



**FACULTY OF HEALTH**

**SCHOOL OF PSYCHOLOGY**

Induction and Information Booklet

Masters by Research

Doctor of Philosophy (PhD)

2024

Deakin University CRICOS Provider Code: 00113B

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## Welcome

Welcome to your PhD or Masters by Research studies in the School of Psychology! As the School's HDR Academic Directors, we hope that you find your research studies rewarding and a valuable experience.

The material in this guide is designed to help introduce you to the main contacts and resources available to you within our School, Faculty and University.

For information about your candidature, please see the below link to the 'Online HDR forms' portal:

[Online HDR forms](#)

For general information about HDR candidature (including resources for getting started, confirmation of candidature etc.), please check the below websites for more HDR information:

<https://deakin365.sharepoint.com/sites/HealthHDRStudents>

<http://www.deakin.edu.au/students/faculties/faculty-of-health/school-of-psychology/hdr-students>

<http://www.deakin.edu.au/current-students/research/index.php>

We wish you an enjoyable and enriching experience in our School. We also look forward to supporting you in your studies. Please feel free to contact me at any time in relation to any aspect of your research experience across the course of your candidature. I wish you all the very best in your studies.

Kind regards,

**A/Prof Christian Hyde**  
HDR Director (School of Psychology)

**A/Prof Jacqui Macdonald**  
Deputy HDR Coordinator (School of Psychology)

## 1. Key Contact People within the School

### 1.1 Your Supervisor(s)

Your first point of contact for any academic enquires relating to your candidature will be your supervisor(s). We recommend that you establish and maintain regular contact with your supervisor(s). For full-time students this will usually include weekly meetings but the frequency of your meetings will vary depending on the stage of your thesis and the support/input that you need from your supervisor.

For all other inquiries, please use the [health-hdr@deakin.edu.au](mailto:health-hdr@deakin.edu.au) email as your first point of contact.

### 1.2 Academic Contacts

#### **Professor Jane McGillivray**

##### **Head of School**

School of Psychology

Contact: Lisa Carzino

Executive Assistant to Head of School

Tel: 924 68758

Email: [hos-psych@deakin.edu.au](mailto:hos-psych@deakin.edu.au)

Location: Burwood, Building BC

#### **Professor Matt Fuller-Tyszkiewicz**

##### **Associate Head of School (Research and Research Training)**

School of Psychology

Tel: 925 17344

Email: [matthew.fuller-tyszkiewicz@deakin.edu.au](mailto:matthew.fuller-tyszkiewicz@deakin.edu.au)

Location: Burwood, Building BC

#### **Associate Professor Christian Hyde**

##### **HDR Academic Director (Masters by Research and PhD)**

School of Psychology

Tel: 9244 6505

Email: [c.hyde@deakin.edu.au](mailto:c.hyde@deakin.edu.au)

Location: Burwood, Building BC

#### **Associate Processor Jacqui Macdonald**

##### **Deputy HDR Academic Director (Masters by Research and PhD)**

School of Psychology

Email: [jacqui.macdonald@deakin.edu.au](mailto:jacqui.macdonald@deakin.edu.au)

Location: Burwood, Building BC

#### **Dr Shannon Hyder**

##### **HDR Liaison (Geelong)**

School of Psychology

Tel: 522 73474

Email: [shannon.hyder@deakin.edu.au](mailto:shannon.hyder@deakin.edu.au)

Location: Waterfront

#### **Data Sciences Unit**

School of Psychology academic staff from the Data Sciences Unit can work with students and supervisors to provide mentoring, consulting, and collaboration across a number of key areas:

- Systematic Review and Meta-Analysis
- Experimental design
- Cohort and Longitudinal Designs
- Qualitative Research

Staff from within Data Sciences run regular workshops in our major areas expertise, which will be advertised throughout 2024.

