PROGRAMME HANDBOOK

Doctor of Education Programme

Every effort has been made to ensure that information contained in this Programme Handbook is correct. Changes to any aspects of the programmes may be made from time to time due to unforeseeable circumstances beyond our control and the University reserves the right to make amendments to any information contained in this Programme Handbook without prior notice. The University accepts no liability for any loss or damage arising from any use or misuse of or reliance on any information contained in this Programme Handbook.

In the event of inconsistency between information contained in this Programme Handbook and any University or programme policies and regulations or where an interpretation of the Programme Handbook is required, the decision of the University shall be final.

The most up-to-date version of the Programme Handbook will always be published on the website of Graduate School at https://www.eduhk.hk/gradsch/index.php/current-students/doctor-of-education-edd.html. Students are advised to check this website for updated information and revised editions.

Graduate School

Opening Hours	:	(Monday to Friday) 8:30 am – 5:20 pm
		(Close on Saturdays, Sundays and Public Holidays)
Location	:	Room B4-G/F-02
		The Education University of Hong Kong
		10 Lo Ping Road, Tai Po, New Territories
		Hong Kong
Email	:	edd@eduhk.hk
Website	:	www.eduhk.hk/gradsch/

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SECTION 1   INTRODUCTION

1.1   Welcome & Programme Communication

Welcome

Welcome to the Doctor of Education (EdD) programme at The Education University of Hong Kong (EdUHK)!

The purpose of this handbook is to provide students with an overview of the structure and content of the EdD programme as well as valuable information that students may need to know for their studies.

Students are strongly recommended to read the following University's guidelines, policies and regulations which are available online at https://www.eduhk.hk/gradsch/index.php/policies.html.

- General Academic Regulations for Taught Postgraduate Programmes
- General Academic Regulations for the Research Component of the Research Postgraduate and Professional Doctorate Programmes
- Code of Practice for Doctor of Education Programme

To learn more about the programme of study, please refer to the Frequently Asked Questions (FAQs) posted on https://www.eduhk.hk/gradsch/index.php/current-students/doctor-of-education-edd.html.

Communication between Student and the University

Each student is given automatically two computer accounts, namely EdUHK network and Google email account. Student can use the same login name and password for all the EdUHK network services and Google webmail system.

Email is the official and primary means by which the University communicates with students, and general announcements will be posted on the Student Portal (The Portal). Thus students are expected to check the University email account and login The Portal regularly.

Suggestion Box

Students are welcome to provide any comments and suggestions related to the management and operation of the programmes hosted by the Graduate School.   The Suggestion Box is placed at the reception area of the Graduate School Office.   Items placed in the box will be treated in strictly confidence and only the Dean of Graduate School has access to the contents.   Students are encouraged to include their name and contact information (email and phone number) in order for the Dean to follow up with any suggestions.

SECTION 2   PROGRAMME INFORMATION

2.1   Basic Programme Information

Programme Title	:	Doctor of Education (EdD)
Programme Code	:	A3D045 (Full-time mode) C4D001 (Part-time mode)
Class Venue	:	Tai Po Campus of EdUHK
Class Time	:	Classes will normally be held on Saturdays, weekday evenings and occasionally during long holidays. *Note* *Depending on enrolment numbers, courses may be delivered in directed study mode. For courses delivered via directed study mode, the meeting time and venue will be discussed and decided by the Instructor(s) and student(s) of that course.*
Medium of Instruction	:	English

2.2   Significant Dates in 2023/24 Academic Year

Commencement of Semester	(S1) 11 September 2023 (S2) 8 January 2024
Online Course Registration	(S1) 11-13 September 2023 (S2) To be announced
Add/Drop Period	(S1) 18-29 September 2023 (S2) To be announced
Tuition Fee Payment	(S1) October 2023 (S2) February 2024
Accommodation Payment	Please contact Estates Office for more details
Application for Deferment of Studies	Before the completion of the first half of the deferred semester
End of Semester	(S1) 15 December 2023 (S2) 13 May 2024

Please browse 2023/24 Academic Calendar via the following link:
https://www.eduhk.hk/gradsch/index.php/current-students/doctor-of-education-edd.html

Remarks   *S1: Semester 1 of 2023/24*   *S2: Semester 2 of 2023/24*

2.3   Programme Intended Learning Outcomes

The EdD programme is aimed at experienced educators and professionals in education settings who aspire to extend their expertise in a particular Area of Study, and their professional knowledge in a broad range of educational contexts through core courses.

Upon the completion of the programme, students should be able to:
- demonstrate an expert knowledge, understanding and competence in the Specialized Area and in the larger educational context;
- generate appropriate theoretical frameworks to address, analyse and propose innovative approaches to a broad range of educational issues;
- develop insights into research trends in the Specialized Area and demonstrate readiness to contribute to the professional literature in that field;
- effectively communicate concepts and theories within the Specialized Area to an audience of peers both locally and internationally;
- analyse educational policies, processes or practices from different perspectives critically; and
- Demonstrate a thorough understanding of ethical practices within the Specialized Area.

2.4   Programme Structure

The EdD programme comprises 72 credit points (cps) with the following components:

Courses		Credits
Taught Core Courses	EDD8008 Conceptualizing Research	3
	EDD8016 Research Methods I	3
	EDD8017 Research Methods II	3
2 Specialized Courses		6
2 Elective Courses		6
EDD8021 Seminars for Thesis Writing and Knowledge Transfer		3
EDD8015 Development of Thesis Proposal		6
EDD8011 Thesis		42
	Total	**72cps**

Remarks: There is no classification of awards for EdD students.

2.5   Period of Study

Students are expected to graduate within the stipulated period of study, inclusive of any change of programmes / Specialized Areas, periods of leave of absence, deferment of studies, suspension of studies and Field Experience activities.

