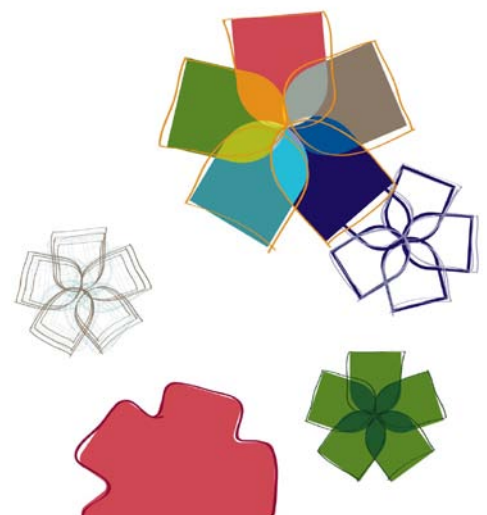


**Faculty of Arts & Education**

# **Higher Degree by Research Information Booklet**

**2011**



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## Section 1: Induction Seminars

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The Faculty organises general induction seminars for its new and recently enrolled candidates on Melbourne and Geelong campuses twice a year.

Dates: Melbourne campus, Burwood: **11.00 am**  
Meeting room EB 2.17  
Building EB, Elgar Road **Friday 14 October**

Geelong campus, Waurin Ponds: **11.00 am**  
Room ic3.315  
Building ic **Friday 21 October**

For confirmation of attendance and venues, contact a HDR Officer: [artsed-research@deakin.edu.au](mailto:artsed-research@deakin.edu.au)

Research Services Division also conduct induction sessions and will separately contact HDR candidates to advise them on the time and date.

## Section 2: Support for Higher Degrees by Research Candidates

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The following financial support is available for HDR candidates in the form of four schemes:

- General Research Assistance
- Conference Support
- Travel (Fieldwork) Grant
- Completion Assistance
- Additional Financial Assistance

### General Research Assistance

#### Guidelines and Conditions

Funding and resources, including on-campus workstations, provided to Faculty of Arts and Education, Higher Degree by Research candidates are offered under the General Research Assistance supported by the four Schools of the Faculty.

The amounts available to each candidate depends on a number of factors. These are outlined below:

- Full Time Candidate
  - Off campus - \$1200 pa
  - On campus with workstation – no further general assistance
- Part Time Candidate
  - Off campus - \$600 pa
  - On campus with workstation – no further general assistance

**Guidelines and current application forms are available from the Faculty website**  
<http://www.deakin.edu.au/arts/research/hdr-assist.php> or from the Faculty HDR Officer,  
**Email:** [artsed-research@deakin.edu.au](mailto:artsed-research@deakin.edu.au)

There is considerable pressure on office space within the Faculty. If your circumstances change and you no longer require access to the workstation/office space for **a period of three months or more**, please advise the Faculty HDR Officer. The Faculty reserves the right to withdraw the on-campus workstation and office space option in the case of untoward or disruptive behaviour as defined in the *University Regulation 4.1 (1) Student Discipline*.

### Conference Assistance

This must be approved by your principal supervisor and the completed form sent to the HDR office prior to attendance. You must be presenting at a conference to be able to claim reimbursement. The maximum amounts available to individual candidates per calendar year are:

**Full-time:** Up to \$1000.00

**Part-time:** Up to \$600.00

- You will need to provide:
  - evidence that your paper has been accepted (e.g. a letter from the organising body or a copy of the conference program) if presenting a paper;
- evidence of the cost of the conference (e.g. registration form, travel quotation);
- original receipts regarding your expenditure.

### Additional Conference Support

Up to \$3000 per candidate for travel and presentation at an international conference.

