



Graduate Research School
2018 UNSW Postgraduate
Research Handbook



This Handbook is available to read online at:
research.unsw.edu.au/graduate-research-policies-and-procedures
 All GRS contact details are kept up to date at:
research.unsw.edu.au/graduate-research-school-contacts

■ Graduate Research School

9 am – 5 pm
 Monday to Friday
 UNSW Australia
 Level 2, South Wing
 Rupert Myers Building
 Gate 14, Barker Street
 Kensington NSW 2052
 Phone: +61 2 9385 5500
 Web address: research.unsw.edu.au/graduate-research
 For general enquiries email: enquiries.grs@unsw.edu.au

Pro Vice-Chancellor (Research Training) & Dean of Graduate Research
Professor Laura Poole-Warren

Deputy Dean, Graduate Research
Professor Jonathan Morris

Director, Graduate Research School
Lucy Jones

■ Candidature team

Questions relating to candidature can be directed to the Candidature Management Officers via the email addresses below. More details are on the Graduate Research School website.

Arts & Social Sciences: arts.grs@unsw.edu.au
 Built Environment: fbe.grs@unsw.edu.au
 Engineering: engineering.grs@unsw.edu.au
 Law: law.grs@unsw.edu.au
 Medicine: medicine.grs@unsw.edu.au
 Science: science.grs@unsw.edu.au
 UNSW Art & Design: uad.grs@unsw.edu.au
 UNSW Business School: business.grs@unsw.edu.au

■ Thesis team

Questions relating to thesis submission and examination should be directed to research.tem@unsw.edu.au

■ Admission and Scholarships team

Questions relating to scholarships should be directed to:
 For Domestic candidates: domestic.grs@unsw.edu.au
 For International candidates: international.grs@unsw.edu.au

■ Researcher Development Unit

For relevant career opportunities from candidate to supervisor development: researcherdevelopment@unsw.edu.au

■ Contacts on other campuses

UNSW Art & Design Campus
 Candidature: support.pgresearch.artdesign@unsw.edu.au

UNSW Canberra Campus
 Student Administrative Services: rsu@adfa.edu.au
 Phone: +61 2 6268 8112 or +61 2 6268 8597

Authorised by the Pro Vice-Chancellor (Research Training) & Dean of Graduate Research
 Published by the Graduate Research School.
 Design by Catherine Martin
 Printing by Green Print Centre at UNSW – powered by Ricoh
 © Copyright UNSW Australia 2018
 CRICOS Provider Code: 00098G

The information in this publication was correct at time of printing (2018). However, some information may become out of date in the event of UNSW or Government Policy changes. The UNSW Governance Support pages are the source of truth for Policy. The UNSW Graduate Research website is kept up to date with any other changes.

Photography by Jayne Ion



Welcome

I would like to offer a warm welcome to our new research candidates. You are joining the vibrant and interactive research community at UNSW and are now members of a group of more than 4,000 research candidates and over 2,000 researchers who are your supervisors.

At UNSW, we consider the contribution of our postgraduate researchers to the research effort as essential for maintaining our national and international reputation for research excellence. As we enter the third year of Strategy 2025, we are also proud to see our plans for expanding our global impact and social engagement coming into being. In particular, over the last two years we have introduced the UNSW Scientia PhD Scholarships integrating career development and the new industry-engaged PhD scholarship programs. We have also introduced *Essentials of Supervision*, a face-to-face development program for new supervisors that links to our online offering for all supervisors across our wider community. The future holds many more initiatives that will provide more research, development and learning opportunities.

This Handbook has been designed to provide you with comprehensive information about the requirements of higher degree research programs at UNSW. It is structured in order from commencement through to graduation, and it also gives comprehensive information about support services and life after a research degree.

I hope that the information provided is helpful to you, whether you are a commencing or continuing research candidate, a new staff member or postgraduate research coordinator, or a continuing member of staff. I am also very happy to receive any feedback on the Handbook so that it can be improved in future years.

Should you wish to ask more specific questions or seek clarification about any of the information provided, please don't hesitate to contact the Graduate Research School.

Once again, welcome to UNSW and all the best with your research.

Professor Laura Poole-Warren
 Pro Vice-Chancellor (Research Training)
 and Dean of Graduate Research

Contents

Welcome	01	- Enrolment	26
Events for research candidates at UNSW	07	- Census dates	26
3 Minute Thesis Competition	07	- Variations to candidature	26
- Scholarship conditions			26
01 Introduction	09	06 Enrolment	29
Research degrees	09	Initial enrolment	29
02 Research candidatures at UNSW	11	- Re-enrolment	29
Pro Vice-Chancellor (Research Training) portfolio	11	- Additional subjects and coursework	29
University support structure for research candidates	11	Cross faculty enrolments	29
Pro Vice-Chancellor (Research Training) and Dean of Graduate Research	12	Lapsed candidature	29
Graduate Research School	12	Full-time and part-time candidature	30
- Seminars and events	12	Working at external locations	30
- Resources	12	- UNSW affiliated institutions	30
Extend Your Career, Researcher Development	12	- Working at non-UNSW affiliated locations	30
Academic decisions and approvals	12	Joint PhDs	30
- University Higher Degree Research Committee	12	Fees	31
- Faculty Higher Degree Committee (HDC)	12	- Research Training Program (RTP)	31
- Associate Dean (Research and Research Training)	13	- International candidates	31
- Postgraduate Research Coordinators and Heads of School	13	- Refund policy	31
- Faculty	14	- Change of residency	31
- School	14	- Student Services and Amenities Fee	31
- Facilities and resources	14		
- Computer software	14		
- Other software	14		
HDR Candidate Governance	15		
03 Candidates and supervisors	17	07 Progression	33
Supervisors	17	Length of candidature	33
- Absence of a supervisor	17	Confirmation of candidature – for PhD candidates	33
- Meetings between candidates and supervisors	17	UNSW Higher Degree Research Candidature	34
Candidates	17	Research Progress Reviews	35
04 Research guidelines and policies	21	Review panels	35
Research Integrity	21	Review procedures	35
UNSW Research Code of Conduct	23	Additional reviews	36
- Advisors in Research Integrity	23	- Mitigating circumstances and management plans	36
- Research guidelines, policies and resources	23	Research Progress Reviews for candidates not on track for on-time completion	36
Research Data Management	23	Over-time Review	36
- Research Data Management Plans	23	Appeal against a review outcome	36
- Further Information	23	Transfer between PhD and Masters programs	36
05 Commencing a research degree	25	Show cause and termination of candidature	37
HDR Welcome and Orientation	25		
- Faculties and schools	25		
All research candidates need to know about...	25		
- GRIS	25		
- MyUNSW	25		
- Email	25		
08 Variation to candidature	39		
Leave and suspension of candidature			39
Change in enrolment status between full-time and part-time			40
Extension of candidature			40
Withdrawal from degree			40
Change to research area			40
Changes to supervision			40
Working away from the University			41
Transfer between research programs			41

09	Financial support	43
Scholarships	43	
- How to look for scholarships and other sources of funding	43	
- Information for scholarship holders	43	
- Leave of absence	43	
Postgraduate research student support (PRSS) scheme	44	
- University travel policy	44	
- Traveller health and safety requirements	44	
Employment	44	
- Scholarship holders	44	
- International candidates	44	
- Student loans	44	
10	Help and advice	47
School/Faculty	47	
Graduate Research School	47	
Policy and procedures for appeals or complaints	47	
Student Conduct and Integrity Unit	47	
11	Submitting a thesis for examination	51
Notification of intention to submit thesis	51	
Early submission	51	
Nomination of examiners	51	
- Conflict of interest	51	
Restrictions on access to the digital thesis	51	
Supervisor's certificate	51	
Preparation and submission	53	
Presentation	53	
Copyright	53	
iThenticate	53	
Content and structure rules for theses	53	
- Required documentation inside the thesis	53	
- Length	53	
- Referencing	53	
- Inclusion of a list of publications	54	
- Editing assistance	54	
Help for thesis writing that is available to research candidates	54	
Thesis preparation tips for candidates	55	
12	Thesis Examination Process	57
Information that can be provided to candidates during the examination process	57	
Recommendations	57	
Completions	57	
Conferral	57	
Digital copies	57	
13	Graduation	61
What candidates need to do	61	
Graduation ceremonies	61	
- Dates and times of graduation ceremonies	61	
- Not attending the ceremony	61	
- Attending a later ceremony	61	
- Further information	61	

14	Support for research candidates	62
Seminars, workshops and courses	62	
- Researcher Development	62	
- Stats Central - Statistical Consulting and Workshops for Research Students	62	
- Faculty courses and seminars	62	
Research Data Management	62	
University Services	62	
UNSW Counselling and Psychological Services (CAPS)	62	
Disability Support Services	62	
LGBTIQ students and staff	63	
UNSW Canberra	63	
University Library	63	
Learning Centre	63	
Learning and Teaching Unit	63	
UNSW Knowledge Exchange	63	
Student Development – International	63	
UNSW Careers and Employment	63	
Arc @ UNSW	63	
Work Health & Safety and Emergency Management	64	
Insurance	64	
Childcare	64	
University Health Service	64	
Student Accommodation	64	
Private accommodation	64	
Security Service	64	
Transport	65	
UNSW Bookshop	65	
15	Planning for life after a research degree	67
Career planning	67	
Careers and employment	67	
CVs and resumes	67	
Referees	67	
Publishing	67	
Teaching, tutoring and laboratory demonstrating	68	
Postdoctoral fellowships	68	
Research grants	69	
UNSW alumni	69	
Glossary	70	
Notes	72	



■ Events for research candidates at UNSW

There are a number of seminars, workshops and events organised by the Graduate Research School and the Researcher Development Unit for research candidates at UNSW. Candidates, supervisors and Postgraduate Research Coordinators are welcome to attend.

research.unsw.edu.au/graduate-research

research.unsw.edu.au/researcher-development

Many other service providers at UNSW supply resources for candidates (see Section 14, page 62).

■ 3 Minute Thesis Competition

The UNSW Interfaculty Final Three Minute Thesis (3MT®) competition usually takes place in September each year. The 3MT is a research communication competition originally developed by The University of Queensland.

The competition helps to develop academic, presentation and research communication skills. Research candidates have three minutes to present a compelling oration on their thesis topic and its significance.

3MT is not an exercise in trivialising or 'dumbing-down' research, but encourages candidates to consolidate their ideas and crystallise their research discoveries.

Research candidates are strongly encouraged to participate in their faculty heats, and to attend the UNSW Interfaculty Final. Feedback from previous events clearly shows that the competition supports the development of effective communication of complex ideas, provides a wonderful opportunity for networking and media exposure and is also very entertaining.

research.unsw.edu.au/three-minute-thesis-competition



01/ Introduction

Higher degree research involves original and critical enquiry that makes a significant contribution to existing knowledge of relevance both nationally and internationally. Research candidates are required to produce a thesis embodying the results of independent investigation under the guidance of an academic supervisor. UNSW offers the following higher degree by research programs:

■ Research degrees

Doctor of Philosophy (PhD)

A PhD degree requires completion of a piece of research that demonstrates a significant and original contribution to knowledge in the field of study. Candidates acquire advanced specialist research training and produce a thesis that summarises the research and provides evidence for independent thought, critical analysis and expert knowledge of the discipline in an international context. The minimum length of candidature is three years (six semesters full-time equivalent) and the maximum length is four years (eight semesters full-time equivalent). This program is offered by all UNSW faculties.

Professional Doctorates

At UNSW Sydney, we are committed to transforming world-class research into innovations that improve lives and tackle some of the greatest challenges facing society today. Through our track record of strong partnerships with end-users including industry, government and

non-government organisations, we have developed a range of PhD programs that provide candidates with the opportunity to translate their research to address real-world problems, and produce a thesis that reflects original research undertaken through professional practice.

research.unsw.edu.au/professional-doctorate-programs

Masters by Research

A Masters by Research requires completion of an original piece of research that, given the timeframe, is more limited in scope and nature than that required for a PhD. The minimum length of candidature is one and a half years (three semesters full-time equivalent) and the maximum length is two years (four semesters full-time equivalent). This program is available in the following UNSW faculties: Built Environment, Arts and Social Sciences, Law, UNSW Art & Design, Science, Medicine, and UNSW Canberra.

