

# **Regulations for the Degree of Doctor of Education and Master of Education**

## **1 SCOPE OF THESE REGULATIONS**

- 1.1 These regulations govern the awards of degrees of Doctor of Education (EdD) and Master of Education (MEd) in the School of Education and Lifelong Learning.
- 1.2 Candidates shall initially register for the degree of Master of Education. The process for students who wish to transfer from the Master of Education to the Doctor of Education is outlined in Section 4.7.

## **2 GENERAL PRECONDITIONS TO AN AWARD**

- 2.1 Candidates registered for the degree of Master of Education must normally be a graduate of this University or another approved university or possess some other qualifications approved by this University.
- 2.2 Candidates wishing to transfer to the Degree of Doctor of Education must normally possess a relevant Master's degree from this University or another approved university or a similar qualification approved by this University.
- 2.3 Candidates must submit evidence of adequate training and ability to undertake the proposed course of advanced study to the satisfaction of the Head of School (or nominee), be approved by the Head of School (or nominee) as a candidate for the degree and study in accordance with these Regulations.
- 2.4 Before being admitted to the degree of Master of Education or Doctor of Education candidates must:
  - (1) undertake research in fields of study approved by the Head of School (or nominee);
  - (2) engage in advanced study under the direction of a teacher in the University appointed by the Head of School (or nominee). For the thesis, candidates will study under the direction of teachers in the University appointed by the School as the candidate's supervisory team;
  - (3) satisfactorily present the results of the research, study and training in research projects, essays and a research thesis and pass such academic assessments as may be required by these Regulations.

### **3 DURATION OF COURSE**

- 3.1 For candidates registering on or before 30 September 2016, the period of study for the Doctor of Education shall be four years and the period of study for the Master of Education shall be two years. In each case this shall be by part-time study at 0.5FTE. Candidates will normally initially register on the Master of Education programme.
- 3.2 For candidates registering from 1 October 2016, the period of study for the Doctor of Education shall be five years and the period of study for the Master of Education shall be two years and six months. In each case this shall be by part-time study at 0.4FTE. Candidates will normally initially register on the Master of Education programme.
- 3.3 The Head of School (or nominee) may grant permission to extend the normal period of study by a specified period not in excess of six months on the recommendation of the academic supervisor. In such a case, the Head of School (or nominee) may also extend the period within which the thesis is to be submitted, by not more than the extension in the period of study.
- 3.4 The Head of School (or nominee) may grant permission to interrupt the period of study if there are special reasons for doing so. The Head of School (or nominee) shall specify the length of interruption which may not exceed twelve months. In such a case they may also extend the period within which the thesis is to be submitted by not more than the length of the interruption. The Academic Director of Research Degree Programmes may give special permission for further extensions to the period of study on the recommendation of the Head of School (or nominee).

### **4 ATTENDANCE, ASSESSMENT AND PROGRESS**

- 4.1 A candidate shall attend lectures, seminars, tutorials and supervisions as prescribed by the School.

- 4.2 A candidate shall be subject to assessment as follows:

4.2.1 ***Doctor of Education (first registered on or before 30 September 2014)***

Year 1	Critical Analysis (3,500 words) Comparative Methodology (6,500 words)
Year 2, first half	A research proposal including a consideration of the ethical protocols to be followed totalling not more than 5,000 words

Year 2, second half to Year 3	Formative assignments including Literature Review, Methodology and Issues Emerging from Data
Year 4	A thesis of up to 60,000 words, incorporating the three formative assignments, with an oral examination.

**4.2.2 *Doctor of Education (first registered after 1 October 2014 and before 30 September 2016)***

Year 1	Critical Analysis (3,500 words) Comparative Methodology (6,500 words)
Year 2, first half	A research proposal including a consideration of the ethical protocols to be followed totalling not more than 5,000 words
Year 2, second half to Year 4	Formative assignments including Literature Review, Methodology and Issues Emerging from Data and Results/Conclusions.
Year 4	A thesis of up to 60,000 words, incorporating the four formative assignments, with an oral examination.

