

## **Professional Doctorate Regulations: Doctor of Education (EdD) for Students Registering after January 2012**

### **Introduction**

#### **1. Preamble**

- (a) This programme is a Joint Award approved and delivered by Roehampton University and Kingston University. These regulations represent a single, integrated set which incorporates both general and specific programme regulations and have been approved by the two Universities.
- (b) The aims and learning outcomes of the programme as approved by the Universities are set out in the programme handbook and in the programme specification.

#### **2. Definitions of the terms are as follows**

- (a) *Administration Office*  
The office in which the EdD Administrator works.
- (b) *Programme Director (PD)*  
A PD is responsible for the day-to-day management, administration, organisation and development and teaching effectiveness of the programme and for quality assurance procedures within their University.
- (c) *Chair of Programme Directors*  
Has responsibilities to chair the Joint Programme Board and Strategic Advisory Group, to coordinate and manage examination processes for Years 1-3 and to advise the Joint Institutional Group on matters of resources, staffing and future developments in the programme.
- (d) *Programme*  
The group of modules and the research component which leads to the award.
- (e) *Joint Programme Board*  
The Joint Programme Board shall be constituted from Programme Directors, the Leaders of the taught modules, and all full-time and part-time staff (0.5 FTE or above) undertaking significant teaching and/or supervising on the Joint Programme and shall include at least two student representatives elected annually to the Joint Programme Board by and from students registered for the Joint Programme. The Chair shall be the Chair of Programme Directors or their nominee.
- (f) *Joint Programme Examination Board*  
The Joint Programme Examination Board shall be constituted from Programme Directors, the Leaders of the taught modules and all full-time and part-time staff (0.5 FTE or above) undertaking significant assessment duties on the Joint Programme for Years 1-3 and shall include the appointed external examiner(s). The Chair shall be a Dean / Head of School/Head of Department or their nominee.
- (g) *Research Committee*  
The committee which is responsible for managing and assessing post graduate

research degrees at the Universities, which for Roehampton University is the Research Degrees Board and for Kingston University is the Faculty Research Degree Committee.

- (h) *Research Project*  
That piece of work that makes up the project, and may consist of a written project, a portfolio or multi-media presentation or other format as approved by the Faculty Research Degrees Committee (FRDC) (Kingston) or the Research Degrees Board (RDB) (Roehampton).
- (i) *Years 1-3*  
Where used in these regulations this period refers to the period in which the student achieves the first 180 credits, irrespective of the actual duration taken.
- (j) *Joint Institutional Group*  
This Group shall consist of a senior executive member of staff from each University or their deputed nominees, the Programme Directors and the Administrator for the Joint Programme. The Chair shall be the Dean/Head of School or their nominee.

### 3. Structure

- (a) The EdD is a credit rated award with a volume of 360 credits at D level. The programme of study leading to the award shall consist of taught modules and a research component. The learning outcomes of the EdD award shall be at Doctoral level and consistent with the Framework for Higher Education Qualifications.
- (b) 140 credits shall consist of taught modules in Years 1 and 2 of the programme.
- (c) The remainder of the programme shall be designated the research component and shall comprise 220 credits at D level. The research component shall be composed of a 40 credit research proposal (the module *Preparation & Presentation of Research Proposal*) and a 180 credit *Research Project*.
- (d) The assessment procedures for the module *Preparation and Presentation of Research Proposal* are undertaken by the EdD Joint Programme Examination Board. On this Board there are representatives of the research committee of both universities.
- (e) At the point of successful completion of the *Preparation and Presentation of Research Proposal* module the student's progression and examination for the Research Project stage becomes the responsibility of the Research Degrees Board, RDB, (Roehampton University) and the Faculty Research Degrees Committee, FRDC, (Kingston University) under the institutional regulations for research degrees.
- (f) The normal period of registration is expected to be 72 months.
- (g) The maximum period of study shall be ninety six months, which includes an optional writing up extension of one year subject to the writing up policy of the institution at which the student is registered. This period does not include periods of suspension.
- (h) The administration and regulation of the degree will be carried out by the Programme Directors (PD) on behalf of the two institutions. Each PD will report as required to their respective Dean/Head of School.

- (i) The PDs shall represent the interests of their institutions, and each PD is responsible for keeping relevant persons and committees within their institutions informed as necessary and required.
- (j) Course management shall be carried out by the Joint Programme Board. Assessment of the modules for Years 1 - 3, including the *Preparation & Presentation of Research Proposal* shall be carried out by a Joint Programme Examinations Board.
- (k) Supervision and progression through the Research Project shall be monitored and agreed by the relevant research committee of the University at which the student is registered.
- (l) The programme team shall nominate External Examiner(s) as required for the taught modules on the programme to the relevant Universities' Committees. The Examiner(s) shall be separate from those appointed for the research projects. One Examiner(s) shall be appointed by each University.

