Postgraduate Study Guide 2018

Centre for Defence and Strategic Studies (CDSS)
Welcome message

On behalf of Deakin University, welcome to the Centre for Defence and Strategic Studies (CDSS)!

You are about to embark on a year of stimulating learning experiences through the Defence and Strategic Studies Course (DSSC) that will provide you with a breadth of skills and knowledge that are important to leadership at the strategic level. The DSSC also offers a year of personal development that often begins lifelong friendships among a specially-selected cohort of military and civilian senior leaders from Australia and around the world. This is a unique professional experience.

Deakin University offers students on the DSSC the valuable opportunity to undertake postgraduate studies that build upon the DSSC. These postgraduate programs aim to provide a deeper level of intellectual development through research, writing and focused study of key issues that will impact defence, national security and the profession of arms into the future.

I am your point of contact on all matters related to Deakin University's postgraduate programs. My main priority is to ensure that the programs provide an enriching and valuable educational experience to you, your organisation or service, and your nation. Please feel free to come and have a chat at any time during the year.

I wish you all the best for your studies in 2018 and look forward to assisting you in your research and study endeavours!

Dr Michael Hatherell
Academic Adviser – Centre for Defence and Strategic Studies
Senior Lecturer in Strategic Studies – Deakin University
Postgraduate options at CDSS

Why do we offer postgraduate options at CDSS?

Emerging leaders at the strategic level face a constantly changing domestic and international landscape. Demographic, social and economic changes are impacting on national political communities while shifts in power are reshaping international politics. Technological developments such as artificial intelligence, cyber capabilities and UAVs will continue to impact the strategic environment. In this context, strategic leaders of the future significantly benefit from a broad but detailed educational experience that encourages exploration of this strategic environment while also developing the strategic thinking and futures analysis skills that will improve the quality of strategic decision-making. The Defence and Strategic Studies Course (DSSC) provides this educational experience to selected students.

Yet there is also significant value in students undertaking more specific study programs that build upon their DSSC experience. Deep intellectual engagement with some of the key issues facing the profession of arms and the broader defence and national security community is crucial. We believe that it is important to encourage senior practitioners to engage in deeper levels of research on selected topics and to write and communicate their analysis and ideas. This deeper level of study is important in developing the ability of strategic leaders to engage intellectually in debates about the present and future of their profession and nation.

For this reason, a range of Deakin study options are offered to DSSC students to build upon their educational experience. Students who undertake research study options will develop their ability to engage in quality research, to access and assess information sources, and to develop their own analysis and arguments in response to pressing future challenges within the realm of defence and national security. Students will also be supported to communicate and publish their analysis – an important part of the research process.

The engagement of DSSC students in a research project presents several important benefits. Firstly, and most importantly, engaging in a research project will contribute towards the intellectual development of students, allowing them to improve their critical thinking skills, their ability to research, assess and use relevant data, and their ability to deal with bias, interests and differing perspectives. Secondly, emerging strategic leaders who engage in research projects bring their experience and unique perspective to their studies, and will develop new ideas and analysis that has significant value. Students will be encouraged to communicate their research, contributing towards the position of the Australian Defence College (ADC) as a centre for analysis and intellectual leadership regarding the profession of arms, defence and national security.

Besides research study options, Deakin also offers a Master of Business Administration (MBA) study option. In the context of the dynamic and changing environment described above, militaries, defence departments and other organisations involved in
national security will need to continue to change and adapt. Given this context, Deakin’s MBA program provides an advanced level of study in the management and leadership of complex organisations and the role of leaders in driving innovation and change.

Together, the DSSC program and Deakin study options form a breadth and depth of study that aims to develop the key skills and behaviours required of strategic leaders from Australia and International partner nations, in order to meet the challenges of the contemporary and future strategic environment.

**What are my postgraduate options?**

Deakin University offers the following postgraduate options at CDSS:

- Master of Arts (Strategic Studies);
- Master of Politics and Policy;
- Master of Arts (International Relations)
- Master of Business Administration (MBA);
- Graduate Diploma in Strategic Studies (Grad Dip (SS))
- Graduate Certificate in Strategic Studies (Grad Cert (SS)).
- PhD by Folio

Students who have been accepted for enrolment can qualify for all courses (apart from the MBA and PhD by Folio) in one year through completion of the DSSC course and the additional postgraduate units. Successful students will qualify in 2018 and be invited to graduate in ceremonies in 2018/2019 or have testamurs posted to their contact addresses if personal attendance at graduation ceremonies is not convenient.

