

UCL Academic Manual 2021-22

Chapter 5: Research Degrees Framework

Part A: Research Degree Regulations

Covering MPhil/ PhD, EngD, MD(Res) and MRes programmes

EngD students should also refer to:

- Chapter 5, Part C: Doctor in Engineering Additional Regulations

MRes students should also refer to:

- Chapter 5, Part H: MRes Additional Regulations
- Chapter 3: Registration Framework for Taught Programmes
- Chapter 4: Assessment Framework for Taught Programmes

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1 Admissions

1.1 Standard Qualifications for Admission: MPhil/PhD Programmes

1. The normal minimum entrance qualification for registration for the MPhil degree or the PhD degree is:
 - i) An upper second class honours degree of a UK university or an overseas qualification of an equivalent standard obtained after a programme of study extending over not less than three years in a university (or educational institution of university rank), in a subject appropriate to that of the programme to be followed; or
 - ii) A registrable qualification appropriate to the programme to be followed awarded by a UK university in Medicine, Dentistry or Veterinary Studies; or a qualification of an equivalent standard appropriate to the programme to be followed awarded by a university (or educational institution of university rank) outside the UK; or
 - iii) A Masters degree from a UK University in a subject appropriate to the programme to be followed; or
 - iv) A professional or other qualification obtained by written examinations and approved by UCL as an appropriate entrance qualification for the MPhil or PhD degree in question.
2. Applicants should also consult the relevant departmental/divisional admission requirements (see the [UCL Departments A-Z](#)).

1.2 Standard Qualifications for Admission: EngD Programmes

1. Other qualifying criteria may also be required for applicants for the EngD, depending on the subject area of the individual programme.
2. The additional regulations for the Doctor in Engineering [EngD] (see [Chapter 5, Part C](#)) give details of specific criteria for the following programmes:
 - EngD in Biochemical Engineering and Bioprocess Leadership
 - EngD in Communications
 - EngD in Environmental Engineering Science (ENVES)
 - EngD in Virtual Environments Imaging and Visualisation (VEIV).

1.3 MRes Progression to an Associated Research Degree Programme

1. For automatic progression from MRes to PhD/EngD, students should achieve an average mark of not less than 60% in the *independent, original research components* of the programme, and not less than 50% in the taught elements.
 - i) This regulation relates to automatic progression from MRes to MPhil/PhD or EngD programmes.
 - ii) However, in cases where a student did not meet these requirements, but who has the support of the MPhil/PhD or EngD programme organisers, a case in writing can be made to the Chair of the Research Degree Committee for the consideration of suspension of regulations on a case-by-case basis.
2. The length of the MRes programme should be extended to one calendar year and one month to allow Boards of Examiners time to determine awards prior to students registering on the associated EngD or MPhil/PhD programme.
3. MRes students who fail the taught components are subject to the regulations in [Chapter 4, Section 11: Consequences of Failure](#). If a student has valid Extenuating Circumstances material to that failure, they will be subject to the regulations in [Chapter 4: Section 6: Extenuating Circumstances](#).

4. MRes students who fail the dissertation should not register on the EngD or MPhil/PhD programme in the following academic year but remain on the MRes and resubmit the dissertation by 31 January of the following academic year. The Board would then consider the award for these students in January, when they would be allowed to register on the EngD or MPhil/PhD if they passed. If, as a result, they missed taught components which formed part of the EngD or MPhil/PhD registration, these should be followed at the point when they are next available.
5. MRes students who are not awarded the degree after the first attempt and the resit attempt should not progress to the associated EngD or MPhil/PhD programme and would be required to leave UCL.

Further guidance

1. These regulations only apply to students on MRes programmes which form an integral part of an associated doctoral programme.
2. Applicants and students should also consult the relevant departmental/divisional admission and MRes progression requirements.
3. MRes programmes are subject to the regulations for Taught Postgraduate Programmes and to the additional regulations for Masters By Research Programmes in [Chapter 5, Part H](#).

1.4 Standard Qualifications for Admission: MD (Res) Programmes

1. To be eligible for registration for the MD(Res) degree, a candidate must have obtained the MBBS degree or some other registrable primary qualification in Medicine, and be eligible for full registration or hold limited registration with the General Medical Council (GMC), or have obtained the BDS degree or hold an equivalent dental qualification.

1.5 English Language Requirements

1. Applicants are required to meet [English Language Proficiency Requirements for Postgraduate Degrees](#).

1.6 Alternative Qualifications for Admission

1. Applicants possessing alternative qualifications may also be considered by UCL for registration.
 - i) An applicant who possesses a degree or overseas qualification of equivalent standard obtained after a programme of study extending over three years or more in a university (or educational institution of university rank) in an appropriate subject and who, although they do not meet the normal entry standard defined in [Sections 1.1-1.4](#), but by evidence of their background and experience satisfy UCL as to their fitness to follow the programme. Where such an applicant cannot present evidence that they possess the necessary background and experience, they may be considered by UCL for registration, provided they meet appropriate qualifying conditions prescribed by UCL.
 - ii) Applicants who possess a qualification obtained by written examination other than those covered above, if UCL is satisfied that the candidate's general education, scholarship, training and experience are suitable for the programme which they wish to follow and that they are at least as well qualified as the candidates who are able to satisfy the entrance requirements in one of the ways prescribed above.
2. UCL may prescribe a qualifying examination for such an applicant prior to admission.

Further guidance

1. Departments wishing to admit such an applicant, as described above, must obtain written authorisation from the Chair of the Research Degrees Committee via [Admissions in Student & Registry Services](#). An applicant for registration may also be required to pass a qualifying

examination. Applicants are required to meet UCL's English Language Proficiency Requirements for Postgraduate Degrees.

2. The regulations and criteria for the Recognition of Prior Learning, including the types of prior learning that might be considered by UCL, are defined in [Chapter 1: Student Recruitment and Admissions Framework](#).

2 Registration

2.1 Dual Registration

1. A student is not permitted to be formally registered for one programme of study at UCL at the same time as being formally registered (or re-sitting examinations) for another programme of study at UCL or any other Higher Education Institution.

Further guidance

1. Students can accept an offer of a place from UCL when they are still formally registered with another Higher Education Institution, or if they are re-sitting examinations. However, they may not formally register with UCL until they have completed their registration with another institution.

2.2 Application and Initial Registration

2.2.1 MPhil/ PhD Initial Registration

1. An applicant for a PhD degree will be registered initially for the MPhil degree.

Further guidance

1. All successful applicants, with the exception of the EngD and other specialist doctorate programmes, are initially registered for an MPhil degree, except where the applicant is exceptionally well qualified and UCL has given special permission for initial registration for the PhD degree.
2. Every student must complete enrolment as instructed within two weeks of the start of their research programme and must undertake to comply with the conditions of enrolment.
3. An applicant for registration is required to produce for inspection by UCL the original documentary evidence of their qualifications either before or at registration — i.e. the original diploma or certificate of the awarding body. An applicant for the MD (Res) degree will be registered at UCL in the names under which he/she has been registered with the GMC.

2.2.2 Proof of Identity

1. All students are required to present an accepted form of identification for verification before they can be enrolled. In the absence of this verification, enrolment cannot occur.

2.2.3 UK/EU/EEA-Based Students

1. UK/EU/EEA Based Students are required to present an accepted form of identification for verification before they can be enrolled. In the absence of this verification, enrolment will not be confirmed.

Further guidance

1. UCL's preferred form of identification is a valid passport. However, in the absence of a valid passport, the following will be accepted forms of identification for students who do not require a visa to study in the UK:
 - a) A UK photo driving licence, a European National Identity Card or Armed Forces Identity Card; or
 - b) An original birth certificate, adoption certificate or certificate of naturalisation.
2. No other forms of identification are acceptable.
3. If the family name or other personal details are different from those on the document provided, proof of the reason for any differences will be required at enrolment. This should be in the form of a marriage certificate/civil partnership certificate, divorce document, deed poll, adoption certificate or statutory declaration.

2.2.4 Students Who Require a Visa to Study in the UK

1. Under UK immigration requirements, presentation of a valid passport is a mandatory requirement for students who require a visa to study in the UK, and no other forms of identification will suffice. Enrolment will not take place without presentation of a valid passport and visa.
2. For further details on UK immigration requirements see the UCL [Immigration and Visa Information](#) webpages.

2.3 Exemption from Part of a Programme of Study

1. UCL may exempt from part of the programme of study of the MPhil/PhD degree, research degree students who have commenced a programme of study for the MPhil or PhD degree (or equivalent degree) of another university in the United Kingdom, provided that the programme of study followed at UCL is not less than one calendar year, or its equivalent in part-time study.

Further guidance

1. Applications for exemption should be made at the point of admission and are considered on a case-by-case basis.
2. The regulations and criteria for the Recognition of Prior Learning, including the types of prior learning that might be considered by UCL, are defined in the UCL Academic Manual, [Chapter 1: Student Recruitment and Admissions Framework](#).
3. Back-dated registration is not usually permitted by UCL. In exceptional circumstances however, requests for back-dating registration may be considered by the Chair of the Research Degrees Committee via researchdegrees@ucl.ac.uk subject to the following conditions:
 - i) The statement from the supervisor and/or the Head of Department gives strong academic reasons for the request and confirms in writing that the student has been undertaking relevant research since this date.
 - ii) There is evidence that the student has been fully supervised.
 - iii) There is a good reason provided explaining why the student was not formally registered from the requested start date.
4. If the back-dating is granted, regardless of the time period requested, the student should be aware that he or she is liable for tuition fees from the date of retrospective registration and that the date for submission of the thesis will be calculated from this date.

2.4 Course of Study: General

1. All research degree students are required to pursue a course of study prescribed by UCL.
2. A programme of study for the degree of MPhil, PhD or MD(Res) may require attendance at lectures and coursework as prescribed by UCL. A candidate's registration on a UCL programme will be dependent upon their continued satisfactory progress as determined by UCL.
3. All research students are required to use the [Online Research Student Log](#).
4. For more information about the Research Student Log and other requirements see the [Code of Practice for Graduate Research Degrees](#).

2.5 Attendance Requirements

1. A programme must be pursued continuously except by special permission of UCL. Students must be in a position to meet all the requirements determined for their studies.
 - i) With the exception of non-resident MPhil/PhD programmes (see [Section 2.11](#)) students, whether full-time or part-time, are expected to centre their academic studies on UCL. Students should ensure they are able to attend UCL in person for teaching and meetings as required by their supervisors.

- ii) Students must obtain approval before they leave to collect or study material remote from UCL or work in remote facilities.

2.6 Annual Leave

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.
2. Students and supervisors should agree a way to record and monitor Annual Leave in-line with Departmental practises where appropriate.
3. Students should ensure their supervisors are aware of any Annual Leave planned in advance and ensure any required cover is put in place.
4. Where the programme includes any Taught or time-sensitive elements this should be taken into consideration when planning Annual Leave.
5. Funded Students must ensure they continue to meet their funder Terms & Conditions.
6. Students on a Student Visa must ensure they continue to meet their Visa requirements.

2.7 Length of Programme

1. The lengths of UCL research degree programmes are as follows:
 - i) The length of an MPhil/PhD programme is normally three years' full time and five years' part time.
 - ii) The length of the MD(Res) is normally two calendar years of full-time or part-time study.
2. Students may not interrupt their period of registration without prior permission from UCL.
3. Unless prior exemption from a part of the programme has been agreed, a student must be registered for at least two calendar years full time, or three calendar years part time, before he/she will be allowed to submit her/his thesis for examination for the PhD or the MPhil degree.
4. A student must be registered for at least two calendar years before he/she will be allowed to submit her/his thesis for examination for the MD(Res) degree.
5. In the case of registration for the PhD and the MPhil degree, unless prior exemption from a part of the programme has been agreed, students must be registered for at least three calendar years full time, or five calendar years part time, before they will be eligible to adopt Completing Research Status (see [Section 4](#)).
6. In the case of registration for the MD(Res) degree, students must be registered for at least two calendar years before they will be eligible to adopt Completing Research Status (see [Section 4](#)).

Further guidance

1. Requests to submit a thesis earlier than the minimum periods of registration specified in the regulation above may be considered by the Chair of the Research Degrees Committee. Requests should be made in writing via researchdegrees@ucl.ac.uk and should include a statement of support from the supervisor and/or Head of Department. The Research Degrees Committee will monitor the outcome of such requests by scrutiny of examiners' reports on the candidates' theses. Students and staff should note that early submission of a thesis will not be considered as an extenuating circumstance when deciding the outcome of the examination of a thesis.
2. Students who submit early would be liable for tuition fees up to the date of the submission of the thesis but would not be liable for tuition fees thereafter.

2.8 Interruption of Study

1. Interruption of study may be granted on the authorisation of the Director of Student Administration, on behalf of the Research Degrees Committee, provided that a statement of support from the Principal Supervisor and/or Head of Department/Division is received. If approved, the period of interruption of study granted will be initially not more than one

calendar year and any further period of interruption of study will be considered one year at a time. UCL may, at its discretion, grant an interruption of study to a student on grounds of illness or other adequate reasons. The need to take up or pursue employment during the programme will not normally be considered grounds for interruption of studies.

2. Interruption of study for a period in excess of two calendar years may be granted by the Chair of the Research Degrees Committee subject to the following conditions:
 - i) The period requested will be considered on an annual basis and will not exceed five calendar years from the date when the period of interruption starts;
 - ii) The date when the submission of the thesis falls due following resumption of study falls within ten years of the date of original registration;
 - iii) Written assurances that the research will still be valid are provided by the supervisor and/or the Head of Department, with supporting documentation.
3. The [Students website](#) provides further detail on the Interruption of Study Procedure.

2.9 Upgrade from MPhil to PhD

1. Upgrade from MPhil to PhD registration may be made not less than nine months after initial registration for the MPhil degree for full-time students, and not less than fifteen months after initial registration for the MPhil degree for part-time students. In the case of a student who has been granted an exemption of part of the programme of study, upgrade from MPhil degree to PhD registration may be made not less than eight months, or its part-time equivalent, after initial registration for the MPhil degree.
2. A student who fails to achieve upgrade to PhD status may, if all other conditions are met, enter for the MPhil examination.
3. Detailed information on the upgrade process can be found in the Upgrade Guidelines.

2.10 Transfer from PhD to MPhil

1. A student who has been upgraded from MPhil to PhD status may, with the permission of UCL, transfer back to MPhil status and enter for the MPhil examination provided he or she has not entered for the examination of a PhD.
2. The transferred registration may be dated from the date of original registration for the MPhil/PhD degree.

2.11 Transfer Between MPhil/PhD and MD(Res)

1. A student may, with the permission of UCL, transfer from the MD(Res) degree to the MPhil/PhD degree, provided they have not entered for the examination of an MD(Res) degree; or from the MPhil/PhD degree to the MD(Res) degree provided they have not entered for the examination of an MPhil or PhD degree.
2. Students wishing to transfer from an MPhil/PhD to an MD(Res) degree, or vice versa, should contact researchdegrees@ucl.ac.uk.

2.12 Non-Resident PhD: Registration and Attendance

1. Students registered on a non-resident MPhil/PhD programme shall attend UCL on at least one occasion. This must be the meeting at which their upgrade to PhD is decided.
2. In addition a student registered on a non-resident MPhil/PhD programme shall meet his or her supervisor(s) in person on at least two other occasions, one at the beginning and one at the end of the programme, but not necessarily in the UK.
3. Students and supervisors are required to be in regular communication during the whole period of the programme by, for example, telephone, email, Skype etc.
4. Students on the non-resident MPhil/PhD programme are required to use the [Online Research Student Log](#).

Further guidance

1. Admission procedures for the non-resident MPhil/PhD programme do not differ from that of other research students who require special permission from UCL before starting their registration. A department/division wishing to make an offer to an applicant for a specially-approved non-resident MPhil/PhD programme is required to submit a statement of the case for acceptance, via [Admissions in Student & Registry Services](#), to the Chair of the Research Degrees Committee [RDC]. The statement must include evidence that the overseas institution where the applicant intends to undertake research is of international standing and able to provide adequate facilities for the research. It must also include details of the arrangements for the supervision of the student at the overseas institution.
2. The department/division must also provide the Chair of the RDC with a statement showing that adequate arrangements for communication between the department and the student are in place and that these arrangements comply with UCL requirements for frequency of contact between supervisor and student as set out in the [Code of Practice for Graduate Research Degrees](#). The use of the [Online Research Student Log](#) is an essential part of these

requirements. Such statements should be submitted in writing to the Chair of RDC via [Admissions in Student & Registry Services](#).

3. In cases where an approved research programme has been set up with a specific institution or institutions which have formal collaborative agreements with UCL, approval of individual applications, as described above, will not need to be submitted for approval by the Chair of the RDC.
4. Students on a non-resident MPhil/PhD programme will be registered as full-time students by UCL if they are carrying out their research on a full-time basis in their countries of residence. Otherwise, they will be registered as part-time students by UCL. A special fee rate applies to the non-resident MPhil/PhD programme.

3 Supervisory Arrangements

3.1 Supervisors: General

1. Each UCL student registered for the MPhil, PhD, EngD, MD(Res) or MRes degree shall have appointed one Principal and one Subsidiary Supervisor, who shall be members of staff of UCL or members of staff of an institution with an approved agreement with UCL. All supervisors must be approved by their Faculty Graduate Tutor before they undertake supervision of research students.

Further guidance

1. Principal and Subsidiary Supervisors shall be appointed by the appropriate departmental/divisional Postgraduate Committee, or its equivalent body.
2. Honorary members of staff may be appointed as either Principal or Subsidiary Supervisors. However, approval must be obtained from the appropriate Faculty Graduate Tutor on behalf of the Research Degrees Committee. The appointment of an honorary member of staff as a Principal or Subsidiary Supervisor will be subject to consideration of adequate research activity, including publications and grant income. Honorary members of staff appointed as Principal or Subsidiary Supervisors are also governed by eligibility requirements set out in [Section 3.2 below](#).
3. Retired members of staff shall not normally be appointed as supervisors except by the specific agreement of the Research Degrees Committee. In instances where a member of staff serving as Principal Supervisor retires, continued supervision by the staff member is only permissible if explicitly agreed by all parties (the student, the supervisor and department), and this decision is recorded by the department. In addition, the following arrangements must also be put in place and reviewed annually by all parties to confirm they are working effectively:
 - i) The existing Subsidiary Supervisor shall be appointed as joint Principal Supervisor with the retired member of staff;
 - ii) A third supervisor shall be appointed to the supervisory team as Subsidiary Supervisor.
4. Supervisors can be appointed from institutions with an approved agreement with UCL, e.g. Cancer Research UK (CRUK). Such supervisors must have the status of honorary members of UCL staff. In all circumstances UCL has an expectation that these supervisors will undertake their role in accordance with the Doctoral School's [Code of Practice for Graduate Research Degrees](#) and within the framework of UCL's regulations for Research Degrees in the UCL Academic Manual.
5. For more information on the role of the supervisor see the [Code of Practice for Graduate Research Degrees](#).

3.2 Supervisors: Eligibility

1. The list of UCL staff categories eligible to act as Principal and/or Subsidiary Supervisors can be found in Eligible Staff Categories for Supervising Research Students on the Chapter 5 webpage of the UCL Academic Manual.
2. UCL determines the eligibility of staff in these categories to supervise research degree students using the following criteria:
3. A Principal Supervisor should normally:
 - i) have satisfactorily completed any probationary period attached to his/her appointment;
 - ii) have expertise in the area of the proposed research;
 - iii) have had previous experience of at least one successful PhD, EngD, MD(Res) or MRes supervision, as appropriate, within a supervisory team (defined as having taken a student all the way through to a research degree award)
4. A Subsidiary Supervisor should normally:
 - i) have expertise relevant to the area of proposed research;
 - ii) be familiar with the standards required for MPhil/PhD/EngD/MD(Res)/MRes research.

5. In the case of EngD programmes, the Industrial Supervisor must also satisfy the requirements laid down above for the Subsidiary Supervisor.
6. A probationary member of academic staff may be appointed as Principal Supervisor if supervision is undertaken within the context of an experienced supervisory team comprising at least one demonstrably active researcher with experience of at least two successful supervisions.
7. A Research Fellow (Grade 7) may be invited to act as a Subsidiary Supervisor but must, in addition to the requirements specified for Subsidiary Supervisors:
 - i) have a research contract lasting at least three years from the time the supervised student commences his/her programme of study;
 - ii) be able to provide evidence of good quality publications for which they have had a substantial degree of responsibility.
8. Research Fellows on Grades 8 and above may be invited to act as Principal or Subsidiary Supervisors.

Further guidance

1. Principal Supervisors who are probationary members of staff must also have participated in an appropriate UCL supervisor's workshop.
2. Supervisors who have completed a probationary period but have not previously supervised a research student should also meet the requirements outlined above. New senior members of academic staff with experience of MPhil/PhD/EngD/MD(Res)/MRes supervision at other institutions are expected to attend an appropriate UCL supervisor's workshop.

3.3 Number of Students per Supervisor

1. A supervisor, whether Principal or Subsidiary, may supervise up to the equivalent of six full-time research students at any one time.

Further guidance

1. The maximum number of students [head count], whether full- or part-time, that may be supervised by an individual as either Principal or Subsidiary Supervisor will be nine, using the following formula:

For Principal Supervisors	
1 Part-Time student	0.5

For Subsidiary Supervisors	
1 Full-Time student	0.5
1 Part-Time student	0.25

2. Where a supervisor exceeds the maximum number of students under his/her supervision, the supervisor's department must be able to demonstrate that there are mechanisms in place to ensure adequate contact with the student and appropriate support for the supervisor, such as a large supervisory team and/or a reduction in other workloads.
3. For example, an individual may act as Principal Supervisor to four full-time students and one part-time student while acting as Subsidiary Supervisor for two part-time students. This is the equivalent of five full-time students and is within the head count of nine students. Consideration should be given to the other duties of the member of staff concerned. Departments/divisions may wish to recommend an upper limit on the number of students supervised by a single member of staff that is lower than that set out above.
4. Part-time staff appointed as supervisors should supervise no more than six full-time research students on a pro-rata basis.

3.4 Declaration of Personal Interest

1. All members of staff are required to declare any personal relationships with any student they are asked to supervise, or are already supervising, in accordance with the [UCL Personal Relationships Policy](#).

3.5 Transfer of Supervisor to another Institution

1. Where a Principal Supervisor transfers to another institution, students assigned to that supervisor shall be assigned to another Principal Supervisor – if they choose to remain registered at UCL – normally by the Departmental/Divisional Graduate Tutor. Should a student wish to continue to work under the supervisor who has transferred, he or she may consider applying to transfer registration to the supervisor's new institution, providing he or she is not in the final year of the programme

4 Completing Research Status

4.1 General

1. All research students who have completed their approved period of registration may register as CRS students while they write up their theses. Transfer to CRS status is only permitted with the approval of a student's supervisor or other departmental authority.
2. CRS is permitted for a maximum period of one calendar year (full time) or two calendar years (part time). CRS registration cannot be interrupted; a student who is prevented from submitting a thesis for reasons beyond his or her control may apply for an extension, as detailed in [4.4 below](#).
3. An MPhil/PhD student must be registered for at least three calendar years full time or five calendar years part time before he or she will be eligible to take up CRS status. EngD students must be registered for four calendar years and MD(Res) students for a minimum of two calendar years before being eligible to take up CRS status. A student who changes from full to part time during the approved period of registration must have been registered for a minimum of one year part time before being entitled to two years of part-time CRS status.
4. In addition to completing the approved period of registration, a student must meet the following conditions before being permitted to take up CRS status:
 - a) Have upgraded to PhD status (in the case of the MPhil/PhD programme) or confirmed entry to MPhil only;
 - b) Be in a position to submit his or her thesis within 12 months (for full-time students) and 24 months (for part-time students);
 - c) Have met any other departmental or divisional conditions.
5. MPhil candidates may also take up CRS under the same conditions as PhD candidates but will be required to confirm that they have not upgraded to PhD.
6. Further guidance is available from the [Completing Research Status webpages](#).

4.2 CRS Student Entitlements

1. During the period of CRS registration, a student is entitled to have at least 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.

Further guidance

1. Once enrolled, CRS students will continue to be able to use, or will be reissued with, a UCL identity card and be entitled to the use of all the general UCL facilities and services.
2. A CRS student in laboratory-based research may be admitted to a laboratory and be given use of UCL equipment where such admission and use will materially enhance the quality of the thesis or will expedite its completion. Such admission and use shall, however, be on the condition that this does not significantly interfere with the use of the laboratory or equipment in question by other students or staff of UCL or incur additional expense. The student's Principal Supervisor, with the approval of the Head of Department/Division, shall be responsible for making any arrangements necessary to comply with this condition. In the event that a CRS student is refused admission or use, they shall have the right of appeal to the Faculty Graduate Tutor who shall consult the student's supervisor and Head of Department/Division.
3. The student's department/division may, at its discretion, give any other supervisory assistance during the writing up period. CRS students will be expected to comply with all the duties and responsibilities of any other research student as set out in the [Code of Practice for Graduate Research Degrees](#).

4.3 Submission of Thesis

1. A student must submit a thesis for examination before the end of his or her CRS period. A student will remain registered after the submission of his or her thesis until the award of the degree. He or she will be entitled to a UCL student identity card and will be able to use all the general UCL facilities and services while preparing for an oral examination or making minor revisions to a thesis.

4.4 Extensions to the Completing Research Period

1. A student who cannot submit a thesis for examination before the end of CRS due to circumstances outside his or her control may apply for an extension. The maximum period of extension is one year full time and two years part time.

Further guidance

1. Applications for extension to CRS must be made on [Portico](#). Applications must be supported by a student's department and may be made on the grounds of illness of student or close relative, maternity leave, bereavement, responsibilities as a primary carer or academic circumstances out of the control of the student. Work commitments or any duties carried out for a department are not considered grounds for extension; submission of a thesis is expected to be a priority. Applications on the grounds of the illness or termination of employment of the Principal Supervisor may be considered but departments are expected to make arrangements for alternative supervision under such circumstances.

4.5 Submission of a Thesis after the end of CRS

1. A student who submits late will be liable for a Submission Extension Fee.
2. A student who does not submit a thesis before the end of his or her CRS registration will cease to be registered as a student at the end of this CRS period. He or she will not be entitled to access to UCL facilities and services and will not be entitled to supervisory advice. In addition, any student who wishes to submit after the end of his or her CRS registration will require permission to do so; this must be supported by a student's supervisor or other departmental authority. If granted, the student will be permitted to submit but will not be re-registered unless his or her department require this.

Further guidance

1. All students who submit after the end of their CRS registration will pay a fee equivalent to the part-time home fee current at the time (see [Submission Extension Fees for Research Students](#)). This fee will come into effect the day after the end of their CRS registration and will increment after three months, six months and nine months. For submission at any time over nine months after the end of CRS, the fee will be equivalent to 12 months home part-time fees current in the year of submission.

4.6 Resubmission of a Thesis

1. A student whose thesis is referred by his or her examiners for substantial revision within 18 months will remain registered as a submitted student on the basis of [4.3 above](#), provided the original submission was not after the expiry of a period of CRS status. He or she will have access to UCL facilities and will be entitled to have at least one draft of his or her thesis read and commented on by his or her Principal Supervisor and/or Subsidiary Supervisor before re-submission. If a student's revisions require more supervision or further access to UCL laboratories or other facilities, he or she may be required to re-register as a fee-paying student for the period of this supervision or access.

2. A student who is required to re-submit must re-enter for the examination by completing the Examination Entry Form available on [Portico](#) (see [Research Degree Examination Entry webpages](#)).

5 Final Examination

5.1 Requirements of a Thesis

5.1.1 Theses: General

1. The greater proportion of the work submitted in a thesis must have been undertaken after the registration of the student for the MPhil/PhD/EngD or MD(Res) degree.
2. The work in the thesis submitted by a student must be their own work and the submission of a thesis for examination will be regarded as a declaration of that fact.
3. A student will not be permitted to submit a thesis that has been submitted for examination for a degree, or comparable award, of this or any other university or institution. However, students may incorporate into a thesis previously examined fieldwork which they have already submitted for a degree or comparable award of this, or any other university or institution. In such a case this must be indicated on the Examination Entry Form and the incorporated fieldwork must be clearly identified as such in the thesis submitted for examination.
4. Students may submit the results of work done in conjunction with their supervisor and/or with fellow research workers provided that their own contribution in the investigation is clearly stated and a statement of confirmation is certified by the supervisor.
5. The decision of a student to submit a thesis should be made in consultation with the student's supervisor(s). The decision to submit a thesis in any particular form rests with the student alone.

Further guidance

1. An allowance may be made in the case of a student who has transferred from another institution (see [Section 1: Admissions](#)).
2. Students should also include in each copy of their thesis a signed declaration that the work presented is their own. This may be inserted between the title page and the contents page of the thesis in the following terms:
'I, [Student's full name], confirm that the work presented in this thesis is my own. Where information has been derived from other sources, I confirm that this has been indicated in the thesis.'

5.1.2 Requirements of a PhD/EngD Thesis

1. A thesis for the awards of EngD or PhD degree shall be examined in accordance with the criteria prescribed by UCL and the thesis shall demonstrate that it:
 - a) is genuinely the work of the candidate;
 - b) shows a student's capacity to pursue original research in the field of study based on a good understanding of the research techniques and concepts appropriate to the discipline;
 - c) embodies the results of a research programme which may reasonably be expected of a student after three years of full-time study or the part-time equivalent, formulated and carried out by the student in consultation with the supervisors;
 - d) consists of a student's own account of their investigations, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree;
 - e) represents a distinct and significant contribution to the subject, whether through the discovery of new knowledge, the connection of previously unrelated facts, the development of new theory, or the revision of older views;
 - f) shows the exercise of critical judgement with regard to both a student's own work and that of other scholars in the field;
 - g) is an integrated whole and presents a coherent argument;
 - h) gives a critical assessment of the relevant literature, describes the method of research and its findings, includes discussion on those findings and indicates in what respects they appear to the student to advance the study of the subject; and, in so doing,

demonstrates a deep and synoptic understanding of the field of study, (a student being able to place the thesis in a wider context), objectivity and the capacity for judgement in complex situations and autonomous work in that field.

- i) is satisfactory in its literary and/or technical presentation and structure with a full bibliography and references;
 - j) takes due account of previously published work on the subject;
 - k) makes 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;
 - l) contains an element which might, after any necessary revision, merit publication in a medium appropriate to the discipline (for example as a monograph or as a number of articles in learned journals);
 - m) shows a student's ability to design and implement an independent research project.
2. A series of papers, whether published or otherwise, is not acceptable for submission as a thesis. Research work already published, or submitted for publication, at the time of submission of a thesis, either by a student alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of a thesis but may be adapted to form an integral part of a thesis and thereby make a relevant contribution to the main theme of a thesis. Publications derived from the work in a thesis may be bound as supplementary material at the back of a thesis.