## ADMINISTRATIVE REGULATIONS

### 4. Application and Registration

- (a) The normal entry requirements are a Master's degree (of 180 M level credits) in Education, or a discipline allied to Education, or an MRes, MSc (Research) or equivalent of a UK university or of a University outside the UK which is recognised for this purpose, and to be in. An applicant who is not a graduate may be admitted provided he or she holds professional or other qualifications approved for this purpose. An applicant will submit an outline research proposal as part of the application.
- (b) Applicants are usually interviewed as part of the admissions process. All applicants are considered by both institutions prior to an offer being made.
- (c) Applicants will register at **either** Kingston University **or** Roehampton University.
- (d) An applicant may be required to satisfy the Universities that their ability to understand and communicate in both written and spoken English is adequate for the purpose of pursuing the programme of study and research. This will be IELTS 7.0 or equivalent. The PD may require further attendance at English classes as a requirement of registration.
- (e) Students will be required to register for a complete programme to the end of the academic year, and thereafter register annually at a specified time for a complete academic year.
- (f) A candidate may not, without express permission of their University, simultaneously register for another award of the University, or of any other university or institution except that, if he or she has completed a programme of study for another award but the award has not been made, he or she may register provisionally for a period not exceeding three months.

### 5. Mode and Terms of Study

- (a) The programme of study may be pursued in collaboration with another institution having suitable facilities for carrying out research subject to approval by the Joint Programme Board. Students will be part-time. A candidate may pursue part of the work for the research project outside the United Kingdom, only if permitted to do so by

the Research Committee.

- (b) Students may suspend their studies at any time within Years 1-3 without adverse effect on the grade or credit-value of any completed assessments. A proposed suspension of study must be formally approved by the PDs for Years 1-3 of the programme and may not last for more than one year. Absences in excess of this amount will lead to the termination of programme.
- (c) There is no limit on the number of Suspensions of Study.
- (d) The student must complete within the maximum period of registration. In exceptional circumstances a student may apply for an extension from the institution at which they are registered. The research committee, with advice from the relevant supervisory team, will consider such applications on a case by case basis.

## **6. Credit Accumulation and Transfer**

- (a) Credit transfer is not normally appropriate for this programme and prior professional learning is excluded from considerations of accreditation of prior credit. Any requests for APCL will be considered by both PDs acting together on a case-by-case basis. Final approval will be subject to the normal procedures of their University.

## **7. Programme Management**

### ***Institutional***

- (a) Individual Academic Committees/Department of Education Committee or equivalent are directly responsible to their Senate or equivalent for the overall management and monitoring of all taught and research programmes and for all matters related to credit accumulation, transfer and exemption. Each PD is responsible for keeping such committees informed of matters relating to the EdD.

### ***Programme Boards***

- (b) The programme shall be managed by a Joint Programme Board. It will be chaired by the Chair of Programme Directors or nominee.
- (c) The Joint Programme Board shall meet at least once each semester.
- (d) The Joint Programme Board shall be responsible to the Joint Institutional Group and then report into the relevant committee structure of each institution.

## **ASSESSMENT REGULATIONS FOR YEARS 1 TO 3 OF THE PROGRAMME**

### **8. Assessment Boards for the Taught Modules and the Preparation and Presentation of Research Proposal module.**

#### ***Joint Programme Examinations Board***

- (a) The Joint Programme Board, together with one or more external examiner(s), but excluding the student representatives, shall comprise a Joint Programme Examinations Board. Representatives of the Research Committees must be in attendance at those meetings of the Board where the assessment of the module *Preparation & Presentation of Research Proposal* is an agenda item. It shall be

chaired *in all cases* by either the Head of Department of Education (RU) or the Head of School of Education (KU).

