Faculty of Arts and Education
2019 HIGHER DEGREE BY RESEARCH
Melbourne I Geelong I Warrnambool I Cloud

Induction Book
CONTENTS

Section 1: Induction Seminars

Section 2: Support for Higher Degrees by Research Candidates
- General Research Assistance
- Conference Assistance
- Travel (Fieldwork) Grant
- Completion Assistance
- Additional Financial Assistance

Section 3: Faculty Confirmation & Research Progress Review Procedures
- Confirmation
- Transfer and/or Upgrade Confirmation
- Research Progress Review

Section 4: Deakin email account

Section 5: Supervision

Section 6: Grievance Processes

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

Section 8: Thesis Format

Section 9: Faculty Annual HDR Summer School

Section 10: Deakin University Ethics Clearance

Section 11: Information Technology Support

Section 12: Library Services

Section 13: Division of Student Life

Section 14: Contact Details
- Faculty of Arts & Education
- Research Services
Section 1: Induction Seminars

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

For confirmation of attendance please contact the Senior HDR Advisor: artsed-research@deakin.edu.au

The Graduate Research Academy also conduct induction sessions and other valuable workshops to assist you during candidature. Online registrations are required for all sessions. Please go to Training and workshops

Section 2: Support for Higher Degrees by Research Candidates

The links to all support services, financial assistance, HDR news and upcoming conferences is available on HDR in the Cloud.

The following financial support is available for HDR candidates:

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

All claims must be made online through the Deakin finance system (Deakin UniFi). Instructions on how to use the system and the criteria around claiming in the various areas is available at HDR Financial Assistance and Travel applications. All claims must include receipts and the approved Faculty claim form.

A list of claimable items is available on the HDR Financial Assistance and Travel applications. If in doubt, please check with the Faculty Research Office before committing funds.

General Research Assistance

Eligibility and Conditions:

- Full-time, off campus HDR candidates are eligible to receive up to $1200 per calendar year
- Part-time, off campus HDR candidates are eligible to receive up to $600 per calendar year
- On campus HDR candidates are not eligible for general assistance
- Commencing students can only claim reimbursement (on a pro rata basis). For general assistance once they have completed the Research Framing Unit (AAE900)
- Laptops claims can be made after successful completion of the confirmation and the receipt must be in the calendar year of the claim
- General Research Assistance will only be available until the point of submission of thesis
- General Research Assistance, including an on-campus workstation, may not be not available during periods of intermission
- Reimbursement claims must be made within the calendar year the costs are incurred.

Guidelines and current application forms are available from the Faculty website HDR Financial Assistance and Travel applications

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 Senior HDR Advisor. 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) Candidate Discipline.
Domestic Conference Assistance
This must be approved by your Principal supervisor and submitted on the Faculty conference application form to artsed-research@deakin.edu.au for approval. You must provide proof that you have been accepted to present at the conference. The proof can be either a letter from the conference organisers or a copy of the conference program. Candidates are eligible to claim up to $1500 in assistance once during candidature and only after successfully completing confirmation.

When requesting reimbursement you must provide receipts for your expenses. If receipts are not available you must provide a statutory declaration. Reimbursements can be claimed for travel, accommodation, conference registration and subsistence.

International Conference Assistance
Up to $3500 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 dependents
- only available once during your period of candidature
- available only after successful completion of confirmation (nine months full-time or fifteen months part-time for the Doctorate or at six months full-time or nine months part-time for Masters).

Applicants must:
- provide evidence of arrangements in place with conference organisers
- provide a copy of the abstract and a written statement outlining the value of the conference to their research
- be fully supported by the Principal supervisor, reasons for support must be outlined on the conference assistance application
- be approved in advance of attendance by the Faculty Research Office
- obtain University travel insurance
- book all travel through the Faculty Research Office.

