



# Doctoral study at the Institute of Education

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## 1. Doctoral programmes at the Institute

### 1.1 Which doctoral programmes do you offer at the Institute?

There are detailed descriptions of each of the research degree programmes available at the Institute at the following link - [course descriptions](#).

Our current [course handbooks](#) for the EdD, EdD International, MPhil/PhD and MRes programmes are available on our website at if you wish to read about the programmes in more detail.

It is important that you are aware of the eligibility requirements, attendance requirements and course structure before applying. Once you have read the information here and on our website, if you have any further questions then we would be very happy to hear from you. You can contact us as follows:

Telephone 020 7612 6103/6122  
International callers: +44 (0)20 7612 6103 or 6122

Email [doc.enquiries@ioe.ac.uk](mailto:doc.enquiries@ioe.ac.uk)

Our office hours are 09.00 – 17.30 Monday to Friday (closed until 11.00 on Wednesday mornings).

### 1.2 When can I start a research programme?

The MRes, MSc and EdD degrees start in the Autumn term only (October each year). The MPhil/PhD, Associateship and special research programmes or postdoctoral studies can be started in any term (October, January or April each year).

## 2. The application process

### 2.1 How can I apply for doctoral study?

You can apply online once you have decided which course you want to take. The apply button will take you to UKPASS, an online service for postgraduate applications. Or you can order an application pack. Email: [doc.enquiries@ioe.ac.uk](mailto:doc.enquiries@ioe.ac.uk) and we will post one to you.

The Institute does not currently make a charge for applications, whether via UKPASS or the paper application form.

### 2.2 How will I know that you have received my application?

If you apply via UKPASS, you will receive confirmation by email that your application has been received. Staff in the Doctoral School will also email you to specify any further documents which you need to send us.

If you apply on the paper application form you will be sent an acknowledgment by email and this will specify any further documents which you need to send to us.

### **2.3 How long does the application process usually take?**

Applications usually take at least six weeks to process. It can sometimes take longer, particularly during the summer months (June - September) when many of the Institute's academic staff are away, or if we require further information from you. Applications for doctoral study are given careful consideration by members of academic staff in order to assess your research topic and supervisory capacity.

Please try to apply in plenty of time before the term in which you wish to begin your studies and ensure that we receive all the documents we require. If your application arrives less than six weeks before term starts, we cannot guarantee that it will be considered in time for the start of that term. However, we will consider your application for the next intake. Please note that the sooner we receive your supporting documents, the sooner you will hear back from us. You are welcome to contact us if you wish to check the progress of your application.

### **2.4 Which documents do I need to provide with my application?**

Before we can begin to process your application we require the following documents:

<b>MPhil/PhD, MRes Special Research Programme / Postdoctoral Research Programme Associateship</b>
<ul style="list-style-type: none"><li>▪ Completed UKPASS application or paper application form</li><li>▪ Research proposal or outline</li><li>▪ Two references, one of which should be an academic reference from your most recent higher degree (if possible)</li><li>▪ Transcripts detailing grades received in previous academic qualifications</li></ul>
<b>EdD and EdD International</b>
<ul style="list-style-type: none"><li>▪ Completed UKPASS application or paper application form</li><li>▪ Statement of professional development and research proposal</li><li>▪ Two references, one of which should be an academic reference from your most recent higher degree (if possible)</li><li>▪ Transcripts detailing grades received in previous qualifications, in particular your Master's degree grades</li></ul>

Please see Section Six of this FAQ for further details about the required documentation.

### **2.5 Do I need to find a supervisor for my research before applying?**

You do not need to find a supervisor for your research before applying as we will consult appropriate academic departments about your application.

You may wish to check whether the Institute has expertise in your area of interest. Our academic staff are located in academic departments within one of the Institute's three

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faculties. Each [Department](#) has a webpage where you can read about the research interests of the department and its academic staff. From time to time our academic departments will advertise areas of research in which they would particularly welcome applications. If you identify someone who may be able to supervise your research,

If you have already spoken to a member of academic staff about your research interests, please let us know on your application. Similarly if you have identified someone who may be able to supervise your research please tell us when you apply.

