

## Definitions

- 4.1 *Programme specification*: the definitive published programme documentation.
- 4.2 *Relevant committee*: the committee empowered for the purpose concerned by the Academic Board.
- 4.3 *Postgraduate research degree*: a postgraduate programme comprising a research component (including a requirement to produce original work) which is larger in terms of student effort than any accompanying taught component.

## General

- 4.4 The professional doctorate awards of York St John University are set out in the [General Regulations for Awards](#).
- 4.5 Professional doctorates are research degrees that contain taught components. The taught components may form different percentages of the overall degree however, the research component will always be larger.
- 4.6 Professional doctorate awards conform to requirements set out in the [Credit Framework for York St John University Awards](#) as approved by Academic Board. Additional requirements or variations are set out in the relevant [programme specification](#).
- 4.7 Other than where specified within these regulations, professional doctorate awards are subject to the application of the [General Regulations for Awards](#).
- 4.8 Programmes of study leading to professional doctorate awards may be offered on a full-time or part-time basis within the periods of enrolment specified in these regulations (see [Periods of Study](#) below).
- 4.9 Detailed information on professional doctorate awards is set out in the relevant [programme specification](#), the [Code of Practice for Research Degrees](#), the Research Degrees Handbook, and other supporting documentation and handbooks.

## Admission

- 4.10 Entry requirements for professional doctorate awards are set out in the [Admissions Policy](#), the [Code of Practice for Research Degrees](#) and supporting web-based information at the time of application.
- 4.11 Recognition of Prior Learning may be approved in accordance with the Recognition of Prior Learning Policy. Detailed information on accreditation of prior learning is set out in the Admissions Policy.
- 4.12 Applicants whose first language is not English must demonstrate sufficient competence in English as specified by the University. Current English language requirements for professional doctorate awards are set out in the [Admissions Policy](#), the [Code of Practice for Research Degrees](#) and supporting web-based information.
- 4.13 Applicants for programmes of study leading to professional doctorate awards recognised for inclusion in the relevant professional register may be required to demonstrate fitness to practise on entry to the University or approved partner institution.
- 4.14 All formal offers of admission to the University are made by the University's Admissions teams. Offers of admission set out any conditions to be met. No other communication is regarded as a formal offer of admission.

- 4.15 A student who has been awarded a professional doctorate award on completion of one programme of study may not present for a second time for the assessment for the same programme of study or for another programme of study where one-third or more of the second programme of study comprises of modules presented for the first programme of study.
- 4.16 Where a student's enrolment has been withdrawn (enforced withdrawal) by the University, re-admission to the same subject as previously studied will not normally be permitted. Students seeking admission to study a different subject can do so after two years have passed from the enforced withdrawal of their enrolment.
- 4.17 Where a student has a debt to the University, re-admission will not normally be permitted. This is also the case where a student's debt has previously been written off by the University on compassionate or similar grounds but where there is no evidence of ability to pay the necessary fees for a new enrolment.

## Periods of study

- 4.18 The standard periods of study for professional doctorate awards are as follows:

Award	Full-time study	Part-time study
Professional Doctorate	n/a	6 calendar years
Doctor of Education	n/a	6 calendar years
Doctorate of Counselling Psychology	3 calendar years	n/a

\* Where specified in a [programme specification](#), the duration of a programme of study may vary from the standard period.

## Enrolment and engagement

- 4.19 An entrant for a professional doctorate award must enrol as a student at York St John University or approved partner institution, paying the prescribed fees. Students enrol for a specified programme of study and for all the associated modules as specified in the regulations for that programme. Students are responsible for ensuring that they are correctly enrolled for their programme of study.
- 4.20 During prescribed periods of study, students must attend regularly and participate in all activities and assessment prescribed for the programme of study as directed. Expectations of the time commitment required are as follows (this includes relevant professional activities including fieldwork and conferences, for example):
- Full-time: a minimum of 40 hours per week for 45 weeks per year
  - Part-time: a minimum of 20 hours per week for 45 weeks per year
- 4.21 Students must be in attendance at the University or approved partner institution throughout each designated programme of study for programmes delivered on site and may not absent themselves except at weekends and when the university is closed. For programmes delivered on a part-time or on a distance learning basis, students are required to attend or participate as set out in the individual programme regulations.
- 4.22 A professional doctorate student may not be enrolled simultaneously for another programme of study either at York St John University or at another higher education provider, except with the express permission of the *relevant committee*.
- 4.23 Continued enrolment is conditional on satisfactory progress being maintained by the student within the time periods specified in these regulations. Persistent absence, failure to make satisfactory progress or failure to meet other specified requirements – such as those relating to academic integrity and ethical approvals (see Academic integrity and ethical approval below) – may lead to enforced withdrawal by the University. Detailed information is set out in the [Programme Engagement Regulation](#) and the [Student Engagement Policy](#).

