



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

## UCL IOE MPhil/ PhD Regulations 2014-15 (Continuing Students)

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**These regulations apply to IOE MPhil/ PhD students enrolling before September 2015.**

Continuing IOE MPhil/ PhD students are also subject to the *IOE Code of Practice for Research Degrees*

## **2. Definitions**

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

3.1 Candidates for admission must satisfy the requirements laid down in the



5.4 A student accepted under regulation 4.3 may be exempted by IOE from part of a course of study for the MPhil or PhD degree provided that the course of study followed at IOE is not less than one calendar year of full-time registration or two calendar years of part-time registration.

5.5 A course must be pursued continuously except by special permission of the Faculty Tutor.

5.6 The progress of each student shall be formally reviewed on an annual basis in accordance with the *IOE Code of Practice for Research Degrees*.

5.7 Full time MPhil or PhD students are expected to submit their thesis for examination within four calendar years of the date of the initial registration for the degree and part-time MPhil or PhD students are expected to submit their thesis for examination within seven calendar years of the initial degree registration. Students who have not completed within this period can transfer to UCL's regulations if they wish to continue studying beyond this period. For a student accepted under regulation 4.3, the period of registration spent at the other institution shall be used to

6.2 Candidates for entry to the examination of the MPhil or PhD must satisfy the requirements



include material which examiners are not required to read in order to examine the thesis, but to which they may refer if they wish.





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

11.12 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.

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

11.14 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 the IOE before the oral examination so that they me e me e mep

**Pass subject to corrections within one month**

a) The candidate will be informed that he or she has been unsuccessful in the examinations

### **Pass subject to minor amendments within six months**

13.2.3 If the thesis otherwise fulfils the criteria but requires minor amendments (i.e. stated minor deficiencies, requiring some textual revision) and if the candidate satisfies the examiners in the oral examination, the examiners may require the candidate to make such amendments specified by the examiners, normally within 6 months of having received them. The examiners shall be required to advise the student of the minor amendments in writing following the oral examination. The amended thesis shall be submitted to the examiners or one of their number nominated by them for confirmation that the amendments are satisfactory.

### **Referral – represent within 12 months**

13.2.4 If the thesis fulfils the criteria but the candidate fails to satisfy the examiners at the oral examination, the examiners may determine that the candidate be permitted to re-present the same thesis, and submit to a further oral examination within a period specified by them and not exceeding 12 months. Following the oral examination the examiners shall be required to advise the student in writing of the additional work required before the thesis is re-presented. The examiners may at their discretion exempt from a further oral examination, on re- presentation of his/her thesis, a candidate who under this regulation has been permitted to re-present it in a revised form.

### **Fail – may not re-present**

13.3 The examiners may determine that the candidate has not satisfied them in the examination. The examiners shall not, however, save in very exceptional circumstances, make such a decision without submitting the candidate to an oral examination.

13.4 If the examiners are unable to reach agreement, their reports shall be referred to the Research Degrees Examination Board, which shall determine the action to be taken.

13.5 A candidate who fails to satisfy the examiners will not be permitted to re-enter for the examination. However, exceptionally, a candidate may apply to IOE to register for another course of study leading to the submission of a thesis on a different topic.

## **14. Notification of Results of MPhil and PhD Examinations**

14.1 After the report of the examiners has been considered by the Research Degrees Examination Board, the candidate shall be notified by Student and Registry Services of the result of his/her examination. The degree shall not be awarded until copies of the thesis have been lodged with IOE in accordance with regulation 9.8.

14.2 A diploma under the seal of UCL shall be subsequently delivered to each candidate who has been awarded a degree.

14.3 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.

14.4 No person will be awarded any qualification who has not settled any tuition account outstanding with UCL or made acceptable arrangements to settle any such account, and neither will any information on such a person's examination performance be communicated to that person or to any third party except as required by law.

14.5 The Student and Registry Services may withhold the result of any examination for a student who is under investigation under the disciplinary procedures of UCL, unless required to disclose information by law.

14.6 The procedures governing student complaints, including appeals against the decision of a Board of Examiners, are defined in the *UCL Academic Manual, Chapter 1, Section 12: Student Complaints Procedures*.

# Annexe A: PhD by Publication

These regulations for the PhD by publication should be read together with the *IOE Regulations for the degrees of MPhil and PhD* to which they are appended.

## **Admission and Registration**

A1. A candidate for the degree of PhD by submission of a thesis based on published work must be a member of staff at IOE.

A2. A candidate shall apply in writing to the Head of IOE Centre for Doctoral Education for admission to the degree of PhD by Publication under these regulations.

A3. The request for admission shall be considered by the Head of IOE Centre for Doctoral Education in consultation with the Head of Academic Department where the member of staff is employed.

