2018 HDR INDUCTION HANDBOOK

School of Life & Environmental Sciences
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School of L&ES contacts

These are the key contacts you will need to know for the duration of your project.

### School Contacts

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of School</td>
<td>Professor Chris Austin</td>
<td></td>
<td><a href="mailto:hos-les@deakin.edu.au">hos-les@deakin.edu.au</a></td>
</tr>
<tr>
<td>Deputy Head of School</td>
<td>Professor John Donald</td>
<td></td>
<td><a href="mailto:hos-les@deakin.edu.au">hos-les@deakin.edu.au</a></td>
</tr>
<tr>
<td>Associate Head of School (Research)</td>
<td>Professor Giovanni Turchini</td>
<td>33312</td>
<td><a href="mailto:ahosresearchles@deakin.edu.au">ahosresearchles@deakin.edu.au</a></td>
</tr>
<tr>
<td>Associate Dean (Research)</td>
<td>Professor David Cahill</td>
<td>71299</td>
<td><a href="mailto:adrst@deakin.edu.au">adrst@deakin.edu.au</a></td>
</tr>
<tr>
<td>School Manager (Administration and</td>
<td>Sarah Chandley</td>
<td>79322</td>
<td><a href="mailto:sarah.chandley@deakin.edu.au">sarah.chandley@deakin.edu.au</a></td>
</tr>
<tr>
<td>Technical Services)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel Liaison</td>
<td>Trina Viccars</td>
<td>72494</td>
<td><a href="mailto:les-travel@deakin.edu.au">les-travel@deakin.edu.au</a></td>
</tr>
<tr>
<td>HDR Funding contact</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other finance contact</td>
<td>Laura Harman</td>
<td>71289</td>
<td><a href="mailto:lesfinance@deakin.edu.au">lesfinance@deakin.edu.au</a></td>
</tr>
<tr>
<td>Boating &amp; Diving officer</td>
<td>Paul Tinkler</td>
<td>33527</td>
<td><a href="mailto:paul.tinkler@deakin.edu.au">paul.tinkler@deakin.edu.au</a></td>
</tr>
</tbody>
</table>

### Campus Contacts

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burwood: HDR Coordinator</td>
<td>Dr Sharon La Fontaine</td>
<td>17669</td>
<td><a href="mailto:sharon.lafontaine@deakin.edu.au">sharon.lafontaine@deakin.edu.au</a></td>
</tr>
<tr>
<td>Burwood: Technical Manager</td>
<td>Michael Holmes</td>
<td>17340</td>
<td><a href="mailto:michael.holmes@deakin.edu.au">michael.holmes@deakin.edu.au</a></td>
</tr>
<tr>
<td>Burwood: Administrative Officer</td>
<td>Natalie McIntyre</td>
<td>45505</td>
<td><a href="mailto:natalie.mcintyre@deakin.edu.au">natalie.mcintyre@deakin.edu.au</a></td>
</tr>
<tr>
<td>Burwood: IT Support</td>
<td>Higo Jasser</td>
<td>17325</td>
<td><a href="mailto:higo.jasser@deakin.edu.au">higo.jasser@deakin.edu.au</a></td>
</tr>
<tr>
<td></td>
<td>Fawzi Elfaidi</td>
<td>45342</td>
<td><a href="mailto:fawzi.elfaidi@deakin.edu.au">fawzi.elfaidi@deakin.edu.au</a></td>
</tr>
<tr>
<td>Burwood: Vehicle contact</td>
<td>Clorinda Schofield</td>
<td>17617</td>
<td><a href="mailto:clorinda.schofield@deakin.edu.au">clorinda.schofield@deakin.edu.au</a></td>
</tr>
<tr>
<td>Geelong: HDR Coordinator</td>
<td>Dr Tim Jessop</td>
<td>71394</td>
<td><a href="mailto:t.jessop@deakin.edu.au">t.jessop@deakin.edu.au</a></td>
</tr>
<tr>
<td>Geelong: Technical Manager</td>
<td>David Gleadon</td>
<td>68693</td>
<td><a href="mailto:david.gleadon@deakin.edu.au">david.gleadon@deakin.edu.au</a></td>
</tr>
<tr>
<td>Geelong: Administrative Officer</td>
<td>Kate Jamieson</td>
<td>79475</td>
<td><a href="mailto:kate.jamieson@deakin.edu.au">kate.jamieson@deakin.edu.au</a></td>
</tr>
<tr>
<td>Geelong: IT Support</td>
<td>Julian Vreugdenburg</td>
<td>72788</td>
<td><a href="mailto:julian.vreugdenburg@deakin.edu.au">julian.vreugdenburg@deakin.edu.au</a></td>
</tr>
<tr>
<td>Geelong: Vehicle contact</td>
<td>Kate Jamieson</td>
<td>79475</td>
<td><a href="mailto:kate.jamieson@deakin.edu.au">kate.jamieson@deakin.edu.au</a></td>
</tr>
<tr>
<td>Warrnambool: HDR Coordinator</td>
<td>Dr Adam Miller</td>
<td>33171</td>
<td><a href="mailto:a.miller@deakin.edu.au">a.miller@deakin.edu.au</a></td>
</tr>
<tr>
<td>Warrnambool: Technical Manager</td>
<td>David Mills</td>
<td>33473</td>
<td><a href="mailto:david.mills@deakin.edu.au">david.mills@deakin.edu.au</a></td>
</tr>
<tr>
<td>Warrnambool: IT Support</td>
<td>David Mills</td>
<td>33473</td>
<td><a href="mailto:david.mills@deakin.edu.au">david.mills@deakin.edu.au</a></td>
</tr>
<tr>
<td>Warrnambool: Administrative Officer</td>
<td>Gail Fazakerley</td>
<td>33399</td>
<td><a href="mailto:g.fazakerley@deakin.edu.au">g.fazakerley@deakin.edu.au</a></td>
</tr>
<tr>
<td>Warrnambool: Vehicle contact</td>
<td>Gail Fazakerley</td>
<td>33399</td>
<td><a href="mailto:g.fazakerley@deakin.edu.au">g.fazakerley@deakin.edu.au</a></td>
</tr>
</tbody>
</table>

