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INTRODUCTION

The information provided below aims to answer some of the most frequently asked questions about the process of writing a thesis for the Doctor of Education (EdD) in Educational Leadership program.

Students must familiarize themselves and adhere to the regulations set out in Section 8 of the School of Graduate and Postdoctoral Studies’ Graduate Regulation: http://grad.uwo.ca/current_students/regulations/8.html.

This section outlines the university-wide thesis regulations and procedures.

WHAT IS A THESIS?

A thesis (or dissertation) is a formal statement of the theory, source materials, methodology, and findings of a student’s major research project. It must be a complete and sufficient document that does not require subsidiary information to substantiate its findings. The examination of the thesis exposes the student’s work to scholarly criticism (School of Graduate & Postdoctoral Studies’ Graduate Regulations Section 8.1).

A thesis is an extended research paper that

• addresses one or more researchable questions;
• draws on published research and theoretical literature;
• seeks to address a gap in the knowledge about a topic or examines a topic in a new way;
• is grounded in sound, well-established theory;
• is couched in proper English usage.

The EdD thesis links relevant research and theory to practice, particularly authentic problems of practice that are identified in the practitioner’s local contexts.

WHAT IS AN EDD THESIS?

The EdD thesis will include the results of the candidate's independent research that focuses on examination of:

a) An educational problem,

b) A practice or program or,

c) An educational policy or reform.

Most EdD theses will be studies undertaken in the local context and have the potential to contribute to solutions of local educational problems. Theses may draw on a range of qualitative and quantitative research and evaluation methodologies.

In understanding the features of an EdD thesis in comparison to those of a PhD thesis, it is important to understand that the EdD thesis is typically a research study focused on educational programs or practices. Unlike the PhD thesis (that is generally seen as contributing theoretically-grounded knowledge and contributing to the research in a scholarly discipline), the goal of the EdD thesis is to generate knowledge that contributes to the understanding of authentic educational practices, policies, or reforms. Size and scope of the thesis research may differ from PhD thesis research due to the circumstances of the researchers in practice. Nevertheless, the EdD thesis is a significant scholarly work that
uses rigorous research methodologies in the study of educational problems and practices. The thesis is expected to be based on one or more theoretical frameworks and to include a comprehensive review of relevant literature in which the research question or questions are situated. The thesis most often involves collection of original empirical data, qualitative and/or quantitative analysis of these data, interpretation of the findings, a discussion of their significance and implications, and an indication of important areas for further research.

Although EdD theses differ in nature from more discipline-oriented and theoretically-focused PhD theses, they are held to the same high standards of academic quality and rigor as are other Western University doctoral theses. Two half-course thesis seminars are offered in the third year of the cohort program, in which the expectations regarding theses are explored in depth. Candidates consolidate their work in the program into seminar presentations that provide a clear and well-developed statement of their POP, a summary of information they have gathered on their Problem of Practice (POP), an analysis of their POP based on the information they have gathered, a critical review of the literature, and specific recommendations to address their problem of practice.

**WHAT IS AN EDD IN EDUCATIONAL LEADERSHIP**

The Doctor of Education (EdD) in Educational Leadership is a three-year degree program designed for working professionals who are current or aspiring educational leaders. Students strengthen their skills for leading groups in high-performing schools, districts, universities, and other organizations and to connect relevant research with practice. Candidates for this program must have earned a master’s degree and have prior work experience in a related field. *Generally students will have only one primary supervisor.*

Educational Leadership EdD theses will present the results of the candidate's independent investigation in a manner that contributes to professional knowledge in education and is oriented to the improvement of educational practice. Examples might include leadership studies examining and/or evaluating reforms in curriculum and instruction, professional development, assessment, and applications of technology.

**WHAT IS AN EDD THESIS SUPERVISOR?**

A thesis supervisor is a university faculty member whose role is to guide students who are candidates for a doctorate degree, helping them to design, develop, refine, and direct students' choice of sub-discipline in which they will be examined or on which they will write a dissertation. Students work closely with their Supervisor, who is the first point of contact, and often the final decision maker, for any questions or concerns relating to the thesis development process.