Programme	Study Mode	Normal Period of Study	Maximum Period of Study
EdD	Full-time	3 Years	5 Years
	Part-time	4 Years	7 Years

The Education University of Hong Kong
Graduate School
Doctor of Education Programme

Study Flow in Doctor of Education Programme
For 2021/22 Intake and onwards

Timeline	Responsible Parties	Study Path (Full-time)	Study Path (Part-time)	Remarks
Admission	GS Student	Registration in Doctor of Education Programme	Registration in Doctor of Education Programme	
Year 1 Semester I	GS Student	(1) EDD8008 Conceptualizing Research (2) EDD8016 Research Methods I (3) 2 Specialized / Elective Courses	(1) EDD8008 Conceptualizing Research (2) EDD8016 Research Methods I (3) 1 Specialized / Elective Course	**Course Enrolment (as stipulated in GAR 4.1)** Students who have not registered for any course in a semester (for full-time students) / two consecutive years (for part-time students) will be considered to have withdrawn from the programme at the University.
Year 1 Semester II	GS Student	(1) EDD8017 Research Methods II (2) 2 Specialized / Elective Courses (3) Submit Supervisory Arrangement Form to GS within Year 1 study	(1) EDD8017 Research Methods II (2) 2 Specialized / Elective courses (3) Submit Supervisory Arrangement Form to GS within Year 1 study	**Requirements on the Study Load of Full-time EdD Students** The minimum number of credit points (cps) is 6 for taught course in a semester for full-time EdD programme. Full-time EdD students are required to take 6 cps for taught courses per semester unless with prior approval.
Year 2 Semester I	GS Student Supervisors	(1) EDD8015 Development of Thesis Proposal (2) EDD8021 Seminars for Thesis Writing and Knowledge Transfer	(1) EDD8015 Development of Thesis Proposal (2) 1 Specialized / Elective course	**EDD8015 Development of Thesis Proposal (6cps)** (i) Students will be automatically registered in EDD8015 in Semester 1 of year 2. (ii) Student may apply for extension for one more semester (for full-time students)/ two more semesters (for part-time students) with endorsements from his/her Principal Supervisor and the respective Specialized Area Coordinator (iii) Please refer to the Flowchart of EDD8015 Development of Thesis Proposal for more details. (https://www.eduhk.hk/gradsch/index.php/current-students/doctor-of-education-edd.html)
Year 2 Semester II	GS Student Supervisors	EDD8011 Thesis	(1) EDD8021 Seminars for Thesis Writing and Knowledge Transfer Extension of EDD8015 Development of Thesis Proposal (if necessary)	
Year 3 Semester I		EDD8011 Thesis	EDD8011 Thesis	**EDD8011 Thesis (42cps)** (i) Students are recommended to seek advice actively from the supervision team for thesis writing. (ii) Please refer to the Suggested Timeline for Thesis Writing and Timeline for Thesis Submission for Graduation for more details. (https://www.eduhk.hk/gradsch/index.php/current-students/doctor-of-education-edd.html)
Year 3 Semester II		EDD8011 Thesis – Viva Examination **End of Normal Study Period**	EDD8011 Thesis	
Year 4 Semester I		For students who have to study beyond the normal study period, an **Extension Fee** will be charged per semester.	EDD8011 Thesis	
Year 4 Semester II			EDD8011 Thesis – Viva Examination **End of Normal Study Period**	
Full-time: Year 5 Part-time: Year 7 **End of Maximum Study Period**			For students who have to study beyond the normal study period, an **Extension Fee** will be charged per semester.	Students are required to complete the thesis within the maximum study period (i.e. 5 years for full-time students and 7 years for part-time students) unless prior approval is obtained from EdD Programme Committee. Failure to complete the course by the required period may lead to discontinuation of studies. (Section 12 of GAR for taught postgraduate programmes)

SECTION 3   COURSE REQUIREMENTS

3.1   Course Registration (Course Enrolment)

Students are responsible for the completion of course registration before they take the full range of course activities including attendance at lectures and all stipulated assessment tasks. Students must complete the course registration online within the stipulated periods.

To perform course registration on-line via The Portal (http://portal.eduhk.hk), students should take particular care to ensure that the whole registration process is completed. Incomplete course registration will result in the students not being barred from the Instructors and assessment activities, and their assessment task(s) will not be marked nor recorded on the Transcript.

Before performing course registration, students should read through the "Quick Guide to On-line Course Registration" at The Portal (click the portlet "Course Reg Links") and all the CR-related information.

3.2   Course-Related Information

Students are advised to follow closely the "Study Flow in EdD Programme" given so that they can complete the programme requirements with the stipulated period of study.   Please refer the detailed study flow chart at https://www.eduhk.hk/gradsch/index.php/current-students/doctor-of-education-edd.html.

Before proceeding to "EDD8011 Thesis", students are required to complete all taught component which consists of the following courses:

- 3 Core Courses
- 2 Specialized Courses*
- 2 Elective Courses*
- Seminars for Thesis Writing and Knowledge Transfer
- Thesis Proposal, including Presentation

*Individual Specialized Area(s) may require students to take compulsory courses as Specialised/Elective Courses. Students are advised to consult the respective Specialized Area on this.

Any aspect of course offerings (including, without limitation, the content of the course and the manner in which the course is taught) may be subject to change at any time at the sole discretion of the University. Without limiting the right of the University to amend the course and its course offerings, it is envisaged that changes may be required due to factors such as staffing, enrolment levels, logistical arrangements, curriculum changes, and other factors caused by unforeseeable circumstances. Tuition fees, once paid, are non-refundable.

Listed below are the courses offered by the EdD programme, for reference only.   Courses may not be offered every semester or every year, and the course offerings are subject to change and sufficient enrolment. Please always refer to https://www.eduhk.hk/gradsch/index.php/current-students/doctor-of-education-edd.html for the up-to-date details about course offerings and course outlines.

Core Courses

Course Code	Course Title	Host Department	Offering in 2023/24 (Semester)
EDD8008	Conceptualizing Research	GS	Across Semester 1 and 2
EDD8016/17	Research Methods I & II	GS	Across Semester 1 and 2

Courses Offered Under Specialized Areas (Specialized / Elective Courses)

*Subject to the department decision, the offering of course in the semester may cancel due to zero course enrolment.
#Courses are offered for students from the respective Specialised Area only.
^Please contact the Area Coordinators for details of course offering.

