



UCL Academic Manual 2021-22

Chapter 5: Research Degrees Framework

Part E: IOE Doctor in Educational Psychology (Professional Educational, Child and Adolescent Psychology) (DEdPsy PECAP) Regulations

Covering DEdPsy students at the UCL Institute of Education.

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

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1 Regulations for Students Entering after September 2015

1. Introduction

1.1 These regulations govern the conduct and award of the degree of Doctor in Educational Psychology (Professional Educational, Child and Adolescent Psychology) (DEdPsy PECAP), the Master of Science (MSc) in Theoretical Educational Psychology and the Postgraduate Diploma in Educational Psychology.

1.2 The regulations are made subject to the *UCL Academic Manual*, and all other relevant regulations, policies and procedures as well as any statutory requirements administered by the British Psychological Society and the Department for Business Innovation and Skills.

2. Definitions

2.1 In these regulations, terms have the meanings assigned to them in the *UCL Academic Manual* 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 5, Part B, Section 1: Professional Doctorate Admissions*.

3.2 The normal minimum entrance qualification for registration for the degree of DEdPsy in Professional Educational, Child and Adolescent Psychology is:

3.2.1 a second class honours degree of a United Kingdom university or an educational institution of university rank, or an overseas qualification of obtained after a course of study extending over not less than three years which confers eligibility for Graduate Basis for Registration with the British Psychological Society; plus

3.2.2 evidence of at least one year's satisfactory experience of work with children within an educational, childcare or community setting; and

3.2.3 evidence of an acceptable Enhanced Disclosure from Disclosure and Barring Service obtained immediately prior to the start of the programme.

3.3 Candidates for admission may in addition be required to pass an approved English language test (details can be found on the UCL website at: <http://www.ucl.ac.uk/prospective-students/graduate/life/international>) and other tests prescribed by UCL as a condition of registration.

3.4 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 the Institute.

3.5 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.

3.6 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.

3.7 Every candidate must make application to UCL in accordance with the *UCL Academic Manual, Chapter 5, Part B, Section 1: Professional Doctorate 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 5, Part B, Section 2: Professional Doctorate 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

5.1 The course of study for the DEdPsy (PECAP) shall consist of formally taught and practical elements which provide academic and professional underpinning for the research undertaken. The course shall comprise:

5.1.1 taught elements, the content of which will be determined by the Institute in relation to the requirements of the British Psychological Society and Health and Care Professions Council and shall vary from time to time, but shall always include a theoretical and practical training in educational psychology and courses on research strategies and methodologies;

5.1.2 supervised professional experience;

5.1.3 a professional development portfolio of not more than 25,000 words reflecting the student's placement activity and how this has enhanced the student's professional development;

5.1.4 a thesis of not less than 30,000, and normally no more than 35,000, words, the subject and method of enquiry of which are to be approved by the supervisor and the appropriate Institute authority.

5.2 The overall research submission (5.1.3 and 5.1.4) shall illustrate the candidate's ability to apply scientific psychological principles at various levels of application of knowledge of educational psychology.

5.4 Assessment criteria specific to each element of the programme are set out in the examination guidance issued annually.

5.5 A candidate must pursue an approved course of study extending over not less than three years of full-time study. For a student granted credit under regulation 6.1, the period of registration spent at the other institution shall be used to calculate the number of years undertaken by the student.

5.6 The duration of the course of study shall not normally exceed four years of full-time study.

5.7 A student accepted under regulation 6.1 may be exempted by UCL from part of a course of study for the degree provided that the course of study followed at UCL is not less than two calendar years of full-time registration.

5.8 Students shall normally be required to pursue their course of study continuously, except where permission is granted for an interruption by the Faculty Tutor.

5.9 IOE shall appoint a supervisor and an advisory panel for each of its students registered for the degree in accordance with the *IOE Code of Practice for Research Degrees*.

5.10 A student's progress shall be formally reviewed on an annual basis in accordance with the *IOE Code of Practice for Research Degrees*.

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

5.12 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.

5.13 The *UCL Research Misconduct Regulations* (see *UCL Academic Manual, Chapter 5, Part B, Section 6.7*) will be used to deal with any allegation that any part of a candidate's work has been plagiarised or that there has been any infringement of the declaration in regulation 9.2 below.

5.14 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 6, Section 8: Learning Agreements, Barring, Suspensions & Terminations Of Study*.

6. Annual Leave

6.1 Annual Leave entitlement for doctoral students should be in-line with staff entitlements. For a full-time student this equates to 41 days over the year including 27 days of Annual Leave, 8 Public and Statutory Holidays, and 6 Closure Days. For part-time students these entitlements should be pro-rata.

6.2. Students and supervisors should agree a way to record and monitor Annual Leave in-line with Departmental practises where appropriate.

6.3. Students should ensure their supervisors are aware of any Annual Leave planned in advance and ensure any required cover is put in place.

6.4. Where the programme includes any Taught or time-sensitive elements this should be taken into consideration when planning Annual Leave.

6.5. Funded Students must ensure they continue to meet their funder Terms & Conditions.

6.6. Students on a Student Visa must ensure they continue to meet their Visa requirements.

7. Credit Exemption

7.1 Candidates may, at the discretion of UCL, be given exemption from up to two taught courses for work successfully completed (ie taught and examined) from a comparable professional

DEdPsy(PECAP) degree programme offered at another approved higher education institution. UCL shall 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 programme at UCL.