5.1.3 Requirements of an MPhil Thesis

1. A thesis for the award of an MPhil degree shall be examined in accordance with the criteria prescribed by UCL and the thesis shall demonstrate that it:
 - a) is genuinely the work of the candidate;
 - b) consists of the candidate's own account of their investigations and indicates in what respects they appear to them to advance the study of the subject;
 - c) represents a contribution to the subject, either through a record of the candidate's original work or a critical and ordered exposition of existing knowledge;
 - d) takes due account of previously published work on the subject;
 - e) makes 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;
 - f) is an integrated whole and presents a coherent argument;
 - g) is satisfactory as regards literary presentation;
 - h) has a full bibliography and reference.
2. A series of papers, whether published or otherwise, is not acceptable for submission as a thesis. Research work already published, or submitted for publication, at the time of submission of a thesis, either by a student alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of a thesis but may be adapted to form an integral part of a thesis and thereby make a relevant contribution to the main theme of a thesis. Publications derived from the work in a thesis may be bound as supplementary material at the back of a thesis.

5.1.4 Requirements of an MD(Res) Thesis

1. A thesis for the MD(Res) degree will deal with any branch of medicine, or surgery or medical or dental science. It is a condition of the award of the degree that the clinical research involved in the thesis shall conform to high ethical standards. If UCL is not satisfied on this point, the degree will not be awarded irrespective of the merit of the thesis in other respects.
2. The thesis shall:
 - a) demonstrate it is genuinely the work of the candidate;
 - b) consist of the candidate's own account of his/her investigations, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree;
 - c) form a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new facts and/or by the exercise of independent critical power;
 - d) be an integrated whole and present a coherent argument;

- e) give a critical assessment of the relevant literature, describe the method of research and its findings, include discussion on those findings and indicate in what respects they appear to the candidate to advance the study of the subject; and, in so doing, demonstrate a deep and synoptic understanding of the field of study (the candidate being able to place the thesis in a wider context), objectivity and the capacity for judgment in complex situations and autonomous work in that field;
 - f) include a full bibliography and references;
 - g) demonstrate research skills relevant to the thesis being presented;
 - h) 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).
3. A series of papers, whether published or otherwise, is not acceptable for submission as a thesis. Research work already published, or submitted for publication, at the time of submission of a thesis, either by a student alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of a thesis but may be adapted to form an integral part of a thesis and thereby make a relevant contribution to the main theme of a thesis. Publications derived from the work in a thesis may be bound as supplementary material at the back of a thesis.

5.1.5 Language of a Thesis

1. All theses must be written in English.
2. For candidates in the field of foreign language and literature, the decision about which language the thesis should be written in would be made by the Faculty Graduate Tutor following consultation with the supervisor(s) and the School/ Departmental Graduate Tutor at the outset of research. The decision would be reviewed at six months.
3. The English abstract is a compulsory additional submission and standard English Language skills are required.
4. In all cases, the oral examination of a thesis would normally be conducted in English.

Further guidance

1. Submission of a thesis in a language other than English applies only to theses in the field of foreign language or literature submitted by students in the following Departments of UCL: the School of European Languages, Culture and Society, Hebrew and Jewish Studies and the School of Eastern European and Slavonic Studies.
2. The criteria for agreeing to another language would include linguistic reasons, the broader academic context, research impact, dissemination of research and the availability of examiners.
3. The decision would take into account the feasibility of supervising and examining a PhD in a language other than English.
4. A request to write the PhD in another language made after six months should be submitted by the department and faculty and should be referred to the Chair of the Research Degrees Committee via researchdegrees@ucl.ac.uk.
5. When a candidate has been granted approval for a thesis to be submitted in a language other than English researchdegrees@ucl.ac.uk must be informed.

5.1.6 Word Length of a Thesis

1. The maximum word lengths for theses are:
 - PhD/EngD degree: 100,000 words
 - MPhil degree: 60,000 words
 - MD(Res) degree: 50,000 words
 - Documentary Track PhD: 60,000 - 70,000 words, accompanied by a film of 20-30 minutes
2. The maximum word lengths include footnotes, tables and figures but exclude bibliography, appendices and supporting data.

Further guidance

1. The above prescribes the maximum allowable length for MPhil/EngD/PhD/MD(Res) theses, not necessarily the preferred length. In many instances supervisors may wish to recommend a shorter length. Students should consult their supervisors on the usual length of theses in their subject area or topic.
2. The signature of the student and the Principal Supervisor on the Examination Entry Form to the MPhil, PhD, EngD or MD(Res) examinations (see the [Research Degree Examination Entry webpages](#)) shall be taken as confirmation that the thesis submitted is within the required word limit
3. 'Supporting data' refers largely to raw data which is not essential to the argument of the thesis. Appendices are not in the word count and 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. Examiners are not required to read beyond the maximum word limits. Where the thesis itself is an edition of a text or texts, normally in the field of literature, the above word limits may not apply.
4. Students registered for Professional Doctorate awards should refer to the specific programme regulations for their thesis word lengths and other elements of their programmes that are examined as part of the doctorate.

5.1.7 Format of a Thesis

1. The thesis should be submitted in the format determined by UCL at the time of submission. Further information and guidance is available on the [Thesis Formatting webpages](#) and on the [Research Degree Examination Entry webpages](#). Some exceptions are made for students in the fields of Fine Art, Design, Architecture and Town Planning as detailed on the [Thesis Formatting webpages](#).

5.1.8 Approval of a Thesis Title

1. A student must have the title of his/her thesis approved by his/her Principal Supervisor.
2. The approved title is submitted to UCL on the Examination Entry Form submitted to researchdegrees@ucl.ac.uk.

5.1.9 Availability of a Thesis

1. After the examination has been completed and before the degree is awarded, successful students must submit one electronic copy to UCL, via the [Research Publications Service \(RPS\)](#), for lodging in the UCL library.
2. A soft-bound copy of the thesis may also be submitted to the UCL Library, if desired. This may include artefacts related to non-traditional formats of a thesis. Further information and guidance is available on the [Thesis Formatting webpages](#).
3. The process of final thesis submission, both the electronic and optional hard copy, is managed by the [Open Access Team](#).
4. A student may apply to UCL at the time of registration or thereafter, for restriction of access to their thesis and/or the abstract of their thesis on the grounds of commercial exploitation or patenting. In very exceptional circumstances, if the thesis includes material that is significant for national security, subject to approval of UCL, copies of the thesis placed in the public domain, with the agreement of the graduate concerned, may have certain parts excised from them. Applications to restrict access to a thesis should be made via the [Library](#).

5.2 Examination Entry

5.2.1 Examination Entry Form: MPhil/PhD/EngD/MD(Res)

1. Before the thesis is submitted for examination, an Examination Entry Form must be submitted to UCL.

- i) The Examination Entry Form may not be submitted earlier than six months before the completion of the prescribed programme and must be submitted not later than four months before the submission of the thesis. For the entry form and more information, see the [Research Degree Examination Entry webpages](#).
- ii) A student is required to submit to his/her supervisor a short description of the content of the thesis in about 300 words, the short description must be submitted to the Registry with the Examiner Nomination Forms, to assist in the appointment of suitable examiners (see [Research Degree Examination Entry webpages](#) for more details).

5.2.2 Thesis Submission: MPhil/PhD/EngD/MD(Res)

1. Prior to examination, candidates are required to submit their e-thesis to UCL for dispatch to their examiners. Further information and guidance is available on the [Thesis Formatting webpages](#).
2. After the examination and before the award is made, candidates entering for a UCL award are required deposit one e-thesis in the UCL Institutional Repository.

Further guidance

1. A candidate for the EngD, PhD, MPhil or MD(Res) degree is required to bring to the oral examination a copy of his/her thesis which is identical to the copies submitted to researchdegrees@ucl.ac.uk. Further information and forms are available on the [Research Degree Examination Entry webpages](#) and on the [Thesis Formatting webpages](#).
2. Further information on the thesis submission for Practice-Led programmes is available from the [Thesis Formatting webpages](#).

5.2.3 Dispatch of Theses to Examiners

1. A thesis will be sent, via researchdegrees@ucl.ac.uk, to both examiners at least four weeks in advance of an oral examination.
2. Examiners will normally use an electronic copy of the thesis, but an Examiner may request the student provide a hardcopy, if required. Further information and guidance is available on the [Thesis Formatting webpages](#).
3. Direct submission of theses to examiners by students, supervisors or departments/ divisions is not permitted.

Further guidance

1. All theses will be submitted to UCL via researchdegrees@ucl.ac.uk. Theses will be sent to both examiners by UCL Student Records. Supervisors and students should note that theses will only be sent to examiners who have been formally appointed by UCL and only after the Examination Entry Form has been submitted in accordance with the Examination Entry Guidelines on the [Research Degree Examination Entry webpages](#).
2. Supervisors and students for examination should ensure that all examination entry requirements have been met in good time before a planned oral examination takes place.
3. Oral Examinations cannot proceed if the requirements for the examination entry, including the formal appointment of examiners, have not taken place in accordance with UCL regulations. The outcome of any examination conducted in such an instance would be void.

5.2.4 Reasonable Adjustments

1. Under the Equality Act 2010, UCL is required to make Reasonable Adjustments to learning, teaching and assessment to ensure that disabled students are not put at a substantial disadvantage. UCL can also provide Reasonable Adjustments for students who might not consider themselves to have a 'disability' but who nevertheless would benefit from additional support with their studies due to an ongoing medical or mental health condition. For further information about Reasonable Adjustments, and how to apply, please see [Chapter 4, Section 5: Reasonable Adjustments](#) and the section for Postgraduate Research Students in particular.

5.3 Appointment of Examiners

The Appointment of Examiners for Research Degrees

1. Two examiners will be appointed for each candidate in accordance with the UCL Procedures for the Appointment of Examiners (see the [Chapter 5 webpage](#) for more details). One of the examiners shall be external to UCL; the other shall normally be a member of staff of UCL.

Further guidance

1. For each student, two examiners shall be appointed by the UCL Research Degrees Committee on the recommendation of the appropriate Departmental and Faculty Postgraduate Committees or equivalent bodies. Two external examiners may be appointed in lieu of an internal examiner if, on grounds of academic expertise or other reasons, a suitable individual within UCL cannot be nominated.
2. An examiner shall not have acted as either Principal or Subsidiary Supervisor of the thesis to be examined, nor have been involved in any way with the candidate or project to be examined, including the MPhil to PhD upgrade process.
3. In the case of a student who is a member of staff of UCL, no examiner may be appointed who is internal to UCL if they are from the same department as the student or supervisor(s). However, where nobody else is available with sufficient expertise an examiner from the same department may be appointed if a Viva chair is used.
4. It is desirable that no examiner, either internal or external, should be appointed on more than three consecutive occasions for the same supervisor. Generally, supervisors and departments are asked to avoid repeatedly nominating the same person as an examiner, or nominating each other to act for the other's student, within a short time frame.
 - a) External Examiners:
Normally, an individual external examiner should not be appointed more than once during a given year by members of the same UCL department¹.
 - b) Internal Examiners:
Normally, an individual internal examiner should not be appointed more than five times during a given three year period by members of the same UCL department.
5. N.B. The appointment criteria for examiners for the University of London MPhil/PhD are different to those for the UCL degree. Candidates for the University of London degree will normally have two examiners appointed, one of whom will be external to the University of London; the other will be internal to the University of London and preferably from a different College to that of the candidate and supervisor.
6. Further guidelines for the appointment of examiners and nomination forms are available on the [Chapter 5 webpage](#).

5.3.1 The Appointment of Additional Examiners

1. Exceptionally a third examiner, who must be external to UCL, may be appointed with the approval of UCL.
 - i) Exceptionally a third examiner may be appointed with the approval of the UCL Research Degrees Committee. A third examiner will be appointed in cases where, between them, the two examiners do not feel they have a sufficient level of expertise to examine the thesis.
 - ii) A third examiner may also be appointed where there is a dispute between two examiners about the result of an examination which they cannot resolve between themselves.
 - iii) In accordance with UCL regulations, the third examiner must be external to UCL.
 - iv) In the case of the University of London MPhil/PhD, the third examiner must be external to the University of London.
 - v) The third examiner will, however, be nominated and appointed through usual UCL procedures and using the [Examiner Nomination Form on the Chapter 5 webpages](#).

¹'Department' here refers to 'Research Department' in the case of the Faculty of Life Sciences and 'Division / Institute' in the case of the Faculty of Medical Sciences, Brain Sciences and Population Health Studies.

5.4 Conduct of the Research Degree Examination

1. The examiners shall prepare independent preliminary reports on the thesis, conduct an oral examination and submit a final, joint report to UCL.
2. The candidate's supervisor shall be invited, unless the candidate indicates otherwise on his/her entry form, to attend the oral examination as an observer. The oral examination will otherwise be conducted in private.
3. The oral examination should be held at UCL or held remotely and the agreed configuration noted on the Examination Entry Form.
4. Where no configuration can be agreed the oral examination should be held at UCL by default.
5. Where the oral examination is held remotely it is recommended that the supervisor or other designated contact in the student's department is available at the time of, and after, the viva to provide technical and emotional support if needed.

Further guidance

1. The examiners shall prepare independent preliminary reports on the thesis to assist in conducting the oral examination. Copies of the preliminary reports for MPhil, PhD and EngD students should be submitted to researchdegrees@ucl.ac.uk together with the final, joint report. The preliminary and joint reports will be released to students.
2. Examiner report forms and procedural information are available from the [Chapter 5 webpages](#).
3. Each final, joint report by the examiners shall indicate whether the thesis meets the requirements specified in [Section 5.1](#) as appropriate and shall include a statement on the examiners' judgement of the student's performance. Examiners have the right to make comments in confidence to UCL in a separate report. Such comments should not be concerned with the performance of the student but may cover matters which they wish to draw to the attention of UCL.
4. All matters relating to the examination must be treated as confidential. Examiners are not permitted to divulge the content of material contained in a student's thesis until such time as any restrictions on access to the thesis, which have been granted by UCL, have been removed.
5. The supervisor who attends the oral examination does not have the right to participate in the examination of the candidate but may contribute if invited to do so by the examiners. Otherwise the oral examination shall be held in private.
6. UCL may exceptionally agree that the examination be conducted outside London if there are circumstances which make this expedient. Applications to hold an oral examination outside of London should be made in writing to the Chair of the Research Degrees Committee via researchdegrees@ucl.ac.uk.
7. For further guidance on the conduct of an oral examination, students and staff should also refer to the UCL Doctoral School's [Code of Practice for Graduate Research Degrees](#).

5.5 Outcomes of the Oral Examination

5.5.1 Outcomes of the Oral Examination: PhD/EngD Degrees

1. Students for a PhD/EngD degree must submit a thesis and be examined orally. The following options are open to examiners in determining the result of an examination for the PhD/EngD degrees:
 - a) If the thesis fulfils the criteria (set out in [5.1.2](#)) and the student satisfies the examiners in all other parts of the examination, the examiners will report that the student has satisfied them in the examination and the award of the PhD degree should be made or, in the case of the EngD, the student has passed the research component of the award.
 - b) If the thesis otherwise satisfies the criteria (set out in [5.1.2](#)) but requires minor amendments, and if the student satisfies the examiners in all other parts of the examination, the examiners may require the student to make, within three months, amendments specified by them. The amended thesis shall be submitted to the

- examiners, or one of their numbers nominated by them, for confirmation that the amendments are satisfactory.
- c) If the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the student be permitted to re-present their thesis in a revised form within 18 months. The examiners may at their discretion exempt from a further oral examination, on re-presentation of their thesis, a student who under this regulation has been permitted to re-present it in a revised form. Examiners may refer a thesis for the PhD degree for 18 months for re-submission in a revised form, on one occasion only.
 - d) If the thesis fulfils the criteria (set out in [5.1.2](#)), but the student fails to satisfy the examiners at the oral examination, the examiners may determine that the student be permitted to re-present the same thesis, and submit to a further oral examination within a period specified by them and not exceeding 18 months.
 - e) If, after completion of the examination for the PhD degree (but not in the case of the EngD, see below), the examiners determine that a student has not reached the standard required for the award of the degree nor for the re-presentation of the thesis in a revised form for that degree, they may determine that the student may submit the thesis, in a revised form for the award of the MPhil degree.
 - f) The examiners may determine that the student has not satisfied them in the examination and no award will be made.
 - g) The examiners shall not, save in very exceptional circumstances, make any of the above decisions without submitting the student to an oral examination on at least one occasion.
2. In the case of a thesis for the PhD that is referred for 18 months, examiners may determine that the re-examined thesis, if it still does not meet the necessary criteria for the PhD degree, may be re-submitted for the MPhil degree.
 3. In the case of an examination for the EngD, the award of the degree is also conditional upon students passing all taught elements of their programme of study. EngD candidates who fail the thesis element may be awarded an MRes degree, based on the taught courses they have passed, at the discretion of the EngD Board of Examiners.

Further guidance

1. Staff and students should also refer to the Doctoral School's [Code of Practice for Graduate Research Degrees](#) for further guidance on the examination of research degree students.

5.5.2 Outcomes of the Oral Examination: MPhil Degree

1. Students for the MPhil degree must submit a thesis and be examined orally. There are five options open to examiners in determining the result of the examination as follows:
 - a) If the thesis fulfils the criteria (set out in [5.1.3](#)) and the student satisfies the examiners in all other parts of the examination, the examiners will report that the student should be awarded the degree of MPhil.
 - b) If the thesis otherwise fulfils the criteria (set out in [5.1.3](#)) but requires minor amendments, and if the student satisfies the examiners in all other parts of the examination, the examiners may require the student to make within three months amendments specified by them. The amended thesis shall be submitted to the examiners, or one of their numbers nominated by them, for confirmation that the amendments are satisfactory.
 - c) If the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the student be permitted to re-present his/her thesis in a revised form within 12 months. The examiners may at their discretion exempt from a further oral examination, on re-presentation of his/her thesis, a student who under this regulation has been permitted to re-present it in a revised form. Examiners may refer a thesis for the MPhil degree for 12 months for re-submission in a revised form on one occasion only.
 - d) If the thesis fulfils the criteria (set out in [5.1.3](#)) but the student fails to satisfy the examiners at the oral examination, the examiners may determine that the student 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.
 - e) The examiners may determine that the student has not satisfied them in the examination and no degree award will be made.

2. The examiners shall not, save in very exceptional circumstances, make any of the above decisions without submitting the student to an oral examination on at least one occasion.

Further guidance

1. Staff and students should also refer to the [Code of Practice for Graduate Research Degrees](#) for further guidance on the examination of research degree students.

5.5.3 Outcomes of the Oral Examination: MD(Res) Degree

1. Students for the MD(Res) degree must submit a thesis and be examined orally. There are five options open to examiners in determining the result of the examination as follows:
 - a) If the thesis fulfils the criteria (set out in [5.1.4](#)), and the student satisfies the examiners in all other parts of the examination, the examiners will report that the student should be awarded the degree of MD (Res).
 - b) If the thesis otherwise fulfils the criteria (set out in [5.1.4](#)) but requires minor amendments, and if the student satisfies the examiners in all other parts of the examination, the examiners may require the student to make within three months amendments specified by them. The amended thesis shall be submitted to the examiners, or one of their numbers nominated by them, for confirmation that the amendments are satisfactory.
 - c) If the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the student be permitted to re-present his/her thesis in a revised form within 18 months. The examiners may at their discretion exempt from a further oral examination, on re-presentation of his/her thesis, a student who under this regulation has been permitted to re-present it in a revised form. Examiners may refer a thesis for the MPhil degree for 18 months for re-submission in a revised form on one occasion only.
 - d) If the thesis fulfils the criteria (set out in [5.1.4](#)), but the student fails to satisfy the examiners at the oral examination, the examiners may determine that the student is permitted to re-present the same thesis and submit to a further oral examination within a period specified by them and not exceeding 18 months.
 - e) The examiners may determine that the student has not satisfied them in the examination and no degree award will be made.
2. The examiners shall not, save in very exceptional circumstances, make any of the above decisions without submitting the student to an oral examination on at least one occasion.

Further guidance

1. Staff and students should also refer to the [Code of Practice for Graduate Research Degrees](#) for further guidance on the examination of research degree students.

5.6 Research Misconduct

5.6.1 Research Misconduct: Initiation of Proceedings

1. Cases of suspected research misconduct, including plagiarism, shall be investigated in accordance with the [UCL Procedures for Investigating and Resolving Allegations of Misconduct in Academic Research](#). Exceptions to this requirement are set out below.

5.6.2 Extent of Misconduct: Action Open to a Department/Division

1. The following instances of research misconduct may be dealt with by the department/division concerned:
 - i) A first instance of plagiarism in the early stages of the programme of study.
 - ii) A first instance of misrepresentation of results in the early stages of the programme of study.

Further guidance

1. The following instances of research misconduct may be dealt with by the department/ division concerned:

- a) A first instance of plagiarism in the early stages of the programme of study (i.e. prior to upgrading to MPhil/PhD on the PhD programme, or at the end of the first year of study on the MPhil programme), including suspected collusion but not including suspected use of a fellow student's or other person's work without that student's knowledge and consent.
- b) A first instance of plagiarism (including suspected collusion but not including suspected use of a fellow student's or other person's work without that student's knowledge and consent) in the later stages of the programme of study (after upgrade to MPhil/PhD on the PhD programme) in which (a) no more than 30% of the work in question can be demonstrated to have been plagiarised, or (b) in the case of plagiarised data, statistics etc., it can be demonstrated that they are not the main findings or among the main findings on which the argument of the thesis rests.
- c) A first instance of misrepresentation of results in the early stages of the programme of study (prior to upgrading to MPhil/PhD).
- d) A first instance of misrepresentation of results in the later stages of the programme of study (after upgrading to PhD on the PhD programme, or after the first year of study on the MPhil programme) which is judged to have been owing to error, misunderstanding or other extenuating circumstances.

5.6.3 Extent of Misconduct: Action Open to UCL

1. The following instances of research misconduct shall be referred to the Registrar:
 - i) any instance of plagiarism, except those covered in [Section 5.6.2](#) above;
 - ii) any repeated instance of plagiarism;
 - iii) any instance of misrepresentation;
 - iv) any instance of piracy or fraud;
 - v) any instance of any kind of research misconduct which appears in published work;
 - vi) submission of a thesis for examination by a student when an allegation of research misconduct has been made.

Further guidance

1. The following instances of research misconduct must be referred for action by UCL:
 - a) Any instance of plagiarism (including suspected collusion²) other than a first instance falling under [Section 5.6.2](#) above in which more than 30% of the work can be demonstrated to have been plagiarised or, in the case of plagiarised data, statistics etc. it can be demonstrated that they are the main findings or among the main findings on which the argument of the thesis rests.
 - b) Any repeated instance of plagiarism after a warning has been given, whether or not it exceeds 30%, or involves data, statistics etc. which are not among the main findings on which the argument of the thesis rests.
 - c) Suspected use of another student's or person's work without that student's knowledge and consent.
 - d) Any instance of misrepresentation other than a first instance falling under [Section 5.6.2](#).
 - e) Any instance of piracy or fraud, as defined in the [UCL Procedures for Investigating and Resolving Allegations of Misconduct in Academic Research](#).
 - f) Any instance of any kind of research misconduct which appears in published work, whether or not the work appears before or after the examination for MPhil/PhD.
 - g) Submission of a thesis after the student has been warned not to submit it because of an allegation of research misconduct.
2. Procedures for Investigating and Resolving Allegations of Misconduct in Academic Research are available from the [Research Governance website](#).

5.6.4 Research Misconduct Discovered after Successful Completion of an Examination

²Where collusion between two or more students is established, all students concerned will be penalised.

1. UCL has the right to rescind an award if research misconduct is discovered after the examination of a thesis.

5.7 Student Complaints Procedure

1. There is no right of appeal against an academic decision. There is a Student Complaints Procedure in place. Students can lodge a case under this procedure in the circumstances specified. Students and staff should consult [Chapter 6, Section 10: Student Complaints Procedure](#).

5.8 Graduation Ceremonies

1. UCL will organise Graduation Ceremonies and publish an annual deadline for ticket applications (see the [UCL Graduation Ceremonies](#) website).
2. It is mandatory for all UCL graduates to wear academic robes to the graduation ceremonies. It is the responsibility of students to obtain the appropriate robes from UCL's suppliers. For further information see the [Graduation: Academic Robes web pages](#).

6 Visiting Research Students

1. Visiting Research Students may register for between 3 and 12 months at UCL to undertake research which is complementary to the Doctoral/PhD project they are undertaking at the university in which they are enrolled. Applications for longer periods of registration can be considered, but require special permission from UCL before students start their registration. A department/division wishing to make an offer to an applicant for a period in excess of 12 months is required to submit a statement of the case for acceptance, via researchdegrees@ucl.ac.uk, to the Chair of the Research Degrees Committee [RDC].
2. Requests for extensions to the agreed registration period can be considered but require the support of both the UCL host department and the student's home institution. Departments seeking an extension to a student's Visiting Research Student status should contact researchdegrees@ucl.ac.uk confirming their support and including a statement of support from the home institution.

Arrangements for Supervision

1. Each Visiting Research Student will work under the guidance of a suitably qualified and approved UCL research supervisor during their time at UCL (see [Section 3](#) for Supervisor Eligibility Criteria) and the supervisor must be recorded against their Portico record in the normal way. Visiting Research Students are not required to have both a Principal and Subsidiary Supervisor as is the case for UCL students; they typically have one supervisor allocated to oversee their work.
2. Visiting Research Students are not required to use the [Online Research Student Log](#).
3. Further information for UCL supervisors is available in the Guidelines for Supervising Visiting Research Students [on the Chapter 5 webpage](#).



UCL Academic Manual 2021-22

Chapter 5: Research Degrees Framework

Part B: Professional Doctorate Regulations

Covering DCCS, DClinPsy, DDent, DEdPsy (Brain Sciences),
DOrth and DPsychotherapy programmes

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1 Admissions

1.1 Standard Qualifications for Admission

1. The normal minimum entrance qualification for registration for professional doctorate programmes is:
 - i) An upper second class honours degree of a UK university or an overseas qualification of an equivalent standard obtained after a programme of study extending over not less than three years in a university (or educational institution of university rank), in a subject appropriate to that of the programme to be followed; or
 - ii) A registrable qualification appropriate to the programme to be followed awarded by a UK university, or a qualification of an equivalent standard appropriate to the programme to be followed awarded by a university (or educational institution of university rank) outside the UK; or
 - iii) A Masters degree from a UK university in a subject appropriate to the programme to be followed; or
 - iv) A professional or other qualification obtained by written examination and approved by UCL as an appropriate entrance qualification for the degree in question.

Further guidance

1. Specific qualifying criteria and additional requirements (such as relevant work experience) may also be required for applicants to individual programmes.
2. Students applying for entry to professional doctorate programmes should refer to relevant literature provided by individual programmes.
3. For programmes where students may potentially come into unsupervised contact with children and/or vulnerable adults, the programme will seek an enhanced disclosure certificate from the [Disclosure and Barring Service](#).
4. In addition to an enhanced disclosure certificate, some programmes require further checks under the provisions of relevant legislation covering individuals who work with vulnerable individuals (e.g. the Protection of Children Act and Protection of Vulnerable Adults Act). UCL reserves the right to bar applicants or de-register students who are given an unsatisfactory review by the [Disclosure and Barring Service](#).
5. Applicants who have a disability should inform the programme of this on their application. This will ensure that any special requirements can be put in place.
6. Applicants with disabilities should contact UCL's [the Disability, Mental Health and Wellbeing team in Student Support and Wellbeing \(SSW\)](#) if they have any general queries about facilities at UCL before submitting their application.

1.2 English Language Requirements

1. Applicants are required to meet UCL's [English Language Proficiency Requirements for Postgraduate Degrees](#).

1.3 Programme-specific Entry Criteria

1. **DClinPsy Clinical Psychology:** The minimum entrance qualification for registration for the degree of Doctor in Clinical Psychology is an upper second class honours degree with Psychology as the main field of study, or an appropriate Masters Degree or Diploma, qualifying the applicant for Graduate Basis for Chartered Membership (GBC) registration with the British Psychological Society (or an equivalent overseas qualification). Applicants should also have at least one year's relevant clinical experience. In exceptional circumstances (and subject to the approval of the authorities of UCL), consideration may be given to those without such clinical experience.
2. **DDent Paediatric Dentistry:** The entrance requirements are an approved dental qualification plus a minimum of two years' clinical experience prior to the commencement of studies.

3. **DEdPsy Educational and Child Psychology:** The minimum entrance qualification for registration for the degree of DEdPsy is an upper second class honours degree with Psychology as the main field of study, or an appropriate Masters degree or Diploma of a United Kingdom university (or an equivalent overseas qualification), qualifying the applicant for graduate basis for chartered membership (GBC) with the British Psychological Society. Candidates will normally be required to have gained at least one year's experience of working with children within educational, childcare or community settings. In exceptional circumstances (and subject to the approval of the authorities of UCL), consideration may be given to those without such relevant work experience.
4. **DEdPsy Educational Psychology:** The entrance qualification for registration for the degree of DEdPsy for holders of the MSc Educational Psychology is:
 - A Masters (or equivalent level) qualification in Educational Psychology; and
 - An appropriate proposal for training which identifies a topic for the thesis, linked to the candidates current occupational responsibilities as an applied psychologist.
5. **DPsychotherapy Child and Adolescent Psychoanalytic Psychotherapy:** The minimum entrance qualification for registration for the degree is a Masters degree in psychoanalytic developmental psychology or an equivalent postgraduate qualification. Candidates will normally be required to have gained at least one year's experience of working with children within educational, mental health or community settings. In exceptional circumstances (and subject to the approval of the authorities of UCL), consideration may be given to those without such relevant work experience.
6. **Doctorate in Orthopaedics Trauma and Orthopaedics:** The entrance requirements for the Doctorate in Orthopaedics Trauma and Orthopaedics is a medical degree (either MBBS or equivalent) with General Medical Council registration, or Membership of the Royal College of Surgeons (MRCS), or Higher Surgical Training number in Trauma and Orthopaedics.

1.4 Alternative Qualifications for Admission

1. Applicants possessing alternative qualifications may also be considered by UCL for registration.
 - i) Applicants who possess a degree or overseas qualification of equivalent standard obtained after a programme of study extending over three years or more in a university (or educational institution of university rank) in an appropriate subject and who, although they do not meet the normal entry standard defined in [Sections 1.1 and 1.2](#), but by evidence of their background and experience satisfy UCL as to their fitness to follow the programme. Where such an applicant cannot present evidence that they possess the necessary background and experience, they may be considered by UCL for registration, provided they meet appropriate qualifying conditions prescribed by UCL.
 - ii) Applicants who possess a qualification obtained by written examination other than those covered above, if UCL is satisfied that the student's general education, scholarship, training and experience are suitable for the programme which they wish to follow and that they are at least as well qualified as the students who are able to satisfy the entrance requirements in one of the ways prescribed above.
2. UCL may prescribe a qualifying examination for such an applicant prior to admission.