Here are two resources for understanding the supervisor-supervisee relationship:

**Purple Guide to Supervision** - [https://www.uwo.ca/tsc/faculty_programs/pdf/PG_1_Supervision.pdf](https://www.uwo.ca/tsc/faculty_programs/pdf/PG_1_Supervision.pdf)

The target audience for this document is primarily graduate supervisors, but this document gives students conducting research a sense of what “effective supervision” may look like. It can also give students some insight into how some faculty think about graduate student supervision.

**Graduate Supervision Handbook** - [http://grad.uwo.ca/faculty_staff/viceprovost/supervision.html](http://grad.uwo.ca/faculty_staff/viceprovost/supervision.html)

SGPS provides this resource primarily for faculty about the significance of the supervisory relationship, highlighting key underlying principles. See in particular the Template of Understanding for an example of a sample contract that may be
agreed upon by students and their Supervisor. Students are strongly encouraged to consult their Supervisor directly for more information about supervisory relationships and expectations.

**How often should I meet with my Supervisor?**
Students should maintain close contact with their Supervisor and keep all members of their Thesis Advisory Committee informed of the progress on their thesis. A Supervisor and a student will almost certainly decide to set up a series of regularly scheduled appointments. These meetings are particularly crucial during the final stages of preparation. However, regular check-ins are strongly encouraged.

**May I change my Supervisor?**
Only under extenuating circumstances may the student or the Supervisor opt out of their supervisory arrangement prior to the completion of the student’s program. In the unusual event that either the student or faculty member may need to have the supervisory arrangement changed, a meeting with the Associate Dean, Graduate Programs, should be arranged in the first instance by whomever (i.e. the student or faculty member) is requesting the change. Following that meeting, the Associate Dean will make further inquiries into the matter and/or determine whether the requested change is to be approved. The Associate Dean will ensure that both the student and Faculty member are notified of the decision within one month of the initial meeting.

**WHAT IS A THESIS ADVISORY COMMITTEE?**
The Thesis Advisory Committee must have at least two members: the Supervisor and another member. A student’s Supervisor must be from the Faculty of Education, but the committee member(s) may or may not be. All committee members must be approved by the student’s Supervisor and must successfully acquire membership in the School of Graduate & Postdoctoral Studies (SGPS).

The functions of the Committee are

- to review, make recommendations, and approve the thesis; and
- to advise and supervise the development of the study.

**What if I disagree with my Committee?**
Should there be a difference of opinion between the student and the Committee concerning the readiness of the final draft for examination, the student has the right to appeal this decision. If the student is not successful in an appeal the student still has the right to proceed to defence. However, it must be recognized that if the Committee believes the thesis is not ready, the student is strongly encouraged to rely on the advice of the Committee.

**Are other faculty members allowed to advise me?**
While working on their thesis, students should feel free to consult any member of the Faculty of Education who may be able to offer advice. In terms of good communication and practice, however, students are strongly advised to inform their Supervisor beforehand of those consultations.

Read the School of Graduate and Postdoctoral Studies’ Graduate Supervision Handbook, for further information on the rights and responsibilities of students and Supervisors.

http://grad.uwo.ca/faculty_staff/viceprovost/supervision.html
Please inform the Associate Dean, Graduate Programs in a timely fashion of any serious difficulties such as major professional academic disagreements, interpersonal conflicts, or potential conflict of interest situations.

PROPOSAL

WHAT IS THE PURPOSE OF A PROPOSAL?
The proposal should leave the reader in no doubt as to what and why the student intends to accomplish in their thesis and how they will accomplish it. The proposal is a crucial piece of work which must be completed before time is invested in detailed research. A well designed and tightly written proposal can save much time and effort in composing the final product. Students typically write and revise several drafts of a proposal before the final submission.

WHAT ARE THE COMPONENTS OF A PROPOSAL?
6500 to 7000 words (double-spaced) is usually sufficient for a proposal.