If you are seeking additional support within these methodological domains you should discuss your needs with your supervisor and then contact the Data Sciences team at [data-sciences@deakin.edu.au](mailto:data-sciences@deakin.edu.au) to discuss.

### 1.3 Administrative Contacts

#### HDR Support Officers

Faculty of Health

Email: [health-hdr@deakin.edu.au](mailto:health-hdr@deakin.edu.au)

Location: Burwood, Building BC

## 2. Key Tasks and Responsibilities

All full-time PhD students are expected to complete their degree within 3 to 3.5 years maximum and part-time students within 6 to 7 years. All full-time Masters by Research students are expected to complete their degree within 2 years and part-time students within 4 years. The Pre-confirmation, Confirmation of Candidature and 2<sup>nd</sup> Year Review with the HDR panel and coordinators will focus strongly on timely completion of the candidature. All students in the Faculty of Health commence monthly reporting on progress once they reach the 3 year mark. Monthly reporting is intended to help students and their supervisors detect any issues with progress that require further support.

### 2.1 Role and Responsibilities of the HDR Principal Supervisor

Every student is required to meet with the Principal Supervisor on a weekly/fortnightly basis depending on your candidature status. This may include phone calls, emails, skype/zoom or face-to-face meetings. More details about the role of the Principal Supervisor are provided in the link below.

<https://policy.deakin.edu.au/view.current.php?id=00052>

### 2.2 Role and Responsibilities of the HDR Associate Supervisor

Every student is required to have an active Associate Supervisor from the School and is required to meet with him/her at least three times a year, however, it is recommended that the Associate Supervisor is part of regular supervision sessions. More details about the role of the Associate Supervisor are provided in the link below.

[Role and responsibilities of Associate Supervisors](#)

### 2.3 PhD Xtra

The PhD Xtra program applies to all higher degree by research students enrolled from October 2016 onwards. PhD Xtra involves developing a compulsory individual learning plan (ILP) (<https://www.deakin.edu.au/research/research-degrees-and-PhD/phd-xtra/individual-learning-plans>) tailored to your needs. The ILP gives you direct access to a catalogue of training components here at Deakin plus the ability to incorporate external training opportunities and placements (<http://www.deakin.edu.au/students/research/course-content/placements>) within industry.

All students admitted under the PhD Xtra program are required to complete a mandatory minimum of one unit of coursework (<http://www.deakin.edu.au/students/research/course-content/research-training-coursework-units>), Research Integrity training (<http://www.deakin.edu.au/students/research/research-support-and-scholarships/integrity-secure/induction-and-training>), Respectful Behaviour Training prior to confirmation. The recommended unit for all Psychology students is Advanced Research Methods (HPS911). However, your supervisor will advise you if you need to complete an alternative unit.

Students should make reference to their ILP and coursework as part of their Confirmation presentation.

<https://www.deakin.edu.au/research/become-a-research-student/phd-xtra>

## 2.4 Using Existing Databases or Contributing to Data Collection in “Ready-Made” Studies

One of the pathways for completing a thesis in the School of Psychology is to use data that are provided by the supervisor and/or supervisor’s research team. In order to comply with AQF requirements for research projects conducted at fourth-year level and higher, a set of guidelines have been developed to foster consistency in research time across all students. Note that it is expected that students using pre-existing data sets complete research placement days (90 days for PhD candidates) to ensure that candidates gain experience with all aspects of a research project, in accordance with AQF requirements.

*See Appendix 1 – Data Collection and Analysis details, including details regarding research placement days*

## 2.5 Confirmation of Candidature

The Faculty of Health requires all Master by Research and Doctor of Philosophy candidates to undertake a Confirmation of Candidature, as follows:

- Master candidates: within 6 months for full-time study or 12 months for part-time study
- PhD candidates: within 9 months for year full-time study or 18 months for part-time study

The confirmation process provides an opportunity for the candidate to submit and obtain recommendations on a plan for the structure of their research program, describe the investigative program and identify the range of expertise necessary to complete the research.

