



UNIVERSITY OF LONDON

**REGULATIONS FOR THE
DEGREE OF EdD**

with effect from June 2005

University of London
Senate House
Malet Street WC1E 7HU

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

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

1. Qualifications for admission

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

2. Registration

- 2.1 Application for admission to a course of study for the degree of EdD should be made to the Institute of Education.
- 2.2 Students registered for a course of study at the Institute shall not normally be permitted to register concurrently for another course at the Institute or at any other higher education institution.

3. Course of Study

- 3.1 A candidate must pursue an approved course of study extending over not less than three years of full-time study, or four years of part-time study
- 3.2 The duration of the course of study shall not normally exceed four years of full-time or seven calendar years of part-time study.
- 3.3 Students shall normally be required to pursue their course of study continuously, except where permission is granted for an interruption. Formal requests for permission to interrupt shall be addressed to the appropriate Course Leader via the Doctoral School.
- 3.4 The curriculum will consist of three elements:
 - (a) 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 the Institute 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 specialist studies in a specific area or areas.

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

4. Credit Exemption

- 4.1 Candidates may, at the discretion of the Institute of Education, be given exemption from up to two taught courses for work successfully completed (ie taught and examined) from a doctoral degree programme offered at another approved higher education institution. The Institute of Education will be responsible for ensuring exemption is given only in respect of courses deemed to be of an appropriate level and which form a coherent whole with the candidate's programme at the Institute of Education. No credit shall be given in respect of courses which have counted towards a qualification which has already been awarded to the student concerned;

5. Examinations

- 5.1 Only candidates who have completed the approved registration and attendance requirements as laid down by the Institute of Education may enter for formal assessment for the degree.
- 5.2 In order to qualify for admission to the degree of Doctor in Education, a candidate must satisfy the examiners:
- (a) that he/she has attained a satisfactory standard in the taught element of the degree;
 - (b) 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.
 - (c) that the thesis makes a distinct and significant contribution to the knowledge of the subject and offers evidence of originality shown by the discovery of new facts and/or the exercise of independent critical power; and
 - (d) that he/she possesses a conceptual understanding of the integration of all elements of his/her EdD studies.
- 5.3 All assessments will be overseen by examiners external to the University. The examination of the thesis will be by oral examination conducted by at least two examiners, one of whom shall be external to the University: this examination will be designed to test the thesis against the criteria stated at 5.2 (c) above, and will further examine the candidate's conceptual understanding of the integration of all elements of his/her EdD studies.
- 5.5 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 to be published by the Academic Registrar of the Institute of Education through its Doctoral School.
- 5.6 Candidates unable to complete the EdD degree programme may apply for the award of either:

- (a) a Postgraduate Diploma in Practitioner Research (see 5.9)
- (b) or the Master of Education (MEd) in Practitioner Research (see 5.12)
- 5.7 The award of the Postgraduate Diploma in Practitioner Research shall be made to candidates who have satisfactorily completed the course of study and formal assessments associated with the taught components of the degree programme (i.e. excluding the institution focused study report and the thesis).
- 5.8 A student who fails to satisfy the examiners in the institution focused study report on two occasions shall not be permitted to continue with his or her programme of study, but may be considered for the award of the Postgraduate Diploma if he or she has attained a satisfactory overall standard in formal assessments associated with the taught element.
- 5.9 Detailed provisions for the award of the Postgraduate Diploma are set out in supplementary regulations appended to the Regulations for Taught Research-based Master's Degrees, Postgraduate Diplomas and Certificates.
- 5.10 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.
- 5.11 A student who fails to satisfy the examiners in the EdD thesis 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 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.
- 5.12 Detailed provisions for the award of the MEd degree are set out in supplementary regulations appended to the Regulations for Taught Research-based Master's Degrees, Postgraduate Diplomas and Certificates.

6. Requirements of the thesis

- 6.1 The thesis for the EdD shall:
- consist of the candidate's own account of his/her investigations and indicate in what respects they appear to him/her to advance the study of the subject;
 - represent a distinct and significant contribution to the subject, whether through the discovery of new facts and/or by the exercise of independent critical power;
 - 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;
 - demonstrate the candidate's understanding of professionalism and his/her own professional role and the contribution of the thesis to his/her professional development;
 - 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;
 - 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, formulated and carried out by the candidate in consultation with his/her supervisor(s);

- be written in English;
- be satisfactory in its literary and/or technical presentation and structure with a full bibliography and references;
- take due account of previously published work on the subject;
- make clear the sources from which information has been derived, the extent to which the work of others has been used, and the areas which are claimed as original;
- be not less than 40,000 words and normally no more than 45,000 words (exclusive of appendices, the list of references and bibliographies but including footnotes, endnotes, glossary, maps, diagrams and tables);
- be of a standard to merit publication in whole or in part or in a revised form (for example, as a monograph or as a number of articles in learned journals).

