



**Faculty of Humanities & Social Sciences  
Graduate School  
Department of Education**

**Doctor of Education (EdD)  
Research Student Handbook  
2016/17**

[Online version of Handbook](#)

This handbook is available in alternative formats. Please contact the Programme's Officer if required ([hss-pgr-edd@bath.ac.uk](mailto:hss-pgr-edd@bath.ac.uk))

As the EdD is a programme of research, students should read this handbook in conjunction with Regulation 16: <http://www.bath.ac.uk/regulations/Regulation16.pdf> and the Quality Assurance Code of Practice statement QA7 Research Degrees: <http://www.bath.ac.uk/quality/cop/statements.html>

<b>Welcome from the Head of Department .....</b>	<b>5</b>
<b>Introduction.....</b>	<b>6</b>
<b>Faculty Graduate School.....</b>	<b>7</b>
<b>Departmental Information.....</b>	<b>7</b>
<b>Key contacts/staff list.....</b>	<b>7</b>
<b>Study and support: .....</b>	<b>9</b>
<b>Getting the most out of your studies.....</b>	<b>9</b>
Moodle.....	9
HSS Graduate School Web Pages for Current Students.....	11
SAMIS Online.....	11
Personal tutor system.....	11
Academic study skills support and development .....	11
English Language Centre .....	12
The Library .....	12
Computing facilities and IT skills.....	13
<b>Student Support and Representation .....</b>	<b>13</b>
Feeding back your views to the University .....	13
Student representation.....	14
Departmental level .....	14
University level:.....	15
Student's Union: .....	15
Postgraduate representation.....	15
<b>Student welfare .....</b>	<b>16</b>
<b>International student advice.....</b>	<b>16</b>
<b>Dealing with a problem involving the University .....</b>	<b>16</b>
Complaints .....	17
Bullying, harassment and victimisation .....	17
Mediation.....	17
<b>Advice for students with disabilities, long-term illness, and specific learning difficulties.....</b>	<b>18</b>
<b>Pregnancy and Maternity .....</b>	<b>18</b>
<b>Careers Advisory Service .....</b>	<b>18</b>
<b>The EdD Programme: Overview .....</b>	<b>20</b>
<b>Registration .....</b>	<b>20</b>
<b>The award.....</b>	<b>21</b>
<b>Period of registration .....</b>	<b>21</b>
Part-time study .....	21
Full-time study .....	21
<b>Absence (full-time students only) .....</b>	<b>21</b>

<b>Absence (full-time students only) – Tier 4 .....</b>	<b>21</b>
Suspending studies .....	21
<b>Accessing University email.....</b>	<b>22</b>
Personal Circumstances: .....	22
Changes in Academic Circumstances: .....	22
<b>Extension of registration .....</b>	<b>23</b>
<b>Suspension of registration .....</b>	<b>23</b>
<b>Withdrawal of registration .....</b>	<b>23</b>
<b>Exit awards .....</b>	<b>24</b>
<b>Fees and financial support .....</b>	<b>24</b>
Financial Support .....	24
<b>The EdD Programme: Content and Structure .....</b>	<b>25</b>
Programme aims and learning outcomes .....	25
Programme Description: Structure of the programme .....	27
Attendance of units.....	30
Accreditation of Prior Learning and Accreditation of Prior Experiential Learning .....	30
Timetables .....	31
Research Ethics .....	31
<b>Assessment – Submission of assignments .....</b>	<b>61</b>
Unit assessment.....	61
<b>Submission procedures, conventions and presentation .....</b>	<b>61</b>
Outline .....	61
Your DRAFT and FINAL assignments should adhere to the following presentation conventions: .....	62
Draft .....	62
Final.....	62
Presentation of your FINAL assignments should follow the conventions listed above.....	62
Naming your assignment for submission for submission via Moodle .....	63
Submission deadlines.....	63
Feedback to students.....	63
<b>Submission of Coursework (Late Submissions) .....</b>	<b>63</b>
<b>Extensions for assignment submission .....</b>	<b>63</b>
<b>Supplementary assessment .....</b>	<b>64</b>
<b>Individual Mitigating Circumstances .....</b>	<b>64</b>
<b>Referencing, plagiarism and cheating.....</b>	<b>65</b>
Plagiarism detection and personal data .....	66
<b>Academic Integrity Training and Test .....</b>	<b>66</b>
<b>Research Ethics and Governance Test .....</b>	<b>67</b>
<b>External Examination .....</b>	<b>67</b>
<b>Procedures for the Review of a Board of Studies Decision (Appeals) .....</b>	<b>68</b>

<b>The Research Enquiry .....</b>	<b>70</b>
<b>Part 1 – Preparation for Candidature .....</b>	<b>70</b>
Choice of Supervisors and Research Topic .....	70
Candidature Form .....	70
Preparing the Research Proposal .....	71
Payment for the Research Enquiry .....	71
<b>Part 2 – Supervision to completion .....</b>	<b>71</b>
<b>Supervision .....</b>	<b>71</b>
Responsibilities of the Supervisors .....	72
Change of Supervision .....	73
<b>Writing Up and Submission of Research Enquiry .....</b>	<b>74</b>
Notification of Intention to Submit – HD1 form .....	74
<b>Research Enquiry Presentation .....</b>	<b>74</b>
A Portfolio of Relevant Papers (students registered prior to January 2014 only) .....	75
<b>Examination Procedures.....</b>	<b>76</b>
Appointment of Examiners .....	76
Viva Voce Examination.....	76
Outcome of Examination .....	77
<b>After successfully completing your PGR programme.....</b>	<b>77</b>
<b>Graduation.....</b>	<b>78</b>
<b>Final Research Enquiry copies .....</b>	<b>78</b>
<b><a href="http://www.bath.ac.uk/library/subjects/resources/submitting-etheses.html">http://www.bath.ac.uk/library/subjects/resources/submitting-etheses.html</a>.....</b>	<b>78</b>
<b>Appendix 1 - .....</b>	<b>79</b>
<b>Appendix 2 - The BERA (British Educational Research Association) Guidelines .....</b>	<b>79</b>
<b>Appendix 3 - Specification for Higher Degree Theses .....</b>	<b>79</b>
<b>Appendix 4 - Resources for Graduate Students and Conditions for the Award of Higher Degrees .....</b>	<b>79</b>
<b>Appendix 5 - Essential Forms and Information .....</b>	<b>79</b>
<b>Appendix 6 - Research Students: Ethics Approval Form .....</b>	<b>80</b>
Participants.....	81
<b>Appendix 7 - Request for EdD Unit Assignment Extension .....</b>	<b>83</b>
<b>Appendix 8 - Depositing research degree theses in the Library .....</b>	<b>84</b>
<b>Appendix 9 - Assessment criteria and Guidelines .....</b>	<b>84</b>
<b>Appendix 10 – Late Submission Policy.....</b>	<b>84</b>

### **University-Student partnership**

The University and the Students' Union (SU) have a longstanding commitment and culture of working in partnership to deliver the highest quality student experience. The University-Student Partnership Statement has been developed collaboratively by the Students' Union (SU) and University to set out the mutual commitment of staff and students and our collective expectations.

Read the University-Student Partnership Statement:

[http://www.bath.ac.uk/quality/documents/University-Student\\_Partnership\\_Statement.pdf](http://www.bath.ac.uk/quality/documents/University-Student_Partnership_Statement.pdf)

The statement sets out the shared principles that support this commitment, including working together in partnership to:

- make your transition to University life as smooth as possible;
- deliver and participate fully in the highest quality learning and teaching experience;
- recognise the important role that research plays in the University experience, ensuring there is a close working relationship between students and staff;
- maintain a strong community and environment which enable honest and constructive feedback to each other;
- consider the broad co-curricular opportunities available beyond your academic studies;
- encourage a continued University experience after graduation or completion of your studies through our Alumni network.

## **Welcome from the Head of Department**

**DEPARTMENT OF EDUCATION  
University of Bath  
Bath  
BA2 7AY**

**Tel No: +44 (0) 1225 38 6341**

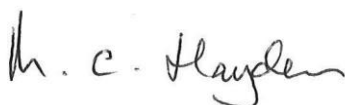
Dear Colleague

### **Welcome to the Department of Education, University of Bath**

It gives us great pleasure to welcome you to work with us as a research student in the Department of Education over the coming year. You are one of over two hundred MPhil, PhD and EdD students currently registered on programmes, full-time and part-time, from Europe, North and South America, Africa, Australia and Asia. You are a part, therefore, of one of the most exciting and diverse networks of researchers in the field of education. In order to help you to take full advantage of this richness of experience and diversity of perspectives, we offer a flexible range of modes of study, including individual face-to-face tutorials, EdD study weeks (that other research students sometimes attend), a faculty-wide and university-wide research training programme and various opportunities for studying at a distance.

The academic staff in the Department have enjoyed considerable success over a number of years in undertaking and supporting a wide range of research, and we hope you will feel that the breadth of expertise we possess is always available to you.

We offer you our very best wishes for the success of your studies over the coming year, and look forward to meeting as many of you as possible during that time!

A handwritten signature in black ink, reading 'M. C. Hayden'.

Dr Mary Hayden  
Head of Department

## Introduction

Welcome to the University of Bath and to the Doctor of Education. The programme is delivered by the Department of Education within the **Faculty of Humanities & Social Sciences (HSS)** (<http://www.bath.ac.uk/hss/>). The Faculty (one of three Faculties and one School in the University – see below and <http://www.bath.ac.uk/departments/>) comprises six departments

Economics <http://www.bath.ac.uk/economics/>

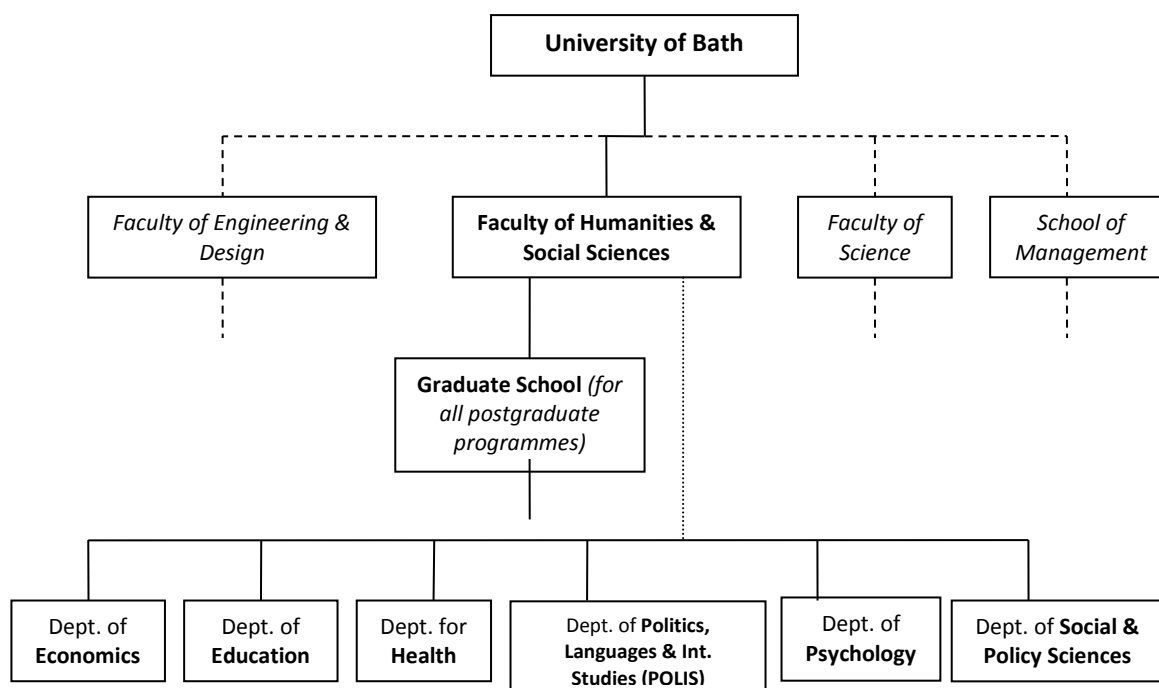
Education <http://www.bath.ac.uk/education/>

Health <http://www.bath.ac.uk/health/>

Politics, Languages & International Studies <http://www.bath.ac.uk/polis/>

Psychology <http://www.bath.ac.uk/psychology/>

Social & Policy Sciences <http://www.bath.ac.uk/sps/>



The Faculty is also part of the Economic & Social Research Council (ESRC) accredited South-West Doctoral Training Centre (SWDTC) (<http://www.bath.ac.uk/hss/graduate-school/swdtk.html>), one of the UK's largest units of postgraduate research training for social sciences that has been established in collaboration with the University of Exeter and Bristol University. Formed for 2011/12 onwards, the Faculty is working with the SWDTC to develop innovative collaborative provision across the three universities, initially aimed at PGR students but also opening-up opportunities for taught students. Activities currently being developed include summer schools, conferences and workshops.

## Faculty Graduate School

Whilst departmental postgraduate programmes are delivered by academic staff in departments, all of our postgraduate programmes (taught and research) are supported by the HSS **Graduate School** (<http://www.bath.ac.uk/hss/graduate-school/>) which comprises the postgraduate and research administrators. By bringing all administrators together in the Graduate School this enables us to provide you with an improved service, through sharing of best practice and the provision of cover when colleagues are on leave, ill, etc.

It is important that you get to know the research administrator who looks after your particular programme, as they can often provide invaluable guidance on various aspects of the programme. If your research administrator is unavailable then please feel free to speak to any other of our research administrators, all of whom will be very happy to help you. If you have any problems then please feel free to contact the Graduate School Manager or Deputy.

The Graduate School is responsible for managing in excess of 1,800 postgraduate students (taught and research) across the Faculty, equating to approximately 40% of the total number of postgraduate students in the University as a whole.

## Departmental Information

The Doctor of Education and associated programmes is delivered by the Department of Education. The Department is located in 1 West and 1 West North – see the campus map at <http://www.bath.ac.uk/maps/>.

Information regarding the department, including a list of academic staff, their individual research interests, departmental research activities, events (including seminars to which you may be able to attend) and news items can be found by linking from <http://www.bath.ac.uk/hss/>.

Information on research in the Department of Education can be found here:  
<http://www.bath.ac.uk/education/research/>

Members of the Department of Education actively contribute to the work of the University of Bath Institute for Policy Research: <http://www.bath.ac.uk/ipr/>

A scheme of Visiting Professors and Research Fellows exists whereby visitors from overseas are enabled to spend periods of time based at the Department of Education, to undertake post-doctoral or other work, often as part of a sabbatical leave from their departments or universities. The presence of such visitors in the Department of Education adds immensely to the expertise available to research students and staff and enriches the international dimension of the research community.