Master of Philosophy (MPhil)

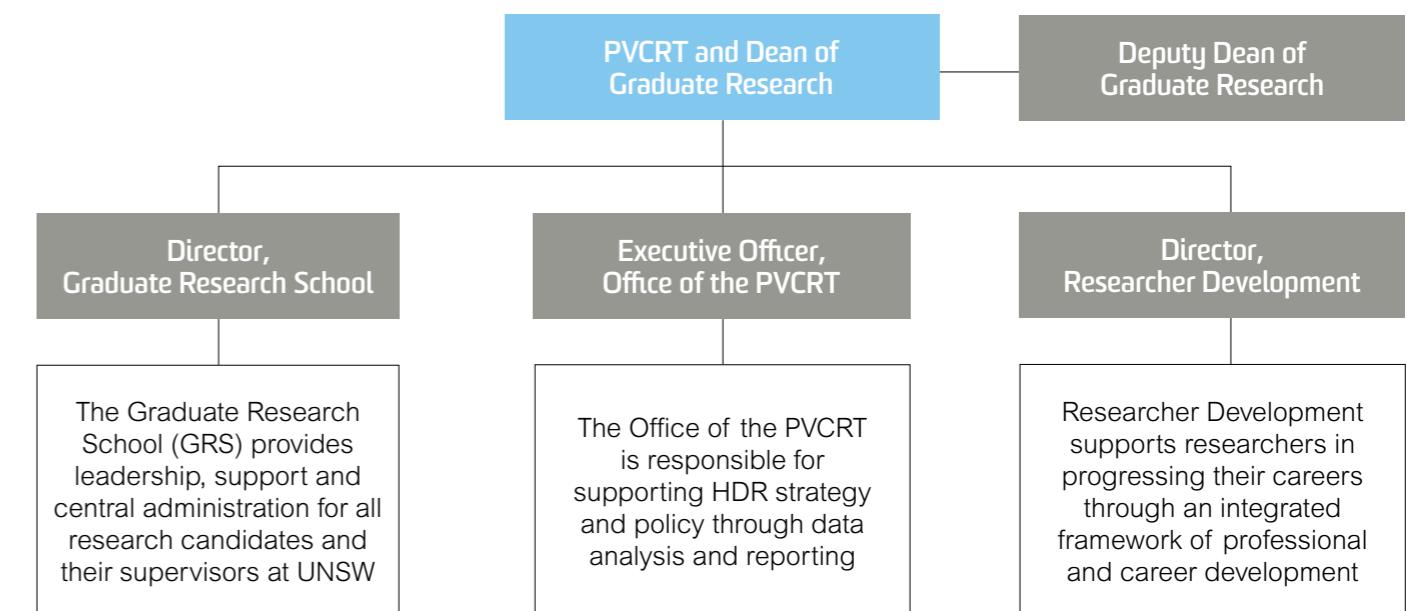
A Master of Philosophy combines a thesis comprising an original piece of research that is at least 66% of the degree, and compulsory coursework including research training that is relevant to the field of study. The minimum length of candidature is one and a half years (three semesters full-time equivalent) and the maximum length is two years (four semesters full-time equivalent).

The degree can be completed in one year if advanced standing for the coursework component is granted.



02/ Research candidatures at UNSW

Pro Vice-Chancellor (Research Training) Portfolio



University support structure for graduate research



■ Pro Vice-Chancellor (Research Training) and Dean of Graduate Research

The Pro Vice-Chancellor (Research Training) and Dean of Graduate Research, Professor Laura Poole-Warren, provides strategic leadership and support to the Vice-President & Deputy Vice-Chancellor (Research) in the direction, development and improvement of UNSW's overall research performance.

Professor Poole-Warren has executive responsibility for both the UNSW Graduate Research School, the central unit responsible for all aspects of higher degree research candidatures, and for the Researcher Development Unit, the central unit that provides an integrated framework of professional and career development opportunities and resources for UNSW researchers.

The role includes strategic planning, the development and implementation of research training policy and the oversight of all research candidatures. As the Dean of Graduate Research, Professor Poole-Warren monitors higher degree research processes and outcomes, and works with faculties to improve the quality of research candidatures. As the Pro Vice-Chancellor (Research Training), Professor Poole-Warren is also responsible for UNSW's international research training strategy.

■ Graduate Research School

The Graduate Research School (GRS) provides leadership, support and central administration for all higher degree research candidates and their supervisors at UNSW. GRS works closely with Student Administrative Services at the UNSW Canberra campus, and the UNSW Art & Design Student Centre, and all schools and faculties to coordinate and manage higher degree research admissions, scholarships, candidatures and thesis examinations, including:

- Admission and enrolment
- Scholarship application and administration
- Variations to candidature
- Leave requests

- Conference travel support (PRSS)
- Advice on policy and procedure
- Advice for candidates
- Thesis examination
- Pre-graduation information

Seminars and events

- Orientation for all new research candidates
- Seminars on topics relevant to research candidates, including Research Progress Reviews and thesis submission
- Three Minute Thesis Competition
- Thesis Writing Boot Camp

Resources

- The Graduate Research website provides information on research candidature policy and procedure, scholarships, thesis examination timelines, seminars, events and development opportunities
- Graduate Research News monthly newsletter – including your stories, upcoming events and UNSW service provider information
- Postgraduate Research Handbook

■ Extend Your Career, Researcher Development

The Researcher Development Unit provides training and professional development opportunities through contextualised workshops and online resources to support academic career paths from Higher Degree Researcher to Research Leader in the broadest sense. Extend Your Career is a framework for understanding what researchers need to focus on to demonstrate outcomes in the areas of scholarly research, teaching and service. It underpins the training and development solutions offered by Researcher Development. For more on researcher training and development opportunities visit:

research.unsw.edu.au/researcher-development

research.unsw.edu.au/supervision

<https://research.unsw.edu.au/events-workshops>

extend.unsw.edu.au

■ Academic decisions and approvals

At UNSW, the Dean of Graduate Research has delegated authority for approval of research candidature matters under the Register of Delegations.

gs.unsw.edu.au/registerofdelegations/index.html

In practice, this means that for all functions identified in the Register, the faculty or school recommend actions to the Dean of Graduate Research.

The specific persons responsible for formulating these recommendations vary between faculties. The Head of School or their delegate (typically the Postgraduate Research Coordinator) may make academic recommendations to the Dean of Graduate Research, as can the Faculty Dean or Associate Dean (Research or Research Training) or the Director of Postgraduate Research. On a committee level, the Higher Degree Committee (HDC) may make academic recommendations to the Dean of Graduate Research.

University Higher Degree Research Committee

The UNSW Higher Degree Research Committee is a University-wide committee, established by Council to provide oversight and approval for research higher degree programs, administration, and policy. This committee makes recommendations to the Academic Board regarding the establishment, review, or termination of programs and conditions for award, and provides advice to Academic Board regarding program administration and strategy under the Higher Degree Research Policy Framework.

The Committee comprises up to 22 members, including the Deputy Vice-Chancellor (Research), the Pro-Vice-Chancellor (Research Training) and Dean of Graduate Research, one nominated member of each Faculty, up to four members of the Academic Board, and two research candidates.

Faculty Higher Degree Committee (HDC)

Each research candidate is enrolled in a school within one of the nine faculties at UNSW. Each faculty has an HDC which makes academic recommendations to the Dean of Graduate Research regarding research candidatures. The membership of each HDC has been defined by the faculty. Information on the Governance structure of each faculty is held by Governance Support:

gs.unsw.edu.au/facultyandcommittees/index.html

Either the Dean of Graduate Research or their delegate, typically a senior staff member from the Graduate Research School, attends HDC meetings in all faculties.

The HDC has the important role of ensuring appropriate academic standards are maintained throughout the faculty and that policy and best practice is implemented. Candidature matters that must be considered by the HDC or an executive subcommittee include:

- Applications for extension of candidature, extended leave or extended field work
- Applications to spend time within another institution or at a location other than an approved UNSW location
- Unsatisfactory progress
- Transfer between research programs
- Applications to submit a thesis before the minimum number of semesters
- Appointment of thesis examiners
- Consideration of reports from examiners in making recommendations regarding the award of the degree
- Complex admission cases

HDCs generally meet monthly. For further details, go to:

research.unsw.edu.au/graduate-research-governance

Associate Dean (Research and Research Training)

All faculties have an Associate Dean (Research). Some faculties also have an Associate Dean (Research Training) or a Director of Postgraduate Research. This role advises the Faculty Dean on research matters within the faculty,

including support, space and resources for research candidates, and acts as a liaison person with research candidates on behalf of the Dean. Any candidate who needs advice from someone external to their school about academic recommendations that have been made about their candidature, or about faculty procedures, should make an appointment to see the Associate Dean/Director of Postgraduate Research.

Postgraduate Research Coordinators and Heads of School

Each school has a Postgraduate Research Coordinator (PGC), who plays a critical role in the experience of higher degree research candidates. The PGC is the central point of contact for research candidates. The PGC is available to discuss any concerns that research candidates may have about their research, their supervisor(s) or academic decisions.

This person will also monitor progress and advise research candidates of important milestones, including Confirmation of Candidature and the Research Progress Reviews.

The Head of School has formal responsibility for making recommendations on research candidatures, but this is normally delegated to the School PGC. After their supervisors, the PGC is the person with whom research candidates will have most contact. The PGC recommends to the HDC or the Dean of Graduate Research:

- Changes in research area
- Appointment of supervisors, secondary supervisors, supervisory panels and other supervision arrangements
- Confirmation that progress of the candidature is satisfactory
- Approval of leave from the program for up to two semesters
- Approval of periods of fieldwork for up to two semesters
- Approval of deferral of an admission offer from one admission period to another
- Approval of enrolment in coursework relevant to the research program and specify the required pass level

- Approval of results of assessment in any coursework undertaken
- Approval of transfers between full-time and part-time attendance
- Discontinuation of enrolment at the candidate's request.

Faculty

The main role of the faculty in relation to research candidates is to help the schools provide excellent academic and infrastructure support. Specific responsibilities include:

- Ensuring that adequate space, equipment and resources are available to meet the infrastructure needs of postgraduate research at the school level
- Holding a faculty orientation/induction session for new research candidates
- Appointment of a faculty HDC that monitors all higher degree research training in the faculty and ensures the compliance of schools with all UNSW policy and procedures for research candidates
- Appointment of an Associate Dean for Research/Research Training, and/or a Director of Postgraduate Research, as a point of contact for research candidates and their supervisors.

School

The school has the primary role in providing a training environment and culture that ensures high-quality postgraduate research. This is done by implementing the appropriate procedures and supporting both supervisors and researchers. The school must also ensure that the candidature is a rewarding and stimulating experience for both the candidate and supervisor(s). Specific school responsibilities include:

- Appointment of a PGC
- Establishing and maintaining procedures for selecting appropriate supervisory arrangements and ensuring that supervisors undergo appropriate supervisory training as required
- Ensuring an appropriate topic and achievable research plan is agreed upon for research candidates



- Ensuring that all research candidates complete a Research Progress Review and that PhD candidates are confirmed in their first year
- Helping candidates effectively use the research infrastructure of the school
- Provision of appropriate space and resources to carry out the approved research program
- Ensuring ongoing and appropriate supervision
- Encouraging participation of all researchers in the school's research culture
- Formulating and implementing procedures relating to intellectual property, safety and ethics issues appropriate for the disciplines of the school and consistent with UNSW policy.

Facilities and resources

All research candidates are provided with space, resources and access to the facilities they need to complete their research program. The nature of this support is dependent on the discipline and stage of candidature. Candidates should discuss the support available for them with their PGC and supervisors.

The University's policy on resources is on the Governance Support website at: gs.unsw.edu.au/policy/documents/facilitieshdrstudents.pdf

If candidates have difficulties accessing resources they should speak to their supervisor and PGC.

Computer software

Software Distribution is a service where IT at UNSW has negotiated with selected

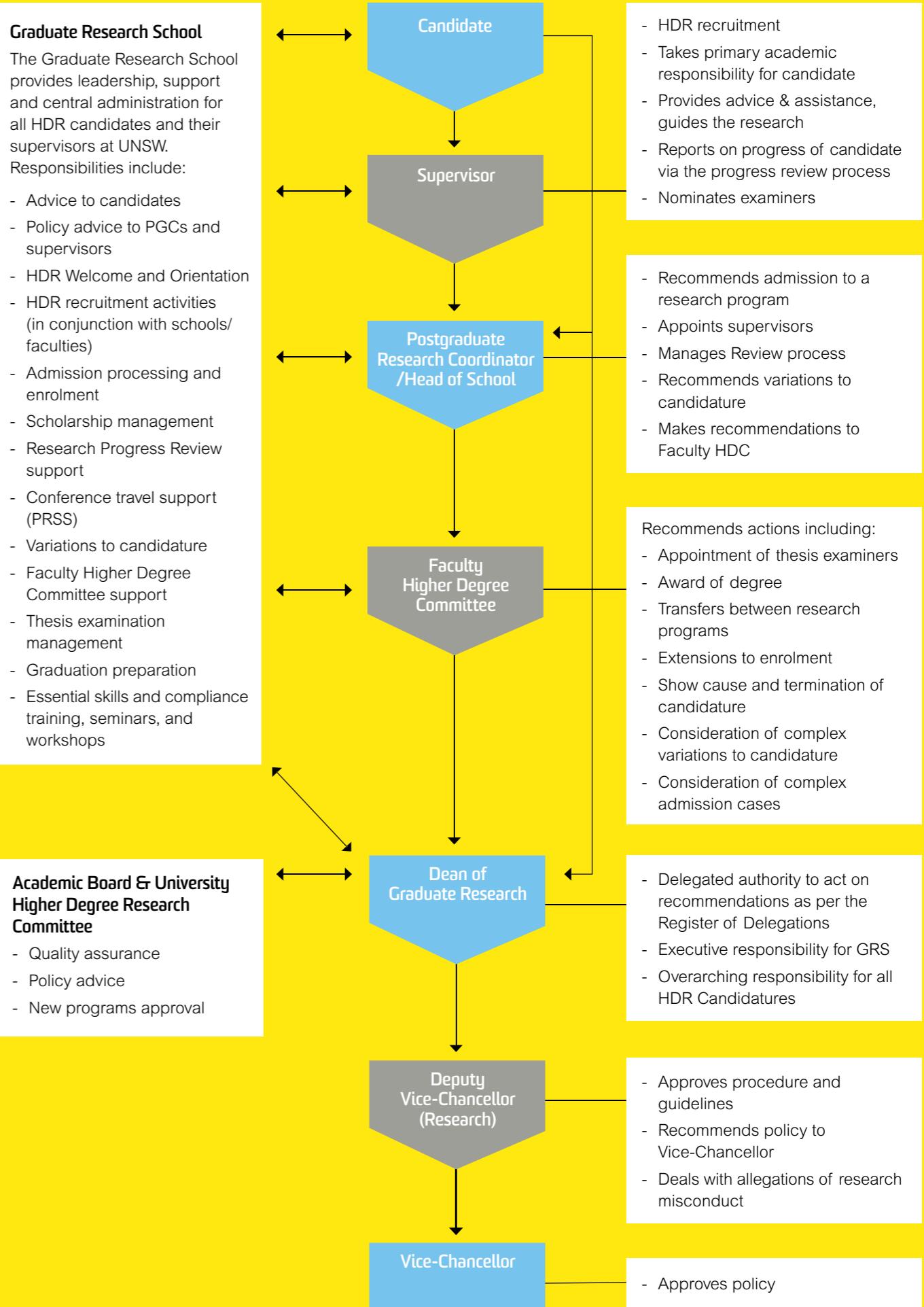
software vendors to obtain optimum prices and conditions for distribution of software on campus. In many cases, software is distributed cost-free as part of a UNSW-wide site licence.