Completed and signed International Conference Grant applications are to be forwarded to artsed-research@deakin.edu.au to seek approval for the conference travel. Please note, approval in not always guaranteed so it is recommended that you submit your conference application as soon as you have been accepted to present. Once the conference attendance has been approved by the Faculty, travel arrangements must be booked through the Faculty Research Office and the University Travel Provider. When travel has been ticketed you will be advised of the remaining balance of the grant available to you.

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 Scimago Q1 or Q2 journals. This is not only of importance to the Faculty but will assist HDR candidates to develop evidence of personal research activity for future research scholarships, grants or employment applications.

Travel (Fieldwork) Grant
Up to $3500 per candidate
Applications for Fieldwork Grants MUST be approved by the Faculty Research Office prior to any travel being undertaken. You must provide all required documentation as listed on the application form as well as the timeline (also included in the application). Incomplete applications will not be considered. You should allow up to three weeks for approval.
This scheme is intended to:

- support Faculty of Arts and Education Higher Degree by Research candidates only and is not available for spouses or dependents
- applications can only be made once during your period of candidature
- is available only after successful completion of confirmation (nine months full-time or part-time equivalent for the Doctorate or at six months full-time or part-time equivalent for Masters)
- 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 – Ethics approval
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/students/research/research-support-and-scholarships/integrity-secure

Note 2 – Early travel fieldwork
In exceptional circumstances, there may be MA or PhD candidates before confirmation of candidature at six or nine 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 Research Office. 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
- 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 – Expense reimbursement
Completed and signed Travel Fieldwork Grant applications must be forwarded to the Senior HDR Advisor before lodgement on Deakin UniFi. Please allow 8-10 weeks for full processing and funding prior to leaving the country. Once approved at Faculty level, the grant request is to be loaded onto Deakin UniFi for payment. The approved financial assistance may be partially paid in advance of fieldwork, however candidates must keep an expense log and forward it along with copies of receipts for larger items such as fares and accommodation (originals not necessary) to artsed-research@deakin.edu.au on return from fieldwork. Once approved by the Faculty, travel arrangements will commence and you will then be advised of the remaining balance available to you.

Note 4 – Overseas travel insurance
The Deakin University Travel Insurance Policy provides insurance cover for candidates when undertaking study related international travel. It is a requirement of the funding to show you have travel insurance. For further information see the website:
http://www.deakin.edu.au/students/enrolment-fees-and-money/insurance/international-travel-insurance

Completion Assistance
An allowance of up to $1000 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
funding can be used for printing, proofreading and editing. It does not include such costs as purchase of computer equipment.

**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 Senior HDR Advisor. Such requests should be supported by your Principal Supervisor.

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 Confirmation & Research Progress Review Procedures**

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

Although it is preferred that the candidate attend the confirmation in person, in exceptional circumstances, should they be unable to attend in person for reasons of distance (residence overseas) or disability, then a voicepoint/Skype for Business connection will be organised. You may need to download specific software to ensure connection. The Faculty Research Office will arrange a test call to ensure everything is working prior to the confirmation.

The confirmation 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 confirmation are usually of considerable value in shaping the final thesis.

The Faculty’s confirmation take two forms:

- First year confirmation
- Transfer and/or upgrade confirmation

Confirmation will be scheduled by the Faculty Research Office HDR administration and advised at the same time candidates receive notification from Deakin Research that the online Candidature Agreement is available for completion. The scheduling for all confirmation will be via an online portal as from 31 October. Submission of documentation via this portal is **required no later than 2 weeks in advance of the meeting**.

Composition of the panel includes:

1. Chair
2. Principal Supervisor
3. Associate Supervisor 1
4. Associate Supervisor 2 (desirable)
5. External Expert*
6. Internal Academic **
7. Observer/Critical Friend (Optional)***

*External Expert - a person with expertise in aspects of the project (methodological, theoretical, etc.) who is not (and never has been) directly involved in the carriage of the project (as a supervisor or mentor) - can fall into any of the following categories (these are described in order of preference).

