



UCL Academic Manual 2021-22

Chapter 5: Research Degrees Framework

Part F: IOE Doctor in Education (EdD) Regulations

Covering Doctor in Education (EdD) students at the UCL Institute of Education.

IOE EdD 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 2019

1. Introduction

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

1.2 The regulations are made subject to the *UCL Academic Manual*, and all other relevant regulations, policies and procedures of UCL:

2. Definitions

2.1 In these regulations, terms have the meanings assigned to them in the *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 A, Section 1: 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 may 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 (details to 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.

3.5 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 5, Part A, Section 1: 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 5, Part A, Section 2: 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

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

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

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

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

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

5.3 IOE shall appoint a supervisor and an advisory panel for each of its students registered for the EdD degree in accordance therewith.

5.4 The minimum period of part-time registration for an EdD degree shall be four calendar years. For a student granted credit under regulation 7.1, the period of registration spent at the other institution shall be used to calculate the number of years undertaken by the student.

5.5 A student accepted under regulation 7.1 may be exempted by UCL from part of a course of study for the EdD degree provided that the course of study followed at UCL is not less than two calendar years of part-time registration.

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

5.7 The progress of each student shall be formally reviewed on an annual basis in accordance with the *IOE Code of Practice for Research Degrees*. Students are required to achieve at least a Grade B, in a minimum of two of the assessed elements (three taught modules and one reflective

statement) in Year 1 in order to progress to Year 2. To progress from Year 3 to Year 4, students are required to achieve at least a Grade B for the Institution-Focused Study element of the programme.

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

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

5.10 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.

5.11 The *UCL Research Misconduct Regulations* (see *UCL Academic Manual, Chapter 5, Part A, Section 6.6*) 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 11.2 below.

5.12 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. Completing Research Status

7.1 From Year 5, if you have fulfilled the conditions set out below you should register as a 'Completing Research Status' (CRS) student while you write up your thesis:

- be in a position to submit your thesis within 24 months. You will not remain registered as a student after the end of your CRS status so it is essential that you do not take up CRS unless you are ready to write up and are confident that you will meet this deadline.
- have been registered for a minimum of 4 years with no interruptions during that time.
- have passed your Formal Review Before Thesis (Upgrade).
- have the approval of your Supervisor.

7.2 While on CRS status you will have continued access to UCL facilities and are not required to pay fees.

7.3 During the period of CRS registration, a student is entitled to have one draft of all or any part of his or her thesis read and commented on by his or her Principal Supervisor and/or Subsidiary Supervisor before submission.

7.4 You must read [UCL Website](#) before applying for CRS status.

7.5 In order to apply, your supervisor must email researchdegrees@ucl.ac.uk confirming the effective date of transfer.

8. Credit Exemption

9.1 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.

9. Examinations

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

9.2 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 10.1.3 below, and will further examine the candidate's conceptual understanding of the integration of all elements of his/her EdD studies.

9.3 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 Graduate Tutor.

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

9.5 Students who wish to withdraw their entry for formal assessment in relation to any element of their programme of study must inform the Programme Leader. Such notification shall be provided

in writing at least ten days before either the date of the written paper(s) or the last date for submission of coursework assignments or the IFS reports.

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

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

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

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

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

10. Award

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

10.1.1 that he/she has attained a satisfactory standard in the taught element of the degree (see 5.7);

10.1.2 that the report on the Institution-Focused Study has shown how the EdD studies have supported the candidate's professional development and extended his/her understanding of his/her professional role (see 5.7).

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

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

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

10.2.1 the Postgraduate Diploma in Practitioner Research (see 10.5), or

10.2.2 the Master of Education (MEd) in Practitioner Research (see 10.6)

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

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

10.5 Detailed provisions for the award of the Postgraduate Diploma are set out in supplementary regulations appended to these regulations.

10.6 The award of the Master of Education (MEd) in Practitioner Research shall be made to candidates who have satisfactorily completed the course of study and formal assessments associated with the taught components of the degree programme and the Institution-Focused Study report (but excluding the thesis). (Candidates awarded the MEd shall not subsequently be permitted to present themselves for assessment for the EdD degree).