## **2.6 Will I be required to attend an interview?**

All EdD (UK) candidates have a face to face interview with the Programme Leader and a member of the faculty which is considering your application. Interviews are held for the International EdD programme via email or telephone.

Interviews are less common for other programmes although you may be contacted by a potential supervisor or one of the Faculty Directors of Postgraduate Research for an interview or for some further information to assist in considering your application.

## **2.7 Can I apply for the MPhil/PhD before my Master's degree results have been confirmed?**

Many Master's degree results are not confirmed until after the start of the academic year in October. It is usually preferable to start in January once your degree results are confirmed.

If you are currently taking a Master's degree at the Institute it is possible to apply for doctoral studies starting in the Autumn term and if accepted onto the programme you would receive an offer conditional upon the receipt of satisfactory grades in your Master's degree, which usually means at least a grade B (or equivalent) in your Master's dissertation. You would be provisionally registered on the MPhil/PhD until your results were confirmed. If you are waiting for confirmation of grades we may permit you to enrol provisionally subject to satisfying the requirements/conditions as set in our offer letter by 28 November 2009. Failure to meet the requirements by this date would mean you must withdraw from the programme and would be charged fees for the term.

## **2.8 I already have an MPhil from another institution. Can I register directly for the PhD at the Institute?**

We require students to begin their doctoral studies on the MPhil at the Institute, even if the Master's or MPhil you have taken is recognised by the Economic and Social Research Council (ESRC). You will apply to upgrade your registration from MPhil to PhD at the end of your first year of full-time study or during your second year if studying part-time.

## 3. Entry Requirements and English Language Proficiency

### 3.1 What are the entry requirements for doctoral programmes at the Institute?

#### **EdD (UK) and (International)**

You should have acquired at least four years' full-time experience in a relevant professional area and should normally hold a first degree and a postgraduate master's degree with good grades from a recognised university. Please provide details of the grades you obtained in your master's degree and a copy of, or a substantial extract from, your master's dissertation.

We also ask you to provide a 2,000-word statement summarising the research you would like to conduct if you are admitted to the EdD programme and stating how you feel the programme would enhance your professional development.

#### **MPhil/PhD**

The normal minimum requirement is an upper second class honours degree from a recognised university, or a professional graduate qualification accepted by the Institute as equivalent. In addition, you should normally have at least two years' full-time (or the part-time equivalent) relevant experience.

The majority of our applicants also have a Master's degree with good grades and evidence of independent research for a dissertation or report.

#### **MRes**

The normal minimum requirement for entry to this programme is a second class honours degree from a UK university or an overseas degree that we judge to be of an equivalent standard. We may also consider applicants with a professional or other qualification gained by written examination and judged by the Institute to be the equivalent of a second class honours degree.

You may be required to take a qualifying examination prior to entry if your previous qualifications do not meet the above requirements.

#### **MSc Economics of Education**

#### **MSc Developmental and Educational Psychology**

#### **MSc Evidence for Public Policy and Practice**

#### **MSc Policy Analysis and Evaluation**

Please note that applications for these MSc degrees require a second class honours degree in a relevant subject. For further details please view the website. Applications for these awards are now administered by the Institute's Recruitment and Admissions section. You should apply via [UKPASS](#) for this course. If you have queries about your application, please contact [admissions@ioe.ac.uk](mailto:admissions@ioe.ac.uk).

### 3.2 I have a higher degree from an international university. Will this degree be recognised as equivalent to a UK higher degree?

Please contact the Doctoral School on [doc.enquiries@ioe.ac.uk](mailto:doc.enquiries@ioe.ac.uk) who will be able to clarify whether your degree is accepted as equivalent.

### **3.3 Can I apply for the EdD without a Master's degree or without four years of relevant full experience?**

A Master's degree is normally required although in very exceptional circumstances candidates without one can be considered if they can provide a portfolio of work including any published work, written reports, other academic work or papers you may have given at conferences. This should be submitted together with a statement explaining how the work you have submitted is relevant to the Doctorate in Education, and should make clear to what extent you are responsible for the content of each piece of work you have submitted. You should apply for the programme as normal before supplying a portfolio. We will then advise you whether we are willing to consider you on the basis of a portfolio.