Students will be booked for their Confirmation through the Confirmation of Candidature (COC) System and it is important that the student accepts their invitation so that their Confirmation outcome can be processed via the Deakin Research team.

**For additional information and access to the COC system see:**

<http://www.deakin.edu.au/students/research/induction-and-candidature/what-is-confirmation>

**For general information about your candidature, including COC, please visit the Faculty HDR Sharepoint:**

<https://deakin365.sharepoint.com/sites/HealthHDRStudents/SitePages/Home.aspx>



## 2.6 Annual Review

Each year after your confirmation you will complete an annual review to check on the progress of your research program and identify issues and solve any related problems. This is completed online by you, your Principal Supervisor and the Head of School/Research (Associate Professor Christian Hyde). You will receive an email well in advance of when this review is due. It is really important to include as much detail as possible in this review, including positive progress records as well as documenting any factors that may have affected your progress that were out of your control. The review is one way in which we can offer support early should that be needed.

## 2.7 Three Minute Thesis (3MT)

All second year full-time students and fourth year part-time students (from 2016) **must** take part in the Three Minute Thesis (3MT) academic competition which is organised by The University of Queensland. This is a fantastic opportunity to develop your presentation skills and explain your research in a supportive environment. The top two presenters from the School will compete in the Faculty semi-final and two contestants will proceed to the Deakin University final which is usually held in August each year. The Deakin winner will receive prize money and sponsorship to represent Deakin at the competition in Brisbane.

<http://www.deakin.edu.au/students/research-degrees-doctoral-and-masters/three-minute-thesis-competition>

## 2.8 Applying for Ethics Approval

All research conducted by Deakin University staff members must undergo ethical review at Deakin University. In some instances, another institution may be the primary Human Research Ethics Committee (HREC), but once approval is granted from this HREC an application must be made to the relevant Deakin University committee. Research cannot commence until ethical approval is granted by HEAG (low-risk) or DUHREC (high-risk).

Prior to applying for ethical approval, all Deakin University staff and students must have completed the compulsory training in Human Research Ethics. HDR students must also complete the Research Integrity training, although it is recommended that all staff also complete this module. See [Research Integrity Induction and Training](#) for more information.

Your supervisor will advise you on the Committee to which you need to submit your research project.

### Mandatory Pre-review of Ethics Applications

#### Low-risk (HEAG) Applications

All new low-risk (HEAG) applications led by Deakin Psychology staff (including applications involving students) must undergo pre-review by the School and be signed by the Head of School prior to submission. Applications ready for low-risk pre-review should be sent to [psyc-ethics@deakin.edu.au](mailto:psyc-ethics@deakin.edu.au), with an expected turnaround time of one week. Once you have received and actioned your pre-review feedback, please email the application (including evidence of pre-review) to [hos-psych@deakin.edu.au](mailto:hos-psych@deakin.edu.au) for signing.

#### High-risk (DUHREC) Applications

For high-risk (DUHREC) application, projects must undergo pre-review by the ethics office prior to signing by the Head of School. Email your application to [research-ethics@deakin.edu.au](mailto:research-ethics@deakin.edu.au) by 9:00am on the deadline (see [here](#) for dates). Once you have received and actioned your pre-review feedback, please email the application (including evidence of pre-review) to [hos-psych@deakin.edu.au](mailto:hos-psych@deakin.edu.au) for signing.

This process is intended to ensure that all applications are complete and suitable for sign-off by the Head of School; as such, applications for pre-review should be complete and include all attachments. Once you obtain Head of School sign-off, you can submit to the relevant committee according to their guidelines:

- [Low-risk Human Ethics \(HEAG\)](#)
- [High-risk Ethics \(DUHREC\)](#)

In the case of a new project, students will need to submit a full ethics application to Deakin Research. Students who have been added to an existing study must submit a modification to project (if ethics approval has already been obtained) or an ethics exemption (if a pre-existing dataset is being employed).

