

HIGHER DEGREE BY RESEARCH (HDR)
in the
School of Architecture and Building

A Handbook

2011/12 Edition

DEAKIN UNIVERSITY
FACULTY OF SCIENCE AND TECHNOLOGY

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1. INTRODUCTION

There are currently about 35 students registered for research degrees in the School of Architecture and Building of which the majority are fulltime students. Staff in the school are active researchers. Teaching and supervision in the University is deeply informed by staff research activity, with leading researchers involved in delivering courses linked to their specialities and in supervising PhD students' research work.

All research students in the School are affiliated to the Faculty of Science and Technology as below:

- to a subject-based Discipline;
- to a University Strategic Research Centre (SRC);
- to a subject-based Field of Research as per Excellence of Research for Australia (ERA)

The Faculty's Higher Degree by Research (HDR) Division through the School HDR Coordinator has an administrative responsibility for all aspects of research student education and training from initial application to final examination. Section two of this handbook gives an outline of the other Faculty structures research students are affiliated to. Details of the policies and procedures, School's role, structure, and the processes it oversees are provided in Sections three to five.

A number of forms (see Appendix 1) are provided by the University's Research Services Division (RSD) to enable Faculties and schools to administer the regulations governing research degrees. These forms are available at: <http://www.deakin.edu.au/research/admin/hdradmin/forms/> and are used for authorising all aspects relating to the progress of research students. Particular attention is drawn to the change of candidature forms to be completed for changes in the initial specification of the research programme, supervision, location, mode of study, or period of study.

Within the framework provided by the Research and Research Training Committee (R & RTC) at the university level, the Faculty has policies and procedures (see Section 3) for the selection and allocation of awards, the approval of research aims and attainable objectives, monitoring of performance, the provision of appropriate training, examination procedures and complaints. The success of the Faculty's current procedures is reflected in an above average completion rate of four years or less for full-time PhD students.

All full-time research students are expected to participate fully in the University's program of generic skills training for postgraduate research students, the details about which are available in the link:

<http://www.deakin.edu.au/current-students/study-support/study-skills/>.

Part-time students are strongly encouraged to participate when time permits.

The RSD provides a research plan template for all HDR students to complete. This plan has been designed to ensure that full time PhD students successfully complete within the expected three year period and full time Masters students' complete within the expected two year period. Any problems in meeting the required deadlines should be brought to the attention of the supervisor(s) and HDR Coordinator immediately. Under no circumstances should a student or supervisor make direct contact with any grant awarding authority concerning such problems. It is University policy to direct all enquiries via the Research Office, following consultation with the Head of School.

In conjunction with the Faculty and the Research Institutes, the School undertakes to provide its research students with facilities for study. The School has dedicated Postgraduate Research Rooms at the Waterfront Campus, where full-time students have access to desk space, a networked computer and a printer. All students have a Deakin email address that uses the format of username@deakin.edu.au. The University relies heavily on communicating important information to students via email and will only use the students' Deakin email address. Students are therefore encouraged to check their email account frequently. If any student prefers to use a private email account (or a Deakin staff account), they should utilise the email redirection facility at : www.deakin.edu.au/current-students/it-support/email.php.

Students are reminded that their first contact for all matters of concern should be their principal supervisor, or the School HDR Coordinator. Students are strongly discouraged from approaching the RSD directly. The School has a research committee to discuss matters of concern to HDR students. A HDR student representative is part of this committee and he/she is invited to attend the meetings.

2. RESEARCH STUDENT AFFILIATIONS IN THE FACULTY

All research students are affiliated to one or more research cluster of the University. This affiliation is normally determined by the respective affiliation of their principal supervisor, and is not negotiable except via changes in supervision arrangements. Research students may apply for associate status to a Research Institute where their supervisor is already a member.

Subject-based Schools

The subject-based Schools provide the key structure for the Faculty in terms of teaching and human resource management. All members of academic staff are also members of an appropriate School, and the Head of School is their primary line manager. At present, the Faculty of Science and Technology has four Schools:

- Architecture and Building
- Engineering
- Information Technology
- Life and Environmental Science

Strategic Research Centres (SRC)

There are currently 12 Strategic Research Centres (SRC) in the University, three of which are located within the Faculty of Science and Technology. Some of these, such as the Centre for Memory, Imagination and Invention (CMII), work in collaboration with other faculties within the University. They provide a means of enhancing the University's research infrastructure and highlight areas of particular research strength. Many of the research-active members of academic staff are also full or associate members of a SRC. Every HDR student automatically becomes a postgraduate member of the SRC of which his or her principal supervisor is a full member. At present, members of staff in the School of Architecture and Building are mainly affiliated with CMII. All other students are directly affiliated to the School.