it.unsw.edu.au/students/software/

Other software

Research candidates can buy a wide variety of software (including statistical software such as SPSS) from the UNSW bookshop on the Kensington campus. Many of the programs available are offered as a cheaper 'Academic Version' to candidates. To see the full list of available software, go to: bookshop.unsw.edu.au

Higher Degree Research Candidate Governance





03/ Candidates and supervisors

It is essential that all candidates and supervisors are familiar with the Higher Degree Research Supervision Policy and the Higher Degree Research Supervision Guidelines:

gs.unsw.edu.au/policy/hdrsupervisionpolicy.html

gs.unsw.edu.au/policy/hdrsupervisionprocedure.html

gs.unsw.edu.au/policy/hdrsupervisionguide.html

■ Supervisors

The supervision policy, procedure and guideline documents provide information on:

- Appointment of supervisors, secondary supervisors and joint supervisors
- Roles and responsibilities of supervisors
- Guidelines for good practice supervision
- Setting research project milestones
- Changing supervisors

All research candidates will have at least a primary supervisor and either a secondary supervisor or joint supervisor appointed. The Head of School or Postgraduate Research Coordinator recommends the appointment of appropriate supervisory arrangements.

The role of the primary supervisor is to be the University's agent in advising and assisting the candidate to complete an original and feasible research program. This supervisor, who is always

a member of UNSW's academic staff, carries the principal responsibility of overseeing the candidate's progress, coordinating meetings, and putting in place mechanisms to allow regular contact and communication between the supervisors and the candidate. The primary supervisor will be located in the school in which the candidate is enrolled.

The primary supervisor, along with the secondary supervisor (or joint supervisor), should have a high level of expertise in the proposed field of study, provide advice and assistance, guide the direction of the research and be responsible for reporting on the progress of the candidature to the Head of School and the Higher Degree Committee.

Supervision arrangements may vary in structured PhD programs.

Comprehensive workshops and online supervisor development is offered by Researcher Development.

research.unsw.edu.au/supervisor-development-workshops

research.unsw.edu.au/supervision

Absence of a supervisor

If a supervisor is absent from the University for an extended period of time, candidates and supervisors should discuss appropriate communication channels (email, phone, video chat etc) during the absence. The secondary supervisor would normally act in place of the primary supervisor as the local person on campus. If both the primary supervisor and secondary supervisor will be absent from the University for a prolonged period of time, candidates must discuss this with their Postgraduate Research Coordinator, or Head of School, and ensure appropriate supervisory arrangements are in place.

Meetings between candidates and supervisors

There are no defined rules about the frequency of meetings and the best method of communicating between candidates and their supervisors. These issues must be discussed at the start of candidature, and a plan established for the first semester of enrolment.

It is essential for candidates to negotiate a clear set of expectations between themselves and their supervisors, and that all parties recognise that the supervisory working relationship will evolve during the course of the candidature.

Supervisors and candidates are responsible for ensuring that regular contact and communication are maintained. The mechanism for communication should be documented (e.g. regular meeting schedule, monthly reports) and reviewed annually by the candidate and supervisors.

Candidates

The specific responsibilities of the candidate include:

- Keeping informed at all times regarding relevant UNSW policy and procedures and adopting safe, effective, ethical and collegial work practices in accordance with the UNSW Research Code of Conduct
- Adherence to the University's regulations governing the award of the research degree
- Attending the University Orientation, and faculty and school inductions as appropriate, as well as completing essential training e.g. UNSW Research Integrity
- Completing a Research Progress Review each year, and (for PhD candidates) the Confirmation process within one full-time equivalent year of enrolment
- Ensuring they re-enrol each semester, and advise the Graduate Research School (GRS) of any changes to their candidature by the Census dates each semester
- Adhering to the conditions specified for any scholarship that is held
- Taking initiative in devising, implementing and completing the research
- Developing the ability to independently analyse and evaluate the results of the research and the research of others in the discipline
- Proceeding with the research as agreed with the supervisors and as determined at the Research Progress Review
- Gaining the necessary knowledge to carry out the research and, if required, undertaking additional study as prescribed by the supervisor
- Gaining the necessary skills in oral and written communication to convey the processes and outcomes of the research
- Maintaining regular contact with the supervisors, and presenting written material as required by the supervisors
- Taking initiative in raising problems with the supervisors, and sharing responsibility for finding solutions
- Ensuring that the GRS is notified within seven days of changes to the following: residency, name, departure overseas for fieldwork or personal leave
- Accepting responsibility for the intellectual content of the thesis and its preparation, and ensuring that it meets the standards of presentation as required by the University
- Ensuring that their Personal Details are entered in their myUNSW profile, including residential address, mobile number (if any), personal email address (if any), and who to contact in emergency situation, and that these details are updated within 7 days of any change.
- Checking their official UNSW email account regularly – this is the account to which all official UNSW correspondence will be sent.





04/ Research guidelines and policies

All UNSW researchers, including postgraduate research candidates, must also be familiar with and adhere to the Australian Code for the Responsible Conduct of Research:

nhmrc.gov.au/guidelines/publications/r39

■ Research integrity

Research Integrity is UNSW's commitment to creating and maintaining an environment that promotes responsible research conduct. UNSW's research foundations are built upon standards of excellence, truthfulness, ethical actions and legally permissible conduct.

Research integrity is a commitment to:

- Intellectual integrity and honesty
- Individual and collective responsibility
- Government legislation and statute
- Responsible research

These principles are based on the Singapore Statement, a global guide to the responsible conduct of research.

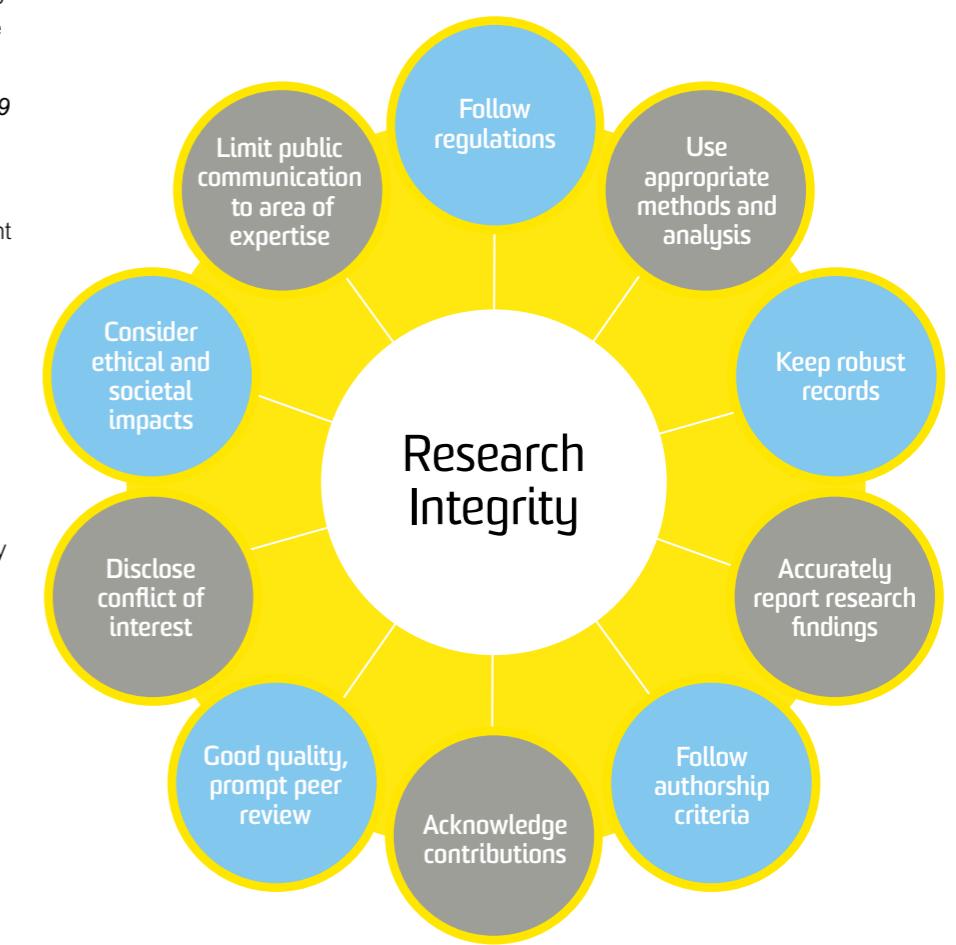
www.singaporestatement.org

All newly enrolled candidates are automatically registered for a Research Integrity online course. This course includes a compulsory assessment comprising 16 multiple choice questions which candidates must successfully pass (85%+).

Candidates will receive an email at the beginning of the semester letting them know how to login and complete the online course. For more information, visit

research.unsw.edu.au/getting-started.

Responsibilities



For a full list of Higher Degree Research policies, procedures and guidelines, please visit research.unsw.edu.au/research-training-policy-framework

Theme	Policy/guideline	Notes	Source
Code of conduct	Student Code of Conduct	Sets out University expectations of students at UNSW. All students have a shared responsibility for maintaining a safe, harmonious and tolerant University environment.	gs.unsw.edu.au/policy/studentcodepolicy.html
	UNSW Research Code of Conduct	Meets standards set out in the Australian Code for the Responsible Conduct of Research.	gs.unsw.edu.au/policy/researchcode.html
	UNSW Code of Conduct	Sets out the University's expectations of staff and affiliates with respect to their professional and personal conduct.	gs.unsw.edu.au/policy/codeofconduct.html
	Conflict of Interest	Candidates should be aware of and declare any real, perceived or potential conflicts of interest to their supervisors, Postgraduate Coordinator and/or Head of School.	gs.unsw.edu.au/policy/conflictinterestpolicy.html
	Plagiarism	All research candidates must be aware of UNSW's policies with regards to using and sourcing other people's information in their own work, and be aware that it may differ from experiences at other Australian or overseas institutions. This is particularly important when writing a thesis. An allegation of plagiarism made by an examiner is an extremely serious matter that will be considered, and fully investigated, by the Deputy Vice-Chancellor of Research.	Student.unsw.edu.au/plagiarism and gs.unsw.edu.au/policy/documents/plagiarismpolicy.pdf
Research Degree Candidature	Higher Degree Research Supervision Policy	Provides information on the appointment, roles and responsibilities of supervisors.	gs.unsw.edu.au/policy/hdrsupervisionpolicy.html
	Higher Degree Research Supervision Guidelines	Guidelines for good supervision.	gs.unsw.edu.au/policy/hdrsupervisionguide.html
	Annual Progress Reviews and Confirmation of Candidature for PhD/ MRes/MPhil Candidates	Procedure for conducting Annual Progress Reviews.	gs.unsw.edu.au/policy/progressreviewandconfirmationofresearchcandidatureprocedure.html
	UNSW Guidelines on Facilities and Resources to Support Higher Degree Research Students	Guidelines on the provision of space, resources and access to facilities necessary for candidates to complete their research program.	gs.unsw.edu.au/policy/facilitiesforstudents.html
	Thesis Examination Procedure	Procedure for thesis examinations for all higher degree research programs.	https://www.gs.unsw.edu.au/policy/thesisexamproc.html
Conducting research	Intellectual Property Policy	All candidates are advised to seek independent legal advice (independent from supervisor, UNSW or Industry partner) before entering into an Intellectual Property (IP) agreement to ensure that they fully understand the conditions in the contract and implications of the agreement, particularly with respect to restrictions on publishing work and restricted access of the thesis. Arc (the UNSW student organisation) provides free legal advice to Arc members: arc.unsw.edu.au . Division of Enterprise can also provide advice regarding IP: innovations.unsw.edu.au . Any research candidates bringing IP with them have a requirement to disclose this to UNSW within 30 days of commencing at UNSW. The Pre-existing Intellectual Property Notification Form can be found in the IP policy.	gs.unsw.edu.au/policy/ippolicy.html
	Statement of Authorship and Location of Data Form	Official statement of authorship and location of data.	https://www.gs.unsw.edu.au/policy/researchauthorproc.html
	Handling Research Material and Data Procedure	Procedure for handling primary research materials and research data.	gs.unsw.edu.au/policy/researchdataproc.html
	Procedure for Authorship and for Resolving Disputes between Authors	Covers the principles and processes for determining authorship and handling disputes between authors of all forms of research output where one or more of the authors are UNSW staff and/or students.	gs.unsw.edu.au/policy/researchauthorproc.html
	Allegations of Research Misconduct	Handling any complaints or allegations of non-compliance with the UNSW Research Code of Conduct.	gs.unsw.edu.au/policy/researchmisconductproc.html
Ethics	Human Ethics	Where any UNSW researcher, including candidates, wishes to conduct research involving humans or animals, applications must be submitted to ethics boards to obtain the appropriate approval.	research.unsw.edu.au/recs
OHS	Health & Safety Policies and Procedures at UNSW	Research candidates, with the aid of their supervisors, are responsible for reviewing the health and safety risks, including biosafety and radiation safety, of proposed activities (whether conducted on or off campus) and adhering to the University's Work Health and Safety policies and procedures. Candidates are encouraged to participate in the University's WHS consultation processes and must fulfil any further faculty/school-specific training requirements.	safety.unsw.edu.au/documents-resources

Research guidelines and policies



Candidates need to successfully complete the UNSW Research Integrity online course prior to their Confirmation review.

