



UCL Academic Manual 2015-16
Chapter 8: Derogations and Variations
UCL Institute of Education

UCL IOE Doctor in Education (EdD) Regulations 2015-16 (New Students)

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These regulations apply to new UCL IOE EdD students enrolling from September 2015 onwards.

UCL IOE EdD students are also subject to the

2. Definitions

2.1 In these regulations, terms have the meanings assigned to them in the *UCL IOE General Academic Regulations 2015-16* 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 *UCL Academic Manual, Chapter 1, Section 2: Research Degree Admissions*.

3.2 The normal minimum entrance requirements for admission to an EdD are:

3.2.1 a postgraduate Masters degree of a United Kingdom university or educational institution of university rank, or an overseas qualification judged by UCL to be of an equivalent standard, **plus**

3.2.2 at least four years' relevant experience in Education or a related field.

3.3 A candidate not satisfying these requirements may be considered for admission if the UCL is satisfied that his or her general education, scholarship, training and experience are suitable for the programme. In such cases, UCL shall prescribe qualifying work that must be completed to the satisfaction of the Programme Leader before registration.

3.4 Applicants for admission may in addition be required to pass an approved English language test at a specified level and other tests prescribed by UCL as a condition of registration. The normal level of pass required in the International English Language Testing System (IELTS) will be 7.0 overall, with individual scores for writing and for reading no lower than 7.0. The normal level of pass required in Test of English as a Foreign Language (TOEFL) will be 650 in the paper-based test or 280 in the computerised test or 114-115 in the internet-based test.

3.5 Candidates for registration may be required to pass a qualifying examination and/or may be required to obtain additional qualifications for admission as determined by UCL.

3.6 At the discretion of the Programme Leader a candidate who fails to pass a qualifying examination prescribed for him/her will not be permitted to re-enter for the qualifying examination; if re-entry to the qualifying examination is permitted, a candidate will be limited to one re-entry.

3.7 A qualifying examination may not serve in lieu of a satisfactory result in an approved English language test in cases where specified evidence of English language proficiency at a level deemed appropriate by UCL is required.

3.8 Every candidate must make application to UCL in accordance with the *UCL Academic Manual, Chapter 1, Section 2: Research Degree Admissions* and any other procedures prescribed by UCL.

4. Registration

4.1 Students registered for a course of study at UCL shall not normally be permitted to register concurrently for another course at UCL or at any other higher education institution.

4.2 A student must register for a course of study in accordance with the procedures issued annually by the Registrar and the *UCL Academic Manual, Chapter 1, Section 5: Research Degree Registration*.

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

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

5.9 Part-time EdD students are expected to submit their thesis for examination within seven calendar years of the initial degree registration and full-time students are expected to submit their thesis for examination within four years of the initial degree registration. Exceptionally, the Faculty Tutor may grant permission for a longer period of study in accordance with agreed procedures as laid down in the *UCL IOE Code of Practice for Research Degrees*, except that this shall not exceed ten years from the initial date of registration.

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 *UCL Academic Manual, Chapter 1, Section 9: Learning Agreements, Barring, Suspensions & Terminations 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 *UCL IOE Policy and Procedures for Requesting Additional Time* as indicated in UCL 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

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)

9.1.6 embody the results of a practice-based research programme which may reasonably be expected of a student, taking into account the required length of the thesis and minimum period of registration for the programme;

9.1.7 be written in English and be sati

9.11 A thesis must be presented for examination in a final form in accordance with the instructions issued by the Programme Leader of UCL IOE (see also regulation 10.7).

9.12 The title of the candidate's thesis must be approved by the candidate's supervisor.

9.13 After the examination has been completed and before the degree is awarded, successful candidates are required to submit to the appropriate office, for lodging in the Newsam library, the required number of copies of the thesis in the format specified in the instructions issued by the Programme Leader, if the copies of the theses submitted for examination did not conform with this specification (see also 14.1).

10. Entry to Examination for the Thesis

10.1 A candidate shall be examined in accordance with the regulations in force at the time of his/her entry or re-entry. Application must be made in the form prescribed in the *UCL IOE Guidelines for the Conduct of Oral Examinations*.

10.2 The decision to submit a thesis in any particular form rests with the candidate alone.

10.3 A student may submit a thesis for examination only after the minimum registration period has passed.

10.4 The student's supervisor shall report that he/she has completed the course in accordance with the regulations before a candidate is admitted to the examination for the degree.

10.5 The student must submit the entry form at least **four months** before the submission of the thesis and this will initiate the procedure for the appointment of examiners.

10.6 To assist in the appointment of suitable examiners, the student is required to submit with his/her entry form a short description of the content of the thesis in about 300 words to assist in the appointment of suitable examiners.

10.7 If the candidate has not submitted his/her thesis for examination within 12 months from the submission of the entry form for the examination, the entry will be cancelled unless for special reasons the candidate's supervisor requests otherwise.

10.8 Prior to the oral examination, the candidate will be required to submit an electronic copy and

12.8 Assessment shall be by submission of a thesis (as defined above) and an oral examination, which will be conducted in English.

12.9 Candidates must attend for examination at a place and time determined by UCL IOE (see

detailed in paragraph 8.1 above. The oral examination shall be designed to test the thesis against the criteria stated in paragraph 9 above.

13.2 The options open to examiners in determining the result of the examination are set out below.

Pass

13.2.1 If the thesis fulfils the criteria set out in these regulations and the candidate satisfies the examiners in the oral examination, the examiners shall report to the Research Degrees Examination Board that the candidate has satisfied them in the examination for the EdD degree.

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 been notified of the required corrections. The examiners shall be required to advise the student of the corrections in writing following the oral examination. The corrected thesis shall be submitted to one of the examiners nominated by them, or, if they so decide the supervisor, for confirmation that the corrections are satisfactory.

Pass subject to minor amendments within six months

13.2.3 If the thesis otherwise fulfils the criteria but it and/or the 2,000 statement require(s) 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 them within six 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. If the candidate fails to make the minor amendments in the specified time-frame or the examiner is unable to confirm that the amendments are satisfactory, the procedure outlined in 13.2.4 shall be followed.

Referral re-present within 12 months

13.2.4 If the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the candidate be permitted to re-present his/her thesis in a revised form within 12 months. Examiners shall not, however, make such a decision without submitting the candidate to an oral examination. 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.

13.2.5 If the thesis satisfies the criteria for the degree, but the candidate fails to satisfy the examiners at the oral examination, the examiners may determine that the candidate be permitted

Master of Education (MEd) In Practitioner Research

Appendix to Doctor in Education Regulations

REGULATIONS FOR THE AWARD OF THE MASTER OF EDUCATION (MEd) IN PRACTITIONER RESEARCH

Students who register initially for the Doctor in Education (EdD) degree shall be awarded the degree of Master of Education in Practitioner Research in accordance with the provisions below.

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.