The scheme is:

- to support Faculty of Arts and Education Higher Degree by Research candidates only and is **not** available for spouses or dependants
- only available **once** during your period of candidature
- available **after** the **successful confirmation** of a Colloquium at one year full-time or eighteen months part-time for the Doctorate or at nine months full-time or twelve months part-time for Master of Arts and **before** the expiration of the minimum period of candidature applicable in each case

Applicants must:

- provide evidence of arrangements in place with conference organisers
- be fully supported by the principal supervisor and approved in advance of attendance by the Faculty

### Research recognition:

Whilst undertaking their candidature, HDR candidates should endeavour to establish their own research portfolio. The Faculty highly recommends that HDR candidates who present conference papers seek to publish, in particular, with DEST recognised publishers\*\*. This is not only of importance to the Faculty but will assist HDR candidates to develop evidence of personal research activity for future applications for research scholarships, grants or employment.

(\*\*Research Services' Publication Collection website: <http://www.deakin.edu.au/research/admin/pubs/>)

### Travel (Fieldwork) Grant

Up to \$1,500.00 per candidate for Travel within Australia, New Zealand or country of origin

Up to \$3,500.00 per candidate for International Travel

This scheme is intended to:

- support Faculty of Arts and Education Higher Degree by Research candidates only and is **not** available for spouses or dependants
- applications can only be made **once** during your period of candidature
- is available **after** the **successful confirmation** of a Colloquium at one year full-time or part-time equivalent for the Doctorate or at nine months full-time or part-time equivalent for Master of Arts and **before** the expiration of the minimum period of candidature applicable in each case
- support library and/or archival records not accessible electronically and/or field research where these are demonstrably crucial to your thesis topic
- applicants **must** provide evidence of arrangements in place with host institutions; confirmation of appointments with researchers and interviewees; availability of research facilities and resources such as libraries, museums, etc.
- this scheme is **not** available to cover attendance at conferences and seminars, nor short courses whether run by public or private institutions.

#### Note 1:

Deakin University Human Research Ethics Committee (DUHREC) approval is required for all research and research-based teaching projects which involve human participants including: surveys, interviews, experiments, depictions and examination of documents. For further information, application forms and meeting deadlines please refer to the Office of Research Integrity web page: <http://www.deakin.edu.au/research/admin/research-integrity/>.

#### Note 2:

In exceptional circumstances, there may be M.A. or Ph.D. candidates before confirmation of candidature at nine or twelve months (full-time equivalent) respectively who wish to apply for early travel (fieldwork) assistance and would be considered on a case-by-case basis by the Faculty. In such cases of early application, the following must be presented:

- a fully justified and endorsed case in support of the request;
- a preliminary literature review centred upon a clear articulation of the significant research problem or question being investigated;

- a research plan and timetable including the time for the mandatory Faculty Confirmation Colloquium;
- documented confirmation of ethics clearance application and/or its approval if applicable, or, if not applicable, a statement of justification of its non-applicability;
- a detailed timetable of proposed research fieldwork activities.

**Note 3:**

For financial reimbursement, please provide **all original receipts** relating of the expenditure along with a corresponding date/activity list. A summary sheet of expenses should be provided when requesting reimbursement. Application form and accompanying documents should be provided in a type-written format.

**Note 4:**

The Deakin University Travel Insurance Policy provides insurance cover for students when undertaking study related international travel. For further information see the web site: <http://www.deakin.edu.au/fbsd/insurance/travelinsurance.php>.

Completed and signed applications are required to be forwarded to the HDR Officer.

**Completion Assistance**

An allowance of up to \$500 for costs associated with the production of a Masters or Doctoral thesis will be paid upon production of receipts. The allowance must be claimed within six months of submission of the thesis. The amount paid will be up to the maximum rate applicable at the time of submission of the thesis. The allowance is a contribution towards the costs of production of the thesis and can only be used for the prescribed number of examination and library copies, editing, checking of references and proof reading. It does not include such costs as purchase of computer equipment.

An allowance may be paid for costs associated with re-submission of a thesis, provided that the above conditions are met. The total allowance for submission and re-submission may not exceed the maximum amounts specified above. Application form may be accessed on the web or from Faculty HDR Officer.

Scholarship recipients are also eligible to claim up to \$600 for printing costs for the final thesis. Applications for this assistance should be made through Research Services Division.

