

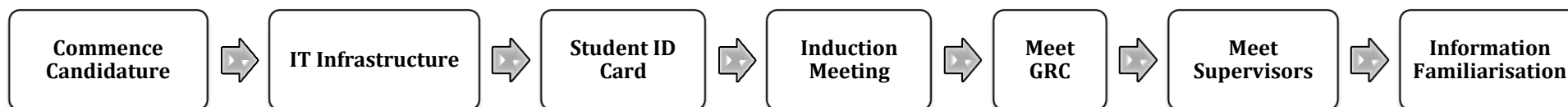
Introduction

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.

HDR / Research – Key people in the Faculty of Education				
POSITION	NAME	EMAIL	PHONE	OFFICE
Graduate Research Coordinator (Candidates with Surnames between A-G)	Dr Allen Hill	Allen.Hill@utas.edu.au	+61 3 6324 3277	Launceston G218
Graduate Research Coordinator (Candidates with Surnames between H-Z)	Dr Andrew Fluck	Andrew.Fluck@utas.edu.au	+61 6324 3284	Launceston A230C
Doctor of Education (Ed.D) Coordinator	Dr Allen Hill	Allen.Hill@utas.edu.au	+61 3 6324 3277	Launceston G218
Launceston Hub Graduate Research Administration Officer (GRAO)	Dr Megan Stride	Megan.Stride@utas.edu.au	+61 3 6324 4453	Launceston A 176
Education Programs Officer (HDR Induction – Launceston & Cradle Coast)	Gemma Burns	Gemma.Burns@utas.edu.au	+61 3 6324 3280	Launceston A
Faculty Administration Officer (HDR Induction - Hobart)	Krista Brinkman	Krista.Brinkman@utas.edu.au	+61 3 6226 2585	Hobart H463
Associate Dean Research	Ass Prof Rosemary Callingham	Rosemary.Callingham@utas.edu.au		
HDRC Committee Leadership Group	Kim Beasy (Launceston) Sherridan Emery (Launceston) Linda Kidd (Hobart) Wendy Balassa (External)	Kim.Beasy@utas.edu.au Sherridan.Emery@utas.edu.au Linda.Kidd@utas.edu.au Wendy.Balassa@utas.edu.au		

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



	PhD / MEd (Res) Candidates (On Campus - Launceston)	PhD / MEd (Res) Candidates (On Campus - Hobart)	External PhD / MEd (Res) Candidates (Including Cradle Coast)	Ed.D Doctor of Education Candidates (On campus and External)
STEP 1 Commence Candidature	<input type="checkbox"/> Download the Commencement of Candidature Form from http://www.utas.edu.au/research/graduate-research/current-candidates/monitoring-your-progress/forms and once complete, return to Launceston Hub Graduate Research Administration Officer, (GRAO) (A176)	<input type="checkbox"/> Download the Commencement of Candidature Form from http://www.utas.edu.au/research/graduate-research/current-candidates/monitoring-your-progress/forms and once complete, return to the Sandy Bay Graduate Research Office (GRO) , (Building 1 on the campus Map)	<input type="checkbox"/> Download the Commencement of Candidature Form from http://www.utas.edu.au/research/graduate-research/current-candidates/monitoring-your-progress/forms and once complete, email the Launceston Hub Graduate Research Administration Officer, (GRAO) , Research.North@utas.edu.au	<input type="checkbox"/> Download the Commencement of Candidature Form from http://www.utas.edu.au/research/graduate-research/current-candidates/monitoring-your-progress/forms and once complete, return or email to the Launceston Hub Graduate Research Administration Officer (GRAO) , Research.North@utas.edu.au
	INTERNATIONAL ON CAMPUS CANDIDATES Please also proceed to the International Student Services Office to Meet with a International Student Advisor			

<p>STEP 2</p> <p>IT Infrastructure</p>	<p>PhD Candidates</p> <p>Whilst completing your Commencement of Candidature form with the GRAO or GRO, also Complete the GRO laptop agreement form and email to graduate.research@utas.edu.au. (If you request a Macbook Pro you will need to agree with the Faculty of Education Macbook Limitation Agreement).</p> <p>Information about the GRO laptop scheme can be found here: http://www.utas.edu.au/research/graduate-research/current-candidates/training-support-services</p> <p>Please find further info about IT support in the FoE HDR Computer Resource Guideline - http://www.utas.edu.au/education/research/graduate-research</p> <p>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 (Service.Desk@utas.edu.au or support@educ.utas.edu.au).</p>		<p>On Campus Ed.D and MEd (Res)</p> <p>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</p> <p>Please contact your GRC and Information Technology Services ITS (Service.Desk@utas.edu.au or support@educ.utas.edu.au) to arrange.</p> <p>Please find further info about IT support in the FoE HDR Computer Resource Guideline - http://www.utas.edu.au/education/research/graduate-research</p>
<p>STEP 3</p> <p>Student ID Card</p>	<p>ON CAMPUS - LTN</p> <p>Once you have completed your Commencement of Candidature Form, proceed to Launceston Student Centre to organise your student ID card</p>	<p>ON CAMPUS - HBT</p> <p>Once you have completed your Commencement of Candidature Form, proceed to Sandy Bay Student Centre to organise your student ID card</p>	<p>EXTERNAL CANDIDATES</p> <ul style="list-style-type: none"> New Distance students – 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 Student.Centre@utas.edu.au. Alternately 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.
<p><i>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.</i></p>			

<p>STEP 4</p> <p>Induction Meeting With Education Programs Office</p>	<p>ON CAMPUS - LTN</p> <p>Please email the Launceston Education Programs Officer before arriving at the faculty to arrange a time for your induction meeting.</p> <p>Education.programs@utas.edu.au</p>	<p>ON CAMPUS - HBT</p> <p>Please email the Hobart FoE Administration Officer before arriving at the faculty to arrange a time for your induction meeting.</p> <p>Krista.brinckman@utas.edu.au</p>	<p>EXTERNAL CANDIDATES</p> <p>Please email the Launceston Education Programs Officer to receive an electronic copy of your Induction Pack.</p> <p>Education.programs@utas.edu.au</p>
	<p>At your induction meeting you will:</p> <ul style="list-style-type: none"> ○ Be given a brief Faculty of Education tour ○ Be allocated you workspace (including entry Codes) ○ Receive your induction pack, Including: <ul style="list-style-type: none"> ▪ FoE HDR Induction Information Document ▪ GRO Graduate Research Candidate Guide ▪ FoE Note-pad, Pen, and Keyring ▪ UTAS 'Keep Cup' (reusable coffee cup) ▪ Campus map 		<p>Notes for External Candidates</p> <ul style="list-style-type: none"> • 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.
<p>STEP 5</p> <p>Meet with your GRC</p>	<p>Arrange a meeting (face-to-face or via phone/Skype) with your Graduate Research Coordinator (GRC) during your first week of candidature:</p> <p>Dr Allen Hill (If your surname starts with letter (A-G) - Allen.Hill@utas.edu.au)</p> <p>Dr Andrew Fluck (if your surname starts with the letter (H-Z) – Andrew.Fluck@utas.edu.au)</p> <p>Dr Allen Hill for all Doctor of Education (Ed.D) Candidates</p>		
<p>STEP 6</p> <p>Meet with your supervisors</p>	<p>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</p>		

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>