

2018

# Humanities HDR Handbook



*Everlastings* by Julie Lunn



Curtin University

Faculty of Humanities  
Curtin University

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Information in this pack was compiled by Julie Lunn and Irene Soon in February 2016.

Please note information is up to date at time of printing but may change throughout the year.

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## Welcome to the Faculty of Humanities

Curtin University's vision is to be a recognised international leader in research. At the heart of this vision is a commitment to research that changes minds, lives, and the world.

Our Faculty comprises three Schools: Design and the Built Environment; Education; and Media, Creative Arts and Social Inquiry. This creates a distinctive research setting, in which social, cultural, and creative research is in dialogue with technical and scientific research. The Faculty is guided by the principle that real-world problems, if they call for solutions that are technically innovative and cost-effective, also call for solutions that are socially and culturally informed, critical, creative, and sustainable.

Whatever your area of study or proposed topic, as a new higher-degree researcher (HDR) in the Faculty you are joining a community of researchers whose work will change minds, lives, and the world. The Faculty is here to support you to achieve that.

The Curtin Graduate Research School looks after all aspects of your candidacy; the Faculty looks after you. This is where your research gets done, and where you “live” while you’re an HDR. We offer you access to a work environment, a support environment, and a social environment.

Our Graduate Research Hub is a friendly space with shared workspaces, ample storage, and access to meeting rooms, printing facilities, a kitchen, and a common room. This is the focus of our HDR community. Here you can work, meet, talk, and join in social activities.

So welcome, and enjoy your time with us.

Professor Michele Willson  
**Dean, Research, Faculty of Humanities**

## Support in the Faculty

### Directors of Graduate Research

Each School appoints a Director of Graduate Research. The Directors have an important advisory role as you progress through your research program. She or he:

- Tracks the needs of research students and their Supervisors
- Provides administrative support
- Attends the Faculty Committee
- Provides research activities and professional opportunities

School	Director	Location	Email
Media, Creative Arts and Social Inquiry	Dr Susan Bradley Smith	209.342	<a href="mailto:Susan.Bradleysmith@curtin.edu.au">Susan.Bradleysmith@curtin.edu.au</a>
Design and Built Environment	Associate Professor Amanda Davies	201.642B	<a href="mailto:A.Davies@curtin.edu.au">A.Davies@curtin.edu.au</a>
Education	Professor John Williams	501.Level 4	<a href="mailto:Pjohn.Williams@curtin.edu.au">Pjohn.Williams@curtin.edu.au</a>

The Faculty is not responsible for the administration of Higher Degree by Research programs. This includes, but is not limited to, candidacy, leave of absence, thesis examination, change of enrollment, consumable and conference funding. For all enquiries regarding the administration of your program please see the section on the Graduate Research School.

### The Humanities Faculty Librarian



The Humanities Faculty Librarian, Marilyn Coen, can help you conduct your literature search. She also can help you with:

- Setting up data management systems, such as EndNote
- Matters such as the various electronic services provided by the Library, including database searches, library loans and renewals
- Tracking down elusive journal articles and bibliographic details
- Depositing digital theses

To make an appointment please email Marilyn at [m.coen@curtin.edu.au](mailto:m.coen@curtin.edu.au).

### Humanities Graduate Studies Website

On our website you will be able to find information about:

- iLectures and PowerPoints (when available) from past workshops
- Access an electronic version of this handbook

- Learn about your peers research in the Research section
- Find information on where to look for conferences
- Graduate Research Hub facilities and policies
- Links to the Graduate Research School
- Support services for students
- List of resources for HDR students

The website address is - [hgs.curtin.edu.au](http://hgs.curtin.edu.au). We also have a Facebook page [Humanities Research and Graduate Studies](#) where you can find information on conferences, upcoming events around Curtin, seminars, good news stories about our students and much more.

