

## **Professional Doctorate Regulations: Doctor of Education (EdD) for Students who Registered prior to January 2006**

### **1. Introduction**

Note: Professional doctorate programmes are hybrid programmes consisting of a minor taught component and a major research component. The University has separate quality assurance procedures and regulations relating to taught degrees and research degrees. Professional doctorate awards shall adhere to both taught degree and research degree quality assurance procedures and regulations as explained below.

- (a) This programme is approved and delivered by the School of Initial Teacher Education (Roehampton University), the Department of Educational Studies (School of Arts) (University of Surrey) and the School of Education (Kingston University). These regulations represent a single, integrated set, which incorporate both general and specific programme regulations approved by the three Universities.
- (b) The aims of the programme and the learning outcomes as approved by the Universities are set out in the programme handbook and in the programme specification.

### **Structure**

- (c) The EdD shall be 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 courses and a research thesis. The learning outcomes of the EdD award shall be at Doctoral level and consistent with the Higher Education Quality Framework.
- (d) One hundred and forty credits (140 credits at D level) shall consist of taught modules of the core programme and one of the two pathways. These shall be called the taught element.
- (e) The remainder of the programme shall be designated the research component and shall comprise 220 credits at D level. This will be an original piece of research reported in a thesis, portfolio, creative work or mixed-mode presentation, which will be examined viva voce. The length of the document will be specified in the Programme Regulations.
- (f) The maximum period of study shall be seventy-two months.
- (g) The administration and regulation of the degree will be carried out by the Programme Directors' Group (PDG) on behalf of the three institutions. Each Programme Director (PD) will report as required by their respective Dean of School.
- (h) Management and assessment shall be carried out by a Joint Programme Board (chaired by the Chair of the PDG) and a Joint Programme Examinations Board (chaired by one of the Deans of School).

- (i) The programme shall appoint (by the University to which the Chair of PDG belongs) External Examiner(s) as required for the taught modules on the programme. The Examiner(s) shall be separate from those appointed for the research projects.
- (j) The terminology used in these regulations is that of Roehampton. Definitions of the terms are as follows:

***Programme Director***

A Programme Director 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.

***Programme Directors Group***

The committee consisting of the three programme directors. The Chair shall rotate every two years.

***Programme***

The group of modules which leads to the award.

***Joint Programme Board***

The Joint Programme Board determines programme policy in respect to the overall management, administration and co-ordination of the programme.

***Joint Programme Examination Board***

The Joint Programme Examination Board is responsible for the assessment of students and for recommending students for academic awards.

***Research Project***

That piece of work that makes up the thesis, and may consist of a written thesis, a portfolio or multi-media presentation or other format as approved by the Programme Board.

***University***

When the regulations refer to “their University”, the meaning is “the University at which that student is registered”.

***Joint Institutional Group***

The body consisting of the Programme Directors plus the three Deans of School, which will consider budgetary and personnel matters and consider the overall direction of the programme.

- (k) The PDG shall represent the interests of the three institutions, and each PD is responsible for keeping relevant persons and committees within their institutions informed as necessary and required.

## **ADMINISTRATIVE REGULATIONS**

### **2. Application and Registration**

#### ***General***

- (a) The normal entry requirements are a Master’s degree (of 180 level credits) in Education, or a discipline allied to Education, or an MRes, MSc (Research) in which the focus is Education, or equivalent of a UK university or of a University outside the

UK which is recognised for this purpose, and to be in, and to have completed, at least two years of relevant professional employment. 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 register for the whole programme, and will submit an outline research proposal as part of the application.

- (b) An applicant may be required to satisfy the Universities of an ability to understand and communicate in both written and spoken English that 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.
- (c) It is the responsibility of each student to ensure that his/her registered programme is in accordance with these Regulations.
- (d) 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.