10.7 A student who fails to satisfy the examiners in the EdD thesis may be considered for the award of the MEd degree if he or she has attained a satisfactory overall standard in formal assessments associated with the taught element and the Institution-Focused Study report.

10.8 Detailed provisions for the award of the MEd degree are set out in supplementary regulations appended to these Regulations.

11. Requirements of the thesis

11.1 The thesis for the EdD shall (see also regulation 5.3):

11.1.1 consist of the candidate's own account of his/her investigations;

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

11.1.3 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;

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

11.1.5 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;

11.1.6 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;

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

11.1.8 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;

11.1.9 be no more than 45,000 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; (see also 11.2)

11.1.10 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).

11.2 A candidate will be expected to submit, bound in with the 45,000 word thesis, a statement of no more than 2,000 words summarising the areas which he/she has covered in the course as a whole, and highlighting the links between each element. In addition, a 500 word impact statement should be included.

11.3 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.

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

11.5 The greater proportion of the work submitted in a thesis must have been carried out after the registration of the student for the EdD degree at UCL, except that in the case of a student accepted under regulation 7.1 there shall be allowance for the fact that the student commenced his/her registration at another institution.

11.6 A candidate will not be permitted to submit as his/her thesis one which has been submitted for a degree or comparable award of this or any other university or institution, but a candidate shall not be precluded from incorporating in a thesis covering a wider field of work which he/she has already submitted for a degree or comparable award of this or any other university or institution provided that he/she shall indicate on his/her entry form and also on his/her thesis any work which has been so incorporated.

11.7 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 contributions to the investigation and that the statement is certified by the co-researchers.

11.8 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.

11.9 Work undertaken during registration for the EdD degree as part of other elements of the degree may be included in the thesis provided the student indicates on the entry form and also on the thesis any work which has been so incorporated.

11.10 Publications in joint names must be certified in accordance with paragraph 11.7 above.

11.11 A thesis must be presented for examination in a final form in accordance with the instructions issued by the Programme Leader of IOE (see also regulation 12.7).

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

11.13 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 16.1).

12. Entry to Examination for the Thesis

12.1 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*.

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

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

12.4 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.

12.5 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.

12.6 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.

12.7 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.

12.8 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.

12.9 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 11.13 above.

12.10 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 Graduate Tutor.

13. Availability of EdD thesis

13.1. It is a requirement for the award of the EdD degree that one hard bound copy of a successful thesis is placed in the IOE's Newsam library and one electronic copy to be made available for public reference.

13.2. At the time of entry to the examination candidates for the EdD degree will be required to sign a declaration confirming that the work presented is their own as specified in regulation 11.3, is fit for examination and that a copy may be made available for public reference.

13.3 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.

14. Appointment of Examiners and Conduct of Examination

14.1 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.

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

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

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

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

14.6 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.

14.7 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.

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

14.9 Candidates must attend for examination at a place and time determined by IOE (see also regulation 12.12).

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

14.11 Unless the candidate indicates otherwise on the entry form, the supervisor 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.

14.12 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.

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

14.14 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.

14.15 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.

14.16 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.

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

14.18 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 15.4).

15. Outcome of Examination

15.1. 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 10.1 above. The oral examination shall be designed to test the thesis against the criteria stated in paragraph 11 above.

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

Pass

15.2.1 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

15.2.2 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

15.2.3 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 15.2.4 shall be followed.

Referral – re-present within 12 months

15.2.4 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.

15.2.5 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 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

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

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

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

16. Notification of Results of EdD Examinations

15.1 After the report of the examiners has been considered by the Research Degrees Examination Board, the candidate shall be notified by Student and Registry Services of the result of his/her

examination. The degree shall not be awarded until copies of the thesis have been lodged with IOE in accordance with regulation 11.13).

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

16.3 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.

16.4 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.

16.5 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.

16.6 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 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.

1. Conditions for award

1.1 Students who have successfully completed the taught elements of the EdD degree by achieving a pass grade in each of the required courses and the report for the institution focused study (IFS) are eligible to be considered for the award of the MEd in Practitioner Research provided they have been registered for not less than two calendar years of part-time study at UCL.