UNSW Research Code of Conduct

UNSW has developed the UNSW Research Code of Conduct to meet the standards set out in the Australian Code for the Responsible Conduct of Research. UNSW researchers, including higher degree research candidates, are expected to commit to high

standards of professional conduct in accordance with the accepted practice of their disciplines, codes of relevant external funding bodies and legislative requirements. They also have a duty to ensure that their work strengthens and safeguards the reputation of UNSW and of the profession to which they belong.

The UNSW Research Code of Conduct covers:

- Research ethics
- Permits and other approvals
- Management of research material and data
- Privacy and confidentiality
- Publication
- Authorship
- Peer review
- Supervision of postgraduate research candidates/research trainees
- Disclosure of conflicts of interest/insider trading
- Collaborative research with other organisations
- Breaches of the code and research misconduct
- Plagiarism by staff or postgraduate researchers

Research Data Management planning is an important part of the responsible conduct of research. Any data that researchers create, compile, or collect are valuable assets that need to be managed over long periods of time.

Research guidelines, policies and resources

There are other relevant research policies, guidelines and resources regarding the conduct of research at UNSW that candidates must be familiar with - see table opposite.

Research Data Management

Research Data Management is the practice of planning and making decisions about how researchers will organise, manage, store, back up, preserve and share digital and physical data during a research project, and after the project is complete. Good research data management practices protect staff, teaching and research work, and the University's reputation.

Research Data Management planning is an important part of the responsible conduct of research. Any data that researchers create, compile, or collect are valuable assets that need to be managed over long periods of time.

Research Data Management Plans

Research candidates and researchers are required to responsibly manage data including classifying data according to the UNSW Data Classification Standard at gs.unsw.edu.au/policy/datastandard.html

At UNSW researchers should complete a Research Data Management Plan (RDMP) via the UNSW Library service ResData to document and plan the management of data for their projects. An RDMP is recommended for all research candidates and the RDMP number is recorded at the Annual

Progress Review. Completion of an RDMP is also a requirement for allocation of storage in the UNSW Data Archive dataarchive.unsw.edu.au.

RDMPs are beneficial as they can:

- promote consistency in collecting, storing and naming data
- reduce the risk of loss of data

An RDMP asks the researcher to consider:

- project governance
- data organisation and documentation
- ethics, privacy and confidentiality
- intellectual property, copyright and ownership
- data storage

Further Information

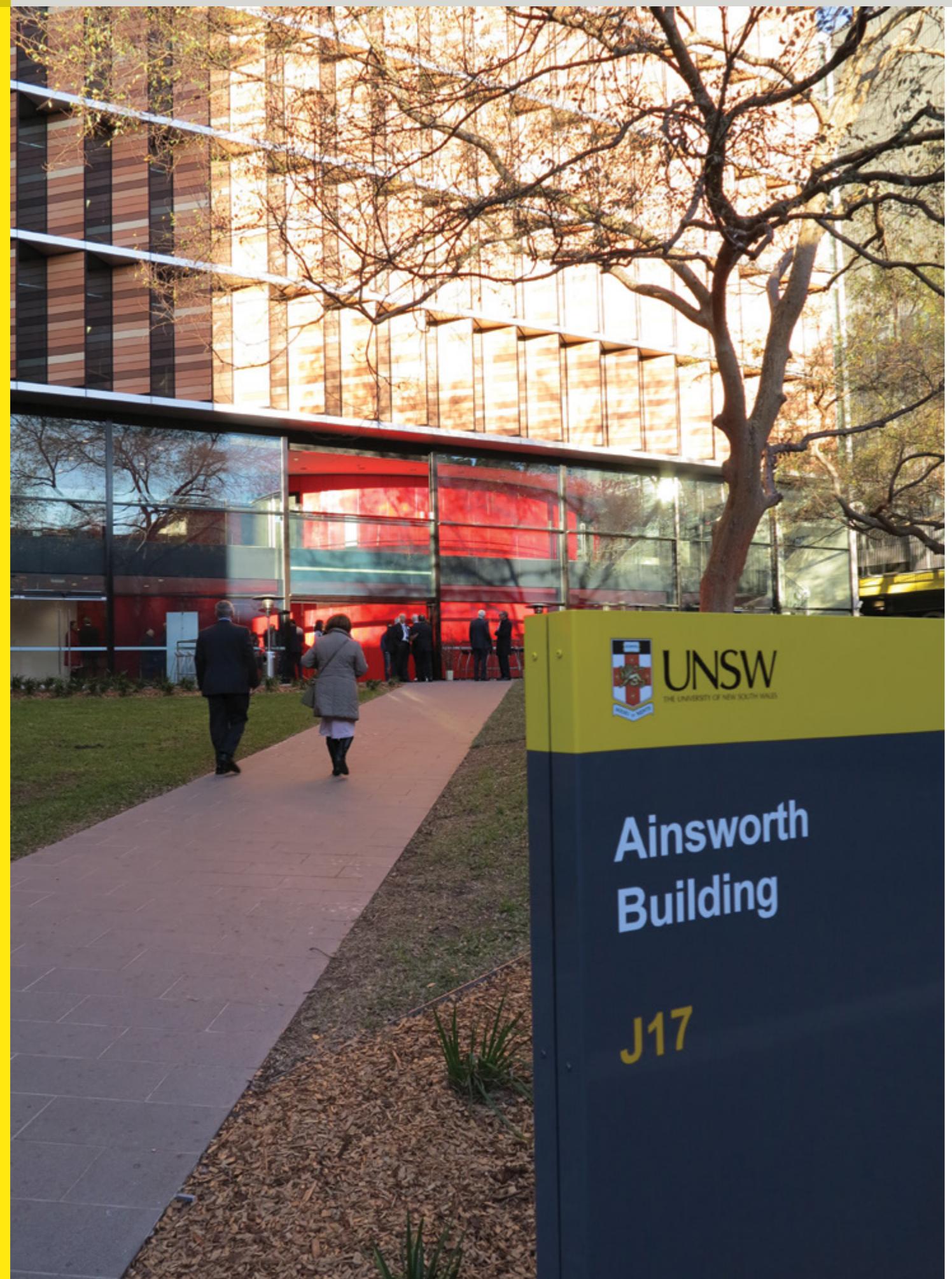
- Research candidates and supervisors can contact their Outreach Librarian for support and assistance library.unsw.edu.au/study/about-unsw-library/contact-us/outreach-librarians

- ResData and RDMP Forms resdata.unsw.edu.au

- Research Data Management Toolkit research.unsw.edu.au/research-data-management-toolkit

- Research Integrity Policies and Procedures research.unsw.edu.au/research-integrity-policies-and-procedures

- Australian Code for the Responsible Conduct of Research nhmrc.gov.au/research/responsible-conduct-research/summary-australian-code-responsible-conduct-research



05/ Commencing a research degree

■ HDR Welcome and Orientation

HDR Welcome and Orientation sessions are held each semester. Attendance is compulsory for all new research candidates, preferably in their first semester of enrolment. This helps to ensure a smooth transition to research study at UNSW.

Research candidates enrolled at the Kensington and Paddington campuses can find the dates, locations and programs for the Sydney campus inductions at:

research.unsw.edu.au/career-and-development

Please note: UNSW Art & Design candidates must attend the HDR Welcome and Orientation at Kensington campus.

UNSW Canberra research candidates should contact Student Administrative Services for information on the UNSW Canberra Welcome and Orientation.

rsu@adfa.edu.au

Faculties and schools

Each semester, most faculties and schools hold orientation and induction events to introduce research candidates to faculty/school specific services, procedures and to staff. Candidates should talk to their supervisors and Postgraduate Research Coordinators about these events in their faculty/school.

■ All research candidates need to know about...

GRIS

The Graduate Research Information System (GRIS) is an online system for processing admissions, candidature variations, and Research Progress Reviews. GRIS provides a central place for research candidates, graduate research administrators, School/Faculty staff, and supervisors to track and process these graduate research records from anywhere in the world using their zPass. For more information on how to use GRIS, please refer to the GRIS and Variation to Candidature Manual for Candidates at <https://research.unsw.edu.au/forms-procedures-and-policies-research-candidates>.

MyUNSW

MyUNSW provides research candidates with administrative and information services essential to their candidature. To access myUNSW go to:

my.unsw.edu.au

MyUNSW services include:

- The facility to change contact details, and maintain personal data online. Candidates must ensure that these details are kept up-to-date
- My Announcements has official messages and reminders from UNSW. Be sure to check these regularly.
- Thesis Examination Management system for recording and viewing the steps in the process and status of thesis examination

- Scholarship pay slips
- Pay slips for research candidates doing paid work at UNSW – these candidates will have a staff profile as well as a student profile
- Access to the University Handbook and the A to Z Student Guide
- View and pay fees through links to payment service providers Australia Post, B-Pay and ANZ-eGate
- Assessment results - check results when they are released, and track late results
- Academic records – produce and print an unofficial academic transcript
- Graduations – check graduation and ceremony status, and vary details
- Information and key links to other academic, administrative and general services such as the UNSW Library, faculty websites and systems, campus life and student support services.

Email

All UNSW research candidates are provided with a free university email account. Candidates must set up this account after they have enrolled. It is essential that all candidates check their University email address regularly (or arrange to have this forwarded to an account that is checked regularly). Official communication from the University will be sent to this account.

it.unsw.edu.au/students/email/index.html

Enrolment

All candidates must be enrolled every semester unless they are on approved program leave or have submitted their thesis, otherwise their candidature will be considered lapsed. Program leave is taken on a semester basis and must be applied for and approved before the Census date in order to take effect in that semester. For further information please see Section 6, page 29.

Census dates

The Census date is the last day candidates can enrol, change enrolment or apply for program leave for a given semester.

Semester 1: 31 March

Semester 2: 31 August

Variations to candidature

Candidates must formally apply to make changes (variations) to their candidature. For more information please see Section 7, page 33.

Scholarship conditions

All scholarships have specific conditions of award relating to leave, extensions and paid work, and any recipient of a scholarship must be aware of these. For further information please see Section 9, page 43.





06/ Enrolment

Initial enrolment

It is the responsibility of all candidates to ensure that they are enrolled at the start of every semester and that their enrolment details are correct. Candidates should check their enrolment status on myUNSW.

Commencing candidates will be given an enrolment form after they accept their offer of admission. Enrolment information for Kensington and Paddington campuses can be found at:

<https://research.unsw.edu.au/enrolment-instructions>

<https://research.unsw.edu.au/key-contacts>

UNSW Canberra candidates should consult Student Administrative Services (see inside front cover for contact details).

Please note: Research candidates cannot enrol online. Enrolment forms must be approved by the appropriate school and then returned to the GRS or appropriate campus office for processing.

Re-enrolment

Research candidates are contacted in January regarding re-enrolment for coming year. Candidates who have no impediment to re-enrolment will be automatically re-enrolled and advised via email.

Impediments include outstanding fees, overtime candidature and candidature variations within the previous semester. Candidates who are unable to be

automatically re-enrolled will be contacted and advised how to re-enrol.

Candidates who have not submitted their thesis, or are not on approved program leave, will be considered lapsed if they fail to re-enrol. They may be discontinued from their program.