8. Examinations

8.1 Candidates for entry to assessment for the DEdPsy(PECAP) degree must satisfy the requirements as laid down in these and the programme handbook.

8.2 All assessments will be undertaken by appointed internal examiners and overseen by examiners external to the UCL. The taught and professional elements of the programme shall be examined by the DEdPsy(PECAP) Board of Examiners, which shall include an external examiner who is an appropriately qualified Educational Psychologist and registered as such with the Health and Care Professions Council (HCPC), unless alternative arrangements are agreed with the HCPC. The examination of the thesis shall be by oral examination conducted by at least two examiners, one of whom shall be external to UCL and one of whom must be appropriately qualified as an Educational Psychologist and registered as such with the HCPC: this examination will be designed to test the thesis against the criteria stated at 8.1 below.

8.3 The timing of the assessment of the taught element of the course, the professional development portfolio, and the thesis shall be in accordance with a schedule to be published by the Faculty Tutor.

8.4 A candidate who fails any assessment in the first or second year will be required to re-take and pass the assessment in August or September of the same year as a condition of continuation on the degree programme.

8.5 Professional competence shall be monitored throughout the placements, with a formal review being held each term, and shall be formally assessed in the third term of each year by the DEdPsy(PECAP) Board of Examiners who shall further examine the candidate's conceptual understanding of the integration of all elements of his/her studies.

8.6 If a candidate fails to satisfy the requirements of a professional placement, an oral examination shall be conducted by at least two examiners, one of whom will be external to UCL. The examination shall cover professional work undertaken in the placement and shall be designed to test the candidate's ability to integrate theory, research and practice at a level appropriate to their year of training. The possible outcomes of the oral examination are:

8.6.1 Placement passed;

8.6.2 Placement passed conditional on demonstration of specific competencies in an additional placement;

8.6.3 Placement failed: candidate permitted to demonstrate the required competencies in an additional placement. More than two placement failures over the course of the programme will result in failure and the candidate may not continue on the degree (see 9.5 below);

8.6.4 Placement failed and candidate not permitted to continue on the degree (see 9.9 below).

8.7 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 taught regulations in the *UCL Academic Manual, Chapter 4, Section 6: Extenuating Circumstances*.

8.8 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, reports or dissertations.

8.9 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.

8.10 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 DEdPsy(PECAP) Board of Examiners, 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.

8.11 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 re-examination shall be specified by the Programme Leader.

8.11 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.

8.12 A student wishing to request a reconsideration of a decision published by the DEdPsy(PECAP) Board of Examiners should do so under the *UCL Student Complaints Procedure available in the UCL Academic Manual, Chapter 6, Section 13.*

9. Award

9.1 In order to qualify for admission to the degree of Doctor in Educational Psychology (Professional Educational, Child and Adolescent Psychology), a candidate must satisfy the examiners:

9.1.1 that he/she has attained a satisfactory standard in the taught elements of the degree by successfully completing the coursework assignments that assess developing knowledge, skills and competencies in the first two years of the programme;

9.1.2 that the professional development portfolio has shown how the DEdPsy(PECAP) studies have supported the candidate's professional development and extended his/her understanding of his/her professional role.

9.1.3 that the candidate has demonstrated a satisfactory level of professional competence in the practical elements of the degree and the formal assessment related to such activity undertaken each year.

9.1.4 that the thesis makes a distinct and significant contribution to the knowledge of the field of study and affords evidence of originality and capacity for autonomous research (see paragraph 10); and

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

9.2 Candidates must normally submit their thesis for examination within four calendar years of the date of the initial registration for the degree. The appropriate authorities of UCL may grant permission for a longer period of study in accordance with agreed procedures.

9.3 The successful completion of the Doctor in Educational Psychology (Professional Educational, Child and Adolescent Psychology) provides eligibility to register with the Health and Care Professions Council as a Practitioner Psychologist with the protected title Educational Psychologist and BPS accredited entry training to the Profession of Educational Psychology with eligibility for Chartered status.

9.4 Candidates unable to complete the DEdPsy(PECAP) degree programme may apply for the award of either:

9.4.1 a Postgraduate Diploma in Educational Psychology (see 9.6 and 9.7). This qualification does not permit entry to the Profession of Educational Psychology.

9.4.2 or the Master of Science (MSc) in Theoretical Educational Psychology (see 9.8). This qualification does not permit entry to the Profession of Educational Psychology.

9.5 The award of the Postgraduate Diploma in Educational Psychology shall be made to candidates who have satisfactorily completed the course of study and formal assessments associated with the academic taught components of the degree programme and specified academic elements of the professional development portfolio as published in the programme handbook. Candidates awarded the Postgraduate Diploma in Educational Psychology shall not subsequently be permitted to present themselves for assessment for the DEdPsy(PECAP).

9.6 A student who fails to satisfy the examiners in the professional development portfolio 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 academic taught element of the degree and in specified academic elements of the professional development portfolio as published in the programme handbook.

9.7 The award of the Master of Science (MSc) in Theoretical Educational Psychology shall be made to candidates who have satisfactorily completed the course of study and formal assessments associated with the academic taught components of the degree programme and have successfully completed the Year 1 and Year 2 Research Reports.

9.8 A student who fails to satisfy the examiners in the DEdPsy(PECAP) thesis may be considered for the award of the MSc degree if he or she has attained a satisfactory overall standard in formal assessments associated with the taught element and has successfully completed the Year 1 and Year 2 Research Reports.

9.9 Candidates awarded the MSc shall not subsequently be permitted to present themselves for assessment for the DEdPsy(PECAP) degree.