**Additional Financial Assistance**

In addition to the above schemes the Faculty is willing to consider additional applications for support on a needs basis. Should you be in a position where your research cannot be satisfactorily conducted or completed without additional financial support, written submissions for such support should be sent to the Faculty HDR Officer. Such requests should be supported by your Principal Supervisor and Head of School.

While the Faculty wishes to provide every possible support for its HDR candidates, Higher Degree Research funding is determined by the research funding available to the Faculty of Arts and Education. Every effort will be made to maintain and improve funding support for HDR candidates, the level and mix of funding will be subject to review on an annual basis by the Faculty of Arts and Education Research Committee.

### Section 3: Faculty Colloquia & Research Progress Review Procedures

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The **Colloquium** should be held for doctoral candidates at between 9 and 12 months of candidature for full-time or 15 and 18 months for part-time. For Master of Arts candidates at the colloquium will be scheduled between 6 and 9 months candidature for full-time or 9 and 12 months for part-time candidates.

Candidates in the School of Education would normally sit their Confirmation Colloquium following completion of DSE seminars leading to and including Proposal and the Colloquium.

Although it is preferred that the candidate attend the colloquium in person, in exceptional circumstances, should he or she be unable to attend in person for reasons of distance (residence overseas) or disability, then a conference connection will be organised.

The Colloquium may be a demanding time for candidates; however experience confirms that the process is most often helpful, supportive and rewarding for all concerned. The documents prepared for the colloquium are usually of considerable value in shaping the final thesis.

The Faculty's Colloquia take three forms:

- First year Confirmation Colloquia
- Provisional Colloquia
- Transfer and/or upgrade Colloquia

Colloquia will be scheduled by the HDR Office and advised via the candidate's formal Candidature Agreement. The time/date should be included the candidate's research timetable attached to the Agreement. For the Panel's review, submission of documentation is **required at least 15 working days in advance of the meeting** in MSWord or PDF format and emailed to the Faculty HDR Officer.

Composition of the panel includes:

- the Chair
- the School Representative
- the Principal Supervisor(s)
- Associate Supervisor(s) (and adviser/research supervisor if applicable)
- and, if not represented by one of the above, an Active Researcher from,
  - the Faculty
  - the University; or
  - an external representative

(It would be desirable but not mandatory for an external member to be invited with academic and/or professional experience relevant to the project.)

The student has the **option** of inviting additional interested staff and/or students as an observer to the colloquium proceedings, although they would not be considered a panel member and therefore do not participate in discussions.

#### Colloquium Panel Recommendation and Outcome

Following acceptance of the recommendation from the colloquium (Report), the Chair will inform the Colloquium Panel and the recommendation/s for consideration will also be forwarded to relevant Head of School and the University Higher Degrees by Research Committee for final approval or non-approval.

The Principal Supervisor will inform the candidate of the final outcome of the Report.

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Complete details and examples on Faculty Colloquia Procedures; Format of Proceedings; General Questions Underpinning Colloquia is available from:

[http://www.deakin.edu.au/arts/research/hdr\\_colloquia.php](http://www.deakin.edu.au/arts/research/hdr_colloquia.php)

In addition to the revised Faculty Colloquium Procedures, **Research Progress Reviews** are intended to act as a means of reviewing the academic progress of HDR candidates at any stage of their candidature with the approval of the Associate Dean (Research) or nominee. These procedures formalise existing practice within the Faculty.

Normally, Reviews may be initiated by any member of the Supervisory Panel, the Head of School, or the candidate themselves by way of notifying either the Chair or the Secretary of the Faculty's HDR Sub-Committee where a prima facie case exists for reviewing the academic progress of an HDR candidate.

In exceptional circumstances, including that of candidates unduly delaying their Faculty Confirmation or the Provisional Colloquium, the School HDR Co-ordinator, the Faculty HDR Co-ordinator or the Associate Dean (Research) may initiate such a Review, again by notifying the Chair or the Secretary of the Faculty's HDR Sub-Committee.

