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Higher Degree by Research Students and Supervisors

Managing Your Thesis: a Quick Reference Guide

Incorporating

Process Management

and

Risk Management

Embarking on a Higher Degree thesis is a bit like joining the circus - it can be precarious, like walking a tightrope, just one slip-up and you are headed for a fall. It can be a juggling act – trying to keep several balls in the air at once. Not to mention taming a lion – the thesis can be a scary beast, difficult to control. While the circus performer may need years of training to get things right, fortunately for the HDR candidate, managing one’s thesis can be a lot less painful if you embark on it armed with the right knowledge and a project-management-style approach to getting started. Limited enrolment durations[[1]](#footnote-1) for HDR degrees means that time management and careful planning is crucial – so the earlier you can get organized and on the right track the more time you will have to spend doing the really exciting stuff – your research!!

The purpose of this document is to provide a quick reference guide covering all of the major processes and risks associated with undertaking a higher degree by research. In essence it’s a one-stop-shop detailing who’s responsible for what and where to get more information. The document is divided into two tables, one titled “Process Management”, and the other “Risk Management”.

Spanning from admission to graduation, the **Process Management** table summarises all of the major tasks involved in doing a research degree (both administrative and research-related), the person/area responsible for initiating the task, and the associated resource or website for accessing additional information.

The **Risk Management** table provides a comprehensive list of common risks, how to avoid them, or alternatively, how to recover if the risk has already become a reality! Where applicable, contact details have been provided to direct students and staff to further information.

This document is best viewed electronically for easy reference to web links.

For more information or clarification on any of the points contained in this guide, please contact the Graduate Studies area in the Office of Research and Development, 9266 7863.

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Higher Degree by Research Students and Supervisors

Managing Your Thesis: a Quick Reference Guide

Incorporating

**Process Management** and **Risk Management**

Glossary of responsible persons and contacts, by Enrolling Area, Faculty and Central/Other

|  |  |  |
| --- | --- | --- |
| **Enrolling Area** | **Faculty** | **Central/Other** |
| CTC Chair, Thesis Committee (who will become Chair of the Thesis Examining Panel)  HOEA Head of Enrolling Area  PGC Postgraduate Coordinator  SGSC School Graduate Studies Committee  TC Thesis Committee | FGSC Faculty Graduate Studies Committee  FGSO Faculty Graduate Studies Officer (refers also to “Research Student Coordinator”, Curtin Business School) | AEC Animal Ethics Committee  ADVC, RT Associate Deputy Vice-Chancellor, Research Training  EO Ethics Officer, ORD  HREC Human Research Ethics Committee  IBC Institutional Biosafety Committee  IO International Office  ORD Office of Research and Development  CRC Corporate Risk and Compliance  TLC The Learning Centre, University Life  CELC Curtin English Language Centre  TEO Thesis Examinations Officer, ORD  UGSC University Graduate Studies Committee |
|  |  |  |