### Off Campus Contact

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Off campus: HDR Coordinator</td>
<td>Dr Aaron Schultz</td>
<td>45433</td>
<td><a href="mailto:aaron.schultz@deakin.edu.au">aaron.schultz@deakin.edu.au</a></td>
</tr>
</tbody>
</table>
Introduction

Deakin University has produced a website for all Higher Degree by Research (HDR) students, providing a wealth of information essential to your candidature. Please have a look prior and throughout your studies to keep up to date with any requirements and changes.

The information contained in this handbook outlines what to expect when commencing your project within the School. It is designed to be a reference for who to contact, how to access financial support information, and where to find day-to-day operational procedures.

Welcome from the Associate Head of School (Research)

Welcome to your higher degree by research candidature at Deakin University. You are embarking on a journey that will be challenging, fascinating, full of twists and turns, at times exciting, and at times frustrating. You will venture into the unknown, you will discover new knowledge, and you will emerge as an independent and respected researcher. Along the way, you’ll develop skills in problem solving, time management, and communication. Ultimately, you will complete a thesis that sets out your contribution to knowledge: it will be one of the most rewarding things you have ever done. For most people, completing a research degree is the launching pad to an enjoyable, stimulating and satisfying career.

Deakin supports its HDR candidates in a number of ways, starting with expert supervision from School staff, opportunities to participate in seminars and training events, and central resources including an excellent library. The Division of Student Life provides various pastoral support services, and the Institute of Research Training provides a number of training workshops in specialised and generic skills that help you with your research and completing your thesis. Our statistics show that over 98% of Deakin HDR candidates who hand in their thesis for examination will be awarded their degree.

I wish you every success in your research, and I hope that your time at Deakin will be deeply fulfilling and thoroughly enjoyable.

Professor Giovanni M. Turchini
Associate Head of School (Research)
Getting started on your HDR project

On your first day, you will meet with your research supervisor who will introduce you to key personnel within the School of Life and Environmental Sciences. Among the first contacts will be the administrative team, the technical team and the school based IT support staff.

These personnel will provide direction and assistance in getting you ready to start your project. They will also be important contacts throughout your project.