**4.2.3 *Doctor of Education (first registered from 1 October 2016)***

Year 1	Critical Analysis (3,500 words) Comparative Methodology (6,500 words)
Year 2	Research Proposal (5,000 words) Ethics application

Transfer from initial registration on the Master of Education programme to the Doctor of Education programme is subject to successful completion of coursework and ethics approval for proposed research.

Year 3 and Year 4	Formative assignments including Literature Review, Methodology and Issues Emerging from Data and Results/Conclusions
Year 5	A thesis of up to 60,000 words, incorporating the four formative assignments, with an oral examination.

**4.2.4 Master of Education (first registered on or before 30 September 2016)**

Year 1	Critical Analysis (3,500 words) Comparative Methodology (6,500 words)
Year 2	A thesis of up to 30,000 words, with an oral examination.

**4.2.5 Master of Education (first registered from 1 October 2016)**

Year 1	Critical Analysis (3,500 words) Comparative Methodology (6,500 words)
Year 2 and Year 3	A thesis of up to 30,000 words with an oral examination

4.3 There shall be an annual review of work leading to the thesis, undertaken by the candidate and supervisory team and monitored by or on behalf of the Head of School (or nominee). The supervisory team shall also report to the Head of School (or nominee) at any time when the candidate appears not to be making satisfactory progress, is otherwise not fulfilling the conditions that have been laid down or appears unlikely to reach the standard of the degree.

4.4 In order to proceed to the thesis element of either programme a candidate must satisfy the examiners that there is a reasonable expectation that they will successfully complete the programme for the degree for which they are registered, in accordance with Regulations 4.5 and 4.7.

4.5 Following the end of the first year the examiners shall review the candidate's progress to date. Each candidate shall be examined by two or more examiners, at least one of whom shall be an external examiner. The examiners will make recommendations to the Head of School (or nominee), supervisory team or other delegated member of academic staff regarding any student who warrants special attention in respect of their attendance or progress. A candidate who does not satisfy the examiners in this way may be permitted by the examiners, on one occasion only, to be reassessed.

4.6 A candidate who is aiming to transfer to the Degree of Doctor of Education and who fails to satisfy the examiners on the assessment or reassessment at the end of Year 1 by a narrow margin may be permitted, at the discretion of the examiners, to continue as a candidate for the degree of Master of Education.

4.7 During the period of study a candidate for the degree of Master of Education may, with the approval of the Head of School (or nominee), be permitted to withdraw as a candidate for the degree and be

approved as a candidate for the Doctor of Education no later than six months prior to the end of the period of study for the degree of Master of Education. The period of study already completed shall count towards the period of study for the degree of Doctor of Education.

Sufficient evidence of progress must be provided including:

- a) passing all assignments
- b) submitting an appropriate research proposal of 5,000 words

The assessment will be undertaken by a panel of at least two members of academic staff, appointed by the Head of School (or nominee); no more than one member of the supervisory team may belong to the panel. The research proposal will also be subject to approval by the School's Ethics Committee.

- 4.8 In circumstances where a reassessment, because of its nature or timing, cannot with reasonable practicability be completed within the year of study to which it relates, the examiners may permit a candidate to proceed to the next year of the course on condition that:
- (1) the reassessment shall be arranged and completed as soon as practicable in accordance with a timetable to be stipulated by them; and
  - (2) the examiners shall consider the outcome of the reassessment at the earliest feasible opportunity.
- 4.9 A candidate who fails to satisfy the examiners in any reassessment of work completed in the first year and conducted in accordance with the regulations in this section shall normally be required to withdraw from the University.

## **5 SUBMISSION OF THE THESIS**

- 5.1 The degree shall be awarded on the recommendation of the examiners at the assessment or reassessment undertaken:
- 5.1.1 In the case of candidates registered for the degree of Doctor of Education, in respect of the thesis produced in the final year of study, provided that they are satisfied in all respects as to performance in the final assessment or permitted reassessment. In the thesis and examination the candidate is required to show distinct ability to conduct original investigations, to test ideas (whether the candidate's own or those of others) and to understand the relationship of the theme of the investigations to a wider field of knowledge. The thesis should show evidence of adequate industry and application. The candidate is also expected to show understanding of the relationships of the special theme to a wider field of knowledge. The thesis should represent a significant contribution to the development of understanding, for example, through the discovery of new knowledge, the connection of previously unrelated facts, the development of a new theory or the

revision of older views. The thesis shall not exceed 60,000 words in length.

