UNIVERSITY OF LONDON

Programme Regulations 2019–2020

Education

MA
Individual modules

Important document – please read
This document contains important information that governs your registration, assessment and programme of study

Contents

Important information regarding the Programme Regulations

Last modified 07 February 2019

As a student registered with the University of London you are governed by the current General Regulations and Programme Regulations associated with your programme of study.

These Programme Regulations are designed and developed by UCL Institute of Education which is responsible for the academic direction of the programme. The regulations take account of any associated arrangements at UCL Institute of Education. Programme Regulations, together with the Programme Handbook, provide the detailed rules and guidance for your programme of study.

In addition to Programme Regulations you will have to abide by the General Regulations. These regulations provide the rules governing registration and assessment on all programmes; they also indicate what you may expect on completion of your programme of study and how you may pursue a complaint, should that be necessary. Programme Regulations should be read in conjunction with the General Regulations.

The relevant General Regulations and the Programme Regulations relating to your registration with us are for the current year and not in the year in which you initially registered.

On all matters where the regulations are to be interpreted, or are silent, our decision will be final.

Further information about your programme of study is outlined in the Programme Specification which is available in your VLE. The Programme Specification gives a broad overview of the structure and content of the programme as well as the learning outcomes students will achieve as they progress.

Terminology

The following language is specific to the MA Education programme:

Module: Individual units of a programme are called modules. Each module is a self-contained, formally-structured learning experience with a coherent and explicit set of learning outcomes and assessment criteria.

Throughout the Regulations, 'we' 'us' and 'our' mean the University of London; 'you' and 'your' mean the student, or where applicable, all students.

Changes to MA in Education Regulations 2019–2020

No significant changes

Programme Withdrawal

The programme had its last intake of new students in academic year 2016-17. The last assessment period for the programme will be in the academic year 2020-2021. Please ensure you plan your studies accordingly.

1   Structure of the programme

Award

1.1

The following named awards are offered under the MA Education programme:

Master of Arts in Education

Postgraduate Diploma in Education (exit qualification only)

Postgraduate Certificate in Education (exit qualification only)

Award structure

1.2

The MA degree consists of four modules and a dissertation as follows:

two compulsory core modules:

- What is Education?

- Understanding Research

plus

two option modules

> The Module Descriptor document providing details of available option modules will be made available to students online.

plus

- a dissertation

> For how to progress through the degree, see section 6.

1.3

There are limits to the number of students who can be registered for each module each year; we cannot guarantee that your preferred choice of option modules will always be available. Therefore, on registration, and each year, you may be asked to indicate alternative choices.

1.4

Your selection of the option modules is subject to the Programme Director's approval. If your selection of option module is not available you may select an alternative module, subject to the Programme Director's approval.

1.5

Once registered for a particular module, you may be permitted to change to another module *provided* you apply to do so by **22 September** (if registered prior to 31 August) **or 8 December** (if registered between 1 September and 30 November) in the year of registration for the module concerned. Applications must be made to the Registry team via the '*ask a question*' tab in the Student Portal by these dates. If you have not applied by these dates, you will not normally be permitted to change your choice of module.

Attendance requirements

1.6

In order to satisfy the requirements of the programme and to be able to undertake the coursework, participation in the Virtual Learning Environment (VLE) is **essential.** During participation in the Virtual Learning Environment and during all other on-line contributions, you must observe the VLE Code of Conduct for online behaviour. If you attend face-to-face or mixed mode modules, you are expected to attend all sessions.

1.7

You are required to complete the VLE Induction session before beginning your studies.

2　Registration

Effective date of registration

2.1

For the MA in Education, your effective date of registration will be 1 July.

Period of registration

> See the Programme Specification for the minimum and maximum periods of registration applicable to this programme.

2.2

If you are registered for a standalone individual module and have been permitted to proceed to the degree, we will give you a new period of registration as a University of London student, effective from the date of registration for the degree. The maximum period of registration permitted will be the same as for all other students registered for the same programme.

3　Recognition of prior learning and credit transfer

> To be read in conjunction with the General Regulations, Section 3.

Recognition of prior learning

> See https://london.ac.uk/applications/how-apply/recognition-prior-learning for procedures and deadlines for applying for recognition of prior learning.

3.1

Prior learning will not be recognised or accredited for core modules or for the dissertation.

3.2

If you have obtained a postgraduate level award in a related subject, you may apply for recognition of prior learning for up to **two** specified option modules. This application will be subject to a non-refundable fee. All applications will be considered on an individual basis at the discretion of the Programme Director.

4   Assessment for the programme

Assessment methods

4.1

Each module will be formally assessed by a single piece of coursework.

4.2

In order to pass a particular module, you will be required to pass the assessment for the module concerned and participate in the VLE, where applicable.

4.3

You will normally be required to participate in the VLE and undertake the assessment for a module or the dissertation in the same academic year in which you register for the module concerned.