- (b) The Joint Programme Examinations Board shall meet as required, but at least once per year. At its meetings, the Joint Programme Examinations Board will:
- (i) approve the results of all module assessments, including the module: *Preparation and Presentation of Research Proposal* and determine in respect of each candidate a 'pass'/fail'/terminate/defer' recommendation in respect of programme requirements;
  - (ii) be responsible for the academic standards of modules;
  - (iii) agree recommendations for progression onto each subsequent year (for years 1-3), and recommendations for exit awards;
  - (iv) in the case of failure, agree reassessment requirements;
  - (v) operating under delegated powers from the RDB and the FRDC, will approve the progression of students onto the Research Project.
- (c) The Joint Programme Examinations Board may at its own discretion require an alternative or additional form of assessment for a particular module, e.g. a *viva voce*. An alternative form of assessment may only be approved where there are clearly defined extenuating circumstances preventing the normal assessment or a deferment, and where the proposed alternative assessment is capable of testing substantially the same learning outcomes as the validated assessment.
- (d) A student whose assessment performance has been, or is likely to be, impaired because of ill health or other reasons, must inform the Administrative Office in writing at the earliest opportunity, and provide supporting documentary evidence. In the case of ill health this should be a medical certificate. The Administrative Office will forward such documentation to the Joint Programme Examinations Board for consideration, and that Board may take it into account in its decisions. Where the work cannot be completed by the hand in date, the student can request an extension under the regulations for deferral (8 (g) to 8(h)).

### **Grading and Progression of Taught Modules**

- (e) All module assessment shall be on a strong pass/pass/fail basis. There will be no compensation or condonation. All assessment shall be double marked by internal examiners.
- (f) In cases where a candidate has failed or deferred a particular assessment, the Joint Programme Examinations Board shall stipulate the nature and timing of the reassessment and/or attendance required to pass.
- (g) All work must be submitted by the due date. If this is not possible, the student must seek deferment from the Chair of the Joint Programme Examination Board before the due date.
- (h) Students should discuss their request to defer with the relevant PD in the first instance. Reasons for seeking deferral may range from professional commitments, unforeseen changes to a student's professional circumstance, through to illness and sudden changes to personal circumstances.
- (i) The PD will decide: whether to defer or not; the extension of due date; the nature of any evidence that the student needs to provide (for instance medical certification in the case of illness). The PD will inform the Chair of the Joint Programme Examination

Board and the Chair of PDs that the deferral has been agreed, the new due date and any evidence requested. The Chair of the Joint Programme Examination Board will ratify the decision on behalf of the Board.

- (j) The extension will not normally be longer than 2 months after the original due date.
- (k) However, if a student remains unable to submit within the 2 month extension period and has a valid reason for not being able to do so, s/he can request from the PD an additional extension within a 12 month period from the original due date. In these cases, the student must seek a second deferment before the first extension period expires.
- (l) Students cannot progress from Year 1 to Year 2 until all required work for Year 1 has been submitted for assessment (cf 8 (o)). Therefore, although deferral comes without penalty, it may delay progression depending on the agreed extension.
- (m) In Years 1 – 3, a candidate who has failed a maximum of two modules in a year but who has made a reasonable attempt to fulfil the assessment requirements for those modules may be offered the opportunity to be reassessed in those modules on one occasion only. A candidate who has failed all three modules in one year may be allowed to retake the year, at the discretion of the Joint Programme Examination Board. This shall be considered on a case by case basis and decided by the Joint Programme Examination Board. A candidate shall be allowed only one opportunity to retake a year.
- (n) A candidate who fails to submit work for assessment, without good reason, or who otherwise fails to make a reasonable attempt to fulfil assessment requirements shall have their registration terminated.
- (o) The Year 1 modules are pre-requisites for the Year 2 modules. However, in the case of a student being required to resit one or two modules in Year 1, he/she may start the Year 2 modules pending the results of the resit.
- (p) A student may not have any outstanding assessment at the time when they commence the *Preparation and Presentation of the Research Proposal* module. A student will be permitted to be reassessed once in this module. The Joint Programme Examination Board membership will include the appropriate members of the research committees, whose role is to ensure that the research proposal meets the respective university criteria for initial monitoring of research projects. Consequently, the Research Proposal report will be assessed by two members of the programme team and ratified by the representative of the relevant Research Committee. They will also be read by an External Examiner(s) as part of their duties. The decision of the Joint Programme Examination Board is final.
- (q) The research project shall fall under the research regulations of the institution at which the student is registered.
- (r) A student who has successfully completed the first 180 credits, but does not complete the research project successfully, can qualify for the exit award EdM. This award is not classified.

## **9. Copyright and Access to the Research Project**

- (a) Copyright and Access related to research projects is subject to the policy of the University at which the student is registered.