5.1.2 In the case of candidates registered for the degree of Master of Education, in respect of the thesis produced in the final year of study, provided that they are satisfied in all respects as to performance in the final year assessment or permitted reassessment. In the thesis and examination the candidate is required to show distinct ability to conduct original investigations, to test ideas (whether the candidate's own or those of others) and to obtain appropriate conclusions from the research. The thesis should be presented in a clear and systematic manner and not exceed 30,000 words in length.

5.2 A candidate who wishes to submit a thesis must apply to the Head of Postgraduate Research Service (or nominee). A thesis may be presented for examination at any time after the beginning of the last six months of the candidate's prescribed period of study provided that not more than the following times have elapsed since the date of registration as a candidate for the degree:

Doctor of Education

Initial date of registration before 30 September 2014	Four years
Initial date of registration after 1 October 2014 and before 30 September 2016	Five years
Initial date of registration after 1 October 2016	Six years

Master of Education

Initial date of registration before 30 September 2014	Two years
Initial date of registration after 1 October 2014 and before 30 September 2016	Two years
Initial date of registration after 1 October 2016	Two years six months

5.3 The Academic Director of Research Degree Programmes may give special permission for extensions to the period within which the thesis must be presented on the recommendation of the Head of School (or nominee) concerned.

5.4 A candidate for either degree shall, not later than three months before the submission of the thesis and in any case no later than three months before the end of the period of advanced study and research, submit for approval to the appropriate Head of School (or nominee) the precise title of the thesis to be examined.

## 6 APPOINTMENT OF EXAMINERS

6.1 The Head of School (or nominee) shall recommend for approval by the Faculty Associate Dean of Postgraduate Research the names of two or more examiners for the thesis, at least one of whom shall be an external examiner. This recommendation shall normally be made not

later than three months before the expected date of the submission of the thesis.

## **7 EXAMINATION**

- 7.1 A candidate shall be examined orally on the thesis and on subjects relevant to it. The examination shall normally be held within three months of the date of the submission of the thesis. Exceptions to this shall require approval by the Academic Director of Research Degree Programmes.
- 7.2 Prior to the oral examination of the thesis the examiners shall each prepare independent preliminary reports regarding the candidate's performance.
- 7.3 In exceptional circumstances the Academic Director of Research Degree Programmes may, on sufficient grounds submitted by the candidate and/or their supervisory team, with the agreement of the examiners, and on the recommendation of the Head of School (or nominee), waive the requirement for the oral examination or agree to its replacement by an alternative form of assessment.
- 7.4 The examiners having examined the candidate shall send their joint final report and recommendation to the Head of School (or nominee) concerned. If the examiners do not agree in their recommendations or if for any other reason the Head of School (or nominee) of the School needs a further opinion, the Head of School (or nominee) shall recommend to the Academic Director of Research Degree Programmes the appointment of an additional external examiner who shall conduct a further examination of the candidate.
- 7.5 The Head of School (or nominee) having considered the final report and recommendation of all the examiners shall then proceed in one of the following ways:

### **7.5.1 *Candidates for the degree of Doctor of Education***

- (1) if the thesis and performance in the oral examination are of sufficient merit they shall recommend that the candidate be approved for the award of the degree of Doctor of Education.
- (2) if the thesis and performance in the oral examination are of sufficient merit, but that minor corrections are required, they shall recommend that the candidate be approved for the award of the degree of Doctor of Education, subject to completion of minor corrections within six months.
- (3) if the thesis and performance in the oral examination are not of sufficient merit for the degree of Doctor of Education but there is reasonable expectation that the thesis, if revised, could reach the

standard required for the degree, the Head of School (or nominee) shall recommend:

*either:*

a) that the candidate be asked to submit a revised thesis

*or:*

b) that the candidate be given the option either of submitting a revised thesis or of being approved for the award of Master of Education.