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

7. Entry to Examination for the Thesis

- 7.1 A candidate must enter the examination in accordance with the instructions issued by the Academic Registrar of the Institute of Education.

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

8. Availability of EdD thesis

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

9. Notification of result

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

10. Alleged Assessment Offences

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

11. Revocation of Award

- 11.1 The Director of the Institute, on the recommendation of its Senate, may revoke the award granted by the Institute and all privileges connected therewith, if it shall be discovered at any time and approved to the satisfaction of the Institute that:
- (a) there was an administrative error in the award made under the relevant procedure; or
 - (b) subsequent to the award, a Board of Examiners, having taken into account information which was unavailable at the time its decision was made, determines that a candidate's results should be altered.
- 11.2 The Academic Registrar of the University shall be informed of the revocation of an award.

12. Suspension of Regulations

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

13. Appeals Procedure for Taught Elements and Institution-focused Study Report

- 13.1 No decision of a properly convened and constituted EdD Board of Examiners, acting in accordance with the relevant regulations and instructions for the conduct of formal assessments, may be modified. The EdD Board of Examiners may, at its discretion, reconsider its decision on a candidate's examination results only in the following circumstances:

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

13.2 Requests for the Board of Examiners to reconsider its decision shall be addressed to the Academic Registrar of the Institute.

13.3 The External Examiner shall be consulted in all cases where the EdD Board of Examiners reconsiders its decision. A written statement indicating any revised assessment to be undertaken by the candidate and signed by the External Examiner and the Chair of the Board of Examiners shall be returned to the Academic Registrar.

14 Amendments or Additions to Regulations

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

Revised June 2005

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

Students who register initially for the Doctor in Education 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 Doctor in Education 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 the Institute.
- 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 Doctor in Education 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 report.
- 1.3 The Regulations and examination provisions which govern the Doctor in Education 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 Doctor in Education degree or any other award offered at the Institute of Education.

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:
 - (a) that he/she has attained a satisfactory standard in the taught elements of the degree;
 - (b) 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 examiners have reached a decision, every candidate will be notified by the Academic Registrar of the Institute of Education of the result of his/her examination.
- 3.2 A diploma under the seal of the University shall be subsequently delivered to each candidate who has been awarded the degree. The date of the award of the diploma shall be the first of the following dates to fall after the last element of formal assessment has been completed: 1 December, 1 April or 1 July.

3.3 The diploma for the degree will bear the names of the candidate in the form in which they appear in the records of the Institute of Education at the date of issue.

4. Alleged Assessment Offences

4.1 Any case of alleged cheating or irregularities of a similar character, including plagiarism and conduct affecting the security of examinations, whether or not proscribed by the Regulations and instructions governing formal assessment at or in connection with which it occurs, shall be governed by the Regulations for Proceedings in respect of Examination Irregularities administered by the University of London.

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

5. Revocation of Degree

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

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

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

6. Suspension of Regulations

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

7 Appeals Procedure and Board of Examiners

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

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

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

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

8 Amendments or Additions to Regulations

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

REGULATIONS FOR POSTGRADUATE DIPLOMA IN PRACTITIONER RESEARCH

Students who register initially for the degree of Doctor in Education 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 Doctor in Education degree by achieving a pass grade in each of the required courses through studies at the Institute 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 only.
- 1.3 The regulations and examination provisions which govern the Doctor in Education 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 Doctor in Education degree or any other award offered at the Institute of Education.

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 examiners have reached a decision, every candidate will be notified by the Academic Registrar of the Institute of Education of the result of his/her examination.
- 3.2 A diploma under the seal of the University shall be subsequently delivered to each candidate who has been awarded a Postgraduate Diploma. The date of the award of the diploma shall be the first of the following dates to fall after the last element of formal assessment has been completed: 1 December, 1 April or 1 July.
- 3.3 The diploma will bear the names of the candidate in the form in which they appear in the records of the Institute of Education at the date of issue.

4. Alleged Assessment Offences

- 4.1 Any case of alleged cheating or irregularities of a similar character, including plagiarism and conduct affecting the security of examinations, whether or not proscribed by the

Regulations and instructions governing formal assessment at or in connection with which it occurs, shall be governed by the Regulations for Proceedings in respect of Examination Irregularities administered by the University of London.

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

5. Revocation of Award

- 5.1 The Director of the Institute, on the recommendation of its Senate, may revoke the award granted by the Institute and all privileges connected therewith, if it shall be discovered at any time and approved to the satisfaction of the Institute that:
- (a) there was an administrative error in the award made under the relevant procedure; or
 - (b) subsequent to the award, a Board of Examiners, having taken into account information which was unavailable at the time its decision was made, determines that a candidate's results should be altered.

6. Suspension of Regulations

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

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