

Professional Doctorate Regulations: Doctor of Education (EdD) International

1. Introduction

- (a) These regulations govern the delivery and assessment of the EdD International which is an award of Roehampton University and is delivered jointly by Roehampton University and Fontys OSO.
- (b) The details of the programme shall be set out in the Programme Specification approved by Roehampton University.
- (c) The EdD (International) shall be a credit-rated award comprising 360 credits at Doctoral Level as defined in the Framework for Higher Education Qualifications in England, Wales and Northern Ireland. The programme of study leading to the award shall consist of taught and research components.
- (d) The taught component of the programme shall consist of taught modules and a research proposal together comprising 180 credits at Doctoral Level.
- (e) The research component of the programme shall comprise 180 credits at Doctoral Level. This will be an original piece of research culminating in a thesis, which may be a piece of scholarly writing, a portfolio, a multi-media presentation or other format as approved by the Programme Board. The thesis will be examined *viva voce*.
- (f) The period of study shall be between forty-eight and seventy-two months, not including periods of interruption, suspension or withdrawal.
- (g) There will be a Programme Director, who is a member of staff of Roehampton University reporting to the Dean of School. The Programme Director will be responsible for the day-to-day management, administration, organisation, development and teaching effectiveness of the programme, and for the application of quality assurance procedures. The Programme Director shall represent the interests of both institutions and is responsible for keeping relevant persons and committees within the institutions informed as necessary and required.
- (h) There will be a Link Tutor, who is a member of staff of Fontys OSO reporting to the Head of Department. The Link Tutor will be responsible for providing appropriate local expertise to support the management of the programme and for liaising with the Programme Director on all student and other matters relating to the programme.
- (i) One or more External Examiners will be appointed for the taught component of the programme by Roehampton University in accordance with its normal procedures, and shall be separate from those appointed to examine the research component.
- (j) There will be a Programme Board, which reports to the School Board and the Research Degrees Board and meets at least twice per year, comprising:
 - (i) the Programme Director (chair);
 - (ii) module leaders and tutors;
 - (iii) thesis supervisors (as appropriate);
 - (iv) the Link Tutor;
 - (v) other support tutors from Fontys OSO;

- (vi) student representatives;
- (vii) library representatives from Roehampton University and Fontys OSO;
- (viii) the Dean of School from Roehampton University;
the Head of Department at Fontys OSO.

(k) There will be a Programme Examination Board, comprising—

- (i) the Dean of School from Roehampton University (chair);
- (ii) the Programme Director;
- (iii) module leaders and tutors;
- (iv) thesis supervisors (as appropriate);
- (v) the Link Tutor;
- (vi) other support tutors from Fontys OSO;
- (vii) the External Examiner(s).

ADMINISTRATIVE REGULATIONS

2. 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, 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 submit an outline research proposal as part of the application.
- (b) Students will be formally registered at Roehampton University.
- (c) An applicant may be required to satisfy Roehampton University of 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 Programme Director may require further attendance at English classes as a requirement of registration.
- (d) It is the responsibility of each student to ensure that his/her registered programme is in accordance with these Regulations.
- (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.

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 subject to approval by the Programme Board.
- (b) A proposed 'Interruption of Study' must be formally approved by the Programme Director and may not last for more than one year. Absences in excess of this amount

will lead to the termination of programme. Any extension to the maximum period of registration must be approved by Roehampton University.

(c) *Research Thesis*

- (i) A candidate may apply to Roehampton 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.
- (ii) A candidate may not, without express permission of Roehampton 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 AP(C)L/AP(E)L will be considered by the Programme Director on a case-by-case basis. Final approval will be subject to the normal procedures of Roehampton University.