1.2 Students who achieve a pass grade in each of the required courses and the report for the institution focused study and who subsequently attempt but fail the EdD thesis, may be eligible for the award of the MEd in Practitioner Research provided they have not applied for any other award on the basis of their results in the taught elements and the institution-focused study report.

1.3 The Regulations and examination provisions which govern the EdD degree for which the student registers shall apply to those elements of the degree which count towards the award of the MEd.

1.4 A student who opts for the award of the MEd may not subsequently receive credit for the passes in the assessed elements of the EdD programme which led to the award of the degree towards the award of the EdD degree or any other award offered at UCL.

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 MEd.

2.2 In order to qualify for admission to the degree of Master of Education, a candidate must satisfy the examiners:

2.1.1 that he/she has attained a satisfactory standard in the taught elements of the degree;

2.1.2 that the candidate has attained a satisfactory standard in the report on the institution-focused study and has shown how the studies have supported the candidate's professional development and extended his/her understanding of his/her professional role.

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.

1.2 Postgraduate Diploma in Practitioner Research

REGULATIONS FOR POSTGRADUATE DIPLOMA IN PRACTITIONER RESEARCH

Students who register initially for the degree of EdD shall be awarded the Postgraduate Diploma in Practitioner Research in accordance with the provisions below.

1. Conditions of Award

1.1 Students who successfully complete the taught element of the EdD degree by achieving a pass grade in each of the required courses through studies at UCL are eligible to be considered for the award of the Postgraduate Diploma in Practitioner Research, 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 Practitioner Research is awarded must have been achieved through assessments relating to the taught elements of the EdD degree programme (including the portfolio reflective statement i.e. four 30 credit courses) only.

1.3 The regulations and examination provisions which govern the EdD degree for which the student registers shall apply to those courses which count towards the award of the Postgraduate Diploma in Practitioner Research.

1.4 A student who opts for the award of the Postgraduate Diploma in Practitioner Research may not subsequently receive credit for the passes in courses which led to the award of the Postgraduate Diploma in Practitioner Research towards the award of the EdD degree or any other

award offered at UCL.

2. Examination

2.1 A candidate will 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 Practitioner Research a candidate must satisfy the examiners that he/she has attained a satisfactory standard in each of the courses which comprise the taught element of the degree.

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 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 between September 2015 and August 2019

1. Introduction

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

1.2 The regulations are made subject to the *UCL Academic Manual*, and all other relevant regulations, policies and procedures of UCL:

2. Definitions

2.1 In these regulations, terms have the meanings assigned to them in the *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 A, Section 1: 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 may 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 (details to 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.

3.5 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 5, Part A, Section 1: 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 5, Part A, Section 2: 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

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

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

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

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

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

5.3 Students following the international programme for the EdD shall be required to incorporate in their coursework, report and thesis an international, intercultural or comparative dimension.

5.4 IOE shall appoint a supervisor and an advisory panel for each of its students registered for the EdD degree in accordance therewith.

5.5 The minimum period of part-time registration for an EdD degree shall be four calendar years and for a full-time student it is three calendar years. 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 A student accepted under regulation 7.1 may be exempted by UCL from part of a course of study for the EdD degree provided that the course of study followed at UCL is not less than two calendar years of part-time registration.

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

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

5.9 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 Graduate Tutor may grant permission for a longer period of study in accordance with agreed procedures as laid down in the *IOE Code of Practice for Research Degrees*, except that this shall not exceed ten years from the initial date of registration.

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, Part A, Section 7.6*) 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 6, Section 8: Learning Agreements, Barring, Suspensions & Terminations Of Study*.

6. Completing Research Status

6.1 From Year 5, if you have fulfilled the conditions set out below you should register as a 'Completing Research Status' (CRS) student while you write up your thesis:

- be in a position to submit your thesis within 24 months. You will not remain registered as a student after the end of your CRS status so it is essential that you do not take up CRS unless you are ready to write up and are confident that you will meet this deadline.
- have been registered for a minimum of 4 years with no interruptions during that time.
- have passed your Formal Review Before Thesis (Upgrade).
- have the approval of your Supervisor.

