

Information Pack: Higher Degrees by Research at Swinburne



This information pack is for students who have already received an Offer of Candidature from the Swinburne Higher Degree Committee.

Welcome to Higher Degrees by Research (HDR) study at Swinburne University of Technology. This information leaflet is designed by Swinburne Research to give you basic information about getting started as a research student.

Your friendly Graduate Studies Team:

Role: Director

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What is Swinburne Research?

Swinburne Research manages research candidature including scholarships and progress, research training policies and procedures, research development and education programs across the University. Swinburne Research also manages IP, research grants, ethics, and publication collections. We are located at: Level 7, 60 William St, Hawthorn Campus.

Swinburne Research provides research training, and coordinates and delivers the Postgraduate Research Education Program (PREP) for research students and Swinburne Supervisor Program for supervisors. The Graduate Studies Team manages research candidature from enrolment to examination, develops and maintains HDR policy and procedures, provides central support for research students and carries out research on issues such as the research journey. We can also offer advice about issues/ problems you may have with respect to your candidature, and direct you to people at Swinburne who can help you with other related matters.

Graduate Studies Team

Level 7, 60 William Street

Hawthorn, VIC. 3122

Ph: 9214 5412

Fax: 9214 5346

Email: gradstudies@swin.edu.au

<http://www.swin.edu.au/research/welcome.htm>

Opening hours: Mon – Fri 9.00 am – 5.00 pm

- RHDC Training policies and programs
- Applications for Higher Degrees
- Enrolments and re-enrolments
- Scholarships
- Supervision
- Progress matters
- Leave of absence
- Change of candidature. (e.g. full-time to part-time)
- Thesis submission and examination
- Policies and procedures
- Grievances (in some cases)
- PREP Programs
- Swinburne Supervision Program



Where do I start?

1. First Enrolment Form

When Swinburne Research sends you the letter confirming your candidature, we also send your First Enrolment Form. Complete this form and either post it or bring it to Graduate Studies. Upon receipt of your form, your name is placed on the University student database. You are then assigned a student ID number, and sent a Liability Statement to pay your fees. Note that your enrolment date is your start date for your research degree.

2. Liability Statement for Fees

Students in fee courses should contact their Faculty/Academic Unit administration about paying their fees. International students should contact Swinburne International directly at Swinburne Place, Wakefield St Hawthorn.

You may pay your fees at any branch of the National Bank, or at the Cashier's office at Hawthorn or Prahran.

Cashier's Office

Swinburne Place West, Hawthorn Campus
Ground Floor, PD Building, Prahran Campus

After you have paid your fees, you need to organise:

3. Student ID Card

Take the receipt from your fee payment to the Student Information Centre at Swinburne Place West and they will process your student ID card.

You must renew your ID card every year of your candidature.

4. Library Card

Your student ID card is also your library card.

Research students have extra privileges from the Swinburne Library. You may borrow books for 4 weeks.

You may also order research material. e.g. journal articles and books, through Inter-Library loans.

5. Library CAVAL Card

A CAVAL card lets you borrow items from all other University libraries in Victoria. You must renew your CAVAL card every year. You can download a CAVAL application form from the Library website.

<http://www.swin.edu.au/lib/info/reciprocal.htm>

If you have any questions, go to the Information Desk in the Library, or look at the Library web pages for Postgraduates:

<http://www.swin.edu.au/lib/info/postgrad.htm>

or ring the Library Information Desk on Ph: 9214 8330

6. Email Account

When you have your student ID card, you can set up your Novel account (email) by using the Swinburne Web. If you have problems, ring the ITS Service Desk – Ph: 9214 5000

7. Web Access from Home

Research students can access the Swinburne electronic systems (Library, email) from home.

You must first configure your computer at home. To do this, you must have authority from your Faculty/Academic Unit

and will need an OPAX password and instructions. Contact the ITS ServiceDesk: Ph: 9214 5000

8. Swinburne Research Students Email List

Swinburne Research has a special email list for research students.

When you join this list, you will receive the fortnightly electronic Swinburne Research Bulletin with information on scholarships, grants and funding opportunities, workshops, and events. You also get priority notification and booking for all workshops and seminars in the PREP Program.

To join this list, email Graeme Baker gbaker@swin.edu.au and ask him to add your name to the list.

9. Organise a Room, Desk and Computer

Your day-to-day research facilities include your room, desk, computer, photocopying, printing and phone access.

If your research requires special computer facilities or software, you must organise these with your supervisors, and the Faculty Associate Dean of Research.

A list of current Associate Deans of Research is on the web under 'Orientation'.

<http://www.swin.edu.au/research/postgrad.htm>

10. Set up a Meeting Schedule with your Supervisors

One of the first things you should do is talk to your supervisors to negotiate a meeting schedule and the first steps in your research.

11. Identify and Manage your Individual Research Education Training Needs

▪ Swinburne Library

The Library can show you how to find information, search the electronic databases efficiently and accurately, and set up article 'Alert' systems for the latest journal papers. To make an appointment for training, ask at the Library Information Desk or contact your liaison librarian.