## Key contacts/staff list

For details of Department of Education Academic and Teaching Staff, please see:  
<http://www.bath.ac.uk/education/staff/>

Key contacts include your Director of Studies (a member of academic staff who has overall responsibility for the programme) and your research administrator (from the Graduate School). Academic staff for units which have run recently or are due to run in 2016/7 the subject librarian and the Graduate School Associate Dean for Graduate Studies are listed below:



Role	Responsibility	Room	Ext. No.	email
<b><u>Director(s) of Studies</u></b>				
Dr Janet Goodall (till 1 Feb. 2017)	The Director of Studies is responsible for the academic stewardship of the Programme, as well as Quality Assurance and learner experience issues. Most academic queries should be directed in the first instance to the relevant Unit Convenor.	1WN 3.17A	6337	<a href="mailto:j.s.goodall@bath.ac.uk">j.s.goodall@bath.ac.uk</a>
Professor Catherine Montgomery (After 1 Feb. 2017)		1 WN 4.4	3919	<a href="mailto:c.montgomery2@bath.ac.uk">c.montgomery2@bath.ac.uk</a>
<b><u>Programme Administrator(s)</u></b>				
Emily Austin	Emily Austin is involved in all aspects of student activity, including: the organisation and administration of residential courses; assessments; and any day-to-day issues you may have.	1 West 3.04	3142	Hss-pgr-edd@bath.ac.uk
<b><u>Unit Convenors/Unit Leads</u></b> <b><u>Unit Tutors</u></b>	Unit Convenors are responsible for the content and operation of a course unit. The key areas of responsibility are: liaison with other tutors, course design and administration of staff; on-going development of unit content; responsibility for ensuring that tutors carry out their responsibilities and that the unit is adequately staffed; ultimately responsible for ensuring that student requests for assistance are answered.  Unit Tutors are available to advise you if you have problems or queries about the programme materials, assignments and case studies. Tutors are allocated a group of students for marking of assignments and you should contact your tutor in the first instance if you have concerns about the assessment or feedback. Please don't be afraid to contact the tutor, especially if you need guidance or get into difficulties – they are there to help.			
Professor Hugh Lauder	Educational Policy: Theory and Practice	1WN 4.9	6012	<a href="mailto:h.lauder@bath.ac.uk">h.lauder@bath.ac.uk</a>
Dr Trevor Grimshaw	Language, Culture and Education	1WN 3.26A	5319	<a href="mailto:t.grimshaw@bath.ac.uk">t.grimshaw@bath.ac.uk</a>
Dr Mary Hayden	International Education: philosophy and practice	1 WN 3.7A	6347	<a href="mailto:m.c.hayden@bath.ac.uk">m.c.hayden@bath.ac.uk</a>
Professor Chris James	Educational Management Leadership and Administration	1 WN 3.17	3280	<a href="mailto:c.james@bath.ac.uk">c.james@bath.ac.uk</a>
Dr Andres Sandoval Hernandez	Educational Research: Philosophy and Practice	1 WN 4.9	4003	A.Sandoval@bath.ac.uk
Dr Andrea Abbas	Learning Pedagogy and Diversity	1 WN 3.1A	5217	A.Abbas@bath.ac.uk
Mr. Justin Hodds	Subject librarian	Library 5.2	4180	<a href="mailto:J.Hodds@bath.ac.uk">J.Hodds@bath.ac.uk</a>
Dr Ed Keough	Associate Dean (Graduate Studies)	2 South 1.5	3671	<a href="mailto:s.r.gough@bath.ac.uk">s.r.gough@bath.ac.uk</a>

The best way to contact staff with individual queries is by email (see above contact list). If you have a query related to a unit provided online, it may be worth posting this on the discussion forum of the unit page where your tutors or fellow students will be able to respond. It is likely that your fellow students may also have the same query and therefore you will all benefit from posting queries though these discussion boards.

Announcements relevant to all students will be circulated via email or on the Department's Moodle page: <http://moodle.bath.ac.uk/course/view.php?id=1966> or the EdD Moodle Page: <http://moodle.bath.ac.uk/course/view.php?id=56328>

Should you have any **queries or problems** (that you have not been able to resolve using the various sources of information in this handbook and elsewhere) we strongly recommend that you talk to us. Any issues relating to your work then please contact either the lecturer concerned or your Director of Studies (most academic staff are available at specific times of the week). Research administrators are available (1 West 3.04) during office hours (typically 10.00 to 12.00, 14.00 to 16.00, Monday to Friday). If you can't find anybody, or you have not had your queries answered, please contact the Graduate School Manager or Deputy.

The Department of Education  
Doctor of Education  
University of Bath  
Claverton Down  
Bath BA2 7AY

## **Study and support:**

### **Getting the most out of your studies**

#### **Moodle**

The University uses a virtual learning environment, open to students, called "Moodle". The Faculty Graduate School and associated departments use this environment to host all relevant information on processes, procedures and activities for all research students and supervisors. You must sign in to view the research student Moodle pages within the first week of arriving, and should familiarise yourself with the information held on these pages.

**Moodle can be accessed at** <http://moodle.bath.ac.uk> with your user name and password.

For online directed learning units, this virtual learning environment provides a gateway to activities and assignments, communication and discussion with tutors and fellow learners, as well as a wide range of resources relevant to your studies. Moodle pages may contain:

- Key Resource texts and recommended/additional reading lists
- Audio and/or video files
- Journal articles
- References to books
- Web links
- Discussion forum activities
- Chat facilities
- Tutor support
- Assessments

For units provided at a Summer or Winter School, general unit information is provided within the unit page in Moodle.

**IMPORTANT:** The information contained on Moodle is **extremely important**, and you are strongly recommended to check this page regularly for updates.

Moodle can be accessed by anyone with a University of Bath user name and password without the need for formal training. Moodle can be found at: <https://moodle.bath.ac.uk/login/index.php>. You can access this from any PC at the University or elsewhere.

To get started, you can go to <https://wiki.bath.ac.uk/display/moodle/Student+Support> and read through the support documents.

Key Programme Materials including forms, instructions coursework cover sheets, and links to others resources can be found on the 'Education: Research Students' page at <http://moodle.bath.ac.uk/course/view.php?id=1966> in the 'EdD Students' Programme Information' folder

Each unit Moodle page may include details including unit outlines, unit materials, unit schedules, presentations, reading lists and assessment information.

**You may find the following Moodle pages useful:**

**EdD Moodle Page:**

The information on this site is to help and support your progression from the taught stage onto the Research Stage of the EdD programme. This site is to help and support your progression from the taught stage onto the Research Stage of the EdD programme

**HSS Graduate School Research Students**

This page is a hub for other web pages and Moodle pages relevant to PGR students in the Faculty.  
<http://moodle.bath.ac.uk/course/view.php?id=52538>

**Researcher Development for Doctoral Students (HSS)**

This page gives further details on the various types of skills training available to PGR students in HSS  
<http://moodle.bath.ac.uk/course/view.php?id=30454>

**Researcher Development Online (Central)**

This is a central university page containing links to online training courses  
<http://moodle.bath.ac.uk/course/view.php?id=2355>

**Information Skills for Research Postgraduate Students (Library)**

This is the Library's Moodle page for PGR students  
<http://moodle.bath.ac.uk/course/view.php?id=55862>

There are also **PGR Moodle pages specific to each department:**

<b>Economics</b>	<a href="http://moodle.bath.ac.uk/course/view.php?id=2531">http://moodle.bath.ac.uk/course/view.php?id=2531</a>
<b>Education</b>	<a href="http://moodle.bath.ac.uk/course/view.php?id=1966">http://moodle.bath.ac.uk/course/view.php?id=1966</a>
<b>Health</b>	<a href="http://moodle.bath.ac.uk/course/view.php?id=2138">http://moodle.bath.ac.uk/course/view.php?id=2138</a>
<b>POLIS</b>	<a href="http://moodle.bath.ac.uk/course/view.php?id=52725">http://moodle.bath.ac.uk/course/view.php?id=52725</a>
<b>Psychology</b>	<a href="http://moodle.bath.ac.uk/course/view.php?id=52191">http://moodle.bath.ac.uk/course/view.php?id=52191</a>
<b>SPS</b>	<a href="http://moodle.bath.ac.uk/course/view.php?id=2132">http://moodle.bath.ac.uk/course/view.php?id=2132</a>

When you log on to Moodle links to relevant pages should be listed in the 'My Courses' section of your homepage. If you are unable to see the link to the page for your particular department, please contact your department's Postgraduate Research Administrator.

### **HSS Graduate School Web Pages for Current Students**

There are a series of web pages for current HSS PGR students.

#### **Events for Current PGR Students**

This lists any upcoming and previous events (both internal and external) that may be of interest to PGR students in HSS.

<http://www.bath.ac.uk/hss/internal.bho/current-research-students/events>

#### **Funding Opportunities for Current PGR Students**

This lists any funding opportunities that arise for current PGR students in HSS

<http://www.bath.ac.uk/hss/internal.bho/current-research-students/funding>

### **SAMIS Online**

SAMIS online provides an online portal to the University's student database where you can view details about your registration. For PGR students this includes the various milestones or 'events' that take place during your time here. It will show the expected dates of these and whether or not any of these have been completed. It will also provide details of who your supervisors are and is the system used for the 6 monthly progress reports that you will complete in conjunction with your supervisor.

**Further information** (including instruction manuals is at:

[https://www.bath.ac.uk/samis/urd/sits.urd/run/siw\\_lgn](https://www.bath.ac.uk/samis/urd/sits.urd/run/siw_lgn)

### **Personal tutor system**

A personal tutor is assigned to all students to help them get the best out of your University experience and will guide you to sources of expert help as needed. This includes academic progress or personal/welfare issues. The personal tutor for EdD students is the Director of Studies during the taught phase and your lead supervisor during the research enquiry phase.

### **Academic study skills support and development**

To succeed in your studies, you will need not only to develop subject specific knowledge, but also to enhance your existing skills and develop new ones for academic study. Effective development of these skills will help you to become an independent learner. Many of these skills are transferable to the workplace, so they will also benefit you in your future career.

Doctoral students are expected to undertake 10 days of skills training per year (pro-rata if part-time). The range of courses available from Bath's PGSkills catalogue can help doctoral students to develop their skills, and are mapped against the UK National Researcher Development Framework.

Both the University and the Students' Union provide a range of resources and other learning opportunities for academic and wider skills development. You can visit the Study Skills and PGSkills web pages at <http://www.bath.ac.uk/campaigns/develop-your-skills-at-bath/> and <http://www.bath.ac.uk/learningandteaching/rdu/courses/pgskills/az.html> to find further information about the skills development available.

The Careers Advisory Service provides specific support on employability skills such as producing a curriculum vitae (CV) and interview techniques – <http://www.bath.ac.uk/careers/>

## Academic Skills Centre

The Writing Centre, within the Academic Skills Centre, offers a range of writing tutorials during term time to support undergraduates and postgraduates in their studies and also to improve their English.

The Writing Centre's in-session programme includes classes that will help students with academic writing (doctoral writing), giving presentations and taking part in seminars.

Recognising the importance of effective academic writing, communication skills and clear English, for both native and non-native speakers, the Writing Centre offers a range of courses for all students at every level during term time. Note that they can schedule sessions for students who do not live in Bath. You can visit these web pages for further information and how to register: <http://www.bath.ac.uk/asc/writing-centre/index.html>

The ELC also runs full-time pre-session courses to prepare you for your studies at Bath, designed specifically for non-native speakers. These preparation courses include a full social programme, with trips to local places of interest and a range of leisure activities. You can find out more from these web pages:

<http://www.bath.ac.uk/asc/for-future-students/index.html>

While most of its units are for non-native speakers of English, it also offers an academic writing unit for students whose first language is English.

We also have a well-resourced Self Access Language Centre (SALC) offering you a variety of material to support the study of English and other languages.

<http://www.bath.ac.uk/salc>

Other opportunities for your skills training may come from employment-related training or external conference or workshop attendance, for instance. You can find a full list of activities that count as skills development activities here:

<http://www.bath.ac.uk/learningandteaching/rdu/courses/pgskills/skills-development/index.html>

### **Further information**

Academic Skills Centre (Writing Centre) <http://www.bath.ac.uk/asc/writing-centre/index.html>

Self-Access Language Centre (SALC) ([www.bath.ac.uk/salc/](http://www.bath.ac.uk/salc/)) provides students with a variety of material to study English and other languages.

## The Library

The Library is open 24 hours a day and provides materials and information services to support study and research across the University. It houses over 520 networked workstations, wireless networking and laptop docking points and provides study areas for both quiet individual study and group work. The Library's copy and print service includes black and white and colour photocopying, laser printing and scanning. Charges are kept as low as possible.

Information specialists, known as Subject Librarians (see the Department's Library home page), are responsible for services to individual Departments and Schools. They provide individual help to students and staff, as well as teaching information skills. All new students receive library introduction sessions during the induction period.

### **Further information**

This Department's Library home page is:

<http://www.bath.ac.uk/library/subjects/education/index.html>

For an explanation of library resources, please see [www.bath.ac.uk/library/](http://www.bath.ac.uk/library/)

### **Computing facilities and IT skills**

You will have been issued with a unique username and password to register online. This forms your email address ([username@bath.ac.uk](mailto:username@bath.ac.uk)) and once registered, you can use one of the thousand or so BUCS (Bath University Computing Service) student access workstations anywhere on campus. These enable you to use email, the internet, file storage, Office programs such as word processing and often give access to the more complex software used on your programme. The machines print to laser-printers in the library for which there is a charge per page.

With your username and password you can also register your own laptop, smart phone or similar for connection to the campus wireless network (which covers communal areas, the Library, cafes and similar) or to around 150 student docking ports.

Support is available from the BUCS User Support Desk on level 2 of the Library or online at <http://www.bath.ac.uk/bucs/help/>. Tutorials are provided in the self-help section.

If you have a disability or learning difficulty, BUCS can support you with your computing needs. A BUCS technician specialises in assistive technology support. Resources available include a purpose-built room, specialist software, and computer hardware, including laptops for loan.

The IT shop in the Library stocks popular products such as academic software, DVDs, network cables and headsets. You can order many further IT products through the shop. Prices are often lower than in high street shops.

The name of your Subject Librarian is Justin Hodds who can be contacted at 01225 384180 and [j.hodds@bath.ac.uk](mailto:j.hodds@bath.ac.uk)

Postgraduate students are encouraged to use Pure, the University's Current Research Information System (CRIS), to record any conferences attended or publications produced. The Pure user guide, found at <http://www.bath.ac.uk/ris/pure/userguide/index.html>, includes an 'Adding Activities' page (<http://www.bath.ac.uk/ris/pure/userguide/adding-activities/index.html>) offering guidance about recording conference attendance and an 'Adding Publications' page (<http://www.bath.ac.uk/ris/pure/userguide/adding-publications/index.html>) offering guidance about recording publications.

### **Further information**

BUCS: <http://www.bath.ac.uk/bucs/>

Guide to BUCS services: [www.bath.ac.uk/bucs/services/](http://www.bath.ac.uk/bucs/services/)

E-learning: [www.bath.ac.uk/e-learning/](http://www.bath.ac.uk/e-learning/)

Information for new users: [www.bath.ac.uk/bucs/help/newusers/](http://www.bath.ac.uk/bucs/help/newusers/)

Information for users with a disability or learning difficulty:

[www.bath.ac.uk/bucs/services/assistivetechologies/](http://www.bath.ac.uk/bucs/services/assistivetechologies/)

IT shop: [www.bath.ac.uk/bucs/services/itpurchasing/](http://www.bath.ac.uk/bucs/services/itpurchasing/)

## **Student Support and Representation**

### **Feeding back your views to the University**

The University is committed to reviewing and improving its practice. The main ways in which we seek feedback are through (a) surveys and (b) Staff / Student Liaison Committees (SSLCs). We also use focus groups, Departmental working parties, and various kinds of feedback session.

You can get actively involved in determining how your educational and student experiences are organised by becoming active in the Students' Union or by letting the Department know that you are interested in contributing.

The University requires every Department to have a formal system so that all students can comment routinely, in confidence, on the teaching they have received. Such comments help us to check that:

- you have a clear idea of the aims and requirements of each unit you study;
- our classroom teaching is effective and stimulating;
- the advice and feedback we provide on your work is helpful;
- our resources are adequate.

The main method by which we seek your feedback is through short questionnaires. As a minimum, you will be asked to complete a questionnaire for each unit you have studied, and a survey on your whole programme at the end of each year. Please complete each questionnaire fully, thoughtfully, and candidly. In particular, please tell us, not only your opinion on the unit and programme you have studied, but also the *reasons* behind your opinion.

When we receive responses to questionnaires, we analyse them – especially any criticisms or suggestions they provide. The Director of Studies will then present the results of questionnaires to the SSLC, and to the wider student body. The results will also be discussed at Department Learning, Teaching and Quality Committees so that appropriate action can be taken. Summaries of the feedback and the actions taken will be included in Director of Studies' Annual Monitoring Reports. Each report is presented to the Faculty/School Learning, Teaching and Quality Committee, which will make sure that the actions taken are adequate, appropriate, and properly implemented.