The School also hosts the Faculty Research Cluster of VALUE (Victorian Architecture Laboratory of Urban Ecologies) which is led by Professor Elkadi.

ERA Fields of Research (FOR)

Field of Research (FOR) is the standard classification codes used by the Australian Bureau of Statistics (ABS) and the Australian Research Council (ARC) to classify research activities in Australia. The University has established research communities and cohorts of scholars in these areas and encourages applications from potential research students in these areas. The research performance in these areas is measured by the Excellence Research in Australia (ERA). The FOR may seem to have limited relevance for students' everyday activities, except when it comes to completion. The percentage of research students completing their studies within the standard period – i.e., submission of their thesis after three years of research and possibly a short writing up period, followed by a successful examination, forms an important element of a subject's ERA score. For the ERA trial in 2010, the school scored 3 and the FOR classifications are as shown below:

Division 12: Built Environment and Design

This division covers built environment and design. It includes:

- architecture;
- building;
- design from both engineering and aesthetic perspectives; and
- urban and regional planning.

This division has six groups:

- 1201 Architecture
- 1202 Building
- 1203 Design Practice and Management
- 1204 Engineering Design
- 1205 Urban and Regional Planning
- 1299 Other Built Environment and Design

3. POLICIES AND PROCEDURES

Details of the University policies and procedures relating to higher degree by research can be found in the Handbook “Guide to Candidature” and on the RSD website:

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

The following information summarises the main points relevant in the context of the School of Architecture and Building.

Selection and Allocation of Awards

The allocation of postgraduate research scholarship awards to Fields of Research (FOR) is determined annually by the University Research Committee (URC) in three steps – a first round of grading all applications by Schools, a second step for the Faculty to set up ranking procedures across all FORs within the Faculty, and finally a ranking of all applications at the University level. The steps are outlined as below:

- The Faculty Research Management Committee (FRMC) co-ordinates the selection of specific research topics the Faculty wishes to prioritise. These are advertised on the University’s website and in other appropriate outlets by the Research Services Division.
- Following the application deadline, the RSD and Deakin International send the applications they have received to the Schools for review. This is undertaken within the Fields of Research, whose co-ordinators supply a list of shortlisted candidates to the FRMC.
- The selection panel record their evaluation of each applicant using score sheets provided by the RSD and prepares a ranked list of all candidates.
- The list is forwarded to the URC together with the score sheets and, where appropriate, additional comments. The Associate Dean (Research) then convenes a panel comprising the relevant SRC Directors and the FRMC members to finalise the selection.

Candidates who are not seeking scholarship and are self financed or sponsored by other national or international institutions also go through a similar selection process.

Approval of Research Aims and Attainable Objectives

Following enrolment, the first three months or so (six months in the case of part-time students) constitute a period of orientation when students in consultation with their supervisors develop their initial research proposal from the Candidature Recommendation, into a developed statement of aims and objectives. All candidates require a **Candidature Agreement** to be finalised within the first three months of candidature (six months in the case of part-time students). This document sets out the expectations of all parties (e.g. candidate, supervisor, University) about the candidature and the contribution required from each. The Candidature Agreement form will be sent to the Principal Supervisor and the student will receive notification when they are required to complete it. Once the Director of the R&RTC has signed off the appropriate forms, the agreement becomes binding, and any changes to the research program require the approval of supervisors, HDR Coordinator and Head of School.

Monitoring of performance

The RSD monitors student and supervisor performance primarily in two ways; **Confirmation of Candidature** and **Annual Review**.

Confirmation of Candidature is an assessment at an early stage of candidature to see if the student is making appropriate progress, whether the research question has been worked out and whether a viable project plan has been developed. Confirmation needs to be completed within the first 6 to 12 months if the student is full-time, or 12 to 18 months if the student is part-time. Candidates must submit a written document to the confirmation panel, and also deliver an oral presentation and verbal defence of the research proposal. The purpose of this assessment is to improve the chances of success. Confirmation requires candidates to focus on a clear definition of their research question at a very early stage, and to plan the rest of the project, including the writing of their thesis.

