



## UCL Academic Manual 2015-16

### Chapter 8: Derogations and Variations

# Doctor of Public Administration Regulations

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The following regulations apply to students enrolled on Doctor of Public Administration programmes at UCL. Staff and Students should also refer to the Research Degrees guidance pages of the UCL Academic Manual.

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# 1 Admissions

## 1.1 Standard Qualifications for Admission

1. The normal minimum entrance qualifications for registration for the degree of Doctor of Public Administration is the award of a first or upper second class Honours degree, or equivalent overseas qualification, in an appropriate discipline.
2. Relevant postgraduate or policy experience may be acceptable where the first degree is a lower second-class Honours degree or equivalent overseas qualification.

## 1.2 Alternative Qualifications for Admission

1. Applicants possessing alternative qualifications may also be considered by UCL for registration.
  - i) An applicant who possesses a degree or overseas qualification of equivalent

## 2 Registration

### 2.1 Dual Registration

1. A student is not permitted to be formally registered for one programme of study at UCL at the same time as being formally registered (or re-sitting examinations) for another programme of study at UCL or any other Higher Education Institution.

#### **Further guidance**

1. Students can accept an offer of a place from UCL when they are still formally registered with another Higher Education Institution, or if they are re-sitting examinations. However, they may not formally register with UCL until they have completed their registration with another institution.

### 2.2 Initial Registration

1. Every student must complete enrolment as instructed within two weeks of the start of their research programme and must undertake to comply with the conditions of enrolment.
2. An applicant for registration is required to produce for inspection by UCL the original documentary evidence of their qualifications either before or at registration — i.e. the original diploma or certificate of the awarding body.

### 2.3 Exemption from Part of a Programme of Study

1. UCL may exempt from part of the programme of study of the DPA degree, research degree students who have commenced a programme of study for the DPA degree (or equivalent degree) of another university in the United Kingdom, provided that the programme of study followed at UCL is not less than one calendar year, or its equivalent in part-time study.

#### **Further guidance**

1. Applications for exemption should be made at the point of admission and are considered on a case-by-case basis.
2. The regulations and criteria for the Recognition of Prior Learning, including the types of prior learning that might be considered by UCL, are defined in the *UCL Academic Manual, Chapter 2: Qualifications and Credit Framework*.
3. Back-dated registration

- ii) There is evidence that the student has been fully supervised.
  - iii) There is a good reason provided explaining why the student was not formally registered from the requested start date.
4. If the back-dating is granted, regardless of the time period requested, the student should be aware that he or she is liable for tuition fees from the date of retrospective registration and that the date for submission of the thesis will be calculated from this date.

## 2.4 Course of Study

### 2.4.1 General

1. All research degree students are required to pursue a course of study prescribed by UCL.
2. A programme of study may require attendance at lectures and coursework as prescribed by UCL. A candidate's registration on a UCL programme will be dependent upon their continued satisfactory progress as determined by UCL.
3. All research students are required to use the [Online Research Student Log](#).
4. For more information about the Research Student Log and other requirements see the [Code of Practice for Graduate Research Degrees](#).

### 2.4.2 Doctor of Public Administration

1. The formal taught part of the DPA is comprised of the following elements:
  - i) 4 core modules (60 credits).
  - ii) 4 specialisation modules (60 credits before submission).
  - iii) Pilot study with 120 credits awarded upon successful completion of the MRes component (a research report of not less than 15,000 and no PHZOOEHEZD:ÇHN

## 2.5 Attendance Requirements

1. A programme must be pursued continuously except by special permission of UCL. Students must be in a position to meet all the requirements determined for their studies.
2. Students, whether full-time or part-time, are expected to centre their academic studies on UCL and their policy-oriented partner organisation. Students should ensure they are able to attend UCL in person for teaching and meetings as required by their supervisors.

## 2.6 Length of Programme

1. The length of the DPA is normally four calendar years of full-time study or six calendar years of part-time study.
2. Unless prior exemption from a part of the programme has been agreed, a student must be registered for at least two calendar years full time, or three calendar years

reasons. The need to take up or pursue employment during the programme will not normally be considered grounds for interruption of studies.

2. Interruption of study for a period in excess of two calendar years may be granted by the Chair of the Research Degrees Committee subject to the following conditions:
  - i) The period requested will be considered on an annual basis and will not exceed five calendar years from the date when the period of interruption starts;
  - ii) The date when the submission of the thesis falls due following resumption of study falls within ten years of the date of original registration;
  - iii) Written assurances that the research will still be valid are provided by the supervisor and/or the Head of Department, with supporting documentation.
3. The [Changes to your Registration](#) pages of the Current Students website provide further detail on the Interruption of Study procedure.

