MPhil/PhD in Psychology, specialising in Psychotherapeutic theory and Practice

Metanoia Institute Enrolment Handbook

School of Science and Technology

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Contents

Introduction to the Master of Philosophy (MPhil) / Doctor of Philosophy (PhD) specialising in Psychotherapeutic theory and Practice

The MPhil/PhD is an untaught programme, aimed at therapists interested in independent research at the cutting edge of knowledge and practice in psychotherapy. A candidate will be supported by a supervisory team drawn from specialist staff at both Metanoia Institute & Middlesex University.

Metanoia Institute is a provider of specialist higher education in the disciplines of psychotherapy, counselling psychology, counselling and, more recently, coaching and organisational development. Metanoia Institute was founded in the early 1980's and was one of the first organisations in the UK to offer Humanistically oriented professional counselling and psychotherapy training programmes. Metanoia Institute offers a wide range of training in counselling, psychotherapy, and counselling psychology, including eleven Masters programmes and three doctoral programme, all of which are validated by Middlesex University. Metanoia Institute offers also preparative enrolment and specialist research supervision to the MPhil/PhD based at Middlesex University.

Middlesex University has been working for over 130 years with leading educational institutions across the globe to deliver outstanding teaching and research. Working with enthusiastic and like-minded academics ensures students access the very latest thinking and cutting-edge research around the world. A growing community of research excellence, Middlesex has a strong research culture that values and encourages research and professional practice from all parts of the academic community, including early career researchers. Established in 1968, the Department of Psychology at Middlesex is one of the largest providers of Psychology education in the UK. This MPhil/PhD follows the same structure as the general PhD in psychology after the initial Metanoia Institute preparative period. For more information about Middlesex university programme structure please see go to https://www.mdx.ac.uk/courses/research/academic-research-degrees-mphil-and-phd
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Who can apply?
The MPhil/PhD is an academic degree designed to support independent in-depth research. It does not confer practitioner status.

Successful applicants will normally have:
- A First or Upper Second-class bachelor's degree.
- Basic research experience and skills to flourish on the untaught programme design
- BPS, UKCP, or BACP accreditation as a Psychologist, Psychotherapist or Counsellor, although Diploma or basic training may be sufficient for the academic programme.

- Identified a potential research idea and begun to create a research proposal.
- An understanding of perspectives on research in the psychological therapies.

The pathway will also attract other professionals who have relevant qualifications and who want to pursue the insights of applied psychology, psychotherapy and counselling in their own discipline, including from the field of education, social work, nursing etc.

First point of contact
For initial enquiries please contact Metanoia Institute Director of Studies Dr Sofie Bager-Charleson for more information, on
sofie.bager-charleson@metanoia.ac.uk

How will it be delivered?
Supervision for the MPhil/PhD will be delivered jointly by staff from Metanoia Institute and Middlesex University.

Stage 1: A preparatory programme lasting 3-12 months is delivered at the Metanoia Institute provides candidates with specialist training in psychotherapy research, resulting in a detailed Progression Plan to present for stage 2.

Stage 2: After a second interview, the candidate joins the Middlesex University programme as described on the link below with continued joint Metanoia/Middlesex supervision:
https://www.mdx.ac.uk/courses/research/academic-research-degrees-mphil-and-phd
This stage culminates in presenting the proposal at the Registration panel, followed by an ethics approval application before commencing with your primary research.

Stage 3 leads to a Transfer panel with an MPhil exit option, approximately 18-24 months (depending on full-time or part-time studying) from your enrolment at Middlesex University.

Stage 4 leads to final submission and viva, approximately during the fourth year of enrolment for full time students or in the sixth year of enrolment if part time.

Supervision
A candidate will be supported by a supervisory team drawn from specialist staff at both Metanoia Institute & Middlesex University. The team is composed of two academic supervisors, and a specialist academic consultant. One of the academic supervisors will be drawn from Metanoia Institute's pool of psychotherapy research experts with an established authority in the candidate's chosen area of study and/or methodology. A Director of Studies will be appointed from Middlesex University with an overall responsibility for the candidate's progression. During the first three to twelve months the Metanoia Institute works with the candidate to establish a personal Needs-Analysis with a

bespoke, individual Progress Plan for each student. You can read more about our supervision, under the heading 'relational research supervision' on this link https://www.metanoia.ac.uk/research/relational-research-supervision-for-doctoral-psychotherapy-research/

Candidates will be able to apply to use the research resources of the Metanoia Institute Research Clinic (MCPS). MCPS provides low-cost medium-term counselling and psychotherapy to over 300 clients per year and is staffed by approximately a hundred practitioners in training placements. It conducts on-going routine outcomes evaluation of Transactional Analysis and Gestalt Psychotherapies, Integrative Psychotherapy and Counselling Psychology, Person Centred and Humanistic counselling. Candidates will also access Metanoia Institute online learning resources, workshops and monthly research seminars some uniquely for the PhD and others to support network and knowledge exchange across the four doctoral programmes at Metanoia

Accessing two research communities
From stage 2, the PhD students belong to research communities and will access library and student learning support at both the Metanoia Institute and Middlesex University. Middlesex offers Researcher development programmes at university and faculty level, both with several workshops per month, and also access to information and resources via My Learning at MyUnihub https://myunihub.mdx.ac.uk/
where there is an area for research students and a specific area for psychology research students.

How long will it take?
The time limits for completion are calculated from the enrolment date at Middlesex University, after the Metanoia Institute preparation. For full-time students, the minimum time is 33 month and maximum time 5 years for completion of the PhD. For part-time students, the minimum is 45 months and maximum 7 years.