Your feedback is important to both the University and the Students' Union. Please keep telling us what is going well and what needs to get better and we shall make clear how your comments on the programme and the wider student experience have been acted upon. The Better@Bath web pages (<http://www.bath.ac.uk/students/betteratbath/>) provide a central source of information on why we are "better at Bath".

### **Student representation**

As a student of the University you are automatically a member of the Students' Union. Officers of the Students' Union represent students' interests on University decision-making bodies. In addition, numerous elected student representatives play important roles on various Departmental, Faculty/School and University committees.

There are many opportunities for elected student representatives. If you are elected by fellow students to serve on Departmental, Faculty/School or University committees you will be expected to represent the views of your fellow students and provide feedback following meetings.

### **Departmental level**

Each Department has at least one Departmental SSLC. These comprise six or more elected student members, known as Student Academic Representatives (or 'Academic Reps') and an equal or smaller number of staff members. SSLC student representatives are elected at the beginning of every year through online elections. Their role involves attending Departmental meetings and also gathering information which is passed on to various University Committees and Departments.

The EdD has its own SSLC.

Each SSLC produces an Annual Report briefly outlining their work and highlighting good practice, the key themes explored and the actions that have been taken as a result. The Students' Union reviews all these reports and prepares a summary report for the University highlighting issues which need to be addressed by the institution as a whole.

There is also provision for student membership of the Department Learning, Teaching and Quality Committee: normally one undergraduate and one postgraduate representative.

**Faculty/School level:**

Four student representatives (including at least one undergraduate and one postgraduate) are elected as Faculty Representatives to sit on a number of Faculty/School level committees such as the Faculty/School Board of Studies, Learning and Teaching Quality Committees, and Research Students Committees. The Board makes most decisions in relation to teaching and research and reports to Senate. The Faculty/School Learning, Teaching and Quality Committee considers all matters relating to taught programmes across the Departments within the Faculty and makes recommendations to the Faculty/School Board of Studies.

**University level:**

University committees with student representation include the Council/Senate/Students' Union, the University Learning, Teaching and Quality Committee, and Senate. Elections too many of these posts take place at the start of the academic year.

**Student's Union:**

Student Academic Representatives also sit on the Academic Council of the Students' Union. This meets every three weeks during semester time in order to:

- keep Students' Union Officers and Representatives informed of developments throughout the University;
- discuss common problems and interests affecting Departments;
- gather student opinions and views to be used by the University and the Students' Union;
- update Representatives on Students' Union activities.

If you are interested in representing student views at Faculty/School or University level, please contact the Students' Union Education Officer: email [sueducation@bath.ac.uk](mailto:sueducation@bath.ac.uk) . The Students' Union runs a full training programme for student representatives including an online course in Moodle and additional sessions through the Skills-training programme.

Do feel free to approach your student academic representative at any time. This is normally the person who represents your year or degree scheme on the Departmental SSLC.

If you need to raise a concern, remember there are various routes open to you. You can discuss issues directly with a lecturer, or your Director of Studies. Individual problems are often more readily resolved in this way. The Students' Union Advice and Representation Centre, described below, also provides students with information and confidential advice.

**Postgraduate representation**

All postgraduate students of the University (on taught and research programmes) are automatically members of the Students' Union and its Postgraduate Association. The Postgraduate Association is dedicated to representing the interests and views of all postgraduate students. For further information, please visit [www.bathstudent.com/PGA](http://www.bathstudent.com/PGA) .

**Further information**

Better@Bath:

[http://go.bath.ac.uk/betterat\\_bath](http://go.bath.ac.uk/betterat_bath)

Your SSLC :

<https://moodle.bath.ac.uk/mod/folder/view.php?id=531115>

Election of representatives:

<https://www.bathstudent.com/be-a-rep/> provides information on student representation and contact details of academic representatives.



Outline election procedures are included in QA48 Staff/Student Liaison Committees at:

<http://www.bath.ac.uk/quality/documents/QA48.pdf>

SORTED:

[www.bathstudent.com/sorted](http://www.bathstudent.com/sorted)

## Student welfare

Most students find there are occasions when it can help to talk to someone about a personal problem or issue. In many cases, Director of Studies will be able to help. However, there is also a range of specialist University support services that you may be referred to, or can approach directly. Your two main contact points are the Student Services Centre and the Students' Union Advice and Representation Centre.

The Student Services Centre can provide or direct students to advice on a range of issues including academic skills, disability, funding, health and well-being, and international matters. It also provides letters confirming student status for a variety of purposes.

The Students' Union Advice and Representation Centre deals with academic and welfare issues, ranging from representation at academic reviews and appeals to housing and welfare issues. It also provides information for students, including those wanting to submit individual mitigating circumstances, change their course or experiencing problems with their course.

## Further information and contacts

A guide to the wide variety of support and information available to students can be found at [www.bath.ac.uk/student](http://www.bath.ac.uk/student) and the Students' Union website [www.bathstudent.com](http://www.bathstudent.com). This includes essential information on medical services and security and other facilities such as the Chaplaincy



**Student Services Centre** in 4W is open from 09:30 to 16:30 throughout the year: tel: 01225 385538. The Helpdesk can also be contacted via the Student Services Helpdesk tab on your personal student record 'SAMIS' page. For the full range of services see <http://www.bath.ac.uk/departments/student-services/>

**The Students' Union Advice and Representation Centre** is open Monday to Friday 09:00 to 17:00 in term time (From 10:00 on Fridays) and 10:00 to 16:00 during vacations; tel: 01225 386906; email at [suadvice@bath.ac.uk](mailto:suadvice@bath.ac.uk)

For the full range of services see <http://www.bathstudent.com/education/> or <http://www.bathstudent.com/advice/>

The **Careers Advisory Service** <http://www.bath.ac.uk/students/careers/index.html>

## International student advice

The International Student Advice Team is based in Student Services. They provide a tailored pre-arrival and induction programme, including a mentoring scheme, and advice and support for all international students, including a 'check and send' service for students wishing to send Tier 4 applications to the Home Office. The team offers workshops, a 'drop in' service, advice via email, phone and web based platforms or individual appointments can be made through the Helpdesk in the Student Services Centre, 4 West. Further information:

<http://www.bath.ac.uk/students/visa-advice/index.html>

## Dealing with a problem involving the University

We want to ensure that, if you have a problem concerning the University, it is resolved as quickly as possible. As described above, there are student representatives on all formal decision-making committees – at Programme,

Departmental, and University level. Student representatives help to anticipate problems and, when problems occur, to deal with them promptly. As a result we can often resolve problems *before* they get to the stage where a formal complaint might be necessary.

### **Complaints**

If you do need to make a complaint, there are procedures in place to deal with it, outlined at <http://www.bath.ac.uk/regulations/Appendix1.pdf>. These procedures are designed to ensure that your complaint will be dealt with in good faith and that you will not be penalised for complaining. When we receive a complaint, we will first seek to deal with it through informal discussion. If this fails to resolve the issue at hand, you can raise the complaint formally.

In addition, there are procedures for requesting a review of decisions concerning failure of a unit or part of a degree or failure to be able to progress to the next part of the degree. For information on these procedures, please see section below on

Research Ethics and Governance Test

All postgraduate students in Education should also complete a Research Ethics and Governance Test. This is available online via Moodle. More information about this module can be found here: <http://www.bath.ac.uk/learningandteaching/rdu/courses/pgskills/modules/RP00258.htm>. It is compulsory that this test is completed prior to submitting your candidature form (PGR1).

### **External Examination**

The [University attaches great importance to the role of](#) External Examiners as a key means of assuring that academic standards are at an appropriate level, comparable to those of other higher education institutions and that assessment processes are rigorous and fair. External examiners also make a valuable contribution to the enhancement of programmes -see QA12 External Examining - Taught Provision at <http://www.bath.ac.uk/quality/documents/QA12.pdf>

External Examiners are responsible for:

- i. verifying that the standards achieved by students are appropriate for awards conferred;
- ii. for ensuring that the assessment process is fair and is operated equitably; and,
- iii. for helping to confirm that the academic standards sought and achieved are comparable with other universities in the United Kingdom.

External Examiners should take into account nationally recognised guidelines, e.g. Framework for Higher Education Qualifications (FHEQ), national subject benchmarks, requirements of professional or statutory bodies. External Examiners will be expected to act in accordance with University's Policy on Equal Opportunities for Students.

Duties of the EE include reviewing/commenting on draft examination papers and on a selection of the assessed work (work sent to the EE comprises all moderated papers). They are present at the Final Board of Examiners for Programmes where they are invited to comment on all aspects of the programme. They also produce an Annual Report which is submitted to the Vice Chancellors office, part of which may be placed on the SSLC Moodle page for students to view.

Procedures for the Review of a Board of Studies Decision (Appeals).

### **Bullying, harassment and victimisation**

We believe that all our students and employees are entitled to dignity and respect and to be free from unlawful discrimination, victimisation, bullying, or any form of harassment. This is set out in the University's policy, Dignity and Respect for Students and Staff of the University of Bath: Policy and Procedure for Dealing with Complaints available at

[www.bath.ac.uk/equalities/policiesandpractices/dignityandrespectpolicy.pdf](http://www.bath.ac.uk/equalities/policiesandpractices/dignityandrespectpolicy.pdf)

This policy and procedure applies to all staff, students and third parties (e.g. contractors to the University).

### **Mediation**

If you are involved in a disagreement or dispute, you can seek help from the University's Mediation Service. This service is impartial, non-judgemental, and confidential. Requests for mediation support should in the first instance

be made either to the Mediation Service Manager, or the Students' Union Advice and Representation Centre coordinator.

#### **Further information and contacts**

Mediation Service: <http://www.bath.ac.uk/equalities/activities/mediation/index.html>

Mediation Service Manager: Marlene Bertrand (01225 383098); [M.Bertrand@bath.ac.uk](mailto:M.Bertrand@bath.ac.uk) or  
Students' Union Advice and Support coordinator: Carol Lacey [C.Lacey@bath.ac.uk](mailto:C.Lacey@bath.ac.uk); (01225 385863)

#### **Advice for students with disabilities, long-term illness, and specific learning difficulties**

If you have a disability and/or specific learning difficulty (such as dyslexia), we strongly advise you to disclose this. This will enable us to assess your needs and make arrangements to support you.

Please speak to the Student Disability Advice team, your Director of Studies, as soon as possible – preferably before your course begins. Any personal information you give when disclosing your disability will be treated in confidence and made available *only* to relevant members of staff and only *with your permission*.

Please recognise that if you don't disclose your disability – or if you withhold permission to forward information to the relevant members of staff – you may make it difficult for the University to provide suitable support to help you achieve your academic targets. Disclosure will not disadvantage you in any way.

Student Disability Advice provides advice, guidance, information and support for a range of needs including:

- Autism Spectrum Disorders/Asperger's Syndrome;
- dyslexia and other specific learning difficulties;
- mental health;
- mobility impairments;
- sensory impairments;
- unseen disabilities like Epilepsy/HIV/AIDS/Chronic Fatigue

Disability advisers can advise students about support available and putting support into practice. A screening process is available if you feel you may have a specific learning difficulty / dyslexia. Disability Advisers are responsible for making applications for alternative arrangements for exams and assessments. Therefore, if you think that, because of a disability, you need alternative exam arrangements (such as extra time or the use of a computer) discuss this with a Disability Adviser without delay.

#### **Further information:**

Student Disability Advice: <http://www.bath.ac.uk/study/ug/services-for-students/disability-advice/index.html>

#### **Pregnancy and Maternity**

The University of Bath believes that being or becoming pregnant, terminating a pregnancy or having a very young child should not, in itself, be a barrier to applying for, starting, or succeeding in, or completing a programme of study. The University is committed to being as flexible as possible in supporting students in these circumstances to ensure they have access to their programme of study.

Students are not under any obligation to inform their Faculty/Department/School or College if they become pregnant, have a child, or decide to terminate a pregnancy while they are a Bath student. However, University or partner organisation staff will not be able to take a flexible approach to an individual's programme of study or offer her specific support, unless she informs them of her situation.

Students are able to gain advice, guidance and support via Directors of Study, and the University's Student Services.

## Careers Advisory Service

The University Careers Advisory Service can support you through the career planning process. In addition to providing support with developing your employability, and guidance on how to make informed career decisions, Careers Advisers will provide help with writing your CV, practising aptitude tests, and improving your interview skills. Being in regular contact with several hundred major employers, the Service is also the best source of summer internships and graduate vacancies for Bath students.

### ***Further information***

The **Careers Advisory Service** ([www.bath.ac.uk/careers/](http://www.bath.ac.uk/careers/)) in Norwood is open from 9.15am to 4.30pm, with lunch time closure from 1-2pm in vacations.

[www.bath.ac.uk/careers/](http://www.bath.ac.uk/careers/) includes the *Myfuture* vacancies portal

## The EdD Programme: Overview

### Registration

Note that only registered students may use the University's facilities, such as email and the Library. You will be asked to register online at the start of your programme of study and then to re-register at the start of every academic year thereafter until you have completed your programme. It is a requirement of University Regulations that you register when asked to do so. Tuition fees for each academic year are payable at registration in full or in instalments. (Note that failure to pay your fees at the appropriate time may ultimately result in you being withdrawn from the University, or your degree certificate being withheld.)

To register on-line (ROL) go to <http://www.bath.ac.uk/registration-on-line/>

In case of any difficulty with this procedure, please contact:

**Student Records & Examinations Office, University of Bath, Bath BA2 7AY**

**Tel: +44 (0) 1225 38 3127**

**E-mail: [sreo@bath.ac.uk](mailto:sreo@bath.ac.uk)**

All students are issued with a username and password to enable them to complete registration on-line. Once you have completed registration, you will be allowed to use the BUCS (Bath University Computing Service) machines anywhere on campus. These will give you access to electronic mail and the World Wide Web, as well as to word processing. The machines print to laser-printers in the Library and around campus. There is a BUCS User Support Help Desk on level 2 of the Library and Learning Centre (☎ 3434).

Note that failure to pay your fees at the appropriate time may ultimately result in you being withdrawn from the University, or your degree certificate being withheld.

Once registration online has been successfully completed, students can obtain a library card from the library Issue Desk. Library induction sessions are given by the librarian with responsibility for Education, Mr Justin Hodds, before the start of EdD units. He will also offer individual assistance either in person or in response to email requests.

International Students' Identity cards are only available to full time students and can be obtained from the campus travel shop.

Once an EdD student has successfully completed the taught part of the programme (earning at least two marks of Merit or above, for those beginning the programme from January 2014 onwards) and has been allocated a supervisory team for the Research Enquiry (thesis), application must be made to the Faculty Research Students' Committee for 'Approval of Candidature' –see section 2 of this Handbook.

**NB** In order to ensure that your registration is kept in force, you **MUST** register online at the beginning of each academic year. <http://www.bath.ac.uk/registration-on-line/>

## **The award**

The programme comprises two phases. An initial Taught Phase entails passing four tutored units: two compulsory units and two optional units (normally obtaining at least two 'Merit' grades or higher<sup>1</sup>). Upon satisfactory completion of the taught component of the programme within three (FT) or five years (PT) of registration students may progress to the Research Enquiry Phase, which includes supervised research and the completion of a thesis.

## **Period of registration**

### **Part-time study**

Initially, you register as an EdD student with the University and pay fees on a per-unit basis. When you have completed the unit component of the degree, you must have your Research Enquiry topic formally approved by the Faculty Research Students' Committee. Three years is the minimum period from registration to graduation for part-time study, but five years is a more realistic goal. To do this you would need to complete the four units in three academic years, with your Research Enquiry requiring a further two years' study. Eight years is the maximum time allowed to complete the degree. PT students who registered in the programme in January 2014 or later are required to complete the taught element of the programme within 5 years of registration to continue in the programme.

### **Full-time study**

The minimum and maximum periods of registration for full-time students are two and five years respectively (with the possibility of one extension of 12 months). FT students who registered in the programme in January 2014 or later are required to complete the taught element of the programme within 3 years of registration to continue in the programme.