Candidates without at least four years of full-time work experience in education will normally not be considered for the EdD.

### **3.4 What are the English language requirements?**

It is important for all students to be able to use and understand English confidently. Without this ability you will find it difficult to follow lectures, take part in seminar discussions, read the required course books and write fluently in exams.

If your first language is not English, the Institute will need proof of your proficiency in English. We currently accept the following evidence of satisfactory competence for entry to a research degree:

**IELTS** (International English Language Testing System) Minimum overall score 7.0 (with a score of no lower than 7.0 for writing and 7.0 for reading)

**TOEFL** (Test of English as a Foreign Language)

650 in the paper-based test

280 in the computerised test

114 in the internet-based test

### **3.5 Do I need to provide evidence of English language proficiency if I have studied at an English-speaking institution?**

If you have studied at a higher education institution in a country where English is the language of instruction within the last four years, we will advise you whether you must supply evidence of IELTS or TOEFL.

### **3.6 Do I need to provide evidence of English language proficiency if I have studied at a University in the UK?**

If you have studied at a UK higher education institution within the last four years (subject to transcripts and satisfactory evidence of your English language competence) you may not be required to take a language test.

### **3.7 Do I need to provide evidence of English language proficiency when I apply?**

You do not need to provide evidence of English language proficiency when you apply. If you are sent an offer for a place on a doctoral programme but do not have the required score your offer will be conditional upon completing a recognised English test **before** starting the programme.

### **3.8 If I do not have the necessary score does that mean I cannot apply to the Institute?**

If you do not achieve the required result on your first attempt, you may apply to take the test again. If you are unable to or do not wish to re-sit an English language test, you may enrol for our Pre-sessional Course in English for Academic Purposes. The English language course is run by the Institute's Centre for Academic and Professional Literacies (CAPLITS). There is an additional charge for this course, which runs from June – September each year.

Registration on a research programme at the Institute will not be permitted until the English language requirement is satisfied.

### **3.9 How do I apply for the Pre-sessional Course in English for Academic Purposes?**

All international applicants who are offered a place to start in October are sent details by the Doctoral School of the Pre-sessional Course in April or May. Applications for this are now taken via UKPASS and are administered by the Information, Advice and Student Support (IASS) section. For further information about conditions for registration please contact IASS directly via email [enquiries@ioe.ac.uk](mailto:enquiries@ioe.ac.uk) or telephone +44 (0) 20 7612 6043. The Pre-sessional Course is not available to those starting their studies in the spring or summer term.

## **4. Attendance Requirements and Mode of Study**

### **4.1 Are all doctoral programmes available for full-time and part-time study and what are the attendance requirements?**

#### **MPhil/PhD**

The MPhil/PhD can be taken either full-time or part-time or by a mixture of both. Students on the MPhil/PhD must attend Core courses from the Institute's Research Training Programme during year one (or years one and two for part-time students). Each of the core courses normally runs over a term. For part-time students based in the UK, most research training courses are available in the evenings (from 17.30) at some stage in the academic year and there are also intensive blocks for core courses at the end of the Summer term. For part-time MRes students, some weekday daytime attendance is normally required.

You can read about the Research Training Programme structure, timetable and attendance requirements in detail by downloading the Handbook for the Research Training Programme ([www.ioe.ac.uk/doctoralschool](http://www.ioe.ac.uk/doctoralschool) - go to Study).

Students normally undertake their studies by registering either as full-time or part-time for the whole period of registration. Students in the UK on a student visa will study full-time and normally be resident in the UK to attend the Institute throughout their period of registration.

If you do not wish to spend your whole period of study in the UK, you will need to seek permission to vary this pattern of registration prior to acceptance. Please request form DS/2app. This form is also available on the website together with these FAQ. In considering your request your potential supervisor will need to agree your pattern of study which should meet the requirements of the MPhil/PhD programme. You will therefore need to provide evidence that there are appropriate facilities for your research at your home location; and the arrangements proposed for supervision enable frequent and substantial contact between you and your supervisor(s) in accordance with the **Code of Practice for Research Degrees**.