Students can qualify for an MBA in three Deakin University trimesters. Successful students enrolled in the MBA in 2018 will qualify by March 2019 and be invited to graduation ceremonies later in the year. Testamurs can be conferred at graduation ceremonies or posted to contact addresses if personal attendance at graduation ceremonies is not convenient.

The completion of the PhD by Folio depends on the quality of prior professional publications and academic qualifications, as well as an assessment of each candidate’s progress at the time of their confirmatory colloquium. Deakin provides three options:

- a minimum of one-year full-time candidature for exceptional candidates, or
- one-year full-time and two years part-time candidature that can be taken in any order, or
- up to four years part-time.

There are a number of postgraduate options, and it is important to select the option that best fits the student and their organisation. The Academic Adviser is always available to discuss which postgraduate option may be best for you.
Students undertaking the DSSC will be invited to enrol in one of the qualifications mentioned above by Friday 16th February 2018.

If students are not eligible to enrol in a Deakin University qualification, or prefer not to do so, they will still be eligible for an assessed CDSS Certificate of Attainment qualification by completing the Defence and Strategic Studies Course (DSSC).

In order to be eligible to graduate with a Deakin University qualification, students will need to achieve all DSSC learning outcomes through completion of DSSC assessment activities.

After submitting enrolment documentation by the 16th February 2018, students have until Census Day on the 31st March 2018 to change their minds and re-enrol in another qualification, or opt to complete only the Certificate of Attainment. Feedback on student performance for the Unit 1 Research Paper of the DSSC will be helpful in reflecting on enrolment choices.

After Census Day students will be deemed to have confirmed enrolment. From that date they will be recorded as having ‘failed to qualify’ if they do not meet the requirements of their chosen qualification.

Should circumstances beyond a student’s control result in them not being able to complete their chosen qualification within 12 months, there are options available. These options can be explored in consultation with the Academic Adviser and the Director of Studies (CDSS).

Eligibility for enrolment

Students must have a minimum of a Bachelor’s degree or verification from Deakin University that they have professional prior learning and experience that entitles them to enrol in a postgraduate qualification.

If students choose to establish their eligibility using the tertiary qualifications pathway, they will need to specify their qualifications on the enrolment form and enclose certified copies of academic transcripts as evidence of eligibility. The Academic Adviser can assist in finalising these documents.

Deakin University aims to provide students with as much credit as possible for approved prior study or informal learning which exceeds the normal entrance requirements for the course and is within the constraints of the course regulations. Students are required to complete a minimum of one-third of the course at Deakin University, or four credit points, whichever is the greater. In the case of certificates, including graduate certificates, a minimum of two credit points within the course must be completed at Deakin.

Eligibility for the PhD by folio program

Eligibility for the PhD by Folio is different to the other postgraduate options. There are three prerequisites for PhD by Folio candidature:

- rank-level mastery (minimum ADF 05 or APS Executive Level 1 accompanied by above average annual reports);
• minimum of 15-years’ service; and
• proven post-graduate research abilities (a master’s by research qualification in a related area or completion of a research project which is equivalent to at least 25 percent of a year’s full-time study at Level 8 or 9 of the AQF with achievement of a grade for the research project equivalent to a Deakin University grade of 70 percent (Distinction) or an equivalent workplace rating.

Interested students should discuss their eligibility with the Director of the Postgraduate Professional Practice Program, Associate Professor Bob Breen (bob.breen@deakin.edu.au).

English language requirements.

English is the spoken and written language at CDSS. Students must submit all essays and major papers for assessment in postgraduate level English following specified format conventions.

Deakin University uses the following mandatory English language and literacy criteria to determine eligibility for enrolment for post-graduate qualifications:

• the student’s first language is English; or
• the student has completed a post-secondary qualification within the last five years at an institution where English was the language of instruction and assessment, and can provide evidence of at least two years of English language study. Students will be required to enclose certified copies of documents with their enrolment form as evidence; or
• the student has completed at least two years of full-time study within the last two years in a university degree program where English was the language of instruction and assessment. Students will be required to enclose certified copies of transcripts with their enrolment form as evidence; or
• the student has obtained an overall band of 6.5 or better in the International English Language Testing System (IELTS) test within the last two years with no individual band less than 6. Students will be required to enclose certified copies of documents with their enrolment form as evidence.

Extension policy

Students are expected to meet submission deadlines for postgraduate units. Consideration will be given for students to have extensions of time beyond the due dates for submission in exceptional circumstances on a case-by-case basis.