Further guidance

1. Departments/divisions wishing to admit such an applicant, as described above, must obtain written authorisation from the appropriate Faculty Graduate Tutor via [Admissions in Student & Registry Services](#). An applicant for registration may also be required to pass a qualifying examination.
2. Applicants are required to meet UCL's English Language proficiency requirements. Information about English Language proficiency requirements is available from the [Prospectus](#).
3. Where the English Language proficiency requirements of relevant professional or regulatory bodies are more stringent, these will apply. Students should refer to literature provided by individual programmes for further information.
4. The regulations and criteria for the Recognition of Prior Learning, including the types of prior learning that might be considered by UCL, are defined in [Chapter 1: Student Recruitment and Admissions Framework](#).

2 Registration

2.1 Application and Initial Registration

1. An applicant will be registered initially at the level of degree specified by the professional doctorate programme.
 - i) Applicants should consult relevant literature provided by individual programmes for information about application procedures.
 - ii) An applicant for registration is required to produce for inspection by UCL the original documentary evidence of their qualifications either before or at registration i.e. the original diploma or certificate of the awarding body.

2.2 Course of Study – General

1. All students undertaking professional doctorates are required to pursue a course of study prescribed by UCL.
2. Programmes of study will require the completion of a specified number of taught components and (where applicable) practicum assignments, in addition to a research thesis, and may require attendance at lectures.
3. A student's registration on a programme will be dependent upon their continued satisfactory progress as determined by UCL.

Further guidance

1. Students should refer to individual programme regulations for details of course of study and the requirements for progression between each year of the programme.
2. Where an appropriate Masters level exit award is specified in individual programme regulations, a student who has passed the taught (and where applicable) practicum elements in any academic year, but is deemed unable to progress to the subsequent year, may be eligible for the award of the Masters qualification. This could apply both to students who have not met the criteria for progression, and to those who have met the progression criteria but who are unable to continue for financial or any other reasons.
3. It will be the responsibility of the Board of Examiners to decide on eligibility for the award of the Masters qualification.

2.3 Attendance Requirements

1. A programme must be pursued continuously except by special permission of UCL.
2. Students must be in a position to meet all the requirements determined for their studies.

Further guidance

1. Students, whether full-time or part-time, are expected to centre their academic studies on UCL.
2. Students should reside within a distance that enables them to attend personally for studies and meetings as required by their supervisors.
3. Students must obtain approval before they leave to collect or study material remote from UCL or work in remote facilities.

2.4 Duration of a Programme of Study

1. The length of full-time professional doctorate programmes is normally three years' full time.
2. Students may not interrupt their period of registration without prior permission from UCL.
3. Unless prior exemption from a part of the programme has been agreed, students must be registered for the duration of the programme before they will be eligible to adopt Completing Research Status (see [Section 5](#)).

Further guidance

1. Students should refer to individual programme regulations for details of the duration of study and of any arrangements for part-time study.
2. The minimum registration period for Professional Research Doctorates or Continuing Professional Development (CPD) Doctorates for holders of Masters professional qualifications in the same area of professional practice is two years full time or four years part time.

2.5 Annual Leave

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.
2. Students and supervisors should agree a way to record and monitor Annual Leave in-line with Departmental practises where appropriate.
3. Students should ensure their supervisors are aware of any Annual Leave planned in advance and ensure any required cover is put in place.
4. Where the programme includes any Taught or time-sensitive elements this should be taken into consideration when planning Annual Leave.
5. Funded Students must ensure they continue to meet their funder Terms & Conditions.
6. Students on a Student Visa must ensure they continue to meet their Visa requirements.

2.6 Interruption of Study

1. Interruption of study may be granted on the authorisation of the Director of Student Administration, on behalf of the Research Degrees Committee, provided that a statement of support from the Principal Supervisor and/or Head of Department/Division is received. If approved, the period of interruption of study granted will be initially not more than one calendar year and any further period of interruption of study will be considered one year at a time. UCL may, at its discretion, grant an interruption of study to a student on grounds of illness or other adequate reasons. The need to take up or pursue employment during the programme will not normally be considered grounds for interruption of studies.
2. Interruption of study for a period in excess of two calendar years may be granted by the Chair of the Research Degrees Committee subject to the following conditions:
 - i) The period requested will be considered on an annual basis and will not exceed five calendar years from the date when the period of interruption starts;
 - ii) The date when the submission of the thesis falls due following resumption of study falls within ten years of the date of original registration;
 - iii) Written assurances that the research will still be valid are provided by the supervisor and/or the Head of Department, with supporting documentation.
3. The [Students website](#) provides further detail on the Interruption of Study Procedure.

2.7 Change of Degree Programme

1. For professional doctorate students, transfers between degree programmes are not normally permitted, except where procedures for transfer are explicitly described in individual programme regulations.

2.8 Proof of Identity

1. All students are required to present an accepted form of identification for verification before they can be enrolled. In the absence of this verification, enrolment cannot occur.

2.9 UK/EU/EEA-Based Students

1. UK/EU/EEA Based Students are required to present an accepted form of identification for verification before they can be enrolled. In the absence of this verification, enrolment will not be confirmed.

Further guidance

1. UCL's preferred form of identification is a valid passport. However, in the absence of a valid passport, the following will be accepted forms of identification for students who do not require a visa to study in the UK:
 - a) A UK photo driving licence, a European National Identity Card or Armed Forces Identity Card; or
 - b) An original birth certificate, adoption certificate or certificate of naturalisation.
2. No other forms of identification are acceptable.
3. If the family name or other personal details are different from those on the document provided, proof of the reason for any differences will be required at enrolment. This should be in the form of a marriage certificate/civil partnership certificate, divorce document, deed poll, adoption certificate or statutory declaration.

2.10 Students Who Require a Visa to Study in the UK

1. Under UK immigration requirements, presentation of a valid passport is a mandatory requirement for students who require a visa to study in the UK, and no other forms of identification will suffice. Enrolment will not take place without presentation of a valid passport and visa.
2. For further details on UK immigration requirements see the UCL [Immigration and Visa Information](#) webpages.

2.11 Dual Registration

1. Students are not permitted to be formally registered for one programme of study at UCL at the same time as being formally registered (or re-sitting examinations) for another programme of study at UCL or any other Higher Education Institution.

3 Structure of a Professional Doctorate

1. The structure of a professional doctorate will normally contain the following programme components:
 - A taught component
 - A research component
 - Practicum assignments and assessments
2. Each element of the programme will be assessed separately and the student will be expected to build a satisfactory portfolio of passed assessments which will be examined both during the programme and at its conclusion.
3. In order to be awarded a professional doctorate, students must demonstrate satisfactory attendance and performance in each component.

Further guidance

1. Satisfactory performance in each component of the professional doctorate is described in the regulations provided by each department/division which specifies the minimum requirements to qualify for the award associated with each programme of study.
2. In all cases assessment will include a thesis describing an original piece of research completed to doctoral standards.
3. Individual programmes will specify the range of further assessments which may include unseen examinations, observed performance in practicum assignments and coursework related to the assessment of the practicum.
4. Oral examinations will consider the student portfolio, including the outcomes of practicum assignments and assessments and related coursework, and the research dissertation.

4 Supervisory Arrangements for the Research Thesis

4.1 Supervisors: General

1. Each UCL student registered for a professional doctorate shall have appointed a Principal Supervisor who shall be a member of staff of UCL or an appropriately qualified member of staff of an institution with an approved agreement with UCL.
 - i) Principal Supervisors shall be appointed by the departmental/divisional postgraduate committee specific to the doctoral programme, and their appointment approved by the Faculty Graduate Tutor on behalf of the Faculty Postgraduate Teaching Committee.
 - ii) Individual programmes will appoint a Subsidiary Supervisor to each student whose role will be to keep acquainted with the progress of the student's work, to be present at, at least, annual supervisory meetings, to provide for continuity of supervision in the event of the absence or departure of the Principal Supervisor and (where the Principal Supervisor considers it desirable) to contribute a second opinion or additional areas of expertise. Their appointment will be approved by the departmental/divisional Graduate Tutor.
 - iii) The oversight associated with the role of Subsidiary Supervisor can be carried out by a named individual acting on behalf of the programme, whose function will be to monitor the quality of supervision and the consistency and continuity of supervision offered by the Principal Supervisor, and to take action to remedy any concerns in these areas. This person should satisfy the eligibility requirements for the Principal Supervisor, but will not be subject to any limits in the number of students to whom they are allocated. This arrangement will be approved by the departmental/divisional Graduate Tutor.
 - iv) Students should refer to individual programme documentation for details of supervisory arrangements.
 - v) Honorary members of academic staff may be appointed as Principal or Subsidiary Supervisors. However, approval must be obtained from the appropriate departmental/divisional postgraduate committee. The appointment of an honorary member of staff as a Principal or Subsidiary Supervisor will be subject to consideration of adequate research expertise (e.g. publications, grant income and professional experience). Honorary members of staff appointed as Principal or Subsidiary Supervisors are also governed by eligibility requirements set out in [Section 4.2 below](#).
 - vi) Retired members of staff shall not be appointed as supervisors except by the specific agreement of the Faculty Graduate Tutor. Supervisors who retire from UCL after appointment shall be permitted to act as supervisors to their current research students until such students submit their theses for examination.
 - vii) Supervisors can be appointed from institutions with an approved agreement with UCL, e.g. Cancer Research UK (CRUK). Principal and Subsidiary Supervisors must have the status of honorary members of UCL academic staff. In all circumstances UCL has an expectation that these supervisors will undertake their role in accordance with the Doctoral School's [Code of Practice for Graduate Research Degrees](#) and within the framework of UCL's regulations for Research Degrees.

4.2 Supervisors: Eligibility

1. The list of UCL staff categories eligible to act as Principal and/or Subsidiary Supervisors can be found in Eligible Staff Categories for Supervising Research Students on the Chapter 5 webpage of the UCL Academic Manual.
2. UCL determines the eligibility of staff in these categories to supervise research degree students using the following criteria:
3. A Principal Supervisor should normally:
 - i) Have satisfactorily completed any probationary period attached to his/her appointment;
 - ii) Have expertise in the area of the proposed research;

- iii) Have had previous experience of at least one successful doctoral supervision, as appropriate, within a supervisory team (defined as having taken a student all the way through to a research degree award);
- 4. A Subsidiary Supervisor should normally:
 - i) Have expertise relevant to the area of proposed research;
 - ii) Be familiar with the standards required for doctoral research.
- 5. A probationary member of academic staff may be appointed as Principal Supervisor if supervision is undertaken within the context of an experienced supervisory team comprising at least one demonstrably active researcher with experience of at least two successful supervisions.
- 6. A Research Fellow (Grade 7) may be invited to act as a Subsidiary Supervisor but must, in addition to the requirements specified for Subsidiary Supervisors:
 - i) Have a research contract lasting at least three years from the time the supervised student commences his/her programme of study;
 - ii) Be able to provide evidence of good quality publications for which they have had a substantial degree of responsibility.
- 7. Research Fellows on Grades 8 and above may be invited to act as Principal or Subsidiary Supervisors.

Further guidance

- 1. Principal Supervisors who are probationary members of staff must also have participated in an appropriate UCL supervisor's workshop.
- 2. Supervisors who have completed a probationary period but have not previously supervised a research student should also meet the requirements outlined above. New senior members of academic staff with experience of doctoral supervision at other institutions are expected to attend an appropriate UCL supervisor's workshop.

4.3 Number of Students per Supervisor

- 1. A supervisor, whether Principal or Subsidiary, may supervise up to the equivalent of six full-time doctoral students at any one time.
- 2. Calculating the number of full-time supervisees is based on the formula that each professional doctorate student is equivalent to 0.75 of an MPhil/PhD student.
 - i) The maximum number of supervisees, whether full- or part-time, that may be supervised by an individual as either Principal or Subsidiary Supervisor will be six, using the following formula:

For Principal Supervisors:	
1 full-time professional doctorate student	0.75
1 part-time professional doctorate student	0.4
1 full-time MPhil/PhD student	1.0
1 part-time MPhil/PhD student	0.5

For Subsidiary Supervisors:	
1 full-time professional doctorate student	0.4
1 part-time professional doctorate student	0.2
1 full-time MPhil/PhD student	0.5
1 part-time MPhil/PhD student	0.25

3. For example, an individual may act as Principal Supervisor to four full-time professional doctorate students (equivalent to three full-time MPhil/PhD students) and one full-time MPhil/PhD student, while also acting as Subsidiary Supervisor for two full-time MPhil/PhD students (equivalent to 1.0 full-time MPhil/PhD student). This is the equivalent of supervising five full-time MPhil/PhD students and is within the overall limit of six doctoral students at any one time.
4. Departments/divisions may wish to recommend an upper limit on the number of students supervised by a single member of staff that is lower than that set out above.

4.4 Declaration of Personal Interest

1. All members of staff are required to declare any personal relationships with any student they are asked to supervise, or are already supervising, in accordance with the [UCL Personal Relationships Policy](#).

4.5 Transfer of Supervisor to another Institution

1. Where a Principal Supervisor transfers to another institution, students assigned to that supervisor shall be assigned to another Principal Supervisor.

5 Completing Research Status

5.1 General

1. Where permitted by individual programmes all students who have completed their approved period of registration may register as CRS students while they write up their theses or complete outstanding practicum requirements. Transfer to CRS status is only permitted with the approval of the programme or appropriate departmental authority.
2. CRS is permitted for a maximum period of one calendar year (full-time) or two calendar years (part-time). CRS registration cannot be interrupted; a student who is prevented from completing the programme for reasons beyond his or her control may apply for an extension, as detailed in [Section 5.3](#) below.
3. A student must be registered for the full duration of the programme of study before he or she will be eligible to take up CRS status. A student who changes from full- to part-time during the approved period of registration must have been registered for a minimum of one year part time before being entitled to two years of part-time CRS status.
4. In addition to completing their approved programme of study, students must meet the following conditions before they will be allowed Completing Research Status:
 - a) They are in a position to submit their thesis and/or outstanding assignments within 12 months (full-time students) or 24 months (part-time students);
 - b) They have met any other conditions set by the programme, Department or Division.
5. Completing research status is permitted for the following programmes:
 - i) DClinPsy Clinical Psychology
 - ii) DEdPsy Educational Psychology
 - iii) DPsychotherapy Child and Adolescent Psychoanalytic Psychotherapy
6. Completing research status is not permitted for the following programmes:
 - i) DDent Paediatric Dentistry
 - ii) DEdPsy Educational and Child Psychology
 - iii) Doctorate in Orthopaedics Trauma and Orthopaedics
7. Further guidance is available from the [Completing Research Status webpages](#).

5.2 CRS Student Entitlements

1. During the period of CRS students are entitled to have at least one draft of all or any part of his/her thesis read and commented upon by his/her Principal Supervisor and/or Subsidiary Supervisor before submission, with a similar level of oversight in relation to the practicum assignment.
 - i) CRS status for students undertaking professional doctorates refers both to completion of research and outstanding practicum assignments.
 - ii) Once enrolled, CRS students will continue to be able to use, or will be reissued with, a UCL identity card and be entitled to the use of all the general UCL facilities and services.
 - iii) CRS students in laboratory-based research may be admitted to a laboratory and be given use of UCL equipment where such admission and use will materially enhance the quality of the thesis or will expedite its completion. Such admission and use shall, however, be on the condition that this does not significantly interfere with the use of the laboratory or equipment in question by other students or staff of UCL or incur additional expense. The student's Principal Supervisor, with the approval of the Head of Department/Division, shall be responsible for making any arrangements necessary to comply with this condition. In the event that a Completing Research Student is refused admission or use, they shall have the right of appeal to the Faculty Graduate Tutor who shall consult the student's supervisor and Head of Department/Division.
 - iv) The student's department/division may, at its discretion, give any other supervisory assistance during the completion period. CRS students will be expected to comply with all the duties and responsibilities of any other research student as set out in the [Code of Practice for Graduate Research Degrees](#).

5.3 Submission of Thesis and/or Evidence of Completion of Outstanding Practicum Assignments

1. Students must submit their thesis and/or submit documentation evidencing completion of practicum assignments for examination before the end of his/her CRS period.
2. Students will remain registered after the submission of his or her thesis and/or documentation evidencing completion of practicum assignments until the award of the degree. He or she will be entitled to a UCL student identity card and will be able to use all the general UCL facilities and services while preparing for an oral examination or making minor revisions to a thesis.

5.4 Extensions to the Completing Research Period

1. Students who cannot submit a thesis for examination and/or complete outstanding practicum assignments before the end of CRS, due to circumstances outside the student's control, may apply for an extension. The maximum period of extension is one year full time and two years part time.
 - i) Applications must be supported by a student's department/division and may be made on the grounds of illness of student or close relative, maternity leave, bereavement, responsibilities as a primary carer or academic circumstances out of the student's control.
 - ii) Work commitments or any duties carried out for a department/division are not considered grounds for extension; submission of a thesis is expected to be a priority.
 - iii) Applications on the grounds of the illness or termination of employment of the Principal Supervisor may be considered but departments/divisions are expected to make arrangements for alternative supervision under such circumstances.
 - iv) Applications for extension to CRS must be made on [Portico](#).

5.5 Submission of Thesis and/or Documentation Relating to Outstanding Assignments after the End of CRS

1. Students who submit after the end of their CRS registration will require permission to do so. This must be supported by a student's supervisor or other departmental/divisional authority. If granted, the student will be permitted to submit but will not be re-registered unless his or her department/division require this.
2. Students who submit the thesis and/or documentation relating to outstanding assignments after the end of their CRS period will be liable for a Submission Extension Fee (see [Submission Extension Fees for Research Students](#)).
3. Students who do not submit before the end of their CRS registration will cease to be registered as a student at the end of this CRS period. They will not be entitled to access to UCL facilities and services and will not be entitled to supervisory advice.

Further guidance

1. Students who submit after the end of their CRS registration will pay a fee equivalent to the part-time home fee current at the time.
2. This fee will come into effect the day after the end of their CRS registration and will increment after three months, six months and nine months.
3. For submission at any time over nine months after the end of CRS, the fee will be equivalent to 12 months home part-time fees current in the year of submission (see [Submission Extension Fees for Research Students](#)).

5.6 Resubmission of a Thesis

1. Students whose thesis is referred by their examiners for substantial revision within 12 months will remain registered as a submitted student on the basis of [5.3 above](#), provided the original submission was not after the expiry of a period of CRS status.
2. Under these circumstances students will have access to UCL facilities and will be entitled to have at least one draft of their thesis read and commented on by their Principal Supervisor and/or Subsidiary Supervisor before re-submission.
3. When a student's revisions require more supervision or further access to UCL laboratories or other facilities, they may be required to re-register as a fee-paying student for the period of this supervision or access.

6 Assessment

6.1 Taught Element

6.1.1 Successful Completion of a Professional Doctorate Programme

1. In order to complete successfully a professional doctorate programme at UCL, students must complete all specified taught components of their degree programme, as follows:
 - a) For the coursework and/or practicum components, a threshold for completion will be set by the programme and be clearly publicised to students.
 - b) In the event that any threshold set is not reached, the result for the component will be “incomplete” regardless of the mark obtained.

6.1.2 Unseen Examinations

1. An unseen examination component is deemed complete if a student has submitted an answer that can be academically assessed. The mark awarded, however, might be zero. If a student makes little or no attempt at the examination, this will be deemed “incomplete”.
2. A taught component is complete when a student has been declared complete on all relevant assessments for that component using the criteria specified in the relevant programme regulations.

6.2 Academic Assessment

1. For the purposes of these regulations, ‘examination’ refers to the assessment of taught and practicum assignments other than research, whether by written examination and/or by coursework, or other means of academic assessment.
2. The assessment of the research thesis is discussed under Section 2.3 below.
3. These regulations should be read together with [Chapter 4: Assessment Framework for Taught Programmes](#) and the *Examination Guide for Candidates* on the [Examinations and Awards website](#).

6.2.1 Anonymity of Assessed Work

1. With the exception of the circumstances set out in item 4 below, unseen summative written examinations must be assessed anonymously against an anonymous identifier such as candidate numbers or SRN.
2. A summative coursework element that constitutes more than 40% of a module must be submitted and assessed on an anonymous basis where possible.
3. Once marks have been finalised for an element of summative coursework, for example by agreement between first and second markers, anonymity may be lifted to facilitate feedback to students.
4. Anonymity may not be practical when assessing laboratory work, oral examinations, exhibitions, marking clinical work with patients, portfolios of work, dissertations/ research theses and group work etc.
5. Anonymity is not required for an element of summative assessment that constitutes 40% or less of a module.
6. Consideration by Boards of Examiners of all summative assessed marks, progression decisions and awards must be conducted anonymously.

Further guidance

1. In this context a coursework element is either part of or the entire coursework component for a taught module. For example, one essay weighed at 40% of a taught module is one element and therefore makes up the entire 40% coursework component for that module, the remainder being other component(s) weighted at 60%. However, as another example, 10 individual weekly problem sheets weighted at 40% of a taught module are 10 elements of the

40% coursework component of that module the remainder being other component(s) weighted at 60%.

2. Reports listing names and candidate numbers will be available via Portico to designated departmental/divisional staff in the first term.
3. The student SRN may be used as an anonymous identifier when departments/divisions wish to reserve use of candidate numbers for unseen written examinations.
4. Since students benefit from feedback on their coursework, anonymity is not required when the coursework element constitutes 40% or less of the assessment for a taught module.
5. Anonymity is required when a coursework element constitutes 40% or more of a taught module and SRN or candidate numbers may be used as appropriate. However, anonymity may be relaxed once marks have been agreed to facilitate feedback to students.
6. Candidate numbers should be used for all unseen written examinations and at meetings of Boards of Examiners.

6.2.2 Examination Entry Criteria

1. UCL's attendance requirements are defined in Annex 3.2: UCL Student Attendance Policy.
2. Minimum attendance requirements are set at Faculty level and must be published in the Student Handbook or equivalent.
3. Students whose attendance falls below their faculty's minimum attendance requirement may be subject to the regulations in Chapter 6, Section 4: Learning Agreements, Barring, Suspensions and Terminations of Study, subject to faculty policy.

6.2.3 Authorised Absence from Assessment

1. A student, who is prevented owing to illness or the death of a near relative or other cause judged sufficient by UCL from completing an examination at the normal time, may at the discretion of the examiners either:
 - i) Enter the examination in those elements in which they were not examined on the next occasion when the examination is held in order to complete the examination; or
 - ii) Be set a special examination in those elements of the examinations missed as soon as possible and/or be permitted to submit any work prescribed (e.g. report) at a date specified by the Board of Examiners concerned.

Further guidance

1. The special examination shall be in the same format as specified in the programme regulations for the elements missed.

6.2.4 Unauthorised Absence from Assessment and Non-Submission of Assessed Work

1. Students who are absent without permission from other forms of assessment or who do not submit work for assessment will be awarded a mark of zero.
2. If a student is absent from an examination without permission or, although present at an examination, either does not attempt the paper or attempts so little that it cannot be assessed and provides no evidence of extenuating circumstances, the normal procedure should be that the student is awarded a mark of zero for the missed/non-attempted examination (i.e. a mark of zero would be counted in any average and it would be treated as an attempt: the overall result for the module would be recorded as absent or incomplete, as appropriate).

6.2.5 No Attempt or Minimal Attempt at Assessment

1. Students who do not attempt a paper or other form of assessment, or who make an attempt that is academically un-assessable, will be awarded a mark of zero.

6.2.6 Re-Entry to Assessment

1. Students who obtain a mark below the condoned mark range will be required to re-enter that examination at the next normal occasion.
2. The mark achieved will apply even if this is lower than the original mark.

6.2.7 Number of Permitted Attempts

1. Students who, at their first entry, do not successfully complete an examination may re-enter for the examination or other forms of assessment on one more occasion.
2. This does not apply if a student has been awarded a degree, or been excluded from UCL on the grounds of academic insufficiency or as a result of examination misconduct or professional misconduct.

6.2.8 Programme Regulations and Syllabus for Re-entered Examinations

1. Students who re-enter for any part of an examination shall be subject to the programme regulations and syllabus current at their first attempt. This is providing that:
 - i) Appropriate examiners for the course are available.
 - ii) For students wishing to enter or re-enter examinations after satisfactory completion of the programme of study, such entry or re-entry is made within two calendar years of the completion of the programme of study.
 - iii) For students wishing to enter or re-enter examinations following a period of interruption of study, such entry or re-entry is made within two calendar years of the completion of attendance on the course unit.
 - iv) Examination according to the method(s) of assessment operating at the time of the original registration for that course does not disadvantage the student.
2. Where one or more of the conditions set out at i)-iv) above cannot be met, the following will apply:
 - i) The student will be notified in writing of any changes to the method(s) of assessment since the time of their original registration for the course.
 - ii) The student must signify in writing that they understand that the method(s) of assessment have changed as notified.

6.2.9 Format of the Reassessment

1. Students will only re-take failed assessment components unless the regulations for their programme require students to re-take all assessed components of a module.
2. Students will be automatically re-entered for assessment components that they have failed to pass or complete, unless they have been granted permission not to re-enter by UCL or have been excluded from UCL. If a student passes assessed coursework components but fails an examination, the normal expectation is that the student would only re-sit the examination, unless specific programme regulations require otherwise. However, following academic advice, a recommendation may be made by the Departmental/Divisional Programme Tutor that a student can re-sit all assessment components of the module, including those previously passed. Evidence of support by the Faculty Tutor should be sent to researchdegrees@ucl.ac.uk.

6.2.10 Late Submission of Coursework

1. Deadlines for submission of coursework will be set by individual programmes, and are absolute.
 1. Coursework submitted after the deadline will be deemed to have failed, and a new piece of work will need to be submitted in place of the original.
 2. Where there are extenuating circumstances that have been recognised by the Board of Examiners or its representative, these penalties will not apply until the agreed extension period has been exceeded.
 3. For further information see [Chapter 4, Section 6: Extenuating Circumstances](#).

6.2.11 Over-length Coursework, including Research Projects, Dissertations and Final Reports

1. Prescribed word counts for each piece of work will be set by individual programmes, and are absolute.

- i) Coursework with a stated word count above the maximum will not be accepted for submission (i.e. it will not be date-stamped or otherwise recorded as formally submitted), but will be immediately returned to the student with instructions to reduce the word length.
- ii) If submitted work is subsequently found to have an inaccurately stated word count it will be failed. At the discretion of individual programmes the student may be permitted to re-present the coursework in a revised form that meets the prescribed word count.

6.2.12 Approved Format for Examinations

Assessment – General

1. Assessment is a general term used to describe the mechanism to measure student achievement. A variety of assessment methods may be applied to reflect an integrated curriculum design. At UCL there is an expectation that a mixture of formative and summative assessment methodologies will be applied to test different skills and to enable students to achieve the intended learning outcomes. Formative assessment can also provide experience of a programme's summative assessment.
2. **Summative assessment** provides a clear statement of achievement or failure that can be made in respect of an individual student's performance. The outcome of summative assessment is used to classify a degree award and is recorded on student transcripts.
3. **Formative assessment** provides feedback to individual students about their progress towards achieving the intended learning outcomes for specified course units and modules. In addition, innovative formative assessment methodologies make an important contribution to the overall development of student skills and transferable knowledge.

Examination of a Programme

1. Students entering an examination must be examined in all parts of the examination prescribed for the programme. Therefore (unless prevented by illness or other adequate cause for which certification must be provided) students must register for each prescribed assessment and submit sufficient work to enable them to be examined. For components examined either in full or in part by coursework, students may be regarded as having been examined in all parts of the examination, that is having completed the assessment of the component, provided that:
 - a) All parts of the assessment have been completed at the time that the component is assessed.
 - b) Individual departments/divisions may prescribe the proportion of unseen written examination and coursework. In every case, the percentage of coursework which must be completed shall be clearly specified in appropriate documentation and clearly indicated to the students concerned.

Examination of Coursework

1. Criteria for the assessment of coursework will be published by individual programmes.
2. The coursework component will examine both the taught and practicum components of the programme.
3. Coursework has to be passed independent of the examinations of other course components.
4. The examiners may specify changes to a piece of coursework and require these to be carried out before these are accepted as part of the student's portfolio.

Further guidance

1. Where coursework is required to be resubmitted students should be given clear feedback indicating the revision required.
2. Students whose performance falls below the required standard will normally be allowed one resubmission.
3. External examiners should be involved in the examination process and where failure is indicated their advice should be sought.

Examination of Practicum Assignment and Practicum Assessments

1. The practicum assignment will be assessed by criteria published by the department/division at least once a year, and must be passed according to written criteria published by the programme.
2. Attendance requirements for professional doctorate programmes must be met in order to allow entry into the examination.
3. The evaluation is based on observation of the performance of the student on the practicum assignment by either a member of the programme staff and/or a member of the profession formally recognised and designated by the programme as possessing the appropriate qualifications for examining the student.
4. Failure of the practicum assignment will normally lead to failure of the course, but at its discretion the Board can permit students to re-take the relevant assignment. There will only be one opportunity to retake an assignment.
5. If students are deemed not to be meeting criteria, they need to be informed that this is the case. If their performance continues to be unsatisfactory they may be required to attend an oral examination.
6. Students may appeal against failure of the practicum component.

Further guidance

1. The frequency of assessment of the practicum assignment will be specified in the regulations of individual programmes.
2. The person examining the practicum component will normally be specified before the student is sent on the practicum assignment.
3. The criteria for satisfactory performance in a practicum assignment will be specified by the programme and made available both to students and assessors of the practicum.
4. Reports of the student's progress and the oral examination (if conducted) will be considered by the Board of Examiners of the programme.

6.2.13 Examination Conduct

1. The conduct of examinations will follow UCL norms as set out in [Chapter 4: Assessment Framework for Taught Programmes](#).

6.2.14 Reasonable Adjustments

1. Under the Equality Act 2010, UCL is required to make Reasonable Adjustments to learning, teaching and assessment to ensure that disabled students are not put at a substantial disadvantage. UCL can also provide Reasonable Adjustments for students who might not consider themselves to have a 'disability' but who nevertheless would benefit from additional support with their studies due to an ongoing medical or mental health condition. For further information about Reasonable Adjustments, and how to apply, please see [Chapter 4, Section 5: Reasonable Adjustments](#).

6.2.15 Publication of Examination Results

1. The Publication of Examination Results will follow UCL norms as set out in [Chapter 4, Section 14: Award of Degrees](#).

6.2.16 Prescribed Scheme of Award

1. Every professional doctorate will have an associated prescribed Scheme of Award that is a statement of the means by which the degree is awarded. The Scheme of Award will be published in the student information handbook for the programme.
2. Students will be considered for an award according to the Scheme for Award in place at the time of their registration on the programme.

Further guidance

1. The Scheme of Award is the method by which the award of the degree is calculated. Teaching departments/divisions are required to publish their local award scheme rules in the Student Handbook for each programme, and students are expected to familiarise themselves with these local rules.

6.2.17 Changes to a Prescribed Scheme of Award

1. Students will have signified in writing that they have understood that changes have been made to the Scheme for Award as notified.

6.2.18 Date of a Degree Award

1. The date of award for professional doctorates will be no longer than one month after the Board of Examiners has recommended to UCL Student Records that a student be passed.