4.4

Coursework and dissertations must be submitted by the deadlines given in the VLE, if applicable. In exceptional circumstances, you may be granted permission to extend the deadline for assessment. To make such a request, you must contact the Programme Administrator and they will guide you through the UCL Institute of Education process for doing so.

4.5

If you are registered for a particular module and wish to withdraw your entry to the assessment of that module and/or defer your studies to a future year, you must contact the Programme Administrator who will guide you through the UCL Institute of Education process for deferral. You must also notify the University of London via the 'ask a question' tab in the Student Portal in the year of registration for the module concerned.

4.6

If you do not have permission to defer your studies to a future year or extend the deadline and you do not submit assessment at the proper time, you will normally be recorded as absent from it and this will count as an attempt.

Dissertation

4.7

The dissertation module is assessed by a written dissertation of 20,000 words (plus or minus 10%) excluding references and appendices.

4.8

For the dissertation, you are required to send, for approval by the Programme Director, a research proposal, of no more than 500 words, and an Ethics Review form. These should be submitted by the deadlines given in the VLE. The proposal and Ethics Review form will not form part of the final assessment, but are an essential study requirement. If you do not send a proposal or Ethics Review Form, you will not be permitted to submit the final dissertation.

4.9

You are strongly advised to send a draft of your dissertation to your supervisor for feedback before submission of the final version. The deadline for the submission of a draft is in the module handbook, available on the VLE. The draft dissertation will not form part of the final assessment.

4.10

You must submit two printed copies of your dissertation and an electronic version. Two bound printed copies of your completed final dissertation must be sent by post or courier to the Student Assessment Office, with a postmark of not later than **2 October** in the year of entry. All students are

entirely responsible for ensuring that their work is sent on or before the deadline. This is a 'sent by' deadline, meaning that the package must bear clear evidence (for example, a postmark or courier documentation) that it was sent no later than this date. A dissertation received with a later postmark will only be considered if permission has been given to extend the deadline. To make such a request, you must contact the Programme Administrator and they will guide you through the UCL Institute of Education process.

Full details of the deadlines for submission of coursework and dissertation will be posted in the programme VLE. Also see *Dissertation Handbook* in VLE.

5 Number of attempts permitted at an examination

5.1

The maximum number of attempts permitted at any assessment is two.

5.2

If you fail a module at the first attempt, you will be required to make a second attempt. You may not withdraw from that module and take an alternative module in its place.

5.3

If you fail an option module at the second attempt, you may select another option module to enable you to gain the required credits for your award. You may only do this once during your study on the programme. A full module fee will be chargeable for this.

5.4

If you fail a core module at the second attempt, your registration will cease and you will not be permitted to re-register for further study on this programme.

5.5

You may not make a further attempt at any element of assessment which you have already passed or for which you have been awarded accreditation of prior learning or credit transfer.

5.6

If you fail a module assessment at the first attempt and make a second attempt, you may choose to participate in the VLE for a second time for which a fee will normally be payable.

5.7

If you make a second attempt at the assessment for a module, you may be required to submit coursework in answer to a new question or coursework topic.

5.8

If you submit a dissertation which fails but requires only minor amendment to reach the pass mark, the examiners may require you to make any amendments necessary and to re-submit the dissertation within a period of four weeks, unless otherwise specified by the examiners. If you fail the dissertation completely, you will be required to offer a re-written dissertation at a subsequent examination, or make an application for approval of a new topic and offer a satisfactory new dissertation, as specified by the examiners, at a subsequent examination.

5.9

If you fail the dissertation and make a second attempt at the dissertation, either by offering a re-written dissertation or making a new application for a new dissertation at a subsequent examination, you may be required to participate in the VLE for a second time for which a fee will normally be payable.

5.10

If you failed the written examination for a module prior to 2016-17, you will be required to resit the written examination rather than attempt the coursework assessment introduced from 2016-17 onwards.

6 Progression within the programme

See section 4 for method of assessment.

6.1

If you have registered for a particular module/dissertation and participated in the VLE for the module/dissertation concerned, but do not attempt the assessment for that module/dissertation, you will be required to undertake the assessment in the following year. This may require you to participate in the VLE for a second time for which a fee will normally be payable.

A student registered for the MA

6.2

In any one academic year in which you decide to study and be assessed, you may attempt a minimum of one module and a maximum of four modules and the dissertation.

6.3

You are required to have commenced study of the core module *What is Education?* in order to take any further modules.

6.4

In addition, you will usually be required to take the two core and two option modules before proceeding to the dissertation.

7 Schemes of award

7.1

In order to be considered for the award of the MA degree in Education, you must have successfully completed the assessment for two core modules, two option modules and a dissertation (including any recognition of prior learning).

See Appendix C for information on how to achieve a particular mark.

7.2

Grades are awarded as follows:

A (80 – 100 per cent)	Pass
B (65 – 79 per cent)	Pass
C (50 – 64 per cent)	Pass
D (0 – 49 per cent)	Fail

See Appendix C for further information on how to achieve a particular mark.