A proposal must meet the following criteria:
- The broader contextual issues are clearly defined
- The research questions or problem to be addressed are clearly stated
- The research techniques and methods of analyzing and/or interpreting the findings are described
- The applicability of the study to educational scholarship and/or practice is demonstrated
- Potential implications for education are noted
- Manageable limits for the study have been set
- Ethical issues are identified and discussed
- The adequacy of materials and available resources are demonstrated
- A preliminary bibliography is attached
- A timeline, with key milestone, from the proposal through until the anticipation examination is provided

Research Problem:
The research problem or question to be investigated is the core of the research. Until a workable research problem is clarified, one cannot determine the nature of the approach or style of investigation that is appropriate for research.

The Committee will advise the student on the merit of their research idea and the quality of the language in which it is expressed. Most students find that narrowing down the focus of the research is not an easy task, but it is a critical first step in the design of the study.

Research Methods:
Once the research problem is clearly defined, a research methodology and methods for the study should be identified.

Some questions to consider:
- Should the study be empirical-analytic? interpretive? critical?
- Are qualitative, quantitative, or mixed methods appropriate?
- What weight should be given to empirical and/or theoretical considerations?
- Will you utilize historical, contemporary, philosophical, or practical methods of analysis?
• What will be the anticipated application of this research knowledge to practice?

Note that additional formatting and content requirements for the proposal are outlined on the EdD Research Proposal Guide.

WHEN CAN I START MY PROPOSAL?

Year two of the EdD program is designed to engage students in an in-depth analysis of an identified problem of practice through diverse academic disciplines (e.g., leadership, workplace, and adult learning). Specialized coursework starting in the second year of the program exposes students to approaches to research and emphasizes the application of theory and research to practice.

Proposal writing begins within the coursework of the EdD program in Year two. Candidates’ supervisors will support students’ proposal writing in preparation for the research proposal milestone in Year two (which serves as the program’s qualifying exam).

Proposal Evaluation
The proposal will be evaluated by the proposal committee, composed of two members identified by the Faculty of Education (the student’s Supervisor and one additional member). More information about the research proposal is available in the EdD Research Proposal Guide. The proposal will be submitted midway through Year two of the program, at a time designated by the Graduate Programs Office.

Proposal Approval
When the proposal committee is satisfied with a student’s written proposal, and the entire research proposal is passed, the student will receive confirmation of the proposal’s approval by email from the Graduate Programs Office. The student must send a message of confirmation to the Graduate Programs Office that the message has been received. A record of this confirmation will be kept by the Graduate Programs Office, and sent to the Associate Dean, Graduate Programs, for final approval.

If the proposed research involves human subjects, the student must receive ethics approval from the Western University Research Ethics Board as well as other appropriate organizational approval before the research begins. Students should discuss this matter thoroughly with their Supervisor before beginning any aspect of research.

Your proposal and ethics (if applicable) must be approved before you begin to collect your data. Any data collected before receiving approval cannot be used in the thesis.

Changes to Research Plan After the Proposal Has Been Accepted
Acceptance of the Proposal does not mean that a student is committed to it in all circumstances. Unforeseen difficulties or unexpected findings might necessitate revisions or amendments to the original proposal. Students should consult their Supervisor and committee if they feel they need to make changes. If the changes involve any of the procedures approved by the Western University Research Ethics Board, the student will also have to notify the Office of Research Ethics.

ETHICS REVIEW
All research with human participants conducted by faculty, staff, and students must follow the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS 2), and be approved by a Western University Research Ethics Board before the research begins.

For example, the following methods of data collection require formal approval:

- conducting interviews;
- using surveys and questionnaires;
- using written work produced in their own classrooms or those of colleagues.

**Ethics Application**

All applications for ethics approval for research with human participants must be submitted online through ROMEO (generally using the Non-Medical form) for consideration by the Non-Medical Research Ethics Board (NMREB). The NMREB reviews all ethics applications involving human participants that include social, behavioural and cultural research in a non-clinical, non-patient-based population. Each new application is received by the NMREB will be assessed for level of risk and designated for delegated review (minimal risk) or for review by the Full Board. Any application that is set for delegated review will be reviewed by at least one member from the Faculty of Education.

Students are encouraged to develop research studies that put participants at minimal risk.