## Student Email

The Faculty will contact you via your student email. Please make sure you check your student account regularly or set up automatic forwarding from your student account to your preferred email account.



Source: [researchcounselling.wordpress.com/](http://researchcounselling.wordpress.com/) (now deleted)

## Humanities Graduate Research Hub



The Humanities Postgraduate Research Hub is a fully equipped facility designed to foster a supportive and collaborative research environment for the diverse range of Curtin's Humanities Higher Degree by Research (HDR) students. The Hub consists of two working areas (rooms 118/119 and 136), a printing area, two meeting rooms and a common room. It is equipped with fast Wi-Fi connectivity, multifunction copying and printing services and storage lockers. The Hub is located on Level 1 of Building 209 on the Bentley campus and is accessible 24/7. It is managed by the Faculty of Humanities.



### Access to the Hub

All Curtin Humanities HDR students may apply for general access to the Hub, which will allow them to use the hot desk workspaces, storage lockers and most of the common facilities 24 hours a day, seven days a week. Overseas based Curtin Humanities HDR students planning to visit the Bentley campus are encouraged to apply for general access to the Hub for the duration of their visit.

To apply for access to the Hub please see email [humgraduatestudies@curtin.edu.au](mailto:humgraduatestudies@curtin.edu.au). Once your application has been approved, you will then be able to use your student card to swipe through the doors.

It is a breach of Curtin Policy to share your Student ID card for access to the Hub. Failure to comply with this may result in loss of access to the Hub.



### Hot Desks

Workspaces in rooms 118/119 and 136 are available to all Curtin Humanities HDR students on a hot desk basis only. That is, no workspace is allocated for the exclusive use of an individual student. All workspaces are available on a first come/first served basis. Space cannot be reserved in these areas, and students are asked not to leave their belongings on a hot desk in order to 'claim' a space for extended periods, beyond taking reasonable short breaks. To prevent this from happening hot desk usage will be monitored by faculty staff. Students will also be asked to observe reasonable time limits when the hot desk area is working at capacity, to ensure everyone enjoys fair access.

Room 136 is equipped with monitors, keyboards and mice (no hard drives) at all workspaces. Most desks have Dell or Lenovo docking stations. There are four desktop computers available for use in Room 136.



## Storage Lockers

Individually lockable storage units have been provided to enable the Hub to function as a hot-desk space. These storage units enable students to leave study materials in a safe and secure manner. Please note although storage is provided near workspaces, the location of storage does not entitle the occupant of that storage space to the nearest workspace. All hot-desk workspaces need to be

available to all students on an equal basis.

- Any student on a leave of absence or on extended fieldwork should notify the below email address so arrangements can be made regarding their storage space.
- Once students have submitted their thesis they should vacate the storage space.
- If you no longer need your locker please leave it locked and notify [humgraduatestudies@curtin.edu.au](mailto:humgraduatestudies@curtin.edu.au).
- An allocated storage space must be used on a regular basis. Storage not used on a regular basis will be allocated to someone else.
- It is the student's responsibility to keep their lockers locked.
- Please do not write on the lockers or place stickers on them.
- All food items must be kept in the cupboards in the common room.

Storage is allocated for a period of one year, with the option to renew. Storage use audits will be conducted regularly throughout the year. Students will need to reapply for storage at the beginning of each year. If no reapplication is made, we have the right to remove any items from the storage so they can be reallocated. Items removed will be kept for a period of three months and we will try to contact the relevant student via email. Any primary research materials that are left in these lockers will be archived as per the University's [Research Data and Primary Materials policy](#).

The black coin operated lockers are for daily use only. If items are left in the lockers for longer periods they will be removed at the discretion of the faculty. These items will be kept for a period of three months and students will be contacted via their student email.

For matters regarding lockers please contact [humgraduatestudies@curtin.edu.au](mailto:humgraduatestudies@curtin.edu.au).