### **EdD and EdD International**

The EdD is a doctoral degree designed for education professionals who are in full-time employment and is only offered on a part-time basis. The EdD (UK) taught element requires compulsory attendance at three two-day (Friday and Saturday) blocks per term.

The EdD (International) requires compulsory attendance at three research training weeks in London during the academic year (one per term).

### **4.2 What is the difference between full-time and part-time study?**

The expectation is that students will be registered for three calendar years of full-time or five calendar years of part-time study. Full-time students should not be engaged in employment, other than their studies, for more than twenty hours per week.

The Institute regulations prescribe the **maximum** period of registration as four years of full-time and seven years of part-time study.

If you are studying on a part-time basis it will take you longer to complete your studies and your supervisory support will be less frequent. Our normal expectation is that you are in full-time employment if you are studying part-time. For the EdD it is essential to be in related full-time employment in order to complete the programme successfully.

International students who are studying on a student visa must register on a full-time basis (with the exception of the EdD (International) programme where you will be based overseas and visit the UK for one week per term).

### **4.3 Is the MRes available full and part-time?**

Yes it is, but please bear in mind that there is some day time attendance for part-time students.

### **4.4 Does the Institute have a distance learning research programme?**

The Institute offers an Online MRes through the University of London's External System. This programme provides comprehensive research training in educational and social sciences.

Details of this programme are available at the following link - [Online MRes](#). Applications are made through the External System of the University of London and **not** via the Institute.

The Institute does not currently have any distance learning doctoral programme but the EdD (International) is a part-time degree with only limited attendance required in London. Students must attend compulsory research training weeks three times a year (one per term). Detailed information on the EdD (International) can be found at the following link - [EdD \(International\)](#). Please ensure that you meet all eligibility requirements for this programme before applying.

#### **4.5 I have been offered a place to study at the Institute, but wish to defer my studies until a later date, what do I need to do?**

If you find you are unable to take up a place offered to you, it is possible to request a deferral to start the programme in a later term or the following academic year. Such a request should be submitted to the Doctoral School in writing (email, fax or post) giving your reasons.

Please note that requests for deferrals cannot be granted by the Doctoral School without consulting your prospective supervisor as your new start date may have an impact on the supervisor's other Institute commitments or planned study leave. We will inform you whether or not your prospective supervisor and faculty have agreed to the deferral.

If you have been granted a deferral on two occasions and find you are still unable to take up the course, you will be asked to re-apply at a time when you are confident that you are able to take up your studies.

## **5. Fees and Funding**

### **5.1 How much will a doctoral programme cost?**

Details of the tuition fees for each programme can be found at the following link - [Fees for doctoral programmes 2009-2010](#).

### **5.2 What are the living expenses while resident in London?**

For a calendar year spent resident in London we estimate that you will require approximately £14,000 (£4,750 per term). For further details see our [webpages for International students](#).

### **5.3 What extra expenses would be expected for a student on the EdD (International)?**

We estimate that you may need approximately £475-£500 for one week's stay in London to cover accommodation, books, travel, food etc.

### **5.4 Does the Institute offer any scholarships or funding?**

Please see the following link - [Information on funding opportunities](#).

## 5.5 Am I eligible to pay fees at the Home/EU rate?

Please see the following link - [International Student Support](#)

## 6. Supporting Documents (research proposals, references, transcripts and certificates/diplomas)

### 6.1 What kind of research proposal do I need to provide?

#### **MRes, MSc**

A brief outline of your research interests and the field of study are required to demonstrate your ability to write clearly and logically and to help us to allocate a dissertation tutor. (This statement should be approximately one side of A4 paper.)

#### **MPhil/PhD**

We normally require you to send us a clear, well-defined research proposal to help our academic staff when considering your acceptability and potential for doctoral level studies. Your research proposal should be about four pages in length (A4 size) and should provide the title, a brief literature review, your research question, research techniques and references and bibliography. In addition, please provide a brief overview of your research question and an outline of the main objectives of your research, providing details of three key aspects. This will help in identifying a suitable supervisor. For further assistance please refer to our guidance sheet (pdf): [Research Proposal Guidelines](#).

#### **EdD**

If you are an applicant for the *EdD* please supply:

- a statement setting out how your studies on the programme will assist your professional development **and**
- a brief outline of your proposed research to be undertaken following completion of the taught element of the programme.