The Office of Research Ethics has resources to help with ROMEO submissions. If you require assistance with ROMEO please contact the ROMEO helpdesk at ext. 83059 or 519-661-3059 or email ethics-romeo@uwo.ca

ROMEO - [http://www.uwo.ca/research/services/ethics/romeo/index.html](http://www.uwo.ca/research/services/ethics/romeo/index.html)
Non-Medical Research Ethics Board - [http://www.uwo.ca/research/services/ethics/nonmedical_reb/index.html](http://www.uwo.ca/research/services/ethics/nonmedical_reb/index.html)

Teachers or those who work in a school board must also secure the written permission of the Board prior to conducting research. (Check your Board’s procedures about this important point.) Students who work at another organization that requires ethics approvals prior to conducting research must secure the written permission of their organization.

**Revisions to Approved Ethics Proposals**

All revisions to ongoing studies must be sent to the Office of Research Ethics through ROMEO.

**Thames Valley District School Board (TVDSB) and London District Catholic School Board Research (LDCSB)**

For research at the LDCSB or the TVDSB obtain ethics approval from Western first. Once you have approval from Western’s Office of Research Ethics please send the ethics approval, ROMEO form and attachments (you can get a word document off of the system), and the School Board Form (available at [http://www.edu.uwo.ca/research/ethics.html](http://www.edu.uwo.ca/research/ethics.html)) to the school board.

**Guidelines:**


Western’s Non-Medical Research Ethics Board Guidelines:
[http://www.uwo.ca/research/services/ethics/nonmedical_reb/guidelines.html](http://www.uwo.ca/research/services/ethics/nonmedical_reb/guidelines.html)
RESEARCH RESOURCES

Many supports and resources are available to support student research in the Faculty of Education and at Western. Here is a selection (note that the list is not exhaustive). These resources are also available in the EdD Events and Resources OWL site. Supervisor will have more recommendations.

GENERAL RESOURCES

Journals for EdD in Educational Leadership Thesis Research
This is a list of some of the most common research journals for thesis research. Topics include adult learning, distance education, educational leadership, education research, higher education, nursing, organizational psychology, policing, qualitative research, quantitative research, technology in education.

Websites for Leadership and Administration
This is a partial list of active websites for school-focused leadership, administration, and research in education.

EdD Faculty Fellows
This is a list of the faculty fellows currently associated with the EdD. Check the profile list to see if there is overlap between your area of research and their expertise.

Library Research Resources
This document provides a list of resources available to online students, and provides a short list of videos.

Student2Scholar
Student2Scholar is a free, fully online, self-paced suite of learning module that prepares graduate students in the social science to develop their skills for conducting research. S2S was developed by a team from Western, OISE, and Queen’s, and was funded by the OOI initiative.

DATA COLLECTION AND ANALYSIS

Professional Programs Statistics Resource
This is a site for resources and references related to quantitative methods and statistical analysis for students enrolled in Western’s professional programs. This is a self-directed, non-instructional site.

Map and Data Centre
Visit this site for supports and resources related to data and statistics, as well as services that include workshops and statistics consultations. The site also provides a range of tutorials and guides for data and statistics, as well as software licensing (some restrictions apply, particularly for off-campus students).

APA Style Refresher Video Part I
This is a video in which a doctoral candidate and professional editor provides a summary of the 6th edition of APA style. The presentation slides are also available.

APA Style Refresher Part II
This is a video in which faculty, staff, and students discuss tips, tools, and imperatives for research proposal writing. The focus is on strong, clear, error-free writing. The presentation slides are also available.
Writing Support Centre Services for Graduate Students
The WSC offers one-to-one counselling, seminars, and other graduate writing resources (which includes handouts, tip sheets, writers’ guides, and style guides). Most services are onsite, but phone consultations are available.

APA Style Guides and Resources
This is a list of tutorials, style guide references, and videos related to APA.

HELPFUL TECH TOOLS
Zotero (for reference management) - Western Education has created an introductory guide to Zotero, as well as an intro video for this resource.

My Surveys, Qualtrics (for online survey software – Western-licensed)
FluidSurveys (for online survey software – Canadian-based)
Dedoose (online program for data collection, organization, and analysis)

YEAR THREE THESIS WORK
Year three is designed to support students in synthesizing their Year two inquiry projects into a thesis. Some course work will directly support thesis development. However, students can expect to plan additional time for thesis work beyond program course work. Students are expected to maintain frequent contact with their supervisors during this time.

