

## Who to ask for help with HDR matters

*Planning a visit to the GRS ... please phone or email first just to ensure we are available (please note the GRS does not accept paper forms).*

Issue	Person	Phone	Email
<b>Your School</b>			
Future enrolments and requests to identify a supervisor	Supervisor, Director of Graduate Research, School Admin		
Trouble filling out forms	Supervisor or Thesis Chair		
Checking up on the progress of your Milestone application	Supervisor or Director of Graduate Research		
Reporting issues with your supervisor	Thesis Chair or Director of Graduate Research (or Dean of Research)		
Advice on changing your enrolment status or taking leave	Supervisor or Director of Graduate Research		
Advice on funding sources	Supervisor		
Advice about University computing resources/ issues	Supervisor, Director of Graduate Research, CITS		
Requests for sessional teaching/ research work	Supervisor, School Manager		
<b>Your Faculty</b>			
Reporting grievances you are having with your supervisor team/ School	Faculty Dean of Research		
<b>Graduate Research School</b>			
Future enrolment policy matters	Mehari Tesfamariam; Mike Roberts	08 9266 3337 Select 1	GRS.FutureStudents
Updates on course applications	Mehari Tesfamariam; Mike Roberts	08 9266 3337 Select 1	GRS.FutureStudents
Scholarship policy matters	Doreen Phan; Tammy Rafala	08 9266 3337 Select 3	Research Scholarships
Scholarship payment issues	Doreen Phan; Tammy Rafala	08 9266 3337 Select 3	Research Scholarships
Policy matters related to change of enrolment / change of program	Zalila Abdul Rahman; Steven Cheah	08 9266 3337 Select 2	GRS.CurrentStudents
Advice on course withdrawal	Jo Boycott; Zalila Abdul Rahman	08 9266 3337 Select 2	GRS.CurrentStudents
Advice on show cause notices/ course termination policy and processes	Jo Boycott; Zalila Abdul Rahman	08 9266 3337 Select 2	GRS.CurrentStudents
Policy matters related to thesis examinations	Catherine Martin	08 9266 3337 Select 4	GRS Thesis Exams
Advice and updates on examinations	Catherine Martin; Jo Boycott	08 9266 3337 Select 4	GRS Thesis Exams
Complaints and grievances that could not be resolved at the School/ Faculty level	Dean, GRS; Team Leader, GRS	08 9266 3337 Select 2	GRS.Dean