 **UPGRADE TO DOCTORAL STATUS (RDCom3)**

**PsychD Counselling Psychology**

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| **GUIDANCE TO STUDENTS:** Please note that as part of the application for upgrade you must complete the following:1. Submit a significant piece of scholarly work from your empirical research project, e.g. method section
2. Submit a written account of work that has been undertaken on your empirical research project, including details of any research presentations, and a plan of work which remains to be done (max. 2,000 words)
3. Submit your Year 2 Case Study and session recording
4. Submit your Reflective Learning Statement
5. Submit your Practice and Development Log
6. Give an in-class oral presentation on your empirical research project, including taking questions from Departmental Research Student Review Board (RSRB) members.

You must do the following by the submission deadline, **12th May 2023, 2pm**:* Submit components 1 – 4 listed above as Word documents (PDF format is not acceptable) to the corresponding folder within the ‘RDCom3 application’ submission box on the Advanced Practice and Research Moodle page by the submission deadline.
* Email a OneDrive link to your clinical tutor that includes a) all of the relevant components of their PPD log as listed on the PPD log assessment checklist and b) the audio files that accompany your case study.
* Complete sections 1 and 3 of this form and email it to Laura Merrifield, School of Psychology Administrator for RSRB at l.merrifield@roehampton.ac.uk copying in their supervisory team and clinical tutor.

Your research supervisory team will review components 1 and 2; clinical tutors components 3 – 5; and RSRB members component 6. An RDCom3 panel will be convened in June attended by the above individuals and make a recommendation on the outcome of your application (either upgrade ‘approved’ or ‘not approved’) to the departmental Research Student Review Board. This will be done with reference to the broad criteria listed below, as well as the specific requirements for the practice and development portfolio, as outlined in the PsychD programme handbook:* evidence from the empirical project work that has been undertaken and the plan of work that remains to be done that the project has the potential to meet the requirements for the final submission for a Doctoral degree, including the intended contribution of the research and its scope for originality
* the adequacy of progress to date with the programme of research work and the suitability of any adjustments made to the project, including steps taken to address any problems which have been encountered
* evidence that the plan of work which remains to be done can realistically be achieved within the normal period of study
* evidence demonstrating the student’s ability to sustain work and scholarly writing at doctoral level
* evidence demonstrating the student’s capacity for professional practice at doctoral level
* satisfactory completion of the additional specific requirements for the Practice and Development Log, as outlined in the relevant programme handbook.

You will be notified of the outcome after your application has been reviewed and a recommendation made to the Departmental RSRB. If upgrade is ‘not approved’ at the first attempt, you will be advised which component(s) of your submission were not approved and why and given an opportunity to resubmit these components later in the summer. |

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| **SECTION 1: Student details**Name:ID number:Department:Research Centre(s)/Group(s) (where applicable):University e-mail address:Programme:Mode of study: full time / part timeDate of registration (i.e. the date of progression to the research element): |

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| **SECTION 2: Title of empirical research project:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1) Has your project passed RDCom2 – **YES / NO** (please delete as appropriate).If ‘NO’ please confirm the date on which you intended to submit/re-submit your RDCom2 application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_If your project has passed RDCom2: Please confirm whether your project has been granted ethics approval – **YES / NO** (please delete as appropriate)If ‘YES’, please provide the reference number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_If ‘NO’, please confirm whether an ethics application has been, or will be, submitted (e.g. if your project has changed significantly since initial ethics approval) – **YES / NO** (please delete as appropriate  |

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| **SECTION 3: Application checklist** Please tick the boxes below to ensure you have completed/submitted all of the required components of the RDCom3 upgrade application:

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| [ ]  Significant piece of scholarly work from the empirical research project, i.e. method section |
| [ ]  Written account of work that has been undertaken on the empirical research project, including details  of any research presentations, and a plan of work which remains to be done (max. 2,000 words)  |
| [ ]  Year 2 Case Study and session recording |
| [ ]  Reflective Learning Statement  |
| [ ]  Practice and Development Log  |
| [ ]  In-class oral presentation on the empirical research project, including taking questions from experienced  doctoral supervisors from outside the supervisory team |