THESIS PREPARATION & FORMAT
Thesis format specifications are listed in section 8.3 of the School of Graduate and Postdoctoral Studies’ Graduate Regulations - http://grad.uwo.ca/current_students/regulations/8.html.

Formatting templates can be located on the SGPS website at http://grad.uwo.ca/current_students/thesis/formatting.html.

Overall, it is important to submit a thesis that has a consistent and readable appearance. Students must follow a standard style manual so that the presentation of references/bibliographies is consistent throughout the thesis and conforms to a style appropriate to the discipline (i.e. referencing format of the latest version of the American Psychological Association style guide).

EXAMPLES
Theses in Practice from CPED-Influenced EdD Programs
The Carnegie Project on the Education Doctorate (CPED) compiles EdD theses for reference. Visit this database for examples. Note that the requirements, structure, and format for EdD theses may be different at other institutions.
Western’s Electronic Thesis and Thesis Repository
This site helps students to find information required to format and submit a graduate thesis for examination and publication electronically. Students may browse the repository for samples of similar student research.

Plagiarism:
Students must write their essays and assignments in their own words. Whenever students take an idea, or a passage of text from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Such acknowledgements are not a weakness of the study; rather, they indicate disciplined research practice.

Plagiarism is a major academic offence (see Scholastic Discipline for Graduate Students in the Western Academic Handbook). Students are required to follow Western University policies concerning plagiarism and the extensive use of copyrighted material.

Plagiarism checking: Western University uses software for plagiarism checking. Students may be required to submit their written work in electronic form for plagiarism checking.

THESIS EXAMINATION
The regulations of the School of Graduate and Postdoctoral Studies concerning the thesis examination are on the web site and should be carefully consulted: http://grad.uwo.ca/current_students/regulations/8.html.

Timelines
Term deadlines are listed on the Timetables and Timelines page of the Graduate Programs web site at http://www.edu.uwo.ca/graduate-education/timelines.html

The following timelines need to be adhered to:

- Forms for oral examination must be submitted to the Graduate Programs Office at least 7 weeks before defence date;
- The thesis must be uploaded to Scholarship@Western at least 6 weeks before defence date;
- The deadline to upload final thesis for publication after defence is 6 weeks or end of term; whichever comes first.

Forms
When the Advisory Committee decides that the thesis is ready for an examination, the student submits the following forms to the Graduate Programs Office:


Both forms have to be submitted to the Graduate Programs Office a minimum of seven weeks prior to the defence.
Timeline: Students must submit their final thesis before the deadlines stated on the SGPS website in order to defend within a particular time period.

On the Application for Thesis Examination form the Supervisor submits a list of Examiners and a date for the examination. It is the Supervisor’s responsibility, in collaboration with the Graduate Programs Office, to coordinate a date and time for the exam with the examiners.

The Graduate Programs Office submits to SGPS the proposed Doctoral Thesis Examination Board. The examination cannot be held until the School of Graduate and Postdoctoral Studies has approved the list of examiners and the date.

Scholarship@Western
A minimum of six weeks prior to the defence the student must upload their thesis to Scholarship@Western, Electronic Thesis and Thesis Repository, http://ir.lib.uwo.ca/etd. Steps on how to submit a thesis are available on the SGPS’ Preliminary Submission page at http://grad.uwo.ca/current_students/thesis/preliminary.html.

Examination Committee:
The Examination Committee consists of a neutral Chair, two program Examiners from the Faculty of Education (one of which may be a committee member if that member has had little to do with the thesis development), a university Examiner, and an Examiner external to the university. As noted above, the Supervisor provides a list of examiners. The School of Graduate & Postdoctoral Studies appoints a Chair for the examination. Examiners must be seen to be able to examine the student and the thesis at “arm’s-length,” free of substantial conflict of interest from any source.