6.2 While on CRS status you will have continued access to UCL facilities and are not required to pay fees.

6.3 During the period of CRS registration, a student is entitled to have one draft of all or any part of his or her thesis read and commented on by his or her Principal Supervisor and/or Subsidiary Supervisor before submission.

6.4 You must read [UCL Website](#) before applying for CRS status.

6.5 In order to apply, your supervisor must email researchdegrees@ucl.ac.uk confirming the effective date of transfer.

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 (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.

8. Examinations

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

8.2 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 9.1.3 below, and will further examine the candidate's conceptual understanding of the integration of all elements of his/her EdD studies.

8.3 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 Graduate Tutor.

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

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

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

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

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

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

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

9. Award

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

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

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

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

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

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

9.2.1 the Postgraduate Diploma in Practitioner Research (see 9.5), or

9.2.2 the Master of Education (MEd) in Practitioner Research (see 9.6)

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

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

9.5 Detailed provisions for the award of the Postgraduate Diploma are set out in supplementary regulations appended to these regulations.

9.6 The award of the Master of Education (MEd) in Practitioner Research shall be made to candidates who have satisfactorily completed the course of study and formal assessments associated with the taught components of the degree programme and the Institution-Focused Study report (but excluding the thesis). (Candidates awarded the MEd shall not subsequently be permitted to present themselves for assessment for the EdD degree).

9.7 A student who fails to satisfy the examiners in the EdD thesis may be considered for the award of the MEd degree if he or she has attained a satisfactory overall standard in formal assessments

associated with the taught element and the Institution-Focused Study report.

9.8 Detailed provisions for the award of the MEd degree are set out in supplementary regulations appended to these Regulations.

10. Requirements of the thesis

10.1 The thesis for the EdD shall (see also regulation 5.3):

10.1.1 consist of the candidate's own account of his/her investigations;

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 professionalism and his/her own professional role and the contribution of the thesis to his/her professional development;

10.1.5 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;

10.1.6 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;

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

10.1.8 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;

10.1.9 be no more than 45,000 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; (see also 10.2)

10.1.10 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 will be expected to submit, bound in with the 45,000 word thesis, a statement of no more than 2,000 words summarising the areas which he/she has covered in the course as a whole, and highlighting the links between each element. In addition, a 500 word impact statement should be included.

10.3 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.

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

10.5 The greater proportion of the work submitted in a thesis must have been carried out after the registration of the student for the EdD degree at UCL, except that in the case of a student accepted under regulation 7.1 there shall be allowance for the fact that the student commenced his/her registration at another institution.

10.6 A candidate will not be permitted to submit as his/her thesis one which has been submitted for a degree or comparable award of this or any other university or institution, but a candidate shall not be precluded from incorporating in a thesis covering a wider field of work which he/she has already submitted for a degree or comparable award of this or any other university or institution provided that he/she shall indicate on his/her entry form and also on his/her thesis any work which has been so incorporated.

10.7 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 contributions to the investigation and that the statement is certified by the co-researchers.

10.8 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.

10.9 Work undertaken during registration for the EdD degree as part of other elements of the degree may be included in the thesis provided the student indicates on the entry form and also on the thesis any work which has been so incorporated.

10.10 Publications in joint names must be certified in accordance with paragraph 10.7 above.

10.11 A thesis must be presented for examination in a final form in accordance with the instructions issued by the Programme Leader of IOE (see also regulation 11.7).

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

10.13 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 15.1).

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 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 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 10.13 above.

11.10 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 Graduate Tutor.

12. Availability of EdD thesis

12.1. It is a requirement for the award of the EdD degree that one hard bound copy of a successful thesis is placed in the IOE's Newsam 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 EdD degree will be required to sign a declaration confirming that the work presented is their own as specified in regulation 10.3, 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 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.

13. Appointment of Examiners and Conduct of Examination

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. 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 of IOE, both examiners shall be external to the 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 11.12).

13.10 The oral examination will be held in London. The Faculty Graduate 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 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 14.4).