6.2.19 Provision of Degree Certificate

1. A UCL degree certificate will be sent to each successful student who is awarded a degree.
2. Students should ensure that their contact address is kept up to date, via Portico, as this address will be used for the despatch of certificates. For students gaining a UCL award, certificates are despatched by UCL Student Records, within approximately three months of the date of award.

6.2.20 Students with an Outstanding Debt to UCL

1. All students who will, if successful in their examinations, qualify for the award of a degree, should note that UCL will withhold the award in the case of any student who is in debt to UCL in regards to tuition fees.
 - i) No report will be made on the student's results record until the tuition fee debt has been settled in full, and attendance at a Graduation Ceremony will not be permitted unless all tuition fees have been settled by the due date.
 - ii) All other students who hold a debt to UCL in relation to tuition fees will have their official results withheld and/or not be permitted to enrol at any future session until that tuition fee debt has been settled in full.
 - iii) For the avoidance of doubt, the term 'tuition fees' does not include, without limitation: accommodation charges, charges for childcare services, library charges, examination and submission fees, student loans and other fines and penalties.

6.2.21 Award of Degrees

1. The Academic Committee of UCL is authorised to award research degrees.

6.2.22 Revocation of Degrees

1. UCL may revoke any degree, diploma or certificate awarded, if discovered at any time and proved to the satisfaction of UCL, that:
 - a) There was an administrative error in the award made under the procedures required by UCL, including an error in calculating the results.
 - b) Subsequent to award, a Board of Examiners, having taken into account information that was unavailable at the time its decision was made, determines that a student's or students' classification should be altered.

6.3 Requirements of the Research Thesis

6.3.1 Theses: General

1. The greater proportion of the work submitted in a thesis must have been undertaken after the registration of the student for the professional doctorate.
2. The work in the thesis submitted by students must be their own work and the submission of a thesis for examination will be regarded as a declaration of that fact.
3. Students will not be permitted to submit a thesis that has been submitted for examination for a degree, or comparable award, of this or any other university or institution.

4. Students may submit the results of work done in conjunction with their supervisor and/or with fellow research workers provided that their own contribution in the investigation is clearly stated and a statement of confirmation is certified by the supervisor.
5. Students should include in the thesis submission form a signed declaration that the work presented is their own. This may be inserted between the title page and the contents page of the thesis in the following terms:

'I, [student's full name], confirm that the work presented in this thesis is my own. Where information has been derived from other sources, I confirm that this has been indicated in the thesis.'

6.3.2 Requirements of the Research Thesis

1. A thesis for the award of a professional doctorate shall be examined in accordance with the criteria prescribed by UCL and the thesis shall demonstrate that it:
 - i) is genuinely the work of the student;
 - ii) shows a student's capacity to pursue original research in the field of study based on a good understanding of the research techniques and concepts appropriate to the discipline;
 - iii) embodies the results of research which may reasonably be expected of a student after the period under research supervision, formulated and carried out by the student in consultation with the supervisors;
 - iv) consists of a student's own account of their investigations, the greater proportion of which shall have been undertaken during the period under research supervision for the degree;
 - v) represents a distinct and significant contribution to the subject, whether through the discovery of new knowledge, the connection of previously unrelated facts, the development of new theory, or the revision of older views;
 - vi) shows the exercise of critical judgment with regard to both a student's own work and that of other scholars in the field;
 - vii) includes a critical assessment of relevant literature, including a description of the method of research and its findings, discussion of those findings and indicates in what respects they appear to the student to advance the study of the subject and, in so doing, demonstrates a deep and synoptic understanding of a field of study, objectivity and the capacity for judgment in complex situations and autonomous work in that field;
 - viii) is satisfactory in its literary and/or technical presentation and structure with a full bibliography and references;
 - ix) the report of research takes due account of previously published work on the subject;
 - x) makes 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;
 - xi) contains an element which might, after any necessary revision, merit publication in a medium appropriate to the discipline (for example as a monograph or as a number of articles in learned journals);
 - xii) shows a student's ability to design and implement an independent research project.

Further guidance

1. Supervision of the research component of a professional doctorate normally starts after students have undertaken other elements of the programme, and hence the period of registration is usually longer than the period during which the student is under research supervision. Students and staff should consult individual programme regulations for details of the period of research supervision.

6.3.3 Language of a Thesis

1. All these must be written in English and the oral examination must be conducted in English.

6.3.4 Word Length of a Thesis

1. The maximum word length of professional doctorate theses is 100,000 words, including all component parts, footnotes, tables and figures but excluding bibliography, appendices and supporting data.
 - i) The above prescribes the maximum allowable length for the thesis, not necessarily the preferred length. Individual programmes may recommend a shorter length and give specific advice on partitioning the submitted thesis. Students should refer to the regulations for individual programmes for advice on the usual length and specified components of theses in their subject area.
 - ii) The signature of the student on the Examination Entry Form to the examination for the specialist doctorate shall be taken as confirmation that the thesis submitted is within the required word limit.
 - iii) "Supporting data" refers largely to raw data which is not essential to the argument of the thesis. Appendices are not in the word count and 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. Examiners are not required to read beyond the maximum word limit.
 - iv) Students should refer to the specific programme regulations for their thesis word lengths and other elements of their programmes that are examined as part of the doctorate.

6.3.5 Format of a Thesis

1. The thesis should be submitted in the format determined by the home department/division of the programme at the time of submission.
2. Further information and guidance on the format and presentation of theses is available from the individual programme literature.

6.3.6 Availability of a Thesis

1. After the examination has been completed and before the degree is awarded, successful students must submit one electronic copy to UCL, via the [Research Publications Service](#) (RPS), for lodging in the UCL library.
2. A soft-bound copy of the thesis may also be submitted to the UCL Library, if desired. This may include artefacts related to non-traditional formats of a thesis. Further information and guidance is available on the [Thesis Formatting webpages](#).
3. The process of final thesis submission, both the electronic and optional hard copy, is managed by the [Open Access Team](#).
4. A student may apply to UCL at the time of registration or thereafter, for restriction of access to their thesis and/or the abstract of their thesis on the grounds of commercial exploitation or patenting. In very exceptional circumstances, if the thesis includes material that is significant for national security, subject to approval of UCL, copies of the thesis placed in the public domain, with the agreement of the graduate concerned, may have certain parts excised from them. Applications to restrict access to a thesis should be made via the [Library](#).

6.4 Examination Entry

6.4.1 Thesis Submission Form

1. Prior to the time of submission of a thesis for examination, a thesis submission form must be submitted to the home department.
 - i) Information about the submission of the form, and when submission is required, should be available from the home department/division.
 - ii) The form, which requires a short description of the content of the thesis in about 300 words, must be submitted to the Departmental/Divisional Postgraduate Committee to assist in the nomination of suitable examiners.

6.4.2 Thesis Submission

1. Prior to examination, candidates are required to submit their e-thesis to UCL for dispatch to their examiners. Further information and guidance is available on the [Thesis Formatting webpages](#).
2. After the examination and before the award is made, candidates entering for a UCL award are required deposit one e-thesis in the UCL Institutional Repository.
3. Students are required to bring to the oral examination a copy of their thesis which is identical to the copies submitted to UCL.

6.4.3 Dispatch of Theses to Examiners

1. A thesis will be sent to both examiners at least four weeks in advance of an oral examination.
2. Examiners will normally use an electronic copy of the thesis, but an Examiner may request the student provide a hardcopy, if required. Further information and guidance is available on the [Thesis Formatting webpages](#).
2. Direct submission of theses to examiners by students or supervisors is not permitted.

Further guidance

1. All theses will be submitted to UCL using the procedures identified by the programme. Supervisors and students should note that theses will only be sent to examiners who have been formally appointed by UCL and only after the thesis submission form has been submitted in accordance with the examination entry guidelines. Further information is available from individual programmes.
2. The Departmental/Divisional Postgraduate Committee and the student should ensure that all examination entry requirements have been met in good time before a planned oral examination takes place.
3. Oral examinations cannot proceed if the requirements for the examination entry, including the formal appointment of examiners, have not taken place in accordance with UCL regulations. The outcome of any examination conducted in such an instance would be void.

6.5 Appointment of Examiners

6.5.1 The Appointment of Examiners for Professional Doctorates

1. The Chair of the Board of Examiners for the professional doctorate will nominate external examiners for the taught and practicum components of the programme.
2. In making a nomination, the Chair will take account of the appointment criteria specified by UCL Research Degrees Committee including confirmation of approval of the nomination from UCL Research Degrees Committee and the Faculty Graduate Tutor on behalf of the Faculty Postgraduate Teaching committee.

Further guidance

1. Upon receipt of the confirmation of appointment of the nominated examiner by UCL, the Chair of the Board of Examiners should ensure that the newly-appointed examiner receives the following, together with any additional information required:
 - i) Name of departmental/divisional board contact (e.g. Examinations Liaison Officer);
 - ii) Departmental booklet such as a Student Handbook or syllabus information;
 - iii) Composition of the Board of Examiners (e.g. number of internal examiners and any interdepartmental involvement);
 - iv) Number and subject area of other external examiners appointed to the Board;
 - v) Scheme of award;
 - vi) Marking scheme for papers (when known);
 - vii) Criteria for practicum requirements (where appropriate);
 - viii) Criteria for the research component;
 - ix) Date(s) of meetings of Board of Examiners to which the external examiner is invited (when known);
 - x) Outline of procedures of Board of Examiners (e.g. point of contact for external examiner, time allowed for marking, procedures for setting and scrutinising papers).

6.5.2 Confirmation of External Examiner Continuing Appointment

1. Chairs of Boards of Examiners will confirm that external examiners are continuing in their role on an annual basis for a total period of four years.
2. The task of the annual review and confirmation of external examiners continuing appointment is conducted via Portico (the Student Record Management Database).
3. Chairs or their nominees should use the functionality found in the “Examiners” header of their staff home page.

6.5.3 The Appointment of External Examiners

1. An external examiner must be from outside UCL and must not be involved in regular teaching on the programme they examine.
2. A member of the academic staff of a college of the University of London other than UCL, or any other external institution with which UCL has service teaching arrangements, may be appointed as an external examiner, providing that no students from the appointee’s college, so far as can be anticipated, are being examined by the Board of Examiners at UCL on which the appointee will serve and the appointee is not involved in teaching on the programme examined by the Board to which they will be appointed.

Further guidance

1. Departments/divisions should avoid, where possible, appointing an external examiner where there is a risk that students from their home institution will register on modules examined by the Board of Examiners at UCL on which they will serve.
2. This risk is high in the case of external examiners from other colleges of the University of London. If such a situation occurs, however, and is known only after the external examiner is appointed, any assessed work by these external students cannot be referred to an external examiner from the same institution.

6.5.4 The Criteria for the Appointment of External Examiners

1. An external examiner is normally expected to be a member of staff in the same discipline as the professional doctorate in another UK university. Where they are not current members of the academic staff they should have experience of professional training and be senior members of the profession. They should also be competent in assessing students’ knowledge and skills at higher education level, expert in the field of study concerned and have appropriate academic or professional experience and authority.
2. In order to have sufficient time for the proper performance of their function, external examiners are normally not expected to hold more than the equivalent of two substantive external examinerships at the same time.
3. An external examiner shall not normally be appointed from a department/division in which a member of UCL staff is serving as an examiner, although exceptions may on occasions be unavoidable, for example, in the case of subjects taught only in a very small number of institutions or subjects with an unusually high number of specialisms.
4. External examiners shall be asked at the time of appointment or continuation in appointment to declare any interest in or connection with any student on the programme for which they are acting as examiner whether that interest or connection is personal or professional. If such an interest or connection exists, the examiner in question should not normally be appointed.
5. After serving for a period of four consecutive years (or five years if an extension to service was approved), an examiner is not eligible for re-appointment for a period of two further years. The period of service is defined as the period of service as an external examiner at UCL and not as the period of service as external examiner to a particular Board of Examiners.
6. After serving for a period of not more than four normally consecutive years, or, in exceptional circumstances, for such limited extension of this period as UCL Research Degrees Committee may determine, the examiner shall not be eligible for re-appointment to any external examiner appointment for a professional doctorate at UCL (including an external examiner appointment at UCL in a related subject area) until after a lapse of two further

years. The period of service shall be defined as the period of service as an external examiner at UCL, not as the period of service as external examiner to a particular Board of Examiners.

6.5.5 Additional Criteria for the Appointment of Examiners for the Thesis Component

1. The thesis submitted as part of the professional doctorate will be examined by at least two examiners. One of these will be an external examiner appointed in accordance with the procedure identified at [Sections 6.5.1 to 6.5.4](#), and the other shall be a member of staff of UCL.

Further guidance

1. For each student, two faculty-approved examiners shall be appointed by the appropriate Postgraduate Departmental/Divisional Committee.
2. In the case of a student who is a member of staff of UCL, no examiner may be appointed who is internal to UCL if they are from the same department as the student or supervisor(s). However, where nobody else is available with sufficient expertise an examiner from the same department may be appointed if a Viva chair is used.
3. It is expected that external examiners for each thesis will normally be selected for their specialist knowledge of the field rather than knowledge of the precise area of research study.
4. Nominated examiners should not have acted as either a Principal or Subsidiary Supervisor of the thesis to be examined, nor have been involved in any collaborative academic or professional work with the student on the project to be examined. In addition, examiners should not be nominated if there is a close personal relationship between themselves and either the student or supervisors, or if there is an apparent conflict of interest of any kind.
5. Reciprocal examination arrangements are not permitted: staff from equivalent programmes should not be appointed as external examiners if a member of staff in the home department/division is currently serving as an external examiner in that programme. However exceptions may on occasion be unavoidable, for example, in the case of subjects taught only in a very small number of institutions or subjects with an unusually high number of specialisms.
6. Examiners will not normally examine more than five theses in a single cohort.

6.6 Conduct of the Oral Examination

6.6.1 Format of the Oral Examination

1. The oral examination will usually consider the student portfolio, including the outcomes of practicum assignments and assessments, related coursework and the research dissertation.
2. All oral examinations shall be conducted in the English Language.
3. If an oral examination is prescribed for the assessment of an element, all students enrolled on the element are expected to be examined accordingly.
4. Decisions relating to failed performance in the practicum assignment can be informed by an additional oral examination. This possibility should be clearly indicated to students as part of programme documentation. The outcome from the oral examination should inform the decisions of the Board of Examiners, alongside other assessments relevant to that assignment.
5. Where individual programmes examine only specific elements of the portfolio in the oral examination, this will be specified in their regulations.

6.6.2 Conduct of the Research Degree Examination

1. The examiners shall prepare independent preliminary reports on the thesis, conduct an oral examination and submit a final, joint report to UCL.
2. The candidate's supervisor shall be invited, unless the candidate indicates otherwise on his/her entry form, to attend the oral examination as an observer. The oral examination will otherwise be conducted in private.

2. The oral examination should be held at UCL or held remotely and the agreed configuration noted on the Examination Entry Form.
3. Where no configuration can be agreed the oral examination should be held at UCL by default.
4. Where the oral examination is held remotely it is recommended that the supervisor or other designated contact in the student's department is available at the time of, and after, the viva to provide technical and emotional support if needed.

Further guidance

1. The examiners shall prepare independent preliminary reports on the thesis to assist in conducting the oral examination. After the examination copies of the preliminary reports together with the final, joint report should be submitted to researchdegrees@ucl.ac.uk in UCL Student and Registry Services. The final report will be released to students. Examiner report forms and procedural information are available from the individual programme.
2. Each final, joint report by the examiners shall indicate whether the thesis meets the requirements specified in [Section 6.3](#), and shall include a statement on the examiners' judgment of the student's performance. Examiners have the right to make comments in confidence to UCL in a separate report. Such comments should not be concerned with the performance of the student but may cover matters which they wish to draw to the attention of UCL.
3. All matters relating to the examination must be treated as confidential. Examiners are not permitted to divulge the content of material contained in a student's thesis until such time as any restrictions on access to the thesis, which have been granted by UCL, have been removed.
4. The supervisor does not have the right to participate in discussion of students at the Board of Examiners but may contribute if invited to do so by the examiners.

6.6.3 Outcomes of the Oral Examination

1. Students must submit a thesis and any other aspects of the portfolio requested by the examiners and be examined orally.
2. The following options are open to examiners in determining the result of an examination:
 - a) If the thesis fulfils the criteria (set out in [Section 5.3](#)) and the student satisfies the examiners in all other parts of the examination, the examiners will report that the student has passed the research component of the award.
 - b) If the thesis otherwise satisfies the criteria (set out in [Section 5.3](#)) but requires minor amendments and if the student satisfies the examiners in all other parts of the examination, the examiners may require the student to make, within a maximum of one month, amendments specified by them. The amended thesis shall be submitted to the examiners or one of their number nominated by them for confirmation that the amendments are satisfactory.
 - c) If the thesis otherwise satisfies the criteria set out above, but requires stipulated amendments and if the student satisfies the examiners in all other parts of the examination, the examiners may require the student to make, within a maximum of three months, amendments specified by them. The amended thesis shall be submitted to the examiners or one of their number nominated by them for confirmation that the amendments are satisfactory.
 - d) If the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the student be permitted to re-present their thesis in a revised form within a maximum of 12 months. The examiners may at their discretion exempt from a further oral examination, on re-presentation of their thesis, a student who under this regulation has been permitted to re-present it in a revised form. Examiners may refer a thesis for a maximum of 12 months for re-submission in a revised form, on one occasion only.
 - e) The examiners may determine that the student has not satisfied them in the examination and hence has not passed the research component of the award, and is not therefore eligible for the award of a professional doctorate.
 - f) The examiners shall not, save in very exceptional circumstances, make any of the above decisions without submitting the student to an oral examination on at least one occasion.

- g) The award of a professional doctorate is conditional upon students passing all specified elements of their programme of study.

Further guidance

1. Students should refer to individual programme regulations for guidance on deadlines for resubmission of the thesis, which may be shorter than the maximum periods identified here.
2. Some professional doctorate programmes have an exit award other than a professional doctorate. Where this is the case, and examiners consider that a student has not met the requirements of a professional doctorate, they may recommend that the Board of Examiners confers this alternative exit award.

6.7 Research Misconduct

1. Cases of suspected research misconduct, including plagiarism, shall be investigated in accordance with the [UCL Procedures for Investigating and Resolving Allegations of Misconduct in Academic Research](#). Exceptions to this requirement are set out below.

6.7.1 Extent of Misconduct: Action Open to a Department/Division

1. The following instances of research misconduct may be dealt with by the department/division concerned:
 - a) A first instance of plagiarism in the early stages of the programme of study;
 - b) A first instance of misrepresentation of results in the early stages of the programme of study;
 - c) A first instance of plagiarism in the early stages of the programme of study (prior to the end of the first year of study), including suspected collusion but not including suspected use of a fellow student's or other person's work without that student's knowledge and consent;
 - d) A first instance of plagiarism (including suspected collusion but not including suspected use of a fellow student's or other person's work without that student's knowledge and consent) in the later stages of the programme of study in which (a) no more than 30% of the work in question can be demonstrated to have been plagiarised or, (b) in the case of plagiarised data, statistics etc., it can be demonstrated that they are not the main findings or among the main findings on which the argument of the thesis rests;
 - e) A first instance of misrepresentation of results in the early stages of the programme of study (in the first year of study);
 - f) A first instance of misrepresentation of results in the later stages of the programme of study which is judged to have been owing to error, misunderstanding or other extenuating circumstances.

6.7.2 Extent of Misconduct: Action Open to UCL

1. The following instances of research misconduct shall be referred to the Registrar:
 - a) Any instance of plagiarism, except those covered in [6.7.1](#);
 - b) Any repeated instance of plagiarism;
 - c) Any instance of misrepresentation;
 - d) Any instance of piracy or fraud;
 - e) Any instance of any kind of research misconduct which appears in published work;
 - f) Submission of a thesis for examination by a student when an allegation of research misconduct has been made.

Further Guidance

1. The following instances of research misconduct must be referred for action by UCL:

- a) Any instance of plagiarism (including suspected collusion¹) other than a first instance falling under [6.7.1](#) above in which more than 30% of the work can be demonstrated to have been plagiarised or, in the case of plagiarised data, statistics etc. it can be demonstrated that they are the main findings or among the main findings on which the argument of the thesis rests;
- b) Any repeated instance of plagiarism after a warning has been given, whether or not it exceeds 30%, or involves data, statistics etc. which are not among the main findings on which the argument of the thesis rests;
- c) Suspected use of another student's or person's work without that student's knowledge and consent;
- d) Any instance of misrepresentation other than a first instance falling under [6.7.1](#);
- e) Any instance of piracy or fraud, as defined in UCL's procedures;
- f) Any instance of any kind of research misconduct which appears in published work, whether or not the work appears before or after the examination for the doctorate;
- g) Submission of a thesis after the student has been warned not to submit it because of an allegation of research misconduct;

6.7.3 Research Misconduct Discovered after Successful Completion of Thesis Examination

1. UCL has the right to rescind an award if research misconduct is discovered after the examination of a thesis.

6.7.4 Appeal against the Action Taken in the Event of Research Misconduct

1. Students cannot contest a decision on academic grounds. Students can only contest a decision on specific grounds as set out in [Chapter 6, Section 10: Student Complaints Procedure](#).

6.8 Student Complaints Procedure

1. Students cannot contest the decision of a Board of Examiners on academic grounds. Students can only contest the decision of a Board of Examiners on specific grounds as set out in [Chapter 6, Section 10: Student Complaints Procedure](#).

6.9 Graduation Ceremonies

1. UCL will organise Graduation Ceremonies and publish an annual deadline for ticket applications (see the [UCL Graduation Ceremonies](#) website).
2. It is mandatory for all UCL graduates to wear academic robes to the graduation ceremonies. It is the responsibility of students to obtain the appropriate robes from UCL's suppliers (see the [Graduation: Academic Robes web pages](#)).

¹ Where collusion between two or more students is established, all students concerned will be penalised.

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Chapter 5: Research Degrees Framework

Part C: Doctor in Engineering (EngD) Additional Regulations

These are additional regulations for EngD programmes. EngD students should also refer to:

- Chapter 5, Part A: Research Degree Regulations

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1 EngD in Biochemical Engineering and Bioprocess Leadership

1.1 Standard Entrance Qualifications

1. The normal minimum entrance qualifications for registration for the degree of Doctor in Engineering in the field of Biochemical Engineering and Bioprocess Leadership is the award of a first or an upper second class Honours degree or equivalent overseas qualification in biological sciences, chemistry, chemical engineering, biochemical engineering, biotechnology, mechanical engineering, electronics and electrical engineering or any related discipline.
2. Relevant postgraduate or industrial experience (especially as gained in the Bioprocessing industry) may be acceptable where the first degree is a lower second-class Honours degree or equivalent overseas qualification.

MRes Progression to the EngD

3. Students holding the MRes in Bioprocessing from UCL will be exempted from the first year of the EngD programme. Students holding an MRes or an equivalent qualification from an external institute may be admitted up to a year after the commencement of the taught element of the EngD programme and be exempted from part or the entire taught element of the MRes programme with the permission of the Programme Director.
4. A student holding an MRes or an equivalent qualification from an external institute, who has been exempted from part or the entire taught element of the MRes programme, cannot then be awarded the MRes if they withdraw from or fail the EngD.

Further guidance

1. For automatic progression from MRes to PhD/EngD, students should achieve an average mark of not less than 60% in the independent, original research components of the programme, and not less than 50% in the taught elements.
 - i) This regulation relates to automatic progression from MRes to MPhil/PhD or EngD programmes.
 - ii) However, in cases where a student did not meet these requirements, but who has the support of the MPhil/PhD or EngD programme organisers, a case in writing can be made to the Chair of the Research Degree Committee for the consideration of suspension of regulations on a case-by-case basis.
2. The length of the MRes programme should be extended to one calendar year and one month to allow Boards of Examiners time to determine awards prior to students registering on the associated EngD or MPhil/PhD programme.
3. MRes students who fail the taught components examined in and before June should be offered their resit opportunity before or in August of the same year.
4. MRes students who are not awarded the degree after the first attempt and the resit attempt should not progress to the associated EngD programme and would be required to leave UCL.
5. MRes students who fail the dissertation should not register on the EngD programme in the following academic year but remain on the MRes and resubmit the dissertation by the end of the first term in the following academic year. The Board would then consider the award for these students in January, when they would be allowed to register on the EngD if they passed. If, as a result, they missed taught components which formed part of the EngD registration, these should be followed at the point when they are next available.

1.2 Duration of Programme of Study

1. Full-time: four calendar years or three calendar years for students holding the MRes ([Chapter 5, Part A, Section 1.3: MRes Progression to the EngD](#)).

1.3 Curriculum

1. The programme of study for the degree of Doctor in Engineering in the field of Biochemical Engineering and Bioprocess Leadership includes formally taught elements which provide academic underpinning for the research undertaken. Candidates are required to complete modules from each of three main elements and undertake substantial research work resulting in a thesis and will be given an oral examination in accordance with [Chapter 5, Part A, Section 5: Final Examination](#).

Further guidance

- i) Students who have progressed from an MRes to the EngD are not required to take the year one formally taught elements.

Formally Taught Elements (four-year EngD students)

2. The formal taught part of the EngD programme is comprised of four elements which provide (i) the underlying fundamental skills for research studies in bioprocessing and biochemical engineering (ii) the methodology for the translation of such skills into real engineering outcomes (iii) skills underlying the management and delivery of a research programme and (iv) evidence of original research via submission of research thesis. They must have passed modules to a minimum value of 120 credits in order to qualify for submission of the thesis. The modules passed in order to qualify for submission of the thesis must include modules to prescribed credit values taken from each of the three elements (i)-(iii). Normally, students registered on the EngD will have satisfied the requirements for the MRes in the first year of the EngD programme. However, there may be instances where the full requirements are not satisfied until later in the programme. Provided that all the requirements are satisfied by the time they exit the programme, such students may be awarded the MRes if they should then fail to meet the requirements of the EngD.

Thesis

3. The thesis shall be submitted in accordance with [Chapter 5, Part A, Section 5: Final Examination](#).

1.4 Assessment and Final Examination

1. Assessments qualifying a candidate for submission of a thesis shall take place within the period of the overall programme and shall be by written examination or coursework, as prescribed for each individual module.
2. All assessments will be overseen by an examiner external to UCL. A candidate failing any assessment (whether by written paper or by coursework) will be permitted to re-enter the examination for the module in question on one occasion only.
3. The award of the degree shall be dependent on the thesis, which a candidate may not submit until he/she has successfully completed all the other elements of the programme as detailed above, and the oral examination. The thesis must meet the same requirements as those prescribed in [Chapter 5, Part A, Section 5: Final Examination](#).
4. The oral examination shall be conducted by at least two examiners, at least one of whom shall be external to UCL. The examination will be designed to test the thesis against the criteria above and will further examine the candidate's conception and understanding of the integration of all elements of the programme and their related assessment.
5. Students who register as MRes students and subsequently decide to continue to EngD may do so at the end of the first year, provided that they have satisfied the requirements for the MRes degree (as stated above).

6. Students who register on the EngD and are unable to fulfil the requirements of the EngD will be awarded the MRes degree provided that they have satisfied the requirements of the MRes degree.
7. An EngD student who fails the thesis and fails on resubmission may still be awarded an MRes subject to the requirements for MRes as stated (above) being met. Such an award would be at the recommendation of the EngD Board of Examiners. The award would be made by the whole Board of Examiners and would not be something recommended by the examiners of the thesis in any way.

1.5 Dates of Assessment and Final Examination

1. Modules for the taught part of the programme for four year EngD students will be assessed by the methods and at the dates indicated for the module in question.
2. Submission of the thesis shall be by the end of the final year of the programme or normally within a calendar year of the date of completion of the programme of study.

2 EngD in Communications

2.1 Standard Entrance Qualifications

1. The normal minimum entrance qualifications for registration for the degree of Doctor in Engineering in the field of Communications is the award of a first or an upper second class Honours degree or equivalent overseas qualification in a relevant discipline, e.g. electronic engineering, electrical engineering, communications engineering, computer science, physics, mathematics. Industrial or postgraduate experience may be taken into consideration where the first degree is a lower second class Honours degree or equivalent overseas qualification.

MRes Progression to the EngD

2. Students holding the MRes in Telecommunications or with equivalent qualification/experience may be admitted up to a year after the commencement of the taught programme and be exempted from part or all of the taught programme with the permission of the Programme Director.

Further guidance

1. For automatic progression from MRes to PhD/EngD, students should achieve an average mark of not less than 60% in the independent, original research components of the programme, and not less than 50% in the taught elements.
 - i) This regulation relates to automatic progression from MRes to MPhil/PhD or EngD programmes.
 - ii) However, in cases where a student did not meet these requirements, but who has the support of the MPhil/PhD or EngD programme organisers, a case in writing can be made to the Chair of the Research Degree Committee for the consideration of suspension of regulations on a case-by-case basis.
2. The length of the MRes programme should be extended to one calendar year and one month to allow Boards of Examiners time to determine awards prior to students registering on the associated EngD or MPhil/PhD programme.
3. MRes students who fail the taught components examined in and before June should be offered their resit opportunity before or in August of the same year.
4. MRes students who are not awarded the degree after the first attempt and the resit attempt should not progress to the associated EngD programme and would be required to leave UCL.
5. MRes students who fail the dissertation should not register on the EngD programme in the following academic year but remain on the MRes and resubmit the dissertation by the end of the first term in the following academic year. The Board would then consider the award for these students in January, when they would be allowed to register on the EngD if they passed. If, as a result, they missed taught components which formed part of the EngD registration, these should be followed at the point when they are next available.

2.2 Duration of Programme of Study

1. Full-time: four calendar years or three calendar years for students holding the MRes (see [Chapter 5, Part A, Section 1.3: MRes Progression to the EngD](#)).

2.3 Curriculum

1. The programme of study for the degree of Doctor in Engineering in the field of Communications includes formally taught elements which provide academic underpinning for the research undertaken. Candidates are required in the first year normally to complete taught elements and to complete a written report on research work. In the three subsequent years they complete three taught/training modules per year. They must undertake substantial

research work resulting in a thesis and will be given an oral examination in accordance with [Chapter 5, Part A, Section 5: Final Examination](#).

Further guidance

- i) Students who have progressed from an MRes to the EngD are not required to take the year one formally taught elements.

First-Year Elements (four-year students)

2. Candidates are normally required in the first year to follow a programme of taught courses and research appropriate to the MRes in Telecommunications. There are three elements: (i) technical taught course components, (ii) generic and transferable skills elements and (iii) research work. Students must have completed all three elements to the satisfaction of the examiners in order to progress beyond the first year of the programme.

Taught/Training Elements

3. Candidates are normally required to complete three taught/training modules per year covering technical and more general professional development according to individual development needs' assessment of IEE Training Accreditation arrangements. Of these at least one module each year must normally be technical in nature and one concerned with personal/business skills.
4. Students must have completed and attained a suitable standard in the taught/training elements and have demonstrated that they have achieved a satisfactory standard in the research part of the programme in order to qualify for submission of the thesis.

