REGULATIONS FOR THE DEGREE OF DOCTORATE IN EDUCATION

1 Scope And Applicability
1.1 Candidates may proceed under these regulations to the degree of EdD at Canterbury Christ Church University.
1.2 Wherever the words "Faculty" or "Board of the Faculty" occur in these regulations they are to be taken to include also such other bodies as may be so designated by Ordinance for this purpose.

2 Admission
2.1 All decisions about entry qualifications will be subject to agreement of the Programme Management Committee.
2.2 The entry requirement for this programme will be:
   2.2.1 normally a Master’s degree in an area related to educational and/or social studies or one that will have contained a significant element of social research;
   2.2.2 normally not less than five years experience in a professional education related background. This might include administrative experience or experience at any level of educational and training provision.
2.3 Applicants who cannot meet these requirements:
   2.3.1 must show evidence of further study that will equip them to engage in scholarly and research activity at Doctoral level; or
   2.3.2 must have completed a recognised foundation programme e.g. a pre enrolment course which could be drawn from a Master’s programme such as the M.Res (Ed) or M.Res (Health).
2.4 On the rare occasion, in the case of an otherwise strong applicant e.g a senior educational administrator or a candidate with a record of research publication, where these conditions are unable to be met, opportunity may be extended to register on the first course of the programme as an associate programme member. On successful completion of this course, associate candidates will qualify for full membership.

3 Selection and Admissions Procedures
3.1 All applications will be considered by the Programme Management Committee of Canterbury Christ Church University (or a delegated sub committee). Consideration of eligibility and suitability will include:
   3.1.1 the meeting of entry requirements,
   3.1.2 a commitment to completing the programme,
   3.1.3 evidence of commitment to the learning objectives of the programme,
   3.1.4 access to relevant professional contexts.
3.2 The decision to admit members to the programme will normally be based on scrutiny of the application form and supporting material provided by the applicant and an interview with members of the Programme Management Committee. The Programme Management Committee reserves the right to formally examine candidates where necessary or to offer associate membership as identified in section 2 above. Following this procedure, admission to the programme will be authorised by the Programme Director (or deputy).
Credit Exemption and Transfer

4.1 An applicant who has acquired level D credit through completion of a course at another Higher Educational Institution may apply for exemption from courses of up to 160 credits value. Only in exceptional cases will credit exemption include the course in Advanced research methods and will not be granted for the Thesis. Any credits used in an application for Credit Exemption should normally have been gained within five years prior to such an application. Such applications will be considered by the Programme Director in consultation with the Programme Management Committee. The Programme Director has discretion to refuse any application if the Committee is not satisfied that it meets the conditions of being comparable in level and purpose and that its content is relevant to the proposed programme.

Programme Structure

5.1 The EdD award equates to 540 D level credits. Each candidate’s programme culminates in a doctoral thesis of up to 50,000 words, (300 credits), which represents a substantial piece of independent research, usually set in the candidate’s workplace and focussing on some aspect of professional or organisational development. Preparation for this research and thesis authorship is provided through a programme of coursework (240 credits), presented as a series of four doctoral (D) level courses.

5.2 For part time candidates:

5.2.1 A typical programme of study will include an introductory taught course over the first six months of the programme. This will be followed by an extended course on leadership and the management and change in educational settings and a further extended course on advanced research methods in education, each of which will be taught over a period of one year. A further course on dissemination of research will be taught over the full 30 month period. This will be mainly in the form of a series of conferences in which candidates consider the different forms of publication and look at their own work from this point of view. (For details of these courses please see section 17 of the programme specification document.) Over the final two and a half years of the programme candidates will prepare research proposals and become fully engaged with their research projects.

5.3 For full time candidates:

5.3.1 The courses identified above will be made available during the normal University day timetable over a three year period. It is anticipated that the order of courses will be the same but delivered over a more compressed timescale.