### **3. Mode and Terms of Study**

- (a) Students will be part-time. They may interrupt their studies at any time without adverse effect on the grade or credit-value of any completed assessments. The programme of study may be pursued in collaboration with any school or other institution having suitable facilities for carrying out research.
- (b) A proposed 'Interruption of Study' must be formally approved by the Chair of the PDG and may not last for more than one year. Absences in excess of this amount will lead to the termination of programme. If the student is likely to exceed the maximum period of registration, then the relevant institution must approve any extension.

### ***Research Project***

- (c) A candidate may pursue part of the work for the research project outside the United Kingdom, only if permitted to do so by the Programme Board.
- (d) A candidate may apply to their University for an extension of the maximum period of study for the programme. The University may extend the maximum period of study by not more than twelve months at any one time. The registration of a candidate for whom the maximum period of registration has ended, and for whom no further extension has been granted, shall be terminated.
- (e) 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.

### **4. Credit Accumulation and Transfer**

- (a) Credit transfer is not normally appropriate for this programme. Any requests for APL/AP(E)L will be considered by the PDG on a case-by-case basis.

## 5. Programme Management

### (a) *Institutional*

- (i) Individual Academic Standards Committees 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.

### (b) *Joint Programme Boards*

- (i) The programme shall be managed by a Joint Programme Board. The Board comprises all those lecturing or supervising on the programme, together with the relevant Deans of School (or their nominated alternate) and at least two students representing those currently on the Programme. It will be chaired by the Chair of the PDG.
- (ii) The Joint Programme Board shall meet at least once each semester.
- (iii) The Joint Programme Board shall be responsible to the Joint Institutional Group (JIG) and then to individual Senates or equivalent.

## 6. Supervision of the Research Project

- (a) With the approval of the appropriate Dean of School, the Programme Board shall appoint a principal supervisor for each candidate, and may appoint one or more Co-supervisors. A principal supervisor must normally have subject expertise at a level appropriate for research supervision and experience of supervising at least one PhD or one Professional Doctorate candidate from registration to successful completion. The Programme Board may appoint a replacement or additional supervisor at any time if it deems this to be necessary, and shall do so if no supervisor continues to be a member of the staff of one of the Universities.
- (b) A candidate shall report on the progress of the work to the supervisor(s) at such intervals as the supervisor(s) may determine. The supervisor(s) shall send an annual report on the progress of the candidate to the Programme Board.
- (c) A supervisor may require a candidate to attend a programme of lectures, seminars, colloquia or equivalent educational activities as part of the programme of study and research.
- (d) The Programme Board, on the advice of the principal supervisor, may recommend to the appropriate University that a candidate's programme should be terminated if there is dissatisfaction with the candidate's progress, provided that the candidate has been given written notice by the Chair of the Programme Board of such dissatisfaction at least three months prior to making the recommendation. The Programme Board may terminate the candidate's programme, provided that, at least fourteen days before the recommendation is considered, the candidate has been informed of the recommendation and invited to state reasons in writing why the programme should not be terminated, at least four days prior to the meeting. A student may be excluded from the University for other than academic reasons in accordance with the Ordinances, regulations or rules as appropriate of their University.
- (e) A candidate may apply to register as a "continuing student" while completing his/her project. Continuing status may be granted provided that:

- (i) the candidate has completed at least four years part-time study;
- (ii) the transfer is approved by the supervisors and Dean of School;
- (iii) he or she is making use only of the University's general facilities and is no longer deemed to be using departmental or other special or computing facilities.

## 7. Submission of the Research Project

- (a) A candidate shall present their research project, which should form a distinct contribution to the current knowledge of the subject. The project should also show evidence of a systematic study of the subject, of originality shown by the exercise of independent critical power, and should be worthy of publication in complete and abridged form.
- (b) A candidate shall indicate by means of explicit references the citation of the work of others or work by him or herself, which is not part of the submission for the Degree. Work submitted for another Degree may not comprise part of the submission for the research component.
- (c) A candidate shall be required to complete an examination entry form for the research component which should be returned to the Administrative Coordinator not earlier than six months nor later than two months before the project is presented; the proposed title of the project shall be entered on the form. The Programme Board must approve the title of the project. No change whatever in the approved title may be made except with the consent of the Programme Board.
- (d) Three copies of the project must be submitted to the Administrative Office. A candidate is advised to keep an additional copy for personal use. When a candidate is being examined on the basis of a portfolio of works, copies of the works in the form of photographs or otherwise shall be included in the bound copies.
- (e) The project shall be submitted in the format required by their University.
- (f) No alterations or additions may be made to a project after it has been submitted except with the agreement of the examiners in accordance with Regulation 9 (d).