Thesis

5. The thesis shall be submitted in accordance with [Chapter 5, Part A, Section 5: Final Examination](#).

2.4 Assessment and Final Examination

1. Assessments for year one (for four year students) shall normally be identical with those for the MRes in Telecommunications and shall include a research report and oral examination. Assessments for the taught/training modules in years 2 to 4 shall take place within the period of the overall programme and shall be by written examination or coursework, as prescribed for each individual module.
2. All assessments will be overseen by an examiner external to UCL. A candidate failing any assessment (whether by written paper or by coursework) will be permitted to re-enter the examination for the module in question on one occasion only.
3. The award of the degree shall be dependent on the thesis, which a candidate may not submit until he/she has successfully completed all the other elements of the programme as detailed above, and the oral examination. The thesis must meet the same requirements as those prescribed in [Chapter 5, Part A, Section 5: Final Examination](#).
4. The oral examination shall be conducted by at least two examiners, one of whom shall be external to UCL. The examination will be designed to test the thesis against the criteria above and will further examine the candidate's conception and understanding of the integration of all elements of the programme and their related assessment.

2.5 Dates of Assessment and Final Examination

1. Modules for the taught part of the programme for four year students will be assessed by the methods and at the dates indicated for the module in question.
2. Submission of the thesis shall be by the end of the final year of the programme or within a calendar year of the date of completion of the programme of study.

3 EngD in Environmental Engineering Science (ENVES)

3.1 Entry Requirements

1. A relevant BSc, BEng, BA, MEng, at upper second class or above or MSc in science or engineering, as appropriate for research topics. Relevant postgraduate or industrial experience may be taken into consideration when the first degree is a lower second class honours degree or equivalent overseas qualification. An exit award at MRes level is not offered on this programme.

3.2 Duration of the Programme

1. 4 calendar years full time.

3.3 Curriculum

1. The specific taught courses to be taken by each of the Research Engineers will be decided in consultation with the industrial sponsors. The aim is to equip the research engineers with management, technical, design and problem solving skills.
 - i) Admission to the programme may be at any time during the academic year which may mean that some compulsory courses will not be taken until the 2nd year, depending on start date.
 - ii) Candidates are required in the first year normally to complete taught elements, a research and transferable skills programme, a group project, and to complete a written report on research work. In the second year, candidates must complete a further research report and, in the second and subsequent years candidates must complete additional taught courses. To complete the EngD, candidates must undertake substantial research work resulting in a thesis, and undergo a final oral examination. All research carried out during any period of study for the Environmental Engineering Science Doctorate may be included in the thesis provided it has not been presented for award of any other degree.

Technical Courses

2. Compulsory technical taught course:
 - Either CIVLR002 Environmental Integrated Design
 - Or CIVLG001 Integrated Design
 - Plus CIVLR002 Environmental Impact and Resource Management
 - Optional technical courses from a range across UCL.
3. Transferable skills taught courses include:
 - Compulsory course provided by the CALT:
 - Personal and professional skills in research practice (PPSRP)
 - At least one of the following courses provided by the Management Studies Centre:
 - MASTC01/GC01 Project Management
 - MASTD03/GD03 Product Innovation in Organisations
 - MASTD05/GD05 The Business Plan
 - MASTD02/GD02 New Ventures Business

First-Year Elements

4. Candidates are normally required in the first year to follow a programme of taught courses, professional and research training, group project work, and research, structured as three components:
 - a) the underlying technical knowledge and skills needed for research in the field of study;
 - b) the generic research, professional and transferable skills required for the translation of such skills into scientific and engineering outcomes and for the management and delivery of a research programme, and
 - c) research work. In order to progress beyond the first year of the EngD programme, normally candidates must successfully complete respectively: (i) an environmental integrated design project and (ii) professional and transferable skills course (iii), a research report of not less than 10,000 and not more than 25, 000 words and presentation.

Second-Year Elements

5. Candidates are normally required to complete one or two additional 10 credit taught postgraduate courses or equivalent modules, to complete a second research report of not less than 10,000 and not more than 25,000 words and presentation, “based on their industrial activity” and to undergo a preliminary oral examination on their research work.

Taught Courses and Training Elements

6. In subsequent years, candidates must normally complete further approved postgraduate courses or modules so that at least 120 credits or equivalent modules are completed during the four years of the EngD programme. They should normally, in the second and third years of the programme, also follow an appropriate scheme of continuing professional development to supplement the research, professional and transferable skills programme taken in the first year. Candidates must have achieved a satisfactory standard in the research part of the programme in order to qualify for submission of the thesis.

Thesis

7. The thesis shall be submitted in accordance [Chapter 5, Part A, Section 5: Final Examination](#).

3.4 Assessments and Final Examinations

1. Assessments qualifying a candidate for submission of a thesis shall take place within the period of the overall programme and shall be by written examinations or coursework, as prescribed for each individual postgraduate course or module.
2. All assessments will be overseen by an examiner external to UCL. A candidate failing any assessments (whether by written paper or by coursework) will be permitted to re-enter the examinations for the course or module in question on one occasion only.
3. The award of the degree shall be dependent on the thesis, which a candidate may not submit until he/she has successfully completed all the other elements of the programme as detailed above, and dependent on the final oral examination. The thesis must meet the same requirements as those prescribed in [Chapter 5, Part A, Section 5: Final Examination](#).
4. The final oral examination shall be conducted by at least two examiners, at least one of whom shall be external to UCL. The examination will be designed to test the thesis against the criteria above and will further examine the candidate’s conception and understanding of the integration of all elements of the programme and their related assessment.

3.5 Dates of Assessment and Final Examination

1. Modules for the taught part of the programme will be assessed by the methods and at the dates indicated for the module in question.
2. Submission of the thesis shall be by the end of the final year of the programme or within a calendar year of the date of completion of the programme of study.

4 EngD in Virtual Environments Imaging and Visualisation (VEIV)

4.1 Standard Entrance Qualifications

1. The normal minimum entrance qualification for registration for the degree of Doctor in Engineering in the field of Virtual Environments, Imaging and Visualisation is the award of a first or upper second class Honours degree or equivalent overseas qualification in a relevant discipline such as: computer science, architecture, engineering (electronic, electrical, mechanical, civil, etc.), physical sciences (physics, chemistry, astronomy, etc.), mathematics or any related discipline. Overseas candidates must also hold an appropriate qualification in English for speakers of other languages. Relevant postgraduate or industrial experience may be taken into consideration where the first degree is a lower second-class Honours degree or equivalent overseas qualification.

MRes Progression to the EngD

2. Candidates holding the MRes in Computer Vision, Image Processing, Graphics and Simulation or with equivalent qualifications/experience may, in exceptional circumstances, for example where an appropriate Masters Research project has been carried out, be admitted up to a year after commencement of the taught programme and can be exempted from part or all of the EngD taught programme with permission of the EngD programme Director.

Further guidance

1. For automatic progression from MRes to PhD/EngD, students should achieve an average mark of not less than 60% in the independent, original research components of the programme, and not less than 50% in the taught elements.
 - i) This regulation relates to automatic progression from MRes to MPhil/PhD or EngD programmes.
 - ii) However, in cases where a student did not meet these requirements, but who has the support of the MPhil/PhD or EngD programme organisers, a case in writing can be made to the Chair of the Research Degree Committee for the consideration of suspension of regulations on a case-by-case basis.
2. The length of the MRes programme should be extended to one calendar year and one month to allow Boards of Examiners time to determine awards prior to students registering on the associated EngD or MPhil/PhD programme.
3. MRes students who fail the taught components examined in and before June should be offered their resit opportunity before or in August of the same year.
4. MRes students who fail the dissertation should not register on the EngD programme in the following academic year but remain on the MRes and resubmit the dissertation by the end of the first term in the following academic year. The Board would then consider the award for these students in January, when they would be allowed to register on the EngD if they passed. If, as a result, they missed taught components which formed part of the EngD registration, these should be followed at the point when they are next available.

4.2 Duration of Programme of Study

1. Full-time: four calendar years or three calendar years for students holding the MRes (see [Chapter 1, Section 2.3: MRes Progression to the EngD](#)).

4.3 Curriculum

1. The programme of study for the degree of Doctor in Engineering in the field of Virtual Environments, Imaging and Visualisation includes formally taught elements which provide

academic underpinning for the research undertaken. Candidates are required in the first year normally to complete taught elements, a research and transferable skills programme, a group project, and to complete a written report on research work. In the second year, candidates must complete a further research report and, in the second and subsequent years candidates must complete additional taught courses. To complete the EngD, candidates must undertake substantial research work resulting in a thesis, and undergo a final oral examination in accordance with [Chapter 5, Part A, Section 5: Final Examination](#). All research carried out during any period of study for the VEIV Engineering Doctorate may be included in the thesis provided it has not been presented for award of any other degree.

Further guidance

- i) Students who have progressed from an MRes to the EngD are not required to take the year one formally taught elements.

First-Year Elements (four-year students)

2. Candidates are normally required in the first year to follow a programme of taught courses, professional and research training, group project work, and research, structured as three components: (i) the underlying technical knowledge and skills needed for research in the field of study, (ii) the generic research, professional and transferable skills required for the translation of such skills into scientific and engineering outcomes and for the management and delivery of a research programme, and (iii) research work. In order to progress beyond the first year of the EngD programme, candidates must successfully complete respectively: (i) seven half-unit taught postgraduate courses or equivalent modules, including compulsory core courses and modules; (ii), professional and transferable skills courses and group project work; and, (iii), a research report of not less than 10,000 and not more than 25,000 words and presentation.

Second-Year Elements

3. Candidates are normally required to complete one or two additional half-unit taught postgraduate courses or equivalent modules, to complete a second research report of not less than 10,000 and not more than 25,000 words and presentation, and to undergo a preliminary oral examination on their research work.

Taught Courses and Training Elements

4. In subsequent years, candidates must normally complete further approved postgraduate courses or modules so that at least ten such half-unit courses or equivalent modules are completed during the four-years of the EngD programme. They should normally, in the second and third years of the programme, also follow an appropriate scheme of continuing professional development to supplement the research, professional and transferable skills programme taken in the first year. Candidates must have achieved a satisfactory standard in the research part of the programme in order to qualify for submission of the thesis.

Thesis

5. The thesis shall be submitted in accordance with [Chapter 5, Part A, Section 5: Final Examination](#).

4.4 Assessments and Final Examinations

1. Assessments qualifying a candidate for submission of a thesis shall take place within the period of the overall programme and shall be by written examinations or coursework, as prescribed for each individual postgraduate course or module.
2. All assessments will be overseen by an examiner external to UCL. A candidate failing any assessments (whether by written paper or by coursework) will be permitted to re-enter the examinations for the course or module in question on one occasion only.
3. The award of the degree shall be dependent on the thesis, which a candidate may not submit until he/she has successfully completed all the other elements of the programme as detailed above, and dependent on the final oral examination. The thesis must meet the same

requirements as those prescribed in Chapter 5: Assessment Framework for Research Programmes.

4. The final oral examination shall be conducted by at least two examiners, at least one of whom shall be external to the University. The examination will be designed to test the thesis against the criteria above and will further examine the candidate's conception and understanding of the integration of all elements of the programme and their related assessment.
5. Candidates who are unable to fulfil the requirements of the EngD will, on the recommendation of the VEIV Board of Examiners, be awarded either a VEIV MSc or a VEIV MRes degree provided that they have satisfied the requirements of these degrees. Candidates may not hold both awards.
6. Candidates, other than those holding the MRes in Computer Vision, Image Processing, Graphics and Simulation, who fail the thesis or final oral examination for the EngD and fail on resubmission or re-examination of the final oral, may be awarded an MRes subject to the requirements for the VEIV MRes being met. Such an award would be at the recommendation of the VEIV Board of Examiners, not of the examiners of the thesis.

4.5 Dates of Assessment and Final Examination

1. Modules for the taught part of the programme (for four year students) will be assessed by the methods and at the dates indicated for the module in question.
2. Submission of the thesis shall be by the end of the final year of the programme or normally within a calendar year of the date of completion of the programme of study.



UCL Academic Manual 2021-22

Chapter 5: Research Degrees Framework

Part D: Doctor of Public Administration (DPA) Regulations

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1 Admissions

1.1 Standard Qualifications for Admission

1. The normal minimum entrance qualifications for registration for the degree of Doctor of Public Administration is the award of a first or upper second class Honours degree, or equivalent overseas qualification, in an appropriate discipline.
2. Relevant postgraduate or policy experience may be acceptable where the first degree is a lower second-class Honours degree or equivalent overseas qualification.

1.2 Alternative Qualifications for Admission

1. Applicants possessing alternative qualifications may also be considered by UCL for registration.
 - i) An applicant who possesses a degree or overseas qualification of equivalent standard obtained after a programme of study extending over three years or more in a university (or educational institution of university rank) in an appropriate subject and who, although they do not meet the normal entry standard defined in [Section 1.1](#), but by evidence of their background and experience satisfy UCL as to their fitness to follow the programme. Where such an applicant cannot present evidence that they possess the necessary background and experience, they may be considered by UCL for registration, provided they meet appropriate qualifying conditions prescribed by UCL.
 - ii) An applicant who possesses a qualification obtained by written examination other than those covered above, if UCL is satisfied that the candidate's general education, scholarship, training and experience are suitable for the programme which they wish to follow and that they are at least as well qualified as the candidates who are able to satisfy the entrance requirements in one of the ways prescribed above.
2. UCL may prescribe a qualifying examination for such an applicant prior to admission.

Further guidance

1. Departments wishing to admit such an applicant, as described in 1.2 above, must obtain written authorisation from the Chair of the Research Degrees Committee via [Admissions in Student and Registry Services](#). An applicant for registration may also be required to pass a qualifying examination. Applicants are required to meet UCL's [English Language Proficiency Requirements for Postgraduate Degrees](#).
2. The regulations and criteria for the Recognition of Prior Learning, including the types of prior learning that might be considered by UCL, are defined in [Chapter 1: Student Recruitment and Admissions Framework](#).

2 Registration

2.1 Dual Registration

1. A student is not permitted to be formally registered for one programme of study at UCL at the same time as being formally registered (or re-sitting examinations) for another programme of study at UCL or any other Higher Education Institution.

Further guidance

1. Students can accept an offer of a place from UCL when they are still formally registered with another Higher Education Institution, or if they are re-sitting examinations. However, they may not formally register with UCL until they have completed their registration with another institution.

2.2 Initial Registration

1. Every student must complete enrolment as instructed within two weeks of the start of their research programme and must undertake to comply with the conditions of enrolment.
2. An applicant for registration is required to produce for inspection by UCL the original documentary evidence of their qualifications either before or at registration — i.e. the original diploma or certificate of the awarding body.

2.3 Exemption from Part of a Programme of Study

1. UCL may exempt from part of the programme of study of the DPA degree, research degree students who have commenced a programme of study for the DPA degree (or equivalent degree) of another university in the United Kingdom, provided that the programme of study followed at UCL is not less than one calendar year, or its equivalent in part-time study.

Further guidance

1. Applications for exemption should be made at the point of admission and are considered on a case-by-case basis.
2. The regulations and criteria for the Recognition of Prior Learning, including the types of prior learning that might be considered by UCL, are defined in [Chapter 1: Student Recruitment and Admissions Framework](#).
3. Back-dated registration is not usually permitted by UCL. In exceptional circumstances however, requests for back-dating registration may be considered by the Chair of the Research Degrees Committee via researchdegrees@ucl.ac.uk subject to the following conditions:
 - i) The statement from the supervisor and/or the Head of Department gives strong academic reasons for the request and confirms in writing that the student has been undertaking relevant research since this date.
 - ii) There is evidence that the student has been fully supervised.
 - iii) There is a good reason provided explaining why the student was not formally registered from the requested start date.
4. If the back-dating is granted, regardless of the time period requested, the student should be aware that he or she is liable for tuition fees from the date of retrospective registration and that the date for submission of the thesis will be calculated from this date.

2.4 Course of Study

2.4.1 General

1. All research degree students are required to pursue a course of study prescribed by UCL.
2. A programme of study may require attendance at lectures and coursework as prescribed by UCL. A candidate's registration on a UCL programme will be dependent upon their continued satisfactory progress as determined by UCL.
3. All research students are required to use the [Online Research Student Log](#).
4. For more information about the Research Student Log and other requirements see the [Code of Practice for Graduate Research Degrees](#).

2.4.2 Doctor of Public Administration

1. The formal taught part of the DPA is comprised of the following elements:
 - i) 6 core modules (90 credits).
 - ii) 2 specialisation modules (30 credits before submission).
 - iii) Pilot study with 120 credits awarded upon successful completion of the MRes component (a research report of not less than 15,000 and no more than 25,000 words with oral examination).
 - Full-time candidates are expected to complete this project within 12-18 months, and in all circumstances must complete within 24 months.
 - Part-time candidates are expected to complete this project within 18-24 months, and in all circumstances must complete within 36 months.
 - iv) Candidates are also expected to undertake professional and transferable skills courses and research ethics training. Training for teaching (either in the form of a Prof Cert or similar) is optional.
2. Students must have passed modules to a minimum value of 240 credits in order to qualify for submission of the thesis.

2.5 Attendance Requirements

1. A programme must be pursued continuously except by special permission of UCL. Students must be in a position to meet all the requirements determined for their studies.
2. Students, whether full-time or part-time, are expected to centre their academic studies on UCL and their policy-oriented partner organisation. Students should ensure they are able to attend UCL in person for teaching and meetings as required by their supervisors.

2.6 Length of Programme

1. The length of the DPA is normally four calendar years of full-time study or six calendar years of part-time study.
2. Unless prior exemption from a part of the programme has been agreed, a student must be registered for at least two calendar years full time, or three calendar years part time before they will be allowed to submit their thesis for examination for the DPA degree.
3. Unless prior exemption from a part of the programme has been agreed, a student must be registered for at least four calendar years full time, or six calendar years part time, before they will be eligible to adopt Completing Research Status (see [Section 4](#)).
4. Students may not interrupt their period of registration without prior permission from UCL.

Further guidance

1. Requests to submit a thesis earlier than the minimum periods of registration specified in the regulation above may be considered by the Chair of the Research Degrees Committee. Requests should be made in writing via researchdegrees@ucl.ac.uk and should include a statement of support from the supervisor and/or Head of Department. The Research Degrees Committee will monitor the outcome of such requests by scrutiny of examiners' reports on the candidates' theses. Students and staff should note that early submission of a thesis will not be considered as an extenuating circumstance when deciding the outcome of the examination of a thesis.
2. Students who submit early would be liable for tuition fees up to the date of the submission of the thesis but would not be liable for tuition fees thereafter.

2.7 Annual Leave

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.
2. Students and supervisors should agree a way to record and monitor Annual Leave in-line with Departmental practises where appropriate.
3. Students should ensure their supervisors are aware of any Annual Leave planned in advance and ensure any required cover is put in place.
4. Where the programme includes any Taught or time-sensitive elements this should be taken into consideration when planning Annual Leave.
5. Funded Students must ensure they continue to meet their funder Terms & Conditions.
6. Students on a Student Visa must ensure they continue to meet their Visa requirements.

2.8 Interruption of Study

1. Interruption of study may be granted on the authorisation of the Director of Student Administration, on behalf of the Research Degrees Committee, provided that a statement of support from the Principal Supervisor and/or Head of Department/Division is received. If approved, the period of interruption of study granted will be initially not more than one calendar year and any further period of interruption of study will be considered one year at a time. UCL may, at its discretion, grant an interruption of study to a student on grounds of illness or other adequate reasons. The need to take up or pursue employment during the programme will not normally be considered grounds for interruption of studies.
2. Interruption of study for a period in excess of two calendar years may be granted by the Chair of the Research Degrees Committee subject to the following conditions:
 - i) The period requested will be considered on an annual basis and will not exceed five calendar years from the date when the period of interruption starts;
 - ii) The date when the submission of the thesis falls due following resumption of study falls within ten years of the date of original registration;
 - iii) Written assurances that the research will still be valid are provided by the supervisor and/or the Head of Department, with supporting documentation.
3. The [Students website](#) provides further detail on the Interruption of Study Procedure.

2.9 DPA Progression Point

1. Progression from the initial stage of the DPA degree to the final stage involves fulfilling academic requirements and a progression viva. This progression may be made not less than twelve months after initial registration for the DPA degree for full-time students, and not less than eighteen months after initial registration for the DPA degree for part-time students. A student who fails to achieve progression to the final DPA stage may, if all other conditions are met, be awarded an MRes degree as exit award.

2.10 Transfer Between DPA and MPhil/PhD

1. A student may, with the permission of UCL, transfer from the DPA degree to the MPhil/PhD degree, provided they have not entered for the examination of the DPA degree; or from the MPhil/PhD degree to the DPA degree provided they have not entered for the examination of an MPhil or PhD degree.
2. Students wishing to transfer from an MPhil/PhD to a DPA degree, or vice versa, should contact researchdegrees@ucl.ac.uk.

3 Supervisory Arrangements

3.1 Supervisors: General

1. Each UCL student registered for the DPA degree shall have appointed one Principal and one Subsidiary Supervisor, who shall be members of staff of UCL or members of staff of an institution with an approved agreement with UCL. All supervisors must be approved by their Faculty Graduate Tutor before they undertake supervision of research students.
2. In the case of DPA programmes, each student will have a Policy Supervisor who will act as contact person with UCL on behalf of the policy-oriented partner organisation and who provides advice on policy relevance, but who does not formally make part of the supervisory team.

Further guidance

1. Principal and Subsidiary Supervisors shall be appointed by the appropriate departmental/divisional Postgraduate Committee, or its equivalent body.
2. Honorary members of staff may be appointed as either Principal or Subsidiary Supervisors. However, approval must be obtained from the appropriate Faculty Graduate Tutor on behalf of the Research Degrees Committee. The appointment of an honorary member of staff as a Principal or Subsidiary Supervisor will be subject to consideration of adequate research activity, including publications and grant income. Honorary members of staff appointed as Principal or Subsidiary Supervisors are also governed by eligibility requirements set out in [Section 3.2](#) below.
3. Retired members of staff shall not normally be appointed as supervisors except by the specific agreement of the Research Degrees Committee. In instances where a member of staff serving as Principal Supervisor retires, continued supervision by the staff member is only permissible if explicitly agreed by all parties (the student, the supervisor and department), and this decision is recorded by the department. In addition, the following arrangements must also be put in place and reviewed annually by all parties to confirm they are working effectively:
 - The existing Subsidiary Supervisor shall be appointed as joint Principal Supervisor with the retired member of staff;

- A third supervisor shall be appointed to the supervisory team as Subsidiary Supervisor.
4. Supervisors can be appointed from institutions with an approved agreement with UCL. Such supervisors must have the status of honorary members of UCL staff. In all circumstances UCL has an expectation that these supervisors will undertake their role in accordance with the Doctoral School's [Code of Practice for Graduate Research Degrees](#) and within the framework of UCL's regulations for Research Degrees in the UCL Academic Manual.
 5. For more information on the role of the supervisor see the [Code of Practice for Graduate Research Degrees](#).

3.2 Supervisors: Eligibility

1. The list of UCL staff categories eligible to act as Principal and/or Subsidiary Supervisors can be found in Eligible Staff Categories for Supervising Research Students on the Chapter 5 webpage of the UCL Academic Manual.
2. UCL determines the eligibility of staff in these categories to supervise research degree students using the following criteria:
3. A Principal Supervisor for a DPA should normally:
 - a) have satisfactorily completed any probationary period attached to his/her appointment;
 - b) have expertise in the area of the proposed research;
 - c) have had previous experience of at least one successful DPA, MPhil/PhD or EngD supervision within a supervisory team (defined as having taken a student all the way through to a research degree award).
4. A Subsidiary Supervisor for a DPA should normally:
 - a) have expertise relevant to the area of proposed research;
 - b) be familiar with the standards required for DPA, MPhil/PhD or EngD research.
5. A probationary member of academic staff may be appointed as Principal Supervisor if supervision is undertaken within the context of an experienced supervisory team comprising at least one demonstrably active researcher with experience of at least two successful supervisions.
6. A Research Associate may be invited to act as a Subsidiary Supervisor but must, in addition to the requirements specified for Subsidiary Supervisors:
 - a) have a research contract lasting at least three years from the time the supervised student commences his/her programme of study;
 - b) be able to provide evidence of good quality publications for which they have had a substantial degree of responsibility.

Further guidance

1. Principal Supervisors who are probationary members of staff must also have participated in an appropriate UCL supervisor's workshop.
2. Supervisors who have completed a probationary period but have not previously supervised a research student should also meet the requirements outlined above. New senior members of academic staff with experience of DPA, MPhil/PhD or EngD supervision at other institutions are expected to attend an appropriate UCL supervisor's workshop.

3.3 Number of Students per Supervisor

1. A supervisor, whether Principal or Subsidiary, may supervise up to the equivalent of six full-time research students at any one time.

Further guidance

1. The maximum number of students [head count], whether full- or part-time, that may be supervised by an individual as either Principal or Subsidiary Supervisor will be nine, using the following formula:

1 Part-Time student	0.5 for a Principal Supervisor
1 Full-Time student	0.5 for a Subsidiary Supervisor
1 Part-Time student	0.25 for a Subsidiary Supervisor

2. Where a supervisor exceeds the maximum number of students under his/her supervision, the supervisor's department must be able to demonstrate that there are mechanisms in place to ensure adequate contact with the student and appropriate support for the supervisor, such as a large supervisory team and/or a reduction in other workloads.
3. For example, an individual may act as Principal Supervisor to four full-time students and one part-time student while acting as Subsidiary Supervisor for two part-time students. This is the equivalent of five full-time students and is within the head count of nine students. Consideration should be given to the other duties of the member of staff concerned. Departments/divisions may wish to recommend an upper limit on the number of students supervised by a single member of staff that is lower than that set out above.
4. Part-time staff appointed as supervisors should supervise no more than six full-time research students on a pro-rata basis.

3.4 Declaration of Personal Interest

1. All members of staff are required to declare any personal relationships with any student they are asked to supervise, or are already supervising, in accordance with the [UCL Personal Relationships Policy](#).

3.5 Transfer of Supervisor to another Institution

1. Where a Principal Supervisor transfers to another institution, students assigned to that supervisor shall be assigned to another Principal Supervisor – if they choose to remain registered at UCL – normally by the Departmental/Divisional Graduate Tutor. Should a student wish to continue to work under the supervisor who has transferred, he or she may consider applying to transfer registration to the supervisor's new institution, providing he or she is not in the final year of the programme.

4 Completing Research Status

4.1 General

1. All research students who have completed their approved period of registration may register as CRS students while they write up their theses. Transfer to CRS status is only permitted with the approval of a student's supervisor or other departmental authority.
2. CRS is permitted for a maximum period of one calendar year (full time) or two calendar years (part time). CRS registration cannot be interrupted; a student who is prevented from submitting a thesis for reasons beyond his or her control may apply for an extension, as detailed in [4.4 below](#).
3. A DPA student must be registered for at least four calendar years full time or six calendar years part time before he or she will be eligible to take up CRS status. A student who changes from full to part time during the approved period of registration must have been registered for a minimum of one year part time before being entitled to two years of part-time CRS status.
4. In addition to completing the approved period of registration, a student must meet the following conditions before being permitted to take up CRS status:
 - a) Have passed modules to a minimum value of 240 credits;
 - b) Be in a position to submit his or her thesis within 12 months (for full-time students) and 24 months (for part-time students);
 - c) Have met any other departmental or divisional conditions.
5. Further guidance is available from the [Completing Research Status](#) webpages.

4.2 Completing Research Student Status (CRS): Entitlements

1. During the period of CRS registration, a student is entitled to have at least 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.

Further guidance

1. Once enrolled, CRS students will continue to be able to use, or will be reissued with, a UCL identity card and be entitled to the use of all the general UCL facilities and services.
2. A CRS student in laboratory-based research may be admitted to a laboratory and be given use of UCL equipment where such admission and use will materially enhance the quality of the thesis or will expedite its completion. Such admission and use shall, however, be on the condition that this does not significantly interfere with the use of the laboratory or equipment in question by other students or staff of UCL or incur additional expense. The student's Principal Supervisor, with the approval of the Head of Department/Division, shall be responsible for making any arrangements necessary to comply with this condition. In the event that a CRS student is refused admission or use, they shall have the right of appeal to the Faculty Graduate Tutor who shall consult the student's supervisor and Head of Department/Division.
3. The student's department/division may, at its discretion, give any other supervisory assistance during the writing up period. CRS students will be expected to comply with all the duties and responsibilities of any other research student as set out in the [Code of Practice for Graduate Research Degrees](#).

4.3 Submission of Thesis

1. A student must submit a thesis for examination before the end of his or her CRS period. A student will remain registered after the submission of his or her thesis until the award of the degree. He or she will be entitled to a UCL student identity card and will be able to use all the general UCL facilities and services while preparing for an oral examination or making minor revisions to a thesis.

4.4 Extensions to the Completing Research Period

1. A student who cannot submit a thesis for examination before the end of CRS due to circumstances outside his or her control may apply for an extension. The maximum period of extension is one year full time and two years part time.

Further guidance

1. Applications for extension to CRS must be made on [Portico](#). Applications must be supported by a student's department and may be made on the grounds of illness of student or close relative, maternity leave, bereavement, responsibilities as a primary carer or academic circumstances out of the control of the student. Work commitments or any duties carried out for a department are not considered grounds for extension; submission of a thesis is expected to be a priority. Applications on the grounds of the illness or termination of employment of the Principal Supervisor may be considered but departments are expected to make arrangements for alternative supervision under such circumstances.

4.5 Submission of a Thesis after the end of CRS

1. A student who submits late will be liable for a Submission Extension Fee.
2. A student who does not submit a thesis before the end of his or her CRS registration will cease to be registered as a student at the end of this CRS period. He or she will not be entitled to access to UCL facilities and services and will not be entitled to supervisory advice. In addition, any student who wishes to submit after the end of his or her CRS registration will require permission to do so; this must be supported by a student's supervisor or other departmental authority. If granted, the student will be permitted to submit but will not be re-registered unless his or her department require this.

Further guidance

1. All students who submit after the end of their CRS registration will pay a fee equivalent to the part-time home fee current at the time (see [Submission Extension Fees for Research Students](#)). This fee will come into effect the day after the end of their CRS registration and will increment after three months, six months and nine months. For submission at any time over nine months after the end of CRS, the fee will be equivalent to 12 months home part-time fees current in the year of submission.

4.6 Resubmission of a Thesis

1. A student whose thesis is referred by his or her examiners for substantial revision within 18 months will remain registered as a submitted student on the basis of [4.3 above](#), provided the original submission was not after the expiry of a period of CRS status. He or she will have access to UCL facilities and will be entitled to have at least one draft of his or her

thesis read and commented on by his or her Principal Supervisor and/or Subsidiary Supervisor before re-submission. If a student's revisions require more supervision or further access to UCL laboratories or other facilities, he or she may be required to re-register as a fee-paying student for the period of this supervision or access.