The requirements for confirmation are:

- A written report of approximately 10,000 words. The contents should include a critical review of recent work in the field, an updated research proposal and/or research question, a statement about the status of any relevant ethics approvals and/or intellectual property agreements, including ownership, location and storage of data, an updated plan of research, including progress made to date, an updated

timetable for completion of the thesis, a statement of the resources and facilities required to complete the project within the specified candidature period.

- An oral presentation and verbal defence of the research proposal to the Confirmation Panel.

A written report should be submitted to the Panel members prior to the oral presentation (normally 2-3 weeks). The Panel will be composed of the Head of School or Associate Head of School Research, School HDR Coordinator, Principal Supervisor, Associate Supervisor[s], 1-2 senior researchers, and an active researcher from outside the School. The presentation should be approximately 20 minutes duration, which may follow with questions from the audience. Overhead projector, slide projector and PowerPoint facilities will be available.

The examination panel is required to provide a collective written report on the student's progress and oral presentation and make a recommendation concerning suitability for PhD or Masters. The panel may make recommendations concerning the direction and/or scope of the work and is empowered to recommend re-assessment after an agreed period if the case for confirmation of status has not yet been established. In this instance, and where the panel recommends confirmation on the proviso that the student accepts the comments and suggestions of the examiners, written feedback will be provided. The student needs to provide progress reports on the specific issues raised by the panel. The panel will base its judgement on the scope of the thesis proposed, the quality of the work presented and the performance of the student in the previous year and at the oral presentation itself. Details about the confirmation process and possible outcomes are available at:

<http://www.deakin.edu.au/current-students/research/what-is-confirmation.php>

Annual Review – All candidates need to demonstrate satisfactory progress on an annual basis. Progress is reviewed every September using an online system which can be accessed by the link http://www.deakin.edu.au/research/admin/hdradmin/annual_review.php. Candidates need to summarise their progress and plan for completion. Supervisors will first comment on this followed by the HDR Coordinator, Pro Vice-Chancellor and then the Chair of R&RTC. If the review is satisfactory, the candidate will be automatically re-enrolled for the following year. Any student for whom the necessary reports are not submitted to the committee, may not be allowed to re-enrol for the next academic year.

Final Examination

Details of progress assessment and final examination procedures are provided on the RSD website:

<http://www.deakin.edu.au/research/admin/hdradmin/examinations.php>

Students normally submit their thesis for examination after the end of three years of full-time research. The maximum period of candidature in the case of full time candidates is four years. The Final Examination takes the form of a thesis submission and is normally finalised within three months of the date the thesis is submitted.

Once a date can be identified by which the thesis is deemed ready for examination, the following arrangements need to be made:

1. The student submits a "Notice of Intention to Submit" form to the Research Office at least 8 weeks prior to the intended submission date.
2. Supervisors make a minimum of four examiner nominations (at least two from outside Australasia) with each potential examiner's full contact details and signed by the Head of School at least four weeks prior to the submission date.
3. The Principal supervisor must informally contact potential examiners about their availability before they are nominated as this expedites the process.
4. The current requirement is that the students submit three copies of their written thesis to the Examinations Officer HDR, Research Services Division.
5. Examiners are asked to complete the examination and provide their reports within six weeks of receiving the thesis. If they comply with this timetable and there are no problems, the entire process could be completed in four to five months.
6. Each examiner submits an independent report on the thesis, although examiners are at liberty to consult one another during their deliberations. An examiner may ask that certain questions be submitted to the candidate and that the responses be considered by the examiner. The examiner will send the list of questions to the Examinations Officer who will communicate with the candidate.
7. Each examiner is asked to give a recommendation from the options on the form and to provide a written report on the thesis. The names of the examiners remain confidential until the examination process is completed and the award of the degree has been determined. They are only revealed with the approval of the examiner. All correspondence with the examiners must be conducted through the Examinations Officer.
8. The final outcome of examinations is determined by the R&RTC, not the examiners. When all the examiners' reports have been received, the Faculty will consider the