All students, even they have been added to an existing study, will need to complete the online research integrity training required by Deakin Ethics.

## 2.9 Conduct and Responsibilities

As a research student at Deakin University, it is important that you are aware of, and adhere to, the University's high standards of professional conduct relating to research. These cover, for instance, the need to demonstrate integrity and equity in conducting research; to adhere to ethical standards; to ensure the safety of research participants; and to protect the confidentiality of research data. Students should also be mindful of the protocols surrounding authorship and publication of research papers.

<https://policy.deakin.edu.au/view.current.php?id=00192>

## 2.10 Thesis Format

In line with the Deakin University guidelines on alternative thesis formats (<http://www.deakin.edu.au/students/research/your-thesis-and-examinations/thesis-structure-options>), within the School of Psychology, there are two thesis formats for all HDR theses (Doctor of Psychology, PhD and Masters by Research). These are the conventional thesis structure and thesis by publication.

*See Appendix 2 - Guidelines for HDR Thesis Formats*

## 2.11 Course Learning Outcomes – Reflection Document

HDR students are now required to demonstrate that they have met a number of Course Learning Outcomes at the point of thesis submission. You will be asked to demonstrate these outcomes by uploading a reflection document of no more than one page along with your thesis.

Supervisors and Heads of School (nominees) will be required to sign off to say that these outcomes have been met when they approve the thesis submission.

## 2.12 Academic Integrity (iThenticate)

Academic Integrity is of utmost importance to the university and our Faculty. As such, the Faculty of Health has made the recommendation that all students submit their Confirmation document to iThenticate and provide the report with their document to the panel (from 2018 onwards). This process can be repeated at each year level when the student submits a document in support of their progress. An iThenticate report is required at the time of thesis submission.

[Online HDR forms](#)

## 2.13 Examination Procedures

The formal requirements for examinations are set out in full on the HDR pages of the Deakin Research Examination Procedures website but because they are complex and change reasonably frequently, they are deliberately presented here only in summary form. Please note that an online examination system that incorporates every step of the examination process is now the standard method of submission to be used by all Deakin University HDR students.

Deakin Research Examination Procedures:

<http://www.deakin.edu.au/students/research/your-thesis-and-examinations/examination-procedures>

HDR Examinations:

<http://www.deakin.edu.au/students/research/your-thesis-and-examinations/examinations>

## 2.14 Notice of Intention to Submit (online submission)

Candidates are required to give ***at least eight weeks' notice*** of their intention to submit their thesis for examination. The notice of intention to submit for examination is lodged by creating a new examination by logging on to HDR Examinations. Completing this step initiates a range of other steps towards completion, including nomination of examiners.

You can also access all of the links related to examination (ie notice of intention to submit through to submission) via the 'Online HDR forms' portal (note, select from the 'examination' tiles):

[Online HDR forms](#)

### 3. Resources from the School

#### 3.1 Office Space

All full-time on campus students will be allocated a room where they will have access to a desk. Part-time students can sit at desks marked 'psychology hot desk' on Level 5 and at desks in student rooms that are free. Printing facilities will be provided. Students will also have access to storage cupboards to keep their belongings if required. If a desk place cannot be found, please come and see reception for assistance.

#### 3.2 Research Support

The School will provide funding to support the costs associated with conducting your research. This will cover costs such as printing, stationery, equipment and test materials, conference funding, IT requirements and advertising.

Students are required to lodge an application for funding support to the Faculty of Health HDR Team ([health-hdr@deakin.edu.au](mailto:health-hdr@deakin.edu.au)) All applications must be endorsed by the student's supervisor. A copy of the 'Postgraduate Student Research Application – School of Psychology' is included in the School of Psychology HDR Induction Package.