A candidate who is given this option shall be allowed a period of not more than fourteen days from receipt of formal notification of the outcome of the examination to decide which of these alternatives to accept. A candidate who submits a revised thesis shall do so within one year and may be required to undergo further oral examination. A candidate shall not be allowed to submit a revised thesis on more than one occasion.

- (4) if the thesis and performance in the oral examination are not of sufficient merit for the degree of Doctor of Education and the Head of School (or nominee) is not of the opinion that the candidate should be permitted to submit a revised thesis, they shall, if the thesis and performance in the oral examination are of sufficient merit for the degree of Master of Education recommend that the candidate be approved for the award of the degree of Master of Education (with or without corrections).
- (5) if the thesis and performance in the oral examination are not of sufficient merit to entitle the candidate to the degree of Master of Education they shall recommend that no degree be awarded.

#### **7.5.2 Candidates for the degree of Master of Education**

- (1) if the thesis and performance in the oral examination are of sufficient merit the Head of School (or nominee) shall recommend that the candidate be approved for the award of the degree of Master of Education.
- (2) if the thesis and performance in the oral examination are of sufficient merit, but minor corrections are required, they shall recommend that the candidate be approved for the award of the degree of Master of Education, subject to completion of minor corrections within three months.
- (3) if the thesis and performance in the oral examination are not of sufficient merit for the degree of Master of Education they shall recommend:

*either:*

  - (a) that the candidate be permitted to submit a revised thesis. Such a candidate shall submit a revised thesis within twelve months

and may be required to undergo further oral examination. A candidate shall not be allowed to submit a revised thesis on more than one occasion;

*or*

(b) that no degree shall be awarded.

- 7.6 In all cases the recommendations of the Head of School (or nominee) shall be laid before the Head of Postgraduate Research Service (or nominee) who shall ensure that appropriate action is taken on behalf of the Senate.

## **8 FINAL SUBMISSION OF THESIS**

- 8.1 A candidate shall submit two copies of the research thesis in accordance with rules approved by the Senate.
- 8.2 If a candidate is approved for the award of the degree, the Head of Postgraduate Research (or nominee) shall deposit one copy of the research thesis in the University Library, where it shall be available for consultation. The second copy shall be deposited with the School of Education and Lifelong Learning. The Head of the School (or nominee), at the request of the candidate, may determine that a particular thesis shall, for a period of up to three years specified by the Head of School (or nominee), be available only to those who have written permission to consult it.

## **9 MODIFICATIONS FOR CATEGORY A CANDIDATES, INCLUDING STAFF CANDIDATES**

- 9.1 Candidates for the degree of Doctor of Education or Master of Education will be designated as Category A (including faculty of Schools and such other candidates as the Senate shall determine) or Category B. Candidates in Category B shall study the degree of Doctor of Education or Master of Education in accordance with Regulations 1 to 8 above. Category A candidates shall be permitted to proceed to the degree of Doctor of Education or Master of Education in accordance with Regulations 1 to 8, subject to the following modifications.
- 9.2 In the case of Category A candidates, references to the Head of School in Regulations 2 (General Preconditions to an Award), 3 (Duration of Course) and 7 (Examination) shall be interpreted as references to the Academic Director of Postgraduate Research Degree Programmes, or to their nominee if they have a conflict of interest. Thus the examination of any Category A candidate for the degree of Doctor of Education or Master of Education shall be conducted exclusively by external examiners appointed by the Senate on the recommendation of the Academic Director of Research Degree Programmes.
- 9.3 In the case of Category A candidates, references to the Head of School in Regulation 4 (Attendance, Assessment and Progress) shall be

interpreted as references to the Faculty Associate Dean of Postgraduate Research, or to their nominee if they have a conflict of interest.

- 9.4 In the case of Category A candidates, references to the Faculty Associate Dean of Postgraduate Research in Regulation 6 (Appointment of Examiners) shall be interpreted as references to the Academic Director of Research Degree Programmes or to their nominee if they have a conflict of interest.
- 9.5 The Academic Director of Research Degree Programmes shall be advised of any application from any Category A candidate to continue the period of study as a candidate for the degree after ceasing to be a member of staff.