## Common Room



The common room is for the use of Curtin Humanities HDR students and staff. The area is equipped with microwaves, fridges, sandwich maker, kitchen tables and chairs, storage cupboards for food and couches. Tea, coffee and milk are supplied for student use. A first aid box is located under the sink, as are cleaning supplies for any spills etc. The common room cannot be booked for functions/events except at the discretion of the Dean.

## Meeting Rooms

There are two bookable meeting rooms in the Hub:

- Room 209:104 with seating for 10, teleconference and projection equipment
- Room 209:107 with seating for 8, teleconference and video-conferencing equipment



The two meeting rooms are available to all Hub users and Humanities staff. Meeting Room 209-104 can also be accessed casually whenever it is free, as long as it is vacated for bookings. These meeting rooms are not intended for solo work or primarily social activities, and work-related use by groups will take precedence over casual users.

Bookings are managed through the faculty, generally on a first come/first served basis, although the Dean may intercede in exceptional circumstances.

For bookings please contact [humgraduatestudies@curtin.edu.au](mailto:humgraduatestudies@curtin.edu.au). Prior to the commencement of your booking you will need to come to 209.215 to sign out a key.

### **Conduct within the HDR Student Hub**

The hot desk areas within the Hub are scholarly work areas, and users are asked to respect the quiet working environment. These dedicated workrooms are mobile-free zones. Noise levels in these areas should be kept to a reasonable minimum, and all research students should ensure that non-work activities are conducted in such a manner and in such locations as to prevent disturbance to their fellow students.

While scholarly progress is often favoured by a degree of peace and quiet, people do sometimes make noise when they get together and collaborate. As a general matter of mutual respect, requests to keep it down or take it elsewhere should be made without rancour, and honoured with good grace.

In contrast, the meeting and common rooms are intended for group discussion and creative interaction. Users should still ensure they do not interfere with the productivity of colleagues in other areas of the Hub.

Curtin takes personal safety and wellbeing very seriously and has a zero tolerance policy for violence, harassment and discrimination. Everyone has a right to feel safe in the Hub. All of the policies, laws and regulations that apply generally on campus apply within the Hub as well. Failure to observe these, as well as egregious or repeated breaches of common courtesy, will result in exclusion from access to the Hub.

### **Maintenance and Cleaning of the Hub**

All regular users of the Hub are expected to volunteer to help with the tea, coffee and milk supplies and to keep the area clean. Duties include filing up the tea and coffee canisters, cleaning the fridges and microwaves and buying the milk with Guild gift cards. Call for volunteers occur every four months and students are rostered on a monthly basis.

## Hub - Important Contact Numbers

Printer/IT problems	CITS	Ext 9000
Paper for printers		209.215
Maintenance problems <i>(This includes short circuiting of electricity switches, flickering lights, air conditioning problems, leaking taps, bathrooms issues, blocked sinks etc. You will be asked to provide your student/staff number.)</i>	Operations & Maintenance	Ext 2020
After hours maintenance	Security	Ext 4444
Please report problems like insects/pests, broken microwaves, fridges, lockers etc to: humgraduatestudies@curtin.edu.au		

## Information Technology Support and Usage

IT support to the Graduate Research Hub is provided through Curtin Information Technology Services (CITS). The CITS Service Desk is open during normal business hours with extended operating hours during teaching periods.

### Your responsibilities in relation to computing and internet facilities

Research students (like all users of computing facilities at Curtin) need to be fully aware of the regulations that govern their access to computer facilities, as well as their responsibilities as members of Curtin's research community.