#### 3.3 Photocopying

Students will be allocated \$40 each year to go towards printing. The School will load your student card with \$40 in the first year so that you can have access to photocopying on campus. Cards will not be uploaded until after the 31<sup>st</sup> of March. Please contact the Faculty HDR Team to load your card in subsequent years.

#### 3.4 Student Mail

Burwood students: Mail will be delivered to BC Level 5 where it is placed in pigeon holes in room BC5.200.03 (north end, near internal stairs).

Waterfront students: Mail will be delivered to mailboxes on Level 3 in the psychology building.

#### 3.5 School Test Library

The School Test Library allows students to borrow tests, resources and electronic equipment such as laptops and video recorders. For guidelines and bookings, please visit:

<https://www.deakin.edu.au/apps/psychology/test-library/public/>

### 3.6 School Colloquium Seminar Program

During the year, there will be a range of School seminars and students will be notified. It is expected that students attend these as often as possible.

### 3.7 HDR Seminars and Workshops

During the year, the School will run HDR seminars and workshops to assist students with different aspects of completing their thesis. These may include seminars on preparing for your Confirmation, careers workshops, applying for ethics, statistical/data science topics and publishing your research. If you have any suggestions for additional topics, please email **Associate Professor Christian Hyde at [c.hyde@deakin.edu.au](mailto:c.hyde@deakin.edu.au)**

#### 3.7.1 Career Workshops 2024

The Faculty of Health will be advertising a number of careers workshops in 2024. Please note that students must RSVP to attend as places are limited. The process to RSVP to each event will be sent out to students via email periodically throughout the year.

##### *AHEGS accreditation*

In order to meet the AHEGS's requirements (and have the Career Readiness Program included on the transcript), a student needs to complete 10 x 2-hour sessions and pass the assessment.

##### *Assessment: job application*

Find a job advertisement you are interested in using any of the methods discussed in the Career Readiness Program, prepare your cover letter, your CV, and address the selection criteria. You will also have an opportunity to participate in a mock interview with our expert panel in the School. The assessment can be taken at any point in your PhD candidature. The assessment is graded as Pass or Fail.

## 4. Resources from the University

### 4.1 Faculty Research and Graduate Studies Office

The Faculty Research Office is responsible for providing support to the Schools within the Faculty in the recruitment of prospective higher degree by research students and to current higher degree by research candidates during their study program.

#### **Associate Dean (Research)**

Professor Pete Enticott

E-mail: [peter.enticott@deakin.edu.au](mailto:peter.enticott@deakin.edu.au)

#### **Research Manager**

Steven Sawyer

Telephone: (03) 9251 7175

E-mail: [steven.sawyer@deakin.edu.au](mailto:steven.sawyer@deakin.edu.au)

### 4.2 Deakin Research

The University Research Office is the responsible authority for all regulations and procedures governing higher degree by research candidature and scholarships. For more HDR Information, please visit:

<http://www.deakin.edu.au/students/research-degrees-doctoral-and-masters>

#### **Contacts:**

#### **Candidature Manager, Higher Degrees**

Jenny Andrews

T: 03 92445350

E: [jenny.andrews@deakin.edu.au](mailto:jenny.andrews@deakin.edu.au)

Full list of HDR Contacts is available [here](#)

### 4.3 Induction from Deakin Research

Research Services conduct inductions for new HDR students. The sessions cover a range of topics of interest to new candidates, such as:

- Managing your candidature
- Establishing an effective relationship with your supervisor
- Useful sources of information and advice
- Skill development opportunities
- Scholarship matters
- Ethics in research

For details see: <https://www.deakin.edu.au/students/research/induction-and-coursework>

### 4.4 Other Resources from Deakin Research

The Deakin Research website has a lot of other useful links on being a HDR student and working with your supervisor. These include:

- Working with your supervisor
- How the thesis frames your research
- Becoming an independent researcher
- Flexibility and focus
- The discipline community
- The review of the literature
- Note taking, referencing and avoiding plagiarism
- References

For details see:

<http://www.deakin.edu.au/students/research>

<http://www.deakin.edu.au/health/faculty-research>

### 4.5 Scholarship Information

You can apply for candidature at any time of the year. Applications for Australian Postgraduate Awards and Deakin University Postgraduate Research Scholarships close on 31 October each year. You can download the application form, referee report and terms and conditions of APA and DUPR from the Deakin Research website:

<http://www.deakin.edu.au/courses/scholarships>

### 4.6 Library

There are a multitude of resources available to you through the Library. The ability to make use of these effectively is a critical pre-requisite for a successful research program.