A4. The Head of IOE Centre for Doctoral Education shall consider the application on the basis of:

A4.1 the ability of the candidate to satisfy the normal requirements of admission to the PhD programme (as indicated in regulation 3 above);

A4.2 the submission of satisfactory evidence of published work of a type and nature which is consistent with the award of a degree at this level;

A4.3 a nomination and statement of support for the candidate from a member of the IOE's academic staff confirming the existence of a common research interest with the nominee; and

A4.4 the availability of suitable expertise in IOE to advise the candidate.

A5. Where admission to the degree is approved, an academic supervisor shall be appointed to 1 296.23

A7.3 in cases where multi-authored works are included in the submission, evidence (preferably in the form of written confirmation by at least one co-author per published work) of the candidate's own original contribution to the work must be given

A7.4 a thesis, consisting of an integrative summary of between 10,000 and 20,000 words in length, explaining the significance of the published works and the inter-relationship between the materials presented.

A8. The material listed in A7 above must be submitted, together with the published work to be assessed, by the end of the period of study.

A9. Except for the integrative summary, a candidate may not include with his or her submitted thesis work that has not been published.

## **Declaration**

A10. The candidate shall be required:

A10.1 to declare that the thesis is not substantially the same as any previously submitted or currently being submitted by the candidate whether published or in unpublished form, for a degree, diploma, or similar qualification at any university or similar institution; and

A10.2 where the thesis submitted includes work conducted in collaboration with others, to provide a written statement normally signed by at least one of the co-researchers on the extent of the candidate's individual contribution to the material and the conditions and circumstances under which the work was carried out – see A7.2 above.

## **Specific Requirements for PhD by Publication**

A11 The thesis submitted for the award of the degree of PhD by Publication shall be of sufficient scope to provide evidence of adequate industry and application of an extent characteristic of at least four years' active research effort in the candidate's field and:

A11.1 present a coherent programme of research undertaken by the candidate;

A11.2 form a distinct contribution to the knowledge of the field of study and afford evidence of originality and a capacity for autonomous research;

A11.3 through the publications and integrative summary provide evidence of a critical assessment of the relevant literature; where relevant, describe the method of research and its findings, include discussion on those findings and indicate in what respects they advance the study of the subject; and, in so doing, demonstrate a deep and synoptic understanding of the field of study;

A11.4 demonstrate relevant research skills;

A11.5 include a full bibliography and references;

A11.6 be written in English and of a satisfactory standard of literary presentation.







# Annexe B: Master of Philosophy and Doctor of Philosophy with Integrated Research Methods Training

These regulations for the Integrated MPhil/PhD should be read together with

in accordance with regulation B5 within the first two calendar years of full-time study (or four calendar years of part-time study). Students registered for the Integrated MPhil/PhD must have attained a satisfactory standard in the taught element of the programme to the value of 120 credits prior to entry to the examination for the thesis.

B9 Students registered for the Integrated MPhil/PhD must submit their thesis within five calendar years of full-time registration or eight calendar years of part-time registration. Exceptionally, the Faculty Tutor/ Head of IOE Centre for Doctoral Education may grant permission for a longer period of study in accordance with the agreed procedures as laid down in the *IOE Code of Practice for Research Degrees*, except that this shall not exceed ten years from the initial date of registration.

### **Advanced Standing**

B10 Candidates for the Integrated MPhil/PhD may, at the discretion of the UCL, be given exemption from up to 60 credits or two taught modules for work successfully completed (i.e. taught and examined) from a degree programme offered at another approved higher education institution. UCL will be responsible for ensuring 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 taught programme at UCL.

B11 Candidates for the Integrated MPhil/PhD may also be exempted from part of the course of study if they have commenced a course of study for the MPhil or PhD degree (or equivalent degree) of another university, provided there is no change in their topic of research and provided they meet the conditions laid down in the *IOE Admissions Policy and Procedures for Research Degrees*.

### **Progress for Students registered on the Integrated MPhil/PhD**

B12 The relevant Master's degree Board of Examiners shall be responsible for the assessment of students' progress in the taught element of the programme, in accordance with the *IOE Regulations for Taught Masters Degrees, MRes and Postgraduate and Professional Diplomas*

Tutor/ Head of IOE Centre for Doctoral Education, be permitted to transfer to the MPhil/PhD.

### **Examinations for the Taught Element of the Integrated MPhil/PhD**

B18 In the case of students registered for the Integrated MPhil/PhD, all assessments for the taught elements will be subject to the same requirements as those laid down for students undertaking the relevant Masters degree, and in accordance with the *IOE Re*

## Outcome of PhD Examination