Of the many things you will need to do at the commencement of your project, these are the recommended first steps:

- Contact the Technical Manager for desk and space allocation
- Talk to your supervisor about office and building access requirements – then you can log on to the Deakin Building Access page to request the necessary keys and swipe card access.
- Please note that laboratory induction training must be completed before access will be granted to laboratory spaces.
- To obtain essential stationary supplies including; pens, pencils, a lab book, and all the other essentials you’ll need for your project (you can get a new pack each year for the first 3 years of your project), please contact:
  - Warrnambool: Gail Fazakerley- g.fazakerley@deakin.edu.au
  - Burwood: Leanne Fitton- burstore@deakin.edu.au
  - Geelong (Waurn Ponds): Kate Jamieson- kate.jamieson@deakin.edu.au
- Complete all relevant University based training and inductions
- Complete all relevant Faculty and School training and inductions. For details on available training and inductions, have a look at the Faculty website.
Training and Inductions for Research Students

University HDR induction

Upon commencement, you are required to complete a Deakin Research Induction that covers a range of essential information that you will need to start and succeed with your project.

School safety training and inductions

Your supervisor and campus Technical Manager will make you aware of the occupational hazards and safety issues related to the different aspects of your research and discipline.

You will need to complete the Faculty “Lab Safety Training for SEBE Staff, HDR and Honours Students” prior to commencing any laboratory work. Instructions for accessing the training are available on the Faculty Student Health and Wellbeing site.

If you are having problems, please contact your campus Technical Manager.

Research integrity and safety training

Research Integrity training covers the requirements of the Australian Code for the Responsible Conduct of Research and other matters such as privacy and copyright. It is compulsory for all HDR students, and may be completed either in person or online.

The Induction and Training site has links for additional inductions and courses relating to human and animal ethics, biosafety and biosecurity, and radiation safety that may be applicable.

Library access and training

As a Deakin HDR student, you have full access to the resources within the University libraries.

You can book study spaces within the libraries, borrow resources and access the vast digital repository. If you need additional assistance with sourcing documents, the Faculty has a specific Librarian-in-Residence per campus.

The library also offers a HDR training program for commencing and existing students, with some very helpful training sessions around literature searching, endnote, and publishing.
Candidature Information

Milestones

Within a month of candidature commencement, in collaboration and with the support of your supervisor you must complete a Candidature Agreement and the Individual Learning Plan.

As a full time student, you are required to follow up with a Confirmation of Candidature within 6-12 months. As a part time student, this can be completed anywhere between the 12 and 18 month mark. This is an early stage assessment of your progress, assessing whether you have a suitable plan for achieving your goals within the full candidature period.

Each year in September you will also be expected to undergo an online annual review, to ensure you’re making satisfactory progress on your project. For further information please visit the Induction and Candidature website.

The following diagram outlines the possible outcomes of the confirmation process.
**Change of Supervisor**

At any point throughout your HDR candidature, you may experience a change in primary supervisor. This may happen if your supervisor leaves the University, or if another staff member has greater expertise or experience in your research area.

A change may also occur if the supervisory arrangements prove unsatisfactory, perhaps resulting from a clash of personalities.

You should approach your campus HDR Coordinator for an informal meeting if you are experiencing problems. These conversations will be confidential if requested, and will help you decide whether to proceed with the change. If you choose to proceed with a request to change supervisor, these conversations will be expanded to the necessary staff in order to facilitate the change.

Any request for a supervisor change must be made by school staff, so please ensure you discuss any issues with your relevant HDR Coordinator.

**HDR Policies and Procedures**

It is your responsibility as a Deakin HDR student to familiarise yourself with essential [policies and procedures](#) during your research time here.

**Breaches of the Code and Research Misconduct**

If, as a student at Deakin, you become aware of activities that you believe could be research misconduct or a lesser breach of the Australian Code, you have several options.

In the first instance, report suspected breaches of the code to your Head of School (HoS).

Alternatively, you can approach a senior staff member appointed as the [Advisor in Research Integrity (ARI)](#) to discuss the matter confidentially. ARIs are able to give you advice on research matters, information on the research misconduct processes, as well as your options for reporting a breach.

If the matter involves a serious breach, or if you do not wish to discuss it with your HoS or the nominated ARI, you may refer the matter directly to the [Deputy Vice-Chancellor (Research)](#).
Resources for HDR Students

As a Deakin University HDR student you have various entitlements available to assist in facilitating your research project. These include access to desk space, computing equipment, internet access and financial support for your project.

The below table outlines the entitlements provided to you by Deakin University. In addition to these resources, the School allocates additional funding to all Life and Environmental Sciences HDR students for project related costs based on your candidature status.