The primary tasks of the Examiners are to:

- Determine if the thesis and the candidate meet recognized scholarly standards for the degree;
- Appraise the thesis for content - its underlying assumptions, methodology, findings, and scholarly significance of the findings;
- Appraise the thesis for form - its organization, presentation of graphs, tables, and illustrative materials, and its use of accepted conventions for addressing the scholarly literature;
- Evaluate the candidate’s skill and knowledge in responding to questions and defending the thesis; and,
- Ensure authenticity of authorship.

Preliminary Examination of the Thesis
After the thesis is uploaded to Scholarship@Western, Examiners are contacted via email with instructions on how to access the thesis in the repository. Examiners receive an electronic version of the thesis and are also provided with instructions on how to request a paper copy. Paper copies generally arrive in one business day to Examiners located at Western and are couriered to external examiners.

Examiners are required to perform a preliminary examination of the thesis. Preliminary evaluations from the Examiners are due one week prior to the defence date. Each Examiner must independently and without consultation, decide whether the thesis meets the scholarly standards for the discipline and degree in form and content. There are 2 possible outcomes that the Examiners may consider: 1) Acceptable to go to defence with revisions/modifications, or 2) Unacceptable to go forward to defence.

Public Lecture
At the time of the publication of this guide, students are required to present a one-hour Public Lecture on their thesis research, which will be normally scheduled the same day or within twenty-four hours before the Thesis Examination. SGPS announces the public lecture on its website and in the Western News. The lecture is open to all members of the community. The Examiners should normally attend the Public Lecture and Thesis Examination.

Students are strongly encouraged, though not required, to attend their thesis defence in person.

**Video Conferencing Facility**
The Faculty has a state-of-the art video conferencing facility. It is used to deliver graduate classes requiring video links to other institutions in Ontario and beyond, and it is also used for thesis defence since it enables the participation of external examiners who are located elsewhere. This space is available for use by any graduate student needing to use this technology.

**Certificate of Examination**
Students are expected to bring to their thesis defence one copy of the Certificate of Examination, which is to be signed by the examining committee. The Certificate of Examination is prepared by the student. Please refer to the examples in Section 8.3.1.6 of the School of Graduate and Postdoctoral Studies’ Graduate Regulations: http://grad.uwo.ca/current_students/regulations/8.html.

**Examination**
Please refer to section 8.4.4.2 of School of Graduate & Postdoctoral Studies’ Graduate Regulations for regulations and procedures of the thesis oral examination - http://grad.uwo.ca/current_students/regulations/8.html. Below is a summary of what happens during an exam.

The examination committee will examine the candidate on the content, format, and implications of the thesis. In addition to determining the adequacy of the findings, the committee must be satisfied that the work meets the proper standards of scholarship.

Before the oral examination begins, the Chair of the Examining Committee introduces the student to all members of the Committee. Then the student withdraws from the room for a few minutes while the Examiners determine the order of questioning and number of rounds of questioning (usually two).

Then the questioning begins. There may be one or two rounds of questioning. On the completion of all questioning the student retires from the room while the examining committee makes its determination.

There are three possible outcomes to the oral defence that the examiners may consider:
- Acceptable - no changes
- Acceptable with revisions/modifications
- Unacceptable

The examination is normally closed to the public.

**Final Submission**
Once the examination is successful, the student must complete any required changes within six weeks of the defence date or end of term, whichever comes first. In order to pass the defence, any required changes must be deemed as “minor”.

The final thesis is resubmitted via Scholarship@Western Electronic Thesis and Thesis Repository. Students are also required to submit the following to the School of Graduate and Postdoctoral Studies: original signed Certificate of Examination, Library and Archives Canada Theses Non-Exclusive License form.

Forms are available at http://grad.uwo.ca/current_students/thesis/submission.html

The Thesis and Membership Coordinator at SGPS will audit the final submission to ensure it meets all regulations pertaining to thesis formatting. Once approved the work will immediately be published within the repository and the student will be informed of the publication via email. Confirmations will also be sent to the supervisor and program administrator. Once the thesis is published, the student has officially completed the thesis requirement of their degree. Subject to approval by the University Senate, the student’s name is placed on the convocation list.

Students may ask for an embargo on the publication of their thesis for up to two years.

