

# The Tavistock and Portman NHS Foundation Trust & the University of East London

## Regulations for D level modules in programmes and for Professional Doctorates (and associated awards)

It is expected that all other professional doctorate programmes will be completely within the framework by October 2011.

These regulations apply to all Tavistock –University of East London Professional Doctorates unless Academic Board has agreed an exemption as a result of Professional and Statutory Regulatory Body requirements

### Definitions and Explanations

- 1.1 A **unit** is a separate identifiable block of learning which is credit-rated, with credit allocated on the basis of 10 hours of study for each credit. Units are 20 credits in size (indicating 200 hours of student study).
- 1.2 A unique **unit level** is associated with each unit in a professional doctorate. This is level M or D, reflecting the level of achievement expected in order to pass (i.e. be awarded credit) in the unit. The regulations governing M level units are contained within *the agreed Tavistock – University of East London Academic Framework for M Level courses*.
- 1.3 A unit is a **prerequisite unit** for another unit if a student must have passed the prerequisite unit (i.e. been awarded credit) in order to study on the other unit.

- 1.4** A unit is a **precursor unit** for another unit if a student must register on the precursor unit (and remain registered for the duration of that unit) in order to study subsequently on the other unit.
- 1.5** A unit is a **co-requisite unit** with another unit if both units must be studied at the same time.
- 1.6** A unit has one or more **delivery modes**. These will be either 'on-campus' or by 'distance learning' or both. The delivery mode(s) must be designated at approval.
- 1.7** An **on-campus unit** is predominantly delivered on campus. A **distance learning unit** is predominantly delivered by distance learning.
- 1.8** A component of a unit is a separate part of a unit as identified in the unit specification. Whole number marks are awarded for each component of a unit. A standard unit may have one, two or three components. Double and treble units have a maximum of six and nine components respectively.
- 1.9** A **unit specification** specifies (amongst other matters)
- unit name
  - unit unique identifying code
  - unit credit value
  - the course programme to which the unit belongs
  - any prerequisites, precursors and co-requisites
  - unit learning outcomes
  - outline unit content details of the component assessments and their weightings
- 1.10** In order to study, be assessed, or be reassessed on a unit, a student must be **registered** on the unit. Provided a student has registered on a unit (and not subsequently been formally withdrawn from the unit), the student will be assessed at the next assessment point (for that mode of delivery) and (if the unit is not passed) reassessed on that unit at the next reassessment point (for that mode of delivery). Assessment or reassessment cannot be deferred.
- 1.11** Reassessment for all units will occur at the next course assessment board.

- 1.12** A taught D level unit for which a pass has neither been achieved at assessment nor at subsequent reassessment has been failed. If the unit is core to the course programme the student must withdraw from the programme.
- 1.13** A course **programme** leads to a university award.
- 1.14** A course **programme specification** specifies (amongst other matters)
- admission requirements for the course programme
  - the structure of the course programme
  - any particular conditions to be met (e.g. Professional and Statutory Regulatory Body requirements) for conferment of the relevant named award
- 1.15** A **core unit** for a course programme is a unit which a student must have passed (i.e. been awarded credit) in order to achieve the relevant named award. Core units are specified in the course programme specification.
- 1.16** An **option unit** for a course programme is a unit selected from a range of units specified in the course programme specification.

## **2. Professional Doctorates (and associated awards)**

**2.1** Credit is regarded as 'taught' or 'research' (the thesis/submittal)

### **2.2 Professional Doctorate**

A course programme leading to a Professional Doctorate consists of a minimum of 540 credits at level M or level D. This consists of

- a minimum of 360 credits at level D
- a maximum of 390 research credits at level D
- a minimum of 60 taught credits at level D
- a maximum of 180 credits at level M
- a minimum of 90 research credits at level D

### **2.3 Master of Professional Studies**

A course programme leading to a Master of Professional Studies consists of 240 credits at level M or D with a minimum of 120 credits at level D and a minimum of 60 dissertation credits at level M or D

### **2.4 Postgraduate Diploma**

A course programme leading to a Postgraduate Diploma consists of 120 credits at Level M or D

## **2.5 Postgraduate Certificate**

A course programme leading to a Postgraduate Certificate consists of 60 credits at Level M or D

## **2.6** Up to half of the credits for an award may be achieved through accredited or experiential learning.

It is not possible to claim accredited or experiential learning against the research stage of the course programme.