PROGRAMME OVERVIEW

Outline proposal for Metanoia Institute preparative enrolment
To enrol on the MPhil/PhD programme at Metanoia Institute the candidate submits an 'outline proposal' which will be considered by both Metanoia Institute and Middlesex University. The outline proposal forms the first evidence of the ability to present a convincing research proposal. It will not constitute a definitive statement but will be significant for the first interview at Metanoia Institute for the development of an individual progression plan as part of the preparation for registration for the MPhil/PhD at Middlesex University.

Stage 1: Metanoia Institute Enrolment 3 - 12 months (Fixed Fee £2,900)
Enrolment at Metanoia Institute involves a preparatory period lasting between 3 -12 months depending on the candidate. This is both diagnostic and preparatory to help students to prepare their proposal for the Middlesex university registration.

It involves a 'Personal Needs Analysis', Proposal and Progression plan at the end. You will present your Progression plan as part of a second interview before entering stage 2, evidencing how your research objectives and chosen means are likely to benefit within the format of the untaught MPhil/PhD programme.

Stage 2: Enrolment and Registration for MPhil with possibility to transfer to PhD (Standard Middlesex PhD fee)
After the 3 - 12 months preparatory period and subject to your Progression plan you enrol at Middlesex and prepare a **5,000 words Justification for Registration**. This involves the development of your Outline proposal and Progression plan, and will include a clearly formulated **research question**, a **literature review** and critically reviewed **research methodology** within the frame of a **sensible research design** with adequate **supervision arrangements.** The Registration panel is arranged jointly by Metanoia Institute and Middlesex university, chaired (and administrated) by Middlesex University and assessed by an External or Internal Expert. If successful, the candidate registers for the MPhil/PhD with the Transfer panel as a next junction.

Stage 3: Research and preparation for Transfer Proposal
After Registration, a supervisory team begins to guide and support the candidate, which will firstly involve applying for approval for the research from the Psychology Department's Research Ethics Committee through the Middlesex Online Research Ethics (MORE) system. The team has three members: the First Supervisor (known as Director of Studies; DoS) usually from Middlesex, a second supervisor from Metanoia Institute, and the Director of Studies at Metanoia Institute who offers personal support and helps to develop the team's progress. The First Supervisor (DoS) will focus on progression issues, with the Metanoia Institute supervisor supporting with topic and methodological expertise. A third supervisor can act as an academic consultant.

The candidate prepares a transfer portfolio consisting of the submission of a significant body of work explaining the status of the research material to date in a coherent format and to an appropriate standard. (6,000 to 10,000 words, or equivalent). The candidate will also produce a critical evaluation of research progress to date with a clear explanation of future research to be done (3,000 to 6,000 words). The transfer proposal is normally submitted after 18 months for fulltime and 24 months for part-time study from enrolment at Middlesex. A Transfer panel is then arranged jointly by Metanoia and Middlesex university, chaired (and administrated) by Middlesex University and assessed by an External or internal Expert. If successful the candidate will be allowed to transfer from MPhil to PhD to continue their studies

MPhil exit: A candidate registered for the degree of PhD but unable to complete the approved programme may apply for the registration to convert to that of MPhil.

Stage 4: Research and preparation for Viva
After transfer, the candidate will complete their research, write up and prepare for submission and viva. The suitable candidate will be expected to make original contributions either through conceptual or applied research in the field of psychotherapy. This includes being able to conceptualise, design, and carry out a research project for the advancement of knowledge at the forefront of the discipline. The examination for the MPhil and PhD includes the submission of the thesis and/or any other submitted work defended by an oral examination (viva). Normally the text of an MPhil thesis comprises a maximum 40,000 words and the PhD thesis a maximum 80,000 words. Where the candidate's own creative work forms the principal mode of enquiry for the submission, the written thesis will be shorter.

Metanoia Institute Enrolment. Student information:

The Enrolment with Metanoia Institute is both diagnostic and preparative. It includes a critical review and development of the Outline Proposal, based on

- Becoming familiar with QAA Level 7 (MPhil) and Level 8 (PhD) descriptors (fig. 1)

- Considering the different stages of a research 'life-cycle' (fig.2 and Appendix 1)

- Becoming familiar with the typical key stages of a research degree, with an introduction of the QAA and the Metanoia Institute/Middlesex MPhil/PhD structure

- Engaging with and presenting outcomes of a
  a) Critical review of the research question through a pilot literature review
  b) Search to identify significant, contemporary experts in the field of study (methodological and/or topic related), to suggest a potential Academic Consultant
  c) Becoming familiar with the ethics process (appendix 2)

- Collaboratively identify needs for further learning (training and reading) with regards to the above

'Doing' a PhD

A research degree is different from a taught programme with a set syllabus such as a Bachelors degree or a taught Masters degree. The MPhil/PhD is mapped onto the QAA Professional Descriptors for Assessment at Masters (Level 7) and Doctoral Level (Level 8). During the Enrolment with Metanoia Institute, both Levels will be discussed with the MPhil exit option in mind. These are listed in (fig. 1) below.

The QAA (The Quality Assurance Agency for Higher Education 2011, 2020) provides a general guide for current and prospective doctoral candidates in which the difference between doctorate studies and other degrees, and highlights how:

[D]octoral candidates all share the experience of creating knowledge through the practice of independent research and scholarship. This creation of new knowledge or of applying existing knowledge in a new way is not expected in the same way at undergraduate or taught postgraduate level. Doctoral candidates operate at a level of independence and self-direction that would not be expected of an undergraduate or taught postgraduate student (QAA, 2011, p.4)

To learn more about being a UK doctorate on a programme guided by QAA requirements, please download the QAA guide for current and prospective doctoral candidates: file:///D:/doctoral-degree-characteristics-statement-2020.pdf

(Fig. 1) The Metanoia Institute/Middlesex MPhil/PhD degree in Psychotherapy includes Level 7 and Level 8 Learning

LEVEL 7 (M)

Have the following Learning Outcomes been evidenced?

