



UCL Academic Manual 2017-18  
Chapter 8: Derogations and Variations  
UCL Institute of Education (IOE)

## UCL IOE Doctor in Education (EdD) Regulations 2014-15 (Continuing Students)

Contact: **Lizzie Vinton**, Assessment Regulations and Governance Manager, Academic Services, Student and Registry Services

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**These regulations apply to continuing IOE EdD students who enrolled before September 2015.**

IOE EdD students are also subject to the *IOE Code of Practice for Research Degrees* and to the *UCL Research Governance and Ethics Policies and Procedures*.

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## Regulations for the Degree of Doctor in Education (EdD)

### 1. Introduction

1.1 These regulations govern the conduct and award of the degree of Doctor in Education (EdD), the Master of Education (MEd) and the Postgraduate Diploma in Practitioner Research.

1.2 The regulations are made subject to the *IOE General Academic Regulations 2014-15* and the *IOE Assessment Regulations for Students 2014-15* and all other relevant regulations, policies and procedures of UCL:

## **2. Definitions**

2.1 In these regulations, terms have the meanings assigned to them in the *IOE General Academic Regulations 2014-15* unless otherwise state in the text.

2.2 Any reference in these regulations to any named officer of UCL shall be deemed to include a reference to any person designated by that officer for the purpose.

## **3. Admission**

4.3 A student who withdraws before completing the programme of study may be required to re-start the whole programme or to repeat elements of the programme should the student subsequently be permitted by UCL to re-register for it.

## 5. Attendance and Course of Study

5.1 The curriculum for the EdD shall consist of three elements:

5.1.1 a taught component comprising courses of study of relevance to individuals working in education and related fields: the content of this element of the curriculum will be determined by UCL and will vary from time to time, but shall always include a theoretical and practical training in research strategies and methodologies; a course or courses on the foundations of professionalism in education; and specialist studies in a specific area or areas

5.1.2 an institution-focused study written up in the form of a report of 20,000 words. The subject and method of enquiry of the study are to be approved by the candidate and the appropriate UCL authority.

5.1.3 a thesis of 45,000 words, the subject and method of enquiry of which are to be approved by the supervisor and the appropriate UCL authority.

5.2 Assessment criteria specific to each element of the programme shall be set out in the examination guidance issued annually.

5.3 The programme for the EdD shall be as set out in the examination guidance issued annually.

5.10 All research conducted must conform to the *UCL Research Governance and Ethics Policies and Procedures*.

5.11 All work submitted as part of the requirements for any examination of UCL must be expressed in the candidate's own words and incorporate his/her own ideas and judgments.

5.12 The *UCL Research Misconduct Regulations* (see *UCL Academic Manual, Chapter 5, Section 1.6*) will be used to deal with any allegation that any part of a thesis has been plagiarised or that there has been any infringement of the declaration in regulation 9.2 below.

5.13 A student who fails to undertake the prescribed course of study or coursework or to make satisfactory progress in regard to his or her research may be required to withdraw from the programme in accordance with the *IOE General Academic Regulations 2014-15* for the relevant year of study.

## **6. Credit Exemption**

6.1 Candidates may, at the discretion of UCL, be given exemption from up to two taught courses for work successfully completed (i.e. taught and examined) from a doctoral degree programme offered at another approved higher education institution. Exemption is given only in respect of courses deemed to be of an appropriate level and which form a coherent whole with the candidate's EdD programme.

## **7. Examinations**

7.1 Candidates for entry to assessment for the EdD degree must satisfy the requirements as laid down in these regulations and the programme handbook.

7.2 All assessments will be undertaken by appointed internal examiners and overseen by examiners external to UCL. The examination of the thesis shall be by oral examination conducted by at least two examiners, one of whom shall be external to UCL: this examination will be designed to test the thesis against the criteria stated at 8.1.3 below, and will further examine the candidate's conceptual understanding of the integration of all elements of his/her EdD studies.

7.3 The timing of the assessment of the taught element of the course, the institution-focused study, and the thesis will be in accordance with a schedule published by the Faculty Tutor.

7.4 In exceptional circumstances students may be granted permission to extend the deadline for assessment or to defer their assessment. Such requests must normally be made in accordance with the *IOE Policy and Procedures for Requesting Additional Time* as indicated in IOE regulations and programme documentation.

7.5 Students who wish to withdraw their entry for formal assessment in relation to any element of their programme of study must inform the Programme Leader. Such notification shall be provided in writing at least ten days before either the date of the written paper(s) or the last date for submission of coursework assignments or the IFS reports.

7.6 Students who do not have permission for an extension, deferment or notice of withdrawal and who do not submit to assessment at the proper time will normally be recorded as absent from it and this will count as an attempt.

7.7 A candidate who is prevented by illness or by the serious illness or death of a near relative or by any other cause judged sufficient by the Faculty Tutor from completing an assessment or part of an assessment at the normal time may normally enter for formal assessment in relation to those elements on the next occasion when the assessment is held. At the discretion of the Board of Examiners concerned, such a candidate may instead undertake a special assessment in those elements missed and/or be permitted to submit any prescribed assignment at a date specified by the Board. The special assessment shall be undertaken in the same mode of assessment as the assessment that was missed.