Periods of Study

6.1 In the first instance the EdD programme will be offered in part time mode. However for the benefit of particular groups of prospective candidates e.g. those from overseas, a full time mode of study, as described above, will be made available. For part time candidates the duration of the EdD is a minimum of five, and for full time three, years from initial registration. Staff contact hours for this taught Doctorate are calculated on the same basis as those for other doctoral programmes. This programme will run over a period of 46 weeks in each year and each programme member will be assigned a supervisory mentor for the period of the taught programme and two supervisory mentors for the period of research.
6.2 Forty credit courses will attract 60 hours of tutor contact time and eighty credit courses will attract 120 hours of tutor contact time, to be used according to the needs of the course and the circumstances of candidates. It is anticipated that a variety of forms of provision will be made. For part time candidates these will include some evening taught sessions, weekend conferences and occasional vacation schools. The dissemination course will run continuously over the first two and a half years. Individual supervision will be available at all stages of the programme to support the development and execution of candidates’ research projects. In this way candidates will be able to determine the pace at which they complete the programme. For part time candidates it is anticipated that 10 hours per candidate will be required for mentoring and research supervision over years one and two, 21 hours for year three and 35 hours for years four and five. For full time candidates supervisory hours will be distributed in negotiation with the candidate and at the discretion of supervising tutors. The total number of supervisory hours over the period of study will be 111. For part time candidates, over the latter three years of the programme the supervisory role will be shared by first and second supervising tutors. It is anticipated that, for part time candidates, at year three, first supervision will attract 15 hours and second 6, and at years four and five first supervision will attract 20 hours and second, 15.

7 Assessment

7.1 All submitted work will be assessed at doctoral level. The distinctiveness of D level work is understood to lie in terms of the way in which it develops original insights and contributes to new knowledge. This principle of distinctiveness will be communicated to candidates and as such EdD submissions should reflect the potential for publication in academic literature.

7.2 Assessment will be based on the generic learning outcomes of the programme described above. In particular, assessment is concerned with evidence of developing academic/professional knowledge, as well as the necessary research skills required to successfully complete research projects and the thesis. Assessment tasks will involve consideration of real situations in the candidate’s own setting and their relationship to wider issues, policies and contexts.

7.3 Assessment criteria will include academic skills such as the building and sustaining of an argument, critical analysis and structuring an investigation. A particular emphasis is placed on a candidate’s abilities to integrate literature and evaluate research methodologies. A variety of modes of assessment are employed, appropriate to both the topics of study and the range of academic/professional skills and perspectives which the candidates bring to the course. From the point of view of formative assessment, designed to offer the candidate feedback and to guide study, assessed work may include evaluative reports, practical projects, seminar presentations, group work, portfolio collections, on-line presentations and critiques. Summative assessment, on the basis of which credit is awarded, will be based on written critical essays and research.

7.4 All pieces of summative assessed work will be graded independently by two internal markers, and then moderated to ensure equitable standards across all of the courses. Moderation will be undertaken by the course tutorial team including the Course Leader him or herself, and the External Examiner who will see all of the work submitted for examination.

7.5 Assessment of each of the four courses outlined in the course structure above will be by assignments to the value of 5,000 or 10,000 words or equivalent.
Assessment of the candidates final research project will be by means of a thesis of 50,000 words or equivalent. Assessment for course submissions will be based on evidence of attainment in relation to the intended learning outcomes of the respective course, which reflect the programme generic outcomes and the set of generic descriptors identified in the assessment criteria grid (see programme specification). Together these seek to identify the level required for the award of D level credit. Assessment of the thesis will be based on the objectives that have been negotiated with a supervising tutor and that are intrinsic to the research project and on the generic descriptors.

7.6 The final research thesis will be in an area of research and include research objectives that have been negotiated with a supervising tutor and approved by members of the Programme Management Committee. The proposal along with a report from this committee will be submitted for the approval of the University’s Research Degrees sub committee. Proposals for this final extended project will also be seen by the Faculty’s research ethics committee.