## 2.8 DPA Progression Point

1. Progression from the initial stage of the DPA degree to the final stage involves fulfilling academic requirements and a progression viva. This progression may be made not less than twelve months after initial registration for the DPA degree for full-time students, and not less than eighteen months after initial registration for the DPA degree for part-time students. A student who fails to achieve progression to the final DPA stage may, if all other conditions are met, be awarded an MRes degree as exit award.

## 2.9 Transfer Between DPA and MPhil/PhD

1. A student may, with the permission of UCL, transfer from the DPA degree to the MPhil/PhD degree, provided they have not entered for the examination of the DPA degree; or from the MPhil/PhD degree to the DPA degree provided they have not entered for the examination of an MPhil or PhD degree.
2. Students wishing to transfer from an MPhil/PhD to a DPA degree, or vice versa, should contact the [Student Centre](#).

## 2.10 Completing Research Status

### 2.10.1 General

1. All research students who have completed their approved period of registration may register as CRS students while they write up their theses. Transfer to CRS status is only permitted with the approval of a student's supervisor or other departmental authority.
2. CRS is permitted for a maximum period of one calendar year (full time) or two calendar years (part time). CRS registration cannot be interrupted; a student who is

prevented from submitting a thesis for reasons beyond his or her control may apply for an extension, as detailed in 2.10.4 below.

3. A DPA student must be registered for at least four calendar years full time or six calendar years part time before he or she will be eligible to take up CRS status. A student who changes from full to part time during the approved period of registration must have been registered for a minimum of one year part time before being entitled to two years of part-time CRS status.
4. In addition to completing the approved period of registration, a student must meet the following conditions before being permitted to take up CRS status:
  - a) Have passed modules to a minimum value of 240 credits;
  - b) Be in a position to submit his or her thesis within 12 months (for full-time students) and 24 months (for part-time students);
  - c) Have met any other departmental or divisional conditions.
5. Further guidance is available from the [Completing Research Status](#) webpages.

## 2.10.2 Completing Research Student Status (CRS): Entitlements

1. During the period of CRS registration, a student is entitled to have one draft of all or any part of his or her thesis read and commented on by his or her Principal Supervisor and/or Subsidiary Supervisor before submission.

### **Further guidance**

1. Once enrolled, CRS students will continue to be able to use, or will be reissued with, a UCL identity card and be entitled to the use of all the general UCL facilities and services.
2. A CRS student in laboratory-based research may be admitted to a laboratory and be given use of UCL equipment where such admission and use will materially enhance the quality of the thesis or will expedite its completion. Such admission and use shall, however, be on the condition that this does not significantly interfere with the use of the laboratory or equipment in question by other students or staff of UCL or incur additional expense. The student's Principal Supervisor, with the approval of  
  
to comply with this condition. In the event that a CRS student is refused admission or



may be required to re-register as a fee-paying student for the period of this supervision or access.

2. A student who is required to re-submit must re-enter for the examination by completing the Examination Entry Form available from the [Research Degrees Examination Entry webpages](#) and will be required to pay a re-submission fee.

## 2.11 Supervisory Arrangements

### 2.11.1 Supervisors: General

1. Each UCL student registered for the DPA degree shall have appointed one Principal and one Subsidiary Supervisor, who shall be members of staff of UCL or members of staff of an institution with an approved agreement with UCL. All supervisors q42-4(de)or



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the student in question, subject to the permission of the Departmental Graduate Teaching Committee, may continue as Subsidiary Supervisor, but shall not be responsible for, or be involved in, any decisions affecting the student's progress and/or assessment.

## 2.11.5 Transfer of Supervisor to Another Institution

1. Where a Principal Supervisor transfers to another institution, students assigned to that supervisor shall be assigned to another Principal Supervisor – if they choose to remain registered at UCL – normally by the Departmental/Divisional Graduate Tutor. Should a student wish to continue to work under the supervisor who has transferred, he or she may consider applying to transfer registration to the supervisor's new institution, providing he or she is not in the final year of the programme.

