Doctorate in Education
EdD resources and support

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Welcome to the EdD programme

Welcome to the EdD programme and to the community of EdD students, supervisors and academic and support staff. By now you will have received details of your registration, and we hope you are keen to get started on your EdD work.

This guide lets you know about the resources and support available to you. You will find information on the EdD team, including contact details, where to get technical support, how to access and navigate your way through the programme website, and crucially, where to find the Programme Guide to take you through your studies.

We do hope that you soon get started on the programme, and we look forward to meeting you in person at the Year 1 residential event – and possibly virtually before then!

Best wishes for your studies.
The EdD team

The EdD team comprises the central staff, who are responsible for all students and programme issues, as well as Academic Coordinators, who are responsible for specific areas of the programme.

Central staff

The central staff involved in the EdD programme are as follows.

- Director for Postgraduate Studies, who has responsibility for all postgraduate students within CREET, particularly PhD students, and has oversight of the EdD programme.

- EdD Programme Leader, who has the major responsibility for the EdD programme, including the teaching materials, the website and residential events. S/he works in consultation with the Academic Coordinators to select students and supervisors as well as monitoring student progress through the course. S/he is also responsible for quality assurance procedures.

- Programme Administrator who administers the programme on a day-to-day basis. This involves dealing with student and supervisor enquiries, setting up and maintaining systems and procedures, organising and arranging residential events, and organising and arranging vivas.

Contact details

<table>
<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Tim Lewis</td>
<td><a href="mailto:timothy.lewis@open.ac.uk">timothy.lewis@open.ac.uk</a></td>
</tr>
<tr>
<td>Director for Postgraduate Studies</td>
<td></td>
</tr>
<tr>
<td>Dr Inma Alvarez</td>
<td><a href="mailto:inma.alvarez@open.ac.uk">inma.alvarez@open.ac.uk</a></td>
</tr>
<tr>
<td>EdD Programme Leader</td>
<td></td>
</tr>
<tr>
<td>June Ayres</td>
<td><a href="mailto:june.ayres@open.ac.uk">june.ayres@open.ac.uk</a></td>
</tr>
<tr>
<td>EdD Programme Administrator</td>
<td></td>
</tr>
<tr>
<td>Anne Foward</td>
<td><a href="mailto:anne.foward@open.ac.uk">anne.foward@open.ac.uk</a></td>
</tr>
<tr>
<td>CREEET Research Student Coordinator</td>
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To contact a member of the core team, telephone 01908 274066 (OU switchboard) and ask to speak to the person required.

The EdD programme mailbox is: CREEET-EdD@open.ac.uk
Academic Coordinators

Each Academic Coordinator works with the EdD Programme Leader to select students and supervisors, and oversees the progress of students in her/his area. Academic Coordinators also teach on the programme and contribute to its development.

Contact details

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Myria Pieridou</td>
<td><a href="mailto:myria.pieridou@open.ac.uk">myria.pieridou@open.ac.uk</a></td>
<td>Area A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inclusive/Special Education</td>
</tr>
<tr>
<td>Dr Naomi Holford</td>
<td><a href="mailto:naomi.holford@open.ac.uk">naomi.holford@open.ac.uk</a></td>
<td>Area B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Child and Youth Studies</td>
</tr>
<tr>
<td>Dr Clare Lee</td>
<td><a href="mailto:clare.lee@open.ac.uk">clare.lee@open.ac.uk</a></td>
<td>Area C</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Teacher Development and Professional Learning</td>
</tr>
<tr>
<td>Dr Felicity Fletcher-Campbell</td>
<td><a href="mailto:felicity.fletcher-campbell@open.ac.uk">felicity.fletcher-campbell@open.ac.uk</a></td>
<td>Area D</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Curriculum, Equity and Assessment</td>
</tr>
<tr>
<td>Dr Hilary Lindsay</td>
<td><a href="mailto:h.f.lindsay@open.ac.uk">h.f.lindsay@open.ac.uk</a></td>
<td>Area E</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Developing Lifelong Learning</td>
</tr>
<tr>
<td>Dr Maggie Preedy</td>
<td><a href="mailto:maggie.preedy@open.ac.uk">maggie.preedy@open.ac.uk</a></td>
<td>Area F</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Educational Leadership and Management</td>
</tr>
<tr>
<td>Dr Jackie Tuck</td>
<td><a href="mailto:jackie.tuck@open.ac.uk">jackie.tuck@open.ac.uk</a></td>
<td>Area G</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Language and Literacy</td>
</tr>
<tr>
<td>Dr Ursula Stickler</td>
<td><a href="mailto:ursula.stickler@open.ac.uk">ursula.stickler@open.ac.uk</a></td>
<td>Area H</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Language Learning and Teaching</td>
</tr>
<tr>
<td>Dr Rebecca Ferguson</td>
<td><a href="mailto:rebecca.ferguson@open.ac.uk">rebecca.ferguson@open.ac.uk</a></td>
<td>Area J</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Technology Enhanced Learning</td>
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Technical support