## **3. The Structure of Professional Doctorates**

### **3.1** Professional Doctorates consist of credit obtained through the study of units and through research

### **3.2** Credit obtained through research is governed by *the Tavistock - UEL Regulations for Postgraduate Research Degree Programmes* or, exceptionally, as agreed by Academic Board.

## **3.3 Units**

**3.3.1** Units composing Professional Doctorates consist of standard modules whose value is 20 credits (equivalent to 200 student study hours). Units can be composed of 40 or 60 or 80 credits. Units of 80 credits may extend over one academic year of three terms..

**3.3.2** A unit is allocated to a single level – level M or D.

**3.3.3** No unit can be a pre-requisite for another taught unit at the same level. One or more units may be specified as pre-requisites for the research stage of the course programme.

**3.3.4** The course programme specification will specify for each module within a course programme whether it is a core unit or an option unit for that course programme.

**3.3.5** A standard unit may be composed of one, two, or three components. Double and treble units have a maximum of six and nine components respectively.

### **3.4 Professional Doctorate Awards**

**3.4.1** A professional doctorate award is named. The name and abbreviation are agreed at (re)approval.

## **4. Professional Doctorate Study**

### **4.1 Student registration and study**

**4.1.1** A student must be registered on a unit in order to be assessed or reassessed on the module.

**4.1.2** Once a student has passed a unit the student may not register, be assessed or reassessed on the unit.

**4.1.3** A student may study up to 120 credits in any academic year as specified in the course programme specification..

### **4.2 Time Limits for Student Study**

**4.2.1** The time limit for completion of the research thesis/submittal part of a Professional Doctorate programme is as stipulated in the Tavistock-UEL Regulations for Postgraduate Research Degree Programmes or, exceptionally, as agreed by Academic Board.

**4.2.2** The time limit for completion of a course programme is eight years after first enrolment on the course programme.

### **4.3 Intermission**

**4.3.1** Depending on the timing of the research stage in the course programme intermission may comprise two distinct processes.

**4.3.2** A student may intermit from a course programme when undertaking taught modules only with the agreement of the course programme leader.

**4.3.3** During the intermitted period, which must be at least an academic term and can be up to one academic year and no more than two consecutive years no unit study may be undertaken. However all outstanding reassessment requirements should be undertaken or else the unit will automatically be regarded as not passed on reassessment.

**4.3.4** A student may intermit from a course programme when undertaking the research stage only with the agreement of university's Research Degrees Sub Committee (see The Tavistock –UEL Regulations for Postgraduate Research Degree Programmes).

**4.3.5** A student undertaking both taught units and research must follow the procedures in 4.3.2 **and** 4.3.4.

**4.3.6** An intermission extends the time limits for study on the unit and the course programme for the period of the intermission (unless prohibited by Professional and Statutory Regulatory Body requirements).

## **5. Admission to Professional Doctorate Programmes**

**5.1** Students are admitted in accordance with the admission requirements in the course programme specification of the approved course programme.

**5.2** Students may be admitted with advanced standing through the recognition of credit or the accreditation of experiential or certificated learning according to the University of East London Accreditation of Experiential Learning policy.

Up to half of the credits for an award may be achieved through accredited or experiential learning.

It is not possible to claim accredited or experiential learning against the research stage of the programme.

## **6. Assessment for Professional Doctorate Course Programmes**

### **6.1 Course Assessment Boards and Unit Assessment**

#### **6.1.1 Course Assessment Boards**

**6.1.1.1** Course Assessment Boards are responsible for:

- assuring the appropriate standards for units
- considering the performance of students on units

- confirming the marks achieved by students on units
- awarding credit for the achievement of students on units
- awarding credit for certificated and experiential learning
- noting Breaches of Regulations

**6.1.1.2** The Course Assessment Board considers all and only units within the course. The Course Assessment Board meets at the end of the academic year and in some cases more often.

### **6.1.2 Unit Assessment – D level unit**

(The regulations governing M level units are contained within the Tavistock-UEL Academic Framework for M Level courses)

6.1.2.1 In calculating the mark for a unit on the basis of the component marks, the final mark is calculated as a percentage with all decimal points rounded up to the nearest whole number.

**6.1.2.2** In order to pass a unit in the taught part of the course, a student must achieve a mark of 60% and also meet the component threshold marks.

6.1.2.3 For the purposes of passing a unit each component has a threshold mark of 50%. The threshold may be higher where there are Professional and Statutory Body requirements; this will be specified in the module specification.