**Important:** as soon as you reach the end of your registration, you will automatically lose your email account as well as access to Library and other Facilities. It is therefore essential that, if the above applies to you, you must contact the Director of Studies to discuss what options are available to you.

### **Absence (full-time students only)**

If you are taking a break from your studies, in keeping with University practice a planned absence of more than 3 weeks should be agreed by your supervisor(s) and the Director of Studies. For an absence of an extended period of time (due to illness or other factors beyond your control) you should consider applying for a suspension of registration (see above).

### **Absence (full-time students only) – Tier 4**

If you want to be absent for a short period, you can request a period of authorised absence of between 14 and 60 days on [SAMIS on the web](#). The Compliance Team will ask the Director of Studies or PGR supervisor to authorise the period of absence and check the student has returned.

PGR students wishing to complete study away for longer periods should complete the PGR study away form on SAMIS.

### **Suspending studies**

If you are Tier 4 student and you need to suspend your studies, the University will report this to the Home Office and your visa will be cancelled. This means that you need to return home during the period of suspense as you no longer have permission to be in the UK. You will be able to apply for a new visa to return.

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<sup>1</sup> This requirement is applicable to students registered in the programme from January 2014. Students registered in the programme before that date are required to achieve 4 passes.

## **Accessing University email**

The University will often communicate to you a range of important matters including registration, unit-enrolment, assessment, and degree ceremonies, via your University email account. So that you do not miss out on (and as a consequence fail to act on) important information, it is a University regulation that you **access your University email account regularly**, even if you are out on placement or study abroad. You should make a point of checking your account every day.

You can access your account via the internet by typing <https://webmail.bath.ac.uk/> or clicking on “Webmail” on the University’s internal home page. **You must ensure that your email box does not become full otherwise emails cannot be sent to you and you therefore run the risk of missing important information.** Information on how to re-direct your University of Bath e-mail to an off-campus account can be found here: <http://www.bath.ac.uk/bucs/email/tools/forwardyouremail/>

Further information on how to manage your Bath e-mail can be found here:

<http://www.bath.ac.uk/bucs/email/>

## **Personal Circumstances:**

You must ensure that the University holds your correct, up-to-date, personal and academic details. The Student Records’ database (SAMIS) needs to be kept up-to-date. If you change your address – either your semester-time or home address – please ensure that you update your details online at [www.bath.ac.uk/registration-on-line/](http://www.bath.ac.uk/registration-on-line/).

If during your studies you change your name, you will need to complete form CC1 (*Notification of Change of Student’s Personal Circumstances*) and to provide proof of change (for example, a marriage certificate). Please submit the form to the Department or the Student Records & Examinations Office.

**STUDENTS SHOULD CHANGE THEIR OWN ADDRESS INFORMATION VIA [REGISTRATION ON-LINE](#). ADDRESS CHANGES CAN BE MADE VIA ROL THROUGHOUT THE YEAR.**

## **Changes in Academic Circumstances:**

All changes of academic circumstances other than changes of name and address must be approved by the Board of Studies or the Faculty Research Students Committee acting under powers delegated from the Board of Studies. Examples of possible changes are listed below. Should you wish to make any of these changes, you should discuss it with your Director of Studies and Lead Supervisor so that the appropriate form can be completed and approved. All forms can be found here:

<http://www.bath.ac.uk/student-records/pgresources/docs.html>

- A suspension of registration
- An extension of registration
- A change in mode of study (eg full-time to part time)
- Discontinuation of registration

If you are considering withdrawing from your degree programme you should speak with either your supervisor(s) or the Director of Studies. They will be able to give you advice and support.

If you are considering suspending your studies, you can also look at the student support services website page at <http://www.bath.ac.uk/guides/suspending-your-studies-or-leaving-the-university/> for advice.

If you are an *international student* who holds *a visa allowing you to study in the UK*, you should consult the International Student Advisers in Student Services about the implications of suspending or withdrawing from your course: <http://www.bath.ac.uk/students/visa-advice/index.html>

All forms are also available **online** and should be submitted to the EdD Course Administrator for consideration by the Director of Studies and processing after completion.

**Further information**

<http://www.bath.ac.uk/guides/suspending-your-studies-or-leaving-the-university>

<http://www.bath.ac.uk/regulations>

**Extension of registration**

**PGR6 form** at <http://www.bath.ac.uk/student-records/pgresources/Extension%20PGR6.doc>  
**Regulation 16.1 (e)**

In exceptional cases (please refer to the above regulation), full time students can apply for an extension to their maximum registration period of up to one year **on one occasion only**. Part time students can apply for extensions for up to one year **on two occasions**. You will need to apply for an extension if circumstances mean that your period of enrolment is likely to extend beyond your current expected end date. Extensions should be discussed with your supervisor(s) and Director of Studies. **Requests for extension received later than 6 months prior to the expiry of your registration will only exceptionally be granted.**

The above paragraph applies to students who have yet to submit their thesis. Occasionally a student might have submitted their thesis, but not have sufficient time left on their registration to cover library access etc. up until and after their viva. In this case it is possible to apply for an **exam extension** for up to 12 months. Please discuss this with your PGR Administrator.

**Suspension of registration**

Suspension of registration will be treated according to University procedures, as outlined in Regulation 16: <http://www.bath.ac.uk/regulations/Regulation16.pdf>. Typical reasons for this could be illness or unexpected family commitments. Applicants should note that full-time students may not request a suspension on grounds of 'pressure of other business'. It is often difficult to appreciate when you will need a suspension but you are advised to apply in writing to the Director of Studies as soon as you realise that you need it.

Approval will not normally be given for retrospective requests for suspension, or for periods of suspension totalling more than 12 months during a candidate's total period of registration, or for suspension during the final 12 months of registration of the normal maximum period of study. Suspension can occur during the period of registration, not at the end of it.

A suspension means that your registration 'lapses' for the period of suspension. The appropriate web link for suspension requests is provided in at the end of this document. The Graduate Office will inform you of the Faculty Research Students' Committee's decision as to whether approval has been granted.

***At the end of a period of suspension, you need to contact [student records](#) to confirm that you have returned.***

**Withdrawal of registration**

If you find that it is not possible to complete the programme of study, you must formally withdraw in writing addressed to the Director of Studies. The appropriate web link is at the end of this document. The reason for, and the effective date of, withdrawal should be indicated. This information is required to establish your fee paying status, for Higher Education Statistics Agency (HESA) returns, and also for use internally e.g. for recording retention rates.



## Exit awards

Students who do not complete the EdD may be eligible for an exit award:

-PG Certificate in Educational Studies: After having completed (with a pass grade or above) two units, of which at least one must be a core unit. Students will only be permitted to have retrieved failures in up to 18 credits towards the award of the Postgraduate Certificate.

-PG Diploma in Education: After having completed (with a pass grade or above) four units, of which two must be core units. Students will only be permitted to have retrieved failures in up to 18 credits towards the award of the Postgraduate Diploma.

-MPhil.: After having completed (normally with at least two 'Pass' and two 'Merit' grades) four units, of which two must be core units, and having successfully defended a Thesis which meets the requirements for the award of an MPhil. For this, the thesis must satisfy the examiners as giving evidence of originality of mind and critical judgement. The exit award of MPhil is an outcome from the viva voce examination for the degree of EdD. The range of outcomes which the Board of Examiners may recommend to the Board of Studies is set down in Regulation 16.

You should put in a request for an exit award to the Director of Studies and Programme Administrator. Requests will then be considered by the Board of Examiners.

## Fees and financial support

Fees must be paid in £ sterling in advance of tuition. Payment is made up of unit fees plus a separate fee for the Research Enquiry. The fees are paid on a per-unit basis, and may be in instalments for the Research Enquiry. Details of tuition fees payable and methods of payment (including payment by credit card) are updated annually –see:

<http://www.bath.ac.uk/study/pg/fees/researchfees/hss/index.html#education> .

*Since fees increase each year, the actual total cost of the degree will depend on the cost of each item at the time of study.*

## Financial Support

Details on research postgraduate funding in the Faculty of Humanities and Social Sciences can be found here: <http://www.bath.ac.uk/hss/graduate-school/funding/research-funding/> The University of Bath is not usually in a position to offer scholarships for part time study to assist with tuition or other fees. Potential students arrange their own funding, either personally or through the support of a sponsor. Please note that accommodation and other costs are additional to the fees.

## The EdD Programme: Content and Structure

### Programme aims and learning outcomes

The aims and Learning Outcomes for your programme of study are listed below. Details of programmes and individual units can be found in the Programme & Unit Catalogue at <http://www.bath.ac.uk/catalogues/2016-2017/ed/ed-proglist-pg.html>

#### Aims

The EdD sets out to meet the international need for the advanced professional development and training of both educators and those concerned with educational policy and administration, by:

- providing an advanced programme of study so that graduates can exercise more effective leadership roles within their chosen area of professional and practical competence;
- providing a relevant, applied research background so that graduates of the programme can make practical decisions in full cognisance of the theoretical, empirical, political and moral dimensions of educational decision-making;
- demonstrating the practical relevance of educational research to pedagogical and policy-formation contexts and to decision-making processes.

#### Intended learning outcomes

➤ Knowledge & Understanding:	<p>a) Select, value and use a range of research methods, techniques and approaches in different contexts, as appropriate, and evaluate their appropriateness, reliability and representativeness (assessed by coursework) <i>PG Certificate, PG Diploma</i>.</p> <p>b) Make informed judgements on complex issues of practice and policy, often in the absence of complete data (assessed by coursework) <i>PG Diploma</i>.</p> <p>c) Design and/ or carry out a piece of small scale research according to the principles of academic integrity and ethical research practice (assessed by coursework) <i>PG Diploma</i>.</p> <p>d) Understand, evaluate, select and implement a range of research methods that have coherent and justified philosophical foundations, are valid for particular research questions and are appropriate to particular settings (assessed by coursework and the Research Enquiry or Dissertation) <i>MPhil., EdD</i>.</p> <p>e) Make informed (MPhil.; EdD) and innovative (EdD) judgements on complex educational issues of practice and policy, often in the absence of complete information and be able to communicate ideas and conclusions clearly and effectively to specialist and non-specialist audiences (assessed by coursework and the Research Enquiry or Dissertation) <i>MPhil., EdD</i>.</p> <p>f) Understand the principles of academic integrity and ethical research practice and apply these principles to the processes of research and scholarship (assessed by coursework, culminating in the Research Enquiry or Dissertation, and by the successful submission of an application for research ethics approval) <i>MPhil., EdD</i>.</p>
➤ Intellectual Skills:	<p>g) Apply a systematic and coherent approach to critical analysis, evaluation and synthesis of ideas, information and issues that is well-grounded in existing educational research</p>

	<p>and literature (assessed by coursework) <i>PG Certificate, PG Diploma, MPhil., EdD.</i></p> <p>h)Identify, conceptualise and communicate original and well-grounded insights and responses to important issues of educational policy and practice that demonstrate advanced scholarship of a quality to satisfy peer review, extend the forefront of practice and merit publication (developed through unit assignments and assessed by the Research Enquiry or Dissertation) <i>EdD.</i></p>
➤ Professional Practical Skills:	<p>i) Recognise and judge the value, relevance and reliability of information drawn from multiple sources (theory, research, policy and emerging practice) (assessed by coursework) <i>PG Certificate, PG Diploma.</i></p> <p>j)Identify and address complex and/or emerging issues in education and make informed judgements in the absence of complete or consistent information (assessed in the coursework) <i>PG Certificate, PG Diploma, MPhil., EdD.</i></p> <p>k)Continually develop and enhance participant's own practice through critical reflection and practical action with the aim of improving conditions for the development of all involved in the educational enterprise (assessed in unit assignment coursework and the Dissertation if applicable) <i>PG Certificate, PG Diploma, MPhil.</i></p> <p>l)Recognise and judge the value, relevance and reliability of information drawn from multiple sources (theory, research, policy and emerging practice) and interpret that information in ways that cultivate improvements to practical activity and decision-making (assessed through coursework and the Research Enquiry or Dissertation) <i>MPhil., EdD.</i></p> <p>m)Continually develop and enhance participant's own practice and influence the practice of others through critical reflection and practical action with the aim of improving conditions for the development of all involved in the educational enterprise (assessed in unit assignment coursework and the Research Enquiry) <i>EdD.</i></p>
➤ Transferable/Key Skills:	<p>n)Present complex and novel ideas effectively in a range of ways to communicate developments in educational philosophy, theory, policy and/or practice to a range of different audiences, including conference presentations, lectures, policy documents, and professional peer-reviewed publications (assessed by performance in the Upgrading Interview and participation in required postgraduate skills development) <i>MPhil., EdD.</i></p> <p>o) Use networked learning technologies as a means of developing one's own professional practice and scholarship (developed by contributions throughout the programme) <i>PG Certificate, PG Diploma, MPhil., EdD.</i></p>

## Programme Description: Structure of the programme

As already mentioned, the programme comprises two phases. An initial Unit Phase entails passing four tutored units (normally obtaining at least two 'Merit' grades or higher<sup>2</sup>). Upon satisfactory completion of the taught component of the programme within three (FT) or five years (PT) of registration students may progress to the Research Enquiry Phase, which includes supervised research and the completion of a thesis.

"Educational Research: philosophy & practice" and "Educational Policy: theory and practice" are the core units of the programme. Students registered from January 2014 onwards must take and pass the two core units among their first three units in order to progress within the programme. All students are encouraged to take "Educational Research: philosophy and practice" as their first or second unit.

**Two** further units are then taken from those offered as part of the EdD Programme. The optional units currently offered include:

- Educational Management, Leadership and Administration
- International Education: philosophy and practice
- Language, Culture and Education
- Learning, Pedagogy and Diversity
- Reading Paper (\*)
- Pilot Research Enquiry (\*)

Each unit provides a sophisticated background in the research literature that represents the leading edge of that particular field. The option of either a *Reading Paper* or a *Pilot Research Enquiry* is also offered in place of one of the additional units.

Each core unit is offered at least once each academic year. The optional units are offered in rotation, taking into consideration students' interests. Some units are also offered online as distance or 'directed learning' units.

The option of supervised independent study (\* above) is available through either a Reading Paper or a Pilot Research Enquiry, for which students may apply to the Director of Studies. These independent study units are normally only available to students who have completed both core units and one optional unit and are deemed to be capable of independent work as judged by the Director of Studies and a unit tutor based on feedback from previous assignments and their proposal for the independent study unit.

The flexible approach of the programme enables students either to use the units to give a broad base to their Research Enquiry or to follow a clear pathway through the programme by the selection of related units that clarify the final focus of the Research Enquiry. For example, students wishing to focus on educational leadership in the thesis could choose Educational Management, Leadership and Administration as one of their optional units. For students interested in Higher Education, the Reading Paper offers the opportunity for a student to work individually with a member of staff to focus on this aspect of their work.

Completing the units in the modular programme involves visiting the University of Bath for the first unit with the possibility of completing one or two of the other three units online and at a distance. For students starting from January 2014 onwards at least two units need to be completed visiting the University of Bath. Students starting from January 2014 onwards are required to complete the taught element of the programme within the first three (FT) or five (PT) years of registration in order to be eligible to progress to the research enquiry phase.

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<sup>2</sup> This requirement is applicable to students registered in the programme from January 2014. Students registered in the programme before that date are required to achieve 4 passes.

You must pass all four units in the modular programme (normally obtaining at least two Merit grades and two Passes<sup>3</sup>) before you can formally register for your Research Enquiry. Once a student has completed the third unit, (s) he may be asked to take part in a tutorial to discuss their progress and to prepare for the Research Enquiry Phase.

1. Whilst every effort is made to make all combinations of units available to students, timetabling and room constraints mean that **some units may reach capacity or certain unit combinations may not be possible**. Students will then be asked to select an alternative unit or combination of units.
2. Whilst every effort is made to ensure that all units are available, **the university reserves the right to withdraw a unit at any time** – reasons may include too few students electing to take a unit and the availability of teaching staff/facilities.
3. Similarly, due to the continual improvement/development of the various programmes of study, **the programme structures and availability of units may change from one year to the next**.