9.10 Detailed provisions for the award of the Postgraduate Diploma and MSc degree are appended to these Regulations.

10. Requirements of the thesis

10.1 The thesis shall:

- 10.1.1 consist of the candidate's own account of his/her investigations and indicate in what respects they appear to him/her to advance the study of the subject;
- 10.1.2 form a distinct contribution to the knowledge of the field of study and afford evidence of originality and a capacity for autonomous research;
- 10.1.3 demonstrate the candidate's capability to pursue original research in the field of study based on a good understanding of the research techniques and concepts appropriate to the discipline;
- 10.1.4 demonstrate the candidate's understanding of his/her own professional role and the contribution of the thesis to his/her professional development;
- 10.1.5 demonstrate the ability to apply psychological principles to professional practice;
- 10.1.6 give a critical assessment of the relevant literature, describe the method of research and its findings including a discussion on those findings, and indicate in what respects they appear to the candidate to advance the study of the subject;
- 10.1.7 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;
- 10.1.8 be written in English and be satisfactory in its literary and/or technical presentation and structure with a full bibliography and references;
- 10.1.9 take due account of previously published work on the subject;
- 10.1.10 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;
- 10.1.11 be not fewer than 30,000 words and normally no more than 35,000 words (exclusive of appendices, the list of references and bibliographies but including footnotes, endnotes, glossary, maps, diagrams and tables). Appendices should only include material which examiners are not required to read in order to examine the thesis, but to which they may refer if they wish;
- 10.1.12 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).

10.2 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.

10.3 A candidate is required to include a declaration of accurate word length in his/her thesis.

10.4 The greater proportion of the work submitted in a thesis must have been carried out after the registration of the student for the DEdPsy(PECAP) degree.

10.5 A candidate will not be permitted to submit as his/her thesis 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 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.

10.6 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 contribution to the investigation and that the statement is certified by the co-researcher(s) or supervisor.

10.7 Work already published including that published in joint names may be included only if it forms an integral part of the thesis and thereby makes a relevant contribution to the main theme of the thesis. A series of publications alone is not acceptable as a thesis.

10.8 Work undertaken during registration for the DEdPsy(PECAP) degree as part of other elements of the degree may be included in the thesis provided the candidate indicates on the entry form and also on the thesis any work which has been so incorporated.

10.9 Publications in joint names must be certified in accordance with paragraph 10.6 above.

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

10.11 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 IOE 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).

11. Entry to Examination for the Thesis

11.1 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 *IOE Guidelines for the Conduct of Oral Examinations*.

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

11.3 A student may submit a thesis for examination only after the minimum registration period as specified in 5.5 has passed.

11.4 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,

11.5 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.

11.6 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.

11.7 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.

11.8 Prior to the oral examination, the candidate will be required to submit an electronic copy and two paper copies of his/her thesis printed and bound in accordance with instructions obtainable

from the Programme Leader. A candidate may be required to provide a third copy of his/her thesis if a third examiner is appointed at any stage in the examination process.

11.9 A student must normally submit his or her thesis for examination within one year of completion of his or her course of study. A student wishing to submit the thesis at a later date may do so only with the approval of the Faculty Tutor.

11.10 A candidate is required to bring to the oral examination a printed 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 regulation 9.6 above.

12. Availability of DEdPsy(PECAP) thesis

12.1. It is a requirement for the award of the DEdPsy(PECAP) degree that one hard bound copy of a successful thesis is placed in the IOE library and one electronic copy to be made available for public reference.

12.2. At the time of entry to the examination candidates for the DEdPsy(PECAP) degree will be required to sign a declaration confirming that the work presented is their own as specified in regulation 9.2, is fit for examination and that a copy may be made available for public reference.

12.3 A candidate may apply to the Research Degrees Examination Board for restriction of access to his or her thesis and/or the abstract 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.

13. Appointment of Examiners and Conduct of Examination for Thesis

13.1 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.

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

13.3 The Research Degrees Examination Board shall appoint the examiners, having paid particular attention to their independence, expertise and relevant experience and taking into account the requirements specified in paragraph 8.2. 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 examiner appointed from outside IOE. With the permission of the Research Degrees Examination Board both examiners may be appointed from outside IOE. Only one examiner may be appointed from within IOE.

13.4 If the candidate is a member of staff at IOE, both examiners shall be external to IOE.

13.5 The candidate's supervisors or those involved in the supervision or development of the student's thesis may not act as examiners.

13.6 The Research Degrees Examination Board shall also appoint, at the request of the examiners, an additional examiner who is external to IOE. The original examiners shall so request before they report formally that they are unable to reach agreement and may do so at any time, if they consider it desirable. Whenever possible the additional examiner shall be of professorial status and shall have considerable experience of examining for a doctoral degree.

13.7 The Research Degrees Examination Board shall appoint an examiner from overseas only in exceptional circumstances when it is considered that such an appointment is necessary. If an examiner from overseas is appointed, the Research Degrees Examination Board must be satisfied that the examiner appointed is familiar with the British higher education system.

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

13.9 Candidates must attend for examination at a place and time determined by IOE (see also regulation 11.10).

13.10 The oral examination will be held in London. The Faculty Tutor may, however, agree to different arrangements if there are exceptional circumstances which make this expedient.

13.11 Unless the candidate indicates otherwise on the entry form, the supervisor (or where the candidate is jointly supervised, both supervisors) shall be invited to attend the oral examination as an observer. The supervisor does not have the right to take part in the examination but may contribute if invited to do so by the examiners with the agreement of the candidate. Otherwise the oral examination will be held in private.