## 3 Assessment

### 3.1 Assessment of Taught Elements

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2. Students should also include in each copy of their thesis a signed declaration that the work presented is their own. This may be inserted between the title page and the contents page of the thesis in the following terms:

*thesis is my own.*

*Where information has been derived from other sources, I confirm that this has been*

## ~~3.2.2~~ Requirements of a DPA Thesis

1. A thesis for the award of a DPA degree shall be examined in accordance with the criteria prescribed by UCL and the thesis shall demonstrate that it:
  - a) is genuinely the work of the candidate;
  - b) shows a student's capacity to pursue original research in the field of study based on a good understanding of the research techniques and concepts appropriate to the discipline;
  - c)

- m) shows a student's ability to design and implement an independent research project.
2. A series of papers, whether published or otherwise, is not acceptable for submission as a thesis. Research work already published, or submitted for publication, at the time of submission of a thesis, either by a student alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of a thesis but may be adapted to form an integral part of a thesis and thereby make a relevant contribution to the main theme of a thesis. Publications derived from the work in a thesis may be bound as supplementary material at the back of a thesis.

### 3.2.3 Language of a Thesis

1. All theses must be written in English.
2. In all cases, the oral examination of a thesis would normally be conducted in English.

### 3.2.4 Word Length of a Thesis

1. The required word length for a DPA thesis is 60,000 – 100,000 words, comprising an overarching analysis component of 40,000 - 60,000 words and a portfolio of policy problems tackled in a policy placement of 20,000 - 40,000 words.
2. The maximum word length includes footnotes, tables and figures but excludes bibliography, appendices and supporting data.

#### **Further guidance**

1. Where the above prescribes the maximum allowable length for DPA theses, this is not necessarily the preferred length. In many instances supervisors may wish to recommend a shorter length. Students should consult their supervisors on the usual length of theses in their subject area or topic.
2. The signature of the student and the Principal Supervisor on the Examination Entry Form to the DPA examinations (see the [Research Degree Examination Entry](#))

## 3.2.6 Approval of a Thesis Title

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Examination Entry Form the examination entry will be cancelled unless a special case is made for late submission in writing to UCL via the [Student Centre](#).

### 3.3.2 Thesis Submission

1. Prior to examination, candidates are required to submit two soft-bound copies of their thesis to UCL for dispatch to their examiners.
2. After the examination and before the award is made, candidates entering for a UCL award are required to submit one soft-

## 3.4 Appointment of Examiners

### 3.4.1 The Appointment of Examiners for Research Degrees

1. Two examiners will be appointed for each candidate in accordance with the UCL Procedures for the Appointment of Examiners (see

- ii) A third examiner may also be appointed where there is a dispute between two examiners about the result of an examination which they cannot resolve between themselves.
- iii) In accordance with UCL regulations, the third examiner must be external to UCL.
- iv) The third examiner will, however, be nominated and appointed through usual UCL procedures and using the Examiner Nomination Form on the [Research Degrees Guidance webpages](#).

## Conduct of the Research Degree Examination

1. The examiners shall prepare independent preliminary reports on the thesis, conduct an oral examination and submit a final, joint report to UCL.
2. The candidate's supervisor shall be invited, unless the candidate indicates otherwise on his/her entry form, to attend the oral examination as an observer. The oral examination will otherwise be conducted in private.
3. The oral examination should be held at UCL.

### **Further guidance**

1. The examiners shall prepare independent preliminary reports on the thesis to assist in conducting the oral examination. Copies of the preliminary reports for DPA students should be submitted to the UCL [Student Centre](#)

## 3.6 Outcomes of the Oral Examination

1. Students for a DPA degree must submit a thesis and be examined orally. The following options are open to examiners in determining the result of an examination for the DPA degree:
  - a)

## 3.7 Research Misconduct

1. All cases of suspected research misconduct, including plagiarism, shall be investigated in accordance with the regulations set out in the *UCL Academic Manual, Chapter 5, Section 1.6: Research Misconduct* and with the [UCL Procedures for Investigating and Resolving Allegations of Misconduct in Academic Research](#).

## 3.8 Student Complaints Procedure

1. There is no right of appeal against an academic decision. There is a Student Complaints Procedure in place. Students can lodge a case under this procedure in the circumstances specified. Students and staff should consult *Chapter 1, Section 12: Student Complaints Procedure*.

## 3.9 Graduation Ceremonies

1. UCL will organise Graduation Ceremonies and publish an annual deadline for ticket applications (see the [UCL Graduation Ceremonies](#) website).
2. The wearing of academic robes is mandatory at UCL's Graduation Ceremonies. It is the responsibility of students to obtain robes.