

2021- 2022

Doctorate in Clinical Psychology

Research Handbook

2021-2022

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Research Modules

Year One PSY9015 Applied Research 1

This module provides a comprehensive overview of the main research approaches with which trainees should become familiar and requires the design and conduct of a service-related research project and a large scale research project proposal. Trainees undertake a series of lectures, tutorials and discussion groups designed to provide them with the knowledge and skills necessary to design and conduct research studies in an ethically sensitive and scientifically rigorous manner. Trainees will consequently apply their knowledge and skills by designing a service-related research project and a large scale research project proposal.

Year Two PSY9021 Applied Research 2

This module largely comprises the development of the large scale research project. During this time the trainee will be having a research dialogue with their supervisor(s). Skills and competencies in synthesising research related to the knowledge base or practice of clinical psychology and in designing high quality research should therefore be deepened. A number of group sessions will also be arranged to review key aspects of research design. The systematic review protocol and the service-related research project report will also be developed during this time.

Year Three PSY9026 Applied Research 3

This module comprises of the large scale research project and systematic review. During this time the trainee will be having a research dialogue with their supervisor(s). Skills and competencies in conducting, analysing and disseminating research related to the knowledge base or practice of clinical psychology should therefore be deepened and consolidated. A number of group sessions will also be arranged to review key aspects of research design and analysis as well as dissemination and presentation skills.

Research Assignments

Year One

Service related project proposal

For this formative assignment, you are required to produce a proposal for a Service Related Project (SRP) that is relevant to decision making and quality improvement in clinical psychology services. You will use routinely collected clinical data (e.g., outcome evaluation questionnaires, case notes review, patient pathway database, audit, patient experience of care/treatment); which can be evaluated to provide service improvement. Supervision for the SRP is provided by your Placement supervisor and/or members of the clinical team.

Large Scale Research Project proposal

Overview: For this summative assignment, you are required to produce a proposal for your Large Scale Research Project (LSRP). The LSRP proposal will be due in the Spring term of your first year and will detail the larger LSRP that you will complete over the course of your training. Your project will be selected during the Research Fair in the Autumn of your first year and/or may be a project of your own design. You will be expected to display a significant degree of independence in your LSRP and contribute significantly to its design, implementation, data analysis, and write-up. Your research will be supervised and you will be expected to meet frequently with your advisory team. This document provides an overview of LSRP proposal expectations.

Year Two

Service Related Project

Through conducting the service-related project it is hoped that trainees will develop the particular types of skills and competencies required for conducting clinical audit/service/outcome evaluations which informs practice in everyday clinical settings. This project is written-up and assessed as part of the Applied Research 2 module after completion of the main report. The Service-Related Project should be written up as an Executive summary and operate as a standalone document. The aim is to present your SRP in a quick and easy to read manner for a service manager.

Year Three

Thesis

Communicating research findings, both in paper and oral mediums, is just as important a skill as the conducting of the research itself. It deserves much attention and thought and will inevitably influence the reader's (and examiner's) impressions of your research as well as being an assessed competence in itself. It will therefore be helpful to discuss and request feedback on this with your supervisor before and during the writing up of your paper.

Viva

You will have an oral examination of your thesis which usually takes place in June. This is attended by an internal examiner, external examiner and an independent convenor who will chair the viva. By completing your viva in June, you will have some time to complete any corrections and ensure your training is completed so you can exit the programme by the end of your training contract. Please go to page 14 to find out more.

IRAS Form

Once large scale research project proposals have been approved by the DClinPsych Research Panel, you may need to obtain external research governance and ethics permissions. While some studies may not require such permissions (e.g., secondary analyses of existing datasets that have existing permission), most project will need permission. The Integrated Research Application System (IRAS) is a single system for applying for the permissions and approvals for health and social care/community care research in the UK. You must register on the IRAS site in order to use the system (<https://www.myresearchproject.org.uk/>). IRAS enables you to enter the information about your research project once, instead of duplicating information in separate application forms for different approval bodies. Usually, DClinPsych trainee research will require both REC approval (Research Ethics Approval) and HSC R&D approval (approval from R&D Offices of participating HSC Trusts in Northern Ireland).