✛ Asian and Policy Studies (APS)

Course Code	Course Title	Host Department	Pre-requisite(s)	Offering in 2023/24 (Semester)
PPG8001	Principles of Policy Studies	SSPS	No	1
PPG8002	Higher Education in Asia: Policy Approaches and Management	SSPS	No	2
PPG8003	Organisational Analysis and Behaviour	SSPS	No	2
PPG8004	Strategic Communication in Policy Governance and Policy Advocacy	SSPS	No	1

✛ Civic and Citizenship Education (CCE)

Course Code	Course Title	Host Department	Pre-requisite(s)	Offering in 2023/24 (Semester)
CIV7001	International Perspectives on Citizenship Education	C&I	No	1
CIV7002	Critical Literature Review on Citizenship Education	C&I	No	1
CIV8003	Researching Citizenship Education: Issues and Directions	C&I	No	2

⊕ **Creative Arts Education (CAE)**

Course Code	Course Title	Host Department	Pre-requisite(s)	Offering in 2023/24 (Semester)
CAE7001	Literature Review in Arts Education	CCA	No	1
CAE7002	Research Methods in Arts Education	CCA	No	2
CAE8003	Interdisciplinary Perspectives in Creative Arts	CCA	No	2
CAE8004	Entrepreneurship and Leadership in Creative Arts	CCA	No	---
CAE8005	Contemporary Issues and Trends in Arts Education	CCA	No	2
CAE8006	Philosophy, Aesthetics and Arts Criticism	CCA	No	1

⊕ **Curriculum Studies (CUS)**

Course Code	Course Title	Host Department	Pre-requisite(s)	Offering in 2023/24 (Semester)
TLS7068	A Critical Literature Review on Curriculum Studies	C&I	No	2
TLS8069	Theories and Perspectives in Curriculum Development	C&I	No	1
TLS8024	Contemporary Issues in Curriculum Theory and Practice	C&I	No	1

⊕ **Developmental and Educational Psychology (DEP)**

Course Code	Course Title	Host Department	Pre-requisite(s)	Offering in 2023/24 (Semester)
EPC7176	Developmental Psychology	PS	No	1
EPC8178	Developmental Psychology – A Specific Development Problem	PS	EPC7176	2

⊕ **Early Childhood Education (EC)#**

Course Code	Course Title	Host Department	Pre-requisite(s)	Offering in 2023/24 (Semester)
ECE7143	Critical Literature Review in Early Childhood Education	ECE	No	1 & 2
ECE7144	Policies and Practices in Early Childhood Education	ECE	ECE7143	1 & 2
ECE8145	International Perspectives in Early Childhood Education	ECE	ECE7143	1 & 2
ECE8146	Provision of Exemplary Early Childhood Education	ECE	ECE7143; ECE7144; ECE8145	1 & 2

✦ **International and Comparative Education (ICED)#**

Course Code	Course Title	Host Department	Pre-requisite(s)	Offering in 2023/24 (Semester)
PFS7037	Theories and Methods in Comparative Education Research	IE	No	2
PFS7038	Multilingual Education	IE	No	2
PFS7039	International Education and Development	IE	No	2
PFS7040	Intercultural Education	IE	No	2

✦ **Leadership for Future Schools (LFS)**

Course Code	Course Title	Host Department	Pre-requisite(s)	Offering in 2023/24 (Semester)
EDA7084	Educational Leadership: Theory, Research, and Practice	EPL	No	1
EDA7085	Building Teacher Capacity	EPL	No	---
EDA7116	Education Policy Studies: Approaches, Analyses, and Self	EPL	No	---
EDA7087	Problem-based Approaches to School Improvement	EPL	No	2
EDA7088	Leading for Educational Change and Innovation	EPL	No	2
EDA7089	Intercultural Policy and Practice in a Diverse, Global World	EPL	No	1

✦ **Health Studies (HS)#**

Course Code	Course Title	Host Department	Pre-requisite(s)	Offering in 2023/24 (Semester)
HCS7002	Advanced Research Methodology for Health	HPE	No	2
HCS7070	Advanced Systematic Review of Health Research	HPE	No	1
HCS8003	Ethical Issues in Health-related Research and Practice	HPE	No	1
HCS8004	Management and Policy in Health	HPE	No	2

✦ **Information and Communication Technology in Education (ICE)**

Course Code	Course Title	Host Department	Pre-requisite(s)	Offering in 2023/24 (Semester)
INT7010	Critical Literature Review on ICT in Education	MIT	No	1
INT7011	Research on ICT in Education and Related Ethical Issues	MIT	No	2
INT8012	Technology, Pedagogy and Education	MIT	No	1
INT8013	Leadership and ICT in Education	MIT	No	2

⊕ Language Education (English) (LE)#

Course Code	Course Title	Host Department	Pre-requisite(s)	Offering in 2023/24 (Semester)
ENG7387	Critical Literature Review on English Language Education	ELE	No	1 & 2
ENG7391	Research Design for English Language Education	LML	No	1 & 2
ENG8388	Theory in English Language Education Research	ELE	No	1 & 2
ENG8392	Special Topic in English Language Education	LML	No	1 & 2

Language Education (Chinese) (LEC)

Course Code	Course Title	Host Department	Pre-requisite(s)	Offering in 2023/24 (Semester)
CHI8715	中國語文課程教材、教學與評估 (Chinese Language Curriculum, Teaching Materials, Instruction and Assessment)	CHL	No	1
CHI8716	漢語語言學研究 (Issues in Chinese Language Studies)	CHL	No	2
CHI8717	漢語專題研究 (Special Topics in Chinese Language)	CHL	No	2
CHI8718	中國語文教育的理論與觀點 (Theory and Perspectives in Chinese Language Education)	CHL	No	1

⊕ Life and Values Education (LVE)#

Course Code	Course Title	Host Department	Pre-requisite(s)	Offering in 2023/24 (Semester)
LVE7001	Research Methods for Life & Values Education	IE	No	1
LVE7002	Life and Values Education in The Holistic Curriculum	IE	No	2
LVE8013	The Teacher as Holistic Educator	IE	No	---
LVE8004	Issues in Education from Inter-cultural Perspectives	IE	No	---

⊕ Mathematics Education (MAE)

Course Code	Course Title	Host Department	Pre-requisite(s)	Offering in 2023/24 (Semester)
MTH7122	Research and Issues in Mathematics Learning	MIT	No	1
MTH7123	Curriculum Research and Development in Mathematics	MIT	No	1
MTH8124	Research on ICT in Mathematics Education	MIT	MTH7122 or MTH7123	2
MTH8125	Research and Issues in Mathematics Teacher Education	MIT	MTH7122 or MTH7123	2