THESIS DEFENCE ONLY STATUS

Students who have have completed all degree requirements (including thesis submission), but have not defended their thesis prior to the end of the current term are eligible to continue your registration into the subsequent term in Thesis Defence Only (TDO) status. This additional term makes the completion of the thesis possible while not requiring full tuition fees. (Please note: you will still be responsible to pay part-time ancillary fees and UHIP fees where applicable.) This status may apply for a maximum of one term.

In order to be considered for TDO status for the subsequent term:
- Submit an Intent to Submit Thesis by End of Term form, signed by your Supervisor, normally five weeks prior to the end of the current term.
- Upload your defence-ready preliminary thesis electronically by the final official day of the current term. The uploaded preliminary thesis must be the final version for the examining committee – no further revisions will be permitted after the submission.¹

After meeting the above two requirements, students will be registered in TDO status in the subsequent term. Submission of the Intent form and failure to upload the defence-ready thesis by the deadline will result in registration returning to its previous status.

In order to maintain TDO status following the defence, students must:
- Successfully complete the thesis examination.
- Complete all required thesis revisions.
- Submit the final thesis to the School of Graduate and Postdoctoral Studies prior to the end of the TDO term.² Failure to meet these conditions will result in a required payment of part-time tuition retroactively for the TDO term, and will continue to be registered until the final thesis is submitted.

Important Notes
Please note that the required timelines for thesis submission are still in effect to allow for review by the examining committee:

- Doctoral preliminary thesis submission – six weeks prior to thesis exam

2 Although revisions and final thesis submission may be permitted six weeks after a successful thesis examination, the deadline for final thesis submission to maintain TDO status is the final day of the TDO term.

EDD THESIS FAQ SHEET

PLEASE NOTE THAT THIS SECTION PROVIDES GENERAL INFORMATION ONLY. If you have further or more specific questions, please consult the appropriate resources directly, i.e. your thesis Supervisor, course instructor, and/or the Graduate Programs Office. For general information, visit the online EdD Research Handbook and the EdD Resources and Events OWL site.

TEMPLATE AND FORMATTING

Is there a Western thesis template, and where do I find it?
Yes, it is available on the Formatting page of the SGSP website.

Do I have to follow the template exactly?
The thesis template is a guideline only. While there are general expectations for the structure of a thesis, its organization will vary depending on the nature of the study.

What if I have questions about the structure and organization of my thesis?
Contact your Supervisor.

Is there a word/page limit on the final report?
There is no word/page limit on an EdD thesis at Western, and the number of pages varies depending on the study and the complexity of various research requirements and demands.

What else do I need to know about thesis preparation and format?
The thesis must have a consistent, readable appearance. Students must follow a standard style manual so that the presentation is consistent to a style appropriate to the discipline or field. The EdD thesis should conform to the most recent APA style guide.

Students must write all parts of their thesis in their own words, and must acknowledge all ideas and quotations through proper referencing protocols. Plagiarism is a major academic offense, and students are required to follow Western University policies concerning plagiarism and the extensive use of copyrighted material.

CODING AND DATA ANALYSIS

What data matters for my thesis?
The data that matters will depend upon the purpose, driving question(s), and participants of your study. For instance, the frequency of participants that mention a particular topic may be of relevance if the goal of your study is to ascertain
the degree to which participants share a particular view of issue of interest, or if your study aims to discover the most salient views or issues of interest. If this detail appears but it is not relevant to your study, then it is probably not necessary to mention it directly. This should be discussed further with your Supervisor.

**What charts, tables, and visuals should I include in my thesis? How many are appropriate?**

Again, this is an issues to discuss specifically with your Supervisor. The charts, tables, and visuals that you may use in your thesis depends upon the questions, participant numbers, type and amount of data that you collect. Charts, tables, and visuals are useful in theses for displaying summaries, relationships, and patterns of information in a visual way. There is no minimum or maximum number of visual materials in a thesis document.

**What else is important to note in regarding what should be emphasized in a thesis?**

Important issues will depend upon the details of your study. In general, however, it is important to convey to readers the level of trustworthiness of the respondents, as well as describe the contexts in which respondents were asked for information (which may play some role in the extent to which they can/should be trustworthy). Depending on your study, you may also wish to challenge the notion of “trustworthiness” altogether.