	Yes/No
A1 (Knowledge) Understanding of historical perspectives on research in the psychological therapies, and the different philosophical and epistemological frameworks which may be identified in research activities.	
A2 (Research and Development Capability) Ability to adopt a critical perspective to research approaches in psychotherapy.	
A3 (Ethical Understanding) Understanding the ethical challenges posed by research activities.	
B1 (Analysis and Synthesis) Understanding of methodological approaches to research and the issues involved in the construction of an appropriate research design and the ability to select an appropriate research methodology for Masters-level work.	
B2 (Self Appraisal/Reflection on Practice) Ability to select an appropriate research focus for research, develop a coherent research, develop a coherent research design for research, and evidence knowledge of appropriate methods, their limitations and uses.	
B3 (Planning/Management of Learning) Capacity to plan for, and collect, relevant research data.	
C1 (Awareness of Operational Context and Application of Learning) Ability to evaluate and critique research approaches and methods in various contexts and to justify their selection in a piece of successfully completed research.	
C2 (Use of Resources) Ability to review and evaluate appropriate literature in support of research.	
C3 (Communication/Presentation Skills) Ability to analyse and present the data collected, and to put material together into a coherent research report which meets standard academic requirements (e.g. referencing format).	

LEVEL 8 (D)
Have the following Module Learning Outcomes been evidenced?

	Yes/No
A1 (Knowledge) Evidence of in-depth knowledge of an inter-disciplinary nature in a complex area and is working at current limits of theoretical and/or research understanding.	
A2 (Research and Development Capability) Ability to adopt a critical perspective to research approaches in psychotherapy.	
A3 (Ethical Understanding) A wide experience and acute awareness of the ethical challenges posed by research activities.	
B1 (Analysis and Synthesis) Evidence of self-directed critical evaluation of methodological approaches to research and the issues involved in the construction of an appropriate research design and the ability to select an appropriate research methodology for their specialist field.	
B2 (Self Appraisal/Reflection on Practice) Ability to select an appropriate research focus for research, develop a coherent research design for research, and evidence knowledge of appropriate methods, their limitations and uses in ways that are acknowledged to be applicable in the professional field of practice.	
B3 (Planning/Management of Learning) Capacity to plan for, and collect, relevant research data appropriate for leading-edge research and development activities.	
C1 (Awareness of Operational Context and Application of Learning) Ability to evaluate and critique research approaches and methods in various contexts and to justify their selection in a piece of successfully completed research.	
C2 (Use of Resources) Ability to review and evaluate appropriate literature in support of research.	
C3 (Communication/Presentation Skills) Ability to translate and disseminate theoretical knowledge into workable frameworks and models which are acknowledge to be applicable in the professional field of practice.	
C4 (Responsibility and Leadership) Autonomy in a wide range of professional practice contexts. Has acquired the skills of setting up and managing learning for self and others.	

MPhil/PhD in Psychology, specialising in psychotherapeutic theory and practice PROGRAMME OVERVIEW FLOW CHART

1	Applicants are required to submit an Outline Research Proposal to the Metanoia institute, which 1. Indicates the applicant's research question and considered methodology, 2. Provides an indication of research already undertaken in the field, e.g. a brief literature review, together with 3. a rationale for undertaking research in this area with references to its value and potential implications for theory and practice. For your official application for phase 1, e.g., the PhD Metanoia Enrolment phase, please follow the application portal link below: https://metanoia.heiapply.com/application/register
2	The application is considered by the Application Committee with Metanoia Institute and Middlesex university representatives.
3	If the reviewer is positive, applicant invited to interview. Normally conducted by Director of Studies (Metanoia) and Research Degrees Coordinator (Middlesex).

Application Form Outline Research Proposal approx. 3,000 words

Stage 1
- **Metanoia Institute Preparative period with Personal Needs Analysis**
- **Pilot-Literature Review and Research SMART-plan**
- **Preparation of supervisory team with Metanoia Institute supervisor and Middlesex DoS**

4	Within 2 weeks, the applicant will be sent a letter giving them the result of their interview. If the applicant is offered and accepts a place, they are enrolled as a research candidate with Metanoia Institute. Candidates may commence their Metanoia Institute preparative period starting either in October or January each year.
5	**Stage 1**

	Once candidates have started their Metanoia Institute preparation, they will start preparing for the Progression plan, to enrol at Middlesex enrolment for subsequent Registration panel. Those enrolling at Metanoia Institute in October may continue onto their Middlesex enrolment in either next January or October, those enrolling with Metanoia Institute in January can continue onto Middlesex enrolment in next October or January. The period is negotiated in context of the needs analysis. During the Metanoia Institute preparatory period the Metanoia Institute's Director of Studies and the Middlesex Research Degree Co-ordinator will begin to form a research team with the supervisory experts who can assist the candidate through registration and towards the MPhil/PhD transfer stage and the Viva. During the preparation for the MPhil/PhD programme, a 'Personal Needs Analysis' will be issued by team at Metanoia Institute. Metanoia Institute's Director of Studies will together with the team support the candidate to develop a progress plan. This will include a Pilot-literature review and a Research SMART plan with clearly identified objectives for the potential development of academic and generic skills required to complete a research programme. A Middlesex Director of Studies will also be appointed during this period. The supervisory team is identified and will commence their support after the Middlesex enrolment.
6	Progression plan presentation. After the 3-12 month Metanoia Institute preparative period, the candidate presents a detailed progression plan to a Middlesex and Metanoia representative constituting a second interview for Stage 2.

