

Degree of Doctor of Education and Master of Education - 2023/24

On this page you can read about the regulations for the degree of Doctor of Education and Master of Education.

Scope of These Regulations

1.1 These Regulations govern the awards of degrees of Doctor of Education (EdD) and Master of Education (MEd) in the School of Education and Lifelong Learning.

1.2 Candidates starting before 30 September 2019 shall initially register for the degree of Master of Education. For these students, the programme structure is described in Section 4.3.

1.3 Candidates starting on or after 1 October 2019 shall initially register for the degree of Doctor of Education. For these students, the programme structure is described in Section 4.4.

1.4 In these Regulations, unless explicitly stated otherwise, Head of School may also be taken to refer to their nominee. The Head of School's nominee shall normally be the Course Director.

General Preconditions to an Award

2.1 Candidates registered for the degree of Master of Education must normally be a graduate of this University or another approved university or possess some other qualifications approved by this University.

2.2 Candidates wishing to transfer to the Degree of Doctor of Education must normally possess a relevant Master's degree from this University or another approved university or a similar qualification approved by this University.

2.3 Candidates must submit evidence of adequate training and ability to undertake the proposed course of advanced study to the satisfaction of the Head of School, be

approved by the Head of School as a candidate for the degree and study in accordance with these Regulations.

2.4 Before being admitted to the degree of Master of Education or Doctor of Education candidates must:

1. Undertake research in fields of study approved by the Head of School;
2. Engage in advanced study under the direction of a teacher in the University appointed by the Head of 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.

Duration of Course

3.1 For candidates registering between 1 October 2016 and 30 September 2019, the Period of Study for the Doctor of Education shall be five years and the Period of Study for the Master of Education shall be two years and six months. In each case, this shall be by part-time study at 0.4FTE. Candidates will normally initially register on the Master of Education programme.

3.2 For candidates registering from 1 October 2019, the Period of Study for the Doctor of Education shall be five years and the Period of Study for the Master of Education shall be three years. In each case, this shall be by part-time study at 0.4FTE. Candidates will normally initially register on the Doctor of Education programme.

3.3 The Head of School may grant permission to extend the normal Period of Study by a specified period not in excess of six months on the recommendation of the academic supervisor. In such a case, the Head of School may also extend the period within which the thesis is to be submitted, by not more than the extension in the Period of Study. The Associate Pro-Vice-Chancellor UEA Doctoral College may give special permission for further extensions to the Period of Study on the recommendation of the Head of School.

3.4 The Head of School may grant permission to interrupt the Period of Study if there are special reasons for doing so. The Head of School shall specify the length of

interruption, which may not exceed twelve months. In such a case, they may also extend the period within which the thesis is to be submitted by not more than the length of the interruption.

Attendance, Assessment and Progress

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

4.2 A candidate shall be subject to assessment as follows:

4.2.1 ***Doctor of Education (first registered between 1 October 2016 and 30 September 2019)***

Year 1 - Critical Analysis (3,500 words); Comparative Methodology (6,500 words)

Year 2 - Research Proposal (5,000 words); Ethics application

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

Year 3 and Year 4 - Formative assignments including Literature Review, Methodology and Issues Emerging from Data and Results/Conclusions

Year 5 - A thesis of up to 60,000 words, incorporating the four formative assignments, with an oral examination.

4.2.2 ***Doctor of Education (first registered from 1 October 2019)***

Year 1 - Critical Analysis (3,500 words); Comparative Methodology (6,500 words)

Year 2 - Research Proposal (5,000 words); Ethics application

Year 3* to 5 - Formative assignments including Literature Review, Methodology and Issues Emerging from Data and Results/Conclusions

Year 5 - A thesis of up to 60,000 words, incorporating the four formative assignments, with an oral examination.

**Progression to Year 3 of the Doctor of Education programme is subject to a satisfactory recommendation in Probationary Review by the end of Year 2.*

4.2.3. Master of Education (first registered from 1 October 2019)

The Regulations for Master of Education candidates registering on or before 30 September 2019 can be found in previous years' Regulations.

Year 1 - Critical Analysis (3,500 words); Comparative Methodology (6,500 words)

Year 2 - Research Proposal (5,000 words); Ethics application

Year 3 - A portfolio of up to 25,000 words, comprising the three Year 1 and Year 2 Assignments (15,000 words), and a further paper and reflective account (10,000 words in total). An oral examination will assess the paper and reflective account.

4.3 For Candidates first registered on or before 30 September 2019

4.3.1 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 Head of School. The supervisory team shall also report to the Head of School at any time when the candidate appears not to be making satisfactory progress, is otherwise not fulfilling the conditions that have been laid down or appears unlikely to reach the standard of the degree.

4.3.2 In order to proceed to the thesis element of either programme a candidate must satisfy the examiners that there is a reasonable expectation that they will successfully complete the programme for the degree for which they are registered, in accordance with Regulations 4.3.3 and 4.3.5.

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

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

4.3.5 During the Period of Study a candidate for the degree of Master of Education may, with the approval of the Head of 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 Head of School; no more than one member of the supervisory team may belong to the panel. The research proposal will also be subject to approval by the School's Ethics Committee.