8 Requirements to achieve the award offered are as follows

8.1 To qualify for the award of Doctor of Education candidates must pass all courses taken and research projects submitted, at D level. The total number of credits required for the award is 540 of which at least 380 credits must be awarded by a Canterbury Christ Church University Professional Doctorate Examination Board.

8.2 All submitted course work will be first-marked by the tutor responsible for the course and in the case of research projects, the supervising tutor (or their delegates). All submitted work will be second marked by a member of the programme tutorial team. All submissions within the programme may be marked as appropriate for the award of D level or deferred for further drafting prior to resubmission or fail.

8.3 To support consistency in marking and parity of standards there will be regular meetings of the programme tutorial team to moderate the marking of submissions and review the progress of each individual programme member.

8.4 All candidates’ work and details of internal examination will be sent to an external examiner. Results for all candidates within the scheme will require confirmation by the Board of Examiners.

8.5 The examination process for EdD candidates at this final stage of their work will parallel that identified for other doctoral candidates in the institution (see Regulation 11).

9 Attendance

9.1 Full-time Candidates

9.1.1 The candidate shall reside in or near Canterbury and attend the University for the whole period of registration except as provided for in paragraphs 9.1.2 and 9.1.3.

9.1.2 A candidate may, with the approval of the appropriate Faculty Committee, spend a part of the prescribed period of full-time registration elsewhere, provided that not less than one year is spent in attendance at the University.

9.1.3 A candidate may, with the approval of the Board of the Faculty concerned, spend the whole of the prescribed period of registration at an institution recognised by the Senate for this purpose, and subject to such conditions as may be prescribed from time to time by the Senate (see Note 5).
9.2 Part-time Candidates

9.2.1 The candidate shall attend the University for consultation with his/her supervisor as frequently as the appropriate Faculty Committee shall decide. Part-time candidates will normally be expected to reside within 100 miles of the University.

9.3 External Candidates

9.3.1 A candidate may, with the approval of the appropriate Faculty Committee, register as an external student of the University (see Note 13). Such candidates may register as either part-time external students or as full-time external students.

10 Changes in Terms of Registration

10.1 In cases of illness and other good cause, a candidate may apply to the Board of the Faculty concerned for permission to interrupt the prescribed period of registration for a stated length of time.

10.2 A candidate may apply to the Board of the Faculty for permission to transfer registration to another degree or otherwise to vary the conditions attached to his/her EdD registration. In each case the application shall be considered by the Faculty Board and, if granted, the Faculty Board shall prescribe the period of registration required and any other conditions attached to the registration.

10.2.1 If a candidate for the degree considers that an application made in accordance with paragraph 10.1 was not properly considered by the Board of the Faculty or wishes to present new and relevant evidence, he/she may appeal under the Standing Orders Governing Research Appeals.

11 Examination

11.1 Each candidate shall be examined by two or more examiners of whom at least one shall be an external examiner. The candidate's supervisor may only be appointed as an examiner in exceptional circumstances and where a second internal examiner or a second external examiner has been appointed. The examiners may, at their discretion and subject to the agreement of the candidate, invite the candidate's supervisor to attend an oral examination as a silent observer and to answer questions put directly to him/her.

11.2 A candidate must:

11.2.1 present two copies (bound in accordance with the instructions issued to candidates) of a thesis. The composition of the thesis must be wholly the candidate's own work and it must embody the results of the candidate's research during the period of registration. The thesis should be an original contribution to knowledge or understanding in the field under investigation and should demonstrate the candidate's ability to test ideas, whether his/her own or those of others, and to understand the relationship of the theme of the investigation to a wider field of knowledge. It should be of such scholarly merit as would on that ground justify its publication either as submitted or in an abridged form. The candidate is also required to show appropriate ability in the organisation and presentation of his/her material in the thesis (see Note 6). A thesis in a language other than English may be presented only if the Faculty Committee has so agreed before the start of the period of registration (see Note 11).