2. A student who is required to re-submit must re-enter for the examination by completing the Examination Entry Form available on [Portico](#) (see [Research Degree Examination Entry webpages](#)).

5 Assessment

5.1 Assessment of Taught Elements

1. Assessments qualifying a candidate for submission of a thesis shall take place within the period of the overall programme and shall be by written examinations or coursework, as prescribed for each individual course or module.
2. All such assessments will be overseen by an examiner external to UCL.
3. A candidate failing any assessments (whether by written examinations or coursework) will be permitted to re-enter the examinations for the course or module in question on one occasion only.
4. The award of the degree shall be dependent on the thesis, which a candidate may not submit until he/she has successfully completed all the other elements of the programme, and on the final oral examination.
5. Modules for the taught part of the programme will be assessed by the methods and at the dates indicated for the module in question.

5.2 Requirements of a Thesis

5.2.1 Theses: General

1. The greater proportion of the work submitted in a thesis must have been undertaken after the registration of the student for the DPA degree.
2. The work in the thesis submitted by a student must be their own work and the submission of a thesis for examination will be regarded as a declaration of that fact.
3. A student will not be permitted to submit a thesis that has been submitted for examination for a degree, or comparable award, of this or any other university or institution. However, students may incorporate into a thesis previously examined fieldwork which they have already submitted for a degree or comparable award of this, or any other university or institution. In such a case this must be indicated on the Examination Entry Form and the incorporated fieldwork must be clearly identified as such in the thesis submitted for examination.
4. Students may submit the results of work done in conjunction with their supervisor and/or with fellow research workers provided that their own contribution in the investigation is clearly stated and a statement of confirmation is certified by the supervisor.
5. The decision of a student to submit a thesis should be made in consultation with the student's supervisor(s). The decision to submit a thesis in any particular form rests with the student alone.

Further guidance

1. An allowance may be made in the case of a student who has transferred from another institution (see [Section 2.3 Exemption from Part of a Programme of Study](#)).
2. Students should also include in each copy of their thesis a signed declaration that the work presented is their own. This may be inserted between the title page and the contents page of the thesis in the following terms:

'I, [Student's full name], confirm that the work presented in this thesis is my own. Where information has been derived from other sources, I confirm that this has been indicated in the thesis.'

5.2.2 Requirements of a DPA Thesis

1. A thesis for the award of a DPA degree shall be examined in accordance with the criteria prescribed by UCL and the thesis shall demonstrate that it:
 - a) is genuinely the work of the candidate;
 - b) shows a student's capacity to pursue original research in the field of study based on a good understanding of the research techniques and concepts appropriate to the discipline;
 - c) embodies the results of a research programme which may reasonably be expected of a student after four years of full-time study or six years of part-time study, formulated and carried out by the student in consultation with the supervisors;
 - d) consists of a student's own account of their investigations, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree;
 - e) represents a distinct and significant contribution to the subject, whether through the discovery of new knowledge, the connection of previously unrelated facts, the development of new theory, or the revision of older views;
 - f) shows the exercise of critical judgement with regard to both a student's own work and that of other scholars in the field;
 - g) is an integrated whole and presents a coherent argument;
 - h) gives a critical assessment of the relevant literature, describes the method of research and its findings, includes discussion on those findings and indicates in what respects they appear to the student to advance the study of the subject; and, in so doing, demonstrates a deep and synoptic understanding of the field of study, (a student being able to place the thesis in a wider context), objectivity and the capacity for judgement in complex situations and autonomous work in that field.
 - i) is satisfactory in its literary and/or technical presentation and structure with a full bibliography and references;
 - j) takes due account of previously published work on the subject;
 - k) makes 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;
 - l) contains an element which might, after any necessary revision, merit publication in a medium appropriate to the discipline (for example as a monograph or as a number of articles in learned journals);
 - m) shows a student's ability to design and implement an independent research project.
2. A series of papers, whether published or otherwise, is not acceptable for submission as a thesis. Research work already published, or submitted for publication, at the time of submission of a thesis, either by a student alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of a thesis but may be adapted to form an integral part of a thesis and thereby make a relevant contribution to the main theme of a thesis. Publications derived from the work in a thesis may be bound as supplementary material at the back of a thesis.

5.2.3 Language of a Thesis

1. All theses must be written in English.
2. In all cases, the oral examination of a thesis would normally be conducted in English.

5.2.4 Word Length of a Thesis

1. The required word length for a DPA thesis is 60,000 – 100,000 words, comprising an overarching analysis component of 40,000 - 60,000 words and a portfolio of policy problems tackled in a policy placement of 20,000 - 40,000 words.
2. The maximum word length includes footnotes, tables and figures but excludes bibliography, appendices and supporting data.

Further guidance

1. Where the above prescribes the maximum allowable length for DPA theses, this is not necessarily the preferred length. In many instances supervisors may wish to recommend a shorter length. Students should consult their supervisors on the usual length of theses in their subject area or topic.
2. The signature of the student and the Principal Supervisor on the Examination Entry Form to the DPA examinations (see the [Research Degree Examination Entry webpages](#)) shall be taken as confirmation that the thesis submitted is within the required word limit
3. 'Supporting data' refers largely to raw data which is not essential to the argument of the thesis. Appendices are not in the word count and 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. Examiners are not required to read beyond the maximum word limits. Where the thesis itself is an edition of a text or texts, normally in the field of literature, the above word limits may not apply.

5.2.5 Format of a Thesis

1. The thesis should be submitted in the format determined by UCL at the time of submission. Further information and guidance is available on the [Thesis Formatting webpages](#) and on the [Research Degree Examination Entry webpages](#).

5.2.6 Approval of a Thesis Title

1. A student must have the title of his/her thesis approved by his/her Principal Supervisor.
2. The approved title is submitted to UCL on the Examination Entry Form submitted to researchdegrees@ucl.ac.uk.

5.2.7 Availability of a Thesis

1. After the examination has been completed and before the degree is awarded, successful students must submit one electronic copy to UCL, via the [Research Publications Service](#) (RPS), for lodging in the UCL library.
2. A soft-bound copy of the thesis may also be submitted to the UCL Library, if desired. This may include artefacts related to non-traditional formats of a thesis. Further information and guidance is available on the [Thesis Formatting webpages](#).
3. The process of final thesis submission, both the electronic and optional hard copy, is managed by the [Open Access Team](#).
4. A student may apply to UCL at the time of registration or thereafter, for restriction of access to their thesis and/or the abstract of their thesis on the grounds of commercial exploitation or patenting. In very exceptional circumstances, if the thesis includes material that is significant for national security, subject to approval of UCL, copies of the thesis placed in the public domain, with the agreement of the graduate concerned, may have certain parts excised from them. Applications to restrict access to a thesis should be made via the [Library](#).

5.3 Examination Entry

5.3.1 Examination Entry Form

1. Before the thesis is submitted for examination, an Examination Entry Form must be submitted to UCL.
 - i) The Examination Entry Form may not be submitted earlier than six months before the completion of the prescribed programme and must be submitted not later than four months before the submission of the thesis. For the entry form and more information, see the [Research Degree Examination Entry webpages](#).
 - ii) A student is required to submit to his/her supervisor a short description of the content of the thesis in about 300 words, the short description must be submitted to the Registry with the Examiner Nomination Forms, to assist in the appointment of suitable examiners (see the [Chapter 5 webpage](#) for more details).

5.3.2 Thesis Submission

1. Prior to examination, candidates are required to submit their e-thesis to UCL for dispatch to their examiners. Further information and guidance is available on the [Thesis Formatting webpages](#).
2. After the examination and before the award is made, candidates entering for a UCL award are required deposit one e-thesis in the UCL Institutional Repository.

Further guidance

1. A candidate for the DPA degree is required to bring to the oral examination a copy of his/her thesis which is identical to the copies submitted to researchdegrees@ucl.ac.uk. Further information and forms are available on the [Research Degree Examination Entry webpages](#) and on the [Thesis Formatting webpages](#).

5.3.3 Dispatch of Theses to Examiners

1. A thesis will be sent, via researchdegrees@ucl.ac.uk, to both examiners at least four weeks in advance of an oral examination.
2. Examiners will normally use an electronic copy of the thesis, but an Examiner may request the student provide a hardcopy, if required. Further information and guidance is available on the [Thesis Formatting webpages](#).
3. Direct submission of theses to examiners by students, supervisors or departments/ divisions is not permitted.

Further guidance

1. All theses will be submitted to UCL via researchdegrees@ucl.ac.uk. Theses will be sent to both examiners by UCL Student Records. Supervisors and students should note that theses will only be sent to examiners who have been formally appointed by UCL and only after the Examination Entry Form has been submitted in accordance with the Examination Entry Guidelines on the [Research Degree Examination Entry webpages](#).
2. Supervisors and students for examination should ensure that all examination entry requirements have been met in good time before a planned oral examination takes place.
3. Oral Examinations cannot proceed if the requirements for the examination entry, including the formal appointment of examiners, have not taken place in accordance with UCL regulations. The outcome of any examination conducted in such an instance would be void.

5.3.4 Reasonable Adjustments

1. Under the Equality Act 2010, UCL is required to make Reasonable Adjustments to learning, teaching and assessment to ensure that disabled students are not put at a substantial disadvantage. UCL can also provide Reasonable Adjustments for students who might not consider themselves to have a 'disability' but who nevertheless would benefit from additional support with their studies due to an ongoing medical or mental health condition. For further information about Reasonable Adjustments, and how to apply, please see [Chapter 4, Section 5: Reasonable Adjustments](#) and the section for Postgraduate Research Students in particular.

5.4 Appointment of Examiners

5.4.1 The Appointment of Examiners for Research Degrees

1. Two examiners will be appointed for each candidate in accordance with the UCL Procedures for the Appointment of Examiners (see the [Chapter 5 webpage](#) for more details). One of the examiners shall be external to UCL; the other shall normally be a member of staff of UCL.

Further guidance

1. For each student, two examiners shall be appointed by the UCL Research Degrees Committee on the recommendation of the appropriate Departmental and Faculty Postgraduate Committees or equivalent bodies. Two external examiners may be appointed in lieu of an internal examiner if, on grounds of academic expertise or other reasons, a suitable individual within UCL cannot be nominated.
2. An examiner shall not have acted as either Principal or Subsidiary Supervisor of the thesis to be examined, nor have been involved in any way with the candidate or project to be examined, including the DPA progression point.
3. In the case of a student who is a member of staff of UCL, no examiner may be appointed who is internal to UCL if they are from the same department as the student or supervisor(s). However, where nobody else is available with sufficient expertise an examiner from the same department may be appointed if a Viva chair is used.
4. It is desirable that no examiner, either internal or external, should be appointed on more than three consecutive occasions for the same supervisor. Generally, supervisors and departments are asked to avoid repeatedly nominating the same person as an examiner, or nominating each other to act for the other's student, within a short time frame.
 - a) External Examiners:
Normally, an individual external examiner should not be appointed more than once during a given year by members of the same UCL department.
 - b) Internal Examiners:
Normally, an individual internal examiner should not be appointed more than five times during a given three year period by members of the same UCL department.
5. Further guidelines on the appointment of examiners and nomination forms are available on the [Chapter 5 webpage](#).

5.4.2 The Appointment of Additional Examiners

1. Exceptionally a third examiner, who must be external to UCL, may be appointed with the approval of UCL.

- i) Exceptionally a third examiner may be appointed with the approval of the UCL Research Degrees Committee. A third examiner will be appointed in cases where, between them, the two examiners do not feel they have a sufficient level of expertise to examine the thesis.
- ii) A third examiner may also be appointed where there is a dispute between two examiners about the result of an examination which they cannot resolve between themselves.
- iii) In accordance with UCL regulations, the third examiner must be external to UCL.
- iv) The third examiner will, however, be nominated and appointed through usual UCL procedures and using the Examiner Nomination Form on the [Chapter 5 webpage](#).

5.5 Conduct of the Research Degree Examination

1. The examiners shall prepare independent preliminary reports on the thesis, conduct an oral examination and submit a final, joint report to UCL.
2. The candidate's supervisor shall be invited, unless the candidate indicates otherwise on his/her entry form, to attend the oral examination as an observer. The oral examination will otherwise be conducted in private.
3. The oral examination should be held at UCL or held remotely and the agreed configuration noted on the Examination Entry Form.
4. Where no configuration can be agreed the oral examination should be held at UCL by default.
5. Where the oral examination is held remotely it is recommended that the supervisor or other designated contact in the student's department is available at the time of, and after, the viva to provide technical and emotional support if needed.

Further guidance

1. The examiners shall prepare independent preliminary reports on the thesis to assist in conducting the oral examination. Copies of the preliminary reports for DPA students should be submitted to researchdegrees@ucl.ac.uk together with the final, joint report. The preliminary and joint reports will be released to students.
2. Examiner report forms and procedural information are available from the [Chapter 5 webpage](#).
3. Each final, joint report by the examiners shall indicate whether the thesis meets the requirements specified in [Section 5.1](#) as appropriate and shall include a statement on the examiners' judgement of the student's performance. Examiners have the right to make comments in confidence to UCL in a separate report. Such comments should not be concerned with the performance of the student but may cover matters which they wish to draw to the attention of UCL.
4. All matters relating to the examination must be treated as confidential. Examiners are not permitted to divulge the content of material contained in a student's thesis until such time as any restrictions on access to the thesis, which have been granted by UCL, have been removed.
5. The supervisor who attends the oral examination does not have the right to participate in the examination of the candidate but may contribute if invited to do so by the examiners. Otherwise the oral examination shall be held in private.
6. UCL may exceptionally agree that the examination be conducted outside London if there are circumstances which make this expedient. Applications to hold an oral examination outside of London should be made in writing to the Chair of the Research Degrees Committee via researchdegrees@ucl.ac.uk.

7. For further guidance on the conduct of an oral examination, students and staff should also refer to the UCL Doctoral School's [Code of Practice for Graduate Research Degrees](#).

5.6 Outcomes of the Oral Examination

1. Students for a DPA degree must submit a thesis and be examined orally. The following options are open to examiners in determining the result of an examination for the DPA degree:
 - a) If the thesis fulfils the criteria (set out in 5.1) and the student satisfies the examiners in all other parts of the examination, the examiners will report that the student has satisfied them in the examination and the student has passed the research component of the award.
 - b) If the thesis otherwise satisfies the criteria (set out in 5.1) but requires minor amendments, and if the student satisfies the examiners in all other parts of the examination, the examiners may require the student to make, within three months, amendments specified by them. The amended thesis shall be submitted to the examiners, or one of their numbers nominated by them, for confirmation that the amendments are satisfactory.
 - c) If the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the student be permitted to re-present their thesis in a revised form within 18 months. The examiners may at their discretion exempt from a further oral examination, on re-presentation of their thesis, a student who under this regulation has been permitted to re-present it in a revised form. Examiners may refer a thesis for the DPA degree for 18 months for re-submission in a revised form, on one occasion only.
 - e) If the thesis fulfils the criteria (set out in 5.1), but the student fails to satisfy the examiners at the oral examination, the examiners may determine that the student be permitted to re-present the same thesis, and submit to a further oral examination within a period specified by them and not exceeding 18 months.
 - f) If, after completion of the examination for the DPA degree, the examiners determine that a student has not reached the standard required for the award of the degree nor for the re-presentation of the thesis in a revised form for that degree, DPA candidates may be awarded an MRes degree, based on the completed MRes component, at the discretion of the DPA Board of Examiners.
 - g) The examiners may determine that the student has not satisfied them in the examination and no award will be made.
 - h) The examiners shall not, save in very exceptional circumstances, make any of the above decisions without submitting the student to an oral examination on at least one occasion.
2. In the case of a thesis for the DPA that is referred for 18 months, if the examiners determine that a student has not reached the standard required for the award of the degree, DPA candidates may be awarded an MRes degree, based on the completed MRes component, at the discretion of the DPA Board of Examiners.

Further guidance

1. Staff and students should also refer to the Doctoral School's [Code of Practice for Graduate Research Degrees](#) for further guidance on the examination of research degree students.

5.7 Research Misconduct

1. All cases of suspected research misconduct, including plagiarism, shall be investigated in accordance with the regulations set out in the [Chapter 5, Part A, Section 5.6: Research Misconduct](#) and with the [UCL Procedures for Investigating and Resolving Allegations of Misconduct in Academic Research](#).

5.8 Student Complaints Procedure

1. There is no right of appeal against an academic decision. There is a Student Complaints Procedure in place. Students can lodge a case under this procedure in the circumstances specified. Students and staff should consult [Chapter 6, Section 10: Student Complaints Procedure](#).

5.9 Graduation Ceremonies

1. UCL will organise Graduation Ceremonies and publish an annual deadline for ticket applications (see the [UCL Graduation Ceremonies](#) website).
2. It is mandatory for all UCL graduates to wear academic robes to the graduation ceremonies. It is the responsibility of students to obtain the appropriate robes from UCL's suppliers. For further information see the [Graduation: Academic Robes web pages](#).



UCL Academic Manual 2021-22

Chapter 5: Research Degrees Framework

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

Covering DEdPsy students at the UCL Institute of Education.

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

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1 Regulations for Students Entering after September 2015

1. Introduction

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

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

2. Definitions

2.1 In these regulations, terms have the meanings assigned to them in the *UCL Academic Manual* unless otherwise stated in the text.

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

3. Admission

3.1 Candidates for admission must satisfy the requirements laid down in the *UCL Academic Manual, Chapter 5, Part B, Section 1: Professional Doctorate Admissions*.

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

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

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

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

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

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

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

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

3.7 Every candidate must make application to UCL in accordance with the *UCL Academic Manual, Chapter 5, Part B, Section 1: Professional Doctorate Admissions* and any other procedures prescribed by UCL.

4. Registration

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

4.2 A student must register for a course of study in accordance with the procedures issued annually by the Registrar and the *UCL Academic Manual, Chapter 5, Part B, Section 2: Professional Doctorate Registration*.

4.3 A student who withdraws before completing the programme of study may be required to re-start the whole programme or to repeat elements of the programme should the student subsequently be permitted by UCL to re-register for it.

5. Attendance and Course of Study

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

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

5.1.2 supervised professional experience;

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

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

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

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

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

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

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

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

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

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

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

5.12 All work submitted as part of the requirements for any examination of UCL must be expressed in the candidate's own words and incorporate his/her own ideas and judgments.

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

5.14 A student who fails to undertake the prescribed course of study or coursework or to make satisfactory progress in regard to his or her research may be required to withdraw from the programme in accordance with the *UCL Academic Manual, Chapter 6, Section 8: Learning Agreements, Barring, Suspensions & Terminations Of Study*.

6. Annual Leave

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

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

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

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

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

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

7. Credit Exemption

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

DEdPsy(PECAP) degree programme offered at another approved higher education institution. UCL shall be responsible for ensuring exemption is given only in respect of courses deemed to be of an appropriate level and which form a coherent whole with the candidate's programme at UCL.

8. Examinations

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

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

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

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

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

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

8.6.1 Placement passed;

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

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

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

8.7 In exceptional circumstances students may be granted permission to extend the deadline for assessment or to defer their assessment. Such requests must normally be made in accordance with the taught regulations in the *UCL Academic Manual, Chapter 4, Section 6: Extenuating Circumstances*.

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

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

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

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

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

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

9. Award

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

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

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

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

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

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

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

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

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

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

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

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

9.6 A student who fails to satisfy the examiners in the professional development portfolio on two occasions shall not be permitted to continue with his or her programme of study, but may be considered for the award of the Postgraduate Diploma if he or she has attained a satisfactory overall standard in formal assessments associated with the academic taught element of the degree and in specified academic elements of the professional development portfolio as published in the programme handbook.

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

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

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

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

10. Requirements of the thesis

10.1 The thesis shall:

- 10.1.1 consist of the candidate's own account of his/her investigations and indicate in what respects they appear to him/her to advance the study of the subject;
- 10.1.2 form a distinct contribution to the knowledge of the field of study and afford evidence of originality and a capacity for autonomous research;
- 10.1.3 demonstrate the candidate's capability to pursue original research in the field of study based on a good understanding of the research techniques and concepts appropriate to the discipline;
- 10.1.4 demonstrate the candidate's understanding of his/her own professional role and the contribution of the thesis to his/her professional development;
- 10.1.5 demonstrate the ability to apply psychological principles to professional practice;
- 10.1.6 give a critical assessment of the relevant literature, describe the method of research and its findings including a discussion on those findings, and indicate in what respects they appear to the candidate to advance the study of the subject;
- 10.1.7 embody the results of a practice-based research programme which may reasonably be expected of a student, taking into account the required length of the thesis and minimum period of registration for the programme;
- 10.1.8 be written in English and be satisfactory in its literary and/or technical presentation and structure with a full bibliography and references;
- 10.1.9 take due account of previously published work on the subject;
- 10.1.10 make clear the sources from which information has been derived, the extent to which the work of others has been used, and the areas which are claimed as original;
- 10.1.11 be not fewer than 30,000 words and normally no more than 35,000 words (exclusive of appendices, the list of references and bibliographies but including footnotes, endnotes, glossary, maps, diagrams and tables). Appendices should only include material which examiners are not required to read in order to examine the thesis, but to which they may refer if they wish;
- 10.1.12 be of a standard to merit publication in whole or in part or in a revised form (for example, as a monograph or as a number of articles in learned journals).

10.2 A candidate must include in each copy of his/her thesis a signed declaration that the work presented in the thesis is his/her own work.

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

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

10.5 A candidate will not be permitted to submit as his/her thesis which has been submitted for a degree or comparable award of this or any other university or institution, but a candidate shall not be precluded from incorporating in a thesis covering a wider field work which he/she has already submitted for a degree or comparable award of this or any other university or institution provided

that he/she shall indicate on his/her entry form and also on his/her thesis any work which has been so incorporated.

10.6 A candidate may submit the results of work done in conjunction with his/her supervisor, and/or with fellow research workers provided that the candidate states clearly his/her own personal contribution to the investigation and that the statement is certified by the co-researcher(s) or supervisor.

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

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

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

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

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

11. Entry to Examination for the Thesis

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

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

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

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

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

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

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

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

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

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

11.10 A candidate is required to bring to the oral examination a printed copy of his/her thesis paginated in the same way as the copies submitted to the examiners, and a copy of the statement to which reference is made in regulation 9.6 above.

12. Availability of DEdPsy(PECAP) thesis

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

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

12.3 A candidate may apply to the Research Degrees Examination Board for restriction of access to his or her thesis and/or the abstract on the grounds, for example, of commercial exploitation or patenting or in very exceptional circumstances. In all other circumstances, a thesis will be placed in the public domain following the award of the degree.

13. Appointment of Examiners and Conduct of Examination for Thesis

13.1 All matters relating to the examination must be treated as confidential. Examiners are not permitted to divulge the content of previously unpublished material contained in a candidate's thesis until such time as any restrictions on access to the thesis, which have been granted by UCL are removed.

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

13.3 The Research Degrees Examination Board shall appoint the examiners, having paid particular attention to their independence, expertise and relevant experience and taking into account the requirements specified in paragraph 8.2. Two, or exceptionally three, examiners will be appointed for each candidate. The examiners are required to be expert in the field of the thesis and to be able to make an independent assessment of the student and the thesis. There shall be an internal examiner appointed from IOE and an external examiner appointed from outside IOE. With the permission of the Research Degrees Examination Board both examiners may be appointed from outside IOE. Only one examiner may be appointed from within IOE.

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

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

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

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

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

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

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

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

13.12 An independent chair shall be appointed for all oral examinations. The chair shall play no role in the academic content of the examination of the thesis or the candidate. The role of the independent chair is to be present at the oral examination as a neutral observer and a guarantor of fair play, and generally to ensure that the examination is conducted appropriately. Where appropriate, the chair shall offer advice to the examiners on the regulations.

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

13.14 The examiners shall prepare independent preliminary written reports on the thesis to assist in conducting the oral examination (or the preparation of the joint report in those cases where no oral examination is held). These preliminary reports shall be submitted to IOE before the oral examination so that they may be distributed to the other examiner and to the independent chair before the oral examination.

13.15 The examiners have the right to reject a thesis which does not conform to the requirements for the submission of theses without conducting an examination. This does not preclude the candidate from submitting the thesis for examination again later.

13.16 After any oral examination, the examiners shall prepare a joint final report for submission to IOE. The report shall indicate whether the thesis meets the requirements specified in these regulations and include a statement of the examiners' reasons for their judgment of the candidate's performance against the prescribed criteria.

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

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

14. Outcome of Examination of Thesis

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

Pass

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

Pass subject to corrections within one month

14.1.2 If the thesis otherwise fulfils the criteria but require(s) corrections (i.e. typographical errors, occasional stylistic or grammatical flaws, corrections to references/bibliography etc.), and if the candidate satisfies the examiners in the oral examination, the examiners may require the candidate to make such corrections within one month of having been notified of the required corrections. The examiners shall be required to advise the student of the corrections in writing following the oral examination. The corrected thesis shall be submitted to one of the examiners nominated by them, or, if they so decide the supervisor, for confirmation that the corrections are satisfactory.

Pass subject to minor amendments within six months

14.1.3 If the thesis otherwise fulfils the criteria but require(s) amendments (i.e. stated minor deficiencies, requiring some textual revision) and if the candidate satisfies the examiners in the oral examination, the examiners may require the candidate to make such amendments specified by them within six months of having been notified of the required minor amendments. The examiners shall be required to advise the student of the amendments in writing following the oral examination. The amended thesis shall be submitted to the examiners or one of their number nominated by them for confirmation that the amendments are satisfactory. If the candidate fails to make the minor amendments in the specified time-frame or the examiner is unable to confirm that the amendments are satisfactory, the procedure outlined in 14.1.4 shall be followed.

Referral – re-present within 12 months

14.1.4 If the thesis, though judged not to meet the standard required, shall seem of sufficient merit to justify such action, the Examiners may determine that the candidate be permitted to re-present his/her thesis in a revised form within **twelve months**. The Examiners shall not, however, make such a decision without submitting the candidate to an oral examination. Following the oral examination the examiners shall be required to advise the student in writing of the additional work required before the thesis is re-presented. The Examiners may at their discretion exempt from a further oral examination, on re- presentation of his/her thesis, a candidate who under this regulation has been permitted to re-present it in a revised form.

14.1.5 If the thesis satisfies the criteria for the degree, but the candidate fails to satisfy the Examiners at the oral examination, the Examiners may determine that the candidate be permitted to re-present the same thesis, and submit to a further oral examination within a period specified by them and not exceeding 12 months.

Fail – may not re-present

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

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

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

15. Notification of Result of DEdPsy(PECAP) Examinations

15.1 After the report of the examiners for the thesis has been considered by the Research Degrees Examination Board the candidate shall be notified by Student and Registry Services of the result of his/her examination. The degree shall not be awarded until copies of the thesis have been lodged with IOE in accordance with regulation 9.11) and all other requirements for the award of the degree have been met.

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

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

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

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

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

1.1 Master of Science (MSc) in Theoretical Educational Psychology

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

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

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

1. Conditions for award

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

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

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

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

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

2. Examination

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

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

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

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

3. Notification of result

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

3.2 A diploma under the seal of UCL shall be subsequently delivered to each candidate who has been awarded the degree. The date of the award of the diploma will be no longer than one month after the Board of Examiners has recommended that a student be passed.

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

1.2 Postgraduate Diploma in Educational Psychology

REGULATIONS FOR POSTGRADUATE DIPLOMA IN EDUCATIONAL PSYCHOLOGY

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

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

1. Conditions of Award

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

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

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

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

2. Examination

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

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

3. Notification of result

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

3.2 A diploma under the seal of University College London shall be subsequently delivered to each candidate who has been awarded a Postgraduate Diploma. The date of the award of the diploma will be no longer than one month after the Board of Examiners has recommended that a student be passed.

3.3 The diploma will bear the names of the candidate in the form in which they appear in the records of UCL at the date of issue.

2 Regulations for Students Entering before September 2015

1. Introduction

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

1.2 The regulations are made subject to the *IOE General Academic Regulations 2014-15* and the *IOE Assessment Regulations for Students 2014-15* and all other relevant regulations, policies and procedures as well as any statutory requirements administered by the British Psychological Society and the Department for Business Innovation and Skills.

2. Definitions

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

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

3. Admission

3.1 Candidates for admission must satisfy the requirements laid down in the *IOE General Academic Regulations 2014-15*.

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

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

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

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

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

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

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

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

3.7 Every candidate must make application to UCL in accordance with the *IOE General Academic Regulations 2014-15* and any other procedures prescribed by UCL.

4. Registration

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

4.2 A student must register for a course of study in accordance with the procedures issued annually by the Registrar and the *IOE General Academic Regulations 2014-15*.

4.3 A student who withdraws before completing the programme of study may be required to re-start the whole programme or to repeat elements of the programme should the student subsequently be permitted by UCL to re-register for it.

5. Attendance and Course of Study

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

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

5.1.2 supervised professional experience;

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

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

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

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

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

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

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

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

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

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

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

5.12 All work submitted as part of the requirements for any examination of UCL must be expressed in the candidate's own words and incorporate his/her own ideas and judgments.

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

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

6. Credit Exemption

6.1 Candidates may, at the discretion of UCL, be given exemption from up to two taught courses for work successfully completed (i.e. taught and examined) from a comparable professional DEdPsy(PECAP) degree programme offered at another approved higher education institution. UCL shall be responsible for ensuring exemption is given only in respect of courses deemed to be of an appropriate level and which form a coherent whole with the candidate's programme at UCL.

7. Examinations

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

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

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

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

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

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

7.6.1 Placement passed;

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

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

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

7.7 In exceptional circumstances students may be granted permission to extend the deadline for assessment or to defer their assessment. Such requests must normally be made in accordance with the taught regulations in the *UCL Academic Manual, Chapter 4, Section 6: Extenuating Circumstances*.

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

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

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

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

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

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

8. Award

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

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

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

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

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

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

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

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

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

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

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

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

8.6 A student who fails to satisfy the examiners in the professional development portfolio on two occasions shall not be permitted to continue with his or her programme of study, but may be considered for the award of the Postgraduate Diploma if he or she has attained a satisfactory overall standard in formal assessments associated with the academic taught element of the degree and in specified academic elements of the professional development portfolio as published in the programme handbook.