Regulations cover a range of topics, including:

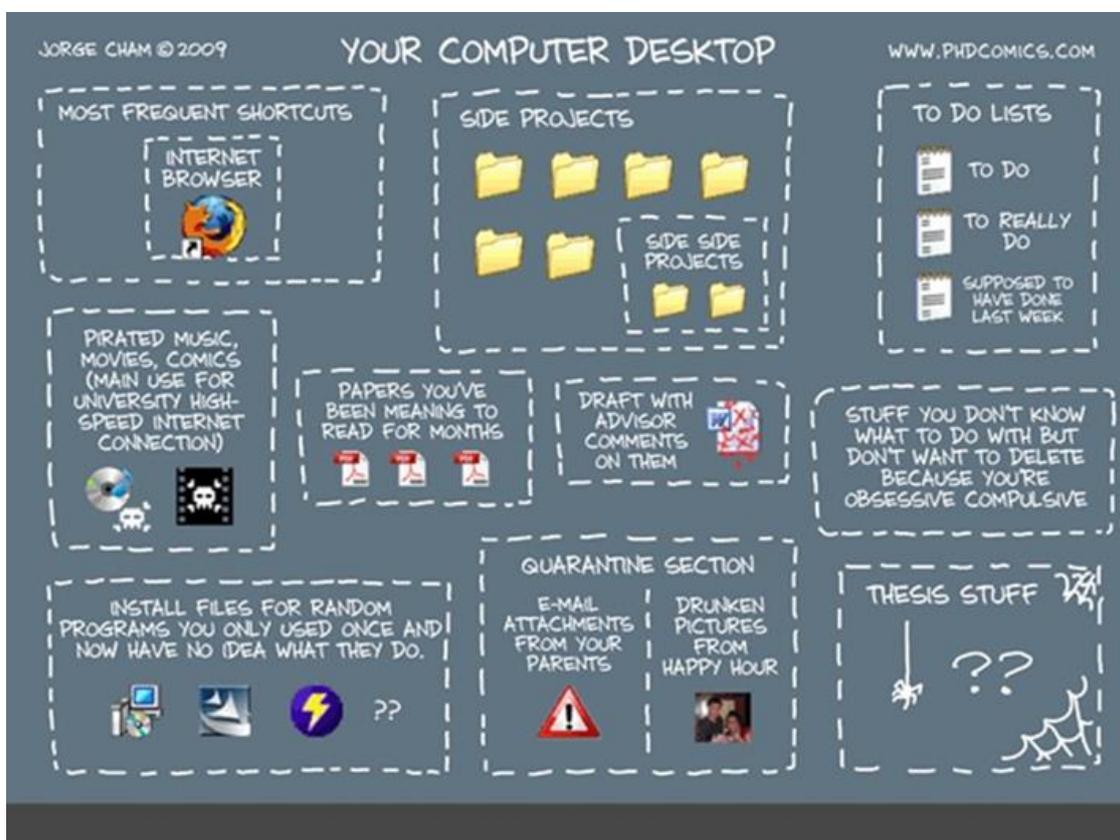
- Electronic messaging
- Web publishing
- Copyright issues
- Internet charges
- Security
- Use of computing and networking facilities.

All the relevant documents, codes and guidelines can be found at <http://policies.curtin.edu.au/findapolicy/index.cfm> and [copyright.curtin.edu.au/](http://copyright.curtin.edu.au/).

### Appropriate IT Usage

The Appropriate Use of ICT Procedures applies equally to everyone using Curtin ICT facilities and services, including people using their own computers or portable electronic devices connected to the Curtin ICT network. Following are some examples of what is considered appropriate and inappropriate use of Curtin ICT facilities and resources.