This should be approximately 4-5 (A4-size) pages in total (approx. 2000 words) and will assist us in assessing your candidature and in identifying a suitable supervisor.

If you are applying for any of our programmes via UKPASS, please ensure you have included a research proposal with your supporting documentation.

### 6.2 I haven't studied for several years, does one of my references have to be academic?

At least one of your referees should normally be your tutor at the university or college at which you have studied, or, if this is not possible (eg. if you are taking up studies again after several years of teaching), a person of sound professional standing who has knowledge of your academic record and potential.

Please note that if you have undertaken your studies recently, we would expect at least one of your references to be written by a tutor from the institution at which you have recently

studied.

**6.3 I have recently studied at the Institute, do I still need to provide references?**

You need to supply a reference from your Master's dissertation tutor in which they should comment on your suitability for a research degree.

**6.4 Do I need to send transcripts of grades from previous degrees?**

You are required to send an original or certified or scanned copy (but see 6.5) of transcripts detailing the grades you received from all previous higher degrees. Certified translations are required if the documents are not in English.

NB: certified copies should have the handwritten signature of the person certifying the document along with an official stamp.

**6.5 Can I send scanned or photocopies of certificates or do you need to see the originals?**

You can attach or send in photocopies or scanned copies of the relevant documents with your application in the first instance. However, if you are offered a place, you must show us the originals of these documents, or certified copies. If you cannot do this, your offer will be withdrawn. Further details of this will be included with your offer letter.

**6.6 I have previously studied at the Institute, do you still need to see my certificates?**

We can usually check your qualifications with our colleagues in Registry. However, if you have undertaken further courses elsewhere after your previous registration with the Institute you will still need to provide evidence of those qualifications, if relevant.

**6.7 My name has changed since my last degree and my certificates show my former name. Do I need to provide evidence of this change?**

If your name has changed you must provide details of your former name. You will be asked to provide documentary evidence of any change of name.

**6.8 Do I need to send all of my documents in at the same time?**

We do not necessarily require all documents to be submitted at the same time, but it is helpful if you send them in as quickly as possible.

However, there are some documents that we require to begin to process an application please go to: **What documents do I need to provide with an application?**

## 7. Accommodation

### **Do you offer accommodation to Doctoral students?**

Please refer to the [Student Welfare and Accommodation](#) Office for further information regarding accommodation.

## 8. Contacting the Doctoral School

### **Our contact details**

Doctoral School  
Room 519  
Institute of Education  
20 Bedford Way  
London  
WC1H 0AL

[doc.enquiries@ioe.ac.uk](mailto:doc.enquiries@ioe.ac.uk)

Telephone: +44 (0) 20 7612 6103/6122

Fax: +44 (0) 20 7612 6253

# INSTITUTE OF EDUCATION UNIVERSITY OF LONDON

## Doctoral School

### Research Proposal Guidelines

This advice is intended to help you to formulate a research proposal for a research degree in education or in one of the related areas in which the Institute has expertise to supervise your research. Your proposal should provide evidence of your ability to plan and organise independent research. We are looking for:

- a clear and reasonably well defined area of interest;
- evidence that you are familiar with literature in your field of interest;
- a specific focus or problem/set of related questions within the field which you intend to pursue or a proposition which you wish to argue.

If accepted for a research degree, you will not necessarily be expected to follow the proposal exactly, since it is an inevitable part of the research process that ideas change and develop. During the course of your studies you will have an opportunity to explore your ideas in much greater depth; you will be introduced to a range of research techniques and your proposal will be refined through discussions with your supervisor, other researchers and fellow students.

#### Layout for proposal

We would expect the proposal to be about four (A4 size) pages of single-spaced text and would like you to set out your proposal under the following headings.

##### TITLE

This may be indicative at this stage or simply describe the area of interest, but it is very helpful for use in considering potential supervisors.

In addition, please provide a brief overview of your research question and an outline of the main objectives of your research, providing details of three key aspects. This will help in identifying a suitable supervisor.

##### LITERATURE REVIEW

We would like you to provide a brief introduction which indicates your knowledge of the relevant literature. Normally this would be in the form of a very brief literature review, or at least an indication of the literature on which you intend to draw and how your research question might make a useful contribution to the area of study.

