

**Edd PROCEDURES**  
(effective 1 January 2005)

**1 Commencing Students**

The EdD Convenor will interview all **on-shore** EdD candidates at the beginning of the academic year, at enrolment. The Convenor approves and notifies the student, in writing, of the coursework subjects to be undertaken and due dates for essays, following consultation with the supervisor. The student is requested to sign agreement and a copy of this correspondence is forwarded to the lecturers of the coursework units and the Higher Degrees Administrator for filing.

**Off-shore** students will be interviewed by the lecturer conducting the first subject in which they are enrolled and a tentative schedule for completing the coursework and thesis components will be identified – together with tentative times for the minimum six week attendance on the Bundoora Campus. Progress interviews will be conducted by each lecturer of each subsequent subject to confirm that candidature is progressing smoothly.

All EdD students are required to complete two 60 credit point coursework subjects. These are:

**First Year: Innovations and Conventions in Education**

For Innovations and Conventions in Education, students attend one year-long subject or two related semester-length subjects chosen from the list of approved subject offerings. One doctoral level essay of 15,000 words, or equivalent, is required on completion of the year long subject or the two semester-length subjects. This essay will normally be focussed on an aspect of content relevant to the student's research thesis.

**Second Year: Research Approaches to Professional Issues**

Normally, the units comprising Research Approaches to Professional Issues are two of EDU41RM Introduction to Research Methods in Education, EDU51RME Research Methods in Education, or EDU52QRM Advanced Research Methods in Education. One doctoral level essay of 15,000 words, or equivalent, is required on completion of the year long subject or the two semester-length subjects. This essay will normally be focussed on aspects of research methodology relevant to the student's research thesis.

The coursework units will be selected by the student in conjunction with the supervisor, and approved by the EdD Convenor.

The content of the essays will be developed by student in consultation with the supervisor.

**2 Submission of Coursework Essays**

All EdD students are expected to submit a draft of their essay for comment by their supervisor prior to making the final submission. The submission of the **final version** for examination to the Higher Degrees Administrator must be securely stapled and accompanied by the completed cover sheet for the EdD coursework component (available at <http://www.latrobe.edu.au/educationalstudies/students.htm>). Two copies of the Research Approaches essay are required.

**2.1 Local students/onshore international students**

On-campus students should submit a final draft of their essay for feedback from their supervisor two months prior to the final submission date. The draft will normally be returned to the student within three weeks.

- For students commencing Semester 1, essays are to be submitted by January 31 of the following year.
- For students commencing Semester 2, essays are to be submitted by July 31 of the following year.
- Candidates who have not submitted essays by the due date are liable to be graded NS unless the EdD Convenor has approved in writing an extension because of extenuating circumstances.

## **2.2 External students (Vietnam and China)**

You should be in regular contact with your supervisor. You should send email reports on your progress to your supervisor at least fortnightly after you receive and accept a letter of offer to do your EdD.

A draft of a substantial part of the essay should be submitted to your supervisor one month before the beginning of the second intensive teaching block, to be read for feedback in a face-to-face meeting during that block. A draft of the full version of the essay should be submitted for comment to your supervisor two months before making the final submission.

The final essay for examination must be submitted to the Offshore Programs administrator six months after completion of the second two-week teaching block. Failure to comply with this schedule, or to formally request an extension, will normally be viewed as evidence of unsatisfactory progress.

## **3 Examiners of coursework essays**

- One examiner is required for Innovations and Conventions in Education (this examiner may be the supervisor)
- Two examiners are required for Research Approaches in Professional Issues (one may be the supervisor)
- Examiners must have a PhD or EdD, or be at Professorial level.

## **4 Grading of essays**

No percentage mark is recorded on the Student Record System, only a P or N. Examiners may include a percentage mark on the essay cover sheet and are asked to do so in the case of A level results (80%+).

## **5 Thesis component**

The thesis for a professional doctorate in education must contain substantial and independent work, be theoretically grounded and designed to enable improvement of professional practice in education, and demonstrate the ability of the candidate to apply research findings, new analyses, interpretations etc.

It is appropriate to draw on material done in coursework essays in writing the thesis itself. However, each essay must be done as a discrete piece of work; and the essays cannot themselves constitute the bulk of the thesis. If earlier essays are drawn on in a substantial way this must be acknowledged/referenced in the thesis, so it is clear to examiners.

Under normal circumstances progression to the thesis component of the degree is not permitted unless all coursework has been completed at a satisfactory level and within an appropriate timeframe.

Preparation of a thesis proposal of 2,500 to 3,000 words as the basis for an oral defence is a requirement prior to progression to the thesis component. Proposals should draw on relevant published literature to identify and establish the significance of the research questions, and outline the research methodology and methods. They should also provide a timeline for completion.

Once these requirements have been met, a thesis of approximately 50,000 words is submitted to the Research and Graduate Studies Office (RGSO) for examination. This version of the thesis should be soft bound in accordance with the regulations. For more information go to *Notice of Intention to Submit* at <http://www.latrobe.edu.au/rgso/information>.

**6 Attendance at colloquia**

For on-shore students, attendance is required at six colloquia during candidature, with presentations at two colloquia (papers of 3,000 to 4,000 words each).

For off-shore students, it is expected that there will be regular attendance at SES and related research colloquia during the residential period at Bundoora as well as participation in relevant academic programs available at the time.

**7 Examination of the thesis**

The examination process occurs under the auspices of the University Higher Degrees Committee (Research). See Section 17 of the *Handbook for Candidates and Supervisors for Masters by Research and Doctoral Degrees*. This document is available at <http://www.latrobe.edu.au/rgso/sc/index.html> (go to the right hand side of the screen).