## Process Management

|  |  | Process Management |
| --- | --- | --- |
| Task | Responsibility | Resources Available |
| *1 Application for Admission / Scholarship* |  |  |
| 1.1 Obtain “Application for Admission to a Higher Degree by Research”, or if appropriate, combined Admission/scholarship form | * Student | * Application for Admission to a Higher Degree by Research <http://research.curtin.edu.au/guides/forms/forms.cfm#admission> * Application forms for scholarships <http://scholarships.curtin.edu.au/> |
| 1.2 Identify research area | * Student, PGC, Potential Supervisor | * See prospectus or website of relevant enrolling area, or contact PGC |
| 1.3 Identify potential Supervisors | * Student, PGC | * Register of Supervisors, by Faculty:  <http://research.curtin.edu.au/guides/register/register.cfm> |
| 1.4 Identify coursework if required | * Student, PGC, Supervisor | * See Handbook: <http://handbook.curtin.edu.au/> |
| 1.5 Prepare research proposal (as per Faculty guidelines if available) | * Student, Supervisor |  |
| 1.6 Submit application -  Domestic students to HOEA;  International students to the IO | * Student, PGC, HOEA,IO |  |
| 1.7 Consider admission application | * IO, SGSC, FGSC |  |
| * 1. Accept/reject admission application | * SGSC, FGSC |  |
| *2 Enrolment* |  |  |
| 2.1 Complete and submit “Enrolment/Change of Enrolment” form as appropriate (see Handbook) | * Student, Supervisor | * <http://research.curtin.edu.au/guides/forms/forms.cfm#enrolment> * <http://handbook.curtin.edu.au/> |
| 2.2 Process enrolment in thesis and coursework units | * FGSO |  |
| 2.3 Activate OASIS account (student portal – includes Official Communications Channel; student email accounts; learning support systems; and student record (i.e. eStudent) and access at least once a week to receive official communications from the University) | * Student – checking required (ONGOING/WEEKLY) | * [https://oasis.curtin.edu.au/](https://portal.curtin.edu.au/http://sm-portal1.curtin.edu.au:8080/amserver/UI/Login?gw=portal.curtin.edu.au&org=students) |
| 2.4 Request workspace (if needed) | * Student |  |
| 2.5 Allocate workspace | * FGSO (where applicable) , PGC or Supervisor |  |
| 2.6 Identify facilities/resources needed to get started | * Student, PGC, Supervisor |  |
| *3 Orientation & Registration for Professional Development Activities* |  |  |
| 3.1 Attend University/Faculty Orientation sessions, and relevant seminars such as those offered through the “Enriching Postgraduate Teaching and Learning” series and “Surviving IT” series | * Student | * <http://research.curtin.edu.au/seminars/pgorientation.cfm> * <http://research.curtin.edu.au/seminars/> |
| 3.2 Clarify roles and responsibilities of students/staff (See Guidelines on ORD website) | * Student, Enrolling Area, Faculty, University | * Guidelines for research students:  <http://research.curtin.edu.au/guides/hdrguidelines/index.cfm> * See Guidelines for HOEAs, PGC, and Thesis Committee: <http://research.curtin.edu.au/guides/guidelines/index.cfm> |
| 3.3 Familiarise with Curtin Rules | * Student | * <http://research.curtin.edu.au/guides/forms/policies.cfm#rules> |
| 3.4 Familiarise with the document outlining Essential Facilities (including Consumables and Fieldwork funding) | * Student | * See “Essential Facilities for On-Campus HDR Students” and “Essential Facilities for Off-Campus HDR Students” via <http://research.curtin.edu.au/guides/forms/policies.cfm#essential> |
| 3.5 Contact Faculty Librarian for Information Searching advice. Register for the Library’s “Mastering Research Resources” seminars | * Student | * <http://library.curtin.edu.au/about/organisational-structure/faculties/> * <http://workshops.library.curtin.edu.au/> |
| 3.6 Register for ATN modules if desired | * Student | * <http://research.curtin.edu.au/seminars/atnleap.cfm> * <http://research.curtin.edu.au/seminars/atnmore.cfm> * <http://research.curtin.edu.au/seminars/atnmyc.cfm> |
| 3.7 Register for other seminars additional to the above professional development programs as appropriate | * Student | * <http://research.curtin.edu.au/seminars/library.cfm> * <http://research.curtin.edu.au/seminars/tlc.cfm> * <http://research.curtin.edu.au/seminars/otherareas.cfm> |
| *4 Provisional Candidature and Application for Candidacy* |  |  |