Stage 2

Subject to the proposal, the candidate will receive an offer letter from Middlesex, be able to attend induction and then begin to prepare for the Registration panel. This is a development of the Outline proposal, evidencing the grounds for the claim to register for the degree of MPhil with possibility to transfer to PhD. It will normally take the form of a written document but may also be based on other media (e.g. video, demonstration etc.), subject to the agreement of the Director of Studies. It will include details of the methods to be employed and any preliminary findings should be clearly presented together with a clear plan and schedule for the proposed study.

The Research Proposal for the Registration panel will evidence that:

- the candidate appears suitably qualified to commence the untaught MPhil/PhD programme;

- the candidate's research programme appears viable, with a well-considered research question and methodology;

- the supervision arrangements are adequate and appropriate to facilitate the conduct of the proposed research project.

7	The Research Proposal and registration form (Appendix 2) should be submitted to the Middlesex Research Degrees Admin Team (RDAT) and is assessed by the Registration Panel prepared by Middlesex University together with Metanoia Institute. The panel will consist of the following people: • Chair: This is usually an experienced researcher and doctoral supervisor, who may not be from the same subject area as the student. • Independent Reviewer: This will be someone who has expertise in the area, normally from within the subject area, but who is not part of the supervisory team. • Student: The student presents and discusses the proposal for registration. • Director of Studies and/or Supervisors: At least one member of the supervisory team attends the Panel. They may deal with issues such as resources that cannot be answered by the student. Other than that, they do not answer any questions, but they may ask questions as part of the assessment. All students must also make a presentation (10 - 15 minutes) of their work at the panel itself. PowerPoint presentations or similar are generally expected The Panel may recommend to the University's Research Degrees Board that the candidate proceed to Registration or be referred back for further work and re-assessment. Normally the maximum referral period will be up to 3 months. Candidates will be notified by a letter from RDAT.	**Stage 2** **Registration Research Proposal (5000 words) with** **Progress plan and Ethical approval discussion (full ethics approval application takes place after Registration approval, see p. 6 'stage 3'.** **Students will from now also access** • **Middlesex online- and campus based learning resources in addition to Metanoia Institute services, and will follow** • **Middlesex Postgraduate Research Degrees Programme Handbook**

If the Justification for Registration is deemed not to provide a clear preliminary case for the award of the degree of MPhil with the possibility of transfer to PhD the candidate will not progress further on the Doctoral pathway. Candidates will be advised whether they have a preliminary case to enrol for the MPhil award.

8	# Stage 3
	After Registration, a supervisory team begins to guide and support the candidate, which will firstly involve applying for approval for the research from the Psychology Department's Research Ethics Committee through the Middlesex Online Research Ethics (MORE) system. Candidates will start working with two supervisors, adding one academic consultant towards the Transfer stage. The First supervisor (DoS) is academic staff of Middlesex, who focuses on programme specific, usually administrative aspects. The Metanoia Institute supervisor brings specific topic and/or methodology expertice in psychotherapy related areas (10 hrs/year). The Academic Consultant is an outside expert in the field, adding 3 hrs expter input per year.
	The MPhil/PhD student will work towards the transfer panel as the second milestone. This should take place within 18 months from your enrolment date at Middlesex for all full-time students and within 24 months after your enrolment date for part-time students
	The Supervision Team will revisit and clarify the research topic, improve the initial programme of work and identify the methodological skills required.
	The Supervision Team will, together with Metanoia Institute DoS help the candidates to implement their **Research SMART plan** with earlier identified objectives for the potential development of academic and generic skills required to complete their research programme. Candidates can join workshops, seminars and upon agreement with module leaders sit in on lectures taught

Stage 3
Candidates start working with their supervisory team. The next milestone is the Transfer panel.

| | | at the Middlesex University and Metanoia Institute to:

(a) provide the candidate with the skills and knowledge necessary for the pursuit of the proposed research;

(b) provide a body of knowledge normally associated with a degree in the field of study of the proposed research; and

(c) provide breadth of knowledge in the related subjects. | |
|---|---|---|---|
| 9 | A candidate initially registered for MPhil with possibility of transfer to PhD who wishes to transfer to PhD shall apply for transfer with support of their supervisors when he/she has made sufficient progress on the work to provide evidence of the development to PhD. The candidate must submit a transfer portfolio to the Middlesex Research Degrees Admin Team (RDAT) and is then assessed by the Transfer Panel consisting of a chair, independent reviewer, student and Director of Studies and/or Supervisors. | | |
| 10 | Students are required to submit a transfer portfolio consisting of:

a) A completed and signed transfer form

b) A 500 word abstract

c) A significant body of work demonstrating the status of the research material to date in a coherent format and to an appropriate standard which demonstrates clearly an adequate understanding, knowledge and justification of appropriate research design and methods (6,000 to 10,000 words or equivalent).

d)A critical evaluation of research progress to date and a clear explanation of future research to be done, its expected contribution to knowledge and/or new | → | **Transfer Portfolio After 18 months, full time** |

insights and a programme of work for completing the project to the required standard. This should be between 3,000 and 6,000 words.

The report should explain how the project has altered from that proposed at registration and how the student plans to develop the work beyond what has been achieved so far and a revised timetable and milestones of their work towards PhD.

All students must also make a presentation (10 - 15 minutes) of their work at the panel itself. PowerPoint presentations or similar are generally expected.

If the submission is not deemed of a standard to enable the Candidate to progress, they will: take a further semester in order to improve their submission and resubmit; transfer to the MPhil pathway; or they will exit the Programme.

