursing and health studies, etc) or a professional qualification deemed to be at Masters level or above in a relevant subject. This provision is made primarily for applicants with medical qualifications, or qualifications allied to medicine.
- (B) a substantial qualification in counselling; this being either a qualification from a course that is accredited by one of the major

professional bodies (BACP, BPS or an institution in membership with UKCP) or a qualification, or collection of qualifications, which by virtue of which individual accreditation by one of the major professional bodies has been, or may reasonably be expected to be, achieved upon application.

- (C) at least three years experience of working within a counselling context under supervision.

(iii) *Doctor of Education (EdD)*

Applicants shall normally have:

- (A) a Masters degree in Education or a qualification or qualifications, granted by an educational institution of University rank, comparable with a masters degree in Education or a related discipline.
- (B) no less than two years senior professional experience of working in an education context.

(iv) *Doctor of Educational Psychology (DEdPsy)*

Applicants shall normally have:

- (A) a Bachelor's degree in Psychology with first or upper second class honours or an equivalent qualification or qualifications granted by an educational institution of University rank.
- (B) eligibility for graduate membership of the British Psychological Society.
- (C) no less than two years' professional experience of working with children, normally as a qualified teacher.

(v) *Doctor of Applied Educational Psychology (DAppEdPsy)*

Applicants shall normally have:

- (A) a Bachelor's degree in Psychology with first or upper second class honours or an equivalent qualification or qualifications granted by an educational institution of University rank.
- (B) eligibility for graduate membership of the British Psychological Society.
- (C) no less than one year professional experience of working with children

(vi) *Doctor of Engineering (EngD)*

Applicants shall normally have:

- (A) a Bachelor's degree with first or upper second class honours or an equivalent qualification or qualifications granted by an educational institution of University rank, *or*
- (B) a comparable qualification granted by a professional or other body in the United Kingdom, together with qualifications sufficient to satisfy the University's general educational requirements for entry on a programme for a degree higher than that of Bachelor.

## **2. Conditions of Admission**

- a) Conditions will be prescribed for each student admitted to a Professional or Engineering Doctorate requiring attendance and satisfactory completion of specified taught programme elements.
- b) The following supervisory teams will be appointed:
  - i) *Doctor of Counselling, Doctor in Education:*  
Academic supervisor(s)
  - ii) *Doctor of Clinical Psychology:*  
Academic supervisor(s) and experienced clinical psychologist(s)
  - iii) *Doctor of Educational Psychology, Doctor of Applied Educational Psychology:*  
Academic supervisor(s) and experienced educational psychologist(s)
  - iv) *Doctor of Engineering:*  
Academic supervisor(s) and industrial adviser(s)

## **3. Duration of the Programme**

- a) Candidates for a Professional or Engineering Doctorate shall normally be registered for a continuous programme of not less than 3 years and no more than 4 years full-time study. In exceptional circumstances, approval may also be given for the duration of the programme to be reduced by up to one year.
- b) The duration of a part-time Professional or Engineering Doctorate programme will be dependent upon the time to be committed by the candidate for study but shall normally be no more than 6 years. The Doctor of Engineering programme is available on a full-time basis only.
- c) Candidates shall be expected to submit their thesis upon completion of the Professional or Engineering Doctorate programme unless they have received prior approval from the University for an extension to their thesis submission deadline (see section 4).

- d) Extensions to the duration of a Professional or Engineering Doctorate programme to permit further supervised research may be considered only in exceptional circumstances.

#### **4. Extension of the Thesis Submission Deadline**

- a) Extensions of the thesis submission deadline may be granted at the discretion of the University to allow additional time for preparation of the thesis.
- b) Candidates shall normally be granted extension(s) of their thesis submission deadline up to one year beyond the completion date of their programme. A fee will be payable for any such additional extension that is granted by the University.
- c) Further periods of extension of the thesis submission deadline may be sought only in exceptional circumstances. A fee will be payable for each period of extension that is granted by the University.