| 4.1 Meet Supervisor as agreed Go through the “Guidelines for Establishing the Supervisory Relationship” | * Student, Supervisor | * <http://research.curtin.edu.au/guides/forms/policies.cfm> (listed under “Guidelines”) |
| 4.2 Determine Thesis Committee | * Student, Supervisor, SGSC |  |
| 4.3 Obtain Application for Candidacy form | * Student | * <http://research.curtin.edu.au/guides/forms/forms.cfm#candidacy> |
| 4.4 Attend seminar on preparing candidacy  View “Preparing Your Application for Candidacy” (an online guide) | * Student, Supervisor | * <http://research.curtin.edu.au/seminars/> * <http://research.curtin.edu.au/guides/hdrguidelines/candprep.cfm> |
| 4.5 Review literature | * Student |  |
| 4.6 Develop agreed program timeframe | * Student, Supervisor |  |
| 4.7 Develop budget/resources for conduct of study | * Student, Supervisor, HOEA |  |
| 4.8 Consider human, animal and/or other ethical issues | * Student, Supervisor | * <http://research.curtin.edu.au/guides/ethics.cfm> (for humans and animals) * <http://healthandsafety.curtin.edu.au/index.cfm> (for Biosafety, Radiation and Hazardous Substances) |
| 4.9 Consider copyright, ownership of intellectual property and authorship issues | * Student, Supervisor | * <http://research.curtin.edu.au/guides/forms/policies.cfm#copyright> * <http://research.curtin.edu.au/guides/forms/policies.cfm#ip> * <http://research.curtin.edu.au/guides/forms/policies.cfm#authorship> |
| 4.10 Submit Application for Candidacy for Enrolling Area review/present and revise application as required | * Student, Supervisor, PGC, SGSC |  |
| 4.11 Check with Supervisor for any additional Candidacy requirements such as a seminar presentation. | * Student, Supervisor |  |
| 4.12 Submit Application for Candidacy to FGSC | * Enrolling Area |  |
| 4.13 Obtain ethics application forms, if necessary | * Student, Supervisor | * <http://research.curtin.edu.au/guides/ethics.cfm> (for humans and animal) * <http://healthandsafety.curtin.edu.au/index.cfm> (for Biosafety, Radiation and Hazardous Substances) |
| 4.14 Application for Candidacy considered/approved | * FGSC |  |
| * 1. Submit ethics application to appropriate Ethics Committee   Check with FGSO re timing of submission – some Facultys may prefer ethics submission prior to submission of Application for Candidacy | * Student, Ethics Officer – ORD, Ethics Officer/s - Edusave | * <http://research.curtin.edu.au/guides/ethics.cfm> (for humans and animals) * <http://healthandsafety.curtin.edu.au/index.cfm> (for Biosafety, Radiation and Hazardous Substances) |
| 4.16 Submit application to appropriate external ethics committee (as necessary) | * Student |  |
| *5 Confirmed Candidature* |  |  |
| 5.1 Develop a time line/schedule | * Student, Supervisor |  |
| 5.2 Collect data/process data. Register for seminars/modules related to Information Management | * Student, Supervisor | * <http://research.curtin.edu.au/seminars/> * <http://research.curtin.edu.au/seminars/otherareas.cfm> |
| 5.3 Analyse and interpret data. Attend seminars in NVivo. | * Student, Supervisor | * <http://research.curtin.edu.au/seminars/otherareas.cfm> |
| 5.4 Begin writing draft chapters, develop skeleton framework. Register for seminars that give advice on thesis writing and document management. | * Student | * <http://research.curtin.edu.au/seminars/> |
| * 1. Review formatting requirements for Digital Thesis submission (to ease digital lodgment) | * Student | * <http://research.curtin.edu.au/guides/forms/forms.cfm#digital> * contact ADT Coordinator: [adt@exchange.curtin.edu.au](mailto:adt@exchange.curtin.edu.au) |
| *6 Review Progress* |  |  |
| 6.1 Review progress regularly | * Student, Supervisor (ongoing) |  |
| 6.2 Complete “Annual Progress Report” (submitted online in August each year) If you are a sponsored international student, you will also complete “International Sponsored Student Report (ISSR)” (submitted online in March each year) | * Student, Supervisor, Enrolling Area, Faculty | * <http://research.curtin.edu.au/guides/hdrguidelines/apr.cfm> * <http://research.curtin.edu.au/guides/hdrguidelines/issr.cfm> |
| * 1. Complete the “Curtin Annual Student Satisfaction (CASS) Survey” (submitted online in August each year) | * Student, University | * <http://planning.curtin.edu.au/mir/cass.cfm> |
| *7 Research Dissemination* |  |  |
| 7.1 Present Enrolling Area/Faculty seminars | * Student |  |