For the MBA, students should discuss extensions with the relevant unit chair. For units conducted at CDSS, students should discuss extensions with the Academic Adviser. For PhD by Folio students, students should follow guidelines provided by the Director of the Postgraduate Professional Practice Program.

In all cases, extensions should be requested before the submission deadline.
Graduation

Academic results are recorded in a Graduand Academic Record (GAR) at Deakin University soon after confirmation of the results. The GAR confirms eligibility to graduate.

Students can either graduate and receive their testamurs in person at a Faculty of Arts and Education Graduation Day ceremony in Melbourne or Geelong in April and October 2019, or graduate in absentia. Deakin School of Business Graduation ceremonies are also available for MBA students. For in absentia graduations, Deakin University will post testamurs to each student’s nominated postal address. Unless advised otherwise, Deakin University will post testamurs to the address students have given on their enrolment forms. Students should nominate CDSS as their contact address during 2018 and change it through student connect (www.deakin.edu.au/studentconnect) before the end of the year.

If students qualify for a CDSS Certificate of Attainment they will receive a certificate appointing them as Fellows of the Centre for Defence and Strategic Studies before they depart at the end of 2018.
Part two: postgraduate programs

Master of Arts (Strategic Studies); Master of Arts (International Relations) and Master of Politics and Policy

The three core masters programs at CDSS are focused on preparation for and conduct of a research project. To complete a masters programs, students will complete the following course components:

Completion of the DSSC course (8 Credit Points)
Students must complete all units of the DSSC course, including the assessment activities linked to each learning outcome.

AIS706 Designing Research into Defence and National Security (1 Credit Point)
This unit provides students with a strong understanding of how to conduct research, including the process of selecting a research problem and research question, the preparation of a literature review and the development of a research proposal. By the end of this unit, students will have a clear plan for their research that can then form the basis of discussions with their supervisor.

AIS707 Conducting and Communicating Research into Defence and National Security (1 Credit Point)
This unit helps students to think about the conduct of their research and the way that they will present their research outcomes. The key theme of this unit will be to focus on the importance of effective writing and the different options for publishing research output. Students will have the opportunity to submit work prepared for this unit for publication.

AIX704/705 Research Project (2 Credit Points)
Students will complete a 10,000-12,500 word research project on a topic that they have selected. The nature of this topic will decide which of the three masters programs they enrol in. On completion of the research project, students will be awarded two credits points. An expert supervisor will be provided for each student to work on the research project, and the two above units (AIS706 and AIS707) will directly support the conduct of the research project.

Graduate Diploma in Strategic Studies

The Graduate Diploma in Strategic Studies is based on the following course structure:

Completion of the DSSC course (6 Credit Points)
Students must complete all units of the DSSC course, including the assessment activities linked to each learning outcome.

AIS706 Designing Research into Defence and National Security (1 Credit Point)
This unit provides students with a strong understanding of how to conduct research, including the process of selecting a research problem and research question, the preparation of a literature review and the development of a research proposal. By the end of this unit, students will have a clear plan for their research that can then form the basis of discussions with their supervisor.

**AIX701 Research Project (1 Credit Point)**
In order to complete this unit and the Diploma, students will prepare a 5,000 word research paper on a topic of their choice.

**Graduate Certificate in Strategic Studies**
The Graduate Certificate in Strategic Studies is based on the following course structure:

**Completion of the DSSC Course (3 Credit Points)**
Students must complete all units of the DSSC course, including the assessment activities linked to each learning outcome.

**AIS705 Critical Issues in Strategic Studies (1 Credit Point)**
In order to complete this unit and the Graduate Certificate, students will prepare one research proposal, 2000 words, 40% and one research essay, 3000 words, 60%.

**PhD by Folio**
The PhD by Folio program does not receive credit from completion of the DSSC course, but instead requires candidates to submit a thesis for examination to qualify for the award. This thesis is comprised of:

- **Introduction.** A framework in which the theoretical and practical underpinnings of the thesis are explained (indicative 5-10,000 words).
- **Professional writing and practice component.** Consists of two to four pieces of writing that represent communications and/or actions that relate the candidate’s dissertation research to their professional practice (indicative 20-30,000 words) (see below).
- **Dissertation component.** (Indicative 25-30,000 words as well as a literature review) (see below).
- **Conclusion.** An outline of the theoretical and practical implications of the work (indicative 10,000 words).