#### **5. Skills Development**

- a) A programme of skills training and development is a mandatory component of Professional or Engineering Doctorate degree programmes.
- b) All candidates for a Professional or Engineering Doctorate must undertake a skills audit at the beginning of their programme, and annually thereafter throughout their prescribed period of study to determine their research, transferable and generic skills requirements. The audit will provide the basis for a planned programme of skills training and development. The outcomes of the audit and programme of skills development must be agreed by the student and the supervisory team. The supervisory team will be responsible for ensuring that the student has access to the required skills training and development opportunities.

#### **6. Progression**

- a) All candidates shall be required by the end of each year of the programme to show evidence of satisfactory progress and an ability to proceed with the course.
- b) Evidence of satisfactory progress is provided:
  - (i) In research, by the submission of a substantial progress report which will be discussed at a formal progress meeting with the supervisory team and an independent assessor.
  - (ii) In the prescribed taught elements of the programme, by satisfactory attendance and examination performance.
  - (iii) By the provision of satisfactory professional reports (including case reports) as required by the programme.

- (iv) By successful completion of the agreed programme of skills development and training.
- c) Students who do not provide evidence of satisfactory progress will not be approved to continue as a candidate for the Professional or Engineering Doctorate but may be judged to have fulfilled the attendance and performance requirements required for the award of an alternative degree.
- d) All candidates for Professional or Engineering Doctorates shall maintain a record of their progression and personal development throughout their degree programme.

## **7. Study Away From the University**

- a) A student may be permitted to devote part of the Professional or Engineering Doctorate programme to study and research outside the University (in addition to fieldwork or short laboratory visits) if:
  - i) it is in the interests of the student's research and training
  - ii) the institution or location of proposed study is suitable
  - iii) a suitable work-plan for the period of study outside the University is agreed with the supervisory team
  - iv) satisfactory supervision arrangements are in place
  - v) it will not restrict freedom of publication of results
- b) In particular, the following programme-specific regulations apply:
  - i) *Doctor of Clinical Psychology*  
  
The student will be required to spend an appropriate period conducting clinical practice within approved NHS establishments.
  - ii) *Doctor of Educational Psychology*  
  
The student will be required to spend an appropriate period working as an educational psychologist within an approved educational psychology service.
  - iii) *Doctor of Engineering*  
  
The student will be required to spend an appropriate period interacting with the company or other body associated with the study. Permission from the University must be obtained if this period is to exceed one half of the prescribed programme.

## **8. Change of Institution During the Programme**

- a) Students who start a programme leading to a Professional or Engineering Doctorate at the University of Manchester may complete their programme at another academic institution, subject to agreement of the student, supervisory team and the two institutions involved. A University of

Manchester qualification may only be awarded where at least 50% of the programme has been completed at the University of Manchester.

- b) Students who start a programme leading to a Professional or Engineering Doctorate at another institution may complete their programme at the University of Manchester, subject to agreement of the student, supervisory team and between the two institutions. A University of Manchester qualification may only be awarded where at least 50% of the programme has been completed at the University of Manchester.
- c) In each of the above cases the final decision for a transfer of registration lies with the Universities.

## **9. Interruption of the Programme**

- a) A student may be granted a temporary interruption of their Professional or Engineering Doctorate programme for approved reasons at the discretion of the University where the continuation of study, research or thesis preparation is not possible. An application should be made before the beginning of the proposed period of interruption with the support of the supervisory team. Retrospective applications will not normally be considered.
- b) Where appropriate, students and the supervisory team should seek the advice of relevant sponsors before applying for an interruption and should in all cases seek permission as soon as the requirement for the interruption becomes apparent.

## **10. Changes to the Nature of the Programme**

Permission for significant changes to the nature of the research to be undertaken must be sought by the supervisory team with the agreement of the student. Where appropriate, students and supervisors should seek the advice of relevant sponsoring body before making such changes.