13.12 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.

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

13.14 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.

13.15 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.

13.16 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 judgment of the candidate's performance against the prescribed criteria.

13.17 The examiners may, at their discretion, consult the independent chair before completing their report.

13.18 Copies of the reports shall be sent to Student and Registry Services who shall forward a copy of the final report to the candidate, together with the preliminary reports. All reports will be available to the members of an appeals committee in the case of an appeal against the result of the examination (see also 13.3).

14. Outcome of Examination of Thesis

14.1 The award of the degree shall be dependent on a satisfactory defense of the thesis in the oral examination as well as successful completion of all the other elements of the course as detailed in paragraph 5.1 above. The oral examination shall be designed to test the thesis against the criteria stated in paragraph 10 above. The possible outcomes of the oral examination are:

Pass

14.1.1 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 DEdPsy(PECAP) degree.

Pass subject to corrections within one month

14.1.2 If the thesis otherwise fulfils the criteria but require(s) 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

14.1.3 If the thesis otherwise fulfils the criteria but require(s) 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 been notified of the required minor amendments. The examiners shall be required to advise the student of the 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 14.1.4 shall be followed.

Referral – re-present within 12 months

14.1.4 If the thesis, though judged not to meet the standard required, 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 **twelve months**. The 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.

14.1.5 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 to re-present the same thesis, and submit to a further oral examination within a period specified by them and not exceeding 12 months.

Fail – may not re-present

14.1.6 The Examiners may determine that the candidate has not satisfied them in the examination and that the candidate may not be permitted to resubmit the thesis in a revised form. The Examiners shall not, however, save in very exceptional circumstances; make such a decision without submitting the candidate to an oral examination.

14.2 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.

14.3 A candidate who fails to satisfy the examiners will not be permitted to re-enter for the examination.

15. Notification of Result of DEdPsy(PECAP) Examinations

15.1 After the report of the examiners for the thesis 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 9.11) and all other requirements for the award of the degree have been met.

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

15.3 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.

15.4 No person will be awarded any qualification who has not settled any 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.

15.5 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.

15.6 The procedures governing student complaints, including appeals against the decision of a Board of Examiners, are defined in the *UCL Academic Manual, Chapter 6, Section 13: Student Complaints Procedures*.

1.1 Master of Science (MSc) in Theoretical Educational Psychology

Appendix to Doctor in Educational Psychology (Professional Educational, Child and Adolescent Psychology) Regulations:

REGULATIONS FOR THE AWARD OF THE MASTER OF SCIENCE (MSc) IN THEORETICAL EDUCATIONAL PSYCHOLOGY

Students who register initially for the Doctor in Educational Psychology (Professional Educational, Child and Adolescent Psychology) degree may be awarded the degree of Master of Science in Theoretical Educational Psychology in accordance with the provisions below.

1. Conditions for award

1.1 Students may be eligible to be considered for the award of the MSc in Theoretical Educational Psychology if they have successfully completed the taught elements of the Doctor in Educational Psychology degree as specified in 8.8 of the DEdPsy(PECAP) regulations by achieving a pass grade in each of the required academic courses, provided:

1.1.1 they have been registered for not less than one calendar year of full-time study at UCL; and

1.1.2 they have not applied for any other award on the basis of their results in the taught elements and the Year 1 and Year 2 Research Reports.

1.2 The Regulations and examination provisions which govern the DEdPsy(PECAP) degree for which the student registers shall apply to those elements of the degree which count towards the award of the MSc.

1.3 A student who opts for the award of the MSc may not subsequently receive credit towards the award of the Doctor in Educational Psychology degree or any other award offered at UCL for the passes in the assessed elements of the DEdPsy(PECAP) programme which were used for the award of the MSc degree.

2. Examination

2.1 A candidate will be examined in accordance with instructions governing formal assessment in force at the time he or she is considered for the award of the MSc.

2.2 In order to qualify for admission to the degree of Master of Science, a candidate must satisfy the DEdPsy(PECAP) Board of Examiners:

2.2.1 that he/she has attained a satisfactory standard in the taught academic elements of the degree as published by the Programme Leader; and

2.2.2 that the candidate has attained a satisfactory standard in the Year 1 and Year 2 Research reports.

3. Notification of result

3.1 After the DEdPsy(PECAP) Board of Examiners have reached a decision, every candidate shall be notified by 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 shall bear the names of the candidate in the form in which they appear in the records of UCL at the date of issue.

1.2 Postgraduate Diploma in Educational Psychology

REGULATIONS FOR POSTGRADUATE DIPLOMA IN EDUCATIONAL PSYCHOLOGY

Students who register initially for the degree of Doctor in Educational Psychology (Professional

Educational, Child and Adolescent Psychology) may be awarded the Postgraduate Diploma in Educational Psychology in accordance with the provisions below.

1. Conditions of Award

1.1 Students who successfully complete the taught element of the DEdPsy(PECAP) degree by achieving a pass grade in each of the required academic courses through studies at UCL as specified in 8.6 of the DEdPsy(PECAP) regulations are eligible to be considered for the award of the Postgraduate Diploma in Educational Psychology, provided they have not applied for any other award on the basis of results in the taught courses.

1.2 Pass grades on the basis of which the Postgraduate Diploma in Educational Psychology is awarded must have been achieved through assessments relating to the taught academic elements of the DEdPsy(PECAP) degree programme and specified academic elements of the professional development portfolio as published by the Programme Leader.