5. Supervision of the Research Thesis

- (a) A director of studies and one or more co-supervisors will be appointed by the Research Degrees Board on the recommendation of the Programme Examination Board and School Research Students Co-ordinating Group. The recommendation of the School Research Students Co-ordinating Group must have the agreement of the Dean of School. A director of studies must normally have subject expertise at a level appropriate for research degree supervision and experience of supervising at least one PhD or Professional Doctorate candidate from registration to successful completion. The Research Degrees Board may appoint a replacement or additional supervisor at any time if it deems this to be necessary.
- (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 Dean of School, on the advice of the director of studies, may recommend to the appropriate University committee 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 Programme Director of such dissatisfaction at least three months prior to making the recommendation. The Research Degrees 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 regulations and rules of the University.

- (e) A candidate may not apply to register as a 'writing-up student'.
- (f) The Research Degrees Board shall delegate approval of the title of the research thesis to the Programme Examination Board. No change whatever in the approved title may be made except with the consent of the Research Degrees Board.

6. Submission of the Research Thesis

- (a) A candidate shall present their research thesis, which should form a distinct contribution to the current knowledge of the subject with a distinctive focus on reflective practice/research in a professional context. The research thesis should also show evidence of a systematic study of the subject, evidence of originality shown by the exercise of independent critical power, and 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 designated office not earlier than six months nor later than two months before the research thesis is presented; the proposed title of the thesis shall be entered on the form.
- (d) The thesis shall be submitted not later than the end of the candidate's period of registration as specified in Regulation 1 (f). In exceptional circumstances, the Research Degrees Board may permit the candidate to submit the thesis at an earlier date.
- (e) Three copies of the thesis must be submitted to the designated 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.
- (f) The thesis shall be submitted by the candidate in the format required by the University.
- (g) No alterations or additions may be made to a thesis after it has been submitted except with the agreement of the examiners in accordance with Regulation 8 (d) and 8 (e).

ASSESSMENT REGULATIONS

7. Assessment Boards for the Taught Modules

(a) *Programme Examinations Board*

- (i) The Programme Examination Board shall be constituted as set out in Regulation 1 (k). Representatives of the Research Degrees Board will be in attendance at those meetings where the assessment of the module *Research Proposal* is an agenda item.

- (ii) The Programme Examinations Board shall meet as required, but at least once per year. At its meetings, the Programme Examinations Board will:
 - a. approve the results of all module assessments, including the module: *Research Proposal* and determine in respect of each candidate a 'pass'/'fail'/'terminate'/'defer' recommendation in respect of programme requirements;
 - b. operating under delegated powers from the Research Degrees Board will approve the transition arrangements for students commencing the research thesis.
- (iii) A candidate whose assessment performance has been, or is likely to be, impaired because of ill health or other reasons, must inform the designated 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. Such documentation will be forwarded to the Programme Examinations Board for consideration, and that Board may take it into account in its decisions.
- (iv) The 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 Module Leader before the due date.
- (iv) The first year modules are pre-requisites for the second-year modules.
- (v) However, in the case of a student being required to resit a year one module, he/she may start the second-year modules pending the results of the resit.
- (vi) 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. Unless there are exceptional circumstances, a candidate who fails more than two modules in a year will have their programme registration terminated. 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 be terminated.

- (vii) A student may not have any outstanding assessment at the time when they commence the *Research Proposal* module. A student will be permitted to be reassessed once only (subject to 7 (b) (v) above). The External Examiner(s) will moderate all of the proposals.

(c) **Award of EdM**

Students who have gained 180 level 8 credits by completing all modules, except the thesis, may exit with the award of EdM.