- reports and make a recommendation as a guide to the Research and Research Training Committee. This process will normally involve consultation with the Head of School and the Principal Supervisor. The decision on how to respond to the reports from the examiners is made by the Committee. The thesis must have the support of two examiners before the Committee can recommend that the degree be awarded.
9. The examiners may require that corrections and amendments be made to the thesis before it is accepted. These may be minor, such as the correction of typographical errors, or more significant such as a revision of the thesis. A candidate who is required to revise the thesis should consult with the Principal Supervisor and the Head of School in making the revision. Minor amendments are generally to be made to the satisfaction of the Head of School; major amendments involve a re-examination by external examiners. When possible any re-examination will be by the original examiners
 10. The student's enrolment will continue while the thesis is under examination. You will be enrolled by the Research Services Division in a zero credit point examination unit which, in addition to keeping your candidature active, enables you to have access to the Library and IT services.

Complaints

Details of the Complaints Procedure are available on the University's website at: <http://www.deakin.edu.au/current-tudents/services/complaints/index.php> where students can also download the necessary forms. The Procedure can be used to complain about any aspect of the academic or other services provided by the University. However, it does not cover the following categories, for which separate procedures exist:

- grievances relating to personal harassment or discrimination;
- requests for reviews of academic decisions;
- complaints relating to the Students' Union;
- appeals against decisions taken under disciplinary proceedings;
- complaints about businesses operating on University premises but not owned by the University.

4. RESEARCH JOURNEY IN THE SCHOOL

Secretarial support for the School's research activities is provided by the School Office at the Waterfront campus. The operation of the research activities is the responsibility of the Head of School, who is responsible to the Pro Vice-Chancellor of the Faculty, and undertakes the day-to-day management of the School's activities, including the formulation and implementation of policies and procedures appropriate to meeting the aims and objectives of the University.

The School of A+B Research Structure

All matters relating to policy and procedures are discussed and agreed by the School Research Committee, which reports to the Science and Technology Faculty Board via the FRMC. FRMC meets regularly and has the following membership:

Ex officio

- Associate Dean of Research (Chair)
- Pro Vice-Chancellor of the Faculty of Science and Technology
- Heads of Schools within the Faculty
- Associate Heads of Schools (Research) within the Faculty
- Faculty HDR Coordinator
- Schools' HDR Coordinators within the Faculty
- 2 HDR student representatives

Elected/peer-nominated (attending unreserved business only)

- One full-time postgraduate research student from each year
- Three part-time postgraduate students from within the Faculty

The School Research Committee meets regularly. The student representatives are elected or peer-nominated. HDR students are strongly encouraged to engage with the committee through their students' representatives.

Upon admission, each research student is assigned two supervisors. At least one of them will normally have experience of supervising a thesis to completion, and one will be a recognised expert in the student's field of research. Ideally, both will satisfy both criteria, but in practice this will not always be possible. The School endeavours to make the most suitable arrangements for each student. Research topics for which suitable supervision

cannot be arranged within the school or in collaboration with other schools or divisions of the University are not normally admitted for postgraduate research.

Meetings with Supervisors

In their first year, students begin a series of scheduled meetings with their supervisors, and are encouraged to consult with their Associate as well as their Principal Supervisors on a regular basis. At the first meeting, a provisional plan of work should be agreed, the supervisors should clarify any division of responsibilities between them, and initial training needs should be identified. The outcomes of this meeting must be recorded in writing and signed by student and supervisors.

Subsequent meetings may take place with both supervisors present, or they may be arranged with one supervisor at a time. At the end of each meeting, student and supervisor(s) are required to complete a record of meeting form (see Appendix B), which records preparations made for the meeting and discussion that has taken place, and sets goals for the student in advance of their next meeting. The form should be used to record any issues that may affect a student's progress. Unless otherwise agreed in writing, students are expected to meet their supervisors formally at least once a fortnight.