1.3 The regulations and examination provisions which govern the DEdPsy(PECAP) degree for which the student registers shall apply to those courses which count towards the award of the Postgraduate Diploma in Educational Psychology.

1.4 A student who opts for the award of the Postgraduate Diploma in Educational Psychology may not subsequently receive credit for the passes in courses which led to the award of the Postgraduate Diploma in Educational Psychology towards the award of the DEdPsy(PECAP) degree or any other award offered at UCL.

2. Examination

2.1 A candidate shall be examined in accordance with the instructions governing formal assessment in force at the time he or she is considered for the award of the Postgraduate Diploma.

2.2 In order to qualify for the award of the Postgraduate Diploma in Educational Psychology a candidate must satisfy the DEdPsy(PECAP) Board of Examiners that he/she has attained a satisfactory standard in courses which comprise the academic taught components of the degree programme and specified academic elements of the professional development portfolio as published by the Programme Leader.

3. Notification of result

3.1 After the DEdPsy(PECAP) Board of Examiners have reached a decision, every candidate shall be notified Student and Registry Services of the result of his/her examination.

3.2 A diploma under the seal of University College London shall be subsequently delivered to each candidate who has been awarded a Postgraduate Diploma. 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 will bear the names of the candidate in the form in which they appear in the records of UCL at the date of issue.

2 Regulations for Students Entering before September 2015

1. Introduction

1.1 These regulations govern the conduct and award of the degree of Doctor in Educational Psychology (Professional Educational, Child and Adolescent Psychology) (DEdPsy PECAP), the Master of Science (MSc) in Theoretical Educational Psychology and the Postgraduate Diploma in Educational Psychology.

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 as well as any statutory requirements administered by the British Psychological Society and the Department for Business Innovation and Skills.

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 *IOE General Academic Regulations 2014-15*.

3.2 The normal minimum entrance qualification for registration for the degree of DEdPsy in Professional Educational, Child and Adolescent Psychology is:

3.2.1 a second class honours degree of a United Kingdom university or an educational institution of university rank, or an overseas qualification of obtained after a course of study extending over not less than three years which confers eligibility for Graduate Basis for Registration with the British Psychological Society; plus

3.2.2 evidence of at least one year's satisfactory experience of work with children within an educational, childcare or community setting; and

3.2.3 evidence of an acceptable Enhanced Disclosure from Disclosure and Barring Service obtained immediately prior to the start of the programme.

3.3 Candidates for admission may in addition be required to pass an approved English language test (details can be found on UCL website at: <http://www.ucl.ac.uk/prospective-students/graduate/life/international>) and other tests prescribed by UCL as a condition of registration.

3.4 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 the Institute.

3.5 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.

3.6 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.

3.7 Every candidate must make application to UCL in accordance with the *IOE General Academic Regulations 2014-15* 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 *IOE General Academic Regulations 2014-15*.

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 course of study for the DEdPsy (PECAP) shall consist of formally taught and practical elements which provide academic and professional underpinning for the research undertaken. The course shall comprise:

5.1.1 taught elements, the content of which will be determined by the Institute in relation to the requirements of the British Psychological Society and Health and Care Professions Council and shall vary from time to time, but shall always include a theoretical and practical training in educational psychology and courses on research strategies and methodologies;

5.1.2 supervised professional experience;

5.1.3 a professional development portfolio of not more than 25,000 words reflecting the student's placement activity and how this has enhanced the student's professional development;

5.1.4 a thesis of not less than 30,000, and normally no more than 35,000, words, the subject and method of enquiry of which are to be approved by the supervisor and the appropriate Institute authority.

5.2 The overall research submission (5.1.3 and 5.1.4) shall illustrate the candidate's ability to apply scientific psychological principles at various levels of application of knowledge of educational psychology.

5.4 Assessment criteria specific to each element of the programme are set out in the examination guidance issued annually.

5.5 A candidate must pursue an approved course of study extending over not less than three years of full-time study. For a student granted credit under regulation 6.1, the period of registration spent at the other institution shall be used to calculate the number of years undertaken by the student.

5.6 The duration of the course of study shall not normally exceed four years of full-time study.

5.7 A student accepted under regulation 6.1 may be exempted by UCL from part of a course of study for the degree provided that the course of study followed at UCL is not less than two calendar years of full-time registration.

5.8 Students shall normally be required to pursue their course of study continuously, except where permission is granted for an interruption by the Faculty Tutor.

5.9 IOE shall appoint a supervisor and an advisory panel for each of its students registered for the degree in accordance with the *IOE Code of Practice for Research Degrees*.

5.10 A student's progress shall be formally reviewed on an annual basis in accordance with the *IOE Code of Practice for Research Degrees*.

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

5.12 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.

5.13 The *UCL Research Misconduct Regulations* (see UCL Academic Manual, Chapter 5, Part B, Section 6.7) will be used to deal with any allegation that any part of a candidate's work has been plagiarised or that there has been any infringement of the declaration in regulation 9.2 below.

5.14 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*.

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 comparable professional DEdPsy(PECAP) degree programme offered at another approved higher education institution. UCL shall 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 programme at UCL.

7. Examinations

7.1 Candidates for entry to assessment for the DEdPsy(PECAP) degree must satisfy the requirements as laid down in these and the programme handbook .