Candidates returning from program leave, or who are overtime and require re-enrolment on a semester-by-semester basis, should contact their GRS Candidature Management Officer in January or July of each semester to ensure they are re-enrolled.

Enrolment should be completed during the University's re-enrolment periods in January and July. Research candidates who cannot enrol by these dates should contact the GRS immediately – the absolute latest date for completed enrolments is Census date (31 March and 31 August).

Additional subjects and coursework

Outside the prescribed coursework subjects for the program (if any), research candidates may not concurrently undertake any other course of study at the University or elsewhere without prior approval of the school and the Dean of Graduate Research.

Enrolment in additional UNSW coursework subjects to assist in the research program is permitted provided that the research component of the degree is no less than two-thirds of the total program. Additional fees will normally not apply. Candidates should note that enrolment in coursework

cannot be used as grounds for an application for extension to candidature.

Candidates should also be aware that enrolment deadlines for coursework subjects tend to be earlier than the Census dates.

Please note: Some faculties require compulsory coursework subjects to be completed. This requirement, and the grade to be achieved, should be discussed with supervisors and Postgraduate Research Coordinators.

Candidates should discuss with their supervisor any additional skills required to assist with the completion of their degree.

Cross faculty enrolments

Candidates who are carrying out cross-disciplinary research with two supervisors located in different faculties will normally have two joint supervisors (see Section 3). One of these supervisors will be designated as the GRS contact and should be located in the school and faculty in which the candidate is enrolled.

Lapsed candidature

Candidates will be considered lapsed if they have failed to enrol and have not formally applied for program leave. GRS or the appropriate campus office will notify lapsed candidates. Failure to respond will result in the candidature being discontinued. In cases where the response is considered inadequate by the Higher Degree Committee the

candidate would normally be requested to "show cause" as to why their candidature should not be terminated.

Please note: International research candidates on a student visa must be enrolled at all times. Failure to re-enrol will result in cancellation of the visa.

■ Full-time and part-time candidature

Enrolment as a full-time candidate requires a minimum commitment of 35 to 40 hours per week. If candidates have work or other commitments that prevent them from devoting at least 35 hours to their candidature a week (including attendance at the University for lectures, seminars, practical work and consultation with their supervisor as required) they should enrol as a part-time candidate. Full-time research candidates should not be employed in a full-time capacity (see Section 9, page 43).

The University recognises that work and other commitments often require a candidate to enrol part-time. Part-time enrolment is 50% of a full-time candidature and candidates require a commitment of at least 15 hours per week in order to complete the degree in the appropriate time. Efficient time management and a regular time commitment are needed to complete a research degree. If candidates are unable to maintain this level, progress and enrolment status should be reviewed and discussed with supervisors and Postgraduate Research Coordinators.

Please note: It is a requirement of international student visas that candidates are enrolled full-time, unless there are exceptional compassionate and compelling reasons (see Section 7)

■ Working at external locations

UNSW affiliated institutions

Most candidates will conduct their research at one of the three main UNSW campuses (Kensington, Paddington or Canberra). However UNSW research candidates are also based at various UNSW affiliated research centres, medical research institutes and other

approved locations. These include the Garvan Institute for Medical Research, Prince of Wales Medical Research Institute and The Kirby Institute for infection and immunity in society. A full list of affiliated centres can be found at:

<https://research.unsw.edu.au>

These UNSW institutes and centres have formal agreements with UNSW to conduct research that is mutually beneficial to both the institute/centre and UNSW. Research candidates working at these sites should be aware of the specific rules and regulations that govern the institute/centre such as occupational health and safety and procedural matters.

Candidates, regardless of their location, are expected to attend the University regularly in order to benefit from planning, conducting and writing their research within a University community and environment.

Regular on-campus attendance is particularly important in the first two semesters of candidature where candidates are expected to interact on a regular basis with their supervisor, the school and the University in order to:

- Acquire the skills and knowledge necessary to develop and carry out the proposed research program
- Understand the standards required for a PhD, Masters by Research or Master of Philosophy awarded by UNSW
- Access orientation and support programs and facilities provided by the University, the school and the GRS.

In cases where coursework subjects must be completed as a condition of the degree, on-campus attendance is mandatory unless an exemption is approved.

Working at non-UNSW affiliated locations

There may be circumstances where it is desirable to work at an external location within Australia or overseas for a period of time where there is access to particular laboratory, library or other specialist facilities. In these instances there is provision for research

candidates to undertake part of their candidature away from the University. Regardless of whether permission has been granted to work at an external location, candidates are expected to spend a minimum of twelve months (full-time equivalent) at the University or at a UNSW affiliated institution.

If candidates wish to study at an external location they must obtain the support of their supervisor and Head of School or Postgraduate Research Coordinator, complete the Variation of Candidature Form (see Section 7) and submit it for approval. The supporting documents will need to include detailed arrangements for continued supervision while at the external location.

Applications for periods of external study beyond one year will go to the Faculty Higher Degree Committee. Final approval for all external research study rests with the Dean of Graduate Research.

Research candidates should be aware of their obligations while working at external locations. If asked to sign an agreement in order to work at an external site that is not part of UNSW, for example the CSIRO, candidates should ensure that they fully understand all requirements in the agreement including intellectual property.

If there are any uncertainties, candidates should seek advice from the Graduate Research School or the Student Support Services team at Arc (arc.unsw.edu.au). For advice on intellectual property, contact Division of Enterprise (innovations.unsw.edu.au).

International research candidates may be entitled to a fee discount if completing their candidature offshore. Enquiries should be directed to the relevant Candidature Management Officer at the Graduate Research School (see inside cover for contact details).

■ Joint PhDs

The Joint PhD Program allows for approved PhD candidates to be jointly supervised by both a UNSW supervisor and a collaborating supervisor from an approved international university. The PhD candidate is enrolled concurrently

at both institutions for the period of their PhD and receives a single doctoral degree jointly awarded by the two institutions. One of the aims of joint PhDs is to build upon existing research capabilities and relationships between institutions.

The Joint PhD Program requires the collaborating institution to have entered into a Memorandum of Understanding on research training activities and a Joint PhD Agreement with UNSW. Approval for the Joint PhD Program must be finalised prior to the candidature commencing.

Candidates must also apply for admission at UNSW via the normal admissions process and should discuss the possibilities of a Joint PhD Program with their prospective supervisor during the application process.

research.unsw.edu.au/joint-phd-program

■ Fees

Research Training Program (RTP)

The RTP was introduced by the Commonwealth Government in January 2017. It replaces the Research Training Scheme (RTS) for domestic candidates, which provided an 'entitlement' to an exemption from tuition fees for a maximum period defined for PhD and Masters programs. Under the RTP, the Commonwealth Government will pay a fee offset amount towards the tuition fees of a domestic candidate for an accredited research degree. UNSW also makes a contribution to cover the remaining research training costs. The estimated Commonwealth Government fee offset amount is communicated in writing to all domestic Higher Degree Research candidates. The maximum entitlement to the RTP is 4 years full-time equivalent (FTE) for PhD candidates and 2 years FTE for Masters by Research or Masters of Philosophy candidate.

<https://student.unsw.edu.au/fees-and-costs>

the GRS or appropriate campus office within seven days.

If this information is provided before the Census date (March 31 or August 31), the candidate's status will be updated for the current semester.

If this documentation is provided after the Census date, the candidate will be recognised as a domestic student from the commencement of the following semester and will remain liable for international tuition fees for the current semester.

Student Services and Amenities Fee

The Student Services and Amenities Fee (SSAF) has been established through the Student Services and Amenities Bill 2011.

UNSW has determined to charge the Fee to:

- Any student enrolled in a Commonwealth supported program (award and enabling programs)
- Any domestic or international student enrolled in a Higher Degree Research program.
- Any domestic or international student in a full fee paying program
- Any student in a non-award program.

UNSW has determined not to charge the Fee to:

- All candidates enrolled in a program at UNSW Canberra
- Students enrolled in cross-institutional, PLuS Alliance or exchange programs studying with UNSW (where UNSW is not the 'home' institution).

Eligible students have the option of taking out a loan for the fee under the SA-HELP scheme (similar to HECS-HELP or FEE-HELP).

student.unsw.edu.au/ssf

student.unsw.edu.au/sa-help



07/ Progression

■ Length of candidature

The Research Training Program determines the maximum length of candidature for domestic students (see Section 6, page 29).

As most scholarships are for three or three and a half years (six to seven semesters) for PhD candidates, and up to two years (four semesters) maximum for a Masters by Research candidate, the aim of the University is to ensure candidates are supported to complete within the time period when most scholarships expire.

The University recognises that personal, financial, health and research issues may impact on the ability of a candidate to complete within the maximum time.

Provided that these issues are documented throughout their candidature the University may permit a further period of enrolment to candidates who need additional time to complete their studies (see Section 8).

Under exceptional circumstances approval may be given for a candidate to submit a thesis in less than the minimum time for candidature (see Section 11, page 51).

All PhD candidates should give an Exit Seminar to their school/centre/faculty at the end of their candidature. This will further develop communications skills and membership of the research community, as well as inform colleagues about the major research findings from the PhD. The Graduate Research School also requests that candidates complete an Exit Survey at the time of thesis submission.

■ Confirmation of candidature – for PhD candidates

A Confirmation Review is required for all PhD candidates prior to the end of their first year of candidature. For PhD candidates, the Confirmation Review should be scheduled approximately 9 months (full-time equivalent) from the

census date of the semester in which they commenced. If confirmation is not achieved within the first year (i.e. if marginal or unsatisfactory at their first confirmation review), the confirmation period may be extended to 15 months (full-time equivalent) in order to allow sufficient time for a follow up review to be held.

For any candidate enrolled part time, the first review will typically be a regular research progress review and the second will be the confirmation review.

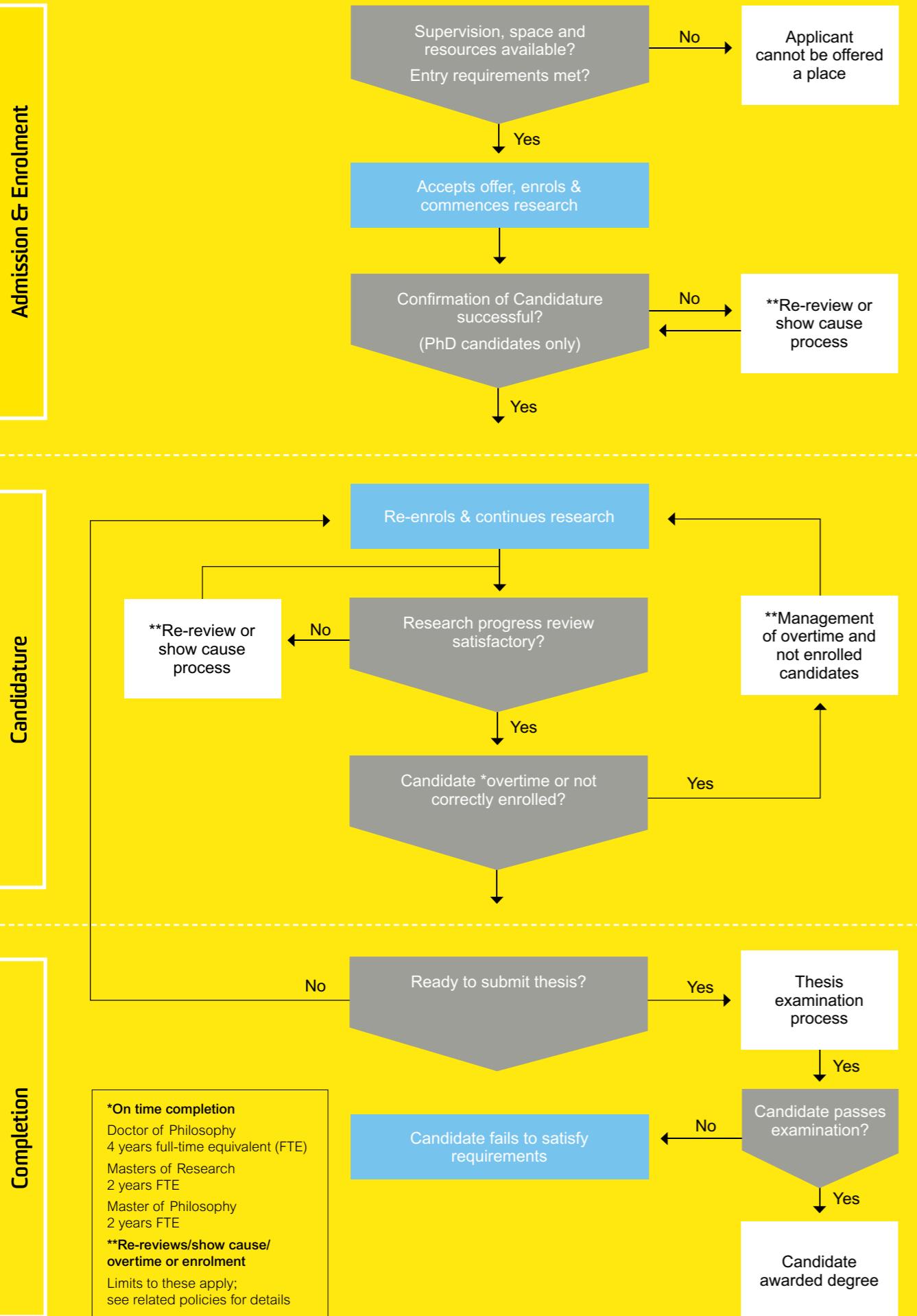
For detailed information, refer to the Progress Review and Confirmation of Research Candidatures Procedure (link below).