1. External to Deakin – a person with relevant academic/industry expertise to provide disinterested professional critique of the research proposal.
2. External to the Faculty of Arts and Education – an academic from within Deakin who relevant academic expertise to provide disinterested professional critique of the research proposal.

3. External to the School – a person from outside of the School within which the project is being conducted with relevant academic expertise to provide disinterested professional critique of the research proposal.

** Internal Academic – a person from within the School or Discipline Area who is not on the Supervision Panel but has particular knowledge, experience or expertise that would benefit the PhD candidate in the confirmation process. Once recruited this person is a fully constituted member of the confirmation panel.

*** Observer/Critical Friend – at the discretion of the candidate, this person may attend the confirmation as an observer. They may be invited to participate in discussions but will not be a constituted member of the panel and therefore will not have a say in the final outcome of the Panel. The Chair should be informed prior of this person’s presence at the confirmation.

**Confirmation Panel Recommendation and Outcome**

Following acceptance of the recommendation from the confirmation (Report), the Faculty Research Office will advise both the candidate and the panel with details of the outcome.

Complete details and examples on Faculty Confirmation Procedures; Format of Proceedings; General Questions Underpinning Confirmation is available from HDR Confirmation.

In addition to the revised Faculty Confirmation Procedures, **Progress Management Panels** may be established to act as a means of reviewing the academic progress of HDR candidates or candidates deemed ‘at risk’ at any stage of their candidature with the approval of the Associate Dean (Research) or nominee.

Reviews may be initiated by any member of the Supervisory Panel, the Head of School, or the candidate themselves by notifying Faculty HDR Coordinator and/or the Faculty Senior HDR Advisor 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 confirmation, the School HDR Co-ordinator, the Faculty HDR Co-ordinator or the Associate Dean (Research) may initiate such a Review.

Full details of the procedure for a Progress Management review are available at HDR Confirmation.

**Section 4: Deakin email account**

All candidates 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 candidate username or email address once it has been automatically created.

ALL University correspondence is forwarded to your Deakin email address. The Faculty recommends candidates check their Deakin email on a regular basis. Candidates wishing to have their Deakin email redirected to an alternative email address to ensure they continue to receive Deakin correspondence and notices can find instructions to redirect at IT Help. Should this option be used, it is important to cancel the redirection once it is no longer relevant (e.g., change of ISP or change of employment).

Candidates should be aware that email accounts for postgraduate candidates have unlimited storage space in OneDrive for Business.

In cases where candidates may be employed to undertake sessional teaching a separate email account would be generated. Email accounts relating to contract teaching commitments apply only to the ‘period of the contract’ and are closed by eSolutions on the completion of the contract.
To avoid loss of data and information, the Faculty highly recommends candidates use their candidate email account for all matters relating to their research studies and candidature.

Section 5: Supervision and Codes of Good Practice

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 or nominee has particular responsibility for each higher degree by research candidate in their 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.

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

i)  The Australian Code for the Responsible Conduct of Research, 2018
ii) Plagiarism and Collusion

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

Section 6: Grievance Processes

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 Research Office 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 and from DUSA (Deakin University Student Association).
Section 7: Faculty & School Higher Degrees by Research Co-ordinators

For those candidates wanting general academic advice, please contact the Faculty Higher Degree by Research (HDR) Co-ordinator A/Prof Andrea Gallant, andrea.gallant@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
A/Prof Patrick West (Burwood) patrick.west@deakin.edu.au
Dr Helen Young (Burwood) helen.young@deakin.edu.au

School of Humanities and Social Sciences
A/Prof George Duke (Burwood) George.duke@deakin.edu.au

School of Education
Dr Andrew Skourdoumbis (Burwood) andrew.skourdoumbis@deakin.edu.au
A/Prof Bernadette Walker-Gibbs (Burwood) bernadette.walker-gibbs@deakin.edu.au

Section 8: Thesis Format

The Deakin Research Thesis structure options contains a great deal of valuable information.

All theses are submitted online, you can find information on how to go about this at Examination procedures.