The IRAS system uses filters to ensure that the information entered and collated is appropriate to the type of study being proposed, and consequently the permissions and approvals required. The IRAS system allows you to generate different forms (e.g. REC form and HSC R&D form) from the information collated on the system. Other useful features of the IRAS system include 'electronic signatures' and 'e-learning tutorials'. The IRAS system can be accessed at:

<https://www.myresearchproject.org.uk>

Trainees should submit a draft version of the full dataset form generated by the IRAS system, and all other accompanying documentation (such as Participant Information Sheets, Consent forms etc) to their supervisor for approval before submission.

Research Governance and Ethics

Trainees should consider very carefully all ethical issues related to their research activity and ensure their work does not breach the BPS code of conduct (see Appendix). Time should be devoted to exploring and considering these with the supervisors of the project at the outset. Additional guidance regarding the ethics of particular types of research (e.g. internet-mediated research) can be found at:

<http://www.bps.org.uk/publications/policy-and-guidelines/research-guidelines-policy-documents/research-guidelines-poli>

All DClinPsy projects will normally require sponsorship or co-sponsorship from Queen's University Belfast, and co-sponsorship from the participating HSC Trust where appropriate. As a condition of QUB (co)sponsorship, research details must be entered to the 'Human Subjects Database' - normally by the academic supervisor.

Projects usually will have to get approval from a REC (Research Ethics Committee):

<http://www.hra.nhs.uk/research-community/applying-for-approvals/>

Most projects will also require HSC R&D approval from a participating HSC Trust in Northern Ireland. It is good practice to make contact with the Research Officer at the participating HSC Trust to inform them about the details of your research prior to the application being submitted. Further details on HSC Trust approvals and contact details can be found at:

<http://www.qub.ac.uk/directorates/ResearchEnterprise/ResearchGovernanceandEthics/HealthandSocialCareResearchTrusts/>

Other projects may require approval from the School of Psychology. Information on applying for ethics approval from the School can be found on the school share point site.

The Research Coordinator and research supervisors will provide guidance on the appropriate permissions required.

A checklist of the Research Ethics and governance approval process is provided in the Appendix.

Additional suggested reading in the area:

Gaw, A. & Burns, M.H.J. (2011). *On Moral Grounds*. SA Press, Glasgow.

MRC Good Research Practice: Principles and Guidelines

<http://www.mrc.ac.uk/research/research-policy-ethics/good-research-practice/>

Progress Monitoring

The University requires strict monitoring of the progress of all postgraduate students. The monitoring process has two regular elements.

Formal meetings between the supervisor(s) and student

There must be a minimum of six meetings with your supervisor each academic year. Second supervisors are encouraged to attend at least 2 of these yearly meetings. Progress against previously agreed goals is assessed, new goals are set, and a formal record of the outcome made. It is the student's responsibility to ensure this record is made after the meeting. This is an important part of the DClinPsy process as it ensures that both supervisor and student have an accurate record of how many meetings have taken place, and the various issues that were discussed at each session. This record should be recorded online in the Research Student Lifecycle on QSIS. Details of how to do so can be found here:

<https://www.qub.ac.uk/directorates/AcademicStudentAffairs/StudentServicesSystems/Qsis/QsisServices/QsisforStudents/>

If a supervisor notes that the student is falling substantially behind schedule, they will write to the student outlining the areas of concern and inviting the student to a documented supervision meeting to discuss progress. If a student persistently falls behind, repeatedly misses agreed deadlines or fails to attend meetings, the supervisor is obliged to notify the SPRC who will call the student to attend a formal progress review.

Alongside these, first year involves three additional elements:

1. Initial meeting to appoint supervisors

Within the first 6 months (for DClinPsy trainees) of enrolment the student will have an official meeting with their supervisors. This will confirm the research topic and the supervisory team. The first of the official forms – the confirmation of Supervisory Team (PGR 1) – is completed and submitted for approval to the Research Tutor.

2. Training Needs Review (if applicable)

For DClinPsy trainees, there will often not be any additional training required as teaching is provided on the programme across 3 research modules.

3. Annual Progress Review

Initial Review/Research Plan

A research plan/Initial Review needs to be recorded within six months of first registration (for DClinpsy) This can be done online in the Research Student Lifecycle on QGIS.

The initial review is particularly important as students must submit to their supervisors a detailed description of the proposed DClinPsy project and the supervisors must decide whether the proposed project is viable. It is an important reference point for the APR which happens later in the year.

For DClinPsy trainees, the research proposal is submitted in May/June of Year 1 in advance of the APR.