| 7.2 Present conference papers/posters | * Student |  |
| 7.3 Submit papers to journals | * Student, Supervisor | * “Information Regarding Authorship and Joint Authorship for Higher Degree by Research Students and Their Supervisors” via <http://research.curtin.edu.au/guides/forms/policies.cfm#authorship> |
| *8 Thesis Finalisation* |  |  |
| * 1. Format thesis according to the Rules and conventions in field of study. (See Section 11, ‘Thesis Submission for Examination’ of Rule 10: Degree of Doctor by Research and Rule 11: Degree of Master by Research). | * Student, Supervisor | * <http://research.curtin.edu.au/guides/forms/policies.cfm#rules> |
| 8.2 Edit/review thesis See “Guidelines for the Editing of Research Theses by Professional Editors” | * Student, Supervisor | * <http://research.curtin.edu.au/guides/forms/policies.cfm#editing> |
| *9 Examination* |  |  |
| 9.1 Nominate examiners and change Thesis Title (if necessary) using “Variation to Candidacy Details/Nomination of Examiners” | * Supervisor, HOEA, SGSC, FGSC | * See “Variation to Candidacy Details/Nomination of Examiners” via <http://research.curtin.edu.au/guides/forms/forms.cfm#thesisexam> |
| 9.2 Obtain approval for Title Page | * Student, TEO - ORD | * See “Thesis Title Page Details” via <http://research.curtin.edu.au/guides/forms/forms.cfm#thesisexam> |
| 9.3 Arrange 3 temporary bound copies and pre-pay the permanent binding of 4 copies. | * Student, Guild Copy & Design Centre | * See “Submission of Thesis for Examination Information” via <http://research.curtin.edu.au/guides/forms/forms.cfm#thesisexam> |
| 9.4 Submit thesis to TEO - ORD together with “Copyright and Release of Thesis for Examination” form and copy of binding receipt. | * Student, TEO - ORD | * See “Submission of Thesis for Examination Information” and “Copyright and Release of Thesis for Examination” via <http://research.curtin.edu.au/guides/forms/forms.cfm#thesisexam> |
| 9.5 Thesis Examination (thesis sent to examiners who are asked to complete report within 6 weeks) | * TEO – ORD, Examiners | * See “Advice for Examiners for the Degree of Doctor” via <http://research.curtin.edu.au/guides/forms/forms.cfm#thesisexam> |
| 9.6 Review examiners’ reports and provide instructions to HDR student | * CTC | * See “Examination Report Example” and ”Thesis Examination Report of Chairperson” via <http://research.curtin.edu.au/guides/forms/forms.cfm#thesisexam> |
| 9.7 Make amendments to thesis | * Student, Supervisor |  |
| 9.8 Prepare response to examiners’ reports and submit to CTC | * Student |  |
| 9.9 Submit recommendation to SGSC/FGSC/UGSC | * CTC |  |
| 9.10 Submit final thesis copies to ORD | * Student | * See “Submission of Thesis for Examination Information” via <http://research.curtin.edu.au/guides/forms/forms.cfm#thesisexam> |
| *10 Digital Thesis Submission* |  |  |
| 10.1 Lodge electronic copy of thesis to Library for adding to the Australasian Digital Thesis Program | * Student / Library | * See “How to include your Curtin thesis in espace@Curtin - Curtin's institutional repository " via <http://research.curtin.edu.au/guides/forms/forms.cfm#digital> * “Guidelines for the Submission of Digital Theses of Higher Degree by Research Students” via <http://research.curtin.edu.au/guides/forms/forms.cfm#digital> |
| 10.2 Complete and submit the “Verification Form for the Submission of Digital Theses of Higher Degree by Research Students” form, and, if necessary, the “Permanent Embargo Application Form for the Submission of Digital Theses of Higher Degree by Research Students” form. | * Student | * See the “Verification Form for the Submission of Digital Theses of Higher Degree by Research Students” and the “Permanent Embargo Application Form for the Submission of Digital Theses of Higher Degree by Research Students” via <http://research.curtin.edu.au/guides/forms/forms.cfm#digital> * Contact ADT Coordinator: [adt@exchange.curtin.edu.au](mailto:adt@exchange.curtin.edu.au) |
| *11 Graduation* |  |  |
| 11.1 Graduation View Graduations website | * Student | * <http://graduations.curtin.edu.au/> |
| 11.2 Complete the “Course Experience Questionnaire” (CEQ) when received | * Student | * <http://planning.curtin.edu.au/mir/ceq.cfm> |
| 11.3 Complete the “Postgraduate Research Experience Questionnaire” (PREQ) when received | * Student | * <http://planning.curtin.edu.au/mir/preq.cfm> |

