



UCL Academic Manual 2017-18
Chapter 8: Derogations and Variations
UCL Institute of Education (IOE)

UCL IOE Doctor in Educational Psychology (DEdPsy) Regulations 2014-15 (Continuing Students)

Contact: **Lizzie Vinton**, Assessment Regulations and Governance Manager, Academic Services, Student and Registry Services

These regulations apply to continuing IOE DEdPsy students enrolling before September 2015.

IOE DEdPsy students are also subject to the *IOE Code of Practice for Research DC270.06.12 4-4.0(s)6*

3.7 Every candidate must make application to UCL in accordance with the *IOE General Academic Regulations 2014-15* and any other procedures prescribed by UCL.

4. Registration

4.1 Students registered for a course of study at UCL shall not normally be permitted to register concurrently for another course at UCL or at any other higher education institution.

4.2 A student must register for a course of study in accordance with the procedures issued annually by the Registrar and the *IOE General Academic Regulations 2014-15*.

5.7 A student accepted under regulation 6.1 may be exempted by UCL from part of a course of study for the degree provided that the course of study followed at UCL is not less than two calendar years of full-time registration.

5.8 Students shall normally be required to pursue their course of study continuously, except where permission is granted for an interruption by the Faculty Tutor.

5.9 IOE shall appoint a supervisor and an advisory panel for each of its students registered for the degree in accordance with the *IOE Code of Practice for Research Degrees*.

5.10 A student's progress shall be formally reviewed on an annual basis in accordance with the *IOE Code of Practice for Research Degrees*.

5.11 All research conducted must conform to the *UCL Research Governance and Ethics Policies and Procedures*.

5.12 All work submitted as part of the requirements for any examination of UCL must be expressed in the candidate's own words and incorporate his/her own ideas and judgments.

5.13 The *UCL Research Misconduct Regulations* (see UCL Academic Manual, Chapter 5, Section 1.6) will be used to deal with any allegation that any part of a candidate's work has been plagiarised or that there has been any infringement of the declaration in regulation 9.2 below.

5.14 A student who fails to undertake the prescribed course of study or coursework or to make satisfactory progress in regard to his or her research may be required to withdraw from the programme in accordance with the *IOE General Academic Regulations 2014-15*.

6. Credit Exemption

6.1 Candidates may, at the discretion of UCL, be given exemption from up to two taught courses for work successfully completed (i.e. taught and examined) from a comparable professional DEdPsy(PECAP) degree programme offered at another approved higher education institution. UCL shall be responsible for ensuring exemption is given only in respect of courses deemed to be of an appropriate level and which form a coherent whole with the candidate's programme at UCL.

7. Examinations

7.1 Candidates for entry to assessment for the DEdPsy(PECAP) degree must satisfy the requirements as laid down in these and the programme handbook .

7.2 All assessments will be undertaken by appointed internal examiners and overseen by examiners external to the UCL. The taught and professional elements of the programme shall be examined by the DEdPsy(PECAP) Board of Examiners, which shall include an external examiner who is an appropriately qualified Educational Psychologist and registered as such with the Health and Care Professions Council (HCPC), unless alternative arrangements are agreed with the HCPC. The examination of the thesis shall be by oral examination conducted by at least two examiners, one of whom shall be external to UCL and one of whom must be appropriately qualified as an Educational Psychologist and registered as such with the HCPC: this examination will be designed to test the thesis against the criteria stated at 8.1 below.

7.11 A candidate who does not at his or her first entry satisfy the examiners in the formal assessment or part of the formal assessment for which he or she has entered may be re-assessed in that element of his or her programme of study on one further occasion only. Deadlines for the resubmission of work for formal assessment or of re-examination shall be specified by the Programme Leader.

7.11 A student who on two occasions fails or is absent from the assessment associated with a course required for the award for which he or she is registered may not continue with the programme of study.

7.12 A student wishing to request a reconsideration of a decision published by the

9.8 Work undertaken during registration for the DEdPsy(PECAP) degree as part of other elements of the degree may be included in the thesis provided the candidate indicates on the entry form and also on the thesis any work which has been so incorporated.

9.9 Publications in joint names must be certified in accordance with paragraph 9.6 above.

9.10 The title of the candidate's thesis must be approved by the candidate's supervisor.

9.11 After the examination has been completed and before the degree is awarded, successful candidates are required to submit to the appropriate office, for lodging in the IOE library, the required number of copies of the thesis in the format specified in the instructions issued by the Programme Leader, if the copies of the theses submitted for examination did not conform with this specification (see also 14.1).