A candidate may undertake a programme of research in which the candidate’s own creative work forms a significant part of the intellectual enquiry. Such
creative work may be in any field (for instance, fine art, design, engineering and technology, architecture, creative writing, musical composition, film, dance and performance), but will have been undertaken as part of the registered research programme. In such cases, the presentation and submission may be partly in other than written form.

The creative work will be clearly presented to advance the argument of a written thesis and set in its relevant theoretical, historical, critical or design context. The thesis itself will conform to the usual scholarly requirements, demonstrate an understanding of appropriate research methods and be of an appropriate length (see Instructions to Candidates for Examination for the degree of Doctorate in Education).

The final submission will be accompanied by some permanent record (for instance, video, photographic record, musical score or diagrammatic representation) of the creative work bound, where practicable, with the thesis.

The application for registration will set out the form of the candidate’s intended submission and of the proposed methods of assessment.

Where a thesis is based in whole or in part on collaborative research, the extent of this collaboration must be clearly indicated in the thesis.

Any material which the candidate has previously presented and which has been accepted for the award of an academic qualification at this University or elsewhere must be clearly identified in the thesis. Such material will be ignored by the examiners in deciding whether the candidate is worthy of the award of a degree (see Note 12);

11.2.2 attend for an oral examination unless specifically exempted from this requirement by the Board of the Faculty concerned;

11.2.3 take a written examination if the Board of the Faculty concerned or the examiners consider such an examination necessary.

11.3 A candidate may not present a thesis for examination earlier than three months before the end of the period of registration prescribed. A candidate shall remain eligible to present a thesis for such further period after completion of the prescribed period of registration as may be determined by the Board of the Faculty concerned provided that during this period he/she pays such annual fees as may be prescribed and submits such reports on progress as may be required by the Board of the Faculty (see Note 9). Upon completion of this period of eligibility, a candidate may, if for good and sufficient reason the Board of the Faculty concerned so decides, remain eligible to present a thesis for one or more further periods of not more than twelve months on payment of the prescribed fee subject to any limitation on such further periods as may be determined by the Senate.

11.4 After examining the thesis presented by a candidate and considering the results of any oral or written examination which they have conducted the examiners, at their discretion, may recommend to the Board of the Faculty:

11.4.1 that the degree of EdD be awarded;

11.4.2 that the degree of EdD be awarded subject to certain minor corrections being carried out to the satisfaction of the internal examiner within three months of the official notification to the candidate of the recommendation of the examiners;
11.4.3 that the degree of EdD be not awarded at present but that the candidate be permitted to resubmit the thesis in a revised form not later (except in cases of illness or other good cause) than twelve months after the decision to allow resubmission has been made by the Board of the Faculty. If at least one of the examiners so wishes, he/she may require the candidate to undergo an oral or a written examination or both;

11.4.4 that the degree of EdD be not awarded at present but that the candidate be permitted to take a further oral or written examination or both, on one further occasion, normally not later than six months after the decision to allow this has been made by the Board of the Faculty;

**Note:** This recommendation may only be made in cases where the candidate submits a thesis judged satisfactory by the examiners for the award of the degree of EdD but fails to satisfy the examiners in the oral or written examination or both.

11.4.5 that no degree be awarded.

11.5 The Board of the Faculty, after considering the examiners' reports, may:

11.5.1 recommend to Senate that the degree of EdD be awarded or that no degree be awarded and the decision of the Senate shall be final;

11.5.2 accept the recommendation of the examiners as set out in one of paragraphs 11.4.2, 11.4.3, 11.4.4 above and so inform the candidate;

11.5.3 if there is doubt or disagreement between the examiners, recommend to the Senate the appointment of one or more additional examiners.

11.6 **Appeals**

11.6.1 A candidate may appeal under the Standing Orders Governing Research Appeals:

11.6.1.1 against the recommendation of the examiners as set out in paragraph 11.4.2, 11.4.3, 11.4.4 or 11.4.5 above.