Integrated timetable: Year 1

The elements of Year 1 are complex, and it is useful to have an overall picture. Below is a template which gives an indication. This template only includes documented supervisor/student meetings (SSMs) in which important paperwork must be completed. The dates given below are a guide as to when the initial review/research plan, Annual Progress Review should be completed in order to comply with University regulations. These are for full-time students who register at the beginning of Semester 1; they need to be adjusted accordingly for students who start at other times or those on part-time registration.

<i>11th May</i>	<i>Submit your APR presentation and LSRP proposal to CANVAS</i>
<i>13th May</i>	<i>APR which will include feedback on your LSRP proposal and presentation</i>
<i>25th June</i>	<i>Submission date for the final LSRP proposal on CANVAS taking account of APR feedback.</i>
<i>31th Aug</i>	<i>Second attempt at APR (if required)</i>

Annual Progress Review

Each year, a panel evaluates the student's progress and makes a formal recommendation about progress. The student cannot register for the next year until that recommendation has been made and confirmed by the Postgraduate Research Committee. The first of these yearly reviews occurs approximately 9 months after enrolment and is known as Annual Progress Review (APR).

APR in Year One

Students enrolling on the DClInPsy programme have an Annual Progress Review to monitor progression on the research components of the programme. In order to proceed with their DClInPsy, trainees must pass the APR (two attempts only are allowed). The University recommends this takes place between 6-9 months after starting the DClInPsy programme, and an absolute maximum of 16 months after you start. Normally, DClInPsy students in the School go through the Year 1 APR procedure about nine months after commencement of the PhD.

In order for a student to pass Year 1 research component they need to demonstrate that they have made sufficient progress in their first year to have a reasonable expectation of successfully completing their DClInPsy within three years (FTE). Specifically, students should demonstrate the following outcomes:

- a) That they have a clear and realistic plan for the completion of a thesis in three years;
- b) That they are on course to complete the training plan that was outlined at the start of the PhD;
- c) That they have a grasp of the relevant literature and are able to write about it coherently;
- d) That they have a well worked out paradigm and that they can undertake empirical research for the PhD/DClInPsy.

To assess these outcomes, students must submit an APR report to be comprised of:

1. A literature review motivating their LSRP. This review should demonstrate the student's ability to identify, summarise, and synthesise literature that is relevant to their project, and use it to make a case for their research. Moreover, the student should demonstrate the ability to write coherently and concisely about the literature.
2. A description of a study that has been carried out or is about to be carried out towards the PhD. Where the study has already been carried out, the document should have a brief introduction and then the normal sections for an empirical paper, including a discussion. The student should aim for this document to be of publishable quality. Where the study has not yet been carried out or is incomplete, the document should have a full methods section which describes the study at a level of detail required for publication, and a results section which describes, in detail, the analysis that is planned for the study.

Ideally, the documentation produced for APR will be of use to the student in writing up the DClinPsy research portfolio. For this reason, we have not identified a particular word limit. However, experience this year suggests that the full set of documentation need not be any longer than 30-40 pages. This is to be regarded as an absolute limit rather than a target length.

APR in Year 2 and beyond

The annual review process after Year 1 is fundamentally an opportunity for any of the relevant parties – student, supervisor or school management – to register any concerns that they have. If there are no concerns, then it is essentially a formal process, and the outcome is a recommendation that the student should proceed to the next stage of the course. It is not the panel’s function to fine tune or re-orient research which is broadly satisfactory.

The composition of the panel is at least one senior member of staff (who acts as Chair) and one staff member with expertise in the area of research. Primary supervisors normally attend but do not take part in the decision-making process. The materials for submission should include a list of training completed, a brief (2 page) progress report from the student and a written or verbal report on progress from the supervisor and a plan for submission. In the third (and if necessary, fourth) year, this should be accompanied by written chapter(s) and/or outline of the thesis as determined by the supervisor along with a detailed plan for submission. The Chair should be contacted beforehand if there are any concerns about the student’s progression.