14. Outcome of Examination

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 9.1 above. The oral examination shall be designed to test the thesis against the criteria stated in paragraph 10 above.

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

Pass

14.2.1 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

14.2.2 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

14.2.3 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 14.2.4 shall be followed.

Referral – re-present within 12 months

14.2.4 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.

14.2.5 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 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

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

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

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

15. Notification of Results of EdD Examinations

15.1 After the report of the examiners has been considered by the Research Degrees Examination Board, the candidate shall be notified by Student and Registry Services of the result of his/her examination. The degree shall not be awarded until copies of the thesis have been lodged with IOE in accordance with regulation 10.13).

15.2 A diploma under the seal of 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*.

2.1 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.

1. Conditions for award

1.1 Students who have successfully completed the taught elements of the EdD degree by achieving a pass grade in each of the required courses and the report for the institution focused study (IFS) are eligible to be considered for the award of the MEd in Practitioner Research provided they have been registered for not less than two calendar years of part-time study at UCL.

1.2 Students who achieve a pass grade in each of the required courses and the report for the institution focused study and who subsequently attempt but fail the EdD thesis, may be eligible for the award of the MEd in Practitioner Research provided they have not applied for any other award on the basis of their results in the taught elements and the institution-focused study report.

1.3 The Regulations and examination provisions which govern the EdD degree for which the student registers shall apply to those elements of the degree which count towards the award of the MEd.

1.4 A student who opts for the award of the MEd may not subsequently receive credit for the passes in the assessed elements of the EdD programme which led to the award of the degree towards the award of the EdD degree or any other award offered at UCL.

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 MEd.

2.2 In order to qualify for admission to the degree of Master of Education, a candidate must satisfy the examiners:

2.1.1 that he/she has attained a satisfactory standard in the taught elements of the degree;

2.1.2 that the candidate has attained a satisfactory standard in the report on the institution-focused study and has shown how the studies have supported the candidate's professional development and extended his/her understanding of his/her professional role.

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.

2.2 Postgraduate Diploma in Practitioner Research

REGULATIONS FOR POSTGRADUATE DIPLOMA IN PRACTITIONER RESEARCH

Students who register initially for the degree of EdD shall be awarded the Postgraduate Diploma in Practitioner Research in accordance with the provisions below.

1. Conditions of Award

1.1 Students who successfully complete the taught element of the EdD degree by achieving a pass grade in each of the required courses through studies at UCL are eligible to be considered for the award of the Postgraduate Diploma in Practitioner Research, 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 Practitioner Research is awarded must have been achieved through assessments relating to the taught elements of the EdD degree programme (including the portfolio reflective statement) only.

1.3 The regulations and examination provisions which govern the EdD degree for which the student registers shall apply to those courses which count towards the award of the Postgraduate Diploma in Practitioner Research.

1.4 A student who opts for the award of the Postgraduate Diploma in Practitioner Research may not subsequently receive credit for the passes in courses which led to the award of the Postgraduate Diploma in Practitioner Research towards the award of the EdD degree or any other award offered at UCL.

2. Examination

2.1 A candidate will 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 Practitioner Research a candidate must satisfy the examiners that he/she has attained a satisfactory standard in each of the courses which comprise the taught element of the degree.

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 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.

3 Regulations for Students Entering before September 2015

1. Introduction

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

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

2. Definitions

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

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

3. Admission

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 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 (details at <http://www.ucl.ac.uk/prospective-students/graduate/life/international>) and other tests prescribed by UCL as a condition of registration.

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 *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 curriculum for the EdD shall consist of three elements:

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

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

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

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

5.3 Students following the international programme for the EdD shall be required to incorporate in their coursework, report and thesis an international, intercultural or comparative dimension.

5.4 UCL shall appoint a supervisor and an advisory panel for each of its students registered for the EdD degree in accordance therewith.

5.5 The minimum period of part-time registration for an EdD degree shall be four calendar years and for a full-time student it is three calendar years. For a student granted credit under regulation 7.1, the period of registration spent at the other institution shall be used to calculate the number of years undertaken by the student.