Much of your EdD work will be conducted online. The programme website contains the Programme Guide, which guides you through the programme, as well as resources to support your work, student forums and a site specific to your cohort of students. In addition, you will need to use the website to upload your progress reports and download your supervisors’ comments on these.

OU Computing Helpdesk

If, after following the guidance in this document, you have any difficulties connecting to the programme website then please contact the OU Computing Helpdesk (tel. +44 (0) 1908 653972). Please include as much detail as possible in your initial correspondence, as this will help them deal with your enquiry as quickly as possible.

The opening hours for the helpdesk are:

09:00–21:30 Monday to Friday (closed every Wednesday between 16:30 and 17:30 for staff training)

09:00–17:00 Saturday and Sunday

10.00–16.00 on most bank holidays and OU closure days.

Please note that the helpdesk is closed on Christmas Day, Boxing Day, New Year’s Day and Easter Sunday.

The OU Computing Guide

You can also find information and support in ‘The OU Computing Guide’ (http://learn1.open.ac.uk/site/Computing-Guide), which is an online resource linked from StudentHome. This site contains frequently asked questions (FAQs), which may save you from contacting the helpdesk, and computing codes of conduct, as well as lots of information about learning online.
Programme website

Once you are registered on the EdD programme you will be sent a letter advising you of your OU username (often referred to as your OUCU) and a password. This is an important document, so please keep it safe.

To access the programme website, from the OU homepage put in your username and password and sign in to your StudentHome page. From the StudentHome page there will be a link to the programme website. Once you have located the site for the first time, you can store the link in your ‘Favourites’ to access it quickly in the future.

The following sections describe the different elements of the programme website and provide helpful tips on finding your way around it. It would be a good idea to look at the programme website at the same time as working through the sections below. To do this, we suggest you either open up the website in a new window to view it simultaneously on screen, or you look at a hard copy of this document while having the website open on your screen.

Programme Guide

The Programme Guide is the most important document on the website, and is the main text that will guide you through the programme. It provides information on general course requirements, progress reports requirements, residential events, and aspects of EdD work such as academic writing. It can be navigated via the contents menu on the left-hand side, which means that you can easily find the information you need at any time during the programme. We suggest that you begin by looking at the whole of the Programme Guide, to familiarise yourself with it, then read in detail the relevant sections as you require them.
### Seminars and forums

| Seminar Forum | This is aimed mainly at students in Year 1, but is open to all students on the course. It is a programme of seminars that covers the main topics in Year 1:  
Literature review  
Ethical considerations  
Methodological issues  
Developing as a researcher  
Gathering and analysing data  
Academic writing.  
Each seminar runs for around three weeks and is facilitated by an Academic Coordinator, but relies on your participation if it is to be of value. Student discussions here can be very informative and helpful. |
| Seminar Archive | This contains links to seminars that have been completed. |
| General Discussion Forum | This is for all students on the course to discuss issues of relevance, ask questions, and share information and ideas. It is also where the team post information and notices relevant to all students, so you will need to keep an eye on this forum. (Please note that, if you ‘subscribe’ to this forum, you will automatically be notified when a message is posted.) |
| Student café | This is a general socialising forum amongst students. You also have a student representative who attends EdD committee meetings. This forum allows you to contact your representative if necessary, and for the representative to share information with you. |
| Viva Seminar Forum | This is aimed at Year 3 students preparing for the viva, and is only available to those Year 3 students. Like the Seminar Forum, it is facilitated by an academic member of staff and relies on student participation. |
| CREET Doctoral Seminars | The ‘work in progress’ seminars give researchers an opportunity to present and discuss current research projects. |

### Your website

You are part of a specific cohort of students, depending on the year you started the EdD programme. This means that you will have access to a study planner specific to your year, which is a useful guide to activities you should be engaging in and a reminder of when progress reports are due for submission. Your website contains links to a cohort-specific discussion forum as well as cohort-specific resources (see the links on the right of the webpage).