Generic Skills Training

In addition to researching their thesis topics, students are required to undertake a program of generic and research skills training. These skills improve the student's ability to complete the research program successfully. The development and application of such skills is also understood to be key to the research candidate's success and capability for sustained learning throughout his or her career, whether in an academic role, or in other. Research students are encouraged to recognise the value of transferable skills in enabling them to take ownership and responsibility for their own learning, during and after their program of study. Further details of generic and research skills training programs are posted on the University's Research web pages. PhD students are required to attend a total of nine workshops. Every PhD student must attend four workshops early in their candidature, three workshops in the middle of their candidature and two workshops late in their candidature. Masters students need to attend a total of six of these workshops: three workshops early in their candidature, two workshops in the middle of their candidature and one late in their candidature. Students have to discuss about attending these

workshops with their supervisors prior to registering. The information about workshops can be obtained from the website: <http://www.deakin.edu.au/current-students/research/training-workshops.php>.

a+b Block Training

1st year

The a+b Block Training for students proceeding to the second year of PhD/Masters studies is generally held towards the end of their first year. It is designed to develop students' awareness of a range of research methods and develop effective presentation skills.

3rd Year

The a+b Block Training for students proceeding to the third year of PhD studies is held towards the end of their second year. A program consisting of a combination of facilitators' input and small group discussion covers topics to assist the student with future careers.

Final Internal Assessment

Final Assessment is the last monitoring of progress by the School a student undergoes before submitting his/her thesis. It is designed to ascertain whether the student has reached a standard where he or she can be expected to complete successfully. The assessment takes the form of a poster competition where the student presents key findings and discuss his/her work with a panel of assessors. Students are encouraged to approach the task creatively. Display space is limited to the equivalent of one sheet of A0 per student, however, presentations may use multi-media and include material objects. The panel of assessors will award a small prize to the presentation with the highest score against a set of standardised criteria. Any potential problems with a particular thesis are reported to the Head of School and will be followed up in confidence with the student and his or her supervisors immediately after the event. Following student suggestions, arrangements will be made in future for posters to be on display after the event, to allow a wider audience, especially first and second year research students and their supervisors, to view them.

5. IMPORTANT HOUSEKEEPING

The supervisor(s) should be able to advise the students on most day-to-day matters. Some of the following matters are dealt with by the School of Architecture and Building.

Funding

Research students may claim funding during their candidature, to attend a conference or pay towards thesis binding services. For all funding applications, an approval form must be completed, and no expenditure should be incurred until approval has been provided by the Head of School.

Currently all HDR students will be entitled to two types a funding: Faculty allocation and School allocation. The Faculty allocation is up to \$3,000 for conference funding over the term of the candidature. This allocation(s) must be solely used for the purpose of defraying the costs associated with attending a conference(s) relevant to the student's research topic. It is important that students submit the conference funding application at least six weeks prior to the registration due date in order to make sure that there is sufficient time for the school to process the application processing. Students can also access funding from the School during their candidature for non-conference expenses. The school funding amount is as below:

PhD:	:	\$700
2 yr Masters by research	:	\$400

Students funded from other sources may claim up to a similar limit through their primary Research Institute. Prior approval for all expenditure must be obtained from the Research Institute Director.

Leave of Absence

The University expects full-time research students to attend on a daily basis at the campus where their Principal Supervisor is located. Any alternative arrangements need to be recorded in writing, and, where they involve regular and/or prolonged absence, may require the approval of the Head of School and RSD. Students should consult their supervisor(s) if they are planning to be away for more than three days. Students should

also let their supervisor(s) know where they will be during their absence. There are times during the year when it is not appropriate to take leave, and the supervisor(s) will be able to advise the student accordingly.

Intermission

There may be occasions when, for health, family or other reasons, a student may wish to take leave. If any of the research students are suffering from extended period of illness or experiencing a difficult personal problem, they can apply for intermission of candidature. The online Intermission application form is available at <http://www.deakin.edu.au/research/admin/hdradmin/online-forms/>. Before completing the application form, it is advised that the student discusses the intention of intermitting with his/her supervisor.

Extension

If an extension of candidature is required, an appropriate form needs to be completed by the student. An application for an extension of time will only be approved if a good case is made and the University is confident that the project can be completed within a reasonable time frame. This needs the approval of the supervisor(s), and School HDR Coordinator before being forwarded to RSD for consideration. The form can be obtained from: <http://www.deakin.edu.au/research/admin/hdradmin/online-forms/>. The application form requires attachments such as a detailed plan of how the work will be completed in the additional time, with milestones to be completed each month. This needs to be agreed between the student and supervisor. Also, an outline of the work completed so far (e.g. literature review, general project design, collection of data and fieldwork, analysis, progress with writing up) and an indication of the dates by which this was achieved need to be attached with the application form.