11	**Stage 4** If the panel recommends to the University's Research Degrees Board that the candidate may transfer to PhD, the candidate is notified by letter from RDAT. Candidate is notified of any recommendations and necessary revisions and carries these out in conjunction with their Supervisors.
12	Research students on MPhil/PhD, programme who have successfully passed their Transfer Panel and have subsequently completed the gathering and collating of their data for their research maybe eligible to begin their writing-up period. This should normally take place in the fourth year of enrolment for full time students and in the sixth year of enrolment for part time/distance education students. A writing-up period is designed to facilitate the completion of the thesis.

To qualify for the writing-up period the student must:

- have completed the specified minimum registration period (3 years full time, 5 years part-time excluding any periods of interruption)

- have successfully passed the transfer panel, including any revisions required

- have completed all active research - including all experimental work, laboratory work, field work, archival work, interviews and data collection or any work as detailed in the methodology

- have a good working draft of the thesis

- have the approval of the supervisory team to ensure you are at an appropriate stage to begin writing-up (completion of the writing-up form is compulsory)

The writing-up period counts towards the specified maximum registration period and the writing-up period usually lasts for a maximum of 12 months, for both full time and part time

At the end of the writing up period and after approval from Supervisors, the candidate submits the work for assessment to the Middlesex University Research Degrees Admin Team.

Normally the text of an MPhil submission (excluding supplementary material such as tables, diagrams, appendices, references, and the bibliography), shall not exceed 40,000 words.

	Normally the text of the PhD thesis (excluding supplementary material such as tables, diagrams, appendices, references, and the bibliography) shall not exceed 80,000 words.
	Where the candidate's own creative work forms the point of reference and principal mode of enquiry for the submission, or where the submission involves the preparation of a scholarly edition, the written thesis should normally be within the range of 30,000 - 60,000 words for a PhD and 15,000 - 20,000 for an MPhil.
13	The exam panel is appointed by Middlesex university in consultation with Metanoia Institute, approved according to standard Middlesex university procedures. One external and one internal examiner will consider and report on the submission and together with an independent Chair will conduct the examination. They will then produce a final report for the Research Degrees Committee. The student is then orally examined by presentation and viva voce.
14	The Candidate will be notified of the outcome, including any potential further work, by the Middlesex Research Degrees Admin team. In certain circumstances the assessors may recommend the award of MPhil.
15	The Candidate is invited to attend a Middlesex University Graduation Ceremony and Metanoia Institute Graduation Party.

Metanoia Resources

Resources and Support Available - This section will give you an overview of the resources available to you at both of Metanoia Institute campuses.

Facilities

Much of the MPhil/PhD contact is remote, via Zoom and email. All students have however access to Metanoia's training rooms are fully equipped with comfortable chairs, power-point facilities and flip charts. Additionally students can access all of Middlesex University's sports facilities, more information regarding which can be found at https://www.mdx.ac.uk/student-life/sport-and-fitness.

Campus accessibility

Metanoia Institute aims to ensure that all courses are designed to offer the best possible opportunities for full participation by disabled students. Due to the age of the buildings, however, there are some parts of both campuses, which may be difficult to access for some students.

If you are a wheelchair user or have difficulty with stairs, please contact the Disability & Student Support Office to arrange training in a room which is fully accessible. Or if you benefit from the use of a hearing loop, then again please let the Disability & Student Support Officer know, and we can arrange training in rooms fitted with hearing loops.

The contact details for the Disability & Student Support Office are disability@metanoia.ac.uk or 020 8832 3099.

IT Resources

As a Metanoia student, you will get a student email address set up by the Institute and access to Office 365 software. Details on your institutional email address and instructions on how to configure your inbox and Office 365 software will be sent to the email address provided during the application process.

Your Metanoia email address will be the only one used to contact/message you. You also need it to access the Virtual Learning Environment (VLE), Moodle. Please continue to read for more information.

Free internet access is available on the computers in the Student Resources Room located at North Common Road campus only. Internet access is also available on all PCs in training and small group rooms. Please check that rooms are not in use for clinic/small group work.

We also have a Wi-Fi facility at both campuses.

Additionally students are able to download and use the full suite of Microsoft Office applications during their period of registration with Middlesex University, including Word, PowerPoint, Excel, and providing access to Microsoft OneDrive.

Your contact details

It is very important that you always keep us informed of any changes to your personal contact details and of your emergency contact. For more information and a copy of the **Change of Personal Details e-form** you will need to complete, please visit the Changing your personal or contact details section in My Registry.

Moodle

Moodle is the Institute's Virtual Learning Environment (VLE). You can access it via any device with an internet connection, through the homepage of the Institute's website http://www.metanoia.ac.uk or by going directly to https://moodle.metanoia.ac.uk.

To gain authorised access to the contents of the Moodle Portal, you must be given a Moodle username and password. You will be given this at the start of your studies, usually by your Academic Coordinator. Once you have logged in and changed your password, you will be able to access a wealth of information through Moodle.

On your course pages you can find course information, lessons devised by tutors, and details of assignments.

MyUnihub

From stage 2, you will also have full access to Middlesex University's online learning environment called UniHub. You will receive a login for this portal which provides additional resources and information and via which you can access Middlesex library and learning resources, borrowing from other libraries and the student helpdesk UniHelp.

Metanoia Library Services

Before stage 2, you will use library membership at Metanoia Institute, including access to online resources. Further details including user guides, access details to online databases, and the Online Library Catalogue are available on the Learning Resources on Moodle https://moodle.metanoia.ac.uk.

The Library is open every week-day and all training weekends; daily opening times are displayed on the website and Moodle, but do ring the main office before making a special journey to check that the library is open. Outside of these times you can search, renew and reserve books via the online Library Catalogue.

When the library is closed you can return books via the Library Return Box in the hallway at the North Common Road Campus which is open 9.00 am to 10.00 pm Monday to Friday. If you wish to collect a reserved book after 5.00 pm, you will need to contact the library staff before 1.00 pm to arrange for it to be loaned to you and left at reception for collection on that same evening.