### Progress Report Submission and Feedback

Your progress reports must be submitted online, and your supervisors will provide feedback online. This part of the website, then, is where you will upload each of your progress reports for your supervisors to read, and download their feedback.
Writing your progress report

Every time you submit a progress report, you will also be submitting a progress report feedback form and a progress report statement. These documents should be named as: PRXX submission; PRXX feedback; and PRXX statement.

Submitting your progress report

Uploading files to the progress report system

1. From StudentHome, click on the link to the EdD programme website. Scroll down the EdD homepage to the heading ‘Progress Report Submission and Feedback’ and click on the link to the ‘Progress Report Submission and Feedback’ webpage. This part of the website is only accessible to you, your supervisors and the programme team.

2. Click on ‘Start a new discussion’.

3. In the ‘Subject’ box, type ‘PRXX submission’.

4. Insert a brief explanatory message to your supervisors in the ‘Message’ box.

5. To add attachments, click on ‘Add …’ in the Attachments box, then click on ‘Browse …’.

6. Navigate to the folder where you saved the three marked documents, and double left click on the progress report. Click on ‘Upload this file’.

7. Repeat steps 5 and 6 so that you have uploaded all three required documents.

8. Click ‘Post discussion’.

Retrieving your marked progress report

Your supervisors will post your progress report feedback documents back into ‘Progress Report Submission and Feedback’.

In order to avoid having to keep checking whether the feedback has been posted, click on the ‘Subscribe to this group’s forum’ button. This will automatically send a message to your preferred email address to alert you to any new postings.

Once the feedback has been posted, right click on the PRXX annotated document, select ‘Save target as …’ and choose for yourself where you want to save it on your own machine. Repeat for the other posted documents.

EdD news

As you would expect, any news items important for all students will be posted here.

Resources

There is a wealth of other OU and online resources available to you, details of some of these are given in the ‘Programme resources’ part of the website. This links to resources you will need on the course, for example:
Forms
These are the forms you will need throughout the course, such as progress feedback forms to send to your supervisor, software request forms, suspension request form, return to study form, withdrawal request form, ‘continuation of study’ request form (Year 3 only), thesis submission forms and a feedback form, for you to give us feedback on any aspects of the website. There is a link to general forms, for all students, and links to individual years so that you can more easily find the form you need.

Programme resources
This contains links to readings and a video clip (which are required for activities in the Programme Guide).

Library resources
This provides you with information and links to the OU Library Services.

Online seminar room
Contact with your supervisors will be by modes agreed between you, but it could be by email, telephone, Skype or OU Live. OU Live is the Open University’s synchronous audio conferencing tool. It enables you to talk in real time to your supervisor or other students over the internet, and includes additional tools such as an interactive whiteboard and the ability to share web pages. There is lots of advice and guidance on using OU Live in the online ‘The OU computing guide’.

StudentHome
There are many other sources of support for OU students, most of which can be accessed via the StudentHome page. There are, for example, links to the following:

Library Services
From the library website you can access:
Resources – Library Search (which allows you to find all library resources from one search box), ejournals, specialist education databases, theses and tools that help you keep up to date (such as Zetoc which sends you free table of contents of selected journals).
Services – online library training, help with information skills, document delivery service (also known as inter-library loans) and information on access to local academic libraries in the UK.
The Library also operates a 24/7 helpdesk.

Services for disabled students
This link will take you to a further link to OU online communities. Here you can link to the OU Facebook page, OU on iTunes and OU on Twitter.

Help Centre
This provides links to a range of resources to support your studies such as study skills and developing your academic English skills, using mobile devices, and computer health and safety advice. While it’s likely that you will already have high levels of study skills, if it’s some time since you last studied, or if you want to check on new ways of working online, there may be something here that you will find useful.