<https://research.unsw.edu.au/managing-your-candidature>

Before the Confirmation review, candidates need to have successfully completed the UNSW Research Integrity course online. They also need to provide the following documentation for the review:

Degree	Minimum (full-time)	Maximum (full-time)	Part-time maximum
PhD	Three years (6 semesters)	Four years (8 semesters)	Eight years (16 semesters)
Masters by Research	One-and-a-half years (3 semesters)	Two years (4 semesters)	Four years (8 semesters)
Master of Philosophy	One-and-a-half years* (3 semesters) *The degree can be completed in one year (full-time equivalent) if advanced standing for the coursework component is granted	Two years (4 semesters)	Four years (8 semesters)

UNSW Higher Degree Research Candidature



Progression

- An established, feasible and detailed research proposal
- Evidence that a well written and critical review of the research area (typically a literature review) has been drafted
- Evidence that Faculty/School specific confirmation requirements have been met

an opportunity to meet with the review panel alone, in the absence of the supervisors.

For detailed information, refer to the Procedure for Research Progress Reviews and Confirmation of Candidature (link below).

<https://research.unsw.edu.au/managing-your-candidature>

<gs.unsw.edu.au/policy/progressreviewandconfirmationofresearchcandidatureprocedure.html>

The Panel will assess whether the candidate's progress has been at the level expected for confirmation of candidature. The Panel will pay particular attention to:

- The research proposal, including a comprehensive literature review, which has established a research plan that will most likely lead to an on-time completion of the degree
- The level of progress made on the research since enrolment, including evidence that the candidate has shown research skills at the level appropriate for the discipline.

There is some flexibility in the way Confirmation is conducted as the discipline, size of the school and attendance modes of candidates vary widely across the University.

Candidates should obtain more information about the requirements and procedures for their discipline and School from their supervisors and Postgraduate Research Coordinator.

There is some flexibility in the way Confirmation is conducted as the discipline, size of the school and attendance modes of candidates vary widely across the University.

Candidates should obtain more information about the requirements and procedures for their discipline and School from their supervisors and Postgraduate Research Coordinator.

Review procedures

Review Panels consist of at least two members. The Postgraduate Research Coordinator or a senior member of academic staff should chair the Panel. The purpose of the Panel is to provide the candidate with an independent and objective review of their progress. Supervisors are not permitted to be members of the Panel. However, they should be available to attend part of the meeting to discuss academic progress and/or facilitate resolution of specific issues.

Further details regarding panel composition may be found in Section 3, page 17 of the Procedure for Research Progress Reviews and Confirmation of Candidature.

Progress reviews provide an opportunity for the candidate, supervisors and schools to review the research progress, and all aspects of the candidature, develop a plan of action for the next year and to identify and respond to any impediments towards progress to a timely completion.

An oral presentation on the research must be given. This will typically be an open presentation to the School and should include the Panel members. A panel review meeting must be held during which the candidate is given

Review procedures

Before the Panel review meeting candidates and their supervisors must complete the Research Progress Review form. Candidates should complete their section of the form 14 days prior to the scheduled review date. When completing the form, it is important to flag any issues that have impeded research progress. If the candidate or the supervisor has concerns about the supervisory relationship, this should be flagged immediately with the Postgraduate Research Coordinator prior to completion of the form.

In addition to evidence of meeting any Faculty/School specific requirements, the candidate should provide in writing the following additional documentation:

- An outline of achievements since the last review against agreed objectives/criteria and milestones
- An outline of key objectives/criteria and milestones to be achieved over the next enrolment period
- A timeline and milestones for completion of the thesis
- If planning to submit the thesis within the next 12 months, a table of contents for the thesis together with the completion status of each section
- Evidence that UNSW Research Integrity (RI) has been completed must be presented at the first annual review.

While the format of the review and issues discussed for each candidate will vary, key issues that should be covered include:

- Intellectual Property, Work Health & Safety and Ethics – both the candidate and the supervisors should understand these policy requirements as they relate to the research project
- Infrastructure and resources – are they adequate and appropriate for the research?
- The role of the supervisors – the Panel should be satisfied that expectations are clear, that supervisors are fulfilling their obligations at the appropriate level and that appropriate communication exists between all parties
- Progress of the project

- Any problems (personal, technical or academic) identified by either the candidate or the supervisors – the Head of School/Postgraduate Research Coordinator and Associate Dean (Research) may need to be consulted, particularly if appointment of a new supervisor is proposed
- An assessment of whether progress has been made at the level expected for that stage of candidature.
- Key research objectives/criteria and milestones for the next review
- Anticipated thesis submission date – this date should take into account the Census dates (31 March and 31 August)
- Skills development – assessment of whether additional skills and training are required and a development plan
- Any other issues that the Panel considers relevant
- Date of the next review.

Additional reviews

An additional review is supplementary to the annual review cycle for candidates who are not progressing, or have specific challenges that need independent management. It may be scheduled as a result of a marginal or unsatisfactory Progress Review, or may be called by the Postgraduate Research Coordinator, supervisor or candidate for other reasons. The role and conduct of this review, including any required milestones must be made clear in writing to the candidate, either via the review form or via other documentation. Prior to requesting an additional review candidates must discuss any concerns with their supervisors. Candidates and their supervisors should also discuss any concerns with the Chair of the review Panel or the Head of School/ Postgraduate Research Coordinator as appropriate.

The reasons for an additional review must be submitted in writing by the candidate and/or the supervisors to the Head of School/Postgraduate Research Coordinator. A request from the candidate for an additional review because the outcome of previous one was marginal or unsatisfactory will not be considered unless documentation is provided showing that the review

was not conducted in accordance with appropriate procedures or additional pertinent information has become available.

If the Head of School/Postgraduate Research Coordinator considers that an additional review is unnecessary the reasons for this decision will be provided in writing to the candidate and supervisors.

The Head of School/Postgraduate Research Coordinator may request that the Associate Dean (Research) or their nominee be co-opted for the review as an additional independent Panel member.

Mitigating Circumstances and Management Plans

In circumstances where a Review Panel believes that a candidate has been experiencing genuine mitigating circumstances that will impact their ability to submit on-time, the Panel Chair can implement a Management Plan. A Management Plan will necessitate required actions to ameliorate mitigating circumstances by key stakeholders, including but not limited to the candidate, supervisor, postgraduate coordinator and UNSW service providers such as Counselling and Psychological Services. Where a Management Plan has been put in place overtime review milestones will need to be aligned with the specifications of the plan.

Research Progress Reviews for candidates not on track for on-time completion

It is recognised that candidates in their final semester of on-time candidature (4 years full-time equivalent for PhD/ Doctoral programs and 2 years full-time equivalent for Masters/MPhil programs) may be unable to submit their thesis on time. In such cases, a review must be held before a request for over-time enrolment can be made.

This review must be held prior to the next census date. Requests for over-time enrolment are considered by the Faculty Higher Degree Committee and are not automatic. Exceeding the maximum time permitted for the degree

is a serious matter, with the candidate being at high risk of not completing the degree. Accordingly, progress will need to be carefully monitored and reviews conducted in each semester of over-time enrolment.

In addition to completing the Research Progress Review form, the candidate must provide the reasons for the delay in submission, and must provide a thesis outline which includes the following elements:

- A complete chapter structure of the thesis
- Percentage of each chapter that has been completed
- Status of supervisory review of each chapter.

Given that the candidate is not on track to submit on-time, there are only 2 possible review outcomes: Marginal or Unsatisfactory. For additional details, please refer to the Progress Review and Confirmation of Research Candidatures Procedure.

Over-time Review

Candidates who are over-time must be reviewed within 3 full-time equivalent months of their re-enrolment. For additional details, refer to the Procedure for Research Progress Reviews and Confirmation of Candidature.

Appeal against a review outcome

If candidates wish to appeal against a panel recommendation or any recommended actions, they must make a written submission to the HDC within ten working days from the date the School publishes the review recommendation. For more information see the Progress Review and Confirmation of Research Candidatures Procedure.

Transfer between PhD and Masters programs

Confirmation of candidature, as part of the Research Progress Review process, is required prior to transfer from a Masters to a PhD.

Transfer of a Masters enrolment to a PhD enrolment may be approved



subject to the candidate meeting the entry criteria to the PhD and meeting the requirements for PhD Confirmation and performing at the level required to complete a PhD within eight semesters (full-time equivalent). If the request or recommendation for a transfer to a PhD occurs at a time that does not coincide with the School's Research Progress Review schedule, an additional review may be arranged for the purpose of consideration of Confirmation of candidature. An application to convert a Masters to a PhD must be supported by the supervisor and the Postgraduate Research Coordinator, and a recommendation to approve must be made by the appropriate Faculty Higher Degree Committee.

The number of semesters completed during PhD enrolment will be counted towards the Masters by Research or Master of Philosophy RTP allowance (see Section 6) and vice versa. For this reason, transfers are assessed on a case-by-case basis.

Please note: Transfer from one HDR program to another must be applied for and approved before Census date (March 31 or August 31) for it to take effect in that semester. If a transfer is applied for and approved after the Census date, the variation will take effect from the following semester.

Show Cause and Termination of Candidature

Termination of candidature due to unsatisfactory progress is a serious academic decision that is made only rarely. A candidature can only be terminated after the Dean of Graduate Research approves a recommendation by the Higher Degree Committee.

The Show Cause Guidelines provide detailed information to manage requests to Show Cause, and should be considered with reference to the Progress Review and Confirmation of Research Candidatures Procedure.



08/ Variation to Candidature

The term “variation to candidature” refers to any change in enrolment status that the University needs to formally record, and which may impact on a candidate’s entitlements, progression or scholarship payments.

The following are variations to candidature that require school and/or HDC and Dean of Graduate Research approval:

- A change between full-time and part-time enrolment
- Program leave
- Applying for an extension to enrolment if candidates have completed two years full-time equivalent for a Masters or four years full-time for a PhD
- Withdrawal from a research degree program
- A change in research area
- A change in supervisory arrangements
- Conducting research away from the University for a period of time
- Transfer between research programs.

Please note: Changes to candidature for Semester 1 must be received no later than 31 March and changes for Semester 2 no later than 31 August. Changes cannot be granted retrospectively.

To apply for any variation to candidature, go to:

research.unsw.edu.au/candidature-variation

Candidates will be prompted to lodge their request via the Graduate Research Information System (GRIS).

Automatic notifications will be sent to the relevant people asking for a recommendation on the application. Candidates will be notified of the outcome once the result is known.

■ Leave and suspension of candidatures

Research candidates can request program leave for up to two semesters. During the period of leave, the candidate’s enrolment is formally suspended, and the latest date for thesis submission is extended by the number of semesters of leave taken. No research work should be conducted during a period of program leave, including Research Progress Reviews. Scholarship or sponsorship recipients should check their specific conditions regarding program leave.

Please note: Leave cannot be taken in the first semester of study. If a candidate is unable to join their program in their nominated semester of commencement, they will need to request a deferral of their offer of admission to the next semester. If approved, a new letter of offer will be provided.

If a total of two semesters’ leave has already been taken, any further applications for leave require careful documentation and need to be presented as a special case to the appropriate Faculty HDC.

International research candidates who hold a student visa are required to maintain full-time enrolment under the terms of their student visa. If an

international research candidate is granted leave from their candidature, UNSW is obliged to report this to the Department of Home Affairs. Under the conditions of the student visa, international candidates may be required to leave Australia for the period of leave from their candidature.

Due to International Student Visa conditions, International candidates seeking approval to remain in Australia during their period of leave must include supporting documents demonstrating that leave is required due to medical or compassionate grounds, e.g. a medical certificate, with the Variation of Candidature Form. International candidates are expected to complete their degrees within the expected course duration specified on their Confirmation of Enrolment (CoE).

“Suspension of candidature” refers to periods of leave shorter than a full semester, and may be granted for sickness, family, or carer’s responsibilities, or other reasons that prevent candidates from carrying out research. Research candidates should discuss the appropriateness of any proposed suspension with their Primary Supervisor and Postgraduate Coordinator. Medical certificates should support absences that are due to health reasons (including mental health or psychological issues). Any such interruptions to the candidature should be recorded in the next Research Progress Review. Enrolment continues as usual and the thesis submission date does not change. If a candidate holds a

scholarship, their scholarship should be suspended for any period of time that they are not working on their research, unless the suspended time is covered by annual, medical, maternity or other leave entitlements specified in the conditions of award of the scholarship.

On returning from suspension or leave of absence, candidates are required to notify the GRS or the appropriate campus office. It is the responsibility of research candidates to maintain enrolment when not on approved program leave.

■ Change in enrolment status between full-time and part-time

The requirements for full-time and part-time enrolment are provided in Section 6, page 29.