Your Research Enquiry is a tutor-supported piece of research, which draws on your modular study and your existing work and/or interests to write a 45,000 word thesis (40,000 for students who registered in the programme prior to January 2014). For further information on word counts, please refer to PGR Policy 9 (available at <http://www.bath.ac.uk/hss/internal.bho/current-research-students/policies/pgr-policies.html>). When you have completed the taught phase of the programme, you can begin the process of registering for the research enquiry phase.

### Study weeks

Study Weeks (Summer/Winter Schools) comprise around 40 hours tutored time spread over seven days (Wednesday to Wednesday). You are expected to follow the study week with a substantial amount of independent study. Tutored time will involve you in teaching/learning activities ranging from lectures to group work and individual or paired tasks. Your own further study will involve following up and researching issues raised in tutored time, and the writing of your unit assignment. This will entail accessing and reading considerable amounts of academic literature.

### Directed learning

It may be possible for some (but not all) units to be offered on-line, with a group of students completing the tutored time without having to travel to Bath. The criteria for the assessment of a Directed Learning (on-line) unit are the same as those for assignments written following study of a unit in the conventional mode.

### Reading Paper

If your background and experience are considered appropriate, one of your two non-core units can be taken as a reading paper. In a reading paper you can negotiate with a unit tutor to write an 8000 word critical review of a series of papers or other documents that have contemporary relevance in the field. The precise focus of the assignment will be negotiated with your tutor. Together, you will agree which papers you will focus on and the purpose and scope of the assignment.

Studying by means of a reading paper entails going back to sources upon which the original authors drew, to the sources of those sources, and further back where appropriate, and also to other relevant sets of ideas which you consider crucial to your arguments. In this way, a reading paper entails a full exploration of the ideas within the series of documents you have chosen; the result is likely to be in the form of a critical essay which maps the field and, as such, will be of interest to the wider community of scholars.

Only one of the two non-core units can be taken as a reading paper, and the approval of the Director of Studies for Research Students (EdD) is needed for a unit to be studied in this way. Students who profit the most from this type of independent reading and writing have a good sense of the domain that they would like to pursue in their research enquiry and use the critical essay to construct an argument for a particular focus. As such, approval will normally

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<sup>3</sup> Four passes for students registered in the programme before January 2014.

only be given for a reading paper to be offered as a fourth and, possibly, third unit, following successful completion of at least two units and associated assignments. The Director of Studies will need to be satisfied:

- that your learning context will allow you to work in an appropriate fashion with your tutor – this will relate, inter alia, to ease of communication between you;
- that you are able to access appropriate academic literature (i.e. through a university library); and
- that your background and experience equip you to study in this way – this will relate, inter alia, to your experience and capabilities in writing of this kind.

The criteria for the assessment of a reading paper are the same as those for assignments written following study of a unit in the conventional mode.

### **Pilot Research Enquiry**

If your background and experience are considered appropriate, one of your two non-core units can be taken as a pilot research enquiry. In a pilot research enquiry you work with the unit tutor to develop and carry out an initial empirical study in a particular area of enquiry which might be related to your final research enquiry, or could be quite distinct. The assignment comprises a critical account of this study. The context of the pilot enquiry, the focus of the study and the characteristics of the research (i.e. its methodological foundations, its methods of enquiry and the data collection mechanisms to be used) will be negotiated with your tutor. You will agree on the scale and scope of the study.

Only one of the two non-core units can be taken as a pilot research enquiry, and the approval of the Director of Studies for Research Students (EdD) is needed for a unit to be studied in this way. Students who profit the most from this type of independent research have a good sense of the focus that they would like to pursue in their research enquiry and use the pilot research enquiry to explore methodological issues in relation to that focus. As such, approval will normally only be given for a pilot research enquiry to be offered as a fourth and, possibly, third unit, following successful completion of at least two units and associated assignments. The Director of Studies will need to be satisfied:

- that your learning context will allow you to work in an appropriate fashion with your tutor – this will relate, inter alia, to ease of communication between you;
- that you are able to access appropriate academic literature (i.e. through a university library); and
- that your working context is appropriate for study in this mode – this will relate, inter alia, to whether you are likely to be able to effect an empirical study of the kind you propose.

The criteria for the assessment of a pilot research enquiry are the same as those for assignments written following study of a unit in the conventional mode.

PLEASE NOTE THAT THE READING PAPER AND PILOT RESEARCH ENQUIRY ARE MUTUALLY EXCLUSIVE AND ONLY ONE CAN BE OFFERED AS ONE OF THE FOUR STUDY UNITS.

**Part-time students generally study only one unit at a time. As exceptional cases, students who wish to be enrolled in two units at the same time should obtain approval from the Director of Studies. Students should not have more than two outstanding/unfinished assignments, i.e. assignments they are working on, at any time.**

The academic attainment demonstrated by successful completion of a unit is defined by its **level**. For a description of Doctoral and Masters level study see *Framework for Higher Education Qualifications, Section 4 'Qualification Descriptors'*, published by the QAA at:

<http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/FHEQ08.pdf>

## **Attendance of units**

In our units, we seek to create an interactive rather than a didactic teaching environment, with students actively contributing to the educational experience of the group as a whole. This rich learning environment, be it in lectures or in group activities at Summer School, or through directed learning units provided online obviously relies on students attending and participating in all activities.

In deciding to take a unit, we would expect you to attend any online learning activities and participate in any group-work activities (as relevant) (unless mitigating circumstances dictate otherwise). Non-attendance would not only reduce your own learning experience but could potentially reduce that of others in the group. Non-attendance to more than one session may result in you not being allowed to submit your assignment for the unit, unless you have previously obtained authorisation from the unit tutor and the Director of Studies.

We hope that you will appreciate the importance of this issue, in that students are partners in a collective learning experience.

## **Accreditation of Prior Learning and Accreditation of Prior Experiential Learning**

Accreditation of Prior Learning is the process by which the University recognises that a student has completed formal education in an area related to their programme of study which has enabled them to demonstrate achievement of the learning outcomes of one or more of its units.

Accreditation of Prior Experiential Learning is the procedure by which the University recognises that a student has demonstrated achievement of the learning outcomes of one or more of its units through experience and practice. Students may also be given credit in general terms for prior experience.

Specific details, including the maximum credits that can be awarded, can be found in at <http://www.bath.ac.uk/quality/documents/QA45.pdf>

If a student has recently completed doctoral level study or has appropriate achievement at doctorate level at another recognised higher educational institution within or outside the UK, s/he may be able to transfer credit from this course towards the unit study component of the EdD. S/he may be awarded credit for appropriate prior achievement in relation to the relevant taught units of the EdD programme. The university does not permit exemptions of fractional units.

Accreditation of prior experiential learning is possible based on a publication of similar length (currently 8,000 words plus/minus 10%) and quality to an EdD assignment, obtained in the previous five years to the request for accreditation of prior experiential learning, which shows that the learning outcomes of the EdD unit for which recognition of prior learning is being sought have been achieved to an appropriate standard.

The maximum amount of taught credits that a student can gain from prior learning is the equivalent to two whole units (50% of the Unit study component of the course). The student will subsequently not be allowed to study units for the EdD at the University of Bath which are focused on the area for which accreditation of prior learning has been obtained. The Director of Studies, in consultation with the relevant unit tutor(s), will provide a ruling on the degree of overlap between the content of the Bath EdD units that the student proposes to take and the prior certified learning of the student.

The fee for credit transfer to the EdD is 50% of the actual fee level if no tutor assessment is required and 75% of the actual fee if tutor assessment is involved. Applications for credit transfer will only be accepted from those already registered as students on the University of Bath EdD programme, must be supported by evidence from the awarding institution, and credit must have been awarded within the preceding five years.

The maximum period of registration for students who have been awarded 18 credits (1 unit) thanks to prior learning will be reduced by 6 months for full-time students, and 1 year for part-time students. The maximum period of

registration for students who have been awarded 36 credits (2 units) thanks to prior learning will be reduced by 12 months for full-time students, and 2 years for part-time students. The maximum period allowed to complete the taught component of the programme will be reduced by the same amounts of time for each of the cases outlined. Grades are not awarded for accreditation of prior learning. As stated in QA45, such units are excluded from the calculation of the average based on the units taken at the University of Bath only.

## Timetables

Timetables for the 2016/2017 academic year can be found below:

<b>Edd Winter School</b> <a href="http://www.bath.ac.uk/education/postgraduate/ways-of-studying/summer-school/">http://www.bath.ac.uk/education/postgraduate/ways-of-studying/summer-school/</a>	18 – 25 January, 2017
<b>Summer School</b> <a href="http://www.bath.ac.uk/education/postgraduate/ways-of-studying/summer-school/">http://www.bath.ac.uk/education/postgraduate/ways-of-studying/summer-school/</a>	28 June – 19 July, 2017

## Research Ethics

Before you begin any experimental or other research work you must consider the ethical implications of the proposed work whether this work is for your research enquiry or for work in EdD modules. All investigations that involve human subjects must be carried out according to best practice and in line with BERA ethical guidelines. Before conducting any work you should seek guidance from your Supervisor/ Tutor, in the first instance, over the ethical implications of your proposed research (available at Appendix 6 or from the EdD Hub within Moodle). The Faculty Research Students Committee needs to formally approve your proposed ethical approach for your EdD Research Enquiry as part of the candidature process. It must be emphasised that the approval of the ethical approach for your project does not make you or the University immune from accusations of negligence or assault from subjects who feel they have been damaged or abused.

### In particular, you should ensure that:

- potential ethical issues are identified and addressed in designing research at an early stage;
- you are open and honest about the aims, methods and intended use of results from your postgraduate studies;
- permission is sought from the relevant authorities/ individuals before recording data in any form (e.g. photographs, video or audio recordings, note taking);
- confidentiality of data on individuals is maintained within the limits of the law;
- respondents (individuals as well as institutions) are offered anonymity in the dissertation/thesis, except when written consent for names to appear is obtained. The same procedure must also be followed where, although a name is not specifically mentioned, a reader might reasonably be able to determine who the text is referring to. You are reminded that defamatory statements or recorded observations are actionable in the courts without proof of damage if they concern a person's professional standing or competence;
- whenever appropriate and possible, your findings are communicated to your respondents for comment;
- the design and methods used in conducting the research conform to the ethical standards of the community of scholars and researchers to which the research will be addressed;
- in the case of highly sensitive information you ask the Board of Examiners to recommend to the Board of Studies that the dissertation be placed on restricted access on the library shelf. A PGR7 'Restriction of Access to a Thesis' form (available at <http://www.bath.ac.uk/student-records/pgresources/docs.html>) should be completed and returned to the Postgraduate Administrator in the Graduate School.

## Ethics Approval Form

Students are expected to complete an Ethics Approval Form at the time of submitting their Candidature Form. This can be found in **Appendix 6**.



## Assessment – Submission of assignments

### Unit assessment

Each unit will normally be assessed through an assignment of 8000 words **with a maximum 10% variation either way**, although this may be configured differently for some units. You will negotiate the details of each with the tutor of the relevant unit. The word count **MUST** be included on the cover sheet of your assignment. Each unit assignment should include a 200 word (max) abstract (not included in overall word length).

The **word count policy for assessed work (FGN 11)** states:

*The marker(s) will stop reading the work once the student has exceeded a word limit (or the upper figure of a word range) by 10%. If a student writes less than the word limit (or the lower figure of a word range) they risk not maximising their potential mark;*

*for the purpose of calculating the word count, footnotes are included, whereas contents pages, executive summaries, tables, figures, appendices and reference lists/bibliographies are excluded.*

Appendices should not be included in assignments unless specifically requested and if included, should not be included in the word count. You will be penalised if you attempt to circumvent the word count by putting material in the appendices that should be in the main body of the report e.g. implementation plans. Word count will be assessed using the “Tools-word count” feature in Microsoft WORD. While it is accepted that there are some idiosyncrasies around this e.g. the word count includes individual characters, this will still be the basis for all calculations.

Tutors are assigned to support work on assignments. Exemplar assignments are not available.

Assignments will be assessed by the First Internal Examiner and by another member of staff appointed as Second Internal Examiner by the Director of Studies. Both Internal Examiners will then agree a provisional grade and provide written feedback. Feedback will be posted on Moodle.

**NB All grades are provisional and subject to formal consideration by the EdD Board of Examiners**

**The marking grid and guidelines are available from the EdD Hub within Moodle.** These will be used to mark all assignments related to units taken from January 2014 onwards.

A sample of marked assignments will be subject to scrutiny by an External Examiner. Grades are confirmed at the twice-yearly EdD Board of Examiners meetings. Students will be notified of the outcome of the Board of Examiners meetings.

A Board of Examiners will decide at appropriate points whether you are continuing to meet the requirements for the programme and/or whether you have met all the requirements for your target award or any alternative that might be available. The outcomes will depend on both your performance in individual units and your overall performance.

### Submission procedures, conventions and presentation

Please follow these procedures when submitting an assignment.

#### Outline

The first item to be submitted, as soon after taking the unit as possible and definitely within three months, must be an OUTLINE of your assignment. This should be emailed directly to your assigned tutor who will comment and respond.

**Your DRAFT and FINAL assignments should adhere to the following presentation conventions:**

- Referencing: The Harvard (Bath) system of referencing should be used (For guidance, see <http://www.bath.ac.uk/library/infoskills/referencing-plagiarism/harvard-bath-style.html> .)
- Layout: The assignment should be typed. The margins should not be less than 15mm.
- Typeface and spacing: The main text of the assignment should ordinarily be created in black ink in an easily-legible font of point-size 11 or 12. (Serif fonts such as Times Roman are traditionally used, but Arial is considered by some to be easier to read.) One-and-a-half line spacing should be used, with extra spacing or indentation to separate paragraphs clearly.
- Numbering of the pages: All pages must be numbered, including introductory pages, appendices, etc. A single sequence of Arabic numerals should be used.
- Pictures, diagrams and other figures: Pictures, diagrams, and other figures should wherever possible be included within the electronic manuscript. All pictures, diagrams and other figures should be given a label and number.

### **Draft**

Drafts should be sent to the tutor at least 6 working weeks before your deadline. Prior notification to the tutor well in advance of the date in which you expect to send the outline or draft to your tutor is highly advised, to ensure his/her availability –as members of staff may be away from the University (for instance on fieldwork or other matters) for significant periods.

This should be emailed directly to your assigned tutor who will comment and respond. Your tutor will subsequently expect to provide feedback on a complete draft of the assignment.

Presentation of your DRAFT assignments should follow the conventions listed above.

### **Final**

Presentation of your FINAL assignments should follow the conventions listed above.

The FINAL submission must be uploaded to Moodle as a Word file or in .pdf format using the correct unit link title FINAL. Please make sure you mark this submission of the assignment FINAL. The Assignment Cover sheet should then be emailed to the EdD PGR Administrator. The marking grid and guidelines are available from Moodle. These will be used to mark all assignments related to units taken from January 2014 onwards.

There is no need to POST hard copies to the unit convenor or the administrator unless directed to do so.

Feedback on the final submission from the first and second Internal Examiners, and occasionally a third Internal Examiner, will be sent to you on completion of the marking process. All grades are provisional and subject to formal consideration by the EdD Board of Examiners

If you have any questions about the quality and/or timeliness of feedback, please contact your supervisor, in the first instance, or the Director of Studies

**It is your responsibility to find out the maximum permitted length for each piece of work.**

A sample of marked assignments will be subject to scrutiny by an External Examiner. Grades are confirmed at the twice-yearly EdD Board of Examiners meetings. Students will be notified of the outcome of the Board of Examiners meetings.

## **Naming your assignment for submission via Moodle**

When saving your assignment file on your computer it is important that you use the correct naming convention. This is so that individual assignments can be identified, once they are uploaded and submitted to the online environment.