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

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

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

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

9. Requirements of the thesis

9.1 The thesis shall:

- 9.1.1 consist of the candidate's own account of his/her investigations and indicate in what respects they appear to him/her to advance the study of the subject;
- 9.1.2 form a distinct contribution to the knowledge of the field of study and afford evidence of originality and a capacity for autonomous research;
- 9.1.3 demonstrate the candidate's capability to pursue original research in the field of study based on a good understanding of the research techniques and concepts appropriate to the discipline;
- 9.1.4 demonstrate the candidate's understanding of his/her own professional role and the contribution of the thesis to his/her professional development;
- 9.1.5 demonstrate the ability to apply psychological principles to professional practice;

- 9.1.6 give a critical assessment of the relevant literature, describe the method of research and its findings including a discussion on those findings, and indicate in what respects they appear to the candidate to advance the study of the subject;
- 9.1.7 embody the results of a practice-based research programme which may reasonably be expected of a student, taking into account the required length of the thesis and minimum period of registration for the programme;
- 9.1.8 be written in English and be satisfactory in its literary and/or technical presentation and structure with a full bibliography and references;
- 9.1.9 take due account of previously published work on the subject;
- 9.1.10 make clear the sources from which information has been derived, the extent to which the work of others has been used, and the areas which are claimed as original;
- 9.1.11 be not fewer than 30,000 words and normally no more than 35,000 words (exclusive of appendices, the list of references and bibliographies but including footnotes, endnotes, glossary, maps, diagrams and tables). Appendices should only include material which examiners are not required to read in order to examine the thesis, but to which they may refer if they wish;
- 9.1.12 be of a standard to merit publication in whole or in part or in a revised form (for example, as a monograph or as a number of articles in learned journals).
- 9.2 A candidate must include in each copy of his/her thesis a signed declaration that the work presented in the thesis is his/her own work.
- 9.3 A candidate is required to include a declaration of accurate word length in his/her thesis.
- 9.4 The greater proportion of the work submitted in a thesis must have been carried out after the registration of the student for the DEdPsy(PECAP) degree.
- 9.5 A candidate will not be permitted to submit as his/her thesis which has been submitted for a degree or comparable award of this or any other university or institution, but a candidate shall not be precluded from incorporating in a thesis covering a wider field work which he/she has already submitted for a degree or comparable award of this or any other university or institution provided that he/she shall indicate on his/her entry form and also on his/her thesis any work which has been so incorporated.
- 9.6 A candidate may submit the results of work done in conjunction with his/her supervisor, and/or with fellow research workers provided that the candidate states clearly his/her own personal contribution to the investigation and that the statement is certified by the co-researcher(s) or supervisor.
- 9.7 Work already published including that published in joint names may be included only if it forms an integral part of the thesis and thereby makes a relevant contribution to the main theme of the thesis. A series of publications alone is not acceptable as a thesis.
- 9.8 Work undertaken during registration for the DEdPsy(PECAP) degree as part of other elements of the degree may be included in the thesis provided the candidate indicates on the entry form and also on the thesis any work which has been so incorporated.
- 9.9 Publications in joint names must be certified in accordance with paragraph 9.6 above.

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

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

10. Entry to Examination for the Thesis

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

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

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

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

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

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

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

10.8 Prior to the oral examination, the candidate will be required to submit an electronic copy and two paper copies of his/her thesis printed and bound in accordance with instructions obtainable from the Programme Leader. A candidate may be required to provide a third copy of his/her thesis if a third examiner is appointed at any stage in the examination process.

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

10.10 A candidate is required to bring to the oral examination a printed copy of his/her thesis paginated in the same way as the copies submitted to the examiners, and a copy of the statement to which reference is made in regulation 9.6 above.

11. Availability of DEdPsy(PECAP) thesis

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

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

11.3 A candidate may apply to the Research Degrees Examination Board for restriction of access to his or her thesis and/or the abstract for a period of up to two years on the grounds, for example, of commercial exploitation or patenting or in very exceptional circumstances. In all other circumstances, a thesis will be placed in the public domain following the award of the degree.

12. Appointment of Examiners and Conduct of Examination for Thesis

12.1 All matters relating to the examination must be treated as confidential. Examiners are not permitted to divulge the content of previously unpublished material contained in a candidate's thesis until such time as any restrictions on access to the thesis, which have been granted by UCL are removed.

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

12.3 The Research Degrees Examination Board shall appoint the examiners, having paid particular attention to their independence, expertise and relevant experience and taking into account the requirements specified in paragraph 7.2. Two, or exceptionally three, examiners will be appointed for each candidate. The examiners are required to be expert in the field of the thesis and to be able to make an independent assessment of the student and the thesis. There shall be an internal examiner appointed from IOE and an external examiner appointed from outside IOE. With the permission of the Research Degrees Examination Board both examiners may be appointed from outside IOE. Only one examiner may be appointed from within IOE.

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

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

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

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

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

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

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

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

an observer. The supervisor does not have the right to take part in the examination but may contribute if invited to do so by the examiners with the agreement of the candidate. Otherwise the oral examination will be held in private.

12.12 An independent chair shall be appointed for all oral examinations. The chair shall play no role in the academic content of the examination of the thesis or the candidate. The role of the independent chair is to be present at the oral examination as a neutral observer and a guarantor of fair play, and generally to ensure that the examination is conducted appropriately. Where appropriate, the chair shall offer advice to the examiners on the regulations.

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

12.14 The examiners shall prepare independent preliminary written reports on the thesis to assist in conducting the oral examination (or the preparation of the joint report in those cases where no oral examination is held). These preliminary reports shall be submitted to IOE before the oral examination so that they may be distributed to the other examiner and to the independent chair before the oral examination.

12.15 The examiners have the right to reject a thesis which does not conform to the requirements for the submission of theses without conducting an examination. This does not preclude the candidate from submitting the thesis for examination again later.

12.16 After any oral examination, the examiners shall prepare a joint final report for submission to IOE. The report shall indicate whether the thesis meets the requirements specified in these regulations and include a statement of the examiners' reasons for their judgment of the candidate's performance against the prescribed criteria.

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

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

13. Outcome of Examination of Thesis

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

Pass

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

Pass subject to corrections within one month

13.1.2 If the thesis otherwise fulfils the criteria but require(s) corrections (i.e. typographical errors, occasional stylistic or grammatical flaws, corrections to references/bibliography etc.), and if the

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

Pass subject to minor amendments within six months

13.1.3 If the thesis otherwise fulfils the criteria but require(s) amendments (i.e. stated minor deficiencies, requiring some textual revision) and if the candidate satisfies the examiners in the oral examination, the examiners may require the candidate to make such amendments specified by them within six months of having been notified of the required minor amendments. The examiners shall be required to advise the student of the amendments in writing following the oral examination. The amended thesis shall be submitted to the examiners or one of their number nominated by them for confirmation that the amendments are satisfactory. If the candidate fails to make the minor amendments in the specified time-frame or the examiner is unable to confirm that the amendments are satisfactory, the procedure outlined in 13.1.4 shall be followed.

Referral – re-present within 12 months

13.1.4 If the thesis, though judged not to meet the standard required, shall seem of sufficient merit to justify such action, the Examiners may determine that the candidate be permitted to re-present his/her thesis in a revised form within **twelve months**. The Examiners shall not, however, make such a decision without submitting the candidate to an oral examination. Following the oral examination the examiners shall be required to advise the student in writing of the additional work required before the thesis is re-presented. The Examiners may at their discretion exempt from a further oral examination, on re- presentation of his/her thesis, a candidate who under this regulation has been permitted to re-present it in a revised form.

13.1.5 If the thesis satisfies the criteria for the degree, but the candidate fails to satisfy the Examiners at the oral examination, the Examiners may determine that the candidate be permitted to re-present the same thesis, and submit to a further oral examination within a period specified by them and not exceeding 12 months.

Fail – may not re-present

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

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

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

14. Notification of Result of DEdPsy(PECAP) Examinations

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

been lodged with IOE in accordance with regulation 9.11 and all other requirements for the award of the degree have been met.

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

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

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

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

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

2.1 Master of Science (MSc) in Theoretical Educational Psychology

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

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

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

1. Conditions for award

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

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

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

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

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

2. Examination

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

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

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

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

3. Notification of result

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

3.2 A diploma under the seal of UCL shall be subsequently delivered to each candidate who has been awarded the degree. The date of the award of the diploma will be no longer than one month after the Board of Examiners has recommended that a student be passed.

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

2.2 Postgraduate Diploma in Educational Psychology

REGULATIONS FOR POSTGRADUATE DIPLOMA IN EDUCATIONAL PSYCHOLOGY

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

1. Conditions of Award

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

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

development portfolio as published by the Programme Leader.

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

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

2. Examination

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

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

3. Notification of result

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

3.2 A diploma under the seal of University College London shall be subsequently delivered to each candidate who has been awarded a Postgraduate Diploma. The date of the award of the diploma will be no longer than one month after the Board of Examiners has recommended that a student be passed.

3.3 The diploma will bear the names of the candidate in the form in which they appear in the records of UCL at the date of issue.



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.



UCL Academic Manual 2021-22

Chapter 5: Research Degrees Framework

Part G: Master of Philosophical Studies (MPhilStud)

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1 Admissions

1.1 Standard Qualifications for Admission

1. The normal minimum entrance qualifications for registration for the degree of Master of Philosophical Studies (MPhilStud) is the award of an upper second class Honours degree, or equivalent overseas qualification, in an appropriate discipline. Individual programmes may set higher entry requirements.
2. Relevant postgraduate study, such as a taught degree at masters level, may be acceptable where the first degree is a not an Honours degree or equivalent overseas qualification.

2 Registration

2.1 Dual Registration

1. A student is not permitted to be formally registered for one programme of study at UCL at the same time as being formally registered (or re-sitting examinations) for another programme of study at UCL or any other Higher Education Institution.

Further guidance

1. Students can accept an offer of a place from UCL when they are still formally registered with another Higher Education Institution, or if they are re-sitting examinations. However, they may not formally register with UCL until they have completed their registration with another institution.

2.2 Initial Registration

1. Every student must complete enrolment as instructed within two weeks of the start of their research programme and must undertake to comply with the conditions of enrolment.
2. An applicant for registration is required to produce for inspection by UCL the original documentary evidence of their qualifications either before or at registration — i.e. the original diploma or certificate of the awarding body.

2.3 Course of Study

2.3.1 General

1. All research degree students are required to pursue a course of study prescribed by UCL.
2. A programme of study may require attendance at lectures and coursework as prescribed by UCL. A candidate's registration on a UCL programme will be dependent upon their continued satisfactory progress as determined by UCL.
3. All research students are required to use the [Online Research Student Log](#).
4. For more information about the Research Student Log and other requirements see the [Code of Practice for Graduate Research Degrees](#).

2.3.2 Master of Philosophical Studies (MPhilStud)

1. The MPhilStud programme should comprise the following elements:

- i) core research training modules (90 credits);
 - ii) research specialisation modules (150 credits);
 - iii) a thesis of no more than 30,000 words (120 credits).
2. Students must have passed research training and specialisation modules to a minimum value of 240 credits in order to qualify for submission of the thesis.

2.4 Attendance Requirements

1. A programme must be pursued continuously except by special permission of UCL. Students must be in a position to meet all the requirements determined for their studies.
2. Students, whether full-time or part-time, are expected to centre their academic studies on UCL. Students should ensure they are able to attend UCL in person for teaching and meetings as required by their supervisors.

2.5 Length of Programme

1. The length of the MPhilStud is normally two calendar years of full-time study.

2.6 Annual Leave

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.
2. Students and supervisors should agree a way to record and monitor Annual Leave in-line with Departmental practises where appropriate.
3. Students should ensure their supervisors are aware of any Annual Leave planned in advance and ensure any required cover is put in place.
4. Where the programme includes any Taught or time-sensitive elements this should be taken into consideration when planning Annual Leave.
5. Funded Students must ensure they continue to meet their funder Terms & Conditions.
6. Students on a Student Visa must ensure they continue to meet their Visa requirements.

2.7 Interruption of Study

1. Interruption of study may be granted on the authorisation of the Director of Academic Services, on behalf of the Research Degrees Committee, provided that a statement of support from the Principal Supervisor and/or Head of Department/Division is received. If approved, the period of interruption of study granted will be initially not more than one calendar year and any further period of interruption of study will be considered one year at a time. UCL may, at its discretion, grant an interruption of study to a student on grounds of illness or other adequate reasons. The need to take up or pursue employment during the programme will not normally be considered grounds for interruption of studies.
2. Interruption of study for a period in excess of two calendar years may be granted by the Chair of the Research Degrees Committee.
3. The [Students website](#) provides further detail on the Interruption of Study Procedure.

3 Supervisory Arrangements

3.1 Supervisors: General

1. Each UCL student registered for the MPhilStud degree shall have appointed one Principal and one Subsidiary Supervisor, who shall be members of staff of UCL or members of staff of an institution with an approved agreement with UCL. All supervisors must be approved by their Faculty Graduate Tutor before they undertake supervision of research students.

Further guidance

1. Principal and Subsidiary Supervisors shall be appointed by the appropriate departmental/divisional Postgraduate Committee, or its equivalent body.
2. Honorary members of staff may be appointed as either Principal or Subsidiary Supervisors. However, approval must be obtained from the appropriate Faculty Graduate Tutor on behalf of the Research Degrees Committee. The appointment of an honorary member of staff as a Principal or Subsidiary Supervisor will be subject to consideration of adequate research activity, including publications and grant income. Honorary members of staff appointed as Principal or Subsidiary Supervisors are also governed by eligibility requirements set out in [Section 3.2](#) below.
3. Retired members of staff shall not normally be appointed as supervisors except by the specific agreement of the Research Degrees Committee. In instances where a member of staff serving as Principal Supervisor retires, continued supervision by the staff member is only permissible if explicitly agreed by all parties (the student, the supervisor and department), and this decision is recorded by the department. In addition, the following arrangements must also be put in place and reviewed annually by all parties to confirm they are working effectively:
 - The existing Subsidiary Supervisor shall be appointed as joint Principal Supervisor with the retired member of staff;
 - A third supervisor shall be appointed to the supervisory team as Subsidiary Supervisor.
4. Supervisors can be appointed from institutions with an approved agreement with UCL. Such supervisors must have the status of honorary members of UCL staff. In all circumstances UCL has an expectation that these supervisors will undertake their role in accordance with the Doctoral School's [Code of Practice for Graduate Research Degrees](#) and within the framework of UCL's regulations for Research Degrees in the UCL Academic Manual.
5. For more information on the role of the supervisor see the [Code of Practice for Graduate Research Degrees](#).

3.2 Supervisors: Eligibility

1. The list of UCL staff categories eligible to act as Principal and/or Subsidiary Supervisors can be found in Eligible Staff Categories for Supervising Research Students on the Chapter 5 webpage of the UCL Academic Manual.
2. UCL determines the eligibility of staff in these categories to supervise research degree students using the following criteria:
3. A Principal Supervisor for an MPhilStud should normally:
 - a) have satisfactorily completed any probationary period attached to his/her appointment;
 - b) have expertise in the area of the proposed research;

- c) have had previous experience of at least one successful MPhilStud or MPhil/PhD supervision within a supervisory team (defined as having taken a student all the way through to a research degree award).
- 4. A Subsidiary Supervisor for an MPhilStud should normally:
 - a) have expertise relevant to the area of proposed research;
 - b) be familiar with the standards required for MPhilStud or MPhil/PhD research.
- 5. A probationary member of academic staff may be appointed as Principal Supervisor if supervision is undertaken within the context of an experienced supervisory team comprising at least one demonstrably active researcher with experience of at least two successful supervisions.
- 6. A Research Associate may be invited to act as a Subsidiary Supervisor but must, in addition to the requirements specified for Subsidiary Supervisors:
 - a) have a research contract lasting at least three years from the time the supervised student commences his/her programme of study;
 - b) be able to provide evidence of good quality publications for which they have had a substantial degree of responsibility.

Further guidance

- 1. Principal Supervisors who are probationary members of staff must also have participated in an appropriate UCL supervisor’s workshop.
- 2. Supervisors who have completed a probationary period but have not previously supervised a research student should also meet the requirements outlined above. New senior members of academic staff with experience of MPhilStud or MPhil/PhD supervision at other institutions are expected to attend an appropriate UCL supervisor’s workshop.

3.3 Number of Students per Supervisor

- 1. A supervisor, whether Principal or Subsidiary, may supervise up to the equivalent of six full-time research students at any one time.

Further guidance

- 1. The maximum number of students [head count], that may be supervised by an individual as either Principal or Subsidiary Supervisor will be nine, using the following formula:

1 Full-Time MPhilStud student	1.0 for a Principal Supervisor
1 Full-Time MPhilStud student	0.5 for a Subsidiary Supervisor

- 2. Where a supervisor exceeds the maximum number of students under his/her supervision, the supervisor’s department must be able to demonstrate that there are mechanisms in place to ensure adequate contact with the student and appropriate support for the supervisor, such as a large supervisory team and/or a reduction in other workloads.
- 3. Part-time staff appointed as supervisors should supervise no more than six full-time research students on a pro-rata basis.

3.4 Declaration of Personal Interest

- 1. All members of staff are required to declare any personal relationships with any student they are asked to supervise, or are already supervising, in accordance with the [UCL Personal Relationships Policy](#).

3.5 Transfer of Supervisor to another Institution

1. Where a Principal Supervisor transfers to another institution, students assigned to that supervisor shall be assigned to another Principal Supervisor, normally by the Departmental/Divisional Graduate Tutor. Should a student wish to continue to work under the supervisor who has transferred, he or she may consider applying to transfer registration to the supervisor's new institution, providing he or she is not in the final year of the programme.

4 Assessment

4.1 Assessment of Research Training and Specialisation Elements

1. Assessments qualifying a candidate for submission of a thesis shall take place within the period of the overall programme and shall be by written examinations or coursework, as prescribed for each individual course or module.
2. Assessment of research training and research specialisation modules will be subject to the Assessment Framework for Taught Programmes (Academic Manual, Chapter 4) sections 1 to 5 (Overarching Principles of Assessment; Assessment Information; Module Assessment; Examinations; (Reasonable Adjustments) inclusive, sections 7 to 8 (Marking & Moderation; Assessment Feedback), section 11 (Consequences of Failure), and section 13 (Boards of Examiners).
3. Sections 6 (Extenuating Circumstances), 9 to 10 (Progression & Award; Classification), 12 (Interim Qualifications), and 14 to 15 (Award of Degrees; Classification for Undergraduate Students First Enrolling in 2017-18 or earlier) of the Assessment Framework for Taught Programmes (Academic Manual, Chapter 4) do not apply.
4. The award of the degree shall be dependent on the thesis, which a candidate may not submit until he/she has successfully completed all the other elements of the programme, and on the final oral examination.
5. Modules for the research training and specialisation part of the programme will be assessed by the methods and at the dates indicated for the module in question.

4.2 Requirements of a Thesis

4.2.1 Theses: General

1. The greater proportion of the work submitted in a thesis must have been undertaken after the registration of the student for the MPhilStud degree.
2. The work in the thesis submitted by a student must be their own work and the submission of a thesis for examination will be regarded as a declaration of that fact.
3. A student will not be permitted to submit a thesis that has been submitted for examination for a degree, or comparable award, of this or any other university or institution. However, students may incorporate into a thesis previously examined fieldwork which they have already submitted for a degree or comparable award of this, or any other university or institution. In such a case this must be indicated on the Examination Entry Form and the

incorporated fieldwork must be clearly identified as such in the thesis submitted for examination.

4. Students may submit the results of work done in conjunction with their supervisor and/or with fellow research workers provided that their own contribution in the investigation is clearly stated and a statement of confirmation is certified by the supervisor.
5. The decision of a student to submit a thesis should be made in consultation with the student's supervisor(s). The decision to submit a thesis in any particular form rests with the student alone.

Further guidance

1. An allowance may be made in the case of a student who has transferred from another institution (see [Section 2.3 Exemption from Part of a Programme of Study](#)).
2. Students should also include in each copy of their thesis a signed declaration that the work presented is their own. This may be inserted between the title page and the contents page of the thesis in the following terms:

'I, [Student's full name], confirm that the work presented in this thesis is my own. Where information has been derived from other sources, I confirm that this has been indicated in the thesis.'

4.2.2 Requirements of an MPhilStud Thesis

1. A thesis for the award of an MPhilStud degree shall be examined in accordance with the following criteria, according to which the thesis shall demonstrate that it:
 - a) is genuinely the work of the candidate;
 - b) consists of the candidate's own account of their investigations and indicates in what respects they appear to them to advance the study of the subject;
 - c) represents a contribution to the subject, either through a record of the candidate's original work or a critical and ordered exposition of existing knowledge;
 - d) takes due account of previously published work on the subject;
 - e) makes 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;
 - f) is an integrated whole and presents a coherent argument;
 - g) is satisfactory as regards literary presentation;
 - h) includes a satisfactory bibliography and references.
2. A series of papers, whether published or otherwise, is not acceptable for submission as a thesis. Research work already published, or submitted for publication, at the time of submission of a thesis, either by a student alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of a thesis but may be adapted to form an integral part of a thesis and thereby make a relevant contribution to the main theme of a thesis. Publications derived from the work in a thesis may be bound as supplementary material at the back of a thesis.

4.2.3 Language of a Thesis

1. All theses must be written in English.
2. In all cases, the oral examination of a thesis would normally be conducted in English.

4.2.4 Word Length of a Thesis

1. The maximum word length for an MPhilStud thesis is 30,000 words.
2. The maximum word length includes footnotes, tables and figures but excludes bibliography, appendices and supporting data.

Further guidance

1. The signature of the student and the Principal Supervisor on the Examination Entry Form to the MPhilStud examinations (see the [Research Degree Examination Entry webpages](#)) shall be taken as confirmation that the thesis submitted is within the required word limit.
2. 'Supporting data' refers largely to raw data which is not essential to the argument of the thesis. Appendices are not in the word count and 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. Examiners are not required to read beyond the maximum word limits. Where the thesis itself is an edition of a text or texts, normally in the field of literature, the above word limits may not apply.

4.2.5 Format of a Thesis

1. The thesis should be submitted in the format determined by UCL at the time of submission. Further information and guidance is available on the [Thesis Formatting webpages](#) and on the [Research Degree Examination Entry webpages](#).

4.2.6 Approval of a Thesis Title

1. A student must have the title of his/her thesis approved by his/her Principal Supervisor.
2. The approved title is submitted to UCL on the Examination Entry Form submitted to researchdegrees@ucl.ac.uk.

4.2.7 Availability of a Thesis

1. After the examination has been completed and before the degree is awarded, successful students must submit one electronic copy to UCL, via the [Research Publications Service](#) (RPS), for lodging in the UCL library.
2. A soft-bound copy of the thesis may also be submitted to the UCL Library, if desired. This may include artefacts related to non-traditional formats of a thesis. Further information and guidance is available on the [Thesis Formatting webpages](#).
3. The process of final thesis submission, both the electronic and optional hard copy, is managed by the [Open Access Team](#).
4. A student may apply to UCL at the time of registration or thereafter, for restriction of access to their thesis and/or the abstract of their thesis on the grounds of commercial exploitation or patenting. In very exceptional circumstances, if the thesis includes material that is significant for national security, subject to approval of UCL, copies of the thesis placed in the public domain, with the agreement of the graduate concerned, may have certain parts excised from them. Applications to restrict access to a thesis should be made via the [Library](#).

4.3 Examination Entry

4.3.1 Examination Entry Form

1. Before the thesis is submitted for examination, an Examination Entry Form must be submitted to UCL.
 - i) The Examination Entry Form may not be submitted earlier than six months before the completion of the prescribed programme and must be submitted not later than four months before the submission of the thesis. For a link to the entry form and more information, see the [Research Degree Examination Entry webpages](#).

- ii) A student is required to submit to his/her supervisor a short description of the content of the thesis in about 300 words, the short description must be submitted to the Registry with the Examiner Nomination Forms, to assist in the appointment of suitable examiners (see the [Chapter 5 webpage](#) for more details).

4.3.2 Thesis Submission

1. A student should submit a thesis for examination before the end of 24 months of registration full time and must do so before the end of any CRS period (see section 5 below). A student will remain registered after the submission of his or her thesis until the award of the degree. He or she will be entitled to a UCL student identity card and will be able to use all the general UCL facilities and services while preparing for an oral examination or making minor revisions to a thesis.
2. Prior to examination, candidates are required to submit their e-thesis to UCL for dispatch to their examiners. Further information and guidance is available on the [Thesis Formatting webpages](#).
3. After the examination and before the award is made, candidates entering for a UCL award are required deposit one e-thesis in the UCL Institutional Repository.

Further guidance

1. A candidate for the MPhilStud degree is required to bring to the oral examination a copy of his/her thesis which is identical to the copies submitted to researchdegrees@ucl.ac.uk. Further information and forms are available on the [Research Degree Examination Entry webpages](#) and on the [Thesis Formatting webpages](#).

4.3.3 Dispatch of Theses to Examiners

1. A thesis will be sent, via researchdegrees@ucl.ac.uk, to both examiners at least four weeks in advance of an oral examination.
2. Examiners will normally use an electronic copy of the thesis, but an Examiner may request the student provide a hardcopy, if required. Further information and guidance is available on the [Thesis Formatting webpages](#).
3. Direct submission of theses to examiners by students, supervisors or departments/ divisions is not permitted.

Further guidance

1. All theses will be submitted to UCL via researchdegrees@ucl.ac.uk. Theses will be sent to both examiners by UCL Student Records. Supervisors and students should note that theses will only be sent to examiners who have been formally appointed by UCL and only after the Examination Entry Form has been submitted in accordance with the Examination Entry Guidelines on the [Research Degree Examination Entry webpages](#).
2. Supervisors and students for examination should ensure that all examination entry requirements have been met in good time before a planned oral examination takes place.
3. Oral Examinations cannot proceed if the requirements for the examination entry, including the formal appointment of examiners, have not taken place in accordance with UCL regulations. The outcome of any examination conducted in such an instance would be void.

4.3.4 Reasonable Adjustments

1. Under the Equality Act 2010, UCL is required to make Reasonable Adjustments to learning, teaching and assessment to ensure that disabled students are not put at a substantial disadvantage. UCL can also provide Reasonable Adjustments for students who might not consider themselves to have a 'disability' but who nevertheless would benefit from

additional support with their studies due to an ongoing medical or mental health condition. For further information about Reasonable Adjustments, and how to apply, please see [Chapter 4, Section 5: Reasonable Adjustments](#) and the section for Postgraduate Research Students in particular.

4.4 Appointment of Examiners

4.4.1 The Appointment of Examiners for Research Degrees

1. Two examiners will be appointed for each candidate in accordance with the UCL Procedures for the Appointment of Examiners (see the [Chapter 5 webpage](#) for more details). One of the examiners shall be external to UCL; the other shall normally be a member of staff of UCL.

Further guidance

1. For each student, two examiners shall be appointed by the UCL Research Degrees Committee on the recommendation of the appropriate Departmental and Faculty Postgraduate Committees or equivalent bodies. Two external examiners may be appointed in lieu of an internal examiner if, on grounds of academic expertise or other reasons, a suitable individual within UCL cannot be nominated.
2. An examiner shall not have acted as either Principal or Subsidiary Supervisor of the thesis to be examined, nor have been involved in any way with the candidate or project to be examined
3. In the case of a student who is a member of staff of UCL, no examiner may be appointed who is internal to UCL if they are from the same department as the student or supervisor(s). However, where nobody else is available with sufficient expertise an examiner from the same department may be appointed if a Viva chair is used.
4. It is desirable that no examiner, either internal or external, should be appointed on more than three consecutive occasions for the same supervisor. Generally, supervisors and departments are asked to avoid repeatedly nominating the same person as an examiner, or nominating each other to act for the other's student, within a short time frame.
 - a) External Examiners:
Normally, an individual external examiner should not be appointed more than once during a given year by members of the same UCL department.
 - b) Internal Examiners:
Normally, an individual internal examiner should not be appointed more than five times during a given three-year period by members of the same UCL department.
5. Further guidelines on the appointment of examiners and nomination forms are available on the [Chapter 5 webpage](#).

4.4.2 The Appointment of Additional Examiners

1. Exceptionally a third examiner, who must be external to UCL, may be appointed with the approval of UCL.
 - i) Exceptionally a third examiner may be appointed with the approval of the UCL Research Degrees Committee. A third examiner will be appointed in cases where, between them, the two examiners do not feel they have a sufficient level of expertise to examine the thesis.
 - ii) A third examiner may also be appointed where there is a dispute between two examiners about the result of an examination which they cannot resolve between themselves.

- iii) In accordance with UCL regulations, the third examiner must be external to UCL.
- iv) The third examiner will, however, be nominated and appointed through usual UCL procedures and using the Examiner Nomination Form on the [Chapter 5 webpage](#).

4.5 Conduct of the Research Degree Examination

1. The examiners shall prepare independent preliminary reports on the thesis, conduct an oral examination and submit a final, joint report to UCL.
2. The candidate's supervisor shall be invited, unless the candidate indicates otherwise on his/her entry form, to attend the oral examination as an observer. The oral examination will otherwise be conducted in private.
3. The oral examination should be held at UCL or held remotely and the agreed configuration noted on the Examination Entry Form.
4. Where no configuration can be agreed the oral examination should be held at UCL by default
5. Where the oral examination is held remotely it is recommended that the supervisor or other designated contact in the student's department is available at the time of, and after, the viva to provide technical and emotional support if needed.

Further guidance

1. The examiners shall prepare independent preliminary reports on the thesis to assist in conducting the oral examination. Copies of the preliminary reports for MPhilStud students should be submitted to researchdegrees@ucl.ac.uk together with the final, joint report. The preliminary and joint reports will be released to students.
2. Examiner report forms and procedural information are available from the [Chapter 5 webpage](#).
3. Each final, joint report by the examiners shall indicate whether the thesis meets the requirements specified in Section 4.2 as appropriate and shall include a statement on the examiners' judgement of the student's performance. Examiners have the right to make comments in confidence to UCL in a separate report. Such comments should not be concerned with the performance of the student but may cover matters which they wish to draw to the attention of UCL.
4. All matters relating to the examination must be treated as confidential. Examiners are not permitted to divulge the content of material contained in a student's thesis until such time as any restrictions on access to the thesis, which have been granted by UCL, have been removed.
5. The supervisor who attends the oral examination does not have the right to participate in the examination of the candidate but may contribute if invited to do so by the examiners. Otherwise the oral examination shall be held in private.
6. UCL may exceptionally agree that the examination be conducted outside London if there are circumstances which make this expedient. Applications to hold an oral examination outside of London should be made in writing to the Chair of the Research Degrees Committee via researchdegrees@ucl.ac.uk.
7. For further guidance on the conduct of an oral examination, students and staff should also refer to the UCL Doctoral School's [Code of Practice for Graduate Research Degrees](#).

4.6 Outcomes of the Oral Examination

1. Students for an MPhilStud degree must submit a thesis and be examined orally. The following options are open to examiners in determining the result of an examination for the MPhilStud degree:
 - a) If the thesis fulfils the criteria (set out in 4.2) and the student satisfies the examiners in all other parts of the examination, the examiners will report that the student has satisfied them in the examination and the student has passed the research component of the award.
 - b) If the thesis otherwise satisfies the criteria (set out in 4.2) but requires minor amendments, and if the student satisfies the examiners in all other parts of the examination, the examiners may require the student to make, within three months, amendments specified by them. The amended thesis shall be submitted to the examiners, or one of their number nominated by them, for confirmation that the amendments are satisfactory.
 - c) If the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the student be permitted to re-present their thesis in a revised form within 12 months. The examiners may at their discretion exempt from a further oral examination, on re-presentation of their thesis, a student who under this regulation has been permitted to re-present it in a revised form. Examiners may refer a thesis for the MPhilStud degree for 12 months for re-submission in a revised form, on one occasion only.
 - d) If the thesis fulfils the criteria (set out in 4.2), but the student fails to satisfy the examiners at the oral examination, the examiners may determine that the student 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.
 - e) If, after completion of the examination for the MPhilStud degree, the examiners determine that a student has not reached the standard required for the award of the degree nor for the re-presentation of the thesis in a revised form for that degree, then no award will be made.
 - f) The examiners shall not, save in very exceptional circumstances, make any of the above decisions without submitting the student to an oral examination on at least one occasion.