# **Risk Management**

|  |  |  | *Risk Management* |
| --- | --- | --- | --- |
| Risk Area | ***Preventative Measures*** | ***Recovery Measures*** | ***More Information / Contacts*** |
| 1. Research Design |  |  | * Australian Code for the Responsible Conduct of Research <http://research.curtin.edu.au/guides/forms/policies.cfm#conduct> |
| 1.1 Sampling Problems – sample unavailable or insufficient | * Ensure sample of sufficient size and accessible before finalising research questions and design | * Identify alternative sample * Revise research questions/change project aims/objectives * Increase the number of variables to broaden sample parameters * Look at alternative analyses/interpretations * Lobby interest/ownership | * Supervisor |
| 1.2 Equipment Failure | * Ensure regular maintenance is undertaken * Allow for sufficient funding for repairs * Identify alternative sources/type of equipment | * Use alternative sources/type of equipment as appropriate | * Supervisor, PGC |
| 1.3 Data lost | * Back-up data regularly |  | * IT officer in Enrolling Area or Faculty |
| 1.4 Publication of similar research | * Regularly search electronic publications databases * Continue literature review throughout candidature * Ensure timely submission | * Modify project | * Supervisor * Faculty Librarian – see <http://library.curtin.edu.au/about/organisational-structure/faculties/> |
| 1.5 Rejection of grant application that leads to lack of funding |  | * Revise proposal and resubmit * Identify alternative sources of funding * Take leave of absence | * Supervisor * ORD – Grants area  <http://research.curtin.edu.au/guides/grants.cfm> |
| 2 Safety and Insurance Cover |  |  |  |
| * 1. Contravention of Occupational Health and Safety policies: | * Know and comply with relevant policies |  | * Contact the Health and Safety representatives <http://healthandsafety.curtin.edu.au/general/contact.cfm> * See the Health and Safety website  <http://healthandsafety.curtin.edu.au/index.cfm> for links to policies related to   Biological Hazards  Disposal of Hazardous Medical Waste  Emergency Response (Evacuation)  Fieldwork Safety  Incidents and Hazard Reporting  Occupational Health and Safety Policy  Personal Protective Equipment  Safe Use of University Vehicles  Safety in Animal Houses  Working Alone or in Isolation  See also the relevant sections of the website related to   * Biosafety <http://healthandsafety.curtin.edu.au/hazardous_substances/biosafety.cfm> * Hazardous Substances <http://healthandsafety.curtin.edu.au/hazardous_substances/index.cfm> * Radiation Safety <http://healthandsafety.curtin.edu.au/hazardous_substances/radiation.cfm> |
| * 1. Identify and control risks specific to research | * Complete the “Biological Agents Risk Assessment” |  | * See the " Biological Agents Risk Assessment Form” via <http://healthandsafety.curtin.edu.au/hs_toolkit/publications.cfm> |
| * 1. Insufficient insurance cover |  |  | * See the Personal Accident Insurance information at <http://corporaterisk.curtin.edu.au/insurance/personal_accident.cfm> |
| 3 Ethics |  |  |  |
| 3.1 Ethics review takes too long | * Read ethics guidelines/ contact EO - ORD * Find out Ethics Committee deadlines and processes * Review ethical issues carefully at candidacy and revise methods/data collection appropriately | * Modify scope/design of project if ethics committee identifies contentious issues | * Contact EO - ORD <http://research.curtin.edu.au/about/staff.cfm#ethics> * See Guidelines/Policies for Human Research: <http://research.curtin.edu.au/guides/human.cfm> * See Guidelines/Policies for Animal Research: <http://research.curtin.edu.au/guides/animal.cfm> * Attend seminar “Research Involving Humans: What You Need To Know About Ethics” via <http://research.curtin.edu.au/seminars/> |
| 3.2 Application rejected –unethical | * Identify all ethics requirements * Ensure ethics requirements can be met (see guidelines) * Implement | * Modify project if ethical issues expose participants, University or HDR student to significant risk | * Supervisor, EO |
| 3.3 Application rejected – objectives not achievable/ inappropriate for course | * Set goals appropriate for a Masters/PhD | * Modify scope/design of project if it is inappropriate for degree level or student’s skill level | * Supervisor |
| 4 IP and Copyright |  |  |  |
| 4.1 Disputes -Intellectual Property | * Clearly identify the aspect/section of a larger research grant you are working on * Clarify/get prior agreement on intellectual property issues especially where there are industry partners/external sponsorship | * Finalise agreements/settle disputes during application for candidacy process | * See “Intellectual Property - Ownership and Commercialisation Policy and Procedures” via  <http://www.policies.curtin.edu.au/policies/research.cfm> * See IP Commercialisation information <http://research.curtin.edu.au/ip/> * Contact IP Commercialisation - <http://research.curtin.edu.au/about/staff.cfm#ip> * Supervisor, CTC |