5.6 A student accepted under regulation 7.1 may be exempted by UCL from part of a course of study for the EdD degree provided that the course of study followed at UCL is not less than two calendar years of part-time registration.

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

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

5.9 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 Graduate Tutor may grant permission for a longer period of study in accordance with agreed procedures as laid down in the *IOE Code of Practice for Research Degrees*, except that this shall not exceed ten years from the initial date of registration.

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, Part A Section 5.6*) 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 10.2 below.

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

6. Completing Research Status

6.1 From Year 5, if you have fulfilled the conditions set out below you should register as a 'Completing Research Status' (CRS) student while you write up your thesis:

- be in a position to submit your thesis within 24 months. You will not remain registered as a student after the end of your CRS status so it is essential that you do not take up CRS unless you are ready to write up and are confident that you will meet this deadline.
- have been registered for a minimum of 4 years with no interruptions during that time.
- have passed your Formal Review Before Thesis (Upgrade).
- have the approval of your Supervisor.

6.2 While on CRS status you will have continued access to UCL facilities and are not required to pay fees.

6.3 During the period of CRS registration, a student is entitled to have one draft of all or any part of his or her thesis read and commented on by his or her Principal Supervisor and/or Subsidiary Supervisor before submission.

6.4 You must read [UCL Website](#) before applying for CRS status.

6.5 In order to apply, your supervisor must email researchdegrees@ucl.ac.uk confirming the effective date of transfer.

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 (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.

8. Examinations

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

8.2 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 9.1.3 below, and will further examine the candidate's conceptual understanding of the integration of all elements of his/her EdD studies.

8.3 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 Graduate Tutor.

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

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

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

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

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

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

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

9. Award

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

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

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

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

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

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

9.2.1 the Postgraduate Diploma in Practitioner Research (see 9.5), or

9.2.2 the Master of Education (MEd) in Practitioner Research (see 9.6)

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

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

9.5 Detailed provisions for the award of the Postgraduate Diploma are set out in supplementary regulations appended to these regulations.

9.6 The award of the Master of Education (MEd) in Practitioner Research shall be made to candidates who have satisfactorily completed the course of study and formal assessments associated with the taught components of the degree programme and the Institution-Focused Study report (but excluding the thesis). (Candidates awarded the MEd shall not subsequently be permitted to present themselves for assessment for the EdD degree).

9.7 A student who fails to satisfy the examiners in the EdD thesis may be considered for the award of the MEd degree if he or she has attained a satisfactory overall standard in formal assessments

associated with the taught element and the Institution-Focused Study report.

9.8 Detailed provisions for the award of the MEd degree are set out in supplementary regulations appended to these Regulations.

10. Requirements of the thesis

10.1 The thesis for the EdD shall (see also regulation 5.3):

10.1.1 consist of the candidate's own account of his/her investigations;

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 professionalism and his/her own professional role and the contribution of the thesis to his/her professional development;

10.1.5 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;

10.1.6 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;

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

10.1.8 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;

10.1.9 be no more than 45,000 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; (see also 10.2)

10.1.10 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 will be expected to submit, bound in with the 45,000 word thesis, a statement of no more than 2,000 words summarising the areas which he/she has covered in the course as a whole, and highlighting the links between each element. In addition, a 500 word impact statement should be included.

10.3 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.

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

10.5 The greater proportion of the work submitted in a thesis must have been carried out after the registration of the student for the EdD degree at UCL, except that in the case of a student accepted under regulation 6.1 there shall be allowance for the fact that the student commenced his/her registration at another institution.

10.6 A candidate will not be permitted to submit as his/her thesis one which has been submitted for a degree or comparable award of this or any other university or institution, but a candidate shall not be precluded from incorporating in a thesis covering a wider field of work which he/she has already submitted for a degree or comparable award of this or any other university or institution provided that he/she shall indicate on his/her entry form and also on his/her thesis any work which has been so incorporated.

10.7 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 contributions to the investigation and that the statement is certified by the co-researchers.

10.8 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.

10.9 Work undertaken during registration for the EdD degree as part of other elements of the degree may be included in the thesis provided the student indicates on the entry form and also on the thesis any work which has been so incorporated.