**The Writing and professional practice component**
Candidates must demonstrate a substantial original contribution to the knowledge and practice of the defence of Australia and its national interests through their professional practice (career performance) and writing. The professional practice and writing component should be a coherent selection of work carried out by the candidate, not simply a collection of unrelated pieces.
The Dissertation component

Candidates are required in their dissertation to present, develop and argue a position that they support by empirical study and locate in a clearly expressed understanding of the relevant literature and specific issues in theory, policy and professional practice of the defence of Australia and its national interests.

Master of Business Administration (MBA)

The Deakin MBA through CDSS is based on the following course structure:

Completion of the DSSC Course (6 Credit Points)
Students must complete all units of the DSSC course, including the assessment activities linked to each learning outcome.

MBA712 - Economics for Managers (1 Credit Point)
The unit covers the policy and strategic aspects of business management and also provides a practical and pragmatic approach to policy issues. Topics include the dynamics of market behaviour, including a discussion of different market structures and the impact of macroeconomic policies in a changing world economic environment on the economy in general and the student's business in particular.

MBA711 – Accounting and Analysis for Managers (1 Credit Point)
Accounting and Analysis for Managers aims to develop the student's ability to interpret and use corporate financial reports and other relevant information. The unit is concerned primarily with developing a strong understanding of accounting concepts and issues, which can be applied to a range of theoretical and practical problem-solving demands encountered by managers.

MBA710 – Business Process Management (1 Credit Point)
This unit provides foundation skills and knowledge about the management of business processes and emphasises the importance of their links to organisational strategies. It considers the role of information and communication technologies in supporting business processes and it introduces enterprise systems and the ways in which these can automate processes and report on the goals and objectives of the organisation. The unit highlights that business process management (BPM) is applicable in all industries, for example, manufacturing, wholesale and service sectors, and that it is pertinent to business organisations of all sizes. The unit introduces business processes from architectural, problem scoping, modelling, methodological and measurement perspectives. The unit prepares students to develop and enhance professional careers in industry, government, and the not-for-profit sector.

MBA721 – People Management (1 Credit Point)
The purpose of this unit is to give students a theoretical underpinning that explains the behaviour of people at work. It does this by examining the nature of the individuals, when they are in teams and groups, and when they are in larger social environments such as organisations.
MBA720 – Marketing Management (1 Credit Point)
This unit examines the integrative nature of the marketing process in contemporary organisations. Topics addressed include the marketing environment; marketing research; segmentation, targeting and positioning; consumer behaviour; pricing considerations and approaches; integrated marketing communications; product strategy and new product development; managing place; international marketing; marketing planning, implementation and control. The unit not only introduces participants to core marketing concepts and techniques, but also encourages the application of these within the context of participants’ work environment, along with experiential learning activities in both the cloud and on-campus.

MBA731 Strategy Capstone (1 Credit Point)
The unit will develop student’s capacity to think strategically about an organisation, its industry and competitive position. Linked with core units, this unit provides the opportunity to understand and apply the tools of strategy to identify priorities for management decision-making, and develop coherent and aligned operational and implementation plans that contribute to organisational goals in a dynamic and culturally diverse business environment. Financial, statistical and analytical skills will be used to evaluate alternative courses of action, resourcing issues and implications, and students will be required to explain and justify their decisions.

More details are available on line at:
http://www.deakin.edu.au/course/master-business-administration

MBA study and exam dates

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<th>Date</th>
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<tr>
<td>Monday 5th March</td>
<td>Trimester 1 starts</td>
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<td>Friday 25th May</td>
<td>T1 ends</td>
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<tr>
<td>Monday 4th June</td>
<td>T1 Exams begin</td>
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<td>Friday 15th June</td>
<td>T1 Exams end</td>
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<td>Monday 9th July</td>
<td>T2 starts</td>
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<td>Friday 28th September</td>
<td>T2 ends</td>
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<td>Friday 8th October</td>
<td>T2 Exams begin</td>
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<td>Friday 19th October</td>
<td>T2 Exams end</td>
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<td>Monday 5th November</td>
<td>T3 starts</td>
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<td>Friday 1st February 2019</td>
<td>T3 ends</td>
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<td>Thursday 7th February 2019</td>
<td>T3 Exams begin</td>
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<td>Friday 15th February 2019</td>
<td>T3 Exams end</td>
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Part three: support resources

Your rights and responsibilities as a student in Deakin units

As a student of Deakin University, you have rights in relation to your study – for example,
• to be respected, intellectually challenged, and valued as an individual
• to be taught by competent, motivating and accessible teachers who provide timely and thoughtful feedback to you on your work
• to have reasonable adjustments made to assist you to meet your course requirements if you have a disability or a health condition
• to have access to free and fair processes to question University decisions where you believe they are wrong.

