1. General Information for EdD Supervisors

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1 General Information for EdD Supervisors

1.1 The role of the Research Degrees Team

The Research Degrees Team in the Research School is responsible for the registration of all research students and is the first point of contact for queries about administrative matters, including student registration records and fee liability.

1.2 Year 1 progress reports

During Year 1 of the EdD the main supervisor is required to comment on four progress reports and a final report from the student. The first three of these reports are around 3,000 – 4,000 words in length, the fourth being a draft of 12,000 – 15,000 words for the Year 1 final report, on which the student will be assessed. The main supervisor is required to act as first marker for this final report.

Co-supervisors are required to comment on two progress reports (PR01 and PR04) and a final report from a student other than their own but within the same area.

1.3 Years 2 and 3

In the second and third years of the student’s registration supervisors will comment on further progress reports. For main supervisors, there are three progress reports in year 2 and five in year 3, two of which comprise the draft thesis. Co-supervisors are required to comment on two progress reports in each year. There is also an end of year report at the end of year 2, which both supervisors comment on.

1.4 EdD student fee liability

For Year 1, EdD students incur registration fee liability on 1 May. In the second and third years of the EdD programme students incur registration fee liability on 1 September.

1.5 Suspension of registration

In cases of illness, domestic problems, job pressures, etc students may suspend their studies for a period of twelve months, during their registration, subject to approval by the Research Degrees Committee. The student rejoins the programme at the same point the following academic year. Requests for suspensions must be made prior to the submission deadline of 31 October in writing/email to the Postgraduate Tutor, together with the following:

- supporting evidence (eg: doctors note / medical certificate)
- a statement confirming the supervisors’ agreement to the request
- a statement about the implications for completion of the student’s studies

If the Postgraduate Tutor endorses the suspension request s/he will arrange for this to be sent to the Research Degrees Team for consideration on behalf of the Research Degrees Committee.

Students are liable for a suspension fee if their suspension is approved.
1.6 Deferral of submission

Where a student is unable to submit her/his thesis by the submission deadline, the Research Degrees Committee will consider a request for a three month or one year deferral.

A three month extension is usually only considered by the Research Degrees Committee for students who are unable to submit by their submission deadline due to a short period of ill health. Requests for a three month extension must be made in advance in writing/email to the Postgraduate Tutor, together with the following:

- supporting evidence (eg: doctors note / medical certificate)
- a statement confirming the supervisors’ agreement to the request
- evidence of the likelihood of completion within the extra period requested

If the Postgraduate Tutor endorses the three month deferral request s/he will arrange for this to be sent to the Research Degrees Team for consideration on behalf of the Research Degrees Committee. There is no fee liability for a three month deferral.

For all other situations, the twelve month extension form should be completed prior to the submission deadline of 31 October by the student, main and co-supervisor and Postgraduate Tutor, who will then send it to the Research School for consideration on behalf of the Research Degrees Committee. Supervisors are required to continue to support students who are permitted to defer the submission of their thesis during the deferral year. EdD students who are granted a deferral are entitled to twelve hours support in total from their supervisors.

Students are liable for fees if a 12 month deferral is approved.

1.7 Withdrawal from the EdD programme

If a student decides to withdraw from study, s/he must inform the Research School in writing. This is the only permitted method of withdrawal. It is not sufficient for a student to advise supervisors only of the intention to withdraw.

1.8 Research training materials

The EdD Programme Guide is available online to all new students at the beginning of Year 1, and to continuing students.

1.9 Intellectual property rights

Just as staff are required to assign their intellectual property rights (IPR) to the OU under the terms of their employment, research students are required to assign their IPR to the OU, unless they are bound by an intellectual property agreement with a third party, such as a sponsor, and have assigned their IPR to that third party. This policy gives students the same rights as staff to a share of any money made from the commercialisation of their research results. Research students continue to hold the copyright to the text of their EdD thesis.

1.10 Students with disabilities

Students are encouraged to take part in all student activities, and the University will take all practical steps to enable them to participate in University life as fully as circumstances allow. The Office for Students with Disabilities at Walton Hall is concerned with co-ordinating the provision of services.

Students who could benefit from these services may not necessarily see themselves as disabled, since only one aspect of their studies may present them with problems. For research students such problems are difficult to categorise and may depend upon the field of research chosen and the facilities it demands. The Office for Students with Disabilities will be pleased to offer its expertise though it may not be able to help in areas that are very specialised. It may sometimes be able to put students in touch with outside agencies, better able to offer services or help with grants to overcome study problems. In the first instance students and supervisors may consult the Research School, who will refer the matter to the Office for Students with Disabilities as necessary.
2.0 **EdD Supervisor Duties**

2.1 **Main Supervisor**

The EdD main supervisor will be the first point of contact for the student and will supervise and provide academic and pastoral support throughout the period of study, individually and/or in small groups, by computer mediated communications, telephone and face-to-face (at residential events) as required. For each student supervised this involves:

(a) advising on the revision of the original research proposal, the work schedule and thesis plan
(b) advising the student on locating, interpreting and critically reviewing published material relevant to their thesis topic
(c) advising on the selection and practical use of research methodologies and techniques
(d) facilitating ways for the student to work effectively with other students on topics of common interest
(e) providing study support for the student as required
(f) reporting, as required, upon work done and the student’s progress, through providing feedback on all progress reports and end of year reports
(g) confirming the thesis as being worthy of submission
(h) attendance at residential events
(i) acting as an examiner for own Year 1 student and one other EdD student within the same area.