You can contact library staff via email: library@metanoia.ac.uk or by direct line: 020 8832 3084.

You can access the library catalogue via our website. Availability of books will show as either 'on the shelf' or 'checked out', or 'checked out – hold' (book on loan and also reserved). Items can be renewed or reserved via the Library Catalogue. A username and password will be required.

Here is a summary of our current databases and the online journals that you can access at Metanoia:

Data Bases

- **Psychology & Behavioral Science Collection (EBSCO):** 540 full-text journals, 400 of these can be linked from citations within PsycINFO.
- **PsycINFO (APA):** is the main literature searching tool for psychology, providing citations & summaries (and occasional full text) of articles, chapters, dissertation from 1806 to the present, adding 80,000 references annually.
- **PsycARTICLES:** is a full text database of over 60 APA and associate journals, from their 1894 to the present.
- **PEPWEB (Psychoanalytic Electronic Publishing):** A searchable digital archive of classic psychoanalytic texts and journals.
- **PsychiatryOnline:** is a web-based portal featuring full access to DSM-5, The American Journal of Psychiatry, other journals and textbooks and more.
- **Sage Research Methods:** allows students to learn how to design a research project and discover new methods to use in their research and to read over 175,000 pages of SAGE's renowned research methods content from leading global authors.

Online Journal Subscriptions

- **Taylor & Francis Online:** Psychotherapy Research, Person-Centered and Experiential Psychotherapies, , Journal of Poetry Therapy, Transactional Analysis Journal
- **SAGE Publications:** Journal of Humanistic Psychology
- **Wiley Online:** Counselling & Psychotherapy Research
- **LAPIDUS JOURNAL**: For Creative Writing Students Creative writing and reading for health and wellbeing

From Stage 2 you will, as mentioned, access MyUnihub at Middlesex University https://myunihub.mdx.ac.uk/ with extensive online learning resources, including the Research Degree Support Area with regular workshops and meetings for PhD students.

Some Early Research Reading

Bager-Charleson, S. and McBeath, A. G. (2022) *Supporting Research in Counselling and Psychotherapy about Therapy Qualitative, Quantitative and Mixed Methods Research*. London: Palgrave-MacMillan
Bager-Charleson, S. and McBeath, A.G. (2020) *Enjoying Research in Counselling and Psychotherapy about Therapy Qualitative, Quantitative and Mixed Methods Research*. London: Palgrave-MacMillan
Bager-Charleson, S., Dewaele, J., Costa, B. & Kasap, Z. A Multilingual Outlook: Can Awareness-Raising about Multilingualism Affect Therapists'

Practice? *A Mixed-Method Evaluation. Language and Psychoanalysis*, 2017, 6 (2), 56-75

http://www.language-and-psychoanalysis.com/article/view/1900

Bell, J. & Waters, S. (2018) *Doing Your Research Project: A Guide for First-time Researchers*. London: OU Press &McGraw

Braun, V., & Clarke, V. (2013) *Successful Qualitative Research*. London: Sage

Braun, V., Clarke, V., Boulton, E., Davey, L., & McEvoy, C. (2021). The online survey as a qualitative research tool. International Journal of Social Research Methodology, 24(6), 641-654. https://doi.org/10.1080/13645579.2020.1805550

Braun, V., Clarke, V., & Gray, D. (Eds.), (2017). Collecting qualitative data: A practical guide to textual, media and virtual techniques. Cambridge University Press. https://doi.org/10.1017/9781107295094

Bryman, A. (2008) *Social Research Methods* (3rd ed). Oxford: Oxford University Press

Charmaz, K. (2014) *Constructing Grounded Theory*. London: Sage

Denscombe, M. (2014) *The Good Research Guide*. Maidenhead: Open University Press

Frost, N. (2021) *Qualitative Research methods in Psychology. Combing core approaches*. Maidenhead: Open University Press

Hart, C. (2018) *Doing a Literature Review. Releasing the Research Imagination*. (2nd ed). London: Sage

Hesse-Biber, S., & Leavy, P. (2006) *The Practice of Qualitative Research*. London: Sage

Hesse-Biber, S. (2010*) Mixed-methods Research. Merging theory with practice*. New York: Guilford Press.

Howitt, D. & Cramer, D. (2014) *Introduction to research methods in psychology*. Harlow: Pearson

Levy, P. (2015) *Method Meets Art. Arts-Based Research Practice*. New York: The Guilford Press

Lyons, E. & Coyle, A. (2016) *Analysing Qualitative Data in Psychology*.(2nd ed) London: Sage

McBeath, A.G., Bager-Charleson, S. & Abarbanel. A. (2019) Therapists and Academic Writing: "Once upon a time psychotherapy practitioners and researchers were the same people". *European Journal for Qualitative Research in Psychotherapy*, 19, 103-116.