4.3.6 In circumstances where a reassessment, because of its nature or timing, cannot with reasonable practicability be completed within the year of study to which it relates, the examiners may permit a candidate to proceed to the next year of the course on condition that:

- (1) the reassessment shall be arranged and completed as soon as practicable in accordance with a timetable to be stipulated by them; and
- (2) the examiners shall consider the outcome of the reassessment at the earliest feasible opportunity.

4.3.7 A candidate who fails to satisfy the examiners in any reassessment of work completed in the first year and conducted in accordance with the Regulations in this section shall normally be required to withdraw from the University.

4.4 *For Candidates first registered on or after 1 October 2019*

4.4.1 There shall be an annual review of the progress of each candidate in each year of the candidate's Period of Study and/or Registration undertaken by the candidate and supervisory team and monitored by or on behalf of the Head of School. For EdD students registering from 1 October 2019 onwards, during their first two years of registration, the status of EdD students as doctoral candidates is probationary and the annual review meeting held in Year 2 includes a Probationary Review Meeting to review their status.

4.4.2 The Probationary Review Meeting requires the involvement of an Internal Assessor who is not a member of the candidate's supervisory team. As part of the Probationary Review Meeting, the Internal Assessor should agree a joint recommendation with the supervisory team on the candidate's probationary status.

4.4.3 If there is evidence at a Probationary Review Meeting that the candidate is not making satisfactory progress or the Internal Assessor and the supervisory team do not agree in their recommendations, the candidate will be warned promptly in a formal letter from the Head of School that they may be asked to withdraw from the University. The letter will include an agreed clear list of measurable goals to be achieved and the timescale for achieving these. The candidate will also be required to attend a Second Probationary Review Meeting at which the Internal Assessor and supervisory team should reconsider the candidate's progress and agree a joint recommendation as to whether the candidate should be confirmed as a doctoral candidate. Where there is evidence that a candidate is not making satisfactory progress at the time of a Second Probationary Review Meeting they will normally be required to withdraw from the programme.

4.4.4 If the Internal Assessor and the supervisory team do not agree in their recommendations following the Second Probationary Review Meeting and consensus cannot be established by the Head of School, the Head of School shall consider the evidence provided through the probationary review process and form a view as to whether there is sufficient evidence on which to base a decision regarding the candidate's probationary status.

Where there is insufficient evidence or if for any other reason the Head of School needs a further opinion they shall recommend to the Associate Pro-Vice-Chancellor UEA Doctoral College the appointment of an additional Internal Assessor who shall review the available evidence, meeting with the candidate where necessary, in order to make a recommendation to the Head of School.

The Head of School shall act at all times in accordance with Research Degree Policy Document 12 'Guidelines for Probationary Review'.

4.4.5 The supervisory team shall also report to the Head of School at any time when the candidate appears not to be making satisfactory progress, is otherwise not fulfilling the conditions that have been laid down or appears unlikely to reach the standard of the degree.

4.4.6 A candidate may, with the approval of the Head of School, be permitted to withdraw as a candidate for the degree and be approved as a candidate for the degree of Master of Education no later than the end of Year 3 of the Period of Study for the Degree of Doctor of Education. The Period of Study already completed shall count towards the Period of Study required for the degree of Master of Education.

Submission of The Thesis

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

5.1.1 In the case of candidates registered for the degree of Doctor of Education, in respect of the thesis produced in the final year of study, provided that they are satisfied in all respects as to performance in the final assessment or permitted reassessment. In the thesis and examination the candidate is required to show distinct ability to conduct original investigations, to test ideas (whether the candidate's own or those of others) and to understand the relationship of the theme of the investigations to a wider field of knowledge. The thesis should show evidence of adequate industry and application. The candidate is also expected to show understanding of the relationships of the special theme to a wider field of knowledge. The thesis should represent a significant contribution to the development of understanding, for example, through the discovery of new knowledge, the connection of previously unrelated facts, the development of a new theory or the revision of older views. The thesis shall not exceed 60,000 words in length.

5.1.2 In the case of candidates registered for the degree of Master of Education, in respect of the thesis produced in the final year of study, provided that they are satisfied in all respects as to performance in the final year assessment or permitted reassessment. In the thesis and examination the candidate is required to show distinct ability to conduct original investigations, to test ideas (whether the candidate's own or those of others) and to obtain appropriate conclusions from the research. The thesis should be presented in a clear and systematic manner and not exceed the word limit given in Section 4.2.

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

Doctor of Education: Six years

Master of Education: Three years six months

5.3 The Associate Pro-Vice-Chancellor UEA Doctoral College may give special permission for extensions to the period within which the thesis must be presented on the recommendation of the Head of School concerned.

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

Appointment of Examiners

6.1 The Head of School shall recommend for approval by the Faculty Associate Dean of Postgraduate Research the names of two or more examiners for the thesis, at least one of whom shall be an external examiner. This recommendation shall normally be made not later than three months before the expected date of the submission of the thesis.