Further guidance

1. Staff and students should also refer to the Doctoral School's [Code of Practice for Graduate Research Degrees](#) for further guidance on the examination of research degree students.

4.7 Research Misconduct

1. All cases of suspected research misconduct, including plagiarism, shall be investigated in accordance with the regulations set out in the [Chapter 5, Part A, Section 5.6: Research Misconduct](#) and with the [UCL Procedures for Investigating and Resolving Allegations of Misconduct in Academic Research](#).

4.8 Student Complaints Procedure

1. There is no right of appeal against an academic decision. There is a Student Complaints Procedure in place. Students can lodge a case under this procedure in the circumstances specified. Students and staff should consult [Chapter 6, Section 10: Student Complaints Procedure](#).

4.9 Graduation Ceremonies

1. UCL will organise Graduation Ceremonies and publish an annual deadline for ticket applications (see the [UCL Graduation Ceremonies](#) website).
2. It is mandatory for all UCL graduates to wear academic robes to the graduation ceremonies. It is the responsibility of students to obtain the appropriate robes from UCL's suppliers. For further information see the [Graduation: Academic Robes web pages](#).

5 Completing Research Status

5.1 General

1. All research students who have completed their approved period of registration may register as CRS students while they write up their theses. Transfer to CRS status is only permitted with the approval of a student's supervisor or other departmental authority.
2. CRS is permitted for a maximum period of one calendar year (full time). CRS registration cannot be interrupted; a student who is prevented from submitting a thesis for reasons beyond his or her control may apply for an extension, as detailed in [5.3 below](#).
3. An MPhilStud student must be registered for at least two calendar years full time before he or she will be eligible to take up CRS status.
4. In addition to completing the approved period of registration, a student must meet the following conditions before being permitted to take up CRS status:
 - a) Have passed research training and specialisation modules to a minimum value of 240 credits;
 - b) Be in a position to submit his or her thesis within 12 months (for full-time students);
 - c) Have met any other departmental or divisional conditions.
5. Further guidance is available from the [Completing Research Status](#) webpages.

5.2 Completing Research Student Status (CRS): Entitlements and Obligations

1. During the period of CRS registration, a student is entitled to have at least 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.
2. A student awarded CRS must submit a thesis for examination before the end of his or her CRS period.

Further guidance

1. Once enrolled, CRS students will continue to be able to use, or will be reissued with, a UCL identity card and be entitled to the use of all the general UCL facilities and services.
2. The student's department/division may, at its discretion, give any other supervisory assistance during the writing up period. CRS students will be expected to comply with all the duties and responsibilities of any other research student as set out in the [Code of Practice for Graduate Research Degrees](#).

5.3 Extensions to the Completing Research Period

1. A student who cannot submit a thesis for examination before the end of CRS due to circumstances outside his or her control may apply for an extension. The maximum period of extension is one year full time.

Further guidance

1. Applications for extension to CRS must be made via the application form available in [Portico](#) (for further information see: [Completing Research Status \(CRS\) webpages](#)). Applications must be supported by a student's department and may be made on the grounds of illness of student or close relative, maternity leave, bereavement, responsibilities as a primary carer or academic circumstances out of the control of the student. Work commitments or any duties carried out for a department are not considered grounds for extension; submission of a thesis is expected to be a priority. Applications on the grounds of the illness or termination of employment of the Principal Supervisor may be considered but departments are expected to make arrangements for alternative supervision under such circumstances.

5.4 Submission of a Thesis after the end of CRS

1. A student who submits late will be liable for a Submission Extension Fee.
2. A student who does not submit a thesis before the end of his or her CRS registration will cease to be registered as a student at the end of this CRS period. He or she will not be entitled to access to UCL facilities and services and will not be entitled to supervisory advice. In addition, any student who wishes to submit after the end of his or her CRS registration will require permission to do so; this must be supported by a student's supervisor or other departmental authority. If granted, the student will be permitted to submit but will not be re-registered unless his or her department require this.

Further guidance

1. All students who submit after the end of their CRS registration will pay a fee equivalent to the part-time home fee current at the time (see [Submission Extension Fees for Research Students](#)). This fee will come into effect the day after the end of their CRS registration and will increment after three months, six months and nine months. For submission at any time over nine months after the end of CRS, the fee will be equivalent to 12 months home part-time fees current in the year of submission.

5.5 Resubmission of a Thesis

1. A student whose thesis is referred by his or her examiners for substantial revision within 12 months will remain registered as a submitted student on the basis of [5.2 above](#), provided the original submission was not after the expiry of a period of CRS status. He or she will have access to UCL facilities and will be entitled to have at least one draft of his or her thesis read and commented on by his or her Principal Supervisor and/or Subsidiary Supervisor before re-submission. If a student's revisions require more supervision or further access to UCL laboratories or other facilities, he or she may be required to re-register as a fee-paying student for the period of this supervision or access.
2. A student who is required to re-submit must re-enter for the examination by completing the Examination Entry Form available on [Portico](#) (see [Research Degree Examination Entry webpages](#)).

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Chapter 5: Research Degrees Framework

Part H: Master of Research (MRes) Additional Regulations

1 Introduction

1. This document outlines some specific requirements which apply to MRes programmes and should be read in conjunction with the following Chapters of the UCL Academic Manual:
 - Chapter 1: Student Recruitment & Admissions Framework
 - Chapter 2: Qualifications and Credit Framework
 - Chapter 3: Registration Framework for Taught Programmes
 - Chapter 4: Assessment Framework for Taught Programmes
2. MRes students are also governed by the Research Degree Supervision regulations:
 - Chapter 5, Part A, Section 3: Supervisory Arrangements
3. Students who are enrolled on MRes programmes that are integral to an MPhil/PhD or EngD programme should also refer to:
 - Chapter 5, Part A: Research Degree Regulations
4. MRes students are also required to comply with UCL's [Code of Practice for Graduate Research Degrees](#).

2 Period of Registration

1. The general academic year starts on the first day of September and ends on the last day of August in the following year.
2. Some MRes programmes begin in January and end on the last day of December.
3. The approved period of registration for a one-year Masters by Research (MRes) degree is one calendar year of full-time study and two calendar years of full-time study for two-year programmes.
4. Programmes that offer a part-time mode of study have double the period of registration of the full-time programme.

Further guidance

1. Students should refer to programme-specific literature for information about available modes of attendance.
2. If students wish to change their mode of attendance, guidance should be sought from Programme Directors and from researchdegrees@ucl.ac.uk.

3 Approved Structure of a Masters by Research Programme (MRes)

1. The credit and qualification requirements of Masters by Research programmes are defined in [Chapter 2: Qualifications and Credit Framework](#).
2. Research Supervision: Two approved research supervisors must be recorded on the student record database for all MRes students. Further information about Research Supervision is set out in [Chapter 5, Part A, Section 3: Supervisory Arrangements](#).
3. Transferable Skills: MRes programmes must include 30 credits of identifiable taught transferable skills
4. Dissertation/Research Project UCL Credit Value: The dissertation/research project credit value of a one-year MRes programme must be between a minimum of 105 and a maximum of 150 credits. The dissertation/research project credit value of a two-year MRes programme should be proportionate.
5. Dissertation/Research Project Word Length: The dissertation/research project word lengths must be proportionate to the credit value and learning hours for the programme research element and be between a minimum of 15,000 and a maximum of 20,000 words.

6. Students who are enrolled on MRes programmes that are integral to an EngD or MPhil/PhD programme should also consider their research element in the context of undertaking further research as part of an integrated programme from the outset.

4 Progression Threshold for MRes Programmes Associated with a Doctoral Programme

1. For automatic progression from MRes to MPhil/PhD or EngD, students should achieve an average mark of not less than 60% in the independent, original research components of the programme, and not less than 50% in the taught elements.

Further guidance

1. This regulation relates to automatic progression from MRes to MPhil/PhD or EngD programmes.
2. However, in cases where a student did not meet these requirements, but who has the support of the MPhil/PhD or EngD programme organisers, a case in writing can be made to the Chair of the Research Degree Committee for the consideration of suspension of regulations on a case-by-case basis.



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Chapter 5: Research Degrees Framework

Part I: IOE MPhil/PhD Regulations for Students entering before September 2015

Covering MPhil/ PhD students at the UCL Institute of Education who first enrolled on their programmes before September 2015.

IOE MPhil/ PhD students enrolling from September 2015 onwards are subject to the UCL regulations for research degree students in Chapter 5, Part A of the UCL Academic Manual.

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

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MPhil/ PhD Regulations

1. Introduction

1.1 These Regulations govern the conduct and award of the degrees of Master of Philosophy (MPhil) or Doctor of Philosophy (PhD), including the PhD by Publication and the degrees of Master of Philosophy and Doctor of Philosophy with Integrated Research Methods Training (hereinafter called the Integrated MPhil/PhD).

1.2 The regulations are made subject to the *IOE General Academic Regulations 2014-15*, 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 stated in the text.

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

3. Admission

3.1 Candidates for admission must satisfy the requirements laid down in the *IOE General Academic Regulations 2014-15*.

3.2 The normal minimum entrance requirements for admission to an MPhil or PhD is either:

3.2.1 a first or upper second class honours degree obtained after a course of study extending over not less than three years in a university (or educational institution of university rank); or

3.2.2 a postgraduate taught degree of a UK university or an overseas qualification judged to be of an equivalent standard by the Institute in an area of specialism appropriate to the research to be undertaken.

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

3.4 Candidates for admission may in addition be required to pass an approved English language test. Details can be found on the UCL website at <http://www.ucl.ac.uk/prospective-students/graduate/life/international>.

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

3.6 At the discretion of the Programme Leader, a candidate who fails to pass a qualifying examination prescribed for him/her may 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 IOE is required.

3.8 Every candidate must make an application to IOE in accordance with the *IOE General Academic Regulations 2014-15* and any other procedures prescribed by UCL.

3.9. Satisfaction of the criteria referred to at Regulations 3.1 to 3.7 does not guarantee admission.

4. Registration

4.1 A candidate for a research degree will be registered initially for the MPhil degree except where the Programme Leader has given permission for initial registration for the PhD degree or where a member of staff is permitted to register for a PhD by publication under 4.2 below.

4.2 A member of IOE staff permitted to register for a PhD by publication shall be expected to meet the conditions laid down in Annex A to these regulations.

4.3 Students registered for the MPhil or PhD degree may be exempted from part of the course of study if they have commenced a course of study for the MPhil or PhD degree (or equivalent degree) of another university, provided there is no change in their topic of research and provided they meet the conditions (*See also regulations 5.4 and 6.4, as well as B8 for students registered for the Integrated MPhil/PhD*).

4.4 IOE may permit a student to transfer registration from the MPhil degree to PhD and from the PhD degree to MPhil in accordance with the procedures determined by IOE from time to time, and published in the relevant student handbooks issued by IOE, provided that no transfer of registration is permitted after entry to the examination for the degree from which the student is transferring. Registration for the degree to which transfer has been made may date from initial registration for the degree from which transfer has been made.

4.5 On transfer of registration, the registration for the original degree will be terminated.

4.6 Students registered for the MPhil or PhD degree at UCL shall not be permitted to register concurrently for another course at UCL or at any other higher education institution, except for those courses specified from time to time by the Programme Leader.

4.7 A student who withdraws before completing the programme of study may be required to re-start the whole programme should the student subsequently be permitted by UCL to re-register for it.

5. Attendance and Course of Study

5.1 In keeping with the *IOE Code of Practice for Research Degrees*, IOE shall appoint a supervisor and an advisory panel for each student registered for the MPhil or PhD degree.

5.2 Every student shall be required to pursue a course of study under the direction of their supervisor and in so doing to undertake their studies at such time(s) as IOE and their supervisor may require, and to complete an agreed research training programme and any coursework as prescribed by IOE.

5.3 For a full-time student, the minimum period of registration for an MPhil or PhD degree shall be two calendar years, save as prescribed in 5.4 below. For part-time students the minimum period of study shall be three years for an MPhil or PhD, save as prescribed in 5.4 below. Where a student

follows periods of both full- and part-time study the total length will be adjusted according to the length of registration spent in each mode. For staff registered for a PhD by publication the minimum period is as specified in Annexe A, regulation A6. For students registered for the Integrated MPhil/PhD, the minimum period is as specified in Annexe B, regulation B6.

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

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

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

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

5.8 The Faculty Tutor may approve an application from a person proposing to work away from IOE for a proportion of the prescribed period of registration, provided that:

5.8.1 the student agrees a pattern of study with his/her supervisor that enables him/her to meet the requirements of the MPhil/PhD programme (any departure from this pattern of study after acceptance of a place must be approved by the Faculty Tutor); **and**

5.8.2 the student is able to provide satisfactory evidence as to the availability of appropriate facilities for the research at the student's location; **and**

5.8.3 the arrangements proposed for supervision enable frequent and substantial contact between the student and the supervisor(s) in accordance with the *IOE Code of Practice for Research Degrees*.

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 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.

5.12 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 *IOE General Academic Regulations 2014-15*.

6. Requirements applicable to the MPhil or PhD

6.1 Candidates registered under regulation 4.2 shall be required to satisfy the requirements for entry to the examination of the PhD by Publication specified in the Annexe and shall not be subject to regulations 6.3, 6.4, 6.7, 6.10 and 7.1.

6.2 Candidates for entry to the examination of the MPhil or PhD must satisfy the requirements applicable to theses for such degrees as laid down in the programme handbook.

6.3 The thesis must:

6.3.1 consist of the candidate's own account of his/her investigations.

6.3.2 be an integrated whole and present a coherent argument;

6.3.3 include a full bibliography and references;

6.3.4 be written in English and of a satisfactory standard of literary presentation

6.4 The greater proportion of the work submitted in a thesis must have been done after the initial registration for a research degree at UCL, except that in the case of a student accepted under regulation 4.3 there shall be allowance for the fact that the student commenced his/her registration at another institution.

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 wider field work which he/she has already submitted for a degree or comparable award of this or any other university or institution provided that the candidate indicates on his/her entry form and in his/her thesis any work which has been so incorporated.

6.6 Except insofar as regulation 6.8 applies, the work in the thesis submitted by the candidate must be his/her own and submission of a thesis for examination for the MPhil or PhD degree will be regarded as a declaration of this fact.

6.7 Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis only if it forms an integral part of the thesis and so makes a relevant contribution to its main theme and is in the same format as the rest of the thesis. The published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis. Publications derived from the work in the thesis may be bound as supplementary material at the back. 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 (*see also regulation 6.8*) and that the thesis presented is the one upon which the candidate expects to be examined. The word count (*see regulation 7.1.5 and 8.1.3*) for the thesis must also be included in the thesis.

6.8 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-researcher(s) (*see also regulation 6.6*).

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

6.10 If appropriate to the field of study, and subject to approval by the Faculty Tutor a candidate may undertake research leading to the submission of a portfolio of original artistic or technological work undertaken during his/her period of registration. The work may take the form of, for example, objects, images, films, performances, musical compositions, webpages or software, but must be documented or recorded in the portfolio by means appropriate for the purposes of examination and eventual deposit in the Institute library. The portfolio must include written commentary on each item of artistic or technological work and either an extended analysis of one item or a dissertation on a related theme. The written commentaries and extended analysis or dissertation must together be no more than 40,000 words.

6.11 A thesis must be presented for examination in a final form in accordance with the instructions issued by the programme handbook.

6.12 After the examination has been completed and before the degree is awarded, successful candidates are required to submit the required number of copies of the thesis in the format as specified in the instructions issued in the programme handbook if the copies of the thesis submitted for examination did not conform to this specification.

7. Specific Requirements for PhD Thesis

7.1 The scope of the thesis shall be what might reasonably be expected after three years of full-time study (or four years full-time study in the case of the Integrated PhD thesis) or the part-time equivalent and, in addition to meeting the requirements given in 6.2 to 6.12, the thesis shall:

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

7.1.2 give a critical assessment of the relevant literature, describe the method of research and its findings, include discussion on those findings and indicate in what respects they advance the study of the subject; and, in so doing, demonstrate a deep and synoptic understanding of the field of study;

7.1.3 demonstrate relevant research skills;

7.1.4 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); and

7.1.5 not normally exceed 100,000 words, excluding the bibliography and appendices but including footnotes, endnotes, glossary, maps, tables, diagrams and references. 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.

8. Specific Requirements for MPhil Thesis

8.1 The scope of the thesis shall be what might reasonably be expected after two years of full-time study (or three years full-time study in the case of the Integrated PhD thesis) or the part-time equivalent and, in addition to meeting the requirements given in 6.2 to 6.12, shall:

8.1.1 be either a record of original work or of an ordered and critical exposition of existing knowledge and shall provide evidence that the field has been surveyed thoroughly;

8.1.2 give a critical assessment of the relevant literature, describe the method of research and its findings and include a discussion on those findings; and

8.1.3 not exceed 60,000 words, excluding the bibliography and appendices and including footnotes, endnotes, glossary, maps, tables, diagrams and references. Appendices should only include material which examiners are not required to read in order to examine the thesis, but to which they may refer if they wish.

9. Entry to examination and submission of thesis for MPhil or PhD

9.1 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*.

9.2 The decision to submit a thesis rests with the candidate alone.

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

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

9.5 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.

9.6 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.

9.7 If the candidate has not submitted his/her thesis for examination within 18 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.

9.8 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.

9.9 In addition, 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 UCL.

9.10 A student must normally submit his or her thesis for examination within one year of completion of his or her course of study at UCL. In the case of a student registered for the PhD by Publication, submission must normally be within one calendar year of initial registration for the award. A student wishing to submit the thesis at a later date may do so only with the approval of the Faculty Tutor.

10. Declaration

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

10.2. At the time of entry to the examination candidates for the MPhil or PhD degrees will be required to sign a declaration confirming that the work presented is their own as specified in regulation 6.6 and 6.7, is fit for examination and that a copy may be made available for public reference.

10.3 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 in very exceptional circumstances. In all other circumstances, a thesis will be placed in the public domain following the award of the degree.

11. Appointment of Examiners and Conduct of Examination

11.1 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.

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

11.3 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.

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

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

11.6 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.

11.7 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.

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

11.9 Candidates must attend for examination at a place and time determined by IOE (*see also regulation 9.9*).

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

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

11.12 An independent chair shall be appointed for all oral examinations. The chair shall play no role in the academic content of the examination of the thesis or the candidate. The role of the independent chair is to be present at the oral examination as a neutral observer and a guarantor of fair play, and generally to ensure that the examination is conducted appropriately. Where appropriate, the chair shall offer advice to the examiners on the regulations.

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

11.14 The examiners shall prepare independent preliminary written reports on the thesis to assist in conducting the oral examination (or the preparation of the joint report in those cases where no oral examination is held). These preliminary reports shall be submitted to the IOE before the oral examination so that they may be distributed to the other examiner and to the independent chair before the oral examination.

11.15 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.

11.16 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.

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

11.18 Copies of the reports shall be sent to the 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 12.4 and 13.4).

12. Outcome of PhD Examination

12.1. Candidates for the PhD degree must submit a thesis and be examined orally, save as prescribed otherwise in 12.2 below. For candidates submitting a PhD by Publication, regulations 12.2 to 12.5 do not apply; instead such candidates should refer to regulations A16 and A17 in the Annex.

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

Pass

12.2.1 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 PhD degree.

Pass subject to corrections within one month

12.2.2 If the thesis otherwise fulfils the criteria but 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

amendments. 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

12.2.3 If the thesis otherwise fulfils the criteria but requires 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 6 months of having received them. The examiners shall be required to advise the student of the minor amendments in writing following the oral examination. The amended thesis shall be submitted to the examiners or one of their number nominated by them for confirmation that the amendments are satisfactory. If the candidate fails to make the amendments in the specified time- frame or the examiner is unable to confirm that the amendments are satisfactory, the procedure outlined in 12.2.4 should be followed.

Referral – re-present within 18 months

12.2.4 If the thesis, though judged not to meet the standard required, shall seem of sufficient merit to justify such action, the examiners may determine that the candidate be permitted to re- present his/her thesis in a revised form within 18 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.

12.2.5 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 18 months.

Not awarded PhD but considered for award of MPhil

12.2.6 If, after completion of the oral examination or re-examination for the PhD, the examiners decide that a candidate has not reached the standard required for the award of the degree nor for the re- presentation of the thesis in a revised form for that degree, they will consider whether the thesis does, or might be able to, satisfy the criteria for the award of the MPhil degree. If they so decide, they will submit a report that demonstrates either how the criteria for the MPhil degree are satisfied, or what action would need to be taken in order for these criteria to be satisfied. They will have regard to the different normal maximum lengths of the thesis for the PhD and MPhil degrees but will have discretion to waive the thesis length for the MPhil degree if appropriate.

Thereafter the following conditions and procedures will apply:

a) The candidate will be informed that he or she has been unsuccessful in the examination for the PhD degree, but has reached the standard required for the award of the MPhil, or with amendment to the thesis may be able to satisfy the criteria for the MPhil.

b) A candidate considered for the award of the MPhil degree under this regulation will not be required to submit the thesis, as required under the regulations for the MPhil degree, or to undergo a further oral examination, but will be required to fulfil the requirements for the MPhil in all other respects.

c) A candidate offered an MPhil degree under these regulations must make any minor amendments required by the examiners within a period they specify, but not exceeding twelve months. The candidate must submit the amended thesis to the examiners who will decide whether the amendments have been completed to their satisfaction

Fail – may not re-present

12.3 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.

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

12.5 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.

13. Outcome of MPhil Examination

13.1 Candidates for the MPhil degree must submit a thesis and be examined orally, save as prescribed otherwise in section 12.2.6.

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

Pass

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

Pass subject to corrections within one month

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

Pass subject to minor amendments within six months

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

Referral – represent within 12 months

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

Fail – may not re-present

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

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

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

14. Notification of Results of MPhil and PhD Examinations

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

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

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

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

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

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

Annexe A: PhD by Publication

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

Admission and Registration

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

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

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

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

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

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

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

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

A5. Where admission to the degree is approved, an academic supervisor shall be appointed to provide guidance to the candidate on the presentation of the thesis based on published work.

Registration and Course of Study

A6. The minimum period of study shall normally be six months and the maximum period shall be twelve months. If a candidate does not submit for examination within the maximum period, unless an extension is approved by the Head of IOE Centre for Doctoral Education, his or her registration for the PhD by Publication shall be terminated.

A7. During the period of study the candidate shall prepare, with the guidance of the academic supervisor, the following material:

A7.1 a list of the publications on which the assessment for the degree is to be based;

A7.2 a full bibliography of all relevant work published by the candidate

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

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

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

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

Declaration

A10. The candidate shall be required:

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

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

Specific Requirements for PhD by Publication

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

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

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

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

A11.4 demonstrate relevant research skills;

A11.5 include a full bibliography and references;

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

A12 Additionally, in the case of collaborative work, the examiners must satisfy themselves that the part of the submitted material attributed to the candidate constitutes a substantial original contribution to knowledge.

Entry to examination and submission of work

A13 The candidate shall be subject to the regulations set out in Section 9 of the PhD regulations except that he or she shall be expected to submit two copies of the publications and the integrative

summary bound in accordance with instructions obtainable from the Head of IOE Centre for Doctoral Education and in accordance with the *IOE Guidelines for the Conduct of Oral Examinations*.

Appointment of Examiners and Conduct of Examination

A15 The examiners for the PhD by Publication shall be appointed in accordance with procedures set out in section 11 of the PhD regulations.

Outcome of examination of PhD by publication

A16 Candidates for the PhD by Publication must submit the thesis comprising the publications and integrating paper and be examined orally save as prescribed otherwise in paragraph A17 below.

A17 The options open to the examiners in determining the result of the examination are as set out below:

A17.1 if the thesis comprising publications and integrating paper submitted fulfils the criteria set out in these regulations and the candidate satisfies the examiners in the oral examination, the examiners shall report that the candidate has satisfied them in the examination for the PhD degree; or

A17.2 if the thesis otherwise fulfils the criteria but requires minor amendments to the integrative summary and if the candidate satisfies the examiners in the oral examination, the examiners may require the candidate to make such minor amendments within three months of having received them. 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 for confirmation that the corrections are satisfactory; or

A17.3 if the thesis, though judged not to meet the standard required, shall seem of sufficient merit to justify such action, the examiners may require the candidate to submit a revised integrative summary, and/or a different selection of published material, for a PhD within a prescribed period not exceeding 12 months from the date the candidate is notified by UCL of the decision of the examiners. 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; or

A17.4 if the work 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; or

A17.5 that the work be not approved for the award of the degree of PhD because the criteria for the award are not met and that there is no reasonable expectation of their fulfilment within 12 months from the date of assessment. The examiners shall not, however, save in very exceptional circumstances, make such a decision without submitting the candidate to an oral examination.

A18 Where the examiners are unable to agree on the recommendation to be made or if, for any reason, a further opinion is required on the work submitted, a third external examiner shall be appointed by the Research Degrees Examination Board.

A19 A candidate who fails to satisfy the examiners will not be permitted to re-enter for the examination using the same material or any part of the material for the degree of PhD. 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.

Notification of Results

A20 The regulations for the PhD shall be followed in respect of the notification of the result to the candidate.

A21 If the candidate is approved for the award of the degree, one copy of the thesis will be deposited in the Newsam library where it can be available for consultation.

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

These regulations for the Integrated MPhil/PhD should be read together with IOE's *Regulations for the degrees of MPhil and PhD*, to which they are appended.

Admission

B1 The regulations for the MPhil/PhD Section 3 shall be followed in respect of the admission of candidates for the Integrated MPhil/PhD

Registration

B2 The regulations for the MPhil/PhD Section 4 shall be followed in respect of the registration of candidates for the Integrated MPhil/PhD.

Attendance and Course of Study

B3 The Integrated MPhil/PhD comprises a taught element and a research element. Students undertake the two elements of the programme simultaneously and must complete both elements to be eligible for the award of the degree.

B4 Students registered for the Integrated MPhil/PhD will be required to complete the requirements of, and satisfy the examiners in, the prescribed assessments for the taught elements of the programme as specified by IOE.

B5 The taught element will comprise the taught modules of one of the research-based Masters degrees offered by IOE. The content of the curriculum may vary from time to time, but shall always include a theoretical and practical training in research strategies and methods, to the value of at least 120 Masters level credits.

B6 Students shall also be required to complete the requirements of, and satisfy the examiners in, the research element of the Integrated MPhil/PhD, in accordance with the regulations for MPhil/PhD Section 5.

Duration of Programme

B7 The minimum period of registration for the Integrated MPhil/PhD shall be three calendar years of full-time study or four calendar years of part-time study.

B8 Students registered for the Integrated MPhil/PhD must complete the requirements of, and satisfy the examiners in, the prescribed assessments for the taught elements of the programme in accordance with regulation B5 within the first two calendar years of full-time study (or four calendar years of part-time study). Students registered for the Integrated MPhil/PhD must have attained a satisfactory standard in the taught element of the programme to the value of 120 credits prior to entry to the examination for the thesis.

B9 Students registered for the Integrated MPhil/PhD must submit their thesis within five calendar

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

Advanced Standing

B10 Candidates for the Integrated MPhil/PhD may, at the discretion of the UCL, be given exemption from up to 60 credits or two taught modules for work successfully completed (i.e. taught and examined) from a degree programme offered at another approved higher education institution. UCL will be responsible for ensuring exemption is given only in respect of courses deemed to be of an appropriate level and which form a coherent whole with the candidate's taught programme at UCL.

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

Progress for Students registered on the Integrated MPhil/PhD

B12 The relevant Master's degree Board of Examiners shall be responsible for the assessment of students' progress in the taught element of the programme.

B13 In addition, the progress of each student shall be formally reviewed as according to Regulation 5.6.

B14 The award of the Postgraduate Diploma shall be made to students upon satisfactory completion of the course of study and formal assessments associated with the required Master's level modules to the value of 120 credits.

B16 Students registered for the Integrated MPhil/PhD who no longer wish to complete the thesis requirements of the programme may, at the discretion of UCL, be permitted to transfer to the research-based Masters programme they are following as prescribed in regulation B4.

B17 Students registered for the Integrated MPhil/PhD who no longer wish to complete the assessments for the taught elements of the programme may, at the discretion of the Faculty Graduate Tutor/ Head of IOE Centre for Doctoral Education, be permitted to transfer to the MPhil/PhD.

Examinations for the Taught Element of the Integrated MPhil/PhD

B18 In the case of students registered for the Integrated MPhil/PhD, all assessments for the taught elements will be subject to the same requirements as those laid down for students undertaking the relevant Masters degree.

Requirements applicable to the Thesis Element of the Integrated MPhil/PhD

B19 The requirements applicable to the thesis element of the Integrated MPhil/PhD programme are equivalent to the requirements applicable to the MPhil or PhD set out in the regulations for MPhil/PhD Section 6.

Specific Requirements for PhD Thesis

B20 The regulations for the MPhil/PhD Section 7 shall be followed in respect of the specific requirements for PhD thesis for candidates for the Integrated MPhil/PhD.

Specific Requirements for MPhil Thesis

B21 The regulations for the MPhil/PhD Section 8 shall be followed in respect of the specific requirements for MPhil thesis for candidates for the Integrated MPhil/PhD.

Entry to thesis examination and submission of thesis for MPhil or PhD

B22 The regulations for the MPhil/PhD Section 9 shall be followed in respect of the entry to thesis examination and submission of thesis for MPhil or PhD for candidates for the Integrated MPhil/PhD.

B23 In addition to the requirements set out in Section 9, students registered for the Integrated MPhil/PhD must also have attained a satisfactory standard in the taught element of the programme to the value of 120 credits prior to entry to the examination for the thesis.

Declaration

B24 The regulations for the MPhil/PhD Section 10 shall be followed in respect of the Declaration for candidates for the Integrated MPhil/PhD.

Appointment of Thesis Examiners and Conduct of Thesis Examination

B25 The regulations for the MPhil/PhD Section 11 shall be followed in respect of the appointment of thesis examiners and conduct of thesis examination for candidates for the Integrated MPhil/PhD.

Outcome of PhD Examination

B26 The regulations for the MPhil/PhD Section 12 shall be followed in respect of the outcome of PhD examination for candidates for the Integrated MPhil/PhD.

Outcome of MPhil Examination

B27 The regulations for the MPhil/PhD Section 13 shall be followed in respect of the outcome of MPhil examination for candidates for the Integrated MPhil/PhD.

Notification of Results of MPhil and PhD Examinations

B28 The regulations for the MPhil/PhD Section 14 shall be followed in respect of the notification of results of MPhil and PhD examinations for candidates for the Integrated MPhil/PhD.