Louisa Sher is the Liaison Librarian for the School of Psychology. Louisa is available for individual or group consultations or tutorials on the library, accessing information, keeping up to date, database searches etc. She can be contacted directly by students on (03) 924 46312 or by email: [louisa.sher@deakin.edu.au](mailto:louisa.sher@deakin.edu.au)

Examples of help available through the library include:

[www.deakin.edu.au/library](http://www.deakin.edu.au/library)

(Includes links to many online training courses, including Endnote training and searching for theses)

<http://www.deakin.edu.au/library/help>

(Includes advice on undertaking a literature review)

<http://www.deakin.edu.au/students/studying/study-support/hdr>

(Includes links and advice on writing a thesis)

Registration for obtaining InterLibrary Loans (ILL): Library - Access and Borrow - Borrow From Other Libraries - Inter Library Loans – Submit an inter-library loan request

## 4.7 Theses and Dissertations

Your research thesis is the key (and sometimes the only) document on which your HDR will be assessed and awarded, so it is critically important to produce the best thesis that you can. There are a number of resources available to guide students in the writing of their thesis. Please refer to the following website regarding advice on writing or locating thesis and other relevant topics:

<http://deakin.libguides.com/yourthesis>

The University also runs a Thesis Writing Group and Support Service. There are weekly group meetings and one-on-one support meetings available. There is an array of services available to you:

<https://www.deakin.edu.au/students/studying/study-support/hdr>

Contact: [hdrstudysupport@deakin.edu.au](mailto:hdrstudysupport@deakin.edu.au)

## 4.8 Information Technology

Information on IT services, including how to connect to the University network, is available from: ITSD website: <http://www.deakin.edu.au/students/help/it-help>

Information technology problems can be dealt with by:

- Sending a ticket at <https://www.deakin.edu.au/students/help/it-help/send-a-support-ticket>
- Phoning 1800 463 888

## 4.9 Deakin Email Account

Please check your Deakin student (not staff) email account regularly as information from the School and Research Services will be sent to this account. We do not contact students on staff email accounts so please arrange for your student emails to be forwarded to your staff account if you are only accessing this one.

## 4.10 Copyright

Details of student obligations and procedures relating to the Copyright Act can be found at <https://deakin365.sharepoint.com/sites/cybersecurity/SitePages/Copyright-and-Protecting-Our-Information.aspx> and here from the Library <https://www.deakin.edu.au/library/copyright>

Students should think carefully about the materials they publish including on the Web and also understand the requirements for submitting their thesis. Copyright Permission Application Forms may be downloaded from this site. Queries can be directed to [copyright\\_inquiries@deakin.edu.au](mailto:copyright_inquiries@deakin.edu.au)



#### **4.11 Disability Resource Centre**

As well as providing support for students with disabilities, the Disability Resource Centre has a Print Disability Service, which coordinates the production of course materials in alternative formats for students with a print disability. Refer to <http://www.deakin.edu.au/students/health-and-wellbeing/disability-support>

#### **4.12 Faculty HDR Conference Funding Scheme**

The HDR funding arrangements provide/guarantee each HDR candidate with up to \$3000 in support to attend one or more conferences during their candidature. Guidelines to access these funds are provided as part of the Induction package.