## ASSESSMENT REGULATIONS

### 8. Assessment Boards for the Taught Modules

#### (a) *Programme Examinations Board*

- (i) The Programme Board, together with one or more external examiner(s), but excluding the student representatives, shall comprise a Programme Examinations Board. It shall be chaired in all cases by one of the Deans of School.
- (ii) The Programme Examinations Board shall meet as required, but at least once per year. At its meetings, each Programme Examinations Board will:
  - a. approve the results of all module assessments;
  - b. determine in respect of each candidate a 'pass'/'fail'/'terminate' recommendation in respect of compulsory programme requirements.
- (iii) A candidate 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 documentary evidence in support. In the case of ill health this should be a medical certificate. The Administrative Office will forward such documentation to the Programme Examinations Board for consideration, and that Board may take it into account in its decisions.

- (iv) A 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.

**(b) *Grading and Progression of Taught Modules***

- (i) All module assessment shall be on a pass/fail basis. There will be no compensation or condonation. All assessment shall be double marked internally.
- (ii) In cases where a candidate has failed or deferred a particular assessment, the Programme Examinations Board shall stipulate the nature and timing of the assessment and/or attendance required to pass.
- (iii) All work must be submitted by the due date. If this is not possible, the student must seek deferment or an extension from the Chair of the PDG before the due date.
- (iv) The first year modules are pre-requisites for the second year modules. However, in the case of a student being required to resit a year one module, he/she may start the year 2 modules pending the results of the resit.
- (v) A candidate who has failed a maximum of two modules 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 normally on one occasion only. Exceptionally, at the discretion of the Joint Programme Examinations Board, the student may be allowed one only further re-submission in those modules in Year 1. 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 programme terminated.
- (vi) A student may not have any outstanding assessment at the time when they commence the Preparation and Presentation of the Research Proposal module. This module will be assessed on a Pass/Fail basis. The student must pass both the written submission and the presentation. The presentation shall be to an invited audience which should include the internal examiners. A student will be permitted to be reassessed once only. The External Examiner(s) will moderate a sample of the presentations.
- (vii) [Repealed by Senate on 27/02/2008 and now covered in the [Code of Conduct for All Students of the University.](#)]
- (viii) [Repealed by Senate on 27/02/2008 and now covered in the [Code of Conduct for All Students of the University.](#)]
- (ix) [Repealed by Senate on 27/02/2008 and now covered in the [Code of Conduct for All Students of the University.](#)]

**9. Examination of the Research Project**

- (a) The examination for the research project shall be conducted by at least two examiners. No examiner shall have acted as supervisor of the candidate and at least one shall be an external examiner, who shall be external to the three Universities. If a

candidate is a member of the teaching staff of the University, there shall be at least two External Examiners. An External Examiner shall not have held any appointment of the Universities, other than that of External Examiner, during the period in which the candidate has been registered for the Degree, nor had any supervisory relationship with the candidate.