| 4.2 Disputes – authorship | * Clarify/get agreement on authorship issues prior to writing papers |  | * Supervisor * “Information Regarding Authorship and Joint Authorship for Higher Degree by Research Students and Their Supervisors” via <http://research.curtin.edu.au/guides/forms/policies.cfm#authorship> |
| 4.3 Disputes – funding | * Clarify/get prior agreement on funding issues for Essential Facilities; experimental/design costs; conference attendance |  | * See document outlining Essential Facilities via <http://research.curtin.edu.au/guides/forms/policies.cfm#essential> * Supervisor, PGC |
| 4.4 Infringement of Copyright | * Obtain information on Copyright Act requirements |  | * See ORD links to information <http://research.curtin.edu.au/guides/forms/policies.cfm#copyright> * See Copyright website: <http://copyright.curtin.edu.au/> * See Sample letter requesting permission to reproduce material in a thesis via <http://research.curtin.edu.au/guides/forms/forms.cfm#thesisexam> * Contact: Copyright and Compliance Officer <http://copyright.curtin.edu.au/contact/> |
| 5 Student Issues |  |  |  |
| 5.1 Personal issues interfere with progress | * Take leave of absence (not international onshore students, unless for sickness or bereavement, in line with visa requirements) * Take annual leave (if available) * Take sick leave (if available) * Communicate with Supervisor/PGC/ FGSO/Scholarships Officer if appropriate * Seek assistance from University Counselling Service | * Re-apply for admission when able to commit * Document in Annual Progress Report | * Supervisor, PGC, FGSO * University Counselling Service: <http://counselling.curtin.edu.au/> |
| 5.2 Language Difficulties | * Ensure language requirements met in selection process * Enrol in bridging program through CELC * Enrol in TLC's program * Access resources via UniEnglish website * Understand roles in relation to thesis editing * Work with other students * Take part in poster/paper/proposal presentations | * Consult TLC and CELC regarding English language courses | * For English Language Bridging contact CELC: <http://humanities.curtin.edu.au/future_students/celc/> * See TLC via <http://unilife.curtin.edu.au/learning_support/learning_centre.htm> * UniEnglish: <http://unienglish.curtin.edu.au/> * See Guidelines for the Editing of Research Theses by Professional Editors <http://research.curtin.edu.au/guides/forms/policies.cfm#editing> |
| 5.3 Inadequate student research capability | * SGSC/FGSC ensure rigorous selection process, ensure eligibility criteria met * Supervisor/TC monitor progress closely * Enrolling Area counsels student re coursework units/ professional development programs to improve research skills | * Supervisor to counsel student on suitable alternate course e.g. convert from Doctoral to Masters degree * HOEA make decision to terminate enrolment as last resort * University analyse reasons for limited skills and adapt support processes | * See Handbook for coursework units <http://handbook.curtin.edu.au/> * See Professional Development programs for HDR students <http://research.curtin.edu.au/seminars/> |
| 5.4 Student leaves for employment/ fails to complete on time | * Apply for completion scholarship/other scholarship extensions * Convert to part-time/reschedule timeline * Take Leave of Absence (LOA) when progress too slow * Submit Extension of Time to Submit Thesis form * Eliminate time consuming/ low priority tasks if possible * Withdraw from the course | * Re-apply for admission when able to commit time to thesis | * See application for Completion Scholarships <http://scholarships.curtin.edu.au/scholarship.cfm?id=16> * Consult FGSO / amend enrolment to part-time <http://research.curtin.edu.au/guides/forms/forms.cfm#enrolment> * See LOA form  <http://research.curtin.edu.au/guides/forms/forms.cfm#leave> * See Extension of Time to Submit Thesis form <http://research.curtin.edu.au/guides/forms/forms.cfm#enrolment> |
| 5.5 Student unable to pay International fees | * Seek other non-Enrolling Area sources of funding * Seek advice from International Office * WD from the course | - Re-apply for admission when able to pay fees | * PGC * IO via <http://international.curtin.edu.au/contact-us.htm> |