11.6.1.2 against the decision to deny a candidate permission to (i) interrupt the prescribed period of registration for a stated length of time in cases of illness or other good cause or (ii) transfer registration to another degree or otherwise vary the conditions to his/her registration or (iii) to have his/her period of registration extended for a stated period.

11.6.1.3 against the recommendation that a candidate’s registration be terminated in the event of unsatisfactory progress (see paragraph 12 of these regulations).

11.6.1.4 against the decision that a student is no longer eligible to submit a thesis for examination as set out in 11.3 of these regulations.

11.6.2 Such an appeal must be made in writing to the Academic Registrar (The Registry, University of Kent, CT2 7NZ) not later than 21 days after the date of the notification to the candidate of the recommended result or decision.

11.6.3 The grounds for such appeal may include allegations of any of the following:

11.6.3.1 That there were circumstances affecting the candidate’s performance of which the staff members or examiners were not aware when their decision was taken.

11.6.3.2 That there was administrative, procedural or clerical error of such a nature as to cause reasonable doubt as to whether the examiners would have reached the same conclusion had they not occurred.
11.6.3.3 That there is evidence of prejudice or of bias or of inadequate assessment on the part of one or more of the examiners or staff members concerned.

11.6.4 A candidate may not appeal:

11.6.4.1 against academic judgment or;

11.6.4.2 on the grounds of poor or inadequate research supervision such a matter would be the subject of an academic complaint, which should have been raised and resolved at the earliest opportunity through the complaints procedure.

11.7 Fees

11.7.1 The fee for the first examination of a candidate is included in the annual tuition fees.

11.7.2 A candidate who repeats a written or oral examination in whole or in part or resubmits a thesis must pay the fee prescribed in the schedule approved by the Council and in force for the time being.

11.7.3 A candidate who has not presented a thesis by the end of the period of registration must, in order to remain eligible to present it for examination, pay the annual fee prescribed in the schedule approved by the Council and in force for the time being.

11.7.4 The Finance Committee on the recommendation of the Board of the Faculty may waive or reduce the payment of these fees in special circumstances.

12 Termination of Registration

12.1 In the event of unsatisfactory progress or attendance during the period of registration the Board of the Faculty concerned may terminate a candidate’s registration for the degree having first given the candidate the opportunity to appeal the recommendation under the Standing Orders Governing Research Appeals. If the Faculty decides to terminate the candidate’s registration, it may either:

12.1.1 require him/her to withdraw from the University; or

12.1.2 offer him/her registration as a candidate for another degree or postgraduate diploma.

12.2 Any student whose registration is terminated under the provisions of paragraph 12.1 will have the right of appeal to the Senate Academic Review Committee which will consider only whether the original appeal was handled properly and fairly by the Faculty.

13 Procedure and Delegation of Powers

13.1 The operation of these regulations shall be governed by a Standing Order of the Senate, a copy of which may be inspected in the office of the Secretary to the Research Board.

13.2 The Senate, the Boards of the Faculties and Committees of those bodies charged with responsibilities under these regulations may delegate such of their powers as they may from time to time determine. The exercise of powers under such delegation shall on each occasion be reported to the next following meeting of the body from which it has been delegated.
Powers of Dispensation

14.1 On the recommendation of the Board of the Faculty the Senate may in special circumstances and subject to the Statutes and Ordinance dispense a candidate from any of these regulations.

EXPLANATORY NOTES

(These notes are provided for the guidance of candidates and do not form a part of the regulations)

1 The standard of academic attainment normally expected of an applicant for registration as a candidate for the degree of EdD is set out in Section 2 of the regulations. Holders of other qualifications will be considered individually.

Faculty Committees may require the provision of other evidence of the candidate's ability to undertake research in the field proposed, and applicants are asked to nominate two referees who could supply evidence on this point.