## 5. Personal Safety and Other Services

### 5.1 Medical and Other Emergencies

In the event of a medical emergency you should first call: **000**  
and then contact security on extension **222**

Full details of *Emergency Procedures: Students and Visitors*.

Please refer to [www.deakin.edu.au/emergency](http://www.deakin.edu.au/emergency)

### 5.2 Doctor

Students can use the services provided by the Division of Student Life. You will need to supply your Medicare card. To make an appointment, phone 9244 6300 (Melbourne), 5277 1221 / 3 (Geelong). Refer to:

<http://www.deakin.edu.au/students/health-and-wellbeing/medical-centres>

### 5.3 Security

Your personal security is very important to us. Security officers are on duty at all Deakin campuses 24 hours a day, 7 days a week, and are identifiable by their uniforms and Deakin Security Badge. Security Officers are available to escort you to your car or around the campus on request by calling 222.

More details can be found at:

<https://www.deakin.edu.au/locations/safety-and-security>

Security's phone numbers are:

Important numbers at all campuses:

Contact	Landline	Mobile
24/7 Security control room at all campuses	1800 062 579	1800 062 579
Emergency services	0 000	000
Safer Community	9244 3734	9244 3734

## 5.4 Occupational Health and Safety

Full details of the University's policies on Occupational Health and Safety can be found at the following website:

<http://www.deakin.edu.au/students/health-and-wellbeing/occupational-health-and-safety>

## 5.5 Parking and Campus Map

Campus maps and full information on parking on all Deakin campuses and the costs involved can be found at:

<http://www.deakin.edu.au/life-at-deakin/get-to-deakin/parking>

<http://www.deakin.edu.au/life-at-deakin/our-locations>

## Appendix 1

<http://www.deakin.edu.au/psychology/hdr-students/data-collection-analysis>

### Data Collection and Analysis

There are many different methodological designs you can use to collect data for your thesis. Here are just some of the support that the School of Psychology offers.

### Using Existing Databases or Contributing to Data Collection in “Ready-Made” Studies

One of the pathways for completing a thesis in the School of Psychology is to use data that are provided by the supervisor and/or supervisor’s research team. In order to be consistent with AQF training requirements for research projects conducted at fourth-year level and higher, a **set of guidelines (click here)** have been developed to foster consistency in research time across all students. These will be updated from time to time so please contact your HDR coordinator if you have a project of this nature.

### Online Surveys

Many students' research involves data collection via surveys. The School of Psychology has a department-wide license with Qualtrics. Deakin University also has a licence for REDCap, which is another online data collection platform. If you are interested in using Qualtrics or REDCap for your online data collection, please contact [Luke Barisic](#), who can organise access for you.

### Lab-Based Experiment Software

The School of Psychology has department-wide licenses for the following programs:

- [Inquisit](#)
- [MediaLab](#)
- [DirectRT](#)

If you are interested in using any of these programs, please contact [Luke Barisic](#).

### Statistical Software

- **SPSS and Amos**

Deakin has licences for software packages used to analyse both qualitative and quantitative data. SPSS and AMOS can be used by on-campus students on any Deakin computer. Off-campus students can contact the [IT service desk](#) and request a copy of SPSS and AMOS which will be sent in the mail. Note: students employed as casual staff members can download SPSS and AMOS to their home computer via the following [statistical software website](#) (you will need your staff login and password).

- **MPlus**

HDR students wishing to use MPlus for their data analysis can borrow laptops from the school's test library, which have MPlus installed on them.

- **Stata**

Students wishing to use Stata may like to take advantage of the affordable [student pricing options](#) offered by Stata.

The school also offers statistical workshops for HDR students periodically throughout the year.

## Appendix 2

### Guidelines for HDR Thesis Formats within the School of Psychology (reviewed Feb 25<sup>th</sup> 2021)

In line with the Deakin University guidelines on alternative thesis formats (<http://www.deakin.edu.au/students/research/your-thesis-and-examinations/thesis-structure-options>), within the School of Psychology, there are two thesis formats for all HDR theses (Doctor of Psychology, PhD and Masters by Research). These are the conventional thesis structure and thesis by publication.

#### Conventional thesis structure

As described by the Deakin University guidelines, “The conventional thesis is a monolithic text rather like a book”. It usually incorporates the following:

1. An abstract
2. An introductory chapter
3. A review of the literature (one or more chapters)
4. A series of chapters presenting the aims, methods and findings of the research work conducted for the thesis
5. A general discussion which draws the findings together, examines limitations and suggestions for future research, and examines implications of the research findings.
6. List of references
7. Appendices

During the writing of a conventional thesis, students are encouraged to publish their work as the feedback from reviewers provides useful comments, and material that has already been published demonstrates that it has been peer-reviewed. Usually a more detailed version of each publication will form the basis of a thesis chapter (e.g., systematic or narrative review, Study 1 etc). The publications are usually listed at the beginning of the thesis or included in the appendices.

If students are successful at publishing during the candidature they then may consider submitting a “thesis by publication”.

#### Thesis by publication

The University defines “thesis by publication” as one that comprises a series of papers, some or all of which may have been published by the time of submission and “this model is perceived to have advantages for some candidates because it minimises the tension between preparing papers for publication and preparing the thesis for examination. It also has the significant advantage that examiners tend to be impressed by work that has already been peer-reviewed”.

The format for the “thesis by publication” usually incorporates the following:

1. An abstract
2. A critical introduction, which describes how the publications are linked
3. A review of the literature (unless this is one of the papers submitted for publication)
4. A chapter detailing the methods used in the research (if this cannot be covered in the publications)
5. The publications and/or papers submitted for publication
6. Interweaving text between the papers if required to more fully integrate papers

7. A discussion and conclusion which provides a synthesis
8. Appendices

In addition to the Deakin University guidelines, the School of Psychology Research and Research Training Committee recommend the following:

1. The number of papers that a student is expected to produce will vary depending on the nature of their research, and the quality and length of the papers. As a guide, 3 papers are the minimum for a PhD; 3 for a Doctor of Psychology; and 2 for a Masters by research. One of these may be a review paper.
2. It is expected that the student will be the first author on the papers, as per 1 above; the number of co-authors is limitless. Students may be second or later authors on additional papers.
3. All the papers need to have been submitted for publication, and it is expected that at least one would have been published or is accepted for publication at the time of submission of the thesis.
4. Papers need to be submitted to peer-reviewed journals.
5. Students are encouraged to publish in high quality or high impact journals (Q1 journals - <https://www.deakin.edu.au/apps/research/wsip/>), as advised by supervisors.
6. Given that PhD and Doctor of Psychology students are expected to finish their thesis in 3 – 3.5 years, they need to plan to submit their first paper no later than the end of the second year (end of first year for Masters by research) and preferably earlier on in the second year to ensure that there is sufficient time for resubmission to another journal in the event that the paper is rejected.
7. Some thesis topics may not be easily written up as a series of papers for publication. This may not be determinable until the empirical work is completed, so students may need to change over to the conventional thesis structure in their final year.
8. For each paper that forms part of the thesis by publication, the student needs to complete the University's Authorship Statement. This needs to be included in the thesis and is available here: [Schedule A: Authorship statement](#). You are **strongly** advised to organise signatures from co-authors at the time of the paper being accepted, rather than leaving it until your thesis submission.
9. Students need to seek permission from Journal publishers for any published and/or in press paper before it can be placed online after the examination process. If this is not provided then the thesis may not be able to go online.
10. When including "published papers" or papers in press/submitted for publication it is acceptable to 1) include the paper in journal format (e.g., see <http://sodapdf.com/> and use Acrobat X Pro to insert page numbers and header) or 2) include as text in common with the rest of the thesis.
11. In the majority of cases, the principal supervisor will be the corresponding author.