Importantly, you also have responsibilities as a member of the University community – for example,
• to complete all assessment tasks with integrity
• to seek assistance early where problems arise
• to accept and act on advice and feedback on your academic performance
• to participate constructively in learning in class, at placements and practicums, on study tours and online
• to treat staff and other students with respect and courtesy.

Deakin University is strongly committed to the principles of equity and fairness in education and employment and will not tolerate bullying, unlawful discrimination, sexual harassment, victimisation, child abuse or any form of interpersonal, psychological or physical violence.

Your other responsibilities are set out in Deakin University’s Student Code of Conduct. You should be familiar with the Code, so that you have a clear understanding of your obligations to other Deakin students and staff.

For more information, go to the http://www.deakin.edu.au/students/enrolment-fees-and-money/enrolments/rights-and-responsibilities.

Deakin University library services

All DSSC students will be provided with access to the Deakin University Library. The library website (http://www.deakin.edu.au/library/) provides access to a range of resources that will support research and engagement in Deakin units. Through the library, students will be able to:
• access on-line journals and eBooks and download full-text articles and book chapters from various on-line databases;
• borrow any non-reference book, document or audio-visual item in the Library;
• order copies of relevant journal articles held by the Library;
• request materials and communicate with the Library by mail, fax, phone, electronic mail or via the Internet;
• renew items on loan by telephone or by accessing the Library catalogue individually; and
• have Library materials sent to them by post, with return to the Library at no cost (return envelope provided).

Deakin University’s Library portal allows 24-hour access.

Training will be provided at the beginning of the year on accessing and taking advantage of the Deakin library catalogue.

Software resources

Deakin students have access to a library of free software resources. These can be accessed via the following link: http://software.deakin.edu.au/.

DeakinSync

DeakinSync is a portal for a range of Deakin support services. You can find link from DeakinSync to your Deakin email account, to CloudDeakin, to Deakin student connect and a range of other information and tools. Please let the Academic Adviser know if you have any questions about using DeakinSync or any other Deakin resources.

DeakinSync can be accessed via: www.deakin.edu.au/sync/

Supervisors for research projects

While each of the postgraduate programs is supported by Deakin staff, the Academic Adviser will also allocate master’s students in the MASS, MAIR and MPP with an external supervisor to mentor them for their research project. Qualified and experienced academics will be available to provided advice and be a sounding board for ideas, plans and aspirations. Supervisors will also, given sufficient time, review drafts and identify opportunities for enhancement. More specifically, the Academic Adviser asks external supervisors to:

• help students to refine and scope their topics;
• suggest references and reading;
• help students to formulate or clarify their lines of argument;
• read and comment on literature reviews and outlines;
• read and comment on draft sections and on the penultimate draft of major papers (overall style, content, structure, argument, omissions and possible changes); and
• keep the Academic Adviser abreast of student progress, if there is a reason to do so.
It is a student’s responsibility to establish and maintain regular contact with their external supervisor. Almost all supervisors will have supervised previously for CDSS students. Typically, students and supervisors communicate via e-mail and occasionally by telephone as required. Depending on the supervisor, there may be the opportunity to meet in person.

Students are responsible for the final product of their research and writing. While supervisors are experts in their field, students should not feel obligated to reflect their views. Supervisors should only assist students with the structure of their paper, the writing style and the logic of their arguments.

Supervisors are busy academics with competing priorities. Students should be respectful and patient but inform the Academic Adviser if they are dissatisfied with the frequency of contact and/or turnaround of reviews of their work.

Students will be provided with some more specific information about supervision in *AIS706 Designing Research into Defence and National Security*.

**Internal support**

Beyond supervisors, CDSS is a supporting environment for students engaged in postgraduate studies. The Academic Adviser (Dr Michael Hatherell) is available for advice throughout the year and will also run the units AIS706 and AIS707. The Academic Adviser is based at CDSS, and students are welcome to come upstairs for a chat anytime.

MBA students will be provided support and guidance by staff within the Deakin School of Business but can approach the Academic Adviser for support on practical matters. PhD by Folio students can approach Associate Professor Bob Breen with any questions or concerns they have during their candidature. The Assistant Director of Defence Research (Dr Lacy Pejcinovic) is also available to support students, particularly on converting their research into publications.