## **11. Thesis Submission**

- a) Notice to submit a Professional or Engineering Doctorate thesis shall be made on the prescribed form not less than two months and not more than six months before submission.
- b) If a thesis is not submitted before the end of the programme or period of approved extension, the student's candidacy automatically lapses and the student cannot subsequently submit, unless further approval is granted by the University.
- c) If a student wishes to submit a thesis more than 3 months before the completion of their Professional or Engineering Doctorate programme (or 6 months if part-time) they will require the permission of the supervisory team and the University.

## 12. Registration and Fees

Subject to individual programme requirements, a student can register for a Professional or Engineering Doctorate in September, January, April, or July and must re-register at the same time annually unless a change to this conventional pattern results from an approved period of interruption. Appropriate fees are payable annually during the prescribed duration of the programme and for each period of approved extension of the thesis submission deadline.

## 13. Content and Length of Thesis

- a) Candidates shall submit two copies of a thesis embodying the results of the research undertaken during the programme. The thesis may embody reprints of published material, must be free from restrictions on publication, and must be presented and bound in a satisfactory manner. The University shall have the right to retain both copies.
- b) Matter which has been included in a thesis or report submitted in support of a successful application for a degree or qualification of any university or professional or learned body must not be embodied in the thesis submitted for the degree, except that such matter:
  - (i) If unpublished, may be reported in sufficient detail to enable the work done during and for the purpose of the programme to be fairly evaluated; *or*
  - (ii) If published, may be mentioned for purposes of reference in the same way as publications by other workers.

In either case the fact of the previous submission of such matter must be made clear at all relevant points in the thesis.

- c) Work to be embodied in the thesis should be reported concisely. The normal maximum length is 50,000 words (EdD, DEdPsy, DCouns, ClinPsyD, DAppEdPsy) or 80,000 words (EngD) of main text (including footnotes or endnotes).
- d) All theses must be written in English; quotations, however, may be given in the language in which they were written.
- e) All theses should be submitted in accordance with the information set out in the University's Regulations for the Presentation of Theses and Dissertations.

## 14. Examination

- a) The candidate shall be required to attend an oral examination on the subject of the thesis and matters relevant thereto. The candidate may also be required by the examiners to undergo a written or other examination. The oral examination shall be attended by the candidate and the examiners. The examiners may, at their discretion and subject to the agreement of the candidate, invite the candidate's supervisors to attend an oral examination as silent observers and to answer questions put



directly to them. If requested in writing by the candidate, an open invitation shall also be issued for the attendance of additional appropriate members of the University, for example, teaching staff and other postgraduate students. If such an invitation is issued, all attendees shall be required to give a prior undertaking in writing to maintain confidentiality in respect of the subject matter of the thesis, and in relation to any matters relevant thereto which may arise during the course of the examination.

- b) Each candidate shall be examined by two or more examiners of whom at least one shall be an external examiner. The appointment of examiners shall proceed in accordance with the policy set out in the University's Notes for the Guidance of Examiners.
  - c) After examining the thesis presented by a candidate and considering the results of any oral or written examination which they have conducted, the examiners, at their discretion, shall make one of the following recommendations:
    - (i) That the candidate be awarded the Professional or Engineering Doctorate with no corrections to the thesis being required.
    - (ii) That the candidate be awarded the Professional or Engineering Doctorate subject to minor corrections being made to the thesis.
    - (iii) That the candidate be invited to revise and resubmit the thesis for the Professional or Engineering Doctorate. A candidate will be permitted to resubmit on only one occasion. A fresh examination of the thesis, normally by the original examiners, is required and may include further oral examination.
    - (iv) That the candidate be awarded the degree of MPhil.
    - (v) That the candidate be awarded the degree of MPhil subject to minor corrections being made to the thesis.
    - (vi) That the candidate be invited to revise and resubmit the thesis for the degree of MPhil. A candidate will be permitted to resubmit on only one occasion. A fresh examination of thesis, normally by the original examiners, is required and may include further oral examination.
    - (vii) That no award be made to the candidate and no resubmission be permitted.
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