## **AWARD REGULATIONS**

### **10. Award**

- (a) The degree shall be a joint award of Roehampton University and Kingston University.
- (b) The Award shall be conferred on a successful candidate by the Universities. No candidate shall be entitled to the award of a degree unless all fees for tuition and residence and any other sums due to the Universities have been paid, and the rightful property of the Universities returned.
- (c) The names of candidates and their assessment results will be exchanged between the appropriate University bodies so that each University will be enabled to exercise its degree awarding powers in respect of all candidates registered at either Institution.
- (d) Degrees shall be conferred by the normal procedure for a Doctoral degree at the University at which they are registered. The names of candidates who have been awarded the degree shall be published by the Universities.
- (e) After the formal conferment each graduate shall be given a Degree Certificate bearing the titles and logos of both Universities. The certificate shall either be handed to the graduate or sent through the ordinary post to his/her address as listed in the Universities' records. A replacement Certificate can be issued only on receipt of a written request from the graduate and on payment of the appropriate fee.

### **11. Complaints**

- (a) If a student has a complaint relating to the delivery of the programme or learner-support facilities provided by the Departments concerned, he/she should direct that complaint in the first instance to his/her programme director or to the Head/Dean of School or nominee if they feel this to be more appropriate. If the student is not satisfied that the issue has been addressed satisfactorily, the student will be directed to the use the complaint procedure applicable within the University where the grounds for complaint arose.
- (b) Where the grounds for complaint arose from the joint delivery, the complaint will be considered by members of both Universities. In these instances, the student initiates the complaints procedure of the University with which they are registered. The administration is required to ensure that officers from the other University are included in the process and all relevant judgements are made collectively by both Universities.
- (c) If a student has a complaint relating to learner-support facilities or services provided centrally by one of the Universities, the student will be advised to address the complaint in the first instance to the service/facility provider. If the student is not satisfied that the issue has been addressed satisfactorily, the student will be directed to the use the complaint procedure applicable within the University providing that service or facility.

## **APPEAL REGULATIONS**

### **12. Grounds and Procedures for Appeal**

- (a) Students have the right to appeal against the decision of the Joint Programme Examination Board.

- (b) For appeals against decisions made by the Joint Programme Examination Board students should follow this procedure ([LINK to KU appeals procedure](#)). All appeals decisions are ratified by the two Institutions.
- (c) Students have the right to appeal against the decision of the Research Committee.
- (d) For appeals against decisions made by the Research Committee students follow the appeals procedure for research degrees of the University at which they are registered.



## **ANNEX A TO THE REGULATIONS FOR THE EdD**

**(Joint Award approved and delivered by University of Roehampton and Kingston University)**

### **Arrangements for the Appointment of External Examiners and for Processing External Examiners' Reports and Claims for Fees and Expenses**

For the purposes of this Annex, it shall be deemed that the arrangements for the appointment of External Examiners will fall into two categories. One set of arrangements will apply to the taught component of the programme (180 D level credits for modules up to and including the module Preparation and Presentation of Research Proposal). The second set of arrangements will apply to the Research project (180 D level credits).

#### **1. Appointment of External Examiners for the Taught Component of the Programme**

- (a) The Joint Institutional Group will agree:
  - (i) which of the two Parties will take responsibility for the appointment of the External Examiners for the taught component of the programme ('the appointing Party'), *and recommend*;
  - (ii) a common fee for this part of the programme; the costs of the appointment will be borne by the appointing Party.
- (b) At steady state there shall be at least two External Examiners appointed for the taught component of the *Doctor of Education*.
- (c) Nominees for appointment as External Examiner(s) for the Doctor of Education should be identified in the first instance by the Joint Programme Board.
- (d) An informal approach should be made by a Programme Director to the proposed nominee to ascertain that he/she would be willing and able to accept appointment as external examiner if approved. At the same time, the nominee should be asked to complete a Nomination Form for the appointing Party and an Eligibility Form (for Roehampton) and to provide a brief CV, setting out relevant teaching and assessment experience at the appropriate level.
- (e) The Programme Director should seek approval for the nominee from **both** Parties, via the Parties' appropriate authorising bodies, in the manner prescribed in 1 (d) above.
- (f) Once both Parties have approved the nomination of the External Examiner, the appointing Party shall ensure that a letter of appointment is sent on behalf of both Parties, with a copy of the letter being sent to the other Party. The appointment of External Examiner shall be normally for a period of 4 years.
- (g) If one Party is unable to approve the appointment of the nominated External Examiner, the appointment of that Examiner shall not proceed.
- (h) Fees for external examining shall be paid by the appointing Party in accordance with the common fee established by the Joint Institutional Group in the manner prescribed in 1 (a) above. Expenses shall be reimbursed in accordance with the appointing Party's current rates and regulations. No Fee shall be paid unless an Annual Report has been received.