The Director of Studies and Syndicate Directors will be keen to support students on the DSSC course in managing their workload through the year, and in the postgraduate journey they are undertaking. It is recommended that students keep their syndicate directors updated on the progress of their studies and let them know if they have any concerns.

Captain Vic Jones, RANR, will assist ESL students with written English expression (victor.sjones@gmail.com). Students should ask Captain Jones to review final drafts before submission.

**Academic writing and constructing an argument**

One challenge students may face during their postgraduate studies is that academic writing is different in some regards from government report writing, military staff work or journalism. Academic writing is more interested in unpacking key concepts and theories that underpin analysis and is also more focused on the development of arguments. Instead of just describing a situation or problem and options for its
resolution, academic writing contains a line of reasoning or a point of view that proposes why the situation or problem is the way that it is. Good academic writing should support or justify this proposition or thesis with compelling and reasoning and evidence.

It is important to note that good academic writing should still be accessible and effective in communicating an argument. Sometimes generalisations about academic writing focus on the complexity of the language used or the use of concepts that are difficult to comprehend. In many cases these generalisations are often based on examples of poor academic writing! Effective academic writing should be robust in its engagement with concepts, theory and evidence, but should remain accessible to readers.

Academic writing can be different in some ways, but students who have written for other purposes will also find many common elements. Importantly, practicing the skills that are important in effective academic writing should also enhance the development of written work for other purposes.

Students will be provided with training at the beginning of the year on academic writing, and further resources will be available on Adele and through CloudDeakin.
Part four: referencing and avoiding plagiarism

Why is referencing important?

Whichever Deakin postgraduate option you take, it will be important to engage in effective referencing and to ensure that you avoid plagiarism.

Using the right sources in your work provides you with the supporting evidence you need in your assignment. Referencing is the acknowledgement of the sources that you use in your work. You must reference all sources that you use in your assignment, including words and ideas, facts, images, videos, audio, websites, statistics, diagrams and data.

Good referencing:

- Shows what you have read - your references demonstrate the depth and the breadth of your reading.
- Enables the reader to locate the sources referred to in your paper - researchers rely on referencing to locate sources.
- Supports and strengthens your argument - an academic paper is a carefully constructed argument in the sense that you take a position on an issue and support it with evidence gathered from the sources you have read, to try to convince your readers.
- Demonstrates academic integrity - proper referencing ensures that you have acknowledged your sources and that you have done your best to avoid plagiarism – the use of other people’s words, ideas or materials without proper acknowledgement. Plagiarism can be intentional (deliberate cheating) or unintentional (happen accidentally). Academic misconduct – any act where the honesty, reliability or integrity of a work has been compromised – can incur serious penalties.

When reading and taking notes, always write down the full details of the source (author/s, title, page number and other publication details). This will make the writing and referencing process much easier later on, and also help you to avoid accidentally copying and plagiarising someone else's work. Using programs such as endnote (available through Deakin software library: http://software.deakin.edu.au/?s=endnote) can also help to organise your research.

Plagiarism

Plagiarism is not permitted – this is the use of other people’s words, ideas, designs, materials, research findings or other works without proper acknowledgement. There is no excuse for deliberate plagiarism – but be aware that unintentional plagiarism can arise from poor note taking skills or an incomplete understanding of academic writing and referencing.

You come to your point of view by reading, note taking and comparing the ideas of various writers. When note taking and writing, you need to carefully distinguish
between your own work and where you have summarised, paraphrased and quoted sources to support your point of view.

While conducting research is an important part of your postgraduate studies, it is clearly not enough to have read a range of material. Some of the key skills that will decide the quality of your work are about how you use your research in your work. Proper referencing and effective engagement with relevant research is essential, and it is also important to avoid both intentional and unintentional plagiarism. Do not worry though – we will provide training and additional supporting materials to help with research, referencing and understanding how to avoid plagiarism.

**Referencing style**

Students enrolled in Deakin postgraduate programs at CDSS should use the **Harvard referencing style**. This referencing style is the most common in relevant publications and is relatively easy to use. The Harvard style consists of two elements:

- in-text citations in the body of the paper that include the author, the date and often a page number
- a reference list at the end of the paper giving full bibliographic details of all in-text citations.

A full Harvard referencing style guide is available as a PDF document within the resources section on Adele. You can also access the Deakin Harvard style guide through the following link:

[https://www.deakin.edu.au/students/studying/study-support/referencing/harvard](https://www.deakin.edu.au/students/studying/study-support/referencing/harvard)