



**UNIVERSITY OF LONDON**

**REGULATIONS FOR THE  
DEGREE OF EdD**

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**with effect from June 2005**

University of London  
Senate House  
Malet Street WC1E 7HU

## **REGULATIONS FOR INTERNAL STUDENTS PROCEEDING TO THE DEGREE OF DOCTOR IN EDUCATION (EdD)**

**These include regulations for the Postgraduate Diploma in Practitioner Research and Master of Education (MEd) degree regulations which are appended.**

### **1. Qualifications for admission**

- 1.1 The normal minimum entrance qualification for registration for the degree of Doctor in Education of the University of London is a Master's degree of a United Kingdom university or of the CNAA or an overseas qualification judged by the Institute of Education to be of an equivalent standard, **plus** at least four years' relevant experience in Education or a related field.
- 1.2 The Institute may consider for registration for the degree a candidate who possesses a qualification other than a Master's degree if it is satisfied that the candidate's general education, scholarship, training and experience are suitable for the course which he or she wishes to follow and that the candidate is at least as well qualified as candidates who are able to satisfy the normal entrance requirements. The Institute may prescribe a qualifying examination for such a candidate.
- 1.3 Applicants for admission may, in addition, be required to pass an approved English language test at a specified level and other tests prescribed by the Institute as a condition of registration for the degree.

### **2. Registration**

- 2.1 Application for admission to a course of study for the degree of EdD should be made to the Institute of Education.
- 2.2 Students registered for a course of study at the Institute shall not normally be permitted to

- (b) an institution-focused study written up in the form of a report of 20,000 words; the title and method of enquiry of the study are to be approved by the candidate's supervisor and by the appropriate Institute authority.
  - (c) a thesis of not less than 40,000, and normally no more than 45,000, words, the subject and method of enquiry of which are to be approved by the supervisor and the appropriate Institute authority.
- 3.5 Assessment criteria specific to each element of the programme are set out in the examination guidance issued annually by the Academic Registrar.

#### **4. Credit Exemption**

- 4.1 Candidates may, at the discretion of the Institute of Education, be given exemption from up to two taught courses for work successfully completed (ie taught and examined) from a doctoral degree programme offered at another approved higher education institution. The

- (a) a Postgraduate Diploma in Practitioner Research (see 5.9)
- (b) or the Master of Education (MEd) in Practitioner Research (see 5.12)

- 5.7 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).
- 5.8 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 overall standard in formal assessments associated with the taught element.
- 5.9 Detailed provisions for the award of the Postgraduate Diploma are set out in supp

minimum period of registration for the programme, formulated and carried out by the candidate in consultation with his/her supervisor(s);

be written in English;

be satisfactory in its literary and/or technical presentation and structure with a full bibliography and references;

take due account of previously published work on the subject;

make clear the sources from which information has been derived, the extent to which the work of others has been used, and the areas which are claimed as original;

be not less than 40,000 words and normally no more than 45,000 words (exclusive of appendices, the list of references and bibliographies but including footnotes, endnotes, glossary, maps, diagrams and tables);

be of a standard to merit publication in whole or in part or in a revised form (for example, as a monograph or as a number of articles in learned journals).

- 6.2 A candidate must include in each copy of his/her thesis a signed declaration that the work presented in the thesis is his/her own work.
- 6.3 A candidate is required to include a declaration of word length in his/her thesis.
- 6.4 The greater proportion of the work submitted in a thesis must have been carried out after the registration of the student for the EdD degree.
- 6.5 A candidate will not be permitted to submit as his/her thesis one which has been submitted for a degree or comparable award of this or any other university or institution, but a candidate shall not be precluded from incorporating in a thesis covering a wider field of work which he/she has already submitted for a degree or comparable award of this or any other university or institution provided that he/she shall indicate on his/her entry form and also on his/her thesis any work which has been so incorporated.
- 6.6 A candidate may submit the results of work done in conjunction with his/her supervisor, and/or with fellow research workers provided that the candidate states clearly his/her own personal share in the investigation and that the statement is certified by the supervisor.
- 6.7 Work already published including that published in joint names may be included only if it

- 7.2 A candidate shall be examined in accordance with the provisions in force at the time of entry to the examination.
- 7.3 The oral examination must normally be conducted in London. The Institute may, however, exceptionally agree that the examination be conducted elsewhere if there are circumstances which make this expedient.
- 7.4 A candidate is required to submit with the entry form a short description of the content of the thesis in about 300 words.
- 7.5 A candidate will be expected to submit, bound in with the thesis, a statement of no more than 2,000 words summarising the areas which he/she has covered in the course as a whole, and highlighting the links between each element.
- 7.6 A candidate is required to bring to the oral examination a copy of his/her thesis paginated in the same way as the copies submitted to the examiners, and a copy of the statement to which reference is made in paragraph 7.5 above.