More specifically, for each student the EdD main supervisor is required to:

(a) contribute to twelve hours of supervision during each year of registration, at lease half of this contact should be synchronous (e.g. via Skype, Elluminate or telephone), with the remaining contact being synchronous or asynchronous (e.g. e-mail), as agreed with the student.
(b) comment upon the compulsory progress reports and the Year 1 final report from the student
(c) conduct individual supervision with the student at the residential events.

The responsibility of the main supervisor for the performance of the above duties is through the Postgraduate Tutor to the Research Degrees Committee.

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1 Normally the last weekend in June for Year 1 students and supervisors, with an expectation of involvement in the academic programme of the Residential Weekend. Attendance at the Residential Weekend is a requirement of the post. In Year 2 the day school is in October. In Year 3 the residential weekend is normally in mid-February.
2.2 Co-Supervisor

The EdD co-supervisor will supervise and provide academic support for students throughout their period of study, individually and/or in small groups, by computer mediated communications, telephone and face-to-face (at residential events) as required. This involves:

(a) contributing to twelve hours of supervision during each year of registration

(b) commenting upon the agreed progress reports for own student and the Year 1 final report from another student in the same area

(c) confirming the thesis as being worthy of submission

(d) conducting individual supervision with own student at residential events

(e) attendance at the residential events

The responsibility of the co-supervisor for the performance of the above duties is through the Postgraduate Tutor to the Research Degrees Committee.

3.0 Conditions of Appointment and Payment Arrangements

3.1 EdD main supervisor and co-supervisor conditions of appointment

University policy requires those appointed as EdD main supervisors and co-supervisors to have:

- expert knowledge of the relevant topic area or areas or the research methodology to be employed
- supervision skills and competence (or for new supervisors the potential to develop these)
- critical understanding of the research process
- familiarity with research methods
- a commitment to being available and accessible to the student as specified
- a commitment to student-centred learning
- the ability to work with students from diverse cultural backgrounds
- an understanding of, and commitment to, equal opportunities policies and practices
- the ability and willingness to promote the learning of adults, both individually and as a group, through correspondence, computer-mediated communications, telephone and face-to-face supervision
- prior experience of computer use (for example, word processing and email) and a commitment to supporting students through the EdD programme website
- an organised and systematic approach to work
- the potential to work successfully both as part of a team and independently
- good communication skills, both written and oral
- a commitment to personal staff development
- some direct knowledge of the professional context in which EdD students are likely to be working.
Supervisors must not be involved in a close personal relationship with a student they are appointed to supervise. If a relationship develops after the appointment has been made alternative arrangements must be put in place for the student’s supervision.

Academic Co-ordinators and the Postgraduate Tutors are responsible, in consultation with their colleagues, for recommending the appointment of EdD main supervisors and co-supervisors to the Research Degrees Committee. Main supervisors and co-supervisors may not be registered for a research degree either at The Open University or elsewhere.

All main supervisor and co-supervisor appointments require Research Degrees Committee approval.

Those appointed as EdD main supervisors and co-supervisors who are not members of staff will not be treated as employees of the University.

3.2 Payment rate

The current payment rate for EdD main supervisors and co-supervisors, who are not members of the University’s salaried staff, is given in the appointment offer letter. This fee is paid in three equal instalments, usually in June, October and February. Additional payment is made for acting as an internal examiner for an EdD thesis. Separate payment is also made for attending the EdD residential events.

3.3 Method of payment

All expense and fee payments will be made by automatic bank transfer. EdD supervisors will be sent a payment advice notification which provides details of the payment and confirms the account in to which payment has been made. In the case of supervisors who are also Open University Associate Lecturers, supervisor payments may be made with tutor payments. This may involve some variations to the payment dates given above.

3.4 Income tax

Supervisor fees will be taxed at source at the standard rate.

3.5 Income tax exemption

If you think that taxation at the standard rate is inappropriate and your income tax is normally assessable under Schedule ‘D’, you have the right to appeal against the taxation of your supervisor fees. You should forward:

(a) your external supervisor offer letter
(b) a copy of your signed acceptance form
(c) details of your tax office
(d) your National Insurance Number

to the University’s tax office at the following address, quoting reference 362/069:

HM Inspector of Taxes
Bowbeck House
299 Silbury Boulevard
Witan Gate West
Central Milton Keynes
MK9 1NQ

The Open University is unable to act upon direct requests from external supervisors or their advisers to be treated under Schedule ‘D’. The only acceptable authorization is an instruction from the Inland Revenue, Milton Keynes.
3.6 National insurance

EdD supervisor fees are not subject to national insurance contributions.

3.7 Insurance cover

The University has arranged insurance cover in respect of its legal liability arising out of the engagement of EdD supervisors. This cover does not extend to acts committed outside the supervisor’s normal duties or whilst driving a motor car in the course of employment as a supervisor.

3.8 Motor insurance

EdD supervisors who are likely, in the performance of their duties, to use their private motor vehicles must ensure that the terms of their motor insurance policies cover them for use in connection with their ‘business, trade or profession’. Most standard forms of motor vehicle insurance do incorporate a clause of this nature, but appointees in doubt should consult their insurers without delay. The University reserves the right to call for evidence of cover before paying allowances.

3.9 Illness

The University regrets that it will not be able to make payments in respect of duties not completed as a result of illness.

3.10 Duration of appointment

EdD supervisors will normally be appointed for the duration of the student’s registration. The appointment will include the period in which students may be required to correct or revise their thesis after examination.

3.11 Termination

The University reserves the right to terminate the contract of EdD supervisors, subject to safeguards to protect the supervisor from arbitrary dismissal. When a contract is terminated either by the University or by the supervisor, payment will be made only for actual duties performed as determined by the University. Any EdD supervisor may terminate her/his contract by giving one month’s notice in writing to the Research School.

3.12 Revision of policy

The University reserves the right to revise policy and payment rates at any time.