<table>
<thead>
<tr>
<th>Service</th>
<th>On-campus</th>
<th>Off-campus</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full-time</td>
<td>Part-time</td>
</tr>
<tr>
<td>Bookable workstation</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Office facilities incl. scanner/copier, printer, mail, stationery</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Access to communal tearoom/kitchen</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Internet and email access, including reasonable remote access</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>PC with standard OS and software</td>
<td>Yes</td>
<td>Access to pool</td>
</tr>
<tr>
<td>Student home (Hi) drive storage quota equivalent to staff</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Software privileges equivalent to staff</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Library privileges equivalent to staff</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Off campus library services</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Central support towards registration and/or travel to assist in attending and presenting at one conference during candidature (up to $3000 total)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

A = specified in partner agreement

School experimental design and bio-statistical analysis support

HDR students that require assistance or advice with experimental design, or bio-statistical analysis are encouraged to contact school appointed academic staff. HDR students should ask the respective campus HDR coordinator to provide details of the statistical advisor available.
Financial Information/Funding Opportunities

Fees

For information on applicable fees and charges throughout your HDR candidature, please have a look at the following Deakin Student Fees webpage.

Scholarships

Deakin University offers a range of internal scholarships for HDR students, and there are also many externally funded scholarship opportunities available. For information and eligibility criteria, please check the Find a Scholarship page on the Deakin website.

Awards, grants and external funding

There are many opportunities for HDR students to seek additional funds by applying for awards and prizes. Many of our existing HDR students have been successful in procuring a range of awards and prizes from within the university, government and independent sources. For more details, please approach your supervisor, or contact the Associate Head of School (Research) who regularly notifies staff of external funding opportunities.

Working while studying

Full-time candidates are expected to devote the majority of their time to their research program. It is possible to undertake a limited amount of paid work, provided that it does not interfere with the progress of your project. Approval must be obtained from the supervisor before undertaking employment, with a cap of six hours per week (averaged over a calendar year). If you wish to work in excess of this cap, you will need to apply in writing to your supervisor. Written support (if approved) will be sent along with your request to the Head of School for endorsement, then finally sent to the Chair of the Research and Research Training Committee.

One avenue for casual employment is to work in the School of Life and Environmental Sciences as a demonstrator or marker. Discuss this option with your supervisor, and read more about the opportunities via the Life & Environmental Sciences Student Information site.
Financial Support for Research work

School Support

Each full time Life and Environmental Sciences student is allocated $2,600 per calendar year (pro-rata) for the first 3.5 years of their project. Unspent funds do not accumulate from year to year. These funds are held centrally at each campus and are pooled based on your primary supervisor. It is the students’ responsibility to determine the best way to utilise the funds based on the type of research being undertaken in the lab. For example, the funds may be used to purchase materials or equipment for individual projects, fund travel, accommodation or field trips, or a supervisor may pool the funds to buy expensive equipment or supplies for a group of HDR students. It is important to discuss finances with your supervisor at the beginning of your candidature, so you are clear about how to access available funds, as well as your financial obligations and the limitations on funding.

Conference Funding

HDR candidates are entitled to an allocation of up to $3,000 over the term of their candidature as mentioned in the previous entitlements table. The Faculty and School have extended the access to the funds so you can use the $3,000 allocation over one, two or three conferences throughout your candidature. The allocation is solely for the purpose of contributing to the costs associated with attending a reputable conference (relevant to your research project). You are required to present either a poster or an oral presentation to access the funding.

Procedure:

- Seek approval in writing from your supervisor – if the cost for the conference you wish to attend is likely to exceed the funds available in this allocation, you will need to also discuss how you will fund the excess costs with your supervisor.
- Obtain confirmation from the conference organisers that you’re accepted for either the oral presentation or poster (may be an email from the conference organising).
- Forward your confirmations and approvals to the Associate Dean (Research) via email for approval to access this pool of funds.
- Once you have all your written approvals, contact Trina Viccars les-travel@deakin.edu.au for advice on your travel application.
School Operational Procedures

Vehicle Booking Procedure

The University has a fleet of cars available for booking, and the School has additional vehicles (4WD utilities and boats) available for use throughout your project.

To book the boats, please contact the School’s Boating and Diving officer.

To book the University or School vehicles, you will first need to complete an application form for access to the University SmartFleet System. Please contact your relevant Administrative Officer for an access form.

Once you are given access, you can log in to the SmartFleet system and book the necessary vehicle. Ensure you have the following information ready to enter in the system:

- Purpose of your travel – E.g. Research trip to Otway’s to observe small mammal activity
- Account code to charge – Ask your supervisor prior to booking

Please ensure you have your supervisors’ approval prior to making a booking – you may be asked to forward an email confirmation from your supervisor prior to approval.