Brief overview of documents to be submitted for APR

Year One	Year Two	Year Three and beyond
Brief literature review	List of training completed	List of training completed
Current draft of their LSRP proposal	Two page progress report from Trainee	Two page progress report from Trainee
Presentation for their LSRP proposal	Written/verbal progress report from their Supervisor	Written/verbal progress report from their Supervisor
	Plan for thesis submission	Plan for thesis submission
		Written draft chapter of their thesis/outline of thesis

The APR meeting

The overall evaluation of the student is undertaken by the APR panel. This includes one senior member of staff (who normally chairs the meeting), and another staff member with expertise in the area of research. Neither panel member is directly involved with supervision of the thesis. The primary supervisor normally attends the differentiation, but does not take part in the decision-making process. The student submits their differentiation report to the

various panel members two weeks before the meeting. The student, supervisor(s) and panel then meet to discuss the report. It is recommended that the student gives a short presentation on their work to the panel ahead of answering the panel's questions. At the end of the meeting, the panel completes a form indicating whether the student has met the above objectives and recommending an outcome of the APR. If progression is not recommended, feedback should be given to the student regarding the areas of concern and a second opportunity for APR is then normally permitted. All decisions are subject to approval by the SPRC.

APR is not something you should worry about unduly. The norm is, and should be, that students go through the APR procedure without problems, and the APR meeting itself can often be a source of very useful comments on the early stages of a DClinPsy project. Remember that opportunities for feedback on your work from outside your supervisory team can be quite rare, so the APR process can be a very useful stimulus in this respect.

Procedure for Illness and Temporary Withdrawals

It is important if you are unable to work due to illness to let your supervisor know. If, because of illness, or any other reason, your research is affected, you may want to consider a temporary withdrawal from your studies. This period of temporary withdrawal (up to a year at a time) will be deducted from the time allowed for you to submit your thesis (up to a cumulative maximum of two years). You should apply for a period of temporary withdrawal through your supervisor and you should contact your supervisor before the end of the period of withdrawal to make arrangements for your return to your studies or to seek a further temporary withdrawal. If you are in receipt of a studentship, it is important that you obtain your funder's approval for the period of withdrawal. You should also bear in mind that different funders have different arrangements for periods of illness and you should consult the conditions of your award to clarify your understanding of what your particular funder's rules are about illness and withdrawal from study. Remember, that it is very important to keep your supervisor informed about your situation.

Data Protection

The University collects and uses information about our students, staff, alumni, research participants, contractors, prospective students and other individuals who come into contact with us. This information is defined as personal data and the University is committed to use this information fairly and lawfully in line with our responsibilities under the General Data Protection Regulation and Data Protection Act 2018. For more information please see the link below:

<http://www.qub.ac.uk/about/Leadership-and-structure/Registrars-Office/Information-Compliance-Unit/Data-Protection/>

Formal Procedures

Postgraduate degrees are governed by regulations laid down by University bodies. The key documents are “**Study Regulations for Research Degree Programmes**” and the “Institutional Code of Practice for Research Degree Programmes”. Both can be found here:

<https://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/ResearchDegreeProgrammes/>

The School is bound by these regulations, but it has implemented them in ways that are appropriate to the discipline.

Thesis submission

Although it may seem to be very far off, by your third year of study you will begin to think about submitting your thesis. You will most likely prepare several drafts of your thesis before you and your supervisors decide that it is ready to be submitted, although the final decision about when to submit is yours. Deciding when to submit may be driven to some extent by when you wish to graduate. DClinPsy viva's take place in June, it is hoped that this would ensure you have sufficient time to complete the programme along with any corrections (if applicable) and graduate in November. This would require a thesis submission date in April/early May. If after discussion with your supervisors, you will not be ready by the submission date, a later viva can be arranged.

Before you submit:

You will need to complete your 'Intention to submit' on QSIS, please email dclinpsy@qub.ac.uk when you have done this. The course team will then complete your nomination of examiners so the exams office can accept your thesis. Please note that the title of your thesis **must** match the title you added for your intention to submit. This title should be agreed in advance with your research supervisors.

To submit your thesis:

Complete the submission form which has to be signed by you and your supervisor. The form can be found at:

<https://www.qub.ac.uk/directorates/sgc/srecords/Examinations/Postgraduate-Research/SubmissionProcess/>

Hand in two soft bound (spiral bound) copies of your thesis for each examiner into the Student Records and Examinations Office in the Student Guidance Centre. More information on how to submit to the exams office can be found here:

<https://www.qub.ac.uk/directorates/sgc/srecords/Examinations/Postgraduate-Research/SubmissionProcess/>

An electronic copy should also be provided to your academic supervisor.