Accordingly, such Reviews may comprise at least three members drawn from any or all of the above providing at least one member of the Review panel is an "active researcher" and at least one member is independent of the Supervisory Panel. Normally, the Review will be chaired by either the Associate Dean (Research) or the Faculty HDR Co-ordinator or a nominee.

**The candidate should provide the Review Panel with a draft of all work completed to date, a brief statement of the aims and methods employed in the research project, and a detailed monthly research plan and time-line of tasks to be completed in advance of the date set aside for meeting (whether face-to-face, by voice-point, or by electronic circulation). Such documentation should be forwarded to the HDR Officer three weeks in advance, preferably in the form of one or more MSWord attachments.**

At the same time, the Review Panel should be apprised by the Supervisory Panel of all annual reports, supervisory notes of meetings, set tasks, and the like.

The candidate is entitled to raise any issues of concern with the Review Panel and to consult a member of the academic staff independent of the Review Panel who shall act in an advisory capacity.

The Review Panel may on occasions request an independent external reader to make an assessment of the material submitted together with his or her recommendation(s).

**The recommendations** of the Review Panel will normally be compiled by the Chair and forwarded to the relevant parties to any decision about the continuation, extension, transfer, or termination of candidature.

It is the responsibility of the (actual or acting) Principal Supervisor to provide a copy of the Report/s **upon receipt** to the candidate and to other members of the candidate's supervisory panel.

It should be noted that candidates designated by Research Services as "overtime" may also be subject to a Research Progress Review or to the decisions arising from discussions held between the Associate Dean (Research) and/or the Faculty HDR Co-ordinator and at least the acting or actual Principal Supervisor regarding the likelihood of the candidate's successful completion; the "overtime" discussions not necessarily precluding a Review.

## Section 4: Deakin email account

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All students have a Deakin email address that uses the format of username@deakin.edu.au (where username is your actual Deakin username, and the rest is the standard Deakin identifier). It is generally not possible to change a student username or email address once it has been automatically created.

University correspondence is forwarded to your Deakin email address. The Faculty recommends candidates check their Deakin email on a daily basis. If a candidate wishes to retain a commercial internet service provider their Deakin email address should be redirected to the commercial account to ensure they continue to receive Deakin correspondence and notices. Instructions to redirect email are available from the Information Technology Services Division (<http://www.deakin.edu.au/current-students/it-support/email.php>). Should this option be used, it is important to **cancel** the redirection once it is no longer relevant (eg, change of ISP)

Importantly, candidates should be aware that email accounts for postgraduate students have a quota of 8GB (per trimester). If this quota is exceeded your internet access will be locked until you pay for the excess usage from your Deakin Card.

Further information on internet usage is available at <http://www.deakin.edu.au/current-students/it-support/internet-access/index.php>

**It should be noted radio or music sites, etc. incur very high usage costs.**

In cases where candidates may be employed to undertake sessional teaching a separate email account would be generated. It should be noted that **email accounts relating to contract teaching commitments apply only to the 'period of the contract' and are closed by ITSD on the completion of the contract.**

To avoid loss of data and information, the Faculty highly recommends candidates use their student email account for all matters relating to their research studies and candidature.

## Section 5: Supervision and Codes of Good Practice

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The relationship between you and your supervisor will change during candidature. At the outset you can expect help in clarifying the research project and preparing a realistic research plan and timetable. If you need to develop new skills and techniques, the supervisor can help with advice and, possibly, instruction. As the project proceeds, however, your supervisor's role becomes more one of assistance in monitoring your progress. You should try out ideas and discuss your research. A section of the work should be written up for your supervisor to provide you with constructive criticism: the final outcome will depend on what is written and how it is written, and the supervisor can help in the development of style, content and pervasiveness of argument.

Towards the end of the project you will become the authority on the topic, and your supervisor will become more of a senior colleague. This is when you will make the greatest use of the supervisor's experience and knowledge of standards.

