Introduction

Welcome to the Faculty of Education. HDR Candidates are an important part of our faculty and contribute significantly to the vitality of our research culture. This induction document provides a summary of information relevant to the commencement and ongoing candidature of your HDR study/research.

<table>
<thead>
<tr>
<th>POSITION</th>
<th>NAME</th>
<th>EMAIL</th>
<th>PHONE</th>
<th>OFFICE</th>
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</thead>
<tbody>
<tr>
<td>Graduate Research Coordinator (Candidates with Surnames between A-G)</td>
<td>Dr Allen Hill</td>
<td><a href="mailto:Allen.Hill@utas.edu.au">Allen.Hill@utas.edu.au</a></td>
<td>+61 3 6324 3277</td>
<td>Launceston G218</td>
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<tr>
<td>Graduate Research Coordinator (Candidates with Surnames between H-Z)</td>
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<td><a href="mailto:Andrew.Fluck@utas.edu.au">Andrew.Fluck@utas.edu.au</a></td>
<td>+61 6324 3284</td>
<td>Launceston A230C</td>
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<tr>
<td>Doctor of Education (Ed.D) Coordinator</td>
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<td>+61 3 6324 3277</td>
<td>Launceston G218</td>
</tr>
<tr>
<td>Launceston Hub Graduate Research Administration Officer (GRAO)</td>
<td>Dr Megan Stride</td>
<td><a href="mailto:Megan.Stride@utas.edu.au">Megan.Stride@utas.edu.au</a></td>
<td>+61 3 6324 4453</td>
<td>Launceston A 176</td>
</tr>
<tr>
<td>Education Programs Officer (HDR Induction – Launceston &amp; Cradle Coast)</td>
<td>Gemma Burns</td>
<td><a href="mailto:Gemma.Burns@utas.edu.au">Gemma.Burns@utas.edu.au</a></td>
<td>+61 3 6324 3280</td>
<td>Launceston A</td>
</tr>
<tr>
<td>Faculty Administration Officer (HDR Induction - Hobart)</td>
<td>Krista Brinkman</td>
<td><a href="mailto:Krista.Brinkman@utas.edu.au">Krista.Brinkman@utas.edu.au</a></td>
<td>+61 3 6226 2585</td>
<td>Hobart H463</td>
</tr>
<tr>
<td>Associate Dean Research</td>
<td>Ass Prof Rosemary Callingham</td>
<td><a href="mailto:Rosemary.Callingham@utas.edu.au">Rosemary.Callingham@utas.edu.au</a></td>
<td></td>
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</tr>
<tr>
<td>HDRC Committee Leadership Group</td>
<td>Kim Beasy (Launceston) Sherridan Emery (Launceston) Linda Kidd (Hobart) Wendy Balassa (External)</td>
<td><a href="mailto:Kim.Beasy@utas.edu.au">Kim.Beasy@utas.edu.au</a> <a href="mailto:Sherridan.Emery@utas.edu.au">Sherridan.Emery@utas.edu.au</a> <a href="mailto:Linda.Kidd@utas.edu.au">Linda.Kidd@utas.edu.au</a> <a href="mailto:Wendy.Balassa@utas.edu.au">Wendy.Balassa@utas.edu.au</a></td>
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## Faculty of Education Higher Degree by Research (HDR) Induction Information

**Induction Process / Checklist**

In the first week of your candidature please make sure you complete all of the steps of the induction process as outlined below.

### Step 1: Commence Candidature

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<tr>
<td>□ Download the <a href="http://www.utas.edu.au/research/graduate-research/current-candidates/monitoring-your-progress/forms">Commencement of Candidature Form</a> and once complete, return to Launceston Hub Graduate Research Administration Officer, (GRAO) (A176)</td>
<td>□ Download the <a href="http://www.utas.edu.au/research/graduate-research/current-candidates/monitoring-your-progress/forms">Commencement of Candidature Form</a> and once complete, return to the Sandy Bay Graduate Research Office (GRO), (Building 1 on the campus Map)</td>
<td>□ Download the <a href="http://www.utas.edu.au/research/graduate-research/current-candidates/monitoring-your-progress/forms">Commencement of Candidature Form</a> and once complete, email the Launceston Hub Graduate Research Administration Officer, (GRAO), <a href="mailto:Research.North@utas.edu.au">Research.North@utas.edu.au</a></td>
<td>□ Download the <a href="http://www.utas.edu.au/research/graduate-research/current-candidates/monitoring-your-progress/forms">Commencement of Candidature Form</a> and once complete, return or email to the Launceston Hub Graduate Research Administration Officer (GRAO), <a href="mailto:Research.North@utas.edu.au">Research.North@utas.edu.au</a></td>
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### International On Campus Candidates

Please also proceed to the International Student Services Office to Meet with a International Student Advisor

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*Version 1: July 2015*
### STEP 2  
**IT Infrastructure**