##### RESEARCH QUESTION

You should provide a clear idea of the central focus or questions which the research is designed to examine. This may take various forms depending on the kind of research envisaged. It may involve a series of assertions which you intend to argue

in favour of or to challenge, or a set of empirical hypotheses which you will seek to test out, or an area which you may wish to explore. This should build on the literature review and include a rationale for why you think the work you wish to undertake is of importance.

## RESEARCH TECHNIQUES

A preliminary outline of the proposed method of enquiry. Once again, this will vary depending on the kind of research envisaged – it may be historical, empirical, theoretical etc. You should mention the techniques you propose to employ (eg interviews or case case studies) and procedures for collecting data and any potential difficulties that might be faced.

If the research is to have an empirical element, then we would expect some indication of the kind of data that you plan to collect and the possible methods of collecting it, although your thinking in this area may be at a preliminary stage.

If there is no empirical element, then you could expand on how you propose to develop your own perspective on the issues, explain how you have reached this view, and/or how it relates to the existing literature.

## REFERENCES AND BIBLIOGRAPHY

Your proposal must be fully referenced with a bibliography and should include a statement that the proposal is your own unaided work. Advice on referencing is attached.

You should also include a brief timetable indicating the phases of your study and the amount of time you intend to spend on each (eg data collection, drafting, writing up).

## After Submission

When you have submitted your application and proposal, the Doctoral School will liaise with the appropriate academic department(s) to identify a potential supervisor with expertise in your proposed area of research. You will hear from the Doctoral School as soon as a decision has been reached on your application.

If you have already had a discussion with a member of academic staff, please indicate this by completing the appropriate section on the front of the application form. We can then pass this information to the department(s) considering your application.

## Suggested Referencing Style

If you use direct quotations you should indent them left and right, and use single spacing between lines. The page number(s) of the quotation should be given at the end of the quotation or after the date of the reference, e.g. (Smith, 1976, p.15) if it comes after a quotation, or Smith (1976, p.15) if the reference just precedes the quotation. Your own comments on the quotation should follow.

In the body of the text references are noted by the author's surname, followed by the date of publication in brackets, e.g. Smith (1976). The '*et al*' convention can be used when the number of authors is greater than two; this is the Latin for 'and others'. Other Latin words used here include 'ibid' (the same) and 'op cit' (quoted above), which save you continually repeating the name. The following format for referencing books, chapters and journal articles is an example:

Books:

Lawton, D. (1992). *Education and Politics for the 1990s: Conflict or Consensus?* London: Falmer Press.

Chapter in edited book:

Lambert, D.M. (1992). 'Towards a geography of social concern', in M.Naish (ed.) *Geography and Education*, London: Kogan Page.

Journal articles:

Bernstein, B.B. (2001). 'Symbolic control: issues of empirical description of agencies and agents'. *International Journal of Social Research Methodology*, 4 (1), 68-78.

If secondary references are used, it should be clear to the reader that the secondary reference has not been read. In this case where the work of one author is cited in another author's work, it is necessary to refer to the secondary source and provide both authors' names. For example:

Short (cited in Brown, 2000, p. 51) reported...

or

(Short, cited in Brown, 2000, p. 51)

In this example, only Brown is included in the references list. The bibliographic details for Short do not need to be included in the text or in the reference list.

Internet based materials

For internet based materials, your references should state the URL and the date when you last accessed the particular site or document. For example:

DOWLING, P.C. (2000). *A Manifesto for Design and the Charismatic Intellectual*. [Online]. Presented at Education for Social Democracies: changing forms and sites. Institute of Education, University of London. 3rd–5th July 2000. Available at: [www.ioe.ac.uk/ccs/dowling/c2000](http://www.ioe.ac.uk/ccs/dowling/c2000). Last accessed 18th July 2000.

For advice on the use of APA style to cite internet sources see

<http://www.bedfordstmartins.com/online/cite6.html>.

For advice on Harvard style, and a link to specific advice on internet resources, see

<http://www.shef.ac.uk/library/libdocs/hsl-dvc1.pdf> .

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