McLeod, J. (2013) *An Introduction to Research in Counselling and Psychotherapy*. London: Sage

Moller, N., Clarke, V., Braun, V., Tischner, I., & Vossler, A. (2020 in press) Qualitative Story Completion for Counseling Psychology Research: A creative method to interrogate dominant discourses. *Journal of Counseling Psychology*. file:///C:/Users/Sod/Downloads/Story_Telling.pdf

Onwuegbuzie, A., & Frels, R. (2016) *7 steps to a comprehensive literature review.* London: Sage

Ritchey, J., et al (2014) *Qualitative Research Practice* (2nd ed) London: Sage

Robson, C., & McCartan, K. (2016) Real World Research. London: Wiley

Rowland, N. & Goss, S. (2000) *Evidence-Based Counselling and Psychological Therapies*. Hove: Routledge

Sanders, P. & Wilkins, P. (2010) *First Steps in Practitioner Research.* Ross-on-Wye PCCS Books

Stiles, W. B. (2007). Theory-building case studies of counselling and psychotherapy.
Counselling and Psychotherapy Research, 7, 122–127.
Stiles, W. B. (2012). The client-therapist relationship. In C. Feltham & I. Horton (Eds.), *The Sage handbook of counselling and psychotherapy*, (3rd ed). (pp. 67-77). London: Sage
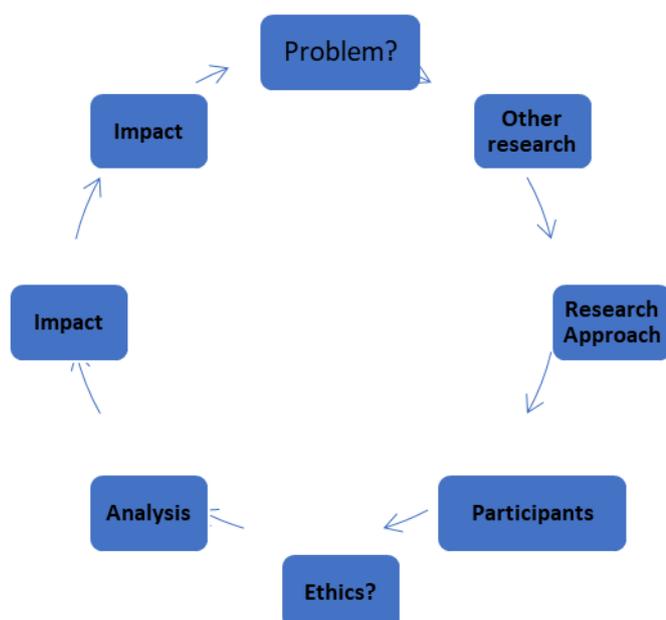Willig, C. (2013) *Introducing Qualitative Research in Psychology*. (3rd ed). Maidenhead: OU Press

Appendix 1. Developing Progression plan

The format for your Personal Needs Analysis and Progression plan is based on an ongoing discussion held between you and the Metanoia Director of Study over one face-to-face meeting, four Skype meetings and emails around text drafts and research references. The review draws from the 'research life-cycle' (fig.2a) as a source of reference needs, aims and upcoming issues.

The Metanoia Enrolment period will focus on your Research Life-Cycle as illustrated in (fig.2) below.

(fig 2 Research 'life-cycle')

This will involve considering your own own research proposal in context of others' research across some of the following stages:

- Problem in clinical practice; how does your research problem relate directly or indirectly to your practice?
- Formulation of research problem; how can the problem be formulated into a research question?
- Literature review; this is your critical review of what already is written and researched in the field. How has this research been conducted; and how might the findings impact your research interest and question? What kind of research is included and excluded in your search – and why?
- Research design; who does what, when and how? This links to

- Epistemology, methodology and method; how does your research relate to different methodologies and why; what might different research 'lenses' or methodologies highlight?
- Participants; who may help to illuminate the problem?
- How to gather the information; focus group, interview, survey etc? This links to earlier question about methodology. Are you seeking information about commonalities or interested in unique experiences?
- Data analysis. How might you analyse your data? And how will you present it?
- Impact; how might your study impact your practice? How might it impact the therapeutic profession?

Research SMART-Plan

The Progression plan includes a Research SMART-plan and should include objectives which are:

- *Specific* – target a specific area for improvement.

- *Measurable* – quantify or at least suggest an indicator of progress.

- *Assignable* – specify who will do it.

- *Realistic* – state what results can realistically be achieved, given available resources.

- *Time-related* – specify when the result(s) can be achieved

Pilot Literature Review
The SMART plan includes a pilot literature review as a practical exercise to identify leading contributors in the field. The literature review is a critical review of what already is written and researched in the field. How has this research been conducted; and how might the findings impact your research interest and question? What kind of research is included and excluded in your search – and why? The pilot literature review will, therefor, help you to evaluate your:

- ability to critically to analyse and evaluate published research relevant to the topic
- understanding of a variety of research designs
- ability to construct and develop a coherent and convincing literature-based argument
- ability to reflect on their personal involvement in the process of preparing a literature review
- ability to identify the potential implications of their review for Psychotherapy

The pilot review process will help identify gaps and learning needs, but can also include identifying and recruiting your future Academic Consultant, which is a

senior academic/expert from the therapeutic community who will be able to fulfil a specialist/subject consultancy role during the programme.

The MPhil/PhD includes reviewing your progression and proposal at the three stages, namely in the form of

- Your Outline Proposal

- Your University Registration

- Your Transfer Proposal

A Research Proposal will, in summary, typically demonstrate:
- A rationale that argues your choice of topic and method and which shows clear relevance to the field of Psychological therapies
- Your ability to formulate a clear and realistic research question which is anchored in existing research/theory deemed relevant to therapeutic theory and practice
- Ethical awareness
- Critical understanding of the epistemological foundations of your research question and choice of method
- A knowledge of methodological approaches to research and inquiry
- Description of appropriate and realistic means of data collection and data analysis

Appendix 2: Registration form sample, to accompany the Research Proposal
Please note that this is an example. You will access updated forms from myUniHub. For further information also see Middlesex University PhD Handbook:
MPhil_PhD_MRES_ArtsM_D Programme Handbook 2020-21 FINAL.pdf

Middlesex University
Research Degree

Registration review		**Student Number-**

For the degree of -   MPhi/PhD_____
Submitted by (School) -   Psychology_____

Registration ▷ Transfer ▷ VIVA

Please provide the following to researchdegrees@mdx.ac.uk **at least one week before the review panel:**

a) Completed and signed **Registration review form** (accessed from mylearning portal on UniHub)
b) Agreed **ethical approval** application – information and guidance relating to ethical approval
c) Completed and signed **health and safety risk assessment** form
d) The **Registration Report**
   • Will normally take the form of a written document but may also be based on other media (e.g. video, demonstration etc.), subject to the agreement of the Director of Studies
   • Details of the methods to be employed and any preliminary finding should be clearly presented together with a clear plan and schedule for the proposed study.
e) Include sample audio/visual material *(if applicable)*

For further information please refer to the Registration section of the Research Student Handbook (accessed from mylearning portal on UniHub).