7.3

To be awarded the MA in Education, a student must have successfully completed two core modules, two option modules and a dissertation (including any recognition of prior learning). A grade of 'C' or above is a pass.

7.4

You will be eligible for a classification of **distinction** if two thirds, or more, of your credits are at grade 'A' or above.

7.5

You will be eligible for a classification of **merit** if two thirds, or more, of your credits are at grade 'B' or above.

Exit awards

7.6

The Postgraduate Certificate in Education and Postgraduate Diploma in Education are offered to students as exit awards only. In order to be awarded the Postgraduate Certificate in Education, a student must have attempted and passed in the two core modules (60 credits). In order to be awarded the Postgraduate Diploma, a student must have attempted and passed in the two core modules and two option modules (120 credits). A grade of 'C' or above is a pass. No accreditation of prior learning will count towards an exit award. The award will be with effect from the year in which you satisfied the requirements for that award.

8   Individual modules for study on a stand-alone basis

8.1

If you have successfully completed the assessment for one or more of the individual modules available on a stand-alone basis, you may be considered for progression to the MA in Education

8.2

If we allow you to progress and register for the MA Education, you will be required to pay any programme fees due and we will give you a new period of registration ending not later than May 2021.

On the basis of successful completion of stand-alone modules, you will only be considered for progression to the MA in Education once your final result has been ratified by the exam board and released to you. This may affect your module selection and term start time.

Appendix A – Structures

The module codes are appended to the module titles and these codes should be used when entering for an examination.

You should complete the VLE Induction session before beginning your studies.

MA degree

Two compulsory core modules:

- What is Education? [EDM010]

- Understanding Research [EDM020]

+

Two option modules

> The Module Descriptor document providing details of available option modules will be made available to students online.

+

A dissertation

- Dissertation [EDM800]

Notes:

- Not all modules will necessarily be available each year.

- Your selection of the option modules is subject to the approval of the Programme Director.

Appendix B – Assessment criteria

Grade-related criteria

You should familiarise yourselves with these criteria. They will be applied to all assessment components of the programme (written coursework and final examinations).

These criteria are intended to do duty for a large and wide range of postgraduate programmes. They should be interpreted in the context of the stated learning outcomes for these programmes. In particular, not every criterion will apply to all coursework. However, it is expected that there will be considerable overlap in the criteria deployed for individual coursework and that the full range of criteria will be utilised across an individual's programme.

Key skills are:

- scholarly skills

- critical analysis

- methodological and research skills

- communication

These are built into the assessment criteria.

The grades/levels for the MA are assessed as follows:

Grade A / 80 – 100 per cent

Grasp of field of study

- outstanding grasp of issues and high level of critical insights into field of study

- extensive, insightful and critical review of literature

- high levels of creativity and independence of thought in the application of knowledge

Understanding and evaluating research and methodologies

- sophisticated conceptual understanding and high levels of critical evaluation of scholarship, research and methodologies in the field

- outstanding understanding of how established techniques of research and enquiry are used to create and interpret knowledge and how these apply to students' own research and/or practice

- creative and critical handling, presenting and inferring from data

Structure, communication and presentation

- exceptional clarity, focus and cogency in organisation and presentation of arguments and conclusions

Grade B / 65 – 79 per cent

Grasp of field of study

- clear understanding of issues and good level of insights into field of study

- wide-ranging, coherent and critical review of literature

- elements of creativity and independence of thought in the application of knowledge

Understanding and evaluating research and methodologies

- consistent and fluent understanding and critical evaluation of scholarship and methodologies in the field

- thorough understanding of how established techniques of research and enquiry are used to create and interpret knowledge and how these apply to students' own research and/or practice

- competent and critical handling, presenting and inferring from data

Structure, communication and presentation

- clarity, focus and fluency in organisation and presentation of arguments and conclusions

Grade C / 50 – 64 per cent

Grasp of field of study

- basic understanding of issues and insights into field of study

- basic critical competence in reviewing literature

- little development of ideas in the application of knowledge

Understanding and evaluating research and methodologies

- adequate understanding and evaluation of scholarship, research and methodologies in the intellectual field

- basic understanding of how established techniques of research and enquiry are used to create and interpret knowledge and how these apply to students' own research and/or practice

- rudimentary handling, presenting and inferring from data

Structure, communication and presentation

- basic clarity, focus and competence in organisation and presentation of arguments and conclusions

Grade D / 0 – 49 per cent

Grasp of field of study

- inadequate understanding of issues and insights into field of study

- unfocused or inaccurate review of literature

- confusion in the application of knowledge

Understanding and evaluating research and methodologies

- lack of understanding and critical evaluation of scholarship, research and methodologies in the field

- lack of understanding of how established techniques of research and enquiry are used to create and interpret knowledge and how these apply to students' own research and/or practice

- inadequate or confused handling, presenting and inferring from data

Structure, communication and presentation

- poorly organised and unfocused presentation of arguments and conclusions