Doctorate in Education

EdD resources and support

Contents

Welcome to the EdD programme .................................................................2
The EdD team ..............................................................................................3
  Central staff ............................................................................................3
  Academic Coordinators .........................................................................4
Technical support ......................................................................................5
  OU Computing Helpdesk .......................................................................5
  The OU Computing Guide ....................................................................5
Programme website .................................................................................6
  Programme Guide ..................................................................................6
  Online room ...........................................................................................6
  Your website ...........................................................................................6
Submissions and Feedback .......................................................................6
  Writing your progress report .................................................................7
  Submitting your progress report ..........................................................7
  Retrieving your marked progress report ...............................................7
Seminars and forums .............................................................................8
  Resources ...............................................................................................8
  EdD news ...............................................................................................8
StudentHome ..........................................................................................9
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>Position</th>
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<tbody>
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</tbody>
</table>

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: CREET-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>
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<tbody>
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<td>Dr Janet Soler</td>
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<td>Area J: 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’ (https://learn1.open.ac.uk/course/view.php?id=100132), 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. 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.

Online room

Adobe Connect is the Open University’s synchronous audio conferencing tool. Online rooms enable you to work with other students over the internet, in real time, using text chat, audio and video. It provides a whiteboard that can be used for presentations or group work and other features such as sharing software applications and internet tours.

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.

Submissions and Feedback

<table>
<thead>
<tr>
<th>General information</th>
<th>Here you will find the EdD submission schedule which gives the dates your progress reports are due.</th>
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<tbody>
<tr>
<td>Progress feedback and statement forms</td>
<td>These are the forms you will need throughout the course, such as the progress feedback forms, progress statement, authorship statement form, and annual progress report form.</td>
</tr>
<tr>
<td>Progress submission and feedback site</td>
<td>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.</td>
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</table>
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.
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.

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.

Resources

There is a wealth of other OU and online resources available to you, details of some of these are given in the ‘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 the suspension request form, return to study form, withdrawal request form, and thesis submission forms.

**Software available to you**
Students and their supervisors sometimes agree that it would be useful to use particular software to support data analysis for EdD projects. The OU is able to supply some software and students are expected to follow the procedures if they would like to make a request.

**Programme resources**
This contains links to readings and materials.

**Researching Professional Development Framework**
The Researching Professional Development Framework is an interactive tool, designed to support your development on the EdD programme.

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

EdD news

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

<table>
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<th>Library Services</th>
<th>From the library website you can access:</th>
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<td></td>
<td>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).</td>
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<tr>
<td></td>
<td>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.</td>
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<td>The Library also operates a 24/7 helpdesk.</td>
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<th>Services for disabled students</th>
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<td>Help Centre</td>
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