DO	DON'T
<ul style="list-style-type: none"> <li>Use only those ICT facilities and services for which you have authorisation.</li> </ul>	<ul style="list-style-type: none"> <li>Access, copy, alter or destroy information, electronic mail, data, programs, or other files without authorisation.</li> </ul>
<ul style="list-style-type: none"> <li>Use ICT facilities and services only for their intended purpose.</li> </ul>	<ul style="list-style-type: none"> <li>Use resources you have not been specifically authorised to use.</li> </ul>
<ul style="list-style-type: none"> <li>Abide by applicable laws and University policies and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted software.</li> </ul>	<ul style="list-style-type: none"> <li>Use someone else's username and password or share your username and password with someone else.</li> </ul>
<ul style="list-style-type: none"> <li>Respect the privacy and personal rights of others.</li> </ul>	<ul style="list-style-type: none"> <li>Upload, download, distribute or possess pornography, pirated software, movies, or other unlicensed digital media.</li> </ul>
<ul style="list-style-type: none"> <li>Use Curtin ICT facilities and services in a manner which is ethical, lawful and not to the detriment of others.</li> </ul>	<ul style="list-style-type: none"> <li>Send unsolicited emails (spam).</li> </ul>
<ul style="list-style-type: none"> <li>Use Curtin ICT facilities and services for teaching, learning and academic purposes.</li> </ul>	<ul style="list-style-type: none"> <li>Use electronic resources for harassment or stalking.</li> </ul>
<ul style="list-style-type: none"> <li>Use ICT facilities for personal use where such use is incidental and does not impose upon or adversely affect the University, such as using ICT facilities and services for occasional emails and web browsing</li> </ul>	<ul style="list-style-type: none"> <li>Possess any "hacking tools" such as packet sniffers, password crackers, vulnerability scanners without written authorisation from the Chief Information Officer (contact the Information Security team for assistance).</li> </ul>



Source: [PhD Comics](http://www.phdcomics.com)

## Graduate Research School

The Curtin University Graduate Research School (GRS) seeks to promote best practice in all aspects of research training for Higher Degree by Research students and their supervisors. The GRS is responsible for administration related to HDR student candidature, support and advice on scholarships, training and thesis examination, supervisor registration, and the development of policy and strategy.

The GRS is responsible for administering key aspects of your research program:

- Application for Admission
- Enrolment and/or change of enrolment
- Application for Candidacy
- Application for Leave of Absence
- Application for Change of Thesis Committee
- Application for Change of Thesis Title
- Annual Progress Reports and International Sponsored Student Reports
- Application for Conference Support Funding
- Funding for consumables and fieldwork
- Nomination of Examiners
- Thesis Examination Report of Chairperson
- Co-ordinates Scholarship Assessments.

### Useful Links

You will find more comprehensive information at [research.curtin.edu.au/postgraduate-research/current-research-students/](https://research.curtin.edu.au/postgraduate-research/current-research-students/) and forms at [research.curtin.edu.au/postgraduate-research/current-research-students/student-forms/](https://research.curtin.edu.au/postgraduate-research/current-research-students/student-forms/)

### Graduate Research School Contacts

<b>Associate DVC, Research Training</b> Professor Garry Allison Phone: 9266 3155 Email: <a href="mailto:ADVCR@curtin.edu.au">ADVCR@curtin.edu.au</a>	<b>Administration Officer</b> Ms Charmaine Cragan Phone: 9266 3155 Email: <a href="mailto:Charmaine.Cragan@curtin.edu.au">Charmaine.Cragan@curtin.edu.au</a>
<b>Graduate Studies Administration, Manager</b> Mr Dean Newman Phone: 9266 4301 Email: <a href="mailto:d.newman@exchange.curtin.edu.au">d.newman@exchange.curtin.edu.au</a>	<b>Policy and Strategic Projects Officer</b> Ms Dee John Phone: 9266 5187 Email: <a href="mailto:dee.john@curtin.edu.au">dee.john@curtin.edu.au</a>
<b>Research Training Officer</b> Ms Tania Lerch Phone: 9266 4366 Email: <a href="mailto:grs.training@curtin.edu.au">grs.training@curtin.edu.au</a>	<b>Senior Graduate Studies Officer</b> Jo Boycott Phone: 9266 7210 Email: <a href="mailto:grs.training@curtin.edu.au">grs.training@curtin.edu.au</a>