7.8 A candidate who does not at his or her first entry satisfy the examiners in the formal assessment or part of the formal assessment for which he or she has entered may be re-assessed in that element of his or her programme of study on one further occasion only. Deadlines for the resubmission of work for formal assessment or of examination results shall be specified by the Programme Leader.

7.9 A student who on two occasions fails or is absent from the assessment associated with a course required for the award for which he or she is registered may not continue with the programme of study.

7.10 A student wishing to request a reconsideration of a decision published by the EdD Board of Examiners should do so under the *UCL Student Complaints Procedure available in the UCL Academic Manual, Chapter 1, Section 12.*

## **8. Award**

8.1 In order to qualify for admission to the degree of EdD, a candidate must satisfy the examiners:

8.1.1 that he/she has attained a satisfactory standard in the taught element of the degree;

8.1.2 that the report on the Institution-Focused Study has shown how the EdD studies have supported the candidate's professional development and extended his/her understanding of his/her professional role.

8.1.3 that the thesis forms a distinct contribution to the knowledge of the field of study and affords evidence of originality and a capacity for autonomous research; and

8.1.4 that he/she possesses a conceptual understanding of the integration of all elements of his/her EdD studies.

8.2 Candidates unable to complete the EdD degree programme may apply for the award of either:

8.2.1 the Postgraduate Diploma in Practitioner Research (see 8.5), or

8.2.2 the Master of Education (MEd) in Practitioner Research (see 8.6)

8.3 The award of the Postgraduate Diploma in Practitioner Research shall be made to candidates who have satisfactorily completed the course of study and formal assessments associated with the taught components of the degree programme (i.e. excluding the institution focused study report and the thesis). Candidates awarded the Postgraduate Diploma in Practitioner Research shall not subsequently be permitted to present themselves for assessment for the EdD degree.

8.4 A student who fails to satisfy the examiners in the Institution-Focused Study report on two occasions shall not be permitted to continue with his or her programme of study, but may be considered for the award of the Postgraduate Diploma if he or she has attained a satisfactory



Programme Leader, if the copies of the theses submitted for examination did not conform with this specification (see also 14.1).



11.3 A candidate may apply to the Research Degrees Examination Board for restriction of access to his or her thesis and/or the abstract for a period of up to two years on the grounds, for example, of commercial exploitation or patenting or in very exceptional circumstances. In all other circumstances, a thesis will be placed in the public domain following the award of the degree.

## **12. Appointment of Examiners and Conduct of Examination**

12.1 All matters relating to the examination must be treated as confidential. Examiners are not permitted to divulge the content of previously unpublished material contained in a candidate's thesis until such time as any restrictions on access to the thesis, which have been granted by UCL, are removed.

12.2 The outcome of the examination is determined by two or more examiners acting jointly.

12.3 The Research Degrees Examination Board shall appoint the examiners, having paid particular attention to their independence, expertise and relevant experience. Two, or exceptionally three, examiners will be appointed for each candidate. The examiners are required to be expert in the field of the thesis and to be able to make an independent assessment of the student and the thesis. There shall be an internal examiner appointed from IOE and an external

contribute, if invited to do so by the examiners, with the agreement of the candidate. Otherwise the oral examination will be held in private.

12.12 An independent chair shall be appointed for all oral examinations. The chair shall play no role in the academic content of the examination of the thesis or the candidate. The role of the independent chair is to be present at the oral examination as a neutral observer and a guarantor of fair play, and generally to ensure that the examination is conducted appropriately. Where appropriate, the chair shall offer advice to the examiners on the regulations.

12.13 The chair shall be appointed in accordance with the *IOE Guidelines for the Conduct of Oral Examinations*.

12.14 The examiners shall prepare independent preliminary written reports on the thesis to assist in conducting the oral examination (or the preparation of the joint report in those cases where no oral examination is held). These preliminary reports shall be submitted to IOE before the oral examination so that they may be distributed to the other examiner and to the independent chair before the oral examination.

12.15 The examiners have the right to reject a thesis which does not conform to the requirements for the submission of theses without conducting an examination. This does not preclude the candidate from submitting the thesis for examination again later.

12.16 After any oral examination, the examiners shall prepare a joint final report for submission to IOE. The report shall indicate whether the thesis meets the requirements specified in these regulations and include a statement of the examiners' reasons for their judgements specified in these

### **Pass subject to corrections within one month**

13.2.2 If the thesis otherwise fulfils the criteria but it and/or the 2,000 word statement requires corrections (i.e. typographical errors, occasional stylistic or grammatical flaws, corrections to references/bibliography etc.), and if the candidate satisfies the examiners in the oral examination, the examiners may require the candidate to make such corrections within one month of having





### **3. Notification of result**

3.1 After the EdD Board of Examiners have reached a decision, every candidate will be notified by the Student and Registry Services of the result of his/her examination.

3.2 A diploma under the seal of UCL shall be subsequently delivered to each candidate who has been awarded the degree. The date of the award of the diploma will be no longer than one month after the Board of Examiners has recommended that a student be passed.

3.3 The diploma for the degree will bear the names of the candidate in the form in which they appear in the records of UCL at the date of issue.

# Postgraduate Diploma in Practitioner Research