Examination

7.1 A candidate shall be examined orally on the thesis and on subjects relevant to it. The examination shall normally be held within three months of the date of the submission of the thesis. Exceptions to this shall require approval by the Associate Pro-Vice-Chancellor UEA Doctoral College.

7.2 Prior to the oral examination of the thesis the examiners shall each prepare independent preliminary reports regarding the candidate's performance.

7.3 In exceptional circumstances the Associate Pro-Vice-Chancellor UEA Doctoral College may, on sufficient grounds submitted by the candidate and/or their supervisory team, with the agreement of the examiners, and on the recommendation of the Head of School, waive the requirement for the oral examination or agree to its replacement by an alternative form of assessment.

7.4 The examiners having examined the candidate shall send their joint final report and recommendation to the Head of School concerned. If the examiners do not agree in their recommendations or if for any other reason the Head of School needs a further opinion, the Head of School shall recommend to the Associate Pro-Vice-Chancellor UEA Doctoral College the appointment of an additional external examiner who shall conduct a further examination of the candidate.

7.5 The Head of School having considered the final report and recommendation of all the examiners shall then proceed in one of the following ways:

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

1. if the thesis and performance in the oral examination are of sufficient merit they shall recommend that the candidate be approved for the award of the degree of Doctor of Education.
2. if the thesis and performance in the oral examination are of sufficient merit, but that minor corrections are required, they shall recommend that the candidate be approved for the award of the degree of Doctor of Education, subject to completion of minor corrections within six months.

3. if the thesis and performance in the oral examination are not of sufficient merit for the degree of Doctor of Education but there is reasonable expectation that the thesis, if revised, could reach the standard required for the degree, the Head of School shall recommend:

either:

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

or:

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

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

1. if the thesis and performance in the oral examination are not of sufficient merit for the degree of Doctor of Education and the Head of School is not of the opinion that the candidate should be permitted to submit a revised thesis, they shall, if the thesis and performance in the oral examination are of sufficient merit for the degree of Master of Education recommend that the candidate be approved for the award of the degree of Master of Education (with or without corrections).

(5) if the thesis and performance in the oral examination are not of sufficient merit to entitle the candidate to the degree of Master of Education they shall recommend that no degree be awarded.

7.5.2 Candidates for the degree of Master of Education

1. if the thesis and performance in the oral examination are of sufficient merit the Head of School shall recommend that the candidate be approved for the award of the degree of Master of Education.

2. if the thesis and performance in the oral examination are of sufficient merit, but minor corrections are required, they shall recommend that the candidate be approved for the award of the degree of Master of Education, subject to completion of minor corrections within three months.

(3) if the thesis and performance in the oral examination are not of sufficient merit for the degree of Master of Education they shall recommend:

either:

1. that the candidate be permitted to submit a revised thesis. Such a candidate shall submit a revised thesis within twelve months, may be required to undergo further oral examination and shall be required to pay a reassessment fee. A candidate shall not be allowed to submit a revised thesis on more than one occasion;

or

2. that no degree shall be awarded.

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

Final Submission of Thesis

8.1 A candidate shall submit an electronic copy of the final version of the research thesis in accordance with rules approved by the Senate.

8.2 If a candidate is approved for the award of the degree, the Associate Director (Postgraduate Research) (or nominee) shall deposit a copy of the research thesis in the University Library, where it shall be available for consultation. The Head 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 Head of School, be available only to those who have written permission to consult it.

Modifications for Category A Candidates, Including Staff Candidates

9.1 Candidates for the degree of Doctor of Education or Master of Education will be designated as Category A (including faculty of Schools and such other candidates as the Senate shall determine) or Category B. Candidates in Category B shall study the degree of Doctor of Education or Master of Education in accordance with Regulations 1

to 8 above. Category A candidates shall be permitted to proceed to the degree of Doctor of Education or Master of Education in accordance with Regulations 1 to 8, subject to the following modifications.

9.2 In the case of Category A candidates, references to the Head of School in Regulations 2 (General Preconditions to an Award), 3 (Duration of Course) and 7 (Examination) shall be interpreted as references to the Associate Pro-Vice-Chancellor UEA Doctoral College, or to their nominee if they have a conflict of interest. Thus the examination of any Category A candidate for the degree of Doctor of Education or Master of Education shall be conducted exclusively by external examiners appointed by the Senate on the recommendation of the Associate Pro-Vice-Chancellor UEA Doctoral College.

9.3 In the case of Category A candidates, references to the Head of School in Regulation 4 (Attendance, Assessment and Progress) shall be interpreted as references to the Faculty Associate Dean of Postgraduate Research, or to their nominee if they have a conflict of interest.

9.4 In the case of Category A candidates, references to the Faculty Associate Dean of Postgraduate Research in Regulation 6 (Appointment of Examiners) shall be interpreted as references to the Associate Pro-Vice-Chancellor UEA Doctoral College or to their nominee if they have a conflict of interest.

9.5 The Associate Pro-Vice-Chancellor UEA Doctoral College shall be advised of any application from any Category A candidate to continue the Period of Study as a candidate for the degree after ceasing to be a member of staff.