

In collaboration with



The Tavistock and Portman 
NHS Foundation Trust

Professional Doctorate Thesis

2013/2014 Academic Year

Doctoral Thesis

Minimum duration of study

(from registration to completion): 30 months (part-time) / 24 months (full-time)

Maximum duration of study

(from registration to completion): 60 months (part-time) / 30 months (part-time)

Credit Weighting: 300 credits (D10D; D60; D50; M80)

380 credits (M10)

FHEQ Level: Level 8

Please note that full information and guidance relating to your doctoral thesis can be found on the Postgraduate Research web-pages: <http://www.tavistockandportman.ac.uk/PostgraduateResearchDegrees>. These include information about all processes and procedures associated with registration and registered students.

Introduction

There are several processes related to the Research Phase of your course. Before you can carry out your research or write your thesis, you must Register your research proposal with the Tavistock and with the University of East London. This includes gaining any relevant ethical approval needed. For more information about the registration process, please click [here](#). For more information about gaining ethical approval, please click [here](#).

In addition, you must participate in an annual review, which takes place in the Summer Term. You must successfully complete an annual review before you can re-enrol on your course. For more information about Annual Reviews, please click [here](#).

Learning Outcomes

The following learning outcomes relate to all doctoral awards. A student who gains a doctoral degree will normally be expected to have:

1. created and interpreted new knowledge, through original research, or other advance scholarship, of a quality to satisfy peer review, which extends the forefront of the discipline and merits publication;
2. systematically acquired an understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice;
3. the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline and to adjust the project design in the light of unforeseen problems;
4. a detailed understanding of applicable techniques for research and advanced academic enquiry;

5. an ability to make informed judgements on complex issues in specialist fields, often in the absence of complete data, and be able to communicate their ideas and conclusions clearly and effectively to specialist and non-specialist audiences;
6. an ability to continue to undertake pure and/or applied research and development at an advanced level, contributing substantially to the development of new techniques, ideas, or approaches;
7. the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and largely autonomous initiative in complex and unpredictable situations, in professional or equivalent environments.

Assessment

This is the assessment you must complete to meet the Learning Outcomes listed above.

Type of Assignment:	Word count or other distinctive feature	Learning Outcomes assessed	Weighting of the assessment
One Thesis Supported by a viva voce examination of approximately 45-90 minutes	40,000-60,000 words	1-7	100%

Please note that the word count does not include ancillary documentation such as transcripts, appendices, bibliographies or footnotes / endnotes.

Assessment Guidance

Six months before you are ready to submit your thesis, you must complete your examination arrangements application. For information about examination arrangements, please click [here](#).

Thesis

When you submit your thesis for examination, it should be submitted in a temporary bound form such as perfect-binding (perfect-binding is a method of binding single pages by gluing them together on the spine of the document), which is sufficiently secure to ensure that pages cannot be added or removed.

Material must be arranged in the following sequence:

Preliminaries:

- Title page (see specimen title page)
- Abstract (no more than 300 words)
- Declaration (optional)
- Table of contents, including subsections
- List of tables, figures, illustrations etc. (if any)
- List of accompanying material (if any)
- Definitions (if any, being a list of definitions of any terms specific to the work)
- Abbreviations (if any)
- Acknowledgements

- Dedication (optional)

Main thesis text:

- Introduction and main text, divided into chapters, sections and subsections
- References and bibliography
- Appendices (if any)
- Glossary (if any)

The final version of the thesis (i.e. that which is submitted after successful oral examination and any amendments) must observe the following conventions: *(taken from the Trust-UEL Research Degrees Regulations)*

- a) The thesis should be presented in English, unless you have special permission to present in another language.
- b) Double or one-and-a-half spacing must be used in typescript except for indented quotations or footnotes where single spacing may be used;
- c) Pages shall be numbered consecutively through the main text including photographs and/or diagrams which are included as whole pages and any lists of tables, prefaces etc. Page numbers shall be located centrally at the bottom of each page, approximately 10mm above the edge. The preliminary sections should be numbered in lower case Roman numerals (starting at i), and the text of the thesis itself in Arabic numerals (starting at 1). (For more detailed issues relating to numbering refer to the relevant Section of the International Organisation for Standardisation specification No. ISO 7144:1986);
- d) Margins shall be 40mm on the left hand side and 20mm on the right hand side and the top and bottom margins.
- e) The page size shall normally be set to A4.
- f) The page format should normally be set to portrait
- g) The font should be set to Times New Roman or Ariel, in 12pt font size.
The title page of the thesis shall give the following information:
 - the full title of the thesis;
 - the full name of the author;
 - the full title of the award for which the degree is submitted in partial fulfilment of our University's requirements;
 - that the degree is awarded by our University;
 - the month and year of submission for the viva examination.
- i) Must be submitted in PDF/A format.

Oral Examination (Viva Voce)

The viva voce normally takes between 45 and 90 minutes, although there are no official time-parameters around the length of time.