Staff Contact Details

Head of School: Prof. Hisham Elkadi
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HDR Coordinator: Dr Priya Rajagopalan
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Research Administration Assistant: April Wallbank
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E-mail: april.wallbank@deakin.edu.au

Student representatives should remain in regular contact with the HDR Coordinator or their prospective Principal Supervisor.

Appendices

A Research Service Division Forms

The following University forms for research students and supervisors are available on the University's Research Office website

(<http://www.deakin.edu.au/research/admin/hdradmin/online-forms/>)

(List of forms)

1. Change of Candidature

<http://www.deakin.edu.au/research/admin/hdradmin/online-forms/change-of-candidature/>

2. Change of Research Topic

<http://www.deakin.edu.au/research/admin/hdradmin/online-forms/change-research-topic/index.php>

3. Change of supervisor: Application

<http://www.deakin.edu.au/research/admin/hdradmin/online-forms/change-of-supervisor/>

4. Extension of Candidature

<http://www.deakin.edu.au/research/admin/hdradmin/online-forms/extension-candidature/>

5. Extension of Scholarship Application

<http://www.deakin.edu.au/research/admin/hdradmin/online-forms/extension-scholarship/>

6. Intermission of Candidature

<http://www.deakin.edu.au/research/admin/hdradmin/online-forms/intermission-candidature/>

B Record of meeting between Student and Supervisor(s)

This is a template of the Faculty's form. If no original forms are at hand for your meeting, please photocopy this template, and distribute copies of the completed form (and any attached sheets) as indicated at the bottom of this page.

Deakin University– Faculty of Science and Technology

Record of Meeting between Research Student and Supervisor/s

(This form should be completed jointly by the research student and supervisor/s at the conclusion of each meeting)

- 1.Name of Research Student..... (BLOCK LETTERS)
Name/s of Supervisor/s..... (BLOCK LETTERS)
- 2.Date of Meeting
- 3.Duration of meeting
- 4.Preparations made for meeting (Please list)

- 5.Issues discussed (Please list)

- 6.Tasks to be completed before next meeting (Please list)

- 7.Date tasks must be submitted
- 8.Date of next meeting.....
- 9. Special comments (if any)
- 10.Signature of Research Student.....
Signature of Supervisor/s.....
Date

C Roles of Student and Supervisor

The Role of the Student

Personal responsibility as a researcher and doctoral candidate

1. Accept ultimate responsibility for completion of the agreed research project.
2. Accept responsibility for your eligibility and preparedness for a research degree and for adherence to relevant Faculty and University regulations and guidelines.
3. Act as a responsible member of the academic community.
4. Maintain satisfactory progress of the agreed program of research.
5. Take the initiative in raising any problems or difficulties for discussion with the supervisor(s) and/or Head of School as appropriate.
6. Identify personal development and training needs in consultation with supervisors.
7. Make appropriate use of both formal and informal teaching and learning opportunities provided by the University.
8. In collaboration with supervisor(s), assume responsibility for the direction, timetable and progression of the research project.
9. Act in accordance with relevant legislation and regulations in respect of health and safety, ethics etc.
10. Ensure that the final thesis is submitted within the designated period taking due account of advice and recommendations of supervisor(s).

Meetings, written work and records

1. Discuss and agree with the supervisor(s) a schedule of regular supervisory meetings.
2. In collaboration with supervisors set an agenda for supervisory meetings and address the schedule of any agreed actions in a timely fashion after each formal meeting.
3. Discuss and agree with the supervisor(s) the most appropriate type and extent of guidance and feedback.
4. Submit written work for review and comment by supervisor(s) at agreed times.
5. Maintain clear, accurate, detailed and accessible records of all relevant work.
6. Provide adequate explanation of any failure to meet commitments, including meetings.

7. Prepare periodic progress reports on the research project by due dates as required by the University and Faculty procedures and (where appropriate) any relevant external agencies.
8. Inform the supervisor of any communications in relation to the research project, including communications from sponsors, external agencies and other researchers.