### **6.1.3 Reassessment in a D level Unit Not Passed**

**6.1.3.1** Where a student does not achieve an aggregate of 60%, or does not achieve component threshold marks, the student is reassessed in the unit at the next reassessment point in all and only those components achieving a mark of less than 60%. Component marks of 60% or over are carried forward to reassessment.

- 6.1.3.2** The resubmission point will be the next Course Assessment Board.
- 6.1.3.3.** In determining whether a student has passed a unit on reassessment the calculation is based on the highest component marks achieved, whether in assessment or reassessment.
- 6.1.3.4** In order to pass a unit on reassessment a student must achieve an aggregate mark of 60% and achieve the component threshold marks. . If the unit is passed, the unit mark is capped at 60%.The actual mark achieved will be recorded on the student transcript
- 6.1.3.5** A taught D level unit for which a pass has neither been achieved at assessment nor at subsequent reassessment has been failed. If the unit is core to the course programme the student must withdraw from the course programme.

**6.1.4 Procedure in the event of illness or other valid cause (extenuating circumstances for taught modules)**

- 6.1.4.1** A student who believes that
- his/her performance in assessment or reassessment has been impaired, or
  - he/she was unable to attend for an assessment or reassessment, or
  - he/she was unable to submit assessed or reassessed work by the scheduled date
- due to illness or other valid cause (as defined in the Procedures Governing Extenuating Circumstances), may submit an application for extenuation for the relevant unit to the Course Assessment Board. Such applications will only be considered if the applicant has followed prescribed procedures, which can be found in the Procedures Governing Extenuating Circumstances.



**6.1.4.2** If the Course Assessment Board grants extenuation for a unit , the outcome is as follows:

- any mark achieved for the relevant unit(s) (including 0 for non-attendance at assessment or non-submission of assessed work) is ignored
- the Course Assessment Board will not consider the unit result until after reassessment
- the student will be reassessed, in the extenuated unit(s) only, in time for the next point of assessment
- no other units will be reassessed
- the course assessment board will consider the unit result after reassessment
- the mark achieved for the unit will not be capped

This has the effect of restoring the student, with respect to uncapping, to the position that the student would have been in, had the extenuating circumstance not occurred

**6.1.4.3** Once a unit has been capped extenuation does not uncap the unit

## **6.2 Conferment of Award for Completion of a Course Programme**

**6.2.1** Academic Board will confer an award on a student on completion of a course programme at the first occasion at which the student is eligible for the award.

**6.2.2** Where a student has withdrawn from, or is discontinued on, a course programme and has not transferred to another UEL programme, the relevant School Award Board will confer the highest taught credit award for which the student is eligible.

**6.2.3** School Award Boards are responsible for:

- awarding credit to students on units passed by compensation (see 6.2.4)
- formally implementing the decisions of the Course Assessment Board on extenuation

- noting credits achieved on the basis of accredited learning
- noting Breaches of Regulations on taught modules

6.2.3.1 Each School will have one Award Board which meets following Field Boards at the end of Semester A, at the end of Semester B and at the end of the summer reassessment period.

## **6.2.4 Compensation**

6.2.4.1 A student is awarded a compensated pass in a unit by a Course Assessment Board and awarded credit provided that:

- the unit is a 20 credit option unit
- the student has been awarded UEL credits for all other units on the course programme
- the student has both attained at least 55% in the case of a D level unit or 45% in the case of an M level unit to be compensated
- the unit is not specified as non-compensatable in the course programme specification as an award-specific requirement

## **6.2.5 Aegrotat and Posthumous Awards**

6.2.5.1 These may be conferred in accordance with the university's *Manual of General Regulations*

## **6.2.6 Award Name**

6.2.6.1 In order to qualify for a named award the student must have been enrolled on the course programme and satisfied the course programme specifications associated with that named award.

## **6.2.7. Discontinuation of a student on a programme**

6.2.7.1 A student cannot continue on a course programme if the student has not achieved a

pass in the reassessment of a core unit for the course programme.

**7. Unit Programmes - General**

**7.1** These regulations do not restrict penalties imposed for Breaches of Regulations.

## **Appendix A**

### **Assessment Board Membership**

#### **Course Assessment Board**

Dean of School or senior nominee i.e. Principal Lecturer or above (Chair)

Course Organising Tutor

Unit/Seminar Leaders

Course External Examiners