BCPC Academic Regulations

Students enrolled at and attending BCPC's MA in Humanistic & Integrative Psychotherapy are also students of Middlesex University as validating partner. The MA in Humanistic and Integrative Psychotherapy abides by Middlesex University Regulations which are available online at https://www.mdx.ac.uk/about-us/policies/. BCPC follows all of the University's academic regulations except those relating to student appeals and complaints. Where there is an Academic Appeal and the BCPC internal procedures have been exhausted without resolution the Appeal can be referred to the Middlesex University Registry Team.

Admissions

BCPC is committed to providing a fair and transparent admissions procedure. Applicants must qualify under the published entrance qualifications and there is no right to appeal against a decision not to offer them a place at BCPC unless they believe there has been an unfair process. Our admissions policy can be found on the BCPC website in About Us/ Our Policies.

Code of Conduct

All students must abide by the Codes of Ethics & Practice of BCPC & the UKCP Code of Ethics & Professional Practice 2024; students must fulfil the training commitments appropriate to the stage reached including attending psychotherapy at least once a week with a therapist from the BCPC approved list of practitioners.

Attendance

Course attendance is expected to be full, and minimum attendance on the programme must be at least 80% of course teaching. All clinical requirements must be satisfactorily fulfilled. Where a student is unavoidably absent, they may be expected to pay for a private tutorial to catch up with course material missed. This is at the individual tutor's discretion and depends on the nature of the material missed as well as the student's ability to show how they have covered it.

Interruptions of Study/Sabbaticals

In exceptional circumstances students may require a break in training. The student remains in a contractual relationship with BCPC during their sabbatical, and an individual learning contract may be established. The student needs to discuss this with their tutor and get their support in this decision. A written request should be sent to the MA Programme Director stating reasons, and if it is granted the student will remain on the BCPC student register and will remain registered with Middlesex University.

Student Support and accessibility

BCPC recognises the need to increase accessibility to our courses for students living with a range of disabilities and specific learning difficulties. The Disability policy and Guidance for professional training students with additional needs uphold this and seek to clarify what support we can currently offer. These can be found on the BCPC website. Allowances such as extensions and submission of drafts are made for students with neurodiversity issues.

Progression

Assignments must be handed in on time unless there are extenuating circumstances Extenuating Circumstances are exceptional, unforeseen, outside of your control and have a serious impact on your studies. BCPC / Middlesex University will grant short (14 day) extensions on individual written assessments without evidence. Progression criteria are published in the handbook. All formative assessment criteria must be fulfilled in order to progress to the next module. A student may progress to the next module with one outstanding written assignment, if the module tutors and the Programme Director agree that the other academic and professional criteria have been suitably fulfilled. Any issues with progression are brought to the Assessment Board for discussion and approval.

Assessment of Course Work

Assessment criteria for each assignment are published in the relevant section of the handbook. The proforma marking forms are found in the appendices of the handbook. Students are provided with formative and summative feedback on all assignments; assignments are normally marked by one tutor and this marking is moderated internally by the co-tutor where there is double staffing. External anonymous marking is used to ensure independent assessment in line with the Middlesex University Anonymous Marking Assessment Policy available here https://www.mdx.ac.uk/media/middlesex-university/about-us-pdfs/anonymous-marking-assessment-policy.pdf

Where anonymous marking is not appropriate, practical or possible, BCPC staff rely on reference to clear and transparent assessment criteria, moderation sampling processes or second marking.

An External Examiner (EE) who moderates sample course work is appointed by Middlesex University. The MA programme is also subject to the University's routine programme evaluation procedures, which includes an Annual Monitoring Report and an External Examiner's Report.

Final Assessment

Students must submit their final Dissertation and Case study, with accompanying reports within two years of completing the taught part of the training in Module 4. All submissions are double blind marked; one examiner is internal to the training programme, and a second examiner is drawn from a list of suitably qualified examiners from the field.

The BCPC Psychotherapy Exam Board meets twice a year to consider final submissions for the Professional Award. Students may apply to the Psychotherapy Exam Board for deferment of submission beyond the two year time limit in exceptional circumstances and with the support of their tutor. The decision must also be ratified at the Assessment Board by Middlesex University, which is also responsible for ratifying all final awards.

Academic Appeals

Students are able to appeal against Assessment Board decisions. An appeal is a request from a student for a reconsideration of a decision made by an Assessment Board or Programme Progression Board regarding their assessment, progression or award and relates to the outcome of an assessment or examination, or a student's progression. It may be based on:

a) Extenuating or mitigating circumstances where, for good reason, the Assessment Board was not made aware of a significant factor relating to the assessment of a student when it made its original decision
b) That there was a material error, either in the conduct of the assessment itself, or in the proceedings of the Assessment Board, which significantly affected the Assessment Board's decision

BCPC uses its own regulations for handling student appeals and therefore section G of the Middlesex University Regulations does not apply. More information about the appeal process can be found in the Appendices of the Handbook and in the Examination Submission pack. It can also be found on the public pages of the BCPC website in About Us/ Our Policies and in the student handbook.

Where there is an Academic Appeal and the BCPC internal procedures have been exhausted without resolution the Appeal can be referred to the Middlesex University Registry Team. In such instances BCPC agrees to abide by the findings of the MDX procedure and to implement any necessary actions accordingly.

Academic Misconduct

Middlesex University Regulations for Academic Misconduct apply to BCPC. It is important that you are aware of what constitutes academic misconduct and section F of the Middlesex University Regulations gives this in full and can be found here: https://www.mdx.ac.uk/about-us/policies/ A student must indicate by means of explicit references the citation of the work of others or other work by the candidate which is not part of their submission for the qualification. Your tutor is there to advise you, and they may refer to the Middlesex External Examiner if the work is considered to be unoriginal or reliant on other authors' work.

Complaints

BCPC has its own regulations and policies for complaints and grievances which will be exhausted before the University is approached. The BCPC Complaints Process can be found on the public pages of the website Our Policies (bcpc.org.uk) and in the student handbook.