<b>Thesis Examination Officer</b> Ms Catherine Martin Phone: 9266 3337 Email: <a href="mailto:thesis@curtin.edu.au">thesis@curtin.edu.au</a>	<b>Graduate Studies Officer</b> Mr Mike Roberts Phone: 9266 3337 Email: <a href="mailto:Grs.Futurestudents@curtin.edu.au">Grs.Futurestudents@curtin.edu.au</a>
<b>HDR Scholarships Officer</b> Ms Sharon Hinchcliffe Phone: +61 8 9266 3337 Email: <a href="mailto:Research_Scholarships@curtin.edu.au">Research_Scholarships@curtin.edu.au</a>	<b>Graduate Studies Officer</b> Ms Doreen Phan Phone: 9266 3337 Email: <a href="mailto:Research_Scholarship@curtin.edu.au">Research_Scholarship@curtin.edu.au</a>
<b>Senior Graduate Studies Officer</b> Mr Mehari Tesfamariam Phone: 9266 3337 Email: <a href="mailto:grs.currentstudents@curtin.edu.au">grs.currentstudents@curtin.edu.au</a>	<b>Graduate Studies Officer</b> Ms Alicia Paskevicius Phone: 9266 3337 Email: <a href="mailto:GRS.CurrentStudents@curtin.edu.au">GRS.CurrentStudents@curtin.edu.au</a>
<b>Graduate Studies Officer</b> Mr Steven Cheah Phone: 9266 3337 Email: <a href="mailto:grs.currentstudents@curtin.edu.au">grs.currentstudents@curtin.edu.au</a>	<b>Graduate Studies Officer</b> Ms Bee Theng Lim Phone: 9266 3337 Email: <a href="mailto:grs.currentstudents@curtin.edu.au">grs.currentstudents@curtin.edu.au</a>
<b>Senior Graduate Studies Officer</b> Ms Zalia Abdul Rahman Phone: 9266 3337 Email: <a href="mailto:Grs.Futurestudents@curtin.edu.au">Grs.Futurestudents@curtin.edu.au</a>	<b>Graduate Studies Officer</b> Ms Tammy Rafala Phone: 9266 3337 Email: <a href="mailto:Grs.Futurestudents@curtin.edu.au">Grs.Futurestudents@curtin.edu.au</a>



Source: [blog.arungupta.me/tips-effective-session-submissions-technology-conferences/](http://blog.arungupta.me/tips-effective-session-submissions-technology-conferences/)

## Support Services for HDR Students

### Curtin Counselling

Curtin's Counselling Service provides assistance for Curtin students experiencing difficulties that impact upon their personal life or academic progress. The service is confidential and free of charge to Curtin students with ten free appointments with a counsellor per academic year.

Location	Office hours	Telephone	Website	Email
Level 2, Building 109	8.30am – 5.00pm Monday to Thursday; 8.00am to 4.30pm Friday	08 9266 7850 Distance Students: 1800 651 878	<a href="http://life.curtin.edu.au/health-and-wellbeing/counselling_services.htm">life.curtin.edu.au/health-and-wellbeing/counselling_services.htm</a>	<a href="mailto:counselling@curtin.edu.au">counselling@curtin.edu.au</a> (for information only <i>not</i> counselling)

### Health Services

The Curtin University Health Service is committed to quality improvement and care and is accredited by Australian General Practice Accreditation Ltd. We provide comprehensive general practice patient care including:

- Management of all health problems
- A walk-in clinic runs most mornings for urgent, quick medical problems
- Lifestyle advice, including information on stress management, sexual health and drugs
- A Mental Health Nurse can assist with management of mental health problems and is available for confidential free appointments to discuss any problems you might have
- Nursing care such as dressings to injuries, vaccinations (travel, childhood, allergy), health education
- Response by Health Service staff at request for help concerning accidents and sudden illness on campus

Location	Office hours	Telephone	Website	Email
Health Services Centre Building 109	8.30am – 4.30pm Monday to Friday	08 9266 7345	<a href="http://life.curtin.edu.au/health-and-wellbeing/health_services.htm">life.curtin.edu.au/health-and-wellbeing/health_services.htm</a>	<a href="mailto:healthservices@curtin.edu.au">healthservices@curtin.edu.au</a>

### Curtin Disability Service

If you are a student with a disability or medical condition, support is available for you. Curtin's Disability Advisors are able to assist you professionally and negotiate the support and/or access services for you.