Triangulation is another feature of some research that confirms that three data sources are arguing the same point. Triangulation may be used as an alternative to traditional criterial like reliability and validity, is employed to reduce researcher bias, and is a preferred approach in the social sciences. Check with your Supervisor for other important issues to address in your particular study.

**Texts for coding, analysis, and reporting (recommended by Dr. Gus Riveros & Dr. Pam Bishop)**

**GENERAL RESOURCE**


**CODING & DOCUMENT ANALYSIS**


**Data Analysis Software**


*SPSS*: Western offers free access to SPSS. Students may log in remotely to VLab to access SPSS. Get help with SPSS via this [help document](http://www.tandfebooks.com.proxy1.lib.uwo.ca/onlineHelp.do?proxy=true&format=html&book=10.4324/9780203412497), and by contacting the [Data Analytics Help Service](http://www.tandfebooks.com.proxy1.lib.uwo.ca/onlineHelp.do?proxy=true&format=html&book=10.4324/9780203412497).


**DATA COLLECTION AND ANALYSIS SUPPORT RESOURCES**

Western’s [Data Analytics Help Service](http://www.tandfebooks.com.proxy1.lib.uwo.ca/onlineHelp.do?proxy=true&format=html&book=10.4324/9780203412497) offers statistical consulting, workshops on software and data analysis, and tutoring for statistics courses offered across campus. These services are brought to you by the Department of Statistical and Actuarial Sciences in cooperation with Western Libraries. Send an email to [wlstathelp@uwo.ca](mailto:wlstathelp@uwo.ca) to book a consulting appointment. Western Education’s [Professional Programs Statistics Site](http://www.tandfebooks.com.proxy1.lib.uwo.ca/onlineHelp.do?proxy=true&format=html&book=10.4324/9780203412497) provides a number of resources in this self-directed site for EdD students. Other resources like *odesi*, *CANSIM*, and other [data, information, and library resources are available](http://www.tandfebooks.com.proxy1.lib.uwo.ca/onlineHelp.do?proxy=true&format=html&book=10.4324/9780203412497), depending on your resource and data needs.

**RESEARCH FINDINGS**

*What happens if new insights are revealed that were not covered in the literature review?*

If new insights are revealed through a study’s findings then the literature review should be adjusted to anticipate those findings so that the reader can make sense of them in the final draft of the thesis. Lit review drafts should be regularly updated throughout the period of your study.
What if the study findings suggest a need to modify one of the research question is needed?
If you find this occurs, you should promptly meet with your supervisor to discuss the matter.

Can new information (such as a framework) be added to a thesis if it was not discussed in the research proposal?
Again, you need to discuss this question with your supervisor. New information, including frameworks, may be added to the final research thesis, even if they were not discussed explicitly in the research proposal. However, if the changes involve any of the procedures approved by the Western University Research Ethics Board, then the researcher must contact the Office of Research Ethics to supply a revision request, with details that explain the nature of the changes to the study.

ETHICS
What do I do if my study begins to diverge from my approved ethics protocol?
In the first instance, talk with your Supervisor. Researchers must submit forms to maintain the accuracy of their protocol. If you require a protocol revision, communication of adverse events, or change of study personnel, you must indicate submit the appropriate forms via this webpage to the Office of Research Ethics. Contact the Research Office if you have questions.

What do I do when all data collection and participant contact is completed?
Read-read your ethics protocol. Discuss this with your supervisor and see how long and under what conditions you are expected to keep the data. When a study is completed and/or all data collection/patient contact completed, a Non-Medical End of Study Form must be submitted through ROMEO.

TIMELINE FOR SUBMISSION
Should my thesis be submitted before the ethics review end date?
No, the ethics review end date refers to the last date, without prior revision to your ethics application, at which you may collect data.

When do I submit/defend my thesis?
A thesis defence may be scheduled when your Supervisor and Committee indicate that it is ready to be examined. This SGPS webpage is updated periodically with the dates relevant to the process for thesis submission. You and your supervisor should plan a submission and defence timeline together.

Any revisions that are required must be completed within the final thesis submission draft within six weeks after a successful thesis examination.