Please use the following three part naming convention: Unit Name\_Your Name\_Month/Year you started the unit\_Final or Draft

For example this is an appropriately named Educational Policy assignment file for student Anna Black who began studying 1 in October 2010 submitting her final = Educational Policy\_ AnnaBlack\_0410\_FINAL.doc

### **Submission deadlines**

**THE FINAL VERSION OF YOUR ASSIGNMENT MUST BE SUBMITTED WITHIN 9 MONTHS OF COMPLETION OF THE TAUGHT COMPONENT OF THE UNIT OR THE DATE OF START OF A DIRECTED LEARNING UNIT.**

Assignments are due 9 months after the completion of a study week for residential units. For directed learning units, assignments are due 9 months from the start of the unit, which takes into account time spent on developing the assignment as part of the structure of the directed learning units.

### **Feedback to students**

Assignment supervisors will provide guidance prior to submission of assignments relating to the format of the assignment and the learning outcomes it is assessing. Tutors can be expected to provide feedback on a 1-2 pages outline of the assignment and a full draft. Drafts should be sent to the tutor at least 6 working weeks before your deadline. Prior notification to the tutor well in advance of the date in which you expect to send the outline or draft to your tutor is highly advised, to ensure his/her availability –as members of staff may be away from the University (for instance on fieldwork or other matters) for significant periods.

Individual feedback on all written assignments will be uploaded to Moodle once this is received from the markers, using a separate feedback sheet and marking grid. Students will be invited to contact the marker of the assignment if they have any queries relating to the feedback or require further clarification of any points.

Where possible and appropriate general feedback will be provided on assessments. This will highlight common mistakes and examples of good practice and will be uploaded or posted to an appropriate place on Moodle.

**NB: All grades are provisional and subject to formal consideration by the EdD Board of Examiners.**

### **Submission of Coursework (Late Submissions)**

Coursework should be submitted by the **deadline**, unless your Director of Studies (or under exceptional circumstances the unit convenor) has agreed an extension. Deadlines are important to ensure equity amongst students and to enable staff to mark efficiently and fairly. Coursework submitted after the due date (or the date agreed with Director of Studies) may be penalised if no extension has been agreed.

Please see the Late Submission Policy which is Appendix 10.

### **Extensions for assignment submission**

Extensions are only granted in exceptional circumstances at the discretion of the Director of Studies and in consultation with your unit tutor. Extensions will normally be granted for a **maximum of 3 calendar months only**. To request an extension, a student must submit a Unit Assignment Extension Request form to the Director of Studies and programme administrator well **before the date on which the assignment is due**. A further extension will not normally be granted, except under very exceptional circumstances, at the discretion of the Director of Studies, who may consult with the unit assignment tutor. The Unit Assignment Extension Request form appears in Moodle or may be obtained from the EdD Course Administrator. You will need to provide a description of the circumstances which you feel support your request. The Director of Studies may ask you to produce supporting evidence.

## Supplementary assessment

The regulations allow for one resubmission of a failing assignment, within a period of 9 months from the Board of Examiners' decision. If a core unit is failed and the resubmitted assignment also fails, the unit may not be retaken and the student will be required to withdraw from the programme. If an optional unit is failed and the resubmitted assignment also fails, the student is not permitted to retake the same unit but may select another optional unit. This will involve paying the full unit fee. In the case of a subsequent fail in that optional unit or any other unit, the student will be required to withdraw from the programme. Under no circumstances students are allowed to take more than five units.

Students are expected to have limited contact with their unit tutors during the preparation of a resubmission of a failing assignment (including those failed due to a non-submission). This may entail, for instance, clarification of specific aspects of the feedback received in relation to a failed assignment or reading of the re-drafting of parts of a failed assignment.

Students will be sent notification of their results and details of any supplementary assessment requirements in writing via e-mail. However, in cases where this written notification is not received, for whatever reason, **it is the student's responsibility to ensure that s/he is aware of details of supplementary assessment requirements.** It is strongly recommended that as soon as students are aware of having failed a unit (e.g. when marks are released on SAMIS or via feedback being posted to Moodle) that they contact their Research Administrator, Unit Convenor or their Director of Studies to determine any retrieval requirements.

## Individual Mitigating Circumstances

Individual Mitigating Circumstances (IMCs) refer to conditions or circumstances that either prevent temporarily a student from undertaking assessment or significantly impair a student's performance in assessment. Note that the criterion for IMCs is the impact on the *assessment*, rather than the impact on the student.

IMCs are distinct from longer-term conditions or circumstances that affect your ability to study, of the type that might be better supported through, for instance, disability support or special assessment arrangements.

Definitions of IMCs can be found in "What are Individual Mitigating Circumstances" - [www.bath.ac.uk/registry/imc/documents/what-are-imcs.pdf](http://www.bath.ac.uk/registry/imc/documents/what-are-imcs.pdf). You should make yourself familiar with these definitions, in addition to any IMC guidance offered by your Department and support and guidance offered through the Student Disability Advice Team or the Students' Union Advice and Representation Centre, so that you are prepared should such circumstances arise.

Your Department will be able to advise you on how to submit an IMC claim. Should you wish any IMCs to be taken into account by the Board of Examiners for Programmes, notify your Director of Studies within three working days of completion of the relevant assessment. The form you should use to do this is available from your Department or from [www.bath.ac.uk/registry/imc/documents/imc-report-form.doc](http://www.bath.ac.uk/registry/imc/documents/imc-report-form.doc). You will need to submit evidence of your claim – for example, in the case of illness or injury, a medical certificate.

If you know of an IMC before you begin an assessment period, please notify your Director of Studies in advance.

The information given here is a summary for your general guidance. Full information and guidance on the University's principles governing Individual Mitigating Circumstances and Assessment is available at [www.bath.ac.uk/registry/imc/](http://www.bath.ac.uk/registry/imc/).

### Further information

Students' Union Advice and Representation Centre

<http://www.bath.ac.uk/study/ug/studentlife/studentsunion/index.html>

Student Disability Advice team (<http://www.bath.ac.uk/study/ug/services-for-students/disability-advice/index.html>).

## Referencing, plagiarism and cheating

Presenting work that is not your own for assessment constitutes plagiarism. Plagiarism occurs when a student 'borrows' or copies information, data, or results from an unacknowledged source, without quotation marks or any indication that the presenter is not the original author or researcher.

Another form of plagiarism (and hence cheating) is auto-plagiarism or self-plagiarism. This occurs when a student submits work (whether a whole piece or part of a piece) without acknowledging that they have used this material for a previous assessment.

If you use someone else's pre-existing work – say, by summarising it or quoting from it – you must reference the original author. This applies to all types of material – not only text, but also diagrams, maps, tables, charts, and so on. Be sure to use quotation marks when directly quoting from any source (whether original or secondary). Fully reference not only quotations, but also paraphrases and summaries. Such references should then be included in a bibliography or reference list at the end of the piece of work. Note that the need for referencing also applies to web-based material; appropriate references according to the type of work or image should always be given.

Guidance concerning referencing and plagiarism is available from several sources, in addition to staff in the Department. They include:

- guide to citing and referencing <http://www.bath.ac.uk/library/infoskills/referencing-plagiarism/referencing.html>
- online student support and resources at:  
<http://www.bath.ac.uk/students/support/academic/academic-integrity/index.html>  
<http://www.bath.ac.uk/students/support/academic/plagiarism/index.html>
- the Library at <http://www.bath.ac.uk/library/infoskills/referencing-plagiarism/> and courses run by library staff
- the Students' Union Skills Training programme <http://www.bathstudent.com/skills-training/>
- courses delivered by the Academic Skills Centre <http://www.bath.ac.uk/asc/>

Any student who is found to have used unfair means in an examination or assessment procedure will be penalised. 'Unfair means' here include:

- cheating (for example, unauthorised use of notes or course material in an examination);
- fabrication (for example, reporting on experiments that were never performed);
- falsification (for example, misrepresentation of the results of experimentation);
- plagiarism (as discussed above);
- self-plagiarism (duplication of one's own work, as discussed above);
- unfair collaboration or collusion (representation of work produced in collaboration with another person or persons as the work of a single candidate).

Penalties for unfair practice will be determined by the Department or by the Faculty/School Board of Studies. They may include failure of the assessment unit or part of a degree, with no provision for reassessment or retrieval of that failure. Proven cases of plagiarism or cheating can also lead to an Inquiry Hearing or disciplinary proceedings.

If you are accused of an offence, the Students' Union's welfare services are available to support you when your case is being examined.

References to web sites may be made in research degree theses, and the details, not only of the author and the web site, but also of the date and time at which the material was accessed, must be recorded in accordance with the advice given by the University Library at the following address:  
<http://www.bath.ac.uk/library/infoskills/referencing-plagiarism/>

- Students are advised not to use web material as primary references unless they can be sure that the source is reliable and that the material has been refereed.

- In considering web-based material, students should exercise the same levels of critical judgement that they would when considering paper-based material.
- In cases where material exists both in hard copy and on the web, students should refer to the hard copy.

If in doubt, students should consult their supervisors before including a web reference in work to be submitted for the EdD.

### **Plagiarism detection and personal data**

When you hand in a piece of assessed coursework, you will be expected to make a declaration that the work is your own and, where you have re-used your own work and/or used other sources of information, that you have referenced the material appropriately.

The University uses the JISC Plagiarism Detection Service, Turnitin. This service checks electronic, text-based submissions against a large database of material from other sources and for each submission, produces an 'originality report'. It makes no judgement on the intention behind the inclusion of unoriginal work; it simply highlights its presence and links to the original source.

The service complies with European Data Protection legislation. When you registered with the University, you gave it permission to process your personal data for a variety of legitimate purposes. This includes allowing the University to disclose such data to third parties for purposes relating to your studies. The University, at its sole discretion, may submit the work of any student to the Plagiarism Detection Service (in accordance with Regulation 15.3e) and may make, or authorise third parties to make, copies of any such work for the purposes of:

- assessment of the work;
- comparison with databases of earlier work or previously available works to confirm the work is original;
- addition to databases of works used to ensure that future works submitted at this institution and others do not contain content from the work submitted.

The University will not make any more copies of your work than are necessary, and will only retain these for so long as remains necessary, for these purposes.

Please note that, if at any time the University submits any of your work to the JISC Plagiarism Detection Service, the service will be provided with, and will retain, certain personal data relating to you – for example, your name, email address, programme details and the work submitted. Such data may be transferred by the Plagiarism Detection Service to countries worldwide (some of which may not be governed by EU Data legislation) in order for the work to be checked and an originality report generated in accordance with the proper workings of the Plagiarism Detection Service. Personal data is retained indefinitely by the JISC Plagiarism Service upon submission of work. You may ask for your personal data to be removed by contacting the University's Data Protection Officer.

### **Further information**

The University's procedures on Examination and Assessment Offences (QA53) are described at <http://www.bath.ac.uk/quality/documents/QA53.pdf>

### **Academic Integrity Training and Test**

All students registered on an award at the University are required to undertake training and a test aimed at providing a common baseline of knowledge and understanding of good academic writing practice. This includes an understanding of plagiarism and other assessment offences, and the skills necessary to reference your work appropriately.

You will find an online tutorial and test, for this purpose, on Moodle at <http://moodle.bath.ac.uk/>. Once you have accessed Moodle using your BUCS username and ID, clicking on the link entitled Academic Integrity Initiative will take you to the training module and test. The training can also be accessed directly at: <http://www.bath.ac.uk/learningandteaching/BathEpigeum/epigeum2011.bho/index.html>

If you do not have access to your own Department / School's online test in Moodle, please contact your Programme Administrator via your Faculty / School Office, and they will be able to add you to the appropriate SAMIS unit and the linked Moodle course for your Department/ School.

When you have completed the training tutorial – perhaps a couple of times - and are confident that you have understood it, you should undertake the mandatory test of understanding.

To pass the test you will need to achieve a mark of 85%. If you do not pass the test, you will need to re-visit the training and/or look at the other guidance available to you via the Student Skills site - [www.bath.ac.uk/students/support/academic/index.html](http://www.bath.ac.uk/students/support/academic/index.html) - or as required by your Director of Studies, and then re-take the test.

You can take the test as many times as necessary until you pass.

**Please complete the test as soon as possible, preferably before you submit your first assignment. You will not be able to progress** beyond the next progression point in your studies, irrespective of your programme marks, until you pass this test. Ultimately this means that, if you have not passed the test, you will not be able to receive your award. Your Director of Studies will be able to confirm when the next progression point occurs for your stage of your programme.

The University's QA Code of Practice, QA53 Examination and Assessment Offences, sets out the consequences of committing an offence and the penalties that might be applied.

#### **Further information**

<http://www.bath.ac.uk/students/support/academic/academic-integrity/index.html>  
<http://www.bath.ac.uk/quality/documents/QA53.pdf>

## **Research Ethics and Governance Test**

All postgraduate students in Education should also complete a Research Ethics and Governance Test. This is available online via Moodle. More information about this module can be found here: <http://www.bath.ac.uk/learningandteaching/rdu/courses/pgskills/modules/RP00258.htm> . It is compulsory that this test is completed prior to submitting your candidature form (PGR1).

Link to the Research Ethics and Governance Test :

<http://www.bath.ac.uk/learningandteaching/rdu/courses/pgskills/modules/RP00258.htm>

## **External Examination**

The University attaches great importance to the role of External Examiners as a key means of assuring that academic standards are at an appropriate level, comparable to those of other higher education institutions and that assessment processes are rigorous and fair. External examiners also make a valuable contribution to the enhancement of programmes -see QA12 External Examining - Taught Provision at <http://www.bath.ac.uk/quality/documents/QA12.pdf>

External Examiners are responsible for:

- iv. verifying that the standards achieved by students are appropriate for awards conferred;
- v. for ensuring that the assessment process is fair and is operated equitably; and,
- vi. for helping to confirm that the academic standards sought and achieved are comparable with other universities in the United Kingdom.



External Examiners should take into account nationally recognised guidelines, e.g. Framework for Higher Education Qualifications (FHEQ), national subject benchmarks, requirements of professional or statutory bodies. External Examiners will be expected to act in accordance with University's Policy on Equal Opportunities for Students.

Duties of the EE include reviewing/commenting on draft examination papers and on a selection of the assessed work (work sent to the EE comprises all moderated papers). They are present at the Final Board of Examiners for Programmes where they are invited to comment on all aspects of the programme. They also produce an Annual Report which is submitted to the Vice Chancellors office, part of which may be placed on the SSLC Moodle page for students to view.

### **Procedures for the Review of a Board of Studies Decision (Appeals)**

A student may request that the Board of Studies review a decision relating to a failed final examination or formal course assessment or failure to progress to the next part of a degree. University Regulation 17 (Conduct of Student Academic Reviews and Appeals) explains in which circumstances this may be requested. The grounds under which such a review may be permitted are:

- (i) that circumstances exist affecting the performance of the candidate of which the Board of Examiners have not been made aware and which the student could not reasonably have been expected to have disclosed to the Director of Studies in accordance with the Regulation on individual mitigating circumstances (Regulation 15.3 d);
- (ii) that there were procedural irregularities in the conduct of the examinations or formal course assessments (including administrative error) of such a nature as to cause reasonable doubt whether the Board of Examiners would have reached their decision had the irregularities not occurred;
- (iii) that there is positive evidence of prejudice, bias or inadequate assessment on the part of one or more of the examiners.

Any student seeking a review on any of the grounds indicated above must notify the Chair of the Board of Studies in writing within fourteen days of being notified of the decision of the Board. The request should be submitted on the appropriate form (available at <http://www.bath.ac.uk/registry/appeals/>). The request for a review must include:

- a) a statement specifying which of the grounds set out in Regulation 17.4 apply to the case for review;
- b) a statement of the circumstances leading to the case for review;
- c) any additional documentary evidence;
- d) a statement of the student's desired outcome;
- e) an explanation as to why the student was previously unable to provide any new information disclosed to the Board of Studies at this stage.