The Head of School has particular responsibility for each higher degree by research candidate in his or her School and takes direct responsibility for supervision until new arrangements are made if the Principal Supervisor is no longer available. In some Schools the Head may nominate another staff member to take these responsibilities and you should consult your School about the arrangements

which apply in your case. You can turn to your Principal Supervisor or the Head for guidance and advice at any time.

Candidature for a higher degree by research is a time of dedication and hard work, and your determination to succeed is of vital importance. But even the strongest determination can be disrupted by a personal crisis, and your ability to succeed may depend on how well you use the assistance which is available. Your supervisor can help you to cope with problems, either personally or by directing you to support services provided by the University.

Obviously the things which should happen during the supervision process will do so only if there are regular and frequent meetings and discussions between you and your supervisor. You must help to bring them about. Your best aid may be a regular timetable agreed with your supervisor at an early stage. You must understand that supervisors have many demands on their time and may need gentle reminders of meetings. Do not be content to wait until approached by your supervisor for a discussion if it has been some time since the last.

*[Source: Excerpt from the Deakin University Guide to Candidature: Higher Degrees by Research Booklet]*

Also, HDR candidates need to be aware of the existence of three University documents in relation to Codes of Good Practice in Research and Supervision of Higher Degrees by Research. They are:

- i) The Code of Good Practice in Supervision of Higher Degrees by Research - Procedure <http://www.deakin.edu.au/current-students/research/guide-to-candidature.php>
- ii) The Code of Good Practice in Research - Procedure also at <http://www.deakin.edu.au/current-students/research/guide-to-candidature.php>
- iii) The Plagiarism and Collusion Policy and Procedure at <http://www.deakin.edu.au/current-students/study-support/study-skills/handouts/plagiarism.php>

**Please take time to read and familiarise yourselves with these policies.**

## **Section 6: Grievance Processes**

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If you experience problems during your candidature, it is important that they are tackled without delay so that progress is not unduly impeded. In general, problems are best solved without recourse to formal complaint. The first contact is normally your supervisor or the Faculty and School Higher Degree by Research Co-ordinators. The Executive Officer HDR, the Director Research Services or the Pro Vice-Chancellor (Research) is also available at any stage.

You are welcome to seek informal advice or assistance from the Deakin University Postgraduate Association. Counselling and advice on non-academic matters can be sought from the Division of Student Life (<http://www.deakin.edu.au/studentlife/>), and from DUSA (<http://www.deakin.edu.au/current-students/handbooks/2009/introduction/dusa.php>)

*[Source: Excerpt from the Deakin University Guide to Candidature: Higher Degrees by Research Booklet]*

## Section 7: Faculty & School Higher Degrees by Research Co-ordinators

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For those candidates wanting general academic advice, please contact the Faculty Higher Degree by Research (HDR) Co-ordinator, Dr Ron Goodrich on e-mail [ron.goodrich@deakin.edu.au](mailto:ron.goodrich@deakin.edu.au).

The School HDR Co-ordinators provide advice to prospective or HDR applicants seeking advice on research areas and supervision or current HDR candidates and can be contacted as indicated below:

### School of Communication & Creative Arts

Co-ord: Dr Katya Johanson (Melb)

[katya.johanson@deakin.edu.au](mailto:katya.johanson@deakin.edu.au)

Deputy: Dr Geoff Boucher (Geel)

[geoffrey.boucher@deakin.edu.au](mailto:geoffrey.boucher@deakin.edu.au)

### School of History, Heritage & Society

Co-ord: Dr Jonathan Sweet (Melb)

[jonathan.sweet@deakin.edu.au](mailto:jonathan.sweet@deakin.edu.au)

### School of International & Political Studies

Co-ord: Dr David Hundt (Melb)

[david.hundt@deakin.edu.au](mailto:david.hundt@deakin.edu.au)

Deputy: Prof Stan van Hoof (Melb)

[stan.vanhoof@deakin.edu.au](mailto:stan.vanhoof@deakin.edu.au)

### School of Education

Shared coordination

Co-ord: Dr Shaun Rawolle (Geel)

[shaun.rawolle@deakin.edu.au](mailto:shaun.rawolle@deakin.edu.au)

Co-ord: Dr Jo O'Mara (Melb)

[joanne.omara@deakin.edu.au](mailto:joanne.omara@deakin.edu.au)

## Section 8: Thesis Format

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The 2010-2011 Guide to Candidature: Higher Degrees by Research is the 'bible' for HDR candidature. Appendix 5: Higher Degrees by Research and Examination Procedure.