- (b) Each Examiner shall submit a report on the content and style of the thesis, portfolio, creative work or mixed-mode presentation (hereinafter 'the document').
- (c) The candidate for the research component shall be examined viva voce. The examination shall be chaired by a suitable academic from one of institutions other than that at which the candidate is registered. At least two examiners including one External Examiner shall be present. In addition, the candidate's principal supervisor should normally be present. No persons other than the above shall be present at, or otherwise take part in the viva voce examination, except that the Dean of School and /or Chair of the PDG, if not an examiner or supervisor, may be present as an observer. The viva voce examination shall be concerned with the content of the document and any matters, which the examiners deem to be related thereto.
- (d) After the examination, the examiners shall report on the viva voce examination. They shall preferably present a joint report but are at liberty to present separate ones if they so wish. They shall jointly make one of the following recommendations:
  - (i) that the Degree be awarded;
  - (ii) that the Degree be awarded and that minor specified corrections may be made to the copies of the thesis;
  - (iii) that the Degree be not awarded but that the candidate be permitted to submit a revised thesis , by a specified date, with or without further research, and be examined with or without a further viva voce;
  - (iv) that the Degree be not awarded and with no recommendation regarding resubmission of the thesis, portfolio, creative work or mixed-mode presentation.

Any minor corrections permitted or required in the document shall be completed within 40 days of the viva voce examination unless the appropriate body allows a longer time. The project shall be permanently bound within the same time limit, if it was not bound when examined. One of the examiners shall certify that any minor corrections have been carried out satisfactorily.

- (e) The recommendation of the examiners shall be considered by the appropriate body of the University at which the student is registered. If a recommendation that the Degree be not awarded is approved, the candidate's programme shall be terminated.
- (f) A candidate may submit a revised document once only, on the recommendation of the examiners and with the approval of the appropriate body. The body shall determine the date by which the revised thesis shall be submitted. If the thesis is not submitted by the specified date the candidate's registration may be deemed to have lapsed; the body may, however, grant an extension of the time permitted. The same examiners shall normally examine a revised project but the Board may appoint other examiners. The candidate shall be informed in writing of the reasons for the examiners' rejection of the original thesis.
- (g) If the examiners are unable to agree on a recommendation in accordance with Regulation 9(d), the appropriate body shall appoint an additional External Examiner and shall consider the reports of all the examiners before reaching a decision.

- (h) Matters concerning the examination of a candidate and the contents of the document are confidential to those taking part in the examination and appropriate officers of the Universities, until the Universities have approved an award and the document is available for study in accordance with Regulation 10 (a).

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

- (a) Dissemination of knowledge is one of the objects of a University. Copies of projects, accepted for the Degree of the Doctor of Education, are placed in the Library of the University at which the student is registered and are available for anyone to consult. A candidate is therefore advised to mark his/her project as copyright. It shall be a condition of acceptance of a project, however, that the University be empowered to reproduce the project by photocopy or otherwise and to lend copies to those institutions or persons who, in the Director, Information Services' opinion, require them for academic purposes. Note that doctoral students will be required to give consent for their thesis to be listed with the British Library by completing the British Library Doctoral Thesis Agreement Form at the time of submission. If a candidate completes a prescribed form, the British Library will make a payment in respect of copies supplied in certain circumstances.
- (b) If the sponsoring organisation or collaborating body considers that the document contains matter of a confidential nature, the author may request the University to restrict access to a thesis for a period not exceeding five years. Access to the document may be allowed during this period only with permission of person(s) specified by the sponsoring organisation or collaborating body. Similarly, if it is desired to seek a patent from matter in the document, the author may instruct the University to restrict access for a period not exceeding one year. If it is desired to extend the restriction beyond the above periods, or restrict access on other grounds, application must be made in writing to the appropriate University.

## **AWARD REGULATIONS**

### **11. Award**

- (a) The degree shall be a joint degree of the University of Surrey and the University of Kingston.
- (b) The Award shall be awarded to a successful candidate by the Universities. The date of the award shall be the date on which all three approve the award.
- (c) 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.
- (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 degrees shall be published by the Universities.
- (e) After the formal conferment each graduate shall be given a Degree Certificate. 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.



## **12. Grievances and 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 personal tutor or directly to the Programme Director or Local Programme Coordinator. If the student is not satisfied that the issue has been addressed satisfactorily, he/she may arrange through the elected student representative(s) for the issue to be discussed at a meeting of the Programme Board.
- (b) 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 use the complaint procedure applicable within the University providing that service or facility.

## **APPEAL REGULATIONS**

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

- (a) Appeals shall follow the procedures of the University at which the student is 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.