The Chair of the Board of Studies, in consultation with the Head of Department, has the discretion to decide that there are insufficient grounds to warrant holding a review. The student will be advised of this decision and their right to submit an appeal in accordance with Regulation 17.11.

Where the Chair of the Board of Studies, in consultation with the Head of Department, agrees that there is a *prima facie* case for an academic review, the Chair may consult with the Director of Studies and internal examiners to determine whether or not the student's desired outcome is the most appropriate action in view of the circumstances and the student's academic profile. Where this is the case, the Chair may take executive action to approve the outcome without the need for a review hearing. It should be noted that executive action cannot be invoked in cases where the review relates to the conferment of an award.

Where the Chair, in consultation with the Head of Department, agrees that there is a *prima facie* case for a review but executive action is deemed inappropriate, the Board of Studies will conduct a review hearing. The student



will be expected to be present at the hearing, accompanied by a friend or adviser (such as a Students' Union Sabbatical Officer).

A student who disagrees with the outcome of a review hearing may submit a request for a review appraisal for which the relevant procedure is set out in Regulation 17.12.

Students considering lodging a request for an academic review or a review appraisal should discuss the matter with the Director of Studies, or the Students' Union (Vice President (Education) or Advice and Representation Centre, email: [suadvice@bath.ac.uk](mailto:suadvice@bath.ac.uk)) as soon as possible.

Students should consult the University's guide to academic review and review appraisal procedures at <http://www.bath.ac.uk/registry/appeals/> and the Regulations governing these procedures at [www.bath.ac.uk/regulations/](http://www.bath.ac.uk/regulations/)

## The Research Enquiry

When you have completed four EdD units you will need to discuss your registration for the Research Enquiry with the Director of Studies. The usual requirement for progression to the Research Enquiry is four successfully completed units (normally obtaining at least two Merit grades or above<sup>4</sup>) and approval of the Programme Board of Examiners. If there have been aspects in the unit element of the programme that suggest that there might be concern about successful completion of the enquiry these will need to be addressed prior to registration for the enquiry e.g. remaining registration time, or assessment concerns.

### Students registered on the programme before January 2014

Your Research Enquiry will lead to either one thesis of 40 000 words, or will comprise a major and minor study which will lead to two theses of 25 000 and 15 000 words respectively. Your Research Enquiry will be assessed through a *viva voce* examination at the university by an internal examiner who is a member of staff (not your supervisor) and by an external examiner, especially appointed for this purpose.

### Students registered on the programme in January 2014 onwards

Your Research Enquiry will lead to one thesis of 45 000 words Your Research Enquiry will be assessed through a *viva voce* examination at the university by an internal examiner who is a member of staff (not your supervisor) and by an external examiner, especially appointed for this purpose.

## Part 1 – Preparation for Candidature

### Choice of Supervisors and Research Topic

Your initial contact with respect to your EdD Research Enquiry will normally be with the Director of Studies for Research Students (EdD) who will discuss with you your proposed research area and potential supervisors within the Department. You may also have the opportunity, either face-to-face or by email, to discuss your proposed research with the potential supervisors although this is not always possible given the considerations of time and distance.

It is expected that there will be no outstanding fees from unit study at this stage.

### Candidature Form

In order to register for the Research Enquiry you should complete an Application for Candidature Form PGR 1. Part-time students should do this within 2 months of progressing to the Research Enquiry stage, and Full-time students within 1 month. The PGR 1 form should be completed electronically using SAMIS on the web and a form will be made available to you once your supervisory panel has been identified. . Students must complete the University's Academic Integrity Test via Moodle, and register for and successfully undertake the Research Ethics Governance E-Learning Unit. Students should state on the Candidature Form that both tests have been completed and when. <http://www.bath.ac.uk/learningandteaching/rdu/courses/pgskills/elearning.html>

Throughout this stage of the programme, the Faculty Research Students' Committee is kept informed of progress through Annual Progress Reports. The following forms should also be completed when necessary:

- Application for Candidature for Higher Degree by Research PGR1
- Change of Mode of Study (excluding 'writing up') PGR4
- Suspension of Registration PGR5
- Extension of Registration PGR6
- Restriction of Access to a Thesis PGR7

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<sup>4</sup> This is not a requirement for students who registered in the programme prior to January 2014.

- Change of Supervisor(s) PGR8
- Notification of Withdrawal PGR9
- Transfer to 'Writing up' PGR10
- Change of Thesis Title PGR11
- Notice of Intention to Submit a Thesis for a Higher Degree (HD1 Form)
- Record of Submission of a Thesis for a Higher Degree (HD2 Form)
- Record of Submission of the archive copy of a thesis for a Higher Degree (HD3 form)

All forms are available here:

<http://www.bath.ac.uk/student-records/pgresources/docs.html>

### **Ethics Approval Form**

Students are expected to complete an Ethics Approval Form at the time of submitting their Candidature Form. This can be found in **Appendix 6**, or at the EdD moodle page:

<https://moodle.bath.ac.uk/course/view.php?id=56328>

### **Preparing the Research Proposal**

You should consult with your supervisors to produce a 200 word abstract outlining your research proposal. You should aim to include the following:

Title

Background A concise background to previous relevant work is required.

Purpose This gives the aims and purpose of the intended research, with a full explanation and exploration of your research question.

Scope Sample size, location of research, which country.

Method Procedures, techniques and research tools that you think you will need to use.

Any subsequent change to details shown on the 'Application for Candidature' form must be approved by the Faculty Research Students' Committee.

### **Payment for the Research Enquiry**

Payment for the Research Enquiry for part time students can be made in up to three annual instalments. Once your transfer to starting the Research Enquiry has been confirmed you will be invoiced for the first instalment, unless you request to pay either in full or in two instalments. Subsequent invoices will be issued annually unless further payments have already been made.

Please note that on submission of your Research Enquiry there should be no outstanding fees.

If you opt to pay in instalments please note that the amount charged on subsequent instalments will reflect any increases in fees for the academic year relevant to the payment i.e. fees charged are determined by current fees and not those at the time of starting the Research Enquiry.

## **Part 2 – Supervision to completion**

### **Supervision**

Full-time students should seek to see their main supervisor regularly, perhaps weekly during the first two semesters of the first year. Part-time students should also seek regular contact with their main supervisor, on a monthly basis at least (for instance by Skype, e-mail, telephone or face-to-face).

**It is your responsibility to arrange, well in advance, meetings and contact times with your supervisor(s).**

Remember that other members of your Research Programme are also a valuable resource that is available to you. Effective supervision involves mutual obligation: on students to seek supervision, and on academic staff to provide it. Please discuss expectations around supervision with your supervisors in your first meeting and regularly thereafter.

If you are not receiving the advice and other support that you feel you need, please discuss this with the Director of Studies sooner rather than later. The Annual Progress Reports are intended to monitor the supervision you are receiving as well as the work you are doing.

You should make contact with the Director of Studies when you first visit your supervisor. The Director of Studies will also be pleased to see you at other times when she may be of assistance. Please contact via email to check availability.

#### Department of Education Guidelines for Supervision of Research Students

The Department follows the University's Code of Practice as set out in its Quality Assurance document QA7. The following guidelines are offered as to how that Code of Practice is normally interpreted within the Department of Education and should be read in conjunction with QA7 <http://www.bath.ac.uk/quality/cop/statements.html>

#### **Joint Supervision**

Joint supervision involves usually two supervisors working with one student. Students can expect that supervisors will liaise fully with each other and allocate/ distribute supervisory responsibilities between themselves as required. One supervisor will act as the lead supervisor for the purposes of the Faculty Research Students' Committee. Students will be informed as to which supervisor is taking this role.

#### **Responsibilities of the Supervisors**

The role of the supervisory panel is to:

Advise, with the Director of Studies, on the preparation of the research proposal for submission to the Faculty Research Students' Committee.

Negotiate with students about the form and programme of tutorial support in line with the annual expectations (30 hours) and be accessible to the student at other appropriate times when the student may need advice. If the supervisor is to be unavailable for any length of time (for example out of the country and unavailable by email) then he/she is responsible for agreeing with the student who should act as supervisor in his/her absence. If there is no co-supervisor to take on that role then another member of the student's home Research Group will normally take on the responsibility.

Discuss additional sources of help and advice including the University Support Services for overseas students and research-training programme,

Discuss and advise on the progress and time-scale of the research, including targets for completion of work at various stages during the study period.

Give constructive criticism on the content and presentation of written work within a reasonable time (usually about three semester weeks from receiving it).

Be responsible for the completion of Part 1 (supervisor's comments) of the annual Research Student Progress report form and complete, with the student, Part 3.

Give guidance about the nature of research and the standard expected, about the planning of the research programme, about literature and sources, attendance at taught classes, about requisite techniques (including arranging for instruction where necessary), the writing of reports and the thesis, about the definition and problem of plagiarism and issues relating to safety.

Encourage the submission of at least one article based on the research. This may be done in conjunction with the supervisor

Read and advise on a draft of the thesis before final submission. The Director of Studies, in consultation with the supervisor, may also appoint another member of staff from the department to act as internal reader at this stage, especially when the student has been supervised by only one member of staff. The internal reader will act as a knowledgeable but un-involved commentator and will give feedback relevant to the final presentation of the thesis. The internal reader should be given at least 6 weeks to go through your draft, and should be contacted well before that.

Advise the student on the 'readiness' of the work for submission.

Discuss with the student possible internal and external examiners and pass on suggestions to the Director of Studies, normally about 6 months before intended submission.

Remind students to notify the Director of Studies about six months before the likely submission date, accompanied by an abstract (300 words). Candidates should also notify the University Registrar at least two months before submission (Regulation 16(k)).

Be available at the *viva voce* examination for discussion with the examiners.

### **Change of Supervision**

A change of supervisor(s) may be necessary for you, as might need to occur when a member of staff leaves the employment of the University. Occasionally students wish to change their supervisor for one of a variety of reasons. If this is the case, or in the light of any other concerns about supervision, please contact the Director of Studies to discuss this further. The request for change of supervision must be made on the 'Change of Supervision Form' PGR8 <http://www.bath.ac.uk/student-records/pgresources/docs.html>

### **Guidance for Students**

You need to maintain the progress of your work in accordance with the stages agreed with your supervisors, including the presentation of written material as required in sufficient time to allow the supervisors to read it and prepare feedback for your next meeting.

You must be prepared to go out and seek help and advice. You should not rely on other people approaching you.

You must abide by the University's Institutional Code of Ethics (<http://www.bath.ac.uk/about/values/ethics/>) and are expected to uphold the highest standards of scientific and professional integrity in all aspects of your doctoral work. It is your responsibility as a research doctoral student to be familiar with and carry forward ethical standards appropriate to your research. Throughout your research process, you should discuss ethical principles with your supervisor. The following resources offer valuable starting points for your discussions:

University of Bath Research Ethics resources

<http://www.bath.ac.uk/collections/research-integrity-and-ethics/>

The Research Ethics Guidebook: a resource for social scientists

<http://www.ethicsguidebook.ac.uk/>

The primary ethical guidelines to address when conducting your research and presenting your thesis are those of the British Educational Research Association <https://www.bera.ac.uk/researchers-resources/resources-for-researchers>

Any problems that arise that cannot be resolved by direct student-supervisor discussion should be brought to the attention of the Director of Studies.

It is the responsibility of research students to follow the University Regulations and to seek help and advice when needed.

## Writing Up and Submission of Research Enquiry

### Deadlines for Submission / Extension of Registration

A full-time EdD candidate shall present for examination (i.e. submit Research Enquiry for examination) within 5 years of the date of registration for the degree, unless an extension of registration has been granted.

A part-time EdD candidate shall present for examination within 8 years of the date of registration, unless an extension of registration has been granted.

NB Three years is the minimum period from registration to graduation for part-time study. The minimum period of registration for full-time students is two years.

By Regulation, if an extension of registration is being requested, it must be applied for in writing to the Director of Studies at least 6 months before the end of the normal registration. The pro forma for Extension of Registration – PGR6 - must be completed <http://www.bath.ac.uk/student-records/pgresources/docs.html> The Graduate Office will inform you of the outcome of the Faculty Research Students' Committee's consideration

### Notification of Intention to Submit – [HD1 form](#)

Students, in consultation with their supervisor, must allow sufficient time for the procedures regarding the approval of examiners and arrangements for the viva. Examiner appointments are recommended by the Faculty Research Students' Committee and approved by the Faculty Board of Studies, and relevant paperwork must be submitted to comply with committee dates and deadlines.

Students must submit a 300 word (maximum) abstract to the Director of Studies for EdD Research Students no less than six months before they intend submitting.

The Director of Studies recommends examiners to the Faculty Research Students' Committee and this period allows the Department time to negotiate and appoint examiners.

The Department may appoint an independent internal reader (member of the department not involved in your supervision) to read the completed draft Research Enquiry and feed comments back to you.

Notice of your intention to submit must also be given to the Graduate School by filling in form HD1 (obtainable from the web or EdD Course Administrator).

### Research Enquiry Presentation

EdD Research Enquiry length (excluding references and appendices) :

#### **For students enrolled on the programme prior to 1 January 2014**

Your Research Enquiry will lead to either one Research Enquiry of 40 000 words, or will comprise a major and minor study which will lead to two theses of 25 000 and 15 000 words respectively.

#### **For students enrolled on the programme on or after 1 January 2014**

One Research Enquiry of 40,000 words

**Note:** HSS Faculty guidelines on word limits stipulate 90,000 max for PhD degrees, 70,000 max for MPhil degrees, 45,000 max for PDHealth degrees and 45,000 max for EdD degrees (after January 2014). Further information is available in the Faculty guidance – [PGR Policy 9](#)

Marker(s) will stop reading the work once the student has exceeded a word limit (or the upper figure of a word range) by 10%. If a student writes less than the word limit (or the lower figure of a word range) they may risk not maximising the potential of their work.

For the purpose of calculating the word count, footnotes are included, whereas contents pages, executive summaries, tables, figures, appendices and reference lists/bibliographies are excluded.

The Graduate Office produces a 'Specification for Higher Degrees' information sheet which gives instructions regarding Research Enquiry submission:

<http://www.bath.ac.uk/quality/documents/QA7-Appendix-6.pdf>

It is your responsibility to read the information sheet carefully and ensure that your Research Enquiry is submitted in the correct format.

If your Research Enquiry has been referred and you are allowed to re-submit, your examiners will let you know how long you have to make corrections and re-submit.

### **A Portfolio of Relevant Papers (students registered prior to January 2014 only)**

An alternative to the Research Enquiry component of the EdD degree is the presentation of a portfolio of four relevant papers which have been written by you and recently published in accredited journals. The complete portfolio comprises the four papers together with a commentary whose purpose is to demonstrate the coherence of the submission and its contribution to knowledge of the issues pursued.

The published papers route to completion of the Research Enquiry is intended to support those who have already started to publish (i.e. to write scholarly and research-based articles) prior to embarking upon their Research Enquiry as part of the EdD programme. You will only normally be allowed to register for this route if you have already (before embarking upon this route to the Research Enquiry) had two articles published in suitable peer-reviewed journals, with at least one of those articles authored solely by you. Any article included in the portfolio should have been published no more than five years prior to your embarking upon the Research Enquiry (i.e. having successfully completed all four assignments).

By the time of formal submission of the portfolio and commentary, all four articles need to have been formally accepted by the journals in question (even if they are not necessarily all yet in print). An article which is essentially an assignment you have completed for one or more of the four EdD units may not be submitted as part of the portfolio. It is acceptable, however, for work completed for an assignment to be built on in generating an article, though no more than two such articles may contribute to the portfolio.

The four articles in question do not necessarily need to be focused on one common theme, but there does need to be a coherent thread of some sort that can be identified and developed in generating the commentary which will be crucial in making the case for the articles being included within the portfolio. The commentary must be reflective (and may, for instance, critically reflect on the relative merits of the different articles), and will be crucial in making the case to the examiners that the portfolio satisfies the normal EdD Research Enquiry criteria.

