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Section 1: Induction Seminars

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

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

Research Services Division also conduct induction sessions and other valuable workshops to assist you during candidature. Online registrations are required, please go to https://www.deakin.edu.au/students/research/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
- Additional Financial Assistance – on a case by case basis

Claims are made online through the Deakin finance system (Fraedom). Instructions on how to use the system and the criteria around claiming in the various areas is available at http://www.deakin.edu.au/arts-ed/research/research-training-assistance-applications. All claims must include receipts and the appropriate Faculty claim form.

A list of claimable items is available on the Faculty Financial Assistance website. If in doubt, please check with the Faculty Office before committing your funds.

General Research Assistance

Guidelines and Conditions

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

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

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

Guidelines and current application forms are available from the Faculty website http://www.deakin.edu.au/arts-ed/research/research-training-assistance-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.. You must provide proof that you have been accepted to present at a conference to be able to claim reimbursement, please include that when submitting your documents on Fraedom. The proof can be either a letter from the conference organisers or a copy of the conference program. Candidates are only eligible to claim $1500 in assistance once only during candidature and only after successful completing confirmation.

When requesting reimbursement you must provide receipts for your expenses. If receipts are not available you must provide a [statutory declaration](#). Claims will be paid 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 after the successful confirmation at 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 travel fieldwork / conference assistance application
- be approved in advance of attendance by the Faculty
- Complete a travel risk assessment form to be provided with the application
- Book all travel through the Faculty office.

Completed and signed International Conference Grant applications are required to be forwarded to the Senior HDR Advisor before lodgement on Fraedom. Please note, approval in not always guaranteed so it is recommended that you submit your conference funding as soon as you have been accepted to present. You need to prove you have travel insurance through Deakin is in place before funding is provided. This is available to Deakin student who are on University business free of charge. Once approved by the Faculty, travel arrangements will commence and you will then be advised of the remaining balance 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 applications for research scholarships, grants or employment.
Travel (Fieldwork) Grant

Up to $1,500.00 per candidate for Travel within Australia, New Zealand or country of origin
Up to $3,500.00 per candidate for International Travel

This scheme is intended to:

- support Faculty of Arts and Education Higher Degree by Research candidates only and is not available for spouses or dependents
- applications can only be made once during your period of candidature
- is available after successful confirmation at 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:
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:
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. 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:
Completed and signed Travel Fieldwork Grant applications must be forwarded to the Senior HDR Advisor before lodgement on FRAEDOM. 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 FRAEDOM 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:
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 he or she 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 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 Services 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 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: [http://www.deakin.edu.au/arts-ed/research/colloquia](http://www.deakin.edu.au/arts-ed/research/colloquia)

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.


**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 [http://www.deakin.edu.au/students/help/it-help/email-and-calendars](http://www.deakin.edu.au/students/help/it-help/email-and-calendars). 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 ITSD 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 his or her School and takes direct responsibility for supervision until new arrangements are made if the Principal Supervisor is no longer available. In some Schools the Head may nominate another staff member to take these responsibilities and you should consult your School about the arrangements which apply in your case. You can turn to your Principal Supervisor or the Head for guidance and advice at any time.

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

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

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 Code of Good Practice in Research - Procedure
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 and School Higher Degree by Research Co-ordinators. The Executive Officer HDR, the Director Research Services or the Pro Vice-Chancellor (Research) is also available at any stage.

You are welcome to seek informal advice or assistance from the Deakin University Postgraduate Association. Counselling and advice on non-academic matters can be sought from the Division of Student Life (http://www.deakin.edu.au/studentlife/), and from DUSA (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
Shared coordination
Co-ord: Dr Patrick West (Melb) patrick.west@deakin.edu.au

School of Humanities and Social Sciences
Co-ord: Ass Prof George Duke (Melb) George.duke@deakin.edu.au

School of Education
Co-ord: Dr Julianne Lynch julianne.lynch@deakin.edu.au
       Dr Andrew Skourdoumbis andrew.skourdoumbis@deakin.edu.au

Section 8: Thesis Format

The Deakin Research website contains a great deal of valuable information. It can be found online.

All thesis are submitted online, you can find the information on how to go about this at

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 arsted-research@deakin.edu.au.

The 2019 Summer School dates are 8-10 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. 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 https://www.deakin.edu.au/students/research/research-support-and-scholarships/integrity-secure/human-ethics or from links on the Faculty web page http://www.deakin.edu.au/arts-ed/research/ethics/.

DUHREC meetings to consider applications are held monthly. Details of application/meeting deadlines are available at https://www.deakin.edu.au/students/research/research-support-and-scholarships/integrity-secure/human-ethics/human-research-ethics-committee

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 http://www.deakin.edu.au/arts-ed/research/ethics

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 service (IT service desk only): 7 am to midnight Monday – Friday, 8 am to 8 pm Saturday and Sunday, excluding University holidays.

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

Email: it-servicedesk@deakin.edu.au

Website: http://www.deakin.edu.au/its/servicedesk/index.php

There are a number of very helpful tips on managing your IT requirements as an HDR candidate and beyond at http://www.deakin.edu.au/students/research-degrees-doctoral-and-masters/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
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
- Disability Resource Centre
- Career Counselling
- Child Care
- Personal Counselling
- Financial assistance
- Chaplin
- Sport and recreation
- Deakin Card

Candidates are encouraged to check the website (http://www.deakin.edu.au/about-deakin/administrative-divisions/student-life)

Section 14: Contact Details

Faculty of Arts and Education

Research and Research Training Manager

Mr David Gall: (03) 9522 79611, email david.gall@deakin.edu.au

Senior HDR Advisor, Publications - Geelong

Mrs Lisa Morwood: (03) 5227 1254, email: lisa.morwoodi@deakin.edu.au or artsed-research@deakin.edu.au

HDR Administrative Assistant - Burwood

Mrs Margaret McKay
Phone: (03) 924 46825, email: artsed-colloq@deakin.edu.au or margaret.mckay@deakin.edu.au

HDR Administrative Assistant - Geelong

Miss Laura Huf: (03) 52278457 Email: laura.huf@deakin.edu.au or artsed-research@deakin.edu.au

Ethics and Senior HDR Advisor - Geelong

Mrs Robyn Ficnerski: (03) 5227 2226, email: 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

Research Services

Pro Vice-Chancellor (Research):  Professor Jo Graffam

Executive Officer HDR
Mr Grant Michie   (03) 9251 7196   grant.michie@deakin.edu.au

HDR Candidature Manager
Ms Rheanne Hogema   (03) 5227 3492   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 on http://www.deakin.edu.au/students/faculties/artsed/research/resources