| 5.6 Student loses interest | * Select motivating topic at the start * Enrolling Area ensures a dynamic research culture * Improve communication between student/supervisor * Look for warning signs e.g. procrastination * Register for support programs/seminars – especially via theTLC * Talk to fellow students in research area | * Seek counselling from University Counselling Service * Seek advice from CUPSA * Take LOA to re-focus and prioritise (not international onshore students, unless for sickness or bereavement, in line with visa requirements) | * University Counselling Service <http://counselling.curtin.edu.au/> * Contact CUPSA  <http://www.guild.curtin.edu.au/index.php/en/support-representation/student-representation/departments/cupsa.html> |
| 6 Supervision |  |  |  |
| 6.1 Dispute between student and supervisor | * Understand each other’s roles and expectations * Agree on dispute resolution process when initiating relationship | * Seek timely involvement of Thesis Committee and/or Postgraduate Coordinator * Follow Complaint Mechanism procedures and Grievance Resolution Policy | * See “Guidelines for Establishing the Supervisory Relationship” (under Guidelines) via <http://research.curtin.edu.au/guides/forms/policies.cfm> * See complaints information <http://research.curtin.edu.au/guides/forms/policies.cfm#complaints> * For student advocacy, contact CUPSA <http://www.guild.curtin.edu.au/index.php/en/support-representation/student-representation/departments/cupsa.html> |
| 6.2 Supervisor resigns from University | * Ensure have co/ associate supervisors who play active role in supervision | * CTC, HOS appoint suitable replacement * Student take LOA if delay in finding replacement Supervisor | * CTH, PGC, HOEA |
| 6.3 Supervisor goes on Study Leave (or absent from Uni > 3 months) | * Ensure have co/associate supervisor/s who play active role in supervision | * Appoint absent Supervisor as an Associate Supervisor to assist by electronic means | * See “Supervisor Leave Arrangements” form via <http://research.curtin.edu.au/guides/forms/forms.cfm#supervisor> |
| 6.4 Poor supervisory practice | * Student use complaints mechanism * Supervisor attend training for Supervisors, consult guidelines for Supervisors * HOEA to monitor supervisors e.g. via Annual Progress Report * Limit number of students according to supervisor load | * Student seek a replacement Supervisor via CTC/PGC | * PGC, HOEA * ADVC, RT – ORD * See information for Supervisors (in Guidelines for Thesis Committee Members) <http://research.curtin.edu.au/guides/guidelines/tcm.cfm> * See “Guidelines for Establishing the Supervisory Relationship” (under Guidelines) via <http://research.curtin.edu.au/guides/forms/policies.cfm> |
| 7 Thesis Preparation |  |  |  |
| 7.1 Supervisor takes excessive time to check final drafts | * Supervisor to plan out workload * Student to plan ahead to ensure supervisor will be available * Student/Supervisor to review chapters/sections at regular intervals * Student approach CTC with any concerns |  | * Supervisor, CTC * See Section 11 “Thesis Submission for Examination” of Rule 10: Degree of Doctor by Research and Rule 11: Degree of Master by Research - <http://research.curtin.edu.au/guides/forms/policies.cfm#rules> |
| 7.2 Student wants to submit thesis without supervisor approval | * Student to be counselled regarding implications – a recommendation of fail or major revision from examiners likely if thesis below standard | * Student has to sign declaration * Review of thesis by alternative person within University recommended | * CTC * ADVC, RT - ORD |
| 8 Examination |  |  |  |
| 8.1 Delays in receiving back examiner reports | * Select examiners carefully * Forewarn examiners of expected submission date – notify if submission delayed * TEO - ORD sends reminder at set time | * Appoint replacement examiner if necessary (as per Rules) | * See Section 12 “Thesis Examining Panel” and Section 13 “Thesis Examination” of Rule 10: Degree of Doctor by Research and Rule 11: Degree of Master by Research <http://research.curtin.edu.au/guides/forms/policies.cfm#rules> |
| 8.2 One Or both examiner(s) request(s) amendments, or revise and submit for reexamination | * Thesis prepared to high standard of writing and presentation | * Proceed with amendments/revision and resubmission if requested within time limit | * See Rules [Section 13] <http://research.curtin.edu.au/guides/forms/policies.cfm#rules> |
| 8.3 One or both examiner(s) recommend(s) thesis be classified as fail | * Thesis prepared to high standard of writing and presentation | CTC consults with ADVC, RT-ORD | * See Rules [Section 13] <http://research.curtin.edu.au/guides/forms/policies.cfm#rules> * For “Appeals against Classification of Thesis” see Rules [Section 17 (e)-(j) <http://research.curtin.edu.au/guides/forms/policies.cfm#rules> |

1. The duration for a Doctoral degree is 4 years full-time equivalent and the duration for a Master by Research degree is 2 years full-time equivalent. [↑](#footnote-ref-1)