- 4.24 Students who are absent through illness must communicate their absence promptly, providing medical evidence as required. Exceptionally, the [Fitness to Study Policy](#) and procedure may be used by the University to seek a review of a student's continuing ability to remain enrolled for a programme of study on health grounds.
- 4.25 Continued enrolment for students on programmes of study leading to professional doctorate awards recognised for inclusion in a relevant professional register is subject to ongoing fitness to practise requirements. These are set out in the [Fitness to Practise Policy](#) and procedure.
- 4.26 All professional doctorate students are assigned to a supervisory team that meets University supervisory eligibility criteria. It is not necessary for the supervisory team to be in place for the whole of the student's enrolment but should be agreed before completion of the taught portion of the professional doctorate award. Decisions regarding the allocation of supervisory teams are made by the *relevant committee*. Within each team, a main supervisor is designated and is responsible for monitoring student progress. The responsibilities of supervisors are set out in the [Code of Practice for Research Degrees](#).
- 4.27 Students awaiting examination are permitted to remain enrolled until the examination has taken place. Enrolment status beyond initial examination is determined following the consideration of the examiners' recommendation.

## Assessment

- 4.28 Assessment for the taught portion of the professional doctorate award is subject to the [Regulations for Taught Postgraduate Awards](#); and for the research portion by the [Regulations for Research Degree Awards](#). Due to the nature of its assessment, all components of the Doctorate of Counselling Psychology are subject to the [Regulations for Taught Postgraduate Awards](#) but is still classed as a research award.

## Progression

- 4.29 Students must make satisfactory progress during their programme of study. Students who are not making satisfactory progress (relating to engagement, the submission of assessed work or achievement in assessment) may be subject to the Support to Study Policy set out in the [Code of Practice for Assessment](#) or the [Unsatisfactory Academic Progress Procedure](#). These may ultimately result in enforced withdrawal of enrolment from the programme of study.
- 4.30 Progression requirements for professional doctorates are set out in the [Code of Practice for Research Degrees](#) and the associated procedures relating to progress monitoring and transfer. Recommendations regarding progression and transfer are reached on the basis of periodic reviews carried out in accordance with these procedures and considered by the *relevant committee*.
- 4.31 Subject to the provisions of the relevant [programme specification](#), students who have not met the award requirements for a professional doctorate award may be deemed to be eligible for an exit award as defined within the programme specification, provided that they have met the requirements of that award. A student who has been granted an exit award in such circumstances and has exhausted all assessment opportunities as specified in the regulations is not normally permitted to progress to a further attempt at the higher award.

## Availability of awards

- 4.32 Students who have passed the assessments for the specific programmes leading to professional doctorate awards and in conformity with the rules for award approved by Academic Board, and set out under the [Eligibility for Awards](#) section, may be awarded one of the following:

Award
Professional Doctorate
Doctor of Education
Doctorate of Counselling Psychology
An exit award, listed in the programme specification and covered by the <a href="#">Regulations for Taught Postgraduate Awards</a> or the <a href="#">Regulations for Research Degree Awards</a> .