10. Entry to Examination for the Thesis

10.1 A candidate shall be examined in accordance with the regulations in force at the time of his/her entry or re-entry. Application must be made in the form prescribed in the *IOE Guidelines for the Conduct of Oral Examinations*.

10.2 The decision to submit a thesis in any particular form rests with the candidate alone.

10.3 A student may submit a thesis for examination only after the minimum registration period as specified in 5.5 has passed.

10.4 The student's supervisor shall report that he/she has completed the course in accordance with the regulations before a candidate is admitted to the examination for the degree,

10.5 The student must submit the entry form at least **four months** before the submission of the thesis and this will initiate the procedure for the appointment of examiners.

10.6 To assist in the appointment of suitable examiners, the student is required to submit with his/her entry form a short description of the content of the thesis in about 300 words to assist in the appointment of suitable examiners.

10.7 If the candidate has not submitted his/her thesis for examination within 12 months from the submission of the entry form for the examination, the entry will be cancelled unless for special reasons the candidate's supervisor requests otherwise.

10.8 Prior to the oral examination, the candidate will be required to submit an electronic copy and two paper copies of his/her thesis printed and bound in accordance with instructions obtainable from the Programme Leader. A candidate may be required to provide a third copy of his/her thesis if a third examiner is appointed at any stage in the examination process.

10.9 A student must normally submit his or her thesis for examination within one year of completion of his or her course of study. A student wishing to submit the thesis at a later date may do so only with the approval of the Faculty Tutor.

10.10 A candidate is required to bring to the oral examination a printed copy of his/her thesis paginated in the same way as the copies submitted to the examiners, and a copy of the statement to which reference is made in regulation 9.6 above.

12.8 Assessment shall be by submission of a thesis (as defined above) and an oral examination, which will be conducted in English.

12.9 Candidates must attend for examination at a place and time determined by IOE (see also regulation 10.10).

12.10 The oral examination will be held in London. The Faculty Tutor may, however, agree to different arrangements if there are exceptional circumstances which make this expedient.

12.11 Unless the candidate indicates otherwise on the entry form, the supervisor (or where the candidate is jointly supervised, both supervisors) shall be invited to attend the oral examination as an observer. The supervisor does not have the right to take part in the examination but may contribute if invited to do so by the examiners with the agreement of the candidate. Otherwise the oral examination will be held in private.

12.12 An independent chair shall be appointed for all oral examinations. The chair shall play no role in the academic content of the examination of the thesis or the candidate. The role of the independent chair is to be present at the oral examination as a neutral observer and a guarantor of fair play, and generally to ensure that the examination is conducted appropriately. Where appropriate, the chair shall offer advice to the examiners on the regulations.

12.13 The chair shall be appointed in accordance with the *IOE Guidelines for the Conduct of Oral Examinations*.

12.14 The examiners shall prepare independent preliminary written reports on the thesis to assist in conducting the oral examination (or the preparation of the joint report in those cases where no oral examination is held). These preliminary reports shall be submitted to IOE before the oral examination so that they may be distributed to the other examiner and to the independent chair before the oral examination.

12.15 The examiners have the right to reject a thesis which does not conform to the requirements for the submission of theses without conducting an examination. This does not preclude the candidate from submitting the thesis for examination again later.

12.16 After any oral examination, the examiners shall prepare a joint final report for submission to IOE. The report shall indicate whether the thesis meets the requirements specified in these regulations and include a statement of the examiners' reasons for their judgment of the candidate's performance against the prescribed criteria.

12.17 The examiners may, at their discretion, consult the independent chair before completing their report.

12.18 Copies of the reports shall be sent to Student and Registry Services who shall forward a copy of the final report to the candidate, together with the preliminary reports. All reports will be available to the members of an appeals committee in the case of an appeal against the result of the examination (see also 13.3).

13. Outcome of Examination of Thesis

13.1 The award of the degree shall be dependent on a satisfactory defense of the thesis in the oral examination as well as successful completion of all the other elements of the course as detailed in paragraph 5.1 above. The oral examination shall be designed to test the thesis

against the criteria stated in paragraph 9 above. The possible outcomes of the oral examination are:

Pass

Fail – may not re-present

13.1.6 The Examiners may determine that the candidate has not satisfied them in the examination and that the candidate may not be permitted to resubmit the thesis in a revised form. The Examiners shall not, however, save in very exceptional circumstances; make such a decision without submitting the candidate to an oral examination.