The Viva Examination

The viva will be conducted by two examiners, one of whom will be external to the university. One of your supervisors may attend the viva but cannot take part in the examination. You will have the right to ask, in advance, for your supervisor not to be present at the viva. An independent convenor will also be in attendance to monitor the conduct of the examination and provide a report. The independent convenor is not an examiner and will not participate in the substance of the deliberations.

Guidelines for Examination of Research Degree Programmes can be found either on CANVAS - PSY9026 – Applied Research 3 or on the University website: <https://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/GeneralRegulations/StudyRegulations/StudyRegulationsforResearchDegreeProgrammes/#d.en.717767>

The following decisions may be reached regarding the outcome of the viva:

- (a) Pass unconditionally
- (b) Pass subject to minor corrections being made to the research portfolio within a period of not more than four months. These amendments will normally need to be approved by the internal examiner before the final copies of the portfolio can be submitted.
- (c) Pass subject to minor revisions being made to the research portfolio within a period of not more than six months. These amendments will normally need to be approved by the internal examiner before the final copies of the portfolio can be submitted.
- (d) Revise and resubmit the research portfolio within a period of not more than twelve months. Normally in such cases the same internal and external examiner will examine the revised submission and a second oral examination may be held.
- (e) No doctoral degree be awarded.

At the end of the examination, you (and your supervisor if present) will be asked to withdraw while the examiners reach their decision. In normal circumstances, the examiners will then ask you to return to the examination room and will provide an informal and verbal indication of your performance in the viva. Trainees will be informed in writing of the final decisions made by the examiners.

Once a trainee's thesis has been finally approved, **two hard-bound bound copies** of the thesis should then be submitted to Student Registry. Again, this must be accompanied by the appropriate paperwork. Electronic copies should also be made available to the research supervisors.

Student & Supervisor Responsibilities for Research

Students and supervisors share responsibility for managing the effectiveness of the relationship. In a relationship, it's vital to not only know your own responsibilities but also those of the other person. Here we identify what the responsibilities are for both students and supervisors over the course of a Research Degree Programme.

<https://qubsu.org/studentvoice/studentsupervisorrelationshipkit/StudentSupervisorResponsibilities/>

Research Student's Responsibilities

- Complying with the postgraduate regulations and with any additional school procedures
<http://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/ResearchDegreeProgrammes>
- Complying with other relevant University regulations, including the disciplinary regulations
<http://www.qub.ac.uk/directorates/AcademicAffairs/AppealsComplaintsandMisconduct/StudentDiscipline/>
- Agreeing a research plan with your supervisors at the outset of the research, and attending courses and performing research work as specified in the research plan;
- Submitting your thesis within the time limits set out in the regulations. If you are a PhD student, the University expects you to submit at the end of three years full-time or six years part-time. If you are registered for an MPhil, the deadlines for submission are at the end of two years full-time or four years part-time registration;
- Meeting the various general deadlines set out in the postgraduate regulations, and any specific deadlines set by your supervisors;
- Complying with the University's requirements on differentiation, including submitting written work by the deadline set for you;
- Discussing with your supervisors the type of advice and guidance that you find most helpful;
- Agreeing a schedule of meetings with your supervisors and keeping to it;
- Maintaining an online record of key meetings and communications with supervisors;
- Keeping in regular contact with your supervisors and keeping them informed of the development of your research;

- Taking the initiative in raising problems or difficulties, however elementary they may seem. It is in your own interests to do this as soon as possible, so that problems can be resolved before they start to affect your research. In particular, if you have an urgent problem you should not wait for the next planned meeting to discuss it with your supervisors;
- Complying with the University's requirements on differentiation, including submitting written work by the deadline set for you;
- Submitting written work as required by your supervisors, in good time to allow for comments and discussion before proceeding to the next stage;
- Keeping your supervisors informed about the extent of any paid employment commitments you may have and about their impact (if any) on your research;
- Completing a progress monitoring form each year;
- Complying with the health and safety legislation, with University and school safety regulations, and with any safety rules applying in any location where you are undertaking research;
- Complying with the Data Protection Act (2018) (<https://www.gov.uk/government/collections/data-protection-act-2018>)
- Complying with the research ethics applying in your School and discipline.

Supervisors' Responsibilities

Supervisors have a number of specific responsibilities.