## **8. Availability of EdD thesis**

- 8.1 A candidate for the EdD degree will at the time of entry to the examination be required to sign a declaration in the following terms:
- (a) I authorise that the thesis presented by me in [year] for examination for the EdD degree of the University of London, shall, if a degree is awarded, be deposited in the Institute of Education library and that, subject to the conditions set out in paragraph (d) below, my thesis be made available for public reference, inter-library loan and copying.
- (b) I authorise the College to supply a copy of the abstract of my thesis for inclusion in any published list of theses offered for higher degrees in British universities or in any supplement thereto, or for consultation in any central file of abstracts of such theses.
- (c) I authorise the College to make a microform copy of my thesis for the purposes of inter-library loan and the supply of copies.
- (d) I understand that before my thesis is made available for public reference, inter-library loan and copying, the following statement will have been included at the beginning of my thesis:
- The copyright of this thesis rests with the author and no quotation from it or information derived from it may be published without the prior written consent of the author.*
- (e) I authorise the College to make a microform copy of my thesis in due course as the archival copy for permanent retention in substitution for the original copy.
- (f) I warrant that this authorisation does not, to the best of my belief, infringe the rights of any third party.
- (g) I understand that in the event of my thesis not being approved by the examiners, this declaration would become void.

## **9. Notification of result**

- 9.1 After the examiners have reached a decision, every candidate will be notified by the Academic Registrar of the Institute of Education of the result of his/her examination. The degree shall not be awarded until two copies of the successful thesis, bound in the appropriate formats, have been lodged with the Academic Registrar of the Institute of Education.
- 9.2 A diploma under the seal of the University shall be subsequently delivered to each candidate who has been awarded a degree or diploma.
- 9.3 The diploma for the degree will bear the names of the candidate in the form in which they appear in the records of the Institute of Education at the date of issue.

## **10. Alleged Assessment Offences**

- 10.1 Any case of alleged cheating or irregularities of a similar character, including plagiarism and conduct affecting the security of examinations, whether or not proscribed by the Regulations and instructions governing formal assessment at or in connection with which it occurs, shall be governed by the Regulations for Proceedings in respect of Examination Irregularities administered by the University of London.
- 10.2 Where a member of the EdD Board of Examiners suspects a candidate of irregular conduct during an examination or in the submission of work for formal assessment, the Chair of the





## Appendix to Doctor in Education Regulations

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 the Institute of Education at the date of issue.

#### **4. Alleged Assessment Offences**

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4.2 Where a member of a Board of Examiners suspects a candidate of irregular conduct during an examination or in the submission of work for formal assessment, the Chair of the Board of Examiners shall notify the Academic Registrar of the Institute in the first instance.

#### **5. Revocation of Degree**

5.1 The Director of the Institute, on the recommendation of its Senate, may revoke the degree granted by the Institute and all privileges connected therewith, if it shall be discovered at any time and approved to the satisfaction of the Institute that:

- (a) there was an administrative error in the award made under the relevant procedure; or
- (b) subsequent to the award, a Board of Examiners, having taken into account information which was unavailable at the time its decision was made, determines that a candidate's results should be altered.

5.2 The Academic Registrar of the University shall be informed of the revocation of an award.

#### **6. Suspension of Regulations**

6.1 Applications for a suspension of these regulations may be considered by the appropriate authority on behalf of the Institute of Education. Such applications shall take the form of a reasoned case for the suspension requested which shall be provided in writing and shall be accompanied by supporting evidence, where available, and the written endorsement of the relevant School or Unit.

#### **7 Appeals Procedure and Board of Examiners**

7.1 No decision of a properly convened and constituted EdD Board of Examiners, acting in accordance with the relevant regulations and instructions for the conduct of formal assessments, may be modified.

7.2 The EdD Board of Examiners may, at its discretion, reconsider its decision on an MEd candidate's examination results only in the following circumstances:

- (a) if a candidate requests such reconsideration **and** provides adequate evidence which is acceptable to the Board of Examiners that his or her assessment was adversely affected by illness or other factors which he or she was unable, or for valid reasons, unwilling to divulge before the Board of Examiners reached its decision; and/or
- (b) if there is clear evidence produced by the candidate or any other person of administrative error or that the formal assessment was not conducted in accordance with the relevant instructions or Regulations.

- 7.3 Requests for the Board of Examiners to reconsider its decision shall be addressed to the Academic Registrar of the Institute.
- 7.4 The External Examiner shall be consulted in all cases where the Board of Examiners reconsiders its decision. A written statement indicating any revised assessment to be undertaken by the candidate and signed by the External Examiner and the Chair of the Board of Examiners shall be returned to the Academic Registrar.

## **8 Amendments or Additions to Regulations**

- 8.1 These regulations shall be formally reviewed annually by the appropriate authority of the Institute and revised regulations shall be posted on the Institute's website.



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(a) there was an administrative error in the award made under the relevant procedure; or