8. Examination of the Research Thesis

- (a) The examination shall be conducted by at least two examiners. The examiners shall be appointed by the Research Degrees Board. No examiner shall have acted as supervisor of the candidate and at least one shall be an External Examiner who has held no appointment of Roehampton University or Fontys OSO, other than that of External Examiner, during the period in which the candidate has been registered for the Degree. If a candidate for the Degree is a member of the teaching staff of the University, there shall be at least two External Examiners, none of whom shall have held any appointment of the University, other than that of External Examiner, during the period in which the candidate has been registered for the Degree.
- (b) Each Examiner shall submit a report on the content and style of the thesis.
- (c) The candidate shall be examined *viva voce*. At least two examiners including one External Examiner shall be present. In addition, the candidate's current supervisors will be invited to attend if the candidate wishes. The supervisors are entitled to question the candidate. The Chair of the Research Degrees Board, the Dean of the Graduate School, a Director of Studies (not connected with the case) or a member or ex-member of Research Degrees Board will act as the Examination Convener and will oversee the conduct of the examination. 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 or Chair of the Research Degrees Board or the Dean of the Graduate School, if not an examiner or supervisor, may be present as an observer. The *viva voce* examination shall be concerned with the content of the thesis and any matters which the examiners deem to be related thereto.
- (d) After the examination, the examiners shall report to the Research Degrees Board 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 of EdD (International) be awarded;
 - (ii) that the Degree of EdD (International) be awarded subject to the correction of minor errors being made to the thesis;
 - (iii) that the Degree of EdD (International) be awarded subject to the correction of omissions of substance being made to the thesis;
 - (iv) that the Degree of EdD (International) may not be 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 a further *viva voce*;
 - (v) that the Degree of EdD (International) may not be awarded but that the candidate be permitted to submit a revised thesis, by a specified date, with or without further research, and be examined without a further *viva voce*;
 - (vi) that the Degree of EdD (International) may not be awarded but that the Degree of EdM be awarded, if appropriate, subject to specified minor corrections being

- (vii) made to the thesis;
that the Degree of EdD (International) may not be awarded but that the Degree of EdM be awarded, if appropriate, subject to the correction of omissions of substance being made to the thesis;

- (viii) that the Degree of EdD (International) may not be awarded but that the candidate be permitted to submit a revised thesis for the Degree of EdM by a specified date, with or without further research, and be examined with a further *viva voce*;
 - (ix) that the Degree of EdD (International) may not be awarded but that the candidate be permitted to submit a revised thesis for the Degree of EdM by a specified date, with or without further research, and be examined without a further *viva voce*;
 - (x) that the Degree may not be awarded and with no recommendation regarding resubmission of the thesis.
- (e) Any minor corrections permitted or required in a thesis shall be completed within seven days of the *viva voce* examination unless the Research Degrees Board allows a longer time. Any corrections to omissions of substance should be made within three months. At least one of the examiners shall certify that any corrections have been carried out satisfactorily. The thesis shall be permanently bound when the corrections have been approved. Wherever possible, an electronic copy of the thesis or the written element of the portfolio shall be submitted for storage on the University's Research Repository.
- (f) The recommendation of the examiners shall be considered by the Research Degrees Board. If a recommendation that the Degree be not awarded is approved, the candidate's programme shall be terminated.
- (g) A candidate may submit a revised thesis once only, on the recommendation of the examiners and with the approval of the Research Degrees Board. The Research Degrees Board 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 Research Degrees Board may, however, grant an extension of the time permitted. The same examiners shall normally examine a revised thesis but the Research Degrees Board may appoint other examiners. The candidate shall be informed in writing of the reasons for the examiners' rejection of the original thesis.
- (h) If the examiners are unable to agree on a recommendation in accordance with Regulation 8 (d), the Research Degrees Board shall appoint an additional External Examiner and shall consider the reports of all the examiners before reaching a decision.
- (i) Matters concerning the examination of a candidate and the contents of a thesis are confidential to those taking part in the examination and appropriate officers of the University, until the University has approved an award and the thesis is available for study in accordance with Regulation 9 (a).

9. Copyright and Access to the Research Thesis

- (a) Dissemination of knowledge is one of the objects of the University. Copies of theses accepted for the Degree of EdD are placed in the Library of the University and are available for anyone to consult. A candidate is therefore advised to mark his/her thesis as copyright. It shall be a condition of acceptance of a thesis, however, that the University Librarian and Director of Learning Services be empowered to reproduce the thesis or portfolio by photocopy or otherwise and to lend copies to those institutions or persons who, in the University Librarian's opinion, require them for academic purposes. Note that doctoral students will be required to give consent for the final version of their thesis to be included on the Roehampton University Research

Repository and shared via the British Library Ethos scheme by signing the statement to this effect on the Candidate's Declaration Form at the time of submission.