⊕ Physical Education and Sports Science (PESS)#

Course Code	Course Title	Host Department	Pre-requisite(s)	Offering in 2023/24 (Semester)
PES7191	Adapted Physical Activity for Individuals with Disabilities	HPE	No	1
PES7192	Historical Perspectives of Physical Education Curricula	HPE	No	2
PES8194	Contemporary Trends in Physical Education Teacher Education	HPE	No	2
PES8265	Research in Physical Education and Sports Science	HPE	No	1

⊕ Science Education and Education for Sustainability (SEES)

Course Code	Course Title	Host Department	Pre-requisite(s)	Offering in 2023/24 (Semester)
SCG7011	Theories And Practices of Science Learning	SES	No	---
SCG7021	Environmental Health Perspectives and Education	SES	No	---
SCG7022	Field-based Education and Environmental Literacy	SES	No	2
SCG7023	Education for Environmental Sustainability	SES	No	---
SCG8012	Technology for Effective Learning and Teaching of Science	SES	No	---
SCG8013	The Social and Psychological Dynamics of Science Learning	SES	No	1

⊕ Social Sciences in Education (SSED)

Course Code	Course Title	Host Department	Pre-requisite(s)	Offering in 2023/24 (Semester)
SSC7247	Sociology of Education	SSC	No	1
SSC7248	Geographies of Education	SSC	No	---
SSC7249	The Politics of Education	SSC	No	---
SSC7250	Social Sciences Education in Schools	SSC	No	1
SSC7251	Gender and Education	SSC	No	---

⊕ Special Education (SPE)#

Course Code	Course Title	Host Department	Pre-requisite(s)	Offering in 2023/24 (Semester)
EPC7172	Critical Literature Review in Special Education	SEC	No	1 & 2
EPC7173	Policies & Practices in Special Education	SEC	EPC7172; EDD8008	1 & 2
EPC8174	International Perspectives in Special Education	SEC	EPC7172; EDD8008	1 & 2
EPC8175	Evaluating Effective Special Education Support	SEC	EDD8008	1 & 2

Research Seminars / Thesis Proposal

Course Code	Course Title	Host Department
EDD8021	Seminars for Thesis Writing and Knowledge Transfer	GS
EDD8015	Development of Thesis Proposal	GS
EDD8011	Thesis	GS

3.3 Course Add/Drop & Course Withdrawal

Students can add or drop a course via The Portal during the online Add / Drop period which is scheduled at the beginning of each semester.

Students are only permitted to add or drop a course after the Add/Drop period with strong justification. Granting of approval is not automatic. The request has to be (i) supported by the Instructor concerned, and (ii) endorsed by the Specialized Area Coordinator before it is forwarded to the Graduate School for processing. If approval is granted for course withdrawal, students are required to pay the full tuition for the course(s) dropped, and the Grade W (Withdrawn) will be recorded on the student's transcript as the course grade.

To apply for course add or withdrawal after the Add/Drop period, students are required to:

(i) Send an email edd@eduhk.hk to request an application form
(Please write the email subject as "Application for Course Change – Adding a Course" or "Application for Course Change – Dropping a Course");

(ii) Seek approval (signature) from respective Instructor(s) and Specialized Area Coordinator; and

(iii) Return the completed and signed form(s) to the Graduate School.

3.4 Enrolment in Course EDD8021

Students will be registered in "EDD8021 Seminars for Thesis Writing and Knowledge Transfer" in Semester 1 of Year 2 study. They have to fulfil the course requirements by submitting the completed record form together with all supporting evidences to the Graduate School. The submission of students' records of research seminars will normally be called throughout the semesters.

3.5 Enrolment in Course EDD8015

Students will be automatically registered in "EDD8015 Development of Thesis Proposal" in Semester 1 of Year 2 study. After the course commencement date, students are required to submit a "Supervisory Arrangement Form" to the Graduate School. Students are required to complete the presentation of Thesis Proposal within 2 semesters (for full-time students) and 3 semesters (for part-time students). For more details, please refer to the "Flowchart of Development of Thesis Proposal" at https://www.eduhk.hk/gradsch/index.php/current-students/doctor-of-education-edd.html.

3.6 Enrolment in Course EDD8011

Students will be automatically registered for "EDD8011 Thesis (42cps)" in the following semester(s) after satisfying "EDD8015 Development of Thesis Proposal". Students have to submit the "Notice of Intention to Submit Thesis Form" to the Graduate School at least six weeks before the expected date of submission. Students are encouraged to follow the "Suggested Timeline for Thesis Writing" at https://www.eduhk.hk/gradsch/index.php/current-students/doctor-of-education-edd.html to prepare for their Thesis.

SECTION 4   GUIDELINES, REGULATIONS & POLICIES

It is the students' responsibility to observe all guidelines, regulations, policies and procedures required by the programme they are pursuing.

4.1   General Academic Regulations (GAR) for Taught Postgraduate Programmes

The GAR for Taught Postgraduate Programmes covers matters such as course enrolment, period of study, course assessments & grades, graduation requirements, discontinue of studies, leave of absence, and academic honesty etc. for all taught postgraduate programmes within the University.   Students should read the details as required by the EdD Programme at https://www.eduhk.hk/gradsch/index.php/policies.html.

4.2   General Academic Regulations (GAR) for Research Component of the Research Postgraduate (RPg) and Professional Doctorate Programmes

The related procedures and regulations on supervision & assessment, thesis length, thesis proposal presentation, thesis examination and thesis submission etc. are stated in the GAR for Research Component of the Research Postgraduate and Professional Doctorate Programmes at https://www.eduhk.hk/gradsch/index.php/policies.html.   All EdD students must take care to read all the information carefully.

4.3   Code of Practice (CoP) for Doctor of Education Programme

The Graduate School has developed a set of CoP for the EdD Programme, which stipulates the respective rights and responsibilities of EdD students, their supervisors, and the University.   It is to ensure that all EdD students and supervisors are aware of the reciprocal responsibilities of each other and of the University.   All EdD students are urged to familiarise themselves with the CoP at https://www.eduhk.hk/gradsch/index.php/policies.html during their studies.

SECTION 5   THESIS ARRANGEMENTS

5.1   Supervisory Arrangements

Each student in the EdD programme should have a Principal Supervisor and at least one Associate Supervisor to supervise his/her research.

Procedures for Supervisory Arrangements

Students will be informed of the proposed Supervisor(s) after admitted to the programme. During the first year of study, students are advised to work with the proposed Supervisor(s) on the initial research plan.