2 Although it is in no way essential, applicants may find it convenient to consult a potential supervisor in the University informally before submitting an application for registration. Enquiries on this matter may be addressed to the Head or Director of Graduate Studies of the appropriate Department.

3 The Senate has agreed that students registered for a higher degree by full-time study are permitted, with the consent of their supervisor, to undertake teaching approved by the appropriate Faculty Committee up to a maximum (including preparation and marking) of sixty hours in any one term.

4 The provision for the remission of not more than one year of study is intended normally to apply in the case of candidates who have significant experience of advanced work in their intended field of study before the start of the period of registration.

5 In cases where a candidate is accepted for registration as a full-time student at an institution recognised by the Senate for this purpose under the terms of paragraph 9.1.3 of these regulations, the Board of the appropriate Faculty must be satisfied that:

5.1 all the conditions set out in section 2 and section 3 of these regulations can be fulfilled;

5.2 after appropriate consultation with the institution concerned, satisfactory arrangements can be made for the supervision of the student and, where appropriate, the appointment of a member of staff of the institution to act as the internal supervisor;

5.3 no undue restriction will be imposed in the publication of all or any part of the results of the student's research, subject to the normal safeguards concerning patent rights and copyright;

5.4 the student will be able to attend the University as frequently as the Board deems appropriate.

6

6.1 Candidates should note that conciseness of presentation is an essential part of the "appropriate ability in the organisation and presentation" of their material which they are required to demonstrate in accordance with Regulation 11.2.1. Candidates should not, therefore, regard the maximum length specified as a target length.
6.2 The maximum length permitted for a thesis for each degree and subject will be published in the Instructions for Candidates for Examination for the degree of Doctorate in Education (EdD).

6.3 Unless approval has been obtained from the appropriate Faculty Committee, the length of a thesis must not be greater than the specified maximum.

6.4 Examiners are entitled to refuse to examine a thesis where the maximum length specified has been exceeded without permission.

6.5 Candidates are strongly advised to discuss the expected length of their thesis with their supervisor before making detailed arrangements for submission.

7 Candidates are required to give two months notice of their intention to submit a thesis for examination. While the University will endeavour to meet the convenience of candidates in the matter of the timing of oral or written examinations, it cannot guarantee to do so. Candidates who plan to leave the country at the end of their period of registration are particularly advised to give the maximum possible notice of their wishes.

8 If a candidate, in cases of illness or grave and exceptional misfortune, is unable to comply with the requirements of section 11, he/she may seek an extension in the time permitted for the submission of a thesis in accordance with paragraph 11.3 of these regulations.

9 All candidates for the degree of EdD shall remain eligible to present their thesis for one year after completion of the period of registration prescribed for them.

10 If a candidate submits an appeal under the terms of paragraph 11.6 or requests a review of his/her case under the terms of section 12 of these regulations, a final decision may be delayed until the term following the submission of the request.

11 Permission to submit a thesis in a language other than English will be granted only if the Faculty Committee is satisfied that, by virtue of the subject, the intellectual quality of the thesis would thereby be enhanced and that a qualified supervisor and appropriate examiners can be appointed. The Faculty Committee, in considering whether such permission should be granted, will take no account of whether the native language of the candidate is English or a language other than English.

12 Candidates are advised that they may, if they wish, submit for examination work which has been published or submitted for publication during their period of registration. This work may form part or all of the submission. Where any of the work has been jointly authored, the role and contribution of the candidate must be clearly identified in the thesis.

13 External candidates are candidates who are unable to visit the University regularly to meet with their supervisor and are exempt from the normal attendance and residence requirements. External candidature will only be permitted where the appropriate Faculty Committee is satisfied that adequate arrangements for supervision can be made and that the candidate will have access to such facilities as may be required to undertake the programme of training and research. External candidates may use University facilities such as the Library and the Computing Laboratory as agreed by the appropriate responsible officer. The University has agreed Guidelines setting out the minimum arrangements which are considered acceptable.