

LTC09D143

**Regulations for the Degree of
Doctor of Education and Master of Education
SCHOOL OF EDUCATION AND LIFELONG LEARNING**

Alterations to the programmes of courses and seminars published in these Regulations may be made without notice.

1 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 11 (2).

2 Candidates must:

- (1)
 - (a) in the case of candidates registered for the degree of Master of Education, normally be a graduate of this University or another approved university or possess some other qualifications approved by this University;
 - (b) in the case of those wishing to transfer to the Degree of Doctor of Education, normally possess a relevant Masters degree from this University or another approved university or a similar qualification approved by this University;
- (2) submit evidence of adequate training and ability to undertake the proposed course of advanced study to the satisfaction of the Board of the School of Education and Lifelong Learning;
- (3) be approved by the Board of the School of Education and Lifelong Learning as a candidate for the degree;
- (4) study in accordance with these Regulations.

3 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 Board of the School;
- (2) engage in advanced study under the direction of a teacher in the University appointed by the Board of the School. 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.

4 A year is defined as a period of twelve months commencing on 1 October.

5 The programme shall in the case of Doctor of Education, be of forty-eight months' duration of part-time study, and in the case of Master of Education, be of twenty four months' duration of part-time study.

6 The Board of the School may grant permission:

- (1) 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 Board may also extend the period within which the thesis is to be submitted, by not more than the extension in the period of study;
- (2) to interrupt the period of study if there are special reasons for doing so. The Board shall specify the length of interruption which may not exceed twelve months. In such a case the Board may also extend the period within which the thesis is to be submitted by not more than the length of the interruption. The Senate may give special permission for further extensions to the period of study on the recommendations of the Board of the School.

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

8 A candidate shall be subject to assessment as follows:

(a) Doctor of Education

(1) Year One

- Critical Analysis 3,500 words
- Methodology (comparative) 6,500 words

(2) Year Two (1st half)

- a research proposal including a consideration of the ethical protocols to be followed totalling not more than 5,000 words

(3) Year Two (2nd half) – Year Three (2nd half)

- Formative assignments as follows:

- i) Literature Review – 6,000 words
- ii) Methodology (focused) – 6,000 words
- iii) Issues emerging from data – 6,000 words

(3) Year Four

- a thesis of up to 60,000 words (incorporating the three formative assignments)
- an oral examination.

(b) Master of Education

(1) Year One

- Critical Analysis 3,500 words
- Methodology (comparative) 6,500 words

(2) Year Two

- a thesis of up to 30,000 words
- an oral examination

9 Progress

(1) 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 School Board. The supervisory team shall also report to the Board 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;

(2) In order to proceed to the thesis element of either programme a candidate must satisfy the examiners that there is a reasonable expectation that he/she will successfully complete the programme for the degree for which he/she is registered, in accordance with Regulations 9(3) and 10.

(3) At 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, 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.

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 Year1 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.

10 During the period of study a candidate for the degree of Master of Education may, with the approval of the Board of the School, 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 School Board; 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

11 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.

12 A candidate who fails to satisfy the examiners in any reassessment of work completed in the first year and conducted in accordance with Regulation 9 above shall normally be required to withdraw from the University.

The Thesis and Examination

13 The degree shall be awarded on the recommendation of the examiners at the assessment or reassessment undertaken:

- (1) in the case of candidates registered for the degree of Doctor of Education, in respect of the fourth year of study, provided that they are satisfied in all respects as to performance in the Year 4 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.

- (2) in the case of candidates registered for the degree of Master of Education, in respect of the second year of study, provided that they are satisfied in all respects as to performance in the Year 2 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.

14 A candidate who wishes to submit a thesis must apply to the Registrar and Secretary of the University. 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 four years in the case of candidates for the degree of Doctor of Education and two years in the case of candidates for the degree of Master of Education shall have elapsed from the date of the approval as a candidate for the degree. The Senate may give special permission for extensions to the period within which the thesis must be presented on the recommendation of the Board of the School concerned.

15 A candidate for the 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 Board of the School the precise title of the thesis to be examined

16 The Board of the School shall recommend for approval by the Senate 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.

17 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 Learning and Teaching Committee of the Senate. In exceptional circumstances the Learning and Teaching Committee of the Senate may, on sufficient grounds submitted by the examiners and on the recommendation of the Board of the School, excuse the candidate from the oral examination or agree to its replacement by a written examination.

18 The examiners having examined the candidate shall send their reports and recommendations to the Board of the School concerned. If the examiners do not agree in their recommendations or if for any other reason the Board of the School needs a further opinion, the Board shall recommend to the Senate the appointment of an additional external examiner who shall conduct a further examination of the candidate. For the duration of this process, the School Director of Learning, Teaching and Quality shall act in place of the Head of School as Chair of the Board of the School.

19 The Board of the School having considered the reports and recommendations of all the examiners shall then proceed in one of the following ways:

Candidates for the degree of Doctor of Education

(1) if the thesis and performance in the oral examination are of sufficient merit it 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, it shall recommend that the candidate be approved for the award of the degree of Doctor of Education, subject to completion of minor corrections within (a) three months or (b) if the required corrections are of a presentational nature, within six weeks.

(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 Board shall recommend either that the candidate be asked to submit a revised thesis or 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 Board is not of the opinion that the candidate should be permitted to submit a revised thesis, it 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. In the event of the need for substantive amendments the Board may recommend that the candidate be permitted to resubmit the thesis for the degree of Master of Education in not more than six months.

(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 it shall recommend that no degree be awarded.

Candidates for the degree of Master of Education

(1) If the thesis and performance in the oral examination are of sufficient merit it 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, it shall recommend that the candidate be approved for the award of the degree of Master of Education, subject to completion of minor corrections within (a) six weeks or (b) if the required corrections are of a presentational nature, within one week.

(3) If the thesis and performance in the oral examination are not of sufficient merit for the degree of Master of Education it 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. In all cases the recommendations of the Board of the School shall be laid before the Registrar and Secretary who shall ensure that appropriate action is taken on behalf of the Senate.

20 A candidate who submits a satisfactory thesis but who fails to satisfy the examiners in the oral examination may be permitted by the Learning and Teaching Committee, on the recommendation of the examiners and of the Board of the School, to take a second oral examination or a written examination within six months.

21 (1) A candidate shall submit two copies of the research thesis in accordance with rules approved by the Senate.

(2) If a candidate is approved for the award of the degree, the Registrar and Secretary 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 Board of the School, at the request of the candidate, may determine that a particular thesis shall, for a period of up to three years specified by the Board, be available only to those who have written permission to consult it.

University Staff

23 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 21 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 21, subject to the following modifications:

(1) in the case of Category 'A' candidates references to the Board of the School or to the Head of the School in Regulations 2, 3 and 6 shall be interpreted as references to the Learning and Teaching Committee and to the Director of Postgraduate Research Degree Programmes; in Regulations 9, 18 and 19, references to the Board of the School or to the Head of the

School shall be interpreted as references to the Faculty Learning, Teaching and Quality Committee and to the Associate Dean for Learning, Teaching and Quality;

(2) the Learning and Teaching Committee shall advise the Senate on 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;

(3) the examination of any Category 'A' candidate for the degree of Doctor of Education shall be conducted exclusively by external examiners appointed by the Senate on the recommendation of the Learning and Teaching Committee.