To confirm the supervisory arrangements, students are required to complete and submit the "Supervisory Arrangement Form" with endorsements and signatures of Supervisors, Area Coordinator, and Head of Department(s) to the Graduate School for consideration and further approval by the EdD Programme Committee.   The form can be downloaded at https://www.eduhk.hk/gradsch/index.php/current-students/doctor-of-education-edd.html.

Each EdD student will be assigned to a University-/Faculty-level Research Centre, Faculty-level Professional Development Centre or Resource Centre according to their research areas. The principal supervisor of the student will propose the centre affiliation arrangement on the Supervisory Arrangement Form. By affiliating all these students to the research clusters of the University, the research capacity of individual students as well as the University could be built and enhanced as a whole.

Once the supervisory arrangement and centre affiliation arrangement is approved by the EdD Programme Committee, students will be informed of the result by a confirmation email. The process usually takes about one month.

Regarding the details of criteria for Supervisors, please refer to Section 1.1 "Supervisory Arrangements" of the "General Academic Regulations for the Research Component of the Research Postgraduate and Professional Doctorate Programmes" at https://www.eduhk.hk/gradsch/index.php/policies.html.

Change in Supervisory Arrangement

When there is a change in the supervision team, students are required to submit a completed "Application for Change of Supervisor" form, with endorsements and signatures of Supervisors, Area Coordinator and Head of Department, to the Graduate School for further approval by the EdD Programme Committee.   The form can be downloaded at https://www.eduhk.hk/gradsch/index.php/current-students/doctor-of-education-edd.html.

5.2 Thesis Proposal & Presentation

Students will be automatically registered in "EDD8015 Development of Thesis Proposal" in Semester 1 of Year 2 study. Working under the guidance of Supervision Team, full-time and part-time students are required to prepare their Thesis Proposal and present it to the Presentation Panel. The Presentation Panel will include a Chairperson (i.e. Area Coordinator or nominee), Principal Supervisor and Associate Supervisor(s).

In response to the comments raised by the Presentation Panel in the oral presentation, students are required to fill in the rebuttal form afterwards. The form can be downloaded at https://www.eduhk.hk/gradsch/index.php/current-students/doctor-of-education-edd.html.

Normally students will be informed of the result from the Presentation Panel after the Closed-door Assessment of the oral presentation. In some special cases, the result may not be announced until the Panel is satisfied with the rebuttal.

For the detailed presentation flow of Thesis Proposal and the format of Thesis Proposal, please refer to the "Flowchart of Development of Thesis Proposal" and "Thesis Proposal Template" at https://www.eduhk.hk/gradsch/index.php/current-students/doctor-of-education-edd.html respectively.

5.3 Annual Progress Report

After the completion of thesis proposal, students and their Principal Supervisor are required to complete an "Annual Progress Report" on their research progress in the past 12 months. A half-yearly review is optional. The submission of the Annual Progress Report will be called in July of each academic year.

5.4 Thesis Submission

Students are required to submit the "Intention to Submit Thesis" form to the Graduate School at least 6 weeks before the expected date of submission. For students who wish to participate in the Congregation (normally held in Mid-November), they should submit the completed form by the end of 2nd week of March in that academic year. The forms are downloaded at https://www.eduhk.hk/gradsch/index.php/current-students/doctor-of-education-edd.html.

Student is required to submit the thesis via Turnitin on Moodle for similarity checking. Once the similarity result is released, student is required to submit (i) A Completed Thesis Submission Form and (ii) The electronic copy of Thesis to the Graduate School by the expected thesis submission date. The forms are downloaded at https://www.eduhk.hk/gradsch/index.php/current-students/doctor-of-education-edd.html.

For the detailed "Timeline for Thesis Submission", "Thesis Submission Guideline" and "Template of Thesis Format", please refer to https://www.eduhk.hk/gradsch/index.php/current-students/doctor-of-education-edd.html.

Apart from the traditional thesis, students may submit their research work in the form of a folio. For the requirements for submission of folios, please refer to https://www.eduhk.hk/gradsch/index.php/current-students/doctor-of-education-edd.html.

5.5   Viva Examination

Viva Examination will normally be arranged within 8 weeks after the submission of Thesis, subject to the availability of the Thesis Examination Panel.

Viva Examination usually lasts for around 1.5 hours which includes the following three sessions:

(i)   Student Presentation   :   up to 20 minutes
(ii) Q&A Session   :   35 – 45 minutes
(iii) Closed-door Assessment

The period of time given for revision and rebuttal of Thesis after the Viva Examination depends on the decision of the Thesis Examination Panel, and students will be informed after the Viva Examination.

If a rebuttal is necessary, it will normally include the following two parts:

* Part I – Responses to comments raised by the Chairperson and Supervision Panel Members
* Part II – Responses to comments raised by External Examiner(s) and Internal Examiner

The rebuttal form can be downloaded at https://www.eduhk.hk/gradsch/index.php/current-students/doctor-of-education-edd.html.

5.6   Submission of Final Version of Thesis

Upon completion of the studies, an electronic copy (in PDF format) of the approved Thesis will be submitted to the Thesis Repository of the University Library.

NO hard copies of Thesis are required to be submitted to the University.

SECTION 6　　　RESEARCH ETHICS

6.1　　　Research Ethics

Students of the University who are carrying out research involving human participants and/or human data (such as, secondary data, archival data, data collected for one project and being used for another project) must submit an ethical review application, irrespective of whether the research is funded or unfunded.

Procedures for Application for Ethical Review

EdD students are required to submit their applications for ethical review, with endorsement of their Principal Supervisor, to the Human Research Ethics Committee (HREC) for approval.

Students will normally be notified the result of their application by the HREC in writing within 4 weeks' time from receipt of their duly completed application with all the required documents.　Please note that research cannot begin until the protocol has been approved by the HREC.

The updated University's guidelines on ethics in research and the detailed procedures for ethical review can be found at the website of Research and Development Office (RDO) at www.eduhk.hk/rdo/human.html.

For enquiry on ethical review, please contact the Secretary of HREC at hrec@eduhk.hk.

SECTION 7   ACADEMIC HONESTY

7.1   Academic Honesty

Students are required to carry out all academic activities honestly and in good faith.   Any act that contravenes standards of academic honesty such as plagiarism, impersonation, cheating in examinations and collusion is strictly prohibited by the University.