Each article included in the portfolio needs to make an original and significant contribution to knowledge. The commentary should be between 6,000 and 8,000 words in length. The portfolio of papers plus commentary will be examined by a panel of examiners by viva voce examination, with one internal examiner and one external examiner. Should the candidate be a member of staff in the Department of Education, then (as is the case for Staff Method B) the panel will consist of one internal examiner and two external examiners. Deadlines for submission, and other procedural requirements, are the same as for any other EdD Research Enquiry.

Any student who is interested in pursuing the published papers route should notify the EdD Director of Studies at the earliest opportunity. The Director of Studies will raise the issue at the next meeting of the Department Research Students Committee, and the DRSC will decide formally whether or not to support the student's request and if any specific points of guidance should be offered to the student at this stage. If the DRSC supports the proposal in principle, the Director of Studies will put the student in contact with an appropriate potential supervisor at an early stage (which could be prior to completion of the four units).

The four publications submitted in the student's portfolio should meet the following requirements:

They should be academic articles published in appropriate peer-reviewed journals (not books, and not chapters in edited collections)

The 4 articles should be published in at least 3 different journals.

No more than 1 of the 4 articles should appear in a journal edited from the Department of Education at the University of Bath.

Under normal circumstances, only one article may be co-authored, and that article must be among those written before the student is registered on the EdD programme.

Of any articles written while the student is registered on the EdD programme, all must have sole authorship.

## **Examination Procedures**

The criteria for the Award of the Degree (and related exit awards) is described within Regulation 16 <http://www.bath.ac.uk/regulations/Regulation16.pdf>

## **Appointment of Examiners**

Your supervisors will normally want to consult you about the appointment of examiners, who must be approved by the Faculty Research Students' Committee before the *viva voce* examination can take place.

An external and an internal examiner will need to be appointed, at least 3 months prior to the date on which you intend to submit your Research Enquiry. You are advised to contact your supervisors to discuss suitable examiners at least 6 months before you expect to submit. Your supervisors will submit the name of the proposed internal examiner and the name, address, title and CV of the proposed external examiner to the Director of Studies for Research Students (EdD) in good time to be submitted to the Faculty Research Students' Committee and Senate.

If, in place of a Research Enquiry, you submit a portfolio of published papers, the Board of Examiners shall include two external examiners, at least one of whom shall be a recognised authority in your chosen field.

If you will be submitting between September and December, the examiners need to be approved at the May Faculty Research Students' Committee meeting, so the Director of Studies needs to have details by the beginning of May.

N.B. Although your supervisor(s) may have seen draft chapters of your Research Enquiry already, they may want to see portions of your Research Enquiry in something close to the final form before approaching the examiners. See the Guidelines in QA7 <http://www.bath.ac.uk/quality/cop/statements.html>

The *viva voce* examination usually takes place within 3 months of the Research Enquiry being submitted, but it may be longer than this depending on how long the examiners need to read your Research Enquiry and arrange a mutually convenient date.

Your supervisor cannot be an examiner but may attend the *viva voce* examination as an observer if you wish them to do so, and make this request in advance.

## **Viva Voce Examination**

The *Viva Voce* examination is your opportunity to defend your Research Enquiry. You are the expert on the particular focus of your study and need to convince the examiners that it contributes to the body of knowledge and that it is your own work. Although it is an examination, with the expected nervous tension, it can also be an enjoyable debate, giving you the opportunity to discuss your work and its importance.

The *viva* will be held in a suitable venue on the University of Bath campus with informal seating arrangements. The EdD Course Administrator will make sure you know the arrangements and where you are expected to be at



what time. Your supervisor may attend, if you wish him/her to do so, but he/she is not allowed to participate in the discussion. You may wish him/her to be there for support or you may prefer him/her not to be present. Talk to your supervisor well before your *viva* date about whether or not you wish him/her to be present.

The external examiner will normally chair the session and explain to you how the process will be managed. The examiners will have copies of your Research Enquiry but you should take your own copy to refer to if needed. The *viva* will normally last about an hour but 2 hours is not unknown. The external examiner will let you know when the examination is finished and ask you to leave the room. The examiners will then discuss their recommendation – do not be alarmed if this takes some time! The EdD Course Administrator will have arranged with you before the *viva* where you will wait and will fetch you when the examiners are ready to inform you of their decision.

### Outcome of Examination

The possible outcomes of your examination are outlined in regulation 16 <http://www.bath.ac.uk/regulations/Regulation16.pdf>. The recommendations of the examiners in relation to the assessment of a Research Enquiry for the award of an EdD are considered and approved by the Faculty Board of Studies. While a student may be informed of the recommendations of the examiners, for example following the *viva voce* examination, the decision is not final until it has been approved by the Faculty Board of Studies.

### Procedures for the Review of a Board of Studies Decision (Appeals)

A student may request that the Board of Studies review a decision relating to a failed final examination or formal course assessment or failure to progress to the next part of a degree. University Regulation 17 (Conduct of Student Academic Reviews and Appeals) explains in which circumstances this may be requested.

Students should consult the University's guide to academic review and review appraisal procedures at <http://www.bath.ac.uk/registry/appeals/index.htm> and the Regulations governing these procedures at <http://www.bath.ac.uk/regulations/Regulation17.pdf>

### After successfully completing your PGR programme

- (a) After all corrections to the Research Enquiry have been completed and before the award recommendation is due to go to the Board of Studies, you must produce (at least) one hard-bound copy, complying with University specifications for theses (<http://www.bath.ac.uk/quality/documents/QA7-Appendix-6.pdf>)

The Research Enquiry should be submitted to the Postgraduate Research Administrator who will distribute the copy to the University Library. You will also need to submit an electronic copy online. This will go to the OPuS (University of Bath Online Publications Store): <http://opus.bath.ac.uk/> Detailed guidance on this is available at <http://www.bath.ac.uk/library/subjects/resources/submitting-etheses.html>

With the hardbound copy of the Research Enquiry you will need to include a copy of the HD3 form, which confirms that you have also uploaded the online copy. The HD3 form can be downloaded at <http://www.bath.ac.uk/student-records/pgresources/docs.html>

- (b) The student may not graduate until the examiners' report form has been approved by the Faculty Board of Studies and any outstanding debts to the university have been settled.
- (c) The University holds its Degree Congregations in December and July. You will be invited to attend the ceremony following the Faculty Board of Studies approval of the award of your degree. All students who are likely to be able to graduate at a particular ceremony will receive, several months prior to the date of the Degree Congregation, information from the University Student Records and Examinations Office. Further information at <http://www.bath.ac.uk/graduation/certificate>

- (d) The title of Master of Philosophy, Doctor of Philosophy or Doctor of Education cannot be used until the award of MPhil, PhD or EdD has been conferred by the University (this is usually the date of the Degree Ceremony).

## Graduation

The University holds its Degree Congregations in July and December. You will be invited to attend the ceremony that follows the Faculty Board of Studies' approval of the award of your degree. All students who are likely to be able to graduate at a particular ceremony will receive, several months prior to the date of the Degree Congregation, an email from the University Student Records and Examinations Office. This will direct them to the relevant website giving details of how to obtain their "invitation to ceremony", invitations for guests and how to make arrangements for the hire of a gown etc. See:

<http://www.bath.ac.uk/graduation/>

If you are unable to attend a Degree Congregation you will be permitted to graduate *in absentia*. Your degree certificate would, in these circumstances, be posted to you soon after the date of the Degree Congregation at which your award is conferred. Please make sure that the EdD Course Administrator has your correct address.

N.B. If you have financial matters outstanding, this will prevent the award of the degree.

## Final Research Enquiry copies

By Regulation, students are required to provide one hard bound copy of their Research Enquiry to the Library. Some students chose to obtain their own copy and/or a copy for their supervisor. The Library copy must be deposited by the Department in the University Library not less than seven days before Graduation.

Students should upload a copy of their Research Enquiry to the University of Bath research archive, [OPuS](#). The student then sends their HD3 Form to the EdD Administrator. It is very important to note the copyright and access (embargo) information.

Full details of the submission of e-theses can be found on:

<http://www.bath.ac.uk/library/subjects/resources/submitting-etheses.html>

## **Appendix 1 - QA7 and Regulation 16**

Code of Practice for Research Degree Students, their Supervisors and Directors of Studies for Postgraduate Students

For Quality Assurance Code of Practice for the award of higher degree see:

<http://www.bath.ac.uk/quality/cop/statements.html>

For conditions for the award of higher degrees (Regulation 16) see:

<http://www.bath.ac.uk/regulations/Regulation16.pdf>

## **Appendix 2 - The BERA (British Educational Research Association) Guidelines**

Please see: <https://www.bera.ac.uk/researchers-resources>

## **Appendix 3 - Specification for Higher Degree Theses**

<http://www.bath.ac.uk/quality/documents/QA7-Appendix-6.pdf>

## **Appendix 4 - Resources for Graduate Students and Conditions for the Award of Higher Degrees**

For resources for graduate students please see:

<http://www.bath.ac.uk/student-records/pgresources/docs.html>

For conditions for the award of higher degrees (Regulation 16) see:

<http://www.bath.ac.uk/regulations/Regulation16.pdf>

## **Appendix 5 - Essential Forms and Information**

Any change in your registration status has to be either approved or noted by the Faculty Research Students' Committee. The details will need to be recorded on the appropriate *pro forma* (available from the EdD Course Administrator or see website links below) and submitted by the Department to the Faculty Research Students' Committee. In most instances the forms will need to be completed by your lead supervisor and/or the Director of Studies.

The following forms must be accessed from the Graduate Office website, Documents and Publications (Research Students – Progression Forms):

<http://www.bath.ac.uk/student-records/pgresources/docs.html>

- Application for Candidature for Higher Degree by Research PGR1
- Change of Mode of Study (excluding 'writing up') PGR4
- Suspension of Registration PGR5
- Extension of Registration PGR6
- Restriction of Access to a Thesis PGR7
- Change of Supervisor(s) PGR8
- Notification of Withdrawal PGR9
- Transfer to 'Writing up' PGR10
- Change of Thesis Title PGR11
- Notice of Intention to Submit a Thesis for a Higher Degree (HD1 Form)
- Record of Submission of a Thesis for a Higher Degree (HD2 Form)
- Record of Submission of the archive copy of a thesis for a Higher Degree (HD3 form)

## **Appendix 6 - Research Students: Ethics Approval Form**

<https://moodle.bath.ac.uk/course/view.php?id=56328>

For ethical approve for a unit – please complete and return to your unit convenor. See below.

For ethical approve your Research Enquiry– please complete and return this form with your Candidature form and send to the DoS.

## ETHICAL IMPLICATIONS OF PROPOSED RESEARCH

To be completed by the student and approved by the supervisor before any data collection takes place. Before completing the form, students should read the guidelines published by the British Educational Research Association (BERA), which are available in Moodle.

### Introduction

<b>Full name of student:</b>	<b>Student number:</b>
<b>Provisional title of your study:</b>	
<b>Justification for your study:</b>	

### Participants

1. Who are the main participants in your research (such as interviewees, respondents)?
2. How will you find and contact these participants?
3. How and from whom will you obtain informed consent and communicate the right to withdraw?
4. Have you approached any other body or organisation for permission to conduct this research?
5. At what stages of your research, and in what ways will participants be involved?
6. Have you considered how to share your findings with participants and how to thank them for their participation?

### Deception and exploitation avoidance, confidentiality, privacy and accuracy

7. How will you present the purpose of your research? Do you foresee any problems?
8. In what ways might your research cause harm (physical or psychological distress or discomfort, or threat to self-esteem) to yourself or others? What will you do to minimise this? Would access to support be available (if appropriate)?
9. What measures are in place to safeguard the identity of participants and locations? Are there special circumstances for consideration e.g. special populations?
10. How will you record information faithfully and accurately?

11. Any additional information:

<b>Student:</b>	<b>Signature:</b>  <b>Date:</b>
<b>Supervising Member of Staff:</b>	<b>Name:</b>  <b>Signature:</b>  <b>Date:</b>
<b>Director of Studies (For Research Enquiry Stage)</b>	<b>Name:</b>  <b>Signature:</b>  <b>Date:</b>

**NB**

Students should send a signed copy of this form to their tutor (for taught modules) or to the Director of Studies (at candidature), before any data collection takes place. A nil return is required for students not doing empirical work. Supervisors should retain a copy for their own records.

## Appendix 7 - Request for EdD Unit Assignment Extension



Please complete this form in **BLOCK CAPITALS** and send to Dr Manuel Souto-Otero, Director of Studies, Research Students (EdD) <m.souto.otero@bath.ac.uk>

<b>Department of Education Doctor of Education (EdD) Programme</b>	
<b>Full Name:</b>	<b>Student Registration Number:</b>
<b>Units previously completed:</b>	<b>Are you currently enrolled on any other EdD unit for which you have an outstanding assignment?</b> <b>Y / N</b> <b>If yes, please list the unit and start date here:</b>
<i>Unit to be considered</i>	
<b>Start Date</b>	<b>Unit Name</b>
<b>Tutor assessing the assignment:</b>  <b>Original assignment due date:*</b>  <b>Previous extension only - revised date of submission:*</b>  <b>Number of weeks requested for extension:**</b>	
<b>Circumstances (please give a brief description, using additional pages if required):</b>	
<b>Please state the type of supporting evidence you are providing (using additional pages if required):</b>	
<b>Signature of Student:</b>	<b>Date:</b>

### Office Use only

<b>Date received:</b>	<b>Number of weeks extension granted:</b>
<b>Authorised Signature:</b>	<b>Revised date of submission:</b>

\*You must submit this form to the EdD Director of Studies **before the date on which the assignment is due.**  
 \*\* Extensions will normally be granted for a **maximum of 3 calendar months only.**

## **Appendix 8 - Depositing research degree theses in the Library**

<http://www.bath.ac.uk/library/subjects/resources/submitting-etheses.html>

## **Appendix 9 - Assessment criteria and Guidelines**

<http://moodle.bath.ac.uk/mod/page/view.php?id=436538>

## **Appendix 10 – Late Submission Policy**

### **Department of Education**

#### **Guidance for staff and students regarding late submission of assignments**

The following was discussed at DLTQC and the principles agreed for use across all taught programmes, with the acknowledgement that some variance may be necessary because of inherent differences in programme populations, for example where students' geographical locations can sometimes result in time zone/communication oddities.

Where a student experiences issues in timely uploading of an assignment to Moodle and where they deem that the system is at fault, rather than something which was in their control and responsibility, there are expectations on what they should do to substantiate their case and evidence this. Although it is clear that computer problems (crashing, losing memory sticks/ data etc.) and slow access to Moodle due to mass student access at submission points, are not valid claims for not applying a penalty to a late submission, there are some situations that are worthy of consideration as being outwith a student's responsibility, albeit rare. These might, for example, be a powercut, particularly in regions where this would not be a rare occurrence but cannot be predicted, or Moodle being down/ unavailable. In all cases students should provide evidence to substantiate the issue(s) they encountered.

Where there is an upload/ IT issue it is not sufficient for a student to submit a ticket to BUCS saying they have encountered a problem and expecting the ticket to be sufficient evidence. As a minimum requirement a screen shot(s) should be taken to show what the problem is and, crucially, indicating the time and, where appropriate, the difference in their local time and GMT. An email should be sent where possible to the DoS/ programme administrator before the submission deadline with the assignment as an attachment, explaining the problem encountered. Where students submit by email, this must be followed up with a submission on Moodle.

#### **Note**

- 1) Moodle Logs provide an audit of all student activity and this includes the stages required for uploading an assignment
- 2) Students are made aware that they should allow sufficient time to upload their assignments i.e. not leave to the last minute
- 3) Moodle provides an email alert to students when an assignment has been successfully uploaded
- 4) Students can, and are encouraged to, re-enter Moodle to check that their assignment has been successfully uploaded
- 5) Students should be made aware of the fact that they can upload a draft assignment to an assessment submission point on Moodle at any time and then update this until the submission deadline; this then provides an alternative to there only being a late assignment to mark.

December, 2016