10.10 Publications in joint names must be certified in accordance with paragraph 10.7 above.

10.11 A thesis must be presented for examination in a final form in accordance with the instructions issued by the Programme Leader of IOE (see also regulation 11.7).

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

10.13 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 15.1).

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 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 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 10.13 above.

11.10 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 Graduate Tutor.

12. Availability of EdD thesis

12.1. It is a requirement for the award of the EdD degree that one hard bound copy of a successful thesis is placed in the IOE's Newsam 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 EdD degree will be required to sign a declaration confirming that the work presented is their own as specified in regulation 10.3, 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 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.

13. Appointment of Examiners and Conduct of Examination

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. 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 of IOE, both examiners shall be external to the 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 11.12).

13.10 The oral examination will be held in London. The Faculty Graduate 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 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 14.4).

14. Outcome of Examination

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 9.1 above. The oral examination shall be designed to test the thesis against the criteria stated in paragraph 10 above.

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

Pass

14.2.1 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

14.2.2 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

14.2.3 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 14.2.4 shall be followed.

Referral – re-present within 12 months

14.2.4 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.

14.2.5 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 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

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

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

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

15. Notification of Results of EdD Examinations

15.1 After the report of the examiners has been considered by the Research Degrees Examination Board, the candidate shall be notified by Student and Registry Services of the result of his/her examination. The degree shall not be awarded until copies of the thesis have been lodged with IOE in accordance with regulation 10.13).

15.2 A diploma under the seal of 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*.

3.1 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.

1. Conditions for award

1.1 Students who have successfully completed the taught elements of the EdD degree by achieving a pass grade in each of the required courses and the report for the institution focused study (IFS) are eligible to be considered for the award of the MEd in Practitioner Research provided they have been registered for not less than two calendar years of part-time study at UCL.

1.2 Students who achieve a pass grade in each of the required courses and the report for the institution focused study and who subsequently attempt but fail the EdD thesis, may be eligible for the award of the MEd in Practitioner Research provided they have not applied for any other award on the basis of their results in the taught elements and the institution-focused study report.

1.3 The Regulations and examination provisions which govern the EdD degree for which the student registers shall apply to those elements of the degree which count towards the award of the MEd.

1.4 A student who opts for the award of the MEd may not subsequently receive credit for the passes in the assessed elements of the EdD programme which led to the award of the degree towards the award of the EdD degree or any other award offered at UCL.

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 MEd.

2.2 In order to qualify for admission to the degree of Master of Education, a candidate must satisfy the examiners:

2.1.1 that he/she has attained a satisfactory standard in the taught elements of the degree;

2.1.2 that the candidate has attained a satisfactory standard in the report on the institution-focused study and has shown how the studies have supported the candidate's professional development and extended his/her understanding of his/her professional role.

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.

3.2 Postgraduate Diploma in Practitioner Research

REGULATIONS FOR POSTGRADUATE DIPLOMA IN PRACTITIONER RESEARCH

Students who register initially for the degree of EdD shall be awarded the Postgraduate Diploma in Practitioner Research in accordance with the provisions below.

1. Conditions of Award

1.1 Students who successfully complete the taught element of the EdD degree by achieving a pass grade in each of the required courses through studies at UCL are eligible to be considered for the award of the Postgraduate Diploma in Practitioner Research, 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 Practitioner Research is awarded must have been achieved through assessments relating to the taught elements of the EdD degree programme (including the portfolio reflective statement) only.

1.3 The regulations and examination provisions which govern the EdD degree for which the student registers shall apply to those courses which count towards the award of the Postgraduate Diploma in Practitioner Research.

1.4 A student who opts for the award of the Postgraduate Diploma in Practitioner Research may not subsequently receive credit for the passes in courses which led to the award of the Postgraduate Diploma in Practitioner Research towards the award of the EdD degree or any other award offered at UCL.

2. Examination

2.1 A candidate will 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 Practitioner Research a candidate must satisfy the examiners that he/she has attained a satisfactory standard in each of the courses which comprise the taught element of the degree;

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 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.