13.2 If the examiners are unable to reach agreement, their reports shall be referred to the Research Degrees Examination Board which shall determine the action to be taken.

13.3 A candidate who fails to satisfy the examiners will not be permitted to re-enter for the examination.

14. Notification of Result of DEdPsy(PECAP) Examinations

14.1 After the report of the examiners for the thesis has been considered by the Research Degrees Examination Board the candidate shall be notified by Student and Registry Services of the result of his/her examination. The degree shall not be awarded until copies of the thesis have been lodged with IOE in accordance with regulation 9.11 and all other requirements for the award of the degree have been met.

Master of Science (MSc) in Theoretical Educational Psychology

Appendix to Doctor in Educational Psychology (Professional Educational, Child and Adolescent Psychology) Regulations:

REGULATIONS FOR THE AWARD OF THE MASTER OF SCIENCE (MSc) IN THEORETICAL EDUCATIONAL PSYCHOLOGY

Students who register initially for the Doctor in Educational Psychology (Professional Educational, Child and Adolescent Psychology) degree may be awarded the degree of Master of Science in Theoretical Educational Psychology in accordance with the provisions below.

1. Conditions for award

1.1 Students may be eligible to be considered for the award of the MSc in Theoretical Educational Psychology if they have successfully completed the taught elements of the Doctor in Educational Psychology degree as specified in 8.8 of the DEdPsy(PECAP) regulations by achieving a pass grade in each of the required academic courses, provided:

1.1.1 they have been registered for not less than one calendar year of full-time study at UCL; and

1.1.2 they have not applied for any other award on the basis of their results in the taught elements and the Year 1 and Year 2 Research Reports.

1.2 The Regulations and examination provisions which govern the DEdPsy(PECAP) degree for which the student registers shall apply to those elements of the degree which count towards the award of the MSc.

1.3 A student who opts for the award of the MSc may not subsequently receive credit towards the award of the Doctor in Educational Psychology degree or any other award offered at UCL for the passes in the assessed elements of the DEdPsy(PECAP) programme which were used for the award of the MSc degree.

2. Examination

2.1 A candidate will be examined in accordance with instructions governing formal assessment in force at the time he or she is considered for the award of the MSc.

2.2 In order to qualify for admission to the degree of Master of Science, a candidate must satisfy the DEdPsy(PECAP) Board of Examiners:

2.2.1 that he/she has attained a satisfactory standard in the taught academic elements of the degree as published by the Programme Leader; and

2.2.2 that the candidate has attained a satisfactory standard in the Year 1 and Year 2 Research reports.

3. Notification of result

3.1 After the DEdPsy(PECAP) Board of Examiners have reached a decision, every candidate shall be notified by Student and Registry Services of the result of his/her examination.

3.2 A diploma under the seal of UCL shall be subsequently delivered to each candidate who has been awarded the degree. The date of the award of the diploma will be no longer than one month after the Board of Examiners has recommended that a student be passed.

Postgraduate Diploma in Educational Psychology

REGULATIONS FOR POSTGRADUATE DIPLOMA IN EDUCATIONAL PSYCHOLOGY

Students who register initially for the degree of Doctor in Educational Psychology (Professional Educational, Child and Adolescent Psychology) may be awarded the Postgraduate Diploma in Educational Psychology in accordance with the provisions below.

1. Conditions of Award

1.1 Students who successfully complete the taught element of the DEdPsy(PECAP) degree by achieving a pass grade in each of the required academic courses through studies at UCL as specified in 8.6 of the DEdPsy(PECAP) regulations are eligible to be considered for the award of the Postgraduate Diploma in Educational Psychology, provided they have not applied for any other award on the basis of results in the taught courses.

1.2 Pass grades on the basis of which the Postgraduate Diploma in Educational Psychology is

3.2 A diploma under the seal of University College London shall be subsequently delivered to each candidate who has been awarded a Postgraduate Diploma. The date of the award of the diploma will be no longer than one month after the Board of Examiners has recommended that a student be passed.

3.3 The diploma will bear the names of the candidate in the form in which they appear in the records of UCL at the date of issue.