For details, please refer to the University's Student Handbook at www.eduhk.hk/reg/student_handbook/ and the related policies at https://www.eduhk.hk/re/index.php.

SECTION 8   RESEARCH SUPPORT & AWARD SCHEMES

8.1   Research Support

There are various workshops and services organized for research students to develop and enhance their research skills.

- Postgraduate Students Library Workshops
- Research Supervision Training Workshops
- Individual Thesis Writing Consultation Services
- Statistical Consulting Services
- Online Courses

Students are encouraged to check their EdUHK email frequently for the detailed schedule of workshops / programmes in the current academic year.   Information is also available at www.eduhk.hk/gradsch/.

8.2   Academic Advising

An Academic Advisor (i.e. Principal Supervisor) will be assigned to every EdD student. The Advisor will assist students in developing study plans, identifying academic, career and life goals, and evaluating their progress. The Advisor also acts as a resource person and provides information or refers students to suitable units depending on their needs. If further assistance is needed, please seek advice from the Programme Director.

Please refer to https://www.eduhk.hk/gradsch/index.php/student-support/academic-advising-system.html for further information.

8.3   Award Schemes

Three award schemes are available to EdD students:

Postgraduate Students Publication Award
To cultivate a research and outcome-oriented environment, the Postgraduate Students Publication Award is to reward students who produce quality research output in the form of journal articles.

Conference Award
To build and strengthen the research capacity of students, the Conference Award is to reward students who present their work at international / national / local conference.

Dean's Honour List

To recognise students who have achieved outstanding academic performance, those who obtained Year GPA 3.5 with no failed courses throughout the academic year (and met minimum cps requirement per semester) may be nominated for the Dean's Honour List. For the selection criteria, please refer to Section 6.5.2 of the Student Handbook at https://www.eduhk.hk/re/student_handbook/.

(Please note that the University has the final decision on the granting of awards.)

SECTION 9   GRADUATION

9.1   Statement of Results and Award Certificates

The Statement of Results (SoR) is the official letter certifying a student's completion of a programme, programme mode and impending graduation. One copy of the SoR is issued free of charge to students by the Registry after their graduation status has been approved by the Academic Board (AB).

Upon successful completion of the programme, students will be issued an award certificate according to the schedules determined by the University, please refer to https://www.eduhk.hk/re/Graduates/Award-Certificates-1/For-Doctor-Of-Philosophy-Doctor-Of-Education-Master-Of-Philosophy-And-Taught-Master-Degrees-Programmes.html for details.

9.2   Graduation Ceremony

The graduation ceremony will normally be held in November. Details of the graduation ceremony will be sent to all graduates in late September to early October.

SECTION 10   TUITION FEES

10.1   Tuition Fees

Tuition fees for EdD programme are charged by the number of credit point students take in each semester, and are collected twice in an academic year, i.e., after the Add/Drop period in each semester:

- 1st Semester –   Mid October
- 2nd Semester –   Early February

E-billing Notice for Tuition Fees

Students will receive an e-billing notice issued by Finance Office via email after the Add/Drop period, and the consolidated outstanding institutional fees can be viewed in The Portal by going through the following path:

Login The Portal (http://portal.eduhk.hk) > e-SIS > Student Services > Student Account > Account Summary

Payment Methods

Students can refer to the "Student Account Summary" in The Portal for the detailed payment methods.

Login The Portal (http://portal.eduhk.hk) > e-SIS > Student Services > Student Account > Account Summary

Non-payment of Tuition Fees

If students fail to settle the payment by the stipulated deadline without prior approval from the University, they will be treated as "UNOFFICIALLY WITHDRAWN" from the programme with immediate effect.   Students are required to pay an administration fee of HK$300 for re-activating their student status in addition to the full settlement of overdue institutional fees.

If students have prolonged outstanding debts to the University, their student status will be terminated and they will be required to re-apply for admission if they wish to re-admit to the programme.

Payment Proof of Tuition

Students can download an unofficial receipt for the settled tuition fees by going through the following path:

Login The Portal (http://portal.eduhk.hk) > e-SIS > Student Services > Student Account > Account Summary > Tuition Fees Receipt

If an official receipt is needed, students should write to Finance Office at fees@eduhk.hk with the following details in the email:

- Full name in English
- Student number
- Programme of study
- Academic term (semester) & year requested
- Course code & course title of the registered course(s)
- Reason(s) for the request
- Contact phone number
- Postal address

Please note that no receipt can be issued if there is outstanding balance in the Student Account.

10.2　　Caution Money

Caution money is chargeable to all students at first registration.　It is a deposit to make good any outstanding debts to the University incurred in, for example, damage to the property of the University.　Unused caution money is converted to graduation fees.

10.3　　Extension Fee

Extension fee (15% of the prevailing tuition fee of "EDD8011 Thesis (42cps)" per semester for full-time and 10% of the prevailing tuition fee of "EDD8011 Thesis (42cps)" per semester for part-time) will be charged to students who have to extend their studies beyond the normal duration (i.e. 3 years for full-time students; 4 years for part-time students).

10.4　　Arrangement of Collection of Tuition Fees for Courses EDD8021 and EDD8015

The courses "EDD8021 Seminars for Thesis Writing and Knowledge Transfer (3cps)" and "EDD8015 Development of Thesis Proposal (6cps)" will be automatically registered in Semester 1 of Year 2 study.　Tuition fees for the two courses will be charged in this semester.

10.5　Arrangement of Collection of Tuition Fees for Course EDD8011

Students will be registered and billed for "EDD8011 Thesis (42cps)" in the following semester(s) after satisfying "EDD8015 Development of Thesis Proposal". The tuition fee is charged in the following ways:

- Tuition fees for EDD8011 Thesis will be charged on a semester basis. Students are required to settle the 42-cp fees by 1 to 3 installments, depending on how many semester(s) until reaching the end of normal study period. Details are listed below:

No. of semester(s)-BEFORE reaching the normal study period	No. of installment(s)	No. of credit points to be charged per installment (out of 42cps)
3 or above	3	14 cps / installment
2	2	1st installment : 14 cps 2nd installment : 28 cps
1	1	42 cps
Already beyond Normal Study Period *(i.e. 3 years for full-time students; 4 years for part-time students)*	1	42 cps

SECTION 11   GENERAL INFORMATION

11.1   Contact Information

Programme Director	Email
Dr. LEE, Kwai Sang	kslee@eduhk.hk
Programme Coordinator	**Email**
Dr. ZHAO, Yanmin	zhaoy@eduhk.hk
Enquiries	**Email**
EdD Support Team	edd@eduhk.hk

Specialized Area Coordinators

Students are advised to contact their respective Specialized Area Coordinator if they encounter any doubts during their studies.