The aim of the viva voce process is to satisfy the examiners that; the thesis presented by you is your own original work; that you have a good command of the subject area and that your thesis represents an original contribution to knowledge.

The examination is the method of assessing the thesis and is not in and of itself an

assessment.

Assessment Criteria

When the examiners receive your thesis, they are asked the following questions relating to the thesis:

- Does the thesis represent a significant contribution to knowledge through the discovery of new information?
- Does the thesis represent a significant contribution to knowledge through original thought?
- Is the presentation of the thesis satisfactory?
- Is the abstract of the thesis satisfactory?
- In the case of a student whose research programme is part of a collaborative project, does the thesis clearly indicate:
 - The individual contribution?
 - The extent of the collaboration?
- Is the thesis of a sufficient standard for the oral examination to proceed?

At the viva voce examination, the examiners are asked the following questions:

- Are you satisfied that the thesis presented is the student's own work?
- In the case of a student whose research programme is part of a collaborative group project, did the oral examination demonstrate that the student's own contribution is worthy of the award?

After the examination, the examiners can recommend the following outcomes:

- The student be awarded the degree
- The student be awarded the degree subject to minor amendments being made to the submission which, in the judgement of the examiners, can be reasonably completed by the student within three months of the date of notification in writing. These will be typographical, spelling or grammatical amendments, or adjustments and additions that do not substantively alter the argument or structure of the thesis
- The student be permitted to re-submit for the degree following substantial amendments being made to the submission within twelve months of the date of the notification in writing. The subsequent re-examination may be with or without oral re-examination
- The student be offered a Master's Degree, Master of Professional Studies, Postgraduate Certificate or Postgraduate Diploma where provision for such awards is made in the programme specification and the student has passed the relevant modules
- That the student not be awarded the degree and not be permitted to be re-examined

You must make sure that you comply with the Trust's requirements on assessment, including plagiarism and confidentiality. **If you do not comply you may fail the unit.**

For referencing style advice, please go to the Library and Learning Services referencing webpage here: <http://www.uel.ac.uk/lis/support/harvard/>

Learning and Teaching

In the registered phase of your course, you are an independent researcher which means that there are no taught units attached to this phase of the course. However, there are research seminars that you are encouraged to attend as part of your on-going development.

You will also be allocated a minimum of two supervisors as part of the process of registration. The 1st supervisor (Director of Studies) will be employed by the Trust, Associate Centre or UEL. The 2nd supervisor (and 3rd supervisor) can be external to the institution, and you have the opportunity to request people that you feel would be knowledgeable in the area of your research.

4. Resources

4.1 Library

The Tavistock Library is a leading mental health library recognised both nationally and internationally for its specialist collection and is open to all registered students and trainees whilst they are studying at the Trust. It is located on the ground floor of the Tavistock Centre and on the web at www.tavi-port.org/library

Opening hours are from 9am – 9pm Monday – Thursday and 10am – 6pm Friday during term time. Reduced hours apply during the vacation periods and are advertised on the website.

Staff can be contacted directly by telephone 020 8938 2520 or e mail library@tavi-port.org Users have 24/7 electronic access to all of the library's electronic resources.

4.2 USB sticks

For the purposes of security and confidentiality only Tavistock and Portman issued USB sticks can be used on Tavistock and Portman computers. This includes all the computers in the library. External USB sticks will not work, which means that any course work completed on a computer in the building can only be saved on a special issue USB stick. Before your new USB stick will work you must go online and complete a few simple steps to activate it. Instructions for activating your USB stick can be found on the Moodle home page.

Every new student will receive a Tavistock and Portman USB stick at enrolment day. If you haven't received your USB stick by the time your course begins you will be able to collect one from your course administrator.

4.3 IT facilities

The Library has impressive e-resources, which can be accessed via your moodle page anywhere in the world. For more information about the library, please go to the Library page on Moodle (login and click on the Library tab at the top)

Computing and printing facilities are available in the library. All library computers have Internet access and Microsoft Office software.

In addition, we also have free WiFi onsite so you can use your own laptops, tablets or phones on our WiFi. To connect, follow these simple instructions:

- 1) Select 'Tavi_Guest2' on the wifi connections list.
- 2) Open internet explorer

- 3) Click on 'forgotten password'
- 4) Click on 'I don't have an account'
- 5) Register
- 6) Username is usually the email address you registered with, and password is generated once you register.

5 Student Support

5.1 Tutorials

The arrangements for academic guidance and tutorial support have been organised to reflect the needs of our predominantly professional, part-time and mature student body. The support offered is in line with our curricular structure and the teaching, learning and assessment methods embodied in courses.

You will have a personal tutor who meets with you regularly to discuss your progress. The tutors will explore your response to the varied elements of the course, provide informed feedback on your progress and discuss any difficulties. This could include management of work-load in connection with personal and professional responsibilities, the impact of learning about psychological disturbance on your own life and work and anxieties about the assessment requirements, especially about written work if you are a non-graduate or have not undertaken other courses recently.