Research candidates wishing to convert from full-time to part-time candidature (or vice versa) must follow the Variation of Candidature procedure, including obtaining appropriate approval from School and supervisor.

research.unsw.edu.au/candidature-variation

Scholarship holders should check the conditions of their scholarship to determine eligibility, options, and implications if they convert to part-time candidature.

Please note: International candidates on a student visa are required to be enrolled full-time unless there are exceptional compassionate and compelling reasons that prevent them from doing so. International candidates who wish to enrol part-time should contact the GRS Officer responsible for their faculty (see inside front cover for contact details).

■ Extension of candidature

Enrolment beyond four years full-time equivalent (FTE) for a PhD, or two years FTE for a Masters by Research/ Master of Philosophy, will be considered overtime. Should it become apparent during the final year of candidature that the candidate will not be able to complete the requirements by the latest

date, they should apply for an extension through the Higher Degree Committee. An application for an extension should be made at least two months before the start of semester (31 March or 31 August). Research candidates wishing to apply for an extension must follow the Variation to Candidature procedure in order to do so. It is essential that any overtime enrolment request includes an up-to-date Research Progress Review undertaken within approximately three months. The final on-time progress review cannot record a panel recommendation of satisfactory if the candidate will not submit their thesis on time. If the candidate is on an approved management plan, review milestones will need to be aligned with the specifications of the plan. Candidates should refer to the Progress Review and Confirmation of Research Candidature Procedure for detailed information.

Extensions to candidature are not automatically granted, and the Higher Degree Committee will carefully assess each case on its merits when recommending whether to approve a request for an extension.

gs.unsw.edu.au/policy/progressreview-andconfirmationofresearchcandidature-procedure.html

■ Withdrawal from degree

In circumstances where a research candidate is unable to continue in their candidature and/or cannot anticipate when they will be able to resume after a period of leave/suspension, they should seek to withdraw from their candidature. A research candidate may withdraw from the degree by entering a Variation to Candidature request. Any Scholarship payments will cease upon withdrawal from the degree.

The Committee will consider the research progress prior to withdrawal, and consider if any barriers to satisfactory progress have been resolved. The School will need to confirm that appropriate supervisory and physical resources are available. The Faculty Candidature Management Officer can provide advice on case-specific requirements.

If an international candidate withdraws from their candidature, the University

must report this to the Department of Home Affairs. If the candidate withdraws prior to the Census date of that semester, they may be eligible for a partial refund of fees. International candidates on a student visa will be required to leave Australia following withdrawal from their candidature.

■ Change to research area

On occasion candidates may need to change the definition of their research area. This may be approved on the recommendation of the school where a change to a different program code is not required. This is usually due to a change in the focus of the research. In cases where a different program code is necessitated as a result of the change to research area, candidates must request to transfer to the new research program.

Please note: The University is required to record all changes to a candidate's research area. Under the terms of the University's obligations relating to the Government's Autonomous Sanctions and the UN Sanctions, UNSW is required to monitor the research area of candidates from some countries.

■ Changes to supervision

During a candidature it may become necessary to change the supervisory arrangements. Any changes to supervision can only be approved on the recommendation of the school. Such changes will be assessed on a case-by-case basis to ensure that the candidate is not disadvantaged. Any changes to supervision must be discussed with the candidate, and the new supervisor must meet the eligibility requirements for supervisors as defined in the Higher Degree Research Supervision Procedure. For more information on supervision please see Section 3, page 17.

All candidates are assigned a Field of Research (FoR) classification code at the time of their initial enrolment. FoR codes are required by the Australian Government, and allow the University to accurately report on research activity.



If there is a change to your research area, you will need to be assigned a new FoR code that accurately reflects your new area of research. Please refer to Australian and New Zealand Standard Research Classification (ANZSRC), and discuss the most appropriate code with your Supervisor.

arc.gov.au/australian-and-new-zealand-standard-research-classification-anzsrc

■ Working away from the University

A research candidate may find it necessary to undertake fieldwork or research at locations external to UNSW. All such requests must be supported by the school prior to commencing the fieldwork, and if the candidate is required to spend more than two semesters external to UNSW, the case will need to be considered by the Faculty Higher Degree Committee and

a recommendation made to the Dean of Graduate Research. The school must ensure that the arrangements meet the University's Work Health and Safety Policy and Facilities & Resources to Support Higher Degree Research Students Guideline. For more information please see Section 6, page 29.

■ Transfer between research programs

A transfer between programs is a major change and may be required after a radical change in the nature of the research, changes to supervisory arrangements, or changes within the academic structure of the University. Such changes can only be made on the recommendation of the Higher Degree Committee of the faculty to which the candidate is transferring. As part of their consideration for such requests,

the Committee will need to see a request from the candidate, statements of support from the previous school and the new school, and, if there is also a change of supervision required, statements of support from both the outgoing and incoming supervisors.

For international candidates on a student visa, a new CoE will be issued once the transfer is approved. It is the candidate's responsibility to check with the Department of Home Affairs on the requirements for the visa once this is issued.

For information on transferring between Masters and PhD programs please see Section 7, page 33.



09/ Financial support

UNSW provides various scholarships to assist both domestic and international research candidates during their research candidature. These scholarships provide a variety of different components including annual stipends, tuition fee costs and additional benefits such as a contribution to relocation and thesis cost reimbursement. Details of the full UNSW Scholarship program for research candidates, including faculty or discipline-specific scholarships, can be found on the Graduate Research School website.

research.unsw.edu.au/postgraduate-research-scholarships

■ Scholarships

How to look for scholarships and other sources of funding

Candidates are encouraged to search for scholarships and sources of funding throughout their candidature. It is important to keep in mind that more than one grant or award can be applied for at any one time.

Some tips for finding additional funding sources include:

- Checking with supervisors, Postgraduate Research Coordinators/ Heads of School or academic staff and with School/Faculty offices. Academics in specific fields are likely to hear of suitable opportunities if they arise.
- Checking all available scholarship and funding databases including:

a) Sponsored Programs Information Network (SPIN)

The SPIN database has detailed and up-to-date information about thousands of government and private funding opportunities from Australia and overseas. It is only accessible via an Australian university server/ISP or on UNSW campus.

spin.infoedglobal.com/Home/Search

b) The Good Universities Guide

The Guide is a database of scholarships offered by education providers, government bodies, foreign governments, and philanthropic organisations. To see all the UNSW specific scholarships, select 'University of New South Wales' as the Destination Institution and leave all other fields blank.

gooduniversitiesguide.com.au/scholarship/search

c) Government and Discipline-Specific Associations and Organisations

Candidates should become familiar with associations, organisations and funding bodies, many of which are external to UNSW, that provide funding for research related to that organisation's area of interest. They may also have grants for research candidates to attend conferences or to conduct research overseas. The GRS website provides links to many external funding bodies at:

research.unsw.edu.au/postgraduate-research-scholarships

Information for scholarship holders

All candidates who hold a scholarship should be aware of all of the conditions that apply. This includes the impact of variations to enrolment including transfer of degree, illness, maternity leave provisions, employment restrictions, any scholarship termination clauses or impact from change in status, e.g. if an international candidate gains Permanent Residency status or if a candidate wants to change from full-time to part-time status.

Leave of absence

A general condition of most scholarships is that candidates are working on their research. If for any reason candidates need to take leave from their candidature, they should also request that their scholarship payments are suspended for the same period of time.

If a postgraduate researcher will not be working on their candidature for a period of less than one semester, for example due to ill health or personal reasons, they should email their candidature management officer at the GRS or appropriate campus office (see inside front cover for contact details). Candidates should include in their correspondence the date that they will stop their research and complete a Re-commencement of Study Form, signed by their supervisor, indicating the date they have returned to their research.

Postgraduate Research Student Support (PRSS) Scheme

PRSS assists PhD candidates with travel costs associated with presenting their research – paper/poster/exhibition – at approved international conferences. The scheme is designed to supplement support provided by supervisors, schools and faculties rather than be the sole course of travel support for this purpose.

It is important that candidates check their eligibility and application/travel guidelines before lodging an application: research.unsw.edu.au/prss-conference-travel-funds

University travel policy

It is important that all research candidates check the University's Travel Policy and Procedure to ensure that they comply with any specific requirements or conditions prior to making any arrangements for travel.

Subject to conditions, the University provides insurance cover for personal accidents and travel for research candidates enrolled at UNSW.

gs.unsw.edu.au/policy/travelprocedure.html

Traveller health and safety requirements

When there is concern about the safety of a University traveller's destination, the University may suspend or prohibit travel. Research candidates must check the Australian Government Department of Foreign Affairs and Trade (DFAT) website for the latest travel advice before requesting international travel.

Destinations noted by Smart Traveller as a "Reconsider your need to Travel" or "Do Not Travel" cannot be considered without the permission of the Director of the GRS.

www.smartraveller.gov.au/Pages/default.aspx

Employment

Research researchers who enrol as full-time candidates are expected to devote a minimum of 35 hours per week to their candidature. However, it is possible to undertake a limited amount of paid work providing that the supervisor/school

is satisfied with the progress of the candidate and it does not impact on a timely completion of the thesis.

It is not possible to be employed full-time and undertake full-time study (this includes UNSW staff lectureships). Candidates who have, or who are considering, work commitments during normal business hours should discuss these with their supervisors.

Scholarship holders

Award holders are permitted to undertake a limited amount of paid work/employment or to receive income from another scholarship or award, provided they continue to maintain a satisfactory level of progress. Income from employment or another source, which is paid specifically to support or undertake the research, cannot exceed 75 per cent of the annual scholarship base rate. Income from sources unrelated to the course of study is not to be taken into account.

International candidates

The student visa (subclass 500) allows international research candidates and their family members to work once they have commenced their research program in Australia. However, it is important that scholarship holders check the conditions of their award, which may have employment or income restrictions. Please note also that candidates are still expected to devote a minimum of 35 hours a week to their research and maintain a satisfactory level of progress as required by UNSW.

Student loans

Research candidates suffering temporary financial difficulties may apply for an interest-free student loan for materials or equipment required for their study. Eligibility for a loan will be determined by the GRS on a case-by-case basis and will take into account the applicant's ability to repay the borrowed amount.

<https://research.unsw.edu.au/scholarships-and-financial-support>





10/ Help and advice

Candidates may experience difficulties or challenges that have an impact on their candidature, such as personal or health issues, finances, research support or their working relationships with supervisors or other researchers. It is very important that issues of this nature are addressed as soon as possible.

School/Faculty

Candidates should first seek advice from their supervisors. If the matter is not being resolved satisfactorily or the candidate feels unable to raise the issue with their supervisors, they should contact their Postgraduate Research Coordinator.

If a candidate needs further support, or their supervisor is the Postgraduate Research Coordinator, they may contact the Head of School directly. Similarly, if the Head of School is the supervisor, the Deputy Head of School or another senior member of academic staff can be approached.

If the matter is not resolved to the candidate's satisfaction at the school level, they may make an appointment with the Faculty Associate Dean of Research or Research Training, or the Director of Postgraduate Research. The role of this person is to oversee research training in the faculty, and as a person who is usually independent from the schools, they can provide important independent advice and help to find an acceptable solution to the problem.

If the Associate Dean is the supervisor or a member of staff in the school and

the candidate is not comfortable raising the issue with them, they may speak directly to the Faculty Dean.

Graduate Research School

Candidates seeking advice regarding compliance or next steps should contact the GRS Candidature Management Officer for their faculty. An up-to-date list of Candidature Management Officers is available on the UNSW Graduate Research website

research.unsw.edu.au/graduate-research-school-contacts.

Candidates who would like to raise an issue outside of their school or faculty may make an appointment to speak to the Deputy Dean of Graduate Research or the Dean of Graduate Research.

Policy and procedures for appeals or complaints

For research candidates, most complaints are resolved informally at the local school or faculty level or by the Dean of Graduate Research.

Decisions based on the recommendations of Faculty Higher Degree Committees, such as termination of candidature, a decision to not award the degree, a transfer from PhD to Masters (Research) or decisions based on conflicting examiners reports, are made under the authority of the relevant Conditions for the Award of the Degree and associated policy and procedures. In all cases the Dean of Graduate Research will write to

candidates with the decision, and the reasons for it. If candidates are unsure why a decision has been made, they can contact the Dean of Graduate Research to seek further clarification.

Decisions can be appealed if candidates consider that University policies and procedures have not been followed, i.e. where there has been procedural unfairness. Candidates should contact Dominic Mooney,

Executive Officer, Office of the Pro Vice-Chancellor (Research Training), for advice if they are unsure of how to proceed, or to clarify what may constitute procedural unfairness. Email d.mooney@unsw.edu.au to make an appointment with Dominic.

Allegations of research misconduct, which in the case of research candidates could involve a dispute about authorship or ownership of intellectual property, are addressed in the Research Code of Conduct.

gs.unsw.edu.au/policy/documents/researchcode.pdf

Student Conduct and Integrity Unit

The UNSW Student Conduct and Integrity Unit (in the office of the Pro-Vice-Chancellor (Education) is available to provide advice about the student complaint policy and procedures.