Section 9: Faculty Annual HDR Summer School

The Faculty of Arts and Education hosts an annual Faculty Summer School where late phase candidates may present a paper on their research topic. There are also many interactive and valuable workshops run by Faculty and Library staff during the weekend.

For further information, please contact the Faculty Senior HDR Advisor artsed-research@deakin.edu.au.

The 2020 Summer School dates will be 7-9 February at the Waterfront campus.

Section 10: Deakin University Ethics Clearance

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 of data collection. Human research activity includes but is not limited to, surveys, interviews, focus groups, exercises, experiments (both psychological and physical), close observation, depiction (including photographs and videos), 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 Office of Research Integrity web page or from links on the Faculty Human Research Ethics web page.

DUHREC meetings to consider applications are held monthly. Details of application/meeting deadlines are available at Office of Research Integrity.

It is compulsory for all candidates to undertake the Research Integrity workshop run by Deakin Research. Details of dates and registration information are available at Faculty Human Research Ethics web page.
Section 11: Information Technology Support

If you have any queries regarding IT support contact the IT Help Desk. The IT Service Desk provides the first point of contact for all IT support and feedback.

Hours of operation (IT service desk only)
Monday to Friday 8am-8pm
Weekends 11am-5pm

Phone:
Geelong ext. 888 (internal)
Melbourne ext. 888 (internal)
Warrnambool ext. 888 (internal)
Off campus 1800 463 888 (toll free)
International +61 3 5227 8888

Email: it-servicedesk@deakin.edu.au

Website: IT Help Desk

There are a number of very helpful tips on managing your IT requirements as an HDR candidate and beyond at Research degree IT top tips.

Section 12: Library Services

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

There is a full list of Arts and Education Liaison Librarians on the library website. Individual consultations are available by contacting the liaison librarians.

For hours of operation and locations candidates are encouraged to check the website.

Section 13: Division of Student Life

The Division of Student Life and its service partners aims to enrich the learning experience and life opportunities of all Deakin University candidates 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 Division of Student Life website.
Section 14: Contact Details

Faculty of Arts and Education

Manager, Strategic Research Services
Mr David Gall  (03) 524 79611  david.gall@deakin.edu.au

Senior HDR Advisor - Geelong
Mrs Lisa Morwood  (03) 522 71254  lisa.morwood@deakin.edu.au  or  artsed-research@deakin.edu.au

Senior HDR Advisor - Geelong
Mrs Kylie Koulkoudinas  (03) 522 72368  kylie.koulkoudinas@deakin.edu.au  or  artsed-research@deakin.edu.au

HDR Administrative Officer - Burwood
Mrs Margaret McKay  (03) 924 46825  margaret.mckay@deakin.edu.au  or  artsed-colloq@deakin.edu.au

Ethics and Senior HDR Advisor - Geelong
Mrs Robyn Ficnerski  (03) 522 72226  robyn.ficnerski@deakin.edu.au

For enquiries relating to Faculty HDR financial matters, candidature agreements, confirmation/research progress reviews, on-campus workstation facilities or enrolment please contact  artsed-research@deakin.edu.au

Website: Faculty Research

Research Services

Pro Vice-Chancellor (Research Development and Integrity)
Professor Aaron Russell

Director, Graduate Research Academy
Dr Georgina Kelly  (03) 924 46194  georgie.kelly@deakin.edu.au

Executive Officer, HDR
Mr Grant Michie  (03) 925 17196  grant.michie@deakin.edu.au

HDR Candidature Manager
Ms Alison Musgrove  (03) 924 68473  research-hdr@deakin.edu.au

HDR Admissions & Enrolment
research-hdr@deakin.edu.au

Research Scholarships
research-scholarships@deakin.edu.au

HDR Examinations
research-examinations@deakin.edu.au
Deakin University's digital research repository (DRO)
http://dro.deakin.edu.au/

This booklet contains links that may not be immediately noticeable in the hard copy, please have a look at the online version available at HDR Information, Resources and Policy

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