<http://www.deakin.edu.au/current-students/research/guide-to-candidature.php>

In the case of a standard thesis, the Faculty provides 'thesis templates' to assist candidates in the formatting processes. Please refer to the Faculty HDR website to download the Thesis Template:

<http://www.deakin.edu.au/arts/research/resources.php> or contact the Faculty HDR Officer, telephone (03) 5227 2226 or email [artsed-research@deakin.edu.au](mailto:artsed-research@deakin.edu.au)

## Section 9: Faculty Annual HDR Summer School

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The Faculty of Arts and Education hosts an annual Faculty summer school where candidates may present a paper on their research topic.

Notifications and calls for paper are sent to candidates via email.

For further information, please contact the Faculty HDR Officer [artsed-research@deakin.edu.au](mailto:artsed-research@deakin.edu.au).

Information regarding the next summer school will be advised in due course.

## Section 10: Deakin University Ethics Clearance

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### Human Research Ethics

If, as a Deakin HDR candidate, you plan to carry out any research involving human participants, you will need ethical clearance from the Deakin University Human Research Ethics Committee (DUHREC) prior to commencement. Human research activity includes surveys, interviews, exercises, experiments, close observation, depiction, use of identifiable personal records, etc, as well as soliciting for such participation.

Guidelines for seeking approval from the Deakin University Human Research Ethics Committee (DUHREC) and application forms are available from the DUHREC Secretary, telephone (03) 925 17123 or e-mail [research-ethics@deakin.edu.au](mailto:research-ethics@deakin.edu.au) or consult the Office of Research Integrity web page: <http://www.deakin.edu.au/research/admin/research-integrity/>.

There are normally six meetings held annually to consider applications for ethical clearance, commencing in February and every alternate month thereafter. Specific enquiries to Office of Research Integrity web page: <http://www.deakin.edu.au/research/admin/research-integrity/>.

## Section 11: Information Technology Support

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ITSD no longer provide dial-up modem bank service and suggest that anyone still using this service look into moving to a [Telstra BigPond Broadband offer](#) as all internet use between the registered location and Deakin University is unmetered and therefore not charged for with this service provider. Alternatively seek the services of another Internet Service Provider of which there are many options.

If you have any queries regarding IT support contact the [IT Service Desk](#). The IT Service Desk provides the first point of contact for all IT support and feedback.

Burwood-based candidates may also contact Ritesh Foolchand ([ritesh.foolchand@deakin.edu.au](mailto:ritesh.foolchand@deakin.edu.au), 03 9244 6707), and Geelong-based candidates can contact Matt Freeman at Waurn Ponds ([matt.freeman@deakin.edu.au](mailto:matt.freeman@deakin.edu.au)) for IT support.

**Hours of service:** 7 am to midnight Monday – Friday, 8 am to 8 pm Saturday and Sunday, excluding University holidays.

**Phone:**

Geelong	(internal) ext. 72400	(external) 5227 2400
Melbourne	(internal) ext. 46400	(external) 9244 6400
Warrnambool	(internal) ext. 33400	(external) 5563 3400
Australia	1800 721 720 (toll free)	

**Email:** [it-servicedesk@deakin.edu.au](mailto:it-servicedesk@deakin.edu.au)

**Website:** <http://www.deakin.edu.au/its/servicedesk/>

## Section 12: Library Services

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The University Library has valuable resources available to Higher Degree by Research candidates, including:

- Subject Guides
- Research Support and Skills
- Special Collections
- Australian Digital Theses Program
- Endnote
- Genealogical resources

### Liaison Librarians:

Marion Churkovich (Geel) [marion.churkovich@deakin.edu.au](mailto:marion.churkovich@deakin.edu.au)  
Christine Oughtred (Geel) [christine.oughtred@deakin.edu.au](mailto:christine.oughtred@deakin.edu.au)

Kathleen Fitzgerald (Melb) [kathleen.fitzgerald@deakin.edu.au](mailto:kathleen.fitzgerald@deakin.edu.au)  
John Guerrato (Melb) [j.guerrato@deakin.edu.au](mailto:j.guerrato@deakin.edu.au)

John Berry (Warr) [john.berry@deakin.edu.au](mailto:john.berry@deakin.edu.au)

For hours of operation and locations Candidates are encouraged to check the website <http://www.deakin.edu.au/library/services/students/support-research.php>

## Section 13: Division of Student Life

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The Division of Student Life and its service partners aims to enrich the learning experience and life opportunities of all Deakin University students through a range of high quality, innovative, responsive and efficient services, which are relevant to and underpin the core teaching, research and international activities of the University.

- Academic Skill assistance
- Career Counselling
- Personal Counselling
- Chaplin
- Deakin Card
- Disability Resource Centre
- Child Care
- Financial assistance
- Sport and recreation

Candidates are encouraged to check the website <http://www.deakin.edu.au/studentlife/>

## Section 14: Contact Details

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### Faculty of Arts and Education

#### Research and Research Training Manager

Mr Robert Macmahon: (03) 9251 7178, email [robert.macmahon@deakin.edu.au](mailto:robert.macmahon@deakin.edu.au)  
For information and advice about research publications and the Faculty Research Committee (FOAAERC).

#### HDR Officer - Geelong

Mrs Robyn Ficnerski: (03) 5227 2226, email: [robyn.ficnerski@deakin.edu.au](mailto:robyn.ficnerski@deakin.edu.au)

#### HDR Administrative Assistant - Burwood

Ms Sarah Buckler, (03) 9244 46825, email: [sarah.buckler@deakin.edu.au](mailto:sarah.buckler@deakin.edu.au)

#### Ethics and Publications Officer - Geelong

Mrs Kylie Koulkoudinas: (03) 5227 2368, email: [kylie.koulkoudinas@deakin.edu.au](mailto:kylie.koulkoudinas@deakin.edu.au)

#### Administrative Assistant - Burwood

Mrs Marita Bentley: (03) 9244 6721, email [m.bentley@deakin.edu.au](mailto:m.bentley@deakin.edu.au)

For enquiries relating to Faculty HDR financial matters, candidature agreements, colloquia/research progress reviews, on-campus workstation facilities or enrolment  
**Website:** <http://www.deakin.edu.au/arts-ed/research/index.php>

### Research Services

**Pro Vice-Chancellor (Research):** Professor Lee Astheimer

#### Director Research Services

Ms Alison Hadfield (03) 5227 2835 [alison.hadfield@deakin.edu.au](mailto:alison.hadfield@deakin.edu.au)

#### Executive Officer HDR

Mr Grant Michie (03) 9251 7196 [grant.michie@deakin.edu.au](mailto:grant.michie@deakin.edu.au)

#### HDR Candidature Manager

Ms Janine Truter (03) 9251 7124 [janine.truter@deakin.edu.au](mailto:janine.truter@deakin.edu.au)

#### HDR Admissions & Enrolment Officer

Ms Danielle Gapes (03) 9244 6977 [danielle.gapes@deakin.edu.au](mailto:danielle.gapes@deakin.edu.au)

#### Research Scholarships Officer

Ms Rheanne Hogema (03) 5227 3492 [research-scholarships@deakin.edu.au](mailto:research-scholarships@deakin.edu.au)

#### HDR Examinations Officer

Ms Yelena Cockett (03) 5227 1090 [ync@deakin.edu.au](mailto:ync@deakin.edu.au)