The UNSW Student Complaint Procedure outlines the formal processes in place at UNSW to handle complaints by all students including higher degree

research candidates. Complaints may include but are not limited to bullying, discrimination, harassment, sexual harassment, victimisation or vilification, or cases where the informal process has not been able to resolve the issue.

student.unsw.edu.au/complaints

Phone: 9385 8515

Email: studentcomplaints@unsw.edu.au





At UNSW, higher degree researchers carry out challenging research and develop new knowledge that makes a substantial contribution to their chosen field.

As a research candidate, you are required to complete a piece of research that demonstrates a significant contribution to knowledge in your field of study. As part of the fulfilment of your degree, you need to produce a thesis that embodies your research results, and represents the culmination of your HDR program.

Your thesis will be evaluated by two independent examiners with recognised disciplinary expertise, who will make a written assessment of your thesis and provide a recommendation regarding the award of your degree.

The following pages provide you with guidance on the examination process, as well as providing you with some tips and advice on how to produce a high quality thesis. The GRS has a Thesis Examination team that are always available to provide you with help and advice.

Professor Jonathan Morris
Deputy Dean, Graduate Research



11/ Submitting a thesis for examination

The Graduate Research School provides information on all aspects of thesis submission at:

research.unsw.edu.au/thesis

<https://www.gs.unsw.edu.au/policy-conditionsMPhilpolicy.html>
handbook.unsw.edu.au/general/2018/SSAPOIAwardRules.html

Thesis Examination Management System

The Thesis Examination Management (TEM) system is used to manage the submission and examination of research theses at UNSW.

Notification of Intention to Submit thesis

Two months prior to submission of the thesis, candidates are required to lodge a Notification of Intention to Submit on the TEM system, accessed via myUNSW. This is to ensure sufficient time for examiners to be contacted and nominated, and also for examiners to determine their ability to examine the thesis based on the projected submission date.

Early submission

Under special circumstances, a candidate may be permitted to submit their thesis for examination in less than the minimum period for the degree – please see the relevant Conditions of Award documents at the links below. Any request for early submission should be submitted, with the support of the supervisor and Postgraduate Research Coordinator/Head of School, to the Faculty Higher Degree Committee (HDC).

gs.unsw.edu.au/policy-conditionsPhDpolicy.html

potential conflict of interest is identified, the matter is referred to the Deputy Dean, Graduate Research for approval.

Restricted Access

If your work requires strict confidentiality during the exam process due to Intellectual Property matters, you can apply for restricted access before submitting your thesis. You would need to do this at least six months prior to your intended submission date. If your application is approved, the Graduate Research School will obtain your examiners' agreement to keep the contents of your thesis confidential.

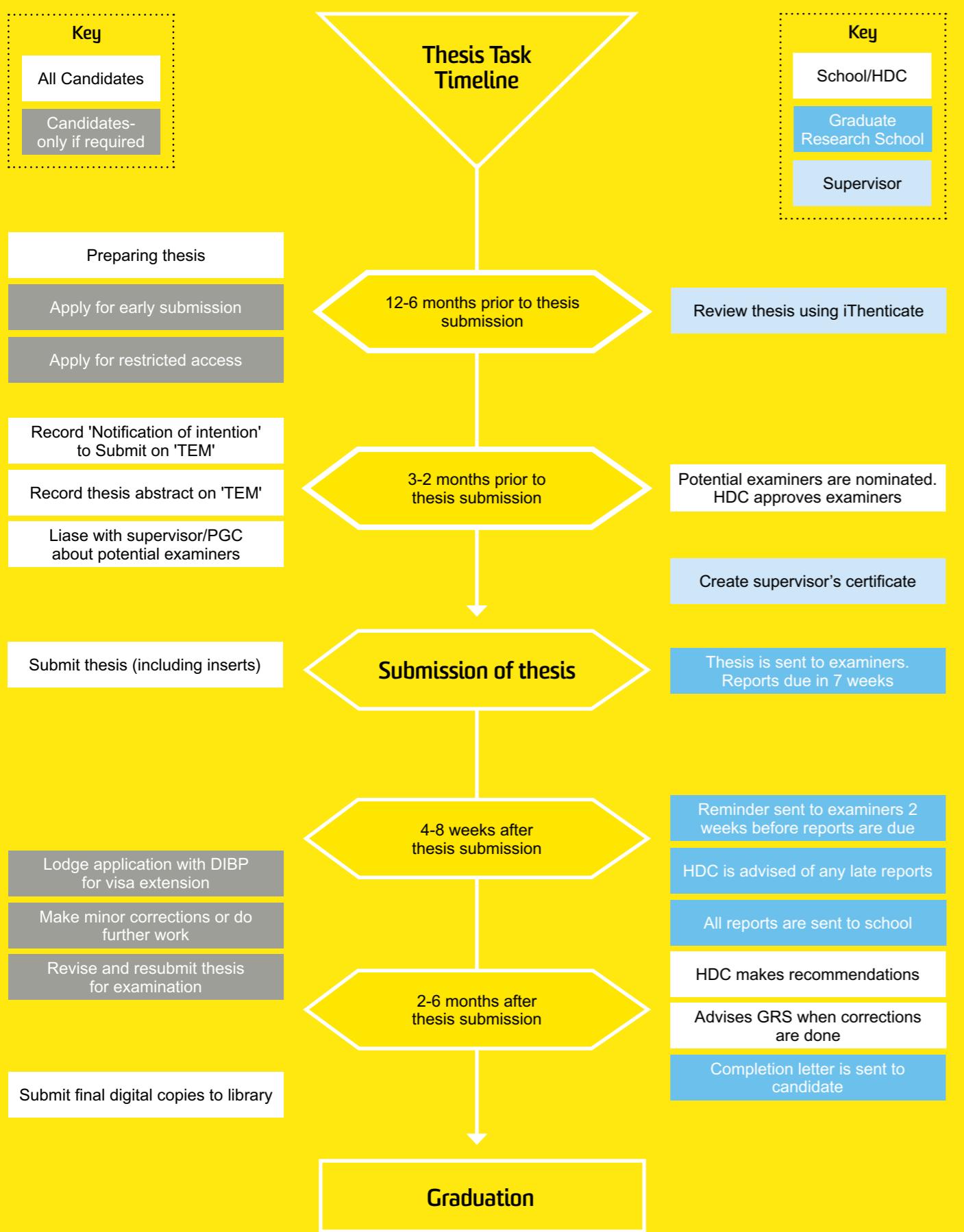
Supervisor's Certificate

When a candidate submits their final thesis abstract via myUNSW, the supervisor is also requested to complete a Supervisor's Certificate via the TEM system. The Supervisor's Certificate states that the thesis is in the correct format for examination (i.e. binding, layout, abstract, etc.). The certificate does not assess the academic merit of the thesis and is not an endorsement that the thesis will pass examination.

If a supervisor believes that the thesis is not likely to pass examination, they will advise both the candidate and Postgraduate Coordinator in writing, outlining the reasons for their assessment. If the candidate disagrees with their supervisor's assessment, their case will be considered by the Faculty Higher Degree Committee. Submissions

Thesis Examination Timeline

The Thesis Timeline below is a general guide.
It does not reflect the examination time for each individual candidate.



Submitting a thesis for examination

will be made by both the supervisor and candidate. If the Committee decides that the thesis will be examined against the recommendation of the supervisor, they will be responsible for nomination of examiners.

Preparation and submission

Every research candidate is required to submit two hard copies and one digital copy of the thesis for examination. The hard copies must be bound in a way that means they can be mailed and examined and remain intact, for example in temporary (preferably spiral) binding. If examiners have previously agreed to examine a digital copy of the thesis, the digital version will be sent to them.

Presentation

Details of the requirements for the presentation of the thesis can be found at research.unsw.edu.au/thesis-submission

Copyright

Copyright is the exclusive legal right of an author or creator to print, copy, publish, or transform their own work. It places restrictions on how original work can be reproduced by others. During the course of writing a thesis, candidates will often utilise the work and research of others.

Candidates need to determine if the copyright material that is being reproduced is a substantial or insubstantial part of the material. For example, the inclusion of a whole image or diagram would constitute a substantial part of the material. A short quotation would probably fall into the 'insubstantial' category and would therefore be permitted.

Generally, the person who creates or makes the material will own the copyright for it. This lasts for a certain period of time, usually 70 years from the death of the author or creator.

Further information can be found at the following link: <https://eprints.qut.edu.au/9994/1/9994.pdf>. This includes the document 'Copyright Guide for

Research Students: What you need to know about copyright before depositing your electronic thesis in an online repository'. The Australian Copyright Council (copyright.org.au) has also produced information sheets on copyright relating to research and study as well as educational institutions.

Candidates should also consult the Copyright Act 1968 for more information on copyright in literary works (including computer programs), dramatic works, musical works, artistic works, films, sound recordings, broadcasts, published editions and certain types of performances.

austlii.edu.au/au/legis/cth/consol_act/ca1968133.

iThenticate

iThenticate is a plagiarism detection system that is available for researchers to aid in reviewing and assessing research outputs. Supervisors may use this tool when reviewing their candidate's writing to ensure the appropriate use of referencing, and assess the quality of their work.

research.unsw.edu.au/ithenticate-unsw

Content and structure rules for theses

Required documentation inside the thesis:

Thesis/Dissertation Sheet

This sheet must contain an Abstract of not more than 350 words. The Abstract should explain the problem investigated, the procedures followed, the general results obtained and the major conclusions reached, but not contain any illustrative matter.

Originality Statement

All thesis copies must include an Originality Statement, bound in the thesis after the cover page.

Both the Thesis/Dissertation Sheet and the Originality Statement are available from

research.unsw.edu.au/thesis-submission

Length

A PhD thesis should not normally exceed 100,000 words, a Masters by Research 75,000 words and a Master of Philosophy, 40,000 words, not including footnotes. Some schools suggest that tables and figures should appear on separate pages by themselves. Candidates should seek the advice of their supervisors and schools on such matters.

The above word limits are indicative only – candidates should confirm the requirements and conventions for their discipline with their supervisors and Postgraduate Research Coordinator.

Referencing

Referencing styles vary significantly from discipline to discipline. Consequently, any research candidate who is unsure of the preferred method of referencing should speak to their supervisors and/or Postgraduate Research Coordinator.

UNSW gives research candidates free access to EndNote – bibliographic software that allows the storage, organisation and management of references in a database. These references can be linked to word processing documents to instantly create in-text citations and bibliographies in the required referencing style. To download a free copy of EndNote please visit:

it.unsw.edu.au/students/software/index.html

The UNSW Library has more information and links to online tutorials in the use of EndNote.

<https://www.library.unsw.edu.au/research/beginning-your-research/managing-references>

Inclusion of a list of publications

A list of publications in which the candidate is a sole author or co-author, and which have resulted from research performed during the course of the degree, should be included in the thesis. One of the criteria that examiners are requested to base their recommendation upon is whether the thesis contains publishable material. The inclusion

of a list of peer-reviewed published articles that contains sections of the work contained in the thesis is therefore normally highly regarded by examiners. Generally, this list of publications appears at the front of the thesis on a single page or in a preface stating that sections of the work have been included in the following publications. Research candidates should ask their supervisor and/or Postgraduate Research Coordinator about the relevant format for their discipline.

Editing assistance

It is reasonable for research candidates to seek out mentors or friends to act as readers of their work to support the writing process. However, candidates are expected to produce a well-structured and clearly argued thesis through their own efforts. Their thesis should be a reflection of their own thoughts and ideas as generated during their research studies. This is one of the skills research candidates are expected to develop as part of their research degree.

Editors, whether they are supervisors, mentors, family or friends or professionals, need to be clear about the extent and nature of help they are offering. The supervisor also needs to be clear about the role of any third party editors as well as their own editorial role.

Some research candidates may wish to use third parties (professional or otherwise) to assist in preparing their thesis for submission. This should be discussed with the supervisors before they commence work. A list of editors is available from the Learning Centre, however the Learning Centre and the University do not endorse or recommend any of these editors.

When a thesis has had the benefit of professional editorial advice, the editor's name and a brief description of the service rendered should be part of the list of acknowledgements or other prefatory matter. If the professional editor's current or former area of academic specialisation is similar to that of the candidate, this must also be stated in the prefatory matter of the thesis.

For guidance on what's involved in having your thesis professionally edited, please see:

http://iped-editors.org/About_editing/Editing_theses.aspx

Help for thesis writing that is available to UNSW candidates includes:

Graduate Research School:
research.unsw.edu.au/graduate-research

A thesis submission seminar is held every semester.

The Learning Centre:
lc.unsw.edu.au

Numerous thesis writing seminars, workshops and resources

Counselling and Psychological Services:
student.unsw.edu.au/counselling

Workshops on issues such as avoiding procrastination, time management and dealing with stress.

Researcher Development:
research.unsw.edu.au/units/researcher-development

Workshops and online resources for supervisors whose candidates are writing up and approaching completion.

Thesis preparation tips for candidates

01

DO have a plan that realistically sets out how long it will take to gather, prepare and analyse your data/material and to write your thesis. You should identify any new skills you will need. For example, will you need to learn new techniques, computer programs, etc? Constantly revise this plan, as things will inevitably change throughout your candidature.

05

DO think about it from the examiners' point of