## Eligibility for awards

- 4.33 Students are eligible for a professional doctorate award when they have:
- Fulfilled specified enrolment requirements, including the payment of relevant fees; **and**
  - Satisfied the examiners that their achievements are of sufficient merit, through:
    - Presentation of a thesis (or body of creative practice and written submission, in the case of an approved practice-led route) on the subject of their research in accordance with the University's specified requirements and which contains evidence of originality and independent critical ability and matter suitable for publication; **and**
    - For awards other than the Doctorate of Counselling Psychology, presenting themselves for oral examination and other such tests as the examiners may prescribe; **and**
  - Attempted all modules specified for the programme of study in the programme specification; **and**
  - Been awarded the required credits at the appropriate level:
    - For the **Professional Doctorate**: 180 credits at level 8 (Stage 1), plus a pass in Stage 2 of the programme
    - For the **Doctor of Education**: 180 credits at level 8 (Stage 1), plus a pass in Stage 2 of the programme
    - For the **Doctorate of Counselling Psychology**: 540 credits at level 8
    - For any exit award, as specified in the [Regulations for Taught Postgraduate Awards](#) or the [Regulations for Research Degree Awards](#); **and**
  - Fulfilled any additional requirements as specified in the [programme specification](#), and in particular must have passed all modules designated as compulsory for award; **and**

## Appeals

- 4.34 Students enrolled for professional doctorate awards may appeal decisions relating to their enrolment status, progression or award. Full details and the procedure to be followed are set out in the [Appeals Procedures](#).

## Access, copyright and intellectual property

- 4.35 Access, copyright and intellectual property are subject to the [Regulations for Research Degree Awards](#) and the [Intellectual Property Policy](#).

## Academic integrity and ethical approval

- 4.36 Students enrolled for professional doctorate awards must meet university requirements relating to academic integrity (set out in the [Code of Practice on Research Integrity](#)) and ethical approval (set out in the [Research Ethics Policy](#)). The University's expectations of students and its policy and procedure for investigating allegations of academic misconduct are set out in the [Research Misconduct Policy and Procedure](#).
- 4.37 Academic misconduct in assessments submitted for taught modules may be handled using the [Academic Misconduct Policy and Procedure](#).

## Variations

- 4.38 Any change to these regulations needs the explicit approval of the Academic Board.
- 4.39 Any variation to these regulations for an individual student needs the prior express permission of the *relevant committee*.

Associated links:	<a href="https://www.yorksj.ac.uk/policies-and-documents/regulations/">https://www.yorksj.ac.uk/policies-and-documents/regulations/</a> <a href="https://www.yorksj.ac.uk/programme-specifications/">https://www.yorksj.ac.uk/programme-specifications/</a> <a href="https://www.yorksj.ac.uk/policies-and-documents/research/research-degrees/">https://www.yorksj.ac.uk/policies-and-documents/research/research-degrees/</a> <a href="https://www.yorksj.ac.uk/policies-and-documents/admissions/">https://www.yorksj.ac.uk/policies-and-documents/admissions/</a> <a href="https://www.yorksj.ac.uk/students/policies-and-documents/fitness-to-study-and-fitness-to-practise/">https://www.yorksj.ac.uk/students/policies-and-documents/fitness-to-study-and-fitness-to-practise/</a> <a href="https://www.yorksj.ac.uk/policies-and-documents/appeals-and-complaints/">https://www.yorksj.ac.uk/policies-and-documents/appeals-and-complaints/</a> <a href="https://www.yorksj.ac.uk/policies-and-documents/research/ethics-and-integrity/">https://www.yorksj.ac.uk/policies-and-documents/research/ethics-and-integrity/</a> <a href="https://www.yorksj.ac.uk/policies-and-documents/code-of-practice-for-assessment/">https://www.yorksj.ac.uk/policies-and-documents/code-of-practice-for-assessment/</a>
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## Version control statement

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5	Addition of recognition of prior credit per course. Addition of re-admission after termination of enrolment or withdrawal. Numbering updated.	24/06/2020	Academic Board
6	Update to reference Doctor of Education Update to remove the restriction to readmittance that prevented students who withdraw from the University being readmitted	29/06/2022	Academic Board
7	Updated to clarify professional doctorate degrees are research degrees with taught components	28/06/2023	Academic Board
8	Definition of research degree added. Updated to refer to the 'Admissions Policy' for 'Recognition of Prior Learning'. Terminology updated from 'termination' to 'enforced withdrawal'. Updated reference to 'Attendance Regulation' to 'Engagement Regulation'. Amendment to the standard period of study for professional doctorate awards to reflect where there is no full-time option available.	26/06/2024	Academic Board