#### **2. Appointment of External Examiners for the Research Project**

- (a) There shall be at least two Examiners for each candidate taking the Research Project component of the *Doctor of Education*, at least one of whom shall be External.
- (b) Nominees for appointment as External Examiner(s) for the Doctor of Education shall be determined by the Joint Programme Board.
- (c) An informal approach should be made by the Programme Director, located in the University with which the student is registered, to the proposed nominee to ascertain that he/she would be willing and able to accept appointment as External Examiner if approved. At the same time, the nominee should be asked to complete any documentation in support of the nomination required by the appointing Party.
- (d) The Party with which the student is registered shall be responsible for appointing the External Examiner in the name of both Parties.
- (e) Fees for external examining shall be paid by the appointing Party in accordance with the fees currently in force within that Party. Expenses shall be reimbursed in accordance with the appointing Party's current rates and regulations. No fee shall be paid unless a written Report on the Research Project has been received.

### **3. Processing External Examiners' Reports**

- (a) External Examiners for the taught components shall be asked to complete and submit to the appointing Party an Annual Report.
- (b) Copies of each Annual Report shall be issued simultaneously to the a) Head, School of Education, Kingston, b) Dean, School of Education, Roehampton, c) Programme Directors and d) to senior academic managers of both Parties.
- (c) The Chair of the Joint Programme Board shall be responsible for ensuring that the Annual Report is discussed by the Joint Programme Board and actioned, as appropriate, as part of the Annual Programme Review.
- (d) In respect of the taught components only, the Chair of the Joint Programme Board shall be responsible for writing to the External Examiner(s), informing him/her/them of any action(s) arising from the taught component to be taken following discussion of the Annual Report by the Joint Programme Board. A copy of that response should be sent to the Registry in each Party.
- (e) Copies of each Report submitted in relation to the Research Project shall be issued by the appointing Party to the a) Head, School of Education, Kingston, b) Dean, School of Education, Roehampton, c) the Programme Directors and d) to senior academic managers of both Parties.
- (f) The Chair of the Joint Programme Board shall be responsible for ensuring that the Report is referred to and discussed by the Joint Programme Board and actioned, as appropriate, as part of the Annual Programme.

## **ANNEX B TO THE REGULATIONS FOR THE EdD**

**(Joint Award approved and delivered by University of Roehampton and Kingston University)**

### **1. Terms of Reference**

#### **(a) Module Leaders Group**

This group will comprise the leaders of the taught modules and the Coordinators of the Research Project. The appointment of Chair of the Module Leaders Group shall be one of the PDs and shall alternate between Roehampton and Kingston, normally on a biennial basis, as determined by the two Parties. The Module Leaders Group shall be accountable to the Joint Institutional Group and shall be responsible, *inter alia*:

- (i) for the delivery of the Joint Programme in accordance with the agreed set of Regulations specific to the Programme as incorporated into the annually produced Student Handbook;
- (ii) for academic leadership and development of the Joint Programme;
- (iii) for the discharge of the decisions of the Joint Programme Board and Joint Programme Examination Board.

#### **(b) Joint Programme Board**

Academic responsibility for the delivery, monitoring, evaluation, development and overall arrangements for quality assurance of the Joint Programme shall reside with a Joint Programme Board, established jointly between the two Parties. The Joint Programme Board shall be constituted from Programme Directors, the Leaders of the taught modules, the coordinators of the Research Project and all full-time and part-time staff (0.5 FTE or above) undertaking significant teaching and/or supervising on the Joint Programme and shall include at least one student representative elected annually to the Joint Programme Board by and from students registered for the Joint Programme [students shall withdraw from meetings of the Joint Programme Board for agenda items discussed under *reserved business*].

#### **(c) Joint Programme Examination Board**

Responsibility for the assessment of students and for recommending progression and academic awards shall reside with a Joint Programme Examination Board, established jointly between the Parties. The Joint Programme Examination Board shall be constituted from Programme Directors, the Leaders of the taught modules and all full-time and part-time staff (0.5 FTE or above) undertaking significant assessment duties on the Joint Programme and shall include the appointed external examiner(s). The Chair shall be a Dean/Head of School or their nominee.

#### **(d) Joint Institutional Group**

Management responsibility for planning income and expenditure, staffing and resourcing affecting the Joint Programme shall rest with the Joint Institutional Group. This Group shall consist of the Deans/Heads of the Schools or their deputed nominees, the Programme Directors and the Administrator for the Joint Programme, hereinafter "EdD Administrator". The Group shall meet at least once per year. It shall be responsible for the annual review of intake numbers, tuition fee income arising and the HEFCE block grant arising. It shall also be responsible for the annual review of the Annexes to this Memorandum.