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| **SECTION 4: Upgrade panel’s assessment of the application**The RDcom3 panel should record here a statement regarding their assessment of the application following the upgrade process, with reference to the above stated criteria for upgrade to doctoral status: |
| **COMPONENT 1: RESEARCH WORK - DRAFT METHODOLOGY, PROGRESS REPORT AND PLAN****To be completed by the student’s supervision team** |
| **Names of supervision team members:**  |  |
| **Supervisors’ overall evaluation**[ ]  **APPROVED** [ ]  **NOT APPROVED – RESUBMIT** |
| **Comments**Please provide a brief commentary (e.g. a paragraph) below outlining key points of feedback (strengths and areas for improvement) on the work reviewed. Supervisory teams may pass on more detailed written/verbal feedback directly to students as part of the supervision process following completion of the RDCom3 evaluation.  |
| **COMPONENT 2: ORAL PRESENTATION****To be completed by the RSRB representative who attended the student’s oral presentation** |
| **Name of RSRB representative:**  |  |
| **RSRB representative’s overall evaluation**[ ]  **APPROVED** [ ]  **NOT APPROVED – RESUBMIT** |
| Please provide a brief commentary (e.g. a paragraph) below outlining key points of feedback (strengths and areas for improvement) based on the component reviewed: |
| **COMPONENT 3****To be completed by the student’s clinical tutor** |
| **Name of clinical tutor:** |  |
| **a) Case study**[ ]  **APPROVED** [ ]  **NOT APPROVED – RESUBMIT**Note: Clinical tutors should provide feedback on the case study using the structured feedback sheet  |
| **b) Reflective learning statement**[ ]  **APPROVED** [ ]  **NOT APPROVED – RESUBMIT**Note: Clinical tutors should provide feedback on the reflective learning statement using the structured feedback sheet  |
| **c) Practice and development log**[ ]  **APPROVED** [ ]  **NOT APPROVED – RESUBMIT** |
| **Comments on the PPD log as appropriate** (e.g. please indicate if any components are missing or any requirements have not been met) |
| **SECTION 5: Upgrade panel’s reassessment of the application (where applicable)** |
| **COMPONENT 1: RESEARCH WORK - DRAFT METHODOLOGY, PROGRESS REPORT AND PLAN****To be completed by the student’s supervision team** |
| **Names of supervision team members:**  |  |
| **Supervisors’ overall evaluation**[ ]  **APPROVED** [ ]  **NOT APPROVED**  |
| **Comments**Please provide a brief commentary (e.g. a paragraph) below outlining key points of feedback (strengths and areas for improvement). Supervisory teams may pass on more detailed written/verbal feedback directly to students as part of the supervision process following completion of the RDCom3 evaluation.  |
| **COMPONENT 2: ORAL PRESENTATION****To be completed by the RSRB representative who attended the student’s oral presentation** |
| **Name of RSRB representative:**  |  |
| **RSRB representative’s overall evaluation**[ ]  **APPROVED** [ ]  **NOT APPROVED**  |
| Please provide a brief commentary (e.g. a paragraph) below outlining key points of feedback (strengths and areas for improvement) based on the component reviewed: |
| **COMPONENT 3****To be completed by the student’s clinical tutor** |
| **Name of clinical tutor:** |  |
| **a) Case study**[ ]  **APPROVED** [ ]  **NOT APPROVED** Note: Clinical tutors should provide feedback on the case study using the structured feedback sheet  |
| **b) Reflective learning statement**[ ]  **APPROVED** [ ]  **NOT APPROVED** Note: Clinical tutors should provide feedback on the reflective learning statement using the structured feedback sheet  |
| **c) Practice and development log**[ ]  **APPROVED** [ ]  **NOT APPROVED**  |
| **Comments on the PPD log as appropriate** (e.g. please indicate if any components are missing or any requirements have not been met) |

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| **SECTION 6: Upgrade panel’s overall recommendation** |
| [ ]  Upgrade APPROVED [ ]  Upgrade NOT APPROVED and the student may RESUBMIT within three months The reasons for the decision and indications on how the application could be improved must be set out  in the relevant part(s) of Section 4.[ ]  Upgrade NOT APPROVED and recommend that the student is awarded the MSc in Counselling  Psychology This outcome is only available for resubmitted applications. |



**Upgrade to Doctoral Status: Record of Research Student Review Board decision**

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| This form should be used to record the decision of the Research Student Review Board and will be shown to the student in order to provide reasons for the decision and any feedback. |

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| **PART A: Student details**Name:ID number:Department:Title of empirical research project: |

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| **PART B: Decision**[ ]  Upgrade APPROVED  [ ]  Upgrade NOT APPROVED and the student may RESUBMIT within three monthsThe reasons for the decision must be set out in Part C. [ ]  Upgrade NOT APPROVED and recommend that the student is awarded the MSc in Counselling  PsychologyThis outcome is only available for resubmitted projects. The reasons for the decision must be set out in Part C. |

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| **PART C**Use this part to record any conditions, and the reasons for the decision, with reference to the stated criteria for upgrade to Doctoral status: |

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| **For completion by departmental administrator with responsibility for Research Degrees:**Date received in Department Office:If approved by Chair’s Action, the Research Degrees Convenor should sign this section.Date of Research Student Review Board decision: |
| **Signature of Research Degrees Convenor**If the RDC is a member of the student’s supervisory team, s/he should appoint a nominee to sign |
| Signed: | Date: |