*Important Note:* Before using a 4WD, you must complete appropriate training depending on the nature of your vehicle use. Your relevant campus vehicle contact can assist with this.

Private Vehicle Use

The use of private vehicles for University business should be rare and undertaken only in extreme situations; after the following has occurred:

- You have checked and verified that there are no University or School vehicles available
- You have checked and verified that there are no alternative forms of transport, including public transport, taxi’s or hire cars (Deakin University has special pricing arrangements with Avis, Hertz and Thrifty). Bear in mind the costs involved – it may be necessary to discuss your options with your supervisor and campus vehicle contact prior to making a decision on the preferred option
- You have obtained the approval from your supervisor, and your Technical Manager to use a personal vehicle
- You must initiate a Private Vehicle Use form at the commencement of the trip, and submit the completed form along with emailed approval at completion of the trip
If you require assistance, please contact the respective campus vehicle contact.

Any damage to, or infringements incurred through the use of a private vehicle is your responsibility (or owner of the private vehicle). These costs shall not be paid with University funds, or recovered from the University at a later date. Private vehicles are not covered by the University’s insurance policies when used for University business. You must check with your insurance company to make sure that the private vehicle is insured for use on University business.

For further information on the use of University vehicles, please refer to the Use of University Vehicles and Parking procedure available in the policy library.

Travel

Throughout your candidature, you may choose to travel for field trips, project meetings or to attend a conference.

It is important to discuss any plans with your supervisor well in advance of your anticipated travel, so there is sufficient time for you to complete the necessary paperwork, seek school approval, and make subsequent bookings.

Please contact Trina Viccars, les-travel@deakin.edu.au prior to travel based on the following recommendations:

- Australian travel – at least 3 weeks prior to travel
- International travel – at least 6 weeks prior to travel

These timeframes are a minimum recommendation, and factor in a buffer in the event you need to provide more information. If you can start the process earlier, it is highly recommended. This will allow time for any follow-ups prior to bookings being made, avoiding the inevitable last minute price increases in flights and accommodation.

Reimbursements for travel

Students may seek reimbursement for out of pocket expenses related to travel if the expenses were approved by their supervisor and the school prior. These claims are to be made via the Travel & Expense Management System (TEMS). For further information, contact:

- **Your Supervisor**
- **Burwood**: Leanne Fitton – Burstore@deakin.edu.au
- **Geelong (Waurum Ponds)**: Trina Viccars - les-travel@deakin.edu.au
- **Warrnambool**: Gail Fazakerley – g.fazakerley@deakin.edu.au
Insurance

The University has a range of insurance policies to cover students on field trips, fieldwork, off campus field assignments, practical placements, work experience, excursions, practical training and internships. Provided you have completed all the necessary paperwork, you will be covered under the following:

- Public Liability
- Professional Indemnity
- Personal Accident
- International Travel
- Medicare (domestic students only)

Before commencing any travel (fieldwork/conference/other), you must familiarise yourself with the various policies so you know if and how you’re covered.

Be aware that you may need to apply for International Travel insurance – you will receive directions when you start arranging your travel.

Purchasing for your project

For a full explanation of purchasing procedures, visit School of Life and Environmental Sciences student information site and scroll down to the “Information for Research Students” section.

After Hours Work Access

If you want/need to work in a laboratory outside the hours of 8am - 6pm Monday to Friday, on the weekend or on public holidays, you must seek approval be in these spaces.

Be aware that on the official University Shutdown days (Christmas/Easter), there is an expectation that you not be on site unless absolutely necessary.

After discussing any requirements for after-hours work with your supervisor, please notify your local Technical Manager.

Geelong students must complete an After Hours Work Form and return it to the Geelong Technical Manager. This form must be authorised prior to any after-hours work commencing.
Health and Wellbeing

Deakin offers a range of services to help you stay healthy and safe – physically, mentally and spiritually. It is important that during your candidature you pay attention to your wellbeing so that you can get the best out of yourself. The link below details all of the services that Deakin offers, from medical centres and counselling sessions, to emergency information and mental health advice.

Of course you can always talk to your supervisor, HDR Co-ordinator, technical staff or other candidates about an issue you might be worried about. For further information please visit the Health and Wellbeing website for Deakin students.

Rights and Reservations

The School of Life and Environmental Sciences may change, suspend or discontinue parts of this handbook, at any time without prior notice. In the event of a change, students will be notified, and any changes will apply to existing and commencing students.