1   Student details

Surname	
Forenames	
Start date	

Please detail any training workshops or seminars attended since start date	

2. Details of the Research

3   Details of any special equipment or facilities required *(e.g. software, expertise, access to databases)*

)

4   Supervision of Programme of Work

4.1 Director of Studies (see Note		
4.2 Supervisor(s)	Supervisor 2	Supervisor 3
4.3 Details of any other person(s) external to Middlesex University who will act in an advisory capacity		

5   Statement by the Student

I confirm that the information in this form is correct and have attached the above

Signed (student)	Date

6 Recommendation by the Supervisors

We support this application and believe that _____ Helena Kallner currently has the potential to complete successfully the programme of work **pro**posed and is currently on track to complete the degree of _____ at Middlesex University.	
Signed (DoS)	Date
Signed (Supervisor)	
Signed (Supervisor)	Date

7 The Panel

Chair	
Reviewer(s)	
Date of panel	

Appendix 3. Familiarise yourself with Research Ethics Application procedures and forms

Please note that students will be not submit full ethics application until after their Registration panel. You can access the updated forms on myUniHub.

If your research involves human participants, material, or data, consideration should be given to the ethical implications of your research throughout your research programme, and you should follow the University's Code of practice for research: principles and procedures. All research students must apply for ethical approval for their research before undertaking any experimentation or fieldwork.

A completed and approved ethical approval application must be presented before any research can be undertaken. You will be asked to provide evidence you have engaged with or completed the ethics approval process when proceeding through the Registration and Transfer Panel processes. If possible, a completed and approved ethics form must be sent to Academic Registry in advance of the Registration and/or Transfer Panels. All ethics applications need to be completed in consultation with your supervisory teams, as they have overall responsibility and need to sign off your form.

To apply for ethical approval, please use:

- Middlesex Online Research Ethics: this is an online ethics application system which was developed during the academic year 2015-16.

Where instructed, research students must apply for ethical approval for their research project as a whole as well as applying for approval for each research instrument/experiment or set of experiments. The ethical guidelines of relevant professional bodies should be adhered to by research students. More information on ethical approval can be found on the Research ethics page on UniHub.

An ethical approach to the undertaking of teaching, learning, assessments and research activities is of central importance to Middlesex University. Due consideration should be given to ethics in all aspects of your programme. Ethical process should be followed and/or ethical approval sought, before you carry out any work involving **human participants, human data, animals, materials or systems**. This applies to students at all levels of their degree.

Research ethics approval seek to ensure all work is designed and undertaken according to certain principles of ethical research. These include:

1. *Primary concern must be given to the **safety, welfare and dignity of participants**, researchers, colleagues, the environment and the wider community*
   *2. Consideration of **risks** should be undertaken before research commences with the aim of minimising risks to those involved – i.e. human participants or animal subjects, colleagues, the environment and the wider community, as well as actual or potential risks to those directly or indirectly affected by the research.*
   *3. **Informed consent** should be freely given by participants, or by a trained person when collecting or analysing human tissue (details on accessing and*

completing online training for gaining informed consent for HTA purposes can be found below in Section 8).
*4. Respect for the **privacy, confidentiality and anonymity of participants***
*5. Consideration of the rights of **people who may be vulnerable** (by virtue of perceived or actual differences in their social status, ethnic origin, gender, mental capacities, or other such characteristics) who may be less competent or able to refuse to give consent to participate*
*6. Researchers have a responsibility to the general public and to their profession; as such they should balance the anticipated benefits of their research against **potential harm, misuse or abuse** which must be avoided*
*7. Researchers must demonstrate the highest standards of **ethical conduct and research integrity**. They must work within the limits of their skills, training and experience, and refrain from exploitation, dishonesty, plagiarism, infringement of intellectual property rights and the fabrication of research results. They should declare any actual or potential conflicts of interest, and where necessary take steps to resolve them.*
*8. When using human tissues for research, **Human Tissue Act and Human Tissue Authority (HTA) requirements** must be met. Please contact the relevant designated person (DP) in your department or the HTA Designated Individual (DI) (Dr Lucy Ghali - L.Ghali@mdx.ac.uk). Further information is provided below in the section: "Human Tissue Authority Information", see 'Governance Structure" document and SOPs etc.*
*9. Research should not involve any **illegal activity**, and researchers must comply with all relevant laws*

Note that all students completing a dissertation or independent project will be required to undertake an ethical review process.
Data MUST not be collected without first obtaining ethics approval for your research or ascertaining if data gathering has been pre-approved for a module. If you submit work that includes data gathered from or about people without ethical approval this may be treated as academic misconduct and could lead to a fail grade being awarded.
You can apply for research ethical approval using the Middlesex Online Research Ethics (MORE) system which has information and guidance to help you meet the highest standards of ethical research using this link: https://MOREform.mdx.ac.uk

Information and further guidance on how to complete a research ethics application form (e.g., video guides and templates) can be found on the MORE MyLearning site*: (Log in required)

*Middlesex University Definition of Research document can be located on this site.

This sample is used during the MI Enrolment to discuss and prepare for ethics issues.