These include:

- Explaining to the student at the outset the kind of guidance and support to be provided.
- Telling students about the various University procedures and deadlines that they must comply with.

The division of responsibilities between the supervisors in the team may vary, depending on circumstances, but the principal supervisor always has overall responsibility and the second supervisor normally has a supporting role.

Principal Supervisor's responsibilities

The Principal Supervisor's responsibilities would normally include:

- Helping the student draw up a research plan, and monitoring the student's progress in relation to this plan
- Agreeing a written supervisory meeting schedule with the student
- Meeting the student a minimum of 10 times a year (for full-time students)
- Giving the student regular feedback on progress, including constructive criticism on written work
- Raising any concerns about progress with the student and, if necessary, the Head of School at an early stage
- Ensuring that the student goes through the School's differentiation procedure at the appropriate time
- Completing a Progress Monitoring Form for the student at the appropriate time each year
- Ensuring that the student understands the nature and requirements of postgraduate research and the standards expected
- Ensuring that the student knows what constitutes research misconduct and knows how to reference properly
- Ensuring that the student is aware of institutional-level sources of advice, including careers guidance, health and safety legislation and equal opportunities policy;
- Providing effective pastoral support and/or referring the student to other sources of such support, including student advisers (or equivalent) and others within the student's academic community;
- Helping the student to interact with others working in the field of research, for example, encouraging the student to attend relevant conferences, supporting him/her in seeking funding for such events; and where appropriate to submit conference papers and articles to refereed journals;
- Maintaining the necessary supervisory expertise, including the appropriate skills, to perform all aspects of the role satisfactorily, supported by relevant continuing professional development opportunities.

Secondary Supervisor's responsibilities

The Second Supervisor's responsibilities would normally include:

- Meeting the student a minimum of twice a year
- Involvement in the annual monitoring and assessment process
- Acting as a replacement 'principal' supervisor if the principal supervisor is away from the University for any length of time
- Undertaking a specific role in the student's training such as developing a Personal Development Plan (PDP) or Training Needs Analysis for the student

DClinpsy Research Panel

Aims and Objectives

To act in an advisory capacity to the Research Co-ordinator and the Course Director on matters pertaining to the research component of the DClinPsy course and to undertake regular reviews of same.

Specifically, the research panel will:

- Help ensure that, in overall aims and structure, the research component of the postgraduate professional training course in Clinical Psychology remains relevant to the needs of clinical psychology in Northern Ireland meets the standards required for professional accreditation.
- Report to the Board of Studies on matters pertaining to the research component of the course
- Participate in the Annual Progress reviews undertaken in Years 1 and 2 of the course.
- Promote research partnerships between the University, course and clinical services in the region which (a) strengthen the quality and range of research opportunities available to trainees and (b) act as a resource for promoting research activity in the profession of clinical psychology in the region.

Membership

The following shall be members of the Research Panel; membership of the research panel will be reviewed annually. Co-opted members will normally serve for 3 years.

- Permanent members: The Research Co-ordinator and Course Director of the DClinPsy programme, ex officio, and up to thirteen co-opted members to represent the course team, University, clinical supervisors and a user / carer organisation in the region.
- Non-permanent members: current supervisors of DClinPsy trainees' large-scale research projects (if not already included as a permanent member) and a Year 3 trainee representative will be invited to attend annually as appropriate.
- All members of the Research Panel are appointed by the Course Director of the DClinPsy programme.
- In order for the proceedings of the Research Panel to be valid, a quorum of not less than three members of the Panel should be in attendance.

Meetings

Meetings should take place at least twice a year and in advance of the Board of Studies meetings in December and June. Additional meetings may be called as necessary by two or more members in consultation with the Chair. The committee will report to Board of Studies. Meetings should be chaired by the Research Coordinator. Agendas for meetings will be circulated at least one week before the meeting with a call for items for the agenda at least 2 – 3 weeks before. The Course Administrator will arrange for admin staff to take minutes for the meeting with these being circulated to members for any corrections.

British Psychological Society

Please find below the links to the BPS code of Human Research Ethics and the BPS's statement of Policy on Authorship credit.

BPS Policy on Authorship credit

<https://www.bps.org.uk/news-and-policy/statement-policy-authorship-and-publication-credit-2017>

BPS code of Human Research Ethics

<https://www.bps.org.uk/news-and-policy/bps-code-human-research-ethics-2nd-edition-2014>