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<tr>
<th><strong>PhD Candidates</strong></th>
<th><strong>On Campus Ed.D and MEd (Res)</strong></th>
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<tr>
<td>Whilst completing your Commencement of Candidature form with the GRAO or GRO, also Complete the GRO laptop agreement form and email to <a href="mailto:graduate.research@utas.edu.au">graduate.research@utas.edu.au</a>. (If you request a Macbook Pro you will need to agree with the Faculty of Education Macbook Limitation Agreement).</td>
<td>The Faculty of Education provides a loan laptop to on campus MEd (Res) and Ed.D candidates for the duration of your candidature. External candidates may also apply for a loan laptop on a case-by-case basis.</td>
</tr>
<tr>
<td>Information about the GRO laptop scheme can be found here: <a href="http://www.utas.edu.au/research/graduate-research/current-candidates/training-support-services">http://www.utas.edu.au/research/graduate-research/current-candidates/training-support-services</a>.</td>
<td>Please contact your GRC and Information Technology Services ITS (<a href="mailto:Service.Desk@utas.edu.au">Service.Desk@utas.edu.au</a> or <a href="mailto:support@educ.utas.edu.au">support@educ.utas.edu.au</a>) to arrange.</td>
</tr>
<tr>
<td>If you need an interim loan computer while you are waiting for your GRO laptop to be set up, please contact our Information Technology Services ITS (<a href="mailto:Service.Desk@utas.edu.au">Service.Desk@utas.edu.au</a> or <a href="mailto:support@educ.utas.edu.au">support@educ.utas.edu.au</a>).</td>
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### STEP 3  
**Student ID Card**

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<tr>
<th><strong>ON CAMPUS - LTN</strong></th>
<th><strong>ON CAMPUS - HBT</strong></th>
<th><strong>EXTERNAL CANDIDATES</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>ONCE YOU HAVE COMPLETED YOUR COMMENCEMENT OF CANDIDATURE FORM, PROCEED TO <strong>LAUNCESTON STUDENT CENTRE</strong> TO ORGANISE YOUR STUDENT ID CARD</td>
<td>ONCE YOU HAVE COMPLETED YOUR COMMENCEMENT OF CANDIDATURE FORM, PROCEED TO <strong>SANDY BAY STUDENT CENTRE</strong> TO ORGANISE YOUR STUDENT ID CARD</td>
<td><strong>New Distance students</strong> – Send an email from your UTAS email account with a passport sized photo image and a scanned copy of another form of photo ID (i.e., driver's licence) to <a href="mailto:Student.Centre@utas.edu.au">Student.Centre@utas.edu.au</a>. Alternate you can post a passport-sized photo, certified on the back as a true copy, with a photocopy of other photo ID and your student identification number to: Student Centre, Locked Bag 1345 Launceston Tas 7250.</td>
</tr>
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</table>

**Please bring some photo identification (e.g., driver’s licence, last year's card) and your student identification number (as shown on your letter of offer) when you come to get your card.**
# FACULTY OF EDUCATION HIGHER DEGREE BY RESEARCH (HDR) INDUCTION INFORMATION

## STEP 4

### Induction Meeting With Education Programs Office

**ON CAMPUS - LTN**

Please email the Launceston **Education Programs Officer** before arriving at the faculty to arrange a time for your induction meeting.

Education.programs@utas.edu.au

**ON CAMPUS - HBT**

Please email the Hobart **FoE Administration Officer** before arriving at the faculty to arrange a time for your induction meeting.

Krista.brinckman@utas.edu.au

**EXTERNAL CANDIDATES**

Please email the Launceston Education Programs Officer to receive an electronic copy of your **Induction Pack**.

Education.programs@utas.edu.au

At your induction meeting you will:

- Be given a brief Faculty of Education tour
- Be allocated you workspace (including entry Codes)
- Receive your induction pack, Including:
  - FoE HDR Induction Information Document
  - GRO Graduate Research Candidate Guide
  - FoE Note-pad, Pen, and Keyring
  - UTAS ‘Keep Cup’ (reusable coffee cup)
  - Campus map

### Notes for External Candidates

- External Candidates are not allocated a workspace on campus but have access to a hot-desk for occasions where you may be on campus.
- Physical items included in the induction pack can be collected from the Education Programs Officer if/when you are next on campus.

## STEP 5

### Meet with your GRC

Arrange a meeting (face-to-face or via phone/Skype) with your Graduate Research Coordinator (GRC) during your first week of candidature:

Dr Allen Hill (If your surname starts with letter (A-G) - Allen.Hill@utas.edu.au

Dr Andrew Fluck (if your surname starts with the letter (H-Z) – Andrew.Fluck@utas.edu.au

Dr Allen Hill for all Doctor of Education (Ed.D) Candidates

## STEP 6

### Meet with your supervisors

Arrange a meeting with your Supervisors in your first week to continue induction and discuss commencement of research project, and alignment with a research group
### STEP 7
**Graduate Research Information Familiarisation**

- Read through the material in your *Induction Pack*
  - Induction Information Document
  - Graduate Research Candidate Guide
- Please familiarise yourself with the Graduate Research Website [http://www.utas.edu.au/research/graduate-research](http://www.utas.edu.au/research/graduate-research)