Specialized Area	Coordinator	Email
Curriculum and Assessment		
Civic and Citizenship Education	Dr. ZHAO, Zhenzhou	zhaozz@eduhk.hk
Curriculum Studies	Dr. ZHAN, Ying	zhanying@eduhk.hk
Educational Measurement and Assessment	Dr. KWAN, Lok Yin Joyce	jlykwan@eduhk.hk
Educational Studies		
International and Comparative Education	Dr. HAN, Xiao	ivyhan@eduhk.hk
Early Childhood Education	Dr. TAM, Po Chi Pansy	ppctam@eduhk.hk
Leadership for Future Schools	Dr. CHEN, Junjun	jjchen@eduhk.hk
Social Sciences in Education	Dr. LAW, Kam Yee	kamyee@eduhk.hk
Special Education	Dr. CHAN, Wai Lan Winnie	winniechan@eduhk.hk
Language and Culture		
Language Education (English)	Dr. MAK, Wing Wah Pauline	pwwmak@eduhk.hk
Language Education (Chinese)	Dr. YAN, Jing	yanj@eduhk.hk
Creative Arts Education	Dr. MATSUNOBU, Koji	kmatsunobu@eduhk.hk
Policy Studies		
Asian Policy Studies	Dr. HU, Zhiyong Fox	zyhu@eduhk.hk
Science and Technology		
Information and Communication Technology in Education	Dr. LAI, Yiu Chi	yiuchi@eduhk.hk
Mathematics Education	Dr. LO, Chung Kwan	chungkwanlo@eduhk.hk

Specialized Area	Coordinator	Email
Science Education and Education for Sustainability	Dr. CHENG, Jinping	jincheng@eduhk.hk
Wellbeing and Health		
Developmental and Educational Psychology	Dr. PAN, Jinger	jpan@eduhk.hk
Health Studies	Dr. CHUNG, Ming Yan Louisa	chungmy@eduhk.hk
Life and Values Education	Dr. LIN, Cong Jason	jclin@eduhk.hk
Physical Education and Sports Science	Prof. CHOW, Hung Kai Daniel	danielchow@eduhk.hk

Research Centres and Professional Development Centres

Research Centres	Email
Analytics\Assessment Research Centre (ARC)	arc@eduhk.hk
Centre for Child and Family Science (CCFS)	ccfs@eduhk.hk
Centre for Educational and Developmental Sciences (CEDS)	ceds@eduhk.hk
Centre for Environment and Sustainable Development (CESD)	cesd@eduhk.hk
Centre for Excellence in Learning and Teaching (CELT)	celt@eduhk.hk
Centre for Psychosocial Health (CPH)	cph@eduhk.hk
Centre for Religious and Spirituality Education (CRSE)	crse@eduhk.hk
Centre for Research on Chinese Language and Education (CRCLE)	crcle@eduhk.hk
Centre for Research on Linguistics and Language Studies (CRLLS)	crlls@eduhk.hk
Centre for Special Educational Needs and Inclusive Education (CSENIE)	csenie@eduhk.hk
EdUHK Christian Faith and Development Centre (CFDC)	christianfaith@eduhk.hk
Integrated Centre for Wellbeing (I-WELL)	iwell@eduhk.hk
International Research Centre for Cultural Studies (IRCCS)	irccs@eduhk.hk
Research Centre for Chinese Literature and Literary Culture (RCCLLC)	rccllc@eduhk.hk
Resource Centre for Interdisciplinary Studies and Experiential Learning (RCISEL)	rcisel@eduhk.hk
Research Centre for the Transmission of Cantonese Opera (RCTCO)	rctco@eduhk.hk
The Academy of Hong Kong Studies (AHKS)	ahahks-admin@eduhk.hk
The Joseph Lau Luen Hung Charitable Trust Asia Pacific Centre for Leadership and Change (APCLC)	apclc@eduhk.hk

Information of the Research Centres and Professional Development Centres is available at: https://www.eduhk.hk/en/research/research-centres .

Departments

For matters related to course offerings, please contact the respective offering departments as listed below.

Department	Email
Department of Chinese Language Studies (CHL)	chl@eduhk.hk
Department of Cultural and Creative Arts (CCA)	cca@eduhk.hk
Department of Curriculum and Instruction (C&I)	ci@eduhk.hk
Department of Early Childhood Education (ECE)	ece@eduhk.hk
Department of Education Policy and Leadership (EPL)	epl@eduhk.hk
Department of English Language Education (ELE)	ele@eduhk.hk
Department of Health and Physical Education (HPE)	myeewong@eduhk.hk
Department of International Education (IE)	ie@eduhk.hk
Department of Linguistics and Modern Language Studies (LML)	lml@eduhk.hk
Department of Literature and Cultural Studies (LCS)	lcsdept@eduhk.hk
Department of Mathematics and Information Technology (MIT)	mit@eduhk.hk
Department of Psychology (PS)	psystud@eduhk.hk
Department of Special Education and Counselling (SEC)	secenq@eduhk.hk
Department of Science and Environmental Studies (SES)	dses@eduhk.hk
Department of Social Sciences and Policy Studies (SSPS)	ssps@eduhk.hk

Information of departments is available at:
https://www.eduhk.hk/en/academics/departments-faculties-and-school

Student Support

Please contact the following units if you have questions regarding:

Issues	Unit(s) for Enquiry	Location	Email / Website
Application for: - Replacement of Student EdU Smart Card - Change of Personal Particulars - Academic Documents - Academic Transcripts - Graduation Documents	Registry	A-G/F-11	Email: siec@eduhk.hk Website: www.eduhk.hk/re
Application for: - Credit Transfer - Change of Specialized Area /Mode of Study - Deferment of Studies - Leave of Absence - Withdrawal - Add/Drop Courses - Late Submission of Assignment - Supervisory Arrangement - Change of Supervisor(s) - Intention to Submit Thesis - Testimonial	Graduate School	B4-G/F-02	Email: edd@eduhk.hk Website: www.eduhk.hk/gradsch
Tuition Fee	Finance Office	A-3/F-09	Email: fees@eduhk.hk Website: www.eduhk.hk/fo/
On-campus Accommodation / Transportation	Estates Office	A-2/F-01	Email: webmaster.eo@eduhk.hk Website: www.eduhk.hk/eo/
Student Service for Postgraduate Students	Student Affairs Office	A-1/F; B4-G/F-01	Email: saoemail@eduhk.hk Website: www.eduhk.hk/sao
Moodle / Turnitin	Centre for Learning, Teaching and Technology	E-1/F-01	Email: lttc@eduhk.hk Website: www.lttc.eduhk.hk/
Technical Issues (e.g. Student Portal [The Portal] / Email / Passwords / IT Service / SPSS Network Version)	Office of the Chief Information Officer	C-LP-20	Email: helpdesk@ocio.eduhk.hk Website: www.eduhk.hk/ocio/
Student Visa	Global Affairs Office	A-G/F-09	Email: gao@eduhk.hk Website: www.eduhk.hk/gao

11.2　　　Study-related Websites

Academic / Programme Related Information

1. **EdD Programme Information**
   https://www.eduhk.hk/gradsch/index.php/current-students/doctor-of-education-edd.html

2. **Frequently Asked Questions (FAQs)**
   https://www.eduhk.hk/gradsch/index.php/current-students/doctor-of-education-edd.html

3. **Academic Calendar**
   https://www.eduhk.hk/re/modules/content/item.php?categoryid=6&itemid=11

4. **General Academic Regulations for Taught Postgraduate Programmes**
   https://www.eduhk.hk/gradsch/index.php/policies.html

5. **General Academic Regulations for Research Component of the Research Postgraduate and Professional Doctorate Programmes**
   https://www.eduhk.hk/gradsch/index.php/policies.html

6. **Code of Practice for Doctor of Education Programme**
   https://www.eduhk.hk/gradsch/index.php/policies.html

7. **University's Guidelines on Ethics in Research**
   www.eduhk.hk/rdo/human.html

8. **Student Portal (The Portal)**
   http://portal.eduhk.hk

   - Online Course Registration
     Login ***The Portal*** → e-SIS → Student Services → Course Registration → *click* "I understand" → Select Term (Semester) → Add/Drop Course Groups → Submit Changes

   - Viewing Personal Timetable
     Login ***The Portal*** → e-SIS → Student Services → Personal Timetable

   - Viewing Student's Electronic Bill
     Login ***The Portal*** → e-SIS → Student Services → Student Account → Account Summary

   - Viewing Assessment Grades
     Login ***The Portal*** → Teaching & Learning → Grade Enquiry

9. **Student Webmail**
   http://webmail.eduhk.hk

10. **EdUHK Moodle**
    https://moodle.eduhk.hk/

11. **Special Class Arrangements during Bad Weather**
    www.eduhk.hk/reg/student_handbook/   *Please refer to "Chapter 15: Class/Examination Arrangements during Tropical Cyclone/Rainstorm".*

12. **Student Handbook**
    www.eduhk.hk/reg/student_handbook/

Catering and Transportation

1. **Catering**
   www.eduhk.hk/catering/

2. **Transport to and from EdUHK / School Bus Services**
   www.eduhk.hk/transportation/

3. **Application for In-service Part-time Student Parking Permit**
   www.eduhk.hk/eo/eoform.htm

Support Units

1. **Registry (REG)**
   www.eduhk.hk/registry/

2. **Research and Development Office (RDO)**
   www.eduhk.hk/rdo

3. **Student Affairs Office (SAO)**
   www.eduhk.hk/sao/

4. **Global Affairs Office (GAO)**
   https://www.eduhk.hk/gao/

5. **Centre for Language Education (CLE) – Arthur Samy Language Learning Centre (ASLLC)**
   https://www.eduhk.hk/cle/en/

6. **Centre for Learning, Teaching and Technology (LTTC)**
   www.lttc.eduhk.hk/

   • LTTC Workshops   https://www.lttc.eduhk.hk/news-and-events/events/

7. **Library (LIB)**
   www.lib.eduhk.hk/

   • LIB Handbook   https://www.lib.eduhk.hk/about/policies-regulations/library-handbook

   • LIB Workshops   https://www.lib.eduhk.hk/teaching-learning-support/library-skills-workshops

8. **Office of the Chief Information Officer (OCIO)**
   www.eduhk.hk/ocio/

   • Useful IT Information for   https://www.eduhk.hk/ocio/useful-it-information-new-students
   New Students

9. **Kowloon Tong Satellite Study Centre (KTSSC)**
   https://www.eduhk.hk/eo/study-centres

10. **Tseung Kwan O Study Centre (TKOSC)**
    www.eduhk.hk/sc/

10.3 Location and Campus Map

Campus Map of EdUHK Tai Po Campus

The Education University of Hong Kong
Tai Po Campus
香港教育大學大埔校園

Operational Staff Quarters
職校員工宿舍

Taxi / Bus
的士站 / 巴士站

Pedestrian Entrance
行人入口

Northcote Hall
羅富國堂

Grantham Hall
葛量洪堂

Robert Black Hall
柏立基堂

Central Garden
中央公園

The Education University of Hong Kong
Jockey Club Primary School
香港教育大學
賽馬會小學

Barbecue Pits
燒烤場

Senior Staff Quarters
高級教職員宿舍

The Education University of Hong Kong
Early Childhood Learning Centre
香港教育大學幼兒發展中心

Jockey Club Student Quarters
賽馬會學生宿舍

Tennis Court
網球場

Car Park
停車場

President's Lodge
聚學樓

Amenities & Sports Complex
文康運動綜合大樓

Swimming Pool
游泳池

Site of
New Academic Building
新教學大樓日後位置

Wofoo Foundation
Dr. Joseph Lee Football Field
利信慈善基金
李宗德足球場

A
Cho Kwai Chee Foundation Building And Car Park
曹貴子基金會大樓及停車場

B
Academic Building
South Wing
教學大樓
南翼

C
Central Facilities Building
And Mong Man Wai Library
中央大樓及蒙民偉圖書館

D
Academic Building
North Wing
教學大樓
北翼

E

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