Location	Office hours	Telephone	Website	Email
Building 109, Level 2	8.30am – 5.00pm Mon to Thurs Friday 8am to 4.30pm	9266 7850	<a href="http://life.curtin.edu.au/health-and-wellbeing/disability_services.htm">life.curtin.edu.au/health-and-wellbeing/disability_services.htm</a>	<a href="mailto:disabilityservices@curtin.edu.au">disabilityservices@curtin.edu.au</a>

## Safer Community Team

The Safer Community Team offer a range of services and systems to keep our campuses safe and friendly. The team are trained to manage general safety and security issues, in addition to complex crisis issues such as physical and sexual assault.

The Security Pedestrian Escort Service can escort you to your car, other parts of campus or to student housing villages. This service can be accessed by calling +61 8 9266 4444. Please note that you may have to wait 10-15 minutes before a Safer Community Team officer is available to escort you, so please try to plan your request.

### Emergencies

In a life threatening situation, call '0 000' from an internal phone or '000' from an external or mobile phone. These numbers should only be called when wanting the police, fire brigade or ambulance.

For further information on emergency procedures: [properties.curtin.edu.au/security/emergency/](http://properties.curtin.edu.au/security/emergency/)

Office hours	Telephone	Website	Email
24 hours a day/7 days a week	08 9266 4444	<a href="http://properties.curtin.edu.au/safetyatcurtin/">properties.curtin.edu.au/safetyatcurtin/</a>	<a href="mailto:securitycommsoffice@curtin.edu.au">securitycommsoffice@curtin.edu.au</a>

## Curtin Student Guild

The Curtin Student Guild plays a vital role in representing the interests of students by providing educational, commercial and social services to its members. The Guild represents all students on the major boards and committees of the University. The Guild also runs Student Assist, a confidential welfare, advocacy, support and referral service to help students with any personal, welfare or academic issues. Curtin Student Guild also provides member discounts at all of their food and retail outlets.

If you have any enquiries, or concerns about anything student related, you can contact Guild Reception and book an appointment to see your Student Faculty Representative or a Student Assist Officer.

Location	Office hours	Telephone	Website	Email
Guild Precinct Building 106F	8.30am to 5pm Monday to Friday	08 9266 2900	<a href="http://www.guild.curtin.edu.au/">www.guild.curtin.edu.au/</a>	<a href="mailto:reception@guild.curtin.edu.au">reception@guild.curtin.edu.au</a>

## Postgraduate Student Committee (PSC)

PSC is the representative body of all postgraduate students studying at Curtin University. They are committed to:

- Represent the interests of the Curtin University postgraduate student community both within the University and externally,
- Promote the common interests of postgraduate student,
- Ensure quality within postgraduate education and research,
- Support students' access to learning through the availability of financial grants, and
- Encourage a sense of community for postgraduate students by offering various events and useful forum

The PSC offers a variety of activities and services that aim to foster a collegial atmosphere in which postgraduate students from all disciplines can interact, network and socialise.

Location	Office hours	Telephone	Website	Email
Building 106F (next to the Guild Admin)	8.30am to 5pm Monday to Friday	08 9266 4911	<a href="http://www.guild.curtin.edu.au/">www.guild.curtin.edu.au/</a>	<a href="mailto:cupsa@guild.curtin.edu.au">cupsa@guild.curtin.edu.au</a>



Source: [PHD Comics](http://www.phdcomics.com)