Tutorials are held at least termly, these are arranged in advance and are for set times of either half an hour or an hour. Extra tutorials can be arranged if needed. Some courses have a requirement for you to engage in personal therapy. The tutor's function is somewhat different if you are in therapy, and tact is required to work out appropriate boundaries. In most courses, however, you will turn to the tutor for the emotional support required by the nature of your demanding professional work and the course content. Personal tutors also provide guidance on career plans, references as requested and advice about job interviews. Your personal tutor is assigned to you at the start of your course

5.2 Moodle

Moodle is a Virtual Learning Environment (VLE) used by The Tavistock & Portman to support your studies during our time with us. Moodle is an online platform, similar to a website, where you will find a page dedicated to your particular course with useful information on the course structure and timetables as well as course materials and access to readings. Additionally, you will have access to information on student policies and regulations, Library resources and other news and events available within the trust. For more information, contact your Course Administrator or e-mail us on etavisupport@tavi-port.nhs.uk.

5.3 The Code of Practice and Regulations

Please note that the Trust follows the Code of Practice for Postgraduate Research Degrees, and regulations strictly to ensure the fair treatment of all students. For all our regulations including the Code of Practice, please go to the [UEL-Trust Postgraduate Research Degrees Webpages](#).

5.4 Your Voice in the Learning Environment

The Trust takes the opinion of students very seriously and we provide a number of methods to ensure your voice gets heard.

- **Student Representation on the Academic Governance and Quality Assurance Committee.** The Academic Governance and Quality Assurance Committee is responsible for reviewing and monitoring the academic and professional standards of all the Trust's training programmes. It has an important role in monitoring changes to courses and the development of new courses, as well as receiving and considering quality assurance policy and procedure documents of the Trust's University partners. If you are interested in becoming a rep on the committee or would like further information about the committee, please go to the Academic Governance and Quality Assurance Committees page on the Trust website. <http://www.tavistockandportman.ac.uk/qacomittees>
- **Course Committees.** The Trust holds at least two course committees per academic year for each course. A representative proportion of the student cohort are invited to these course committees. For terms of reference and membership please see the Academic Governance and Quality Assurance pages here: <http://www.tavistockandportman.ac.uk/qacomittees>
- **Student Surveys.** Although we realise that you do not want to be asked to complete too many surveys, we feel that this is a very valuable and helpful source of information for us. We take the results of the surveys extremely seriously and act upon the feedback that we gain from you in as meaningful a way as possible. This includes responding to issues relating to resources and services, teaching and learning and administration amongst other things. Please look out for posters relating to these, and we sincerely appreciate your participation in these.

The surveys we currently run or participate in are:

- The Trust Student Survey
- The Trust Professional Doctoral Research Degrees Survey
- The UEL Postgraduate Research Degrees Research Experience Survey (PRES)
- The National Postgraduate Research Degrees Survey

For more information about student surveys, please see the Academic Governance and Quality Assurance pages here:

<http://www.tavistockandportman.ac.uk/studentfeedback>

- **Tutorials.** Please see **section 5.1** for information about Tutorials.
- **The Course Organising Tutor.** If you have any queries, comments or suggestions relating to the design or delivery of the course, please feel free to contact your course organising tutor. Please see your course page on Moodle for more information about your course team.

5.5 The Complaints Procedure.

The Trust has a formal complaints procedure. Information about this complaints procedure including relevant documentation and requirements can be found on your course page on Moodle.

6 Assessment and submission dates

6.1 Assessment Regulations

In order for the Trust to ensure fairness and parity in assessment, we follow strict regulations and policies. This course is validated by the University of East London (UEL), and therefore the policies, regulations and procedures for the UEL apply.

Some policies relating to our UEL-Tavi courses have been specifically written by the Trust to be relevant to the Trust's unique academic portfolio. These policies go through a rigorous approval process both locally and at the UEL.

The regulations and policies cover areas such as plagiarism, academic appeals, extenuating circumstances, reasonable adjustments for students with disabilities, academic and professional misconduct, confidentiality, student feedback, complaints, the marking system, Assessment Boards and Award Boards amongst other important areas relating to assessment.

All the assessment regulations for 2013/2014 can be found on the Academic Governance and Quality Assurance web pages <http://www.tavistockandportman.ac.uk/policiesuel> and you can find a link to these pages on your course page on [Moodle](#).

It is extremely important for you to read and comply with these regulations in order to successfully complete the course. We encourage you to take the relevant regulations to your course tutor or to a member of the Quality Assurance and Enhancement team if you are unclear about anything contained within them, as it is your responsibility to ensure your assessment submissions comply with these regulations.

In the day-to-day context, whilst every endeavour will be made to provide the courses and services described in this handbook, the Tavistock and Portman NHS Foundation Trust reserves the right to make such changes as may be appropriate for reasons of operational efficiency or due to circumstances, including industrial action, which are beyond its control.

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