7.2 All assessments will be undertaken by appointed internal examiners and overseen by examiners external to the UCL. The taught and professional elements of the programme shall be examined by the DEdPsy(PECAP) Board of Examiners, which shall include an external examiner who is an appropriately qualified Educational Psychologist and registered as such with the Health and Care Professions Council (HCPC), unless alternative arrangements are agreed with the HCPC. The examination of the thesis shall be by oral examination conducted by at least two examiners, one of whom shall be external to UCL and one of whom must be appropriately qualified as an Educational Psychologist and registered as such with the HCPC: this examination will be designed to test the thesis against the criteria stated at 8.1 below.

7.3 The timing of the assessment of the taught element of the course, the professional development portfolio, and the thesis shall be in accordance with a schedule to be published by the Faculty Tutor.

7.4 A candidate who fails any assessment in the first or second year will be required to re-take and pass the assessment in August or September of the same year as a condition of continuation on the degree programme.

7.5 Professional competence shall be monitored throughout the placements, with a formal review being held each term, and shall be formally assessed in the third term of each year by the DEdPsy(PECAP) Board of Examiners who shall further examine the candidate's conceptual understanding of the integration of all elements of his/her studies.

7.6 If a candidate fails to satisfy the requirements of a professional placement, an oral examination shall be conducted by at least two examiners, one of whom will be external to UCL. The examination shall cover professional work undertaken in the placement and shall be designed to test the candidate's ability to integrate theory, research and practice at a level appropriate to their year of training. The possible outcomes of the oral examination are:

7.6.1 Placement passed;

7.6.2 Placement passed conditional on demonstration of specific competencies in an additional placement;

7.6.3 Placement failed: candidate permitted to demonstrate the required competencies in an additional placement. More than two placement failures over the course of the programme will result in failure and the candidate may not continue on the degree (see 8.5 below);

7.6.4 Placement failed and candidate not permitted to continue on the degree (see 8.9 below).

7.7 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 taught regulations in the *UCL Academic Manual, Chapter 4, Section 6: Extenuating Circumstances*.

7.8 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, reports or dissertations.

7.9 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.

7.10 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 DEdPsy(PECAP) Board of Examiners, 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.

7.11 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 re-examination shall be specified by the Programme Leader.

7.11 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.

7.12 A student wishing to request a reconsideration of a decision published by the DEdPsy(PECAP) Board of Examiners should do so under the *UCL Student Complaints Procedure available in the UCL Academic Manual, Chapter 6, Section 13.*

8. Award

8.1 In order to qualify for admission to the degree of Doctor in Educational Psychology (Professional Educational, Child and Adolescent Psychology), a candidate must satisfy the examiners:

8.1.1 that he/she has attained a satisfactory standard in the taught elements of the degree by successfully completing the coursework assignments that assess developing knowledge, skills and competencies in the first two years of the programme;

8.1.2 that the professional development portfolio has shown how the DEdPsy(PECAP) studies have supported the candidate's professional development and extended his/her understanding of his/her professional role.

8.1.3 that the candidate has demonstrated a satisfactory level of professional competence in the practical elements of the degree and the formal assessment related to such activity undertaken each year.

8.1.4 that the thesis makes a distinct and significant contribution to the knowledge of the field of study and affords evidence of originality and capacity for autonomous research (see paragraph 9); and

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

8.2 Candidates must normally submit their thesis for examination within four calendar years of the date of the initial registration for the degree. The appropriate authorities of UCL may grant permission for a longer period of study in accordance with agreed procedures.

8.3 The successful completion of the Doctor in Educational Psychology (Professional Educational, Child and Adolescent Psychology) provides eligibility to register with the Health and Care Professions Council as a Practitioner Psychologist with the protected title Educational Psychologist and BPS accredited entry training to the Profession of Educational Psychology with eligibility for Chartered status.

8.4 Candidates unable to complete the DEdPsy(PECAP) degree programme may apply for the award of either:

8.4.1 a Postgraduate Diploma in Educational Psychology (see 8.6 and 8.7). This qualification does not permit entry to the Profession of Educational Psychology.

8.4.2 or the Master of Science (MSc) in Theoretical Educational Psychology (see 8.8). This qualification does not permit entry to the Profession of Educational Psychology.

8.5 The award of the Postgraduate Diploma in Educational Psychology shall be made to candidates who have satisfactorily completed the course of study and formal assessments associated with the academic taught components of the degree programme and specified academic elements of the professional development portfolio as published in the programme handbook. Candidates awarded the Postgraduate Diploma in Educational Psychology shall not subsequently be permitted to present themselves for assessment for the DEdPsy(PECAP).

8.6 A student who fails to satisfy the examiners in the professional development portfolio 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 academic taught element of the degree and in specified academic elements of the professional development portfolio as published in the programme handbook.

8.7 The award of the Master of Science (MSc) in Theoretical Educational Psychology shall be made to candidates who have satisfactorily completed the course of study and formal assessments associated with the academic taught components of the degree programme and have successfully completed the Year 1 and Year 2 Research Reports.

8.8 A student who fails to satisfy the examiners in the DEdPsy(PECAP) thesis may be considered for the award of the MSc degree if he or she has attained a satisfactory overall standard in formal assessments associated with the taught element and has successfully completed the Year 1 and Year 2 Research Reports.

8.9 Candidates awarded the MSc shall not subsequently be permitted to present themselves for assessment for the DEdPsy(PECAP) degree.