Communication of findings

1. Assume ultimate responsibility for the communication of research findings to others in the academic, scientific and professional communities as appropriate to the area.
2. Establish, in agreement with the supervisor, a strategy for the communication and dissemination of research outputs in a timely and effective manner.
3. Ensure that all contributions to the work are appropriately acknowledged and recognised, paying particular attention to the issue of co-authorship where appropriate.
4. Obtain appropriate consent from supervisors and any relevant co-authors to publication of findings from work undertaken as part of the thesis.
5. Avoid inappropriate publication or duplication of others' work.
6. Ensure that intellectual property rights are respected in relation to output from the research program, both during the period of registration and subsequently.
7. Ensure that any circumstances which might require the mode of study to be altered (e.g. transfer to part-time or writing-up status) or the registration period to be extended, suspended or withdrawn, are brought to the attention of his/her supervisor(s).

The Role of the Supervisor

Personal responsibility as a supervisor and academic

1. Assume, in collaboration with the student, responsibility for the satisfactory progress and completion of the agreed research project.
2. Possess and maintain knowledge of the research area to provide adequate supervision of the research project
3. Possess and continue to develop the appropriate skills to facilitate the production of high quality research work by the student.
4. Develop, in collaboration with the student, an appropriate planning schedule for successive stages of the research project (including writing-up) so that the thesis may be completed and submitted within the appropriate timescale.

5. Ensure, where appropriate, that ethical committee and other related approvals have been obtained.
6. Assist students in identifying their development and training needs and in selecting appropriate courses and other opportunities for training as part of their personal development.
7. Encourage and instil a high standard of research ethics on the part of the student, in particular avoiding conduct which may lead to fabrication of research results or plagiarism.
8. Ensure that the student is made aware of any unsatisfactory progress or standard of work, and arranging any supportive action as necessary.
9. Exercise formal duties in respect of University regulations and guidelines.
10. Advise student when the thesis should be considered ready for submission.
11. Make arrangements for examination of the thesis.
12. Providing guidance, encouragement and counsel regarding the future career plans of the research student.

Meetings, written work and records

1. Maintain and ensure availability for regular contact with the student, making sufficient time available to fulfil the needs of the individual research student.
2. Review written work produced by the student and provide appropriate and constructive criticism in a timely fashion and within two weeks of submission.
3. Maintain and ensure the student maintains clear, accurate, detailed and accessible records of work undertaken.
4. Maintain and ensure the student maintains a record of supervisory meetings and agreed actions.
5. Retain a copy of all written feedback provided to the student.

Communication of findings

1. Encourage students to avail of opportunities to present research work at appropriate seminars and meetings,
2. Assume an active role in introducing the student to other workers in the field, and in encouraging attendance and membership of appropriate academic bodies and societies.
3. Ensure that any formal requirements on the part of external bodies or agencies in relation to the submission of reports, observation of confidentiality, training etc are met.

4. Ensure that appropriate agreement has been obtained with all parties, including external sponsors and potential co-authors, in relation to the communication of research outputs.
5. Ensure that the student is aware of all issues regarding intellectual property rights and intellectual contribution relating to the research project.
6. Encourage appropriate and early dissemination of research findings.
7. Obtain the agreement of the student for any publication of work contained in the thesis, and quoting the student as a co-author.

The Role of a Recognised Supervisor

Where supervision is shared with another institution there will be a recognised supervisor from that institution whose role involves:

1. Contributing to the guidance and monitoring of the student in collaboration with the University supervisor who will be a member of staff of the University.
2. Ensuring that the student is made aware of the rules and regulations governing the collaborating organisation's premises and working practices including health and safety and confidentiality.

The Role of the Adviser

Under the Regulations for Mater by Research and PhD, an adviser will be appointed where a supervisor or supervisors do not have experience in supervising a research student to completion. The adviser will be a member of staff of the University from a cognate subject area who has appropriate experience in research and student supervision.

The role of the adviser is:

1. Primarily to advise the supervisor in the execution of his or her role and to provide guidance on the planning of the research program and the standard expected.
2. To meet the supervisor and the candidate (if appropriate) on a regular basis to ensure as far as possible that the completion of successive stages of the work will ensure submission within the scheduled time.
3. To assist in resolving particular difficulties which may arise from time to time.
4. To advise on the appointment of suitable examiners.

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