- (b) If the sponsoring organisation or collaborating body considers that the thesis 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 project 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 thesis, 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

10. Award

- (a) The degree shall be an award of Roehampton University.
- (b) The Award shall be conferred on a successful candidate by the University. 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 institutions have been paid, and the rightful property of the institutions returned.
- (c) Degrees shall be conferred by the normal procedure for a Doctoral degree at the University. The names of candidates who have been awarded the degree shall be published by the University.
- (d) After the formal conferment each graduate shall be given a Degree Certificate bearing the title of the University. The certificate shall either be handed to the graduate or sent through the ordinary post to his/her address as listed in the University's 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 institutions concerned, he/she should direct that complaint in the first instance to his/her personal tutor or directly to the Programme Director. 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) 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) A candidate may, in certain circumstances, appeal against an academic decision of the Research Degrees Board. Pursuance of other possible grievances should follow the complaints procedure, on which informal advice may be sought in the first instance from the Deputy University Secretary (Governance).
- (b) An appeal must state the ground on which it is presented. The only legitimate grounds for appeal shall be one or more of the following:
 - (i) that the decision of the Board has not been arrived at in accordance with the Regulations;
 - (ii) that there have been circumstances which affected the student's performance which he/she could not or did not, for valid reasons, divulge;
 - (iii) that the student had demonstrable reason to believe that one or more examiners or members of the Board was prejudiced or unreasonably biased against the student.
- (c) Appeals will not be accepted against the academic or professional judgments of examiners or the Board, nor will claims for mitigation on the grounds of ill-health or distress be allowed where there is no independent, contemporaneous medical evidence.
- (d) A candidate wishing to appeal must give notice in writing to the Deputy University Secretary (Governance) as soon as possible, and not later than two weeks after the results of the examination have been communicated to him/her. However, appeals received for good reason outside this time limit may be considered, up to a maximum of three months.
- (e) A decision on the appeal will be made as speedily as is consistent with the complexity of the issue and the availability of relevant staff to comment. It is normal for the procedure from appeal to decision to take no longer than two months.
- (f) Appeals are treated (i) in accordance with the University's Equal Opportunities Policy, and (ii) with due regard to confidentiality, so that consideration is restricted to a small number of staff. An intending appellant is encouraged to seek informal advice from the Deputy University Secretary (Governance) or from the Students' Union before lodging a formal appeal.
- (g) On the receipt of an appeal, the Deputy University Secretary (Governance) shall investigate the claim. He/she will ask the Dean of Research to consult with any other member of staff involved in the issue, including, where appropriate, External Examiners, and submit a full and formal report. This report together with any other information or evidence will be sent to the Chair of Research Degrees Board who shall make a recommendation to the Deputy Vice-Chancellor. The Deputy Vice-Chancellor shall review the case and shall have the authority on behalf of the Senate to allow or disallow the appeal and authorise appropriate remedial action if necessary.
- (h) If the matter is not resolved by action under 12 (g), but if a prima facie case for appeal has nevertheless been established, an Appeal Board shall be established by the Vice-Chancellor. However, applications which are considered to be vexatious or frivolous will not proceed to this stage, and reasons will be given to the student in writing as to why the University considers further consideration an abuse of process. The Appeal Board shall comprise—
 - (i) The Vice-Chancellor or her/his nominee (Chair)
 - (ii) One Dean not connected with the case

- (iii) Two Directors of Studies not connected with the case
 - (iv) One student nominated by the Students' Union
 - (v) The Deputy University Secretary (Governance) [in attendance].
- (i) An appellant has the right to appear before the Appeal Board hearing and to be accompanied by a friend, of whose identity the University must be notified in advance. The Board will not allow a proxy to represent the appellant. The Appeal Board shall have authority to determine the case put to it. It shall report its decision to the Senate, and the Vice-Chancellor shall have authority on behalf of the Senate to take appropriate remedial action if necessary.