

**FACULTY OF EDUCATION**  
**School of Educational Studies**

**Introduction to Higher Degrees Candidature**

Welcome to the postgraduate community of the School of Educational Studies. As a new higher degree by research candidate, you are embarking on a challenging, exciting and hopefully very rewarding experience. You have the opportunity to make a significant contribution to the knowledge base in your chosen discipline, and in doing so will develop and hone learning and research skills that may be of significant advantage in your subsequent career path, and also in both your personal and community life.

Research degree candidates have a special status in the University community, somewhere between staff and the general student body. As a research student you have the right to supervision, facilities and equipment needed for your research and access to a range of University services. These are specified by University criteria but detail is often determined at the Faculty and School level. Research higher degrees have a distinct administrative structure overseen by Higher Degrees Committees at the University, Faculty and School level and the Research and Graduate Studies Office (RGSO) at the Bundoora campus.

In undertaking your postgraduate degree you have accepted responsibility for conducting and communicating your research in accordance with standards specified by the University. These standards are described in the *La Trobe University Handbook for Candidates and Supervisors for Masters Degrees by Research and Doctoral Degrees* (June 2002).

It is important that you become aware of your rights and responsibilities and take full advantage of the services that the University can offer. You received a number of handbooks and information pages when you enrolled, and you will need to discuss general issues associated with candidature with your supervisor(s), other staff of the University and fellow research students as your candidature proceeds.

The attached document is designed to promote this discussion and help you identify important resources, regulations and sources of information. You are expected to be able to tick off as many items as possible before meeting me about three months into candidature to discuss and clarify any of the issues raised. It is your responsibility to seek information in the appropriate handbooks and ask questions of supervisors or relevant staff (including me) and fellow students. I will contact you to arrange a meeting in a few months time.

**Associate Professor Ramon Lewis**

Postgraduate Coordinator

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27 January 2004

**School of Educational Studies  
Higher Degree Candidates**

**Regulations, Resources and Information  
Questionnaire**

<b>1 Thesis Supervision</b>
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- 1.1 I have read Sections 3.3 and 3.4 of the *La Trobe University Handbook for Candidates and Supervisors for Masters Degrees by Research and Doctoral Degrees* (subsequently referred to as the *LTU Higher Degrees Handbook*) and my supervisor(s) and I have discussed our roles and responsibilities as research partners.
- 1.2 We have agreed on a regular meeting time.
- 1.3 I am aware of the purpose of these meetings and the preparation that is expected of me
- 1.4 We have discussed the important sections of the Code of Conduct for the Responsible Practice of Research in the *LTU Higher Degrees Handbook* and I have accessed the *LTU Guidelines for the Conduct of Research* (March 2003) on the RGSO webpage. <http://www.latrobe.edu.au/www/rgso/information>.
- 1.5 I am aware of the importance of recording, in an appropriate and organised way, data, references, suggestions, ideas and other relevant information.
- 1.6 My supervisor and I have agreed on how and where research data will be stored.
- 1.7 My supervisor and I have discussed the importance of communicating research outcomes by seminar and conferences presentations and publishing research papers.
- 1.8 I am aware of seminar series relevant to my discipline, see attendance as an important activity and I am aware that I will be expected to present a number of seminars during my candidature.
- 1.9 My supervisor and I have discussed the authorship of research papers and agree on how authorship will be decided.
- 1.10 I have discussed the School grievance procedures with my supervisor and I know who I can consult for advice if issues arise that my supervisor(s) and I are unable to resolve to my satisfaction.
- 1.11 I have discussed with my supervisor the significance of the Progress Report Checklist and we have agreed to monitor progress and submit the checklist to the IFE Postgraduate Coordinator on a six monthly basis.
- 1.12 I have discussed with my supervisor the Annual Progress Report and its significance (Section 11.2 of the *LTU Higher Degrees Handbook*.)
- 1.13 My supervisor and I have discussed assessment and the general aspects of thesis preparation and examination procedures. I have read the information in Sections 16 and 17 of the *LTU Higher Degrees Handbook*.

- 1.14 I have read the Handbook "*Ethics Approval for Research with Human Subjects: Guidelines for Research and Teaching*" and discussed with my supervisor research ethics issues, if any, associated with my project, and the procedures for obtaining approval from the Human Research Ethics Committee.
- 1.15 I have read "*La Trobe University Policy and Guidelines on Intellectual Property*" and understand its implications.

## 2 Candidature

- 2.1 I am aware of the conditions of candidature, having read sections 5.1 - 5.7 in the *LTU Higher Degrees Handbook*, and discussed relevant issues with my Supervisor(s), Postgraduate Coordinator or the Higher Degrees Administration Officer (eg duration of candidature, recreation leave, sick leave, academic progress reports, concurrent employment and all variations to enrolment.)
- 2.2 My supervisor and I have discussed assessment and the general aspects of thesis preparation and examination procedures. I have read the information in Sections 16 and 17 of the *LTU Higher Degrees Handbook*.

## 3 Facilities and Resources

- 3.1 I know the access rights I have to my work area (buildings, offices, staff rooms)
- 3.2 I have been provided with adequate work space (full time students only)
- 3.3 I am aware of the availability of facilities and equipment needed for my project.
- 3.4 I know what funding is available for my project, how to access it, and what this funding can be used for (full time students only: \$400 once during candidature)
- 3.5 I know where my mail will be delivered and how to have mail addressed to me at the University.
- 3.6 I know how to obtain \$25 value photocopy cards..
- 3.7 I have contacted appropriate library staff and know how to find/use periodicals, reference material, catalogues, abstract databases and interlibrary loans.
- 3.8 I have organised computer access, necessary network accounts, and have notified my email address to my Supervisor(s), the Postgraduate Coordinator and the School Higher Degrees Administrator.
- 3.9 I have accessed the Grants Administration section of the RGSO webpages and I know where to find information about scholarships and Faculty grants.
- 3.10 I know where to find the Student Union, Bookshop, stationery shop, Student Services, Housing Services and Medical Services.
- 3.11 I am aware of car parking regulations.
- 3.12 I am aware of STEPS information technology courses run by the University, and know that I can claim up to \$150 as reimbursement via the SES Higher Degrees Administrative Officer.
- 3.13 I know how to access the SES website and in particular I am familiar with the pages relevant to research degrees: "Current Student Resources"; "Research Seminars" etc.

<b>4 Occupational Health and Safety</b>
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- 4.1 I am aware of the health and safety issues associated with my project.
- 4.2 I know where emergency telephones near my work area are located.
- 4.3 I know the fire evacuation procedures
- 4.4 I know who the Occupational Health and Safety Officer for my work-area is and have some idea of this person's role.

<b>5 Administration: people and committees</b>
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- 5.1 I have been introduced to the Head of School and appropriate School office staff. I know where to find profiles of all academic staff on the SES website.
- 5.2 I have met other postgraduate students in the School
- 5.3 I have met Associate Ramon Lewis, Postgraduate Coordinator, know how and where to contact him, and have some idea of his role.
- 5.4 I have met Ruth Farr, the SES Higher Degrees Administrator, have an idea of her role, and know how and where to contact her.
- 5.5 I am aware of the information available on the RGSO webpage, including the candidature form download area.
- 5.6 I am aware of the research ethics issues, if any, associated with my project and the procedures for obtaining approval from the Human Research Ethics Committee.
- 5.7 I know who the postgraduate student representatives on the School of Educational Studies (SES) School Board, the School Higher Degrees Committee, the Faculty Higher Degrees Committee are, and how to make contact with them. I have an idea of the roles of these committees.
- 5.8 I know how to contact the La Trobe University Postgraduate Association (LUPA) /International Student Association for information or advice.
- 5.9 I know who the Equity and Access Officer is and have some idea of this person's role.

Name \_\_\_\_\_ Date \_\_\_\_\_

**SCHOOL OF EDUCATIONAL STUDIES****Resources Available to Research Students**

February 2004

The School of Educational Studies provides the following resources to research students:

**1 Computer Laboratory (Rooms 317 and 328)**

- Students may apply for a key to the Computer Laboratory by completing a *Computer Users' Form*. A key to the Education Building to enable weekend access is also supplied.
- A refundable deposit of \$50 is payable with the application.
- Students must supply their own paper for the printer.
- Applications should be submitted to Rose Marie Dettinger (Reception).

**2 Research Funding**

- Full-time research students, or part-time research students not in paid work, are eligible to apply for a contribution towards funding of research directly related to their approved research topic for the degree.
- Normally a maximum of \$400 may be applied for once only during candidature. The funds must be expended by the end of the year in which the grant was received.
- The application must be signed by the principal supervisor of the student.
- Application forms available from SES Higher Degrees Administrator, Room 339.

**5 Equipment**

- Tape recorders and transcribers are available to record interviews, but students must purchase their own tapes. Please contact Elizabeth Dossor in the
- Other equipment, such as digital cameras, videocams, tripods, laptops, are available. As these items are very expensive and the excess on insurance is prohibitive, your supervisor should apply for borrowing on your behalf. (see SES Higher Degree Administrator Room 339).

**6 Photocopy Card**

All students may apply for a \$25 photocopy card which is issued once a year. Applications should be submitted to SES Higher Degrees Administrator in Room 339.

**7 Room Allocation**

- PhD and EdD students, (full-time or part-time) and full-time Masters research students may apply for access to a room in one of the Education buildings.
- Students must complete an *Application for Office Space* form.
- The application must be signed by the principal supervisor of the student.
- Applications should be submitted to Rose Marie Dettinger (Room 306).

**8 STEPS Course funding**

All students are eligible to apply for up to \$150 per year towards the cost of STEPS information technology courses provided by the University. Enquiries: SES Higher Degrees Administrator, Room 339.