

## 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.

## General

- 4.3 The professional doctorate awards of York St John University are set out in the [General Regulations for Awards](#).
- 4.4 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](#).
- 4.5 Other than where specified within these regulations, professional doctorate awards are subject to the application of the [General Regulations for Awards](#).
- 4.6 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).
- 4.7 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

- 4.8 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.
- 4.9 Entrants to a programme of study leading to a professional doctorate award of York St John University may be eligible for consideration under the University's policies and procedures for accreditation of prior experiential learning, and credit accumulation and transfer from study at York St John University or other approved educational establishments. The maximum amount of prior credit which a student may claim towards a York St John University professional doctorate award is as follows:

Award	Maximum prior credit or accredited prior experiential learning	Credit that must be studied on a York St John University Programme
Professional Doctorate	90 credits	90 credits at Level 8 Stage 1 plus Stage 2 of the programme

- 4.10 Detailed information on accreditation of prior learning is set out in the Policy for Recognition of Prior Learning.
- 4.11 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.
- 4.12 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.

- 4.13 All formal offers of admission to the University are made by the University's Admissions team. Offers of admission set out any conditions to be met. No other communication is regarded as a formal offer of admission.
- 4.14 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.
- 4.15 Re-admission to students who have had their programme of study terminated by the University, who have withdrawn from the University and are seeking admissions to the same subject as previously studied, or who have a debt to the University will not normally be permitted. Students seeking admission to study a different subject can do so after two years have passed from their termination or withdrawal.

## Periods of study

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

Award	Full-time study	Part-time study
Professional Doctorate	3 calendar years	6 calendar years

## Enrolment and attendance

- 4.17 An entrant for a professional doctorate award must enrol as a student of 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.
- 4.18 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
- 4.19 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.
- 4.20 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*.
- 4.21 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 termination of enrolment. Detailed information is set out in the [Programme Attendance Regulation](#) and the [Student Attendance Policy](#).
- 4.22 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.
- 4.23 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.

- 4.24 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](#).
- 4.25 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

- 4.26 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](#).

## Progression

- 4.27 Students must make satisfactory progress during their programme of study. Students who are not making satisfactory progress (relating to attendance, the submission of assessed work or achievement in assessment) may be subject to the [Standards Review Procedures](#) or the [Unsatisfactory Academic Progress Procedure](#). These may ultimately result in termination of enrolment from the programme of study.
- 4.28 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*.
- 4.29 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 interim award as defined within the programme specification, provided that they have met the requirements of that award. A student who has been granted an interim 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

- 4.30 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
<ul style="list-style-type: none"> <li>• The Professional Doctorate</li> </ul>
<ul style="list-style-type: none"> <li>• 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>.</li> </ul>

## Eligibility for awards

- 4.31 Students are eligible for a professional doctorate award when they have:
- a) Fulfilled specified enrolment requirements, including the payment of relevant fees;
- and**

b) 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**
- Presenting themselves for oral examination and other such tests as the examiners may prescribe.

**and**

c) Attempted all modules specified for the programme of study in the programme specification;

**and**

d) Been awarded the required credits at the appropriate level;

- For the **Professional Doctorate**: 360 credits at level 8, and at least 150 credits at level 7
- For any interim award, as specified in the [Regulations for Taught Postgraduate Awards](#) or the [Regulations for Research Degree Awards](#)

**and**

e) Fulfilled any additional requirements as specified in the [programme specification](#), and in particular must have passed all modules designated as compulsory for award;

**and**

f) Achieved a classification average, determined across all modules contributing to award calculated in accordance with the classification rules approved by the Academic Board, which is at least the pass mark specified for professional doctorate awards.

## Appeals

4.32 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

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

## Academic integrity and ethical approval

4.34 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](#).

4.35 Academic misconduct in assessments submitted for taught modules may be handled using the [Academic Misconduct Policy and Procedure](#).

## Variations

4.36 Any change to these regulations needs the explicit approval of the Academic Board.

4.37 Any variation to these regulations for an individual student needs the prior express permission of the *relevant committee*.

Associated links: <https://www.yorksj.ac.uk/policies-and-documents/regulations/>  
<https://www.yorksj.ac.uk/course-documents/>  
<https://www.yorksj.ac.uk/policies-and-documents/admissions/>  
<https://www.yorksj.ac.uk/policies-and-documents/research/research-degrees/>  
<https://www.yorksj.ac.uk/schools/school-admin/reporting-absence/>  
<https://www.yorksj.ac.uk/ssr/policies-and-regulations-/fitness-to-study/>  
<https://www.yorksj.ac.uk/ssr/policies-and-regulations-/fitness-to-practise-/>  
<https://www.yorksj.ac.uk/ssr/policies-and-regulations-/standards-review/>  
<https://www.yorksj.ac.uk/ssr/policies-and-regulations-/appeals-and-complaints-/>  
<https://www.yorksj.ac.uk/policies-and-documents/research/ethics-and-integrity/>  
<https://www.yorksj.ac.uk/ssr/policies-and-regulations-/academic-misconduct/>

## Version control statement

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5	Addition of recognition of prior credit per course. Addition of re-admission after termination or withdrawal. Numbering updated.	24/06/2020	Academic Board