▪ Liaison Librarians

There are specialist liaison librarians for the major research areas at Swinburne. They can work individually with you to develop your search strategies and identify appropriate information resources. Contact your Liaison Librarian via telephone or email to make an appointment. Names and contact numbers are on the Library web page:

<http://www.swin.edu.au/lib/info/liaisonlib.htm>

▪ Endnote for Referencing

Swinburne has a site license for the Endnote bibliographical software package. Research students may install this program on their computers; ask at the Library Information desk. The Library runs training classes for Endnote. Book at the Library Information Desk or on the Library website.

<http://www.swin.edu.au/lib/info/postgrad.htm#sem>

▪ Statistics Short Courses

Understanding and using both quantitative and qualitative

statistical information is an important part of research. The Faculty of Life & Social Sciences runs statistics courses every semester on a wide range of statistical packages, including SPSS and NVivo. Research students can also take 6 week or 12 week courses, or individual modules, with a substantial discount on course fees. For course details and prices, see the Statistics web page <http://www.swin.edu.au/lss/statistics/statistics.html#courses> or ring Assoc. Prof. Brian Phillips Ph: 9214 8288 email: bphillips@swin.edu.au

▪ **Postgraduate Research Education Program PREP**

Swinburne Research offers a central program of seminars and workshops for research students including research methods, ethics protocols, thesis writing, research presentations, intellectual property, managing your supervisors, what thesis examiners expect, leadership and management. The seminars are held at Hawthorn campus. They are free for research students. The seminars are listed in the weekly electronic Research Bulletin. <http://www.swin.edu.au/research/events/>
For further detail contact Graeme Baker: Ph: 9214 5412 gbaker@swin.edu.au

Where do I get Information and Advice?

Across Swinburne, there are a number of organisations that provide advice and assistance to research students:

a) Swinburne Research

Level 7, 60 William Street, Hawthorn Campus
Ph: 9214 5412

b) Swinburne Library

Information, search strategies and advice. Training in the Endnote bibliographic package. Specialized subject librarians.
Ph: 9214 8330
<http://www.swin.edu.au/lib>

c) Information Technology Services (ITS) and ServiceDesk

IT support, email accounts, setting up Swinburne web access from home.
Ph: 9214 5000
<http://www.its.swin.edu.au/index.html>

d) Careers and Employment

Advice on issues related to courses, careers and employment, resume advice.
Swinburne Place West, Hawthorn Campus
Ph: 9214 5360 Email: careers@swin.edu.au
<http://www.swin.edu.au/corporate/careers/>

e) Student Services - Counselling

Time management, stress management, dealing with personal difficulties. All enquiries are confidential.
<http://www.swin.edu.au/stuserv/counselling/>

Hawthorn : 36 Wakefield Street
Ph: 9214 8025

Prahran: St John Sreet,

PK Building Level 2,
Room PK232
Ph: 9214 6734

Lilydale: Student Centre Reception
Ph: 9215 7101

Healesville: Campus Reception
Phone 5957 1800

Wantirna: WD Building, Room 259
Phone 9210 1293

Croydon: Building A, Room A129
Phone 9726 1710

f) Student Services – Health Services

Health services and advice for students.
<http://www.swin.edu.au/stuserv/health/index.html>

Hawthorn: Health Service Building
McLeod Lane (between John and William Sts)
Room: SH102
Phone: 9214 8483

Prahran: St John Sreet,
Level 2, Room PK232
Phone: 9214 6721

Lilydale: Campus Nurse (Mon - Wed)
Room LD108
Ph: 9215 7106

Croydon: Room A130
Phone: 9726 1711

Wantirna: Room W251
Phone: 9210 1287

g) Part time Employment

http://www.swin.edu.au/corporate/careers/part_time_employment.html

h) Student Housing

<http://www.swin.edu.au/stuserv/housing/index.html>

i) Chaplaincy

Provides spiritual support and pastoral care to students on the Swinburne campus, regardless of their religious affiliation or lack of it.

<http://www.swin.edu.au/chap/chaplain.htm>

Hawthorn: Rev. Newton Daddow and
Rev. Christopher Gibson Ph: 9214 8489

Lilydale: Rev. Robert Carter Ph: 9739 7945

Prahran: Rev. Greg Allinson (visiting chaplain)
Ph: 9510 5483

Wantirna: Rev. Ray Russ Ph: 9759 9155

Healesville: Rev. Newton Daddow Ph: 9214 8489

Croydon: Rev. Newton Daddow Ph: 9214 8489

j) Swinergy The Swinburne University Sport and recreation unit.

<http://www.tafe.swinburne.edu.au/swinergy/>

Email: swinergy@swin.edu.au

All of the people listed in this information pack are experts in their own area, and their expertise is there for you to draw on. We urge you to use the resources that Swinburne provides for research students, and - if you have a problem - talk to someone as soon as possible.

We wish you every success in your research study at Swinburne, and look forward to seeing you at Swinburne Research programs and functions.