8.10 Detailed provisions for the award of the Postgraduate Diploma and MSc degree are appended to these Regulations.

9. Requirements of the thesis

9.1 The thesis shall:

9.1.1 consist of the candidate's own account of his/her investigations and indicate in what respects they appear to him/her to advance the study of the subject;

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

9.1.3 demonstrate the candidate's capability to pursue original research in the field of study based on a good understanding of the research techniques and concepts appropriate to the discipline;

9.1.4 demonstrate the candidate's understanding of his/her own professional role and the contribution of the thesis to his/her professional development;

9.1.5 demonstrate the ability to apply psychological principles to professional practice;

- 9.1.6 give a critical assessment of the relevant literature, describe the method of research and its findings including a discussion on those findings, and indicate in what respects they appear to the candidate to advance the study of the subject;
- 9.1.7 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;
- 9.1.8 be written in English and be satisfactory in its literary and/or technical presentation and structure with a full bibliography and references;
- 9.1.9 take due account of previously published work on the subject;
- 9.1.10 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;
- 9.1.11 be not fewer than 30,000 words and normally no more than 35,000 words (exclusive of appendices, the list of references and bibliographies but including footnotes, endnotes, glossary, maps, diagrams and tables). Appendices should only include material which examiners are not required to read in order to examine the thesis, but to which they may refer if they wish;
- 9.1.12 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).
- 9.2 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.
- 9.3 A candidate is required to include a declaration of accurate word length in his/her thesis.
- 9.4 The greater proportion of the work submitted in a thesis must have been carried out after the registration of the student for the DEdPsy(PECAP) degree.
- 9.5 A candidate will not be permitted to submit as his/her thesis 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 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.
- 9.6 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 contribution to the investigation and that the statement is certified by the co-researcher(s) or supervisor.
- 9.7 Work already published including that published in joint names may be included only if it forms an integral part of the thesis and thereby makes a relevant contribution to the main theme of the thesis. A series of publications alone is not acceptable as a thesis.
- 9.8 Work undertaken during registration for the DEdPsy(PECAP) degree as part of other elements of the degree may be included in the thesis provided the candidate indicates on the entry form and also on the thesis any work which has been so incorporated.
- 9.9 Publications in joint names must be certified in accordance with paragraph 9.6 above.

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

9.11 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 IOE 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 *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 as specified in 5.5 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 two paper copies of his/her thesis printed and bound in accordance with instructions obtainable from the Programme Leader. A candidate may be required to provide a third copy of his/her thesis if a third examiner is appointed at any stage in the examination process.

10.9 A student must normally submit his or her thesis for examination within one year of completion of his or her course of study. A student wishing to submit the thesis at a later date may do so only with the approval of the Faculty Tutor.

10.10 A candidate is required to bring to the oral examination a printed 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 regulation 9.6 above.

11. Availability of DEdPsy(PECAP) thesis

11.1. It is a requirement for the award of the DEdPsy(PECAP) degree that one hard bound copy of a successful thesis is placed in the IOE library and one electronic copy to be made available for public reference.

11.2. At the time of entry to the examination candidates for the DEdPsy(PECAP) degree will be required to sign a declaration confirming that the work presented is their own as specified in regulation 9.2, is fit for examination and that a copy may be made available for public reference.

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 for Thesis

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 and taking into account the requirements specified in paragraph 7.2. 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 examiner appointed from outside IOE. With the permission of the Research Degrees Examination Board both examiners may be appointed from outside IOE. Only one examiner may be appointed from within IOE.

12.4 If the candidate is a member of staff at IOE, both examiners shall be external to IOE.

12.5 The candidate's supervisors or those involved in the supervision or development of the student's thesis may not act as examiners.

12.6 The Research Degrees Examination Board shall also appoint, at the request of the examiners, an additional examiner who is external to IOE. The original examiners shall so request before they report formally that they are unable to reach agreement and may do so at any time, if they consider it desirable. Whenever possible the additional examiner shall be of professorial status and shall have considerable experience of examining for a doctoral degree.

12.7 The Research Degrees Examination Board shall appoint an examiner from overseas only in exceptional circumstances when it is considered that such an appointment is necessary. If an examiner from overseas is appointed, the Research Degrees Examination Board must be satisfied that the examiner appointed is familiar with the British higher education system.

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 IOE (see also regulation 11.10).

12.10 The oral examination will be held in London. The Faculty Tutor may, however, agree to different arrangements if there are exceptional circumstances which make this expedient.

12.11 Unless the candidate indicates otherwise on the entry form, the supervisor (or where the candidate is jointly supervised, both supervisors) shall be invited to attend the oral examination as

an observer. The supervisor does not have the right to take part in the examination but may 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 judgment of the candidate's performance against the prescribed criteria.

12.17 The examiners may, at their discretion, consult the independent chair before completing their report.

12.18 Copies of the reports shall be sent to Student and Registry Services who shall forward a copy of the final report to the candidate, together with the preliminary reports. All reports will be available to the members of an appeals committee in the case of an appeal against the result of the examination (see also 13.3).

13. Outcome of Examination of Thesis

13.1 The award of the degree shall be dependent on a satisfactory defense of the thesis in the oral examination as well as successful completion of all the other elements of the course as detailed in paragraph 5.1 above. The oral examination shall be designed to test the thesis against the criteria stated in paragraph 9 above. The possible outcomes of the oral examination are:

Pass

13.1.1 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 DEdPsy(PECAP) degree.

Pass subject to corrections within one month

13.1.2 If the thesis otherwise fulfils the criteria but require(s) 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

13.1.3 If the thesis otherwise fulfils the criteria but require(s) 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 been notified of the required minor amendments. The examiners shall be required to advise the student of the 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 13.1.4 shall be followed.

Referral – re-present within 12 months

13.1.4 If the thesis, though judged not to meet the standard required, 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 **twelve months**. The 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.

13.1.5 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 to re-present the same thesis, and submit to a further oral examination within a period specified by them and not exceeding 12 months.

Fail – may not re-present

13.1.6 The Examiners may determine that the candidate has not satisfied them in the examination and that the candidate may not be permitted to resubmit the thesis in a revised form. The Examiners shall not, however, save in very exceptional circumstances; make such a decision without submitting the candidate to an oral examination.

13.2 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.

13.3 A candidate who fails to satisfy the examiners will not be permitted to re-enter for the examination.

14. Notification of Result of DEdPsy(PECAP) Examinations

14.1 After the report of the examiners for the thesis 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 9.11 and all other requirements for the award of the degree have been met.

14.2 A diploma under the seal of the 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 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 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 6, Section 13: Student Complaints Procedures*.

2.1 Master of Science (MSc) in Theoretical Educational Psychology

Appendix to Doctor in Educational Psychology (Professional Educational, Child and Adolescent Psychology) Regulations:

REGULATIONS FOR THE AWARD OF THE MASTER OF SCIENCE (MSc) IN THEORETICAL EDUCATIONAL PSYCHOLOGY

Students who register initially for the Doctor in Educational Psychology (Professional Educational, Child and Adolescent Psychology) degree may be awarded the degree of Master of Science in Theoretical Educational Psychology in accordance with the provisions below.

1. Conditions for award

1.1 Students may be eligible to be considered for the award of the MSc in Theoretical Educational Psychology if they have successfully completed the taught elements of the Doctor in Educational Psychology degree as specified in 8.8 of the DEdPsy(PECAP) regulations by achieving a pass grade in each of the required academic courses, provided:

1.1.1 they have been registered for not less than one calendar year of full-time study at UCL; and

1.1.2 they have not applied for any other award on the basis of their results in the taught elements and the Year 1 and Year 2 Research Reports.

1.2 The Regulations and examination provisions which govern the DEdPsy(PECAP) degree for which the student registers shall apply to those elements of the degree which count towards the award of the MSc.

1.3 A student who opts for the award of the MSc may not subsequently receive credit towards the award of the Doctor in Educational Psychology degree or any other award offered at UCL for the passes in the assessed elements of the DEdPsy(PECAP) programme which were used for the award of the MSc degree.

2. Examination

2.1 A candidate will be examined in accordance with instructions governing formal assessment in force at the time he or she is considered for the award of the MSc.

2.2 In order to qualify for admission to the degree of Master of Science, a candidate must satisfy the DEdPsy(PECAP) Board of Examiners:

2.2.1 that he/she has attained a satisfactory standard in the taught academic elements of the degree as published by the Programme Leader; and

2.2.2 that the candidate has attained a satisfactory standard in the Year 1 and Year 2 Research reports.

3. Notification of result

3.1 After the DEdPsy(PECAP) Board of Examiners have reached a decision, every candidate shall be notified by 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 shall bear the names of the candidate in the form in which they appear in the records of UCL at the date of issue.

2.2 Postgraduate Diploma in Educational Psychology

REGULATIONS FOR POSTGRADUATE DIPLOMA IN EDUCATIONAL PSYCHOLOGY

Students who register initially for the degree of Doctor in Educational Psychology (Professional Educational, Child and Adolescent Psychology) may be awarded the Postgraduate Diploma in Educational Psychology in accordance with the provisions below.

1. Conditions of Award

1.1 Students who successfully complete the taught element of the DEdPsy(PECAP) degree by achieving a pass grade in each of the required academic courses through studies at UCL as specified in 8.6 of the DEdPsy(PECAP) regulations are eligible to be considered for the award of the Postgraduate Diploma in Educational Psychology, provided they have not applied for any other award on the basis of results in the taught courses.

1.2 Pass grades on the basis of which the Postgraduate Diploma in Educational Psychology is awarded must have been achieved through assessments relating to the taught academic elements of the DEdPsy(PECAP) degree programme and specified academic elements of the professional

development portfolio as published by the Programme Leader.

1.3 The regulations and examination provisions which govern the DEdPsy(PECAP) degree for which the student registers shall apply to those courses which count towards the award of the Postgraduate Diploma in Educational Psychology.

1.4 A student who opts for the award of the Postgraduate Diploma in Educational Psychology may not subsequently receive credit for the passes in courses which led to the award of the Postgraduate Diploma in Educational Psychology towards the award of the DEdPsy(PECAP) degree or any other award offered at UCL.

2. Examination

2.1 A candidate shall be examined in accordance with the instructions governing formal assessment in force at the time he or she is considered for the award of the Postgraduate Diploma.

2.2 In order to qualify for the award of the Postgraduate Diploma in Educational Psychology a candidate must satisfy the DEdPsy(PECAP) Board of Examiners that he/she has attained a satisfactory standard in courses which comprise the academic taught components of the degree programme and specified academic elements of the professional development portfolio as published by the Programme Leader.

3. Notification of result

3.1 After the DEdPsy(PECAP) Board of Examiners have reached a decision, every candidate shall be notified Student and Registry Services of the result of his/her examination.

3.2 A diploma under the seal of University College London shall be subsequently delivered to each candidate who has been awarded a Postgraduate Diploma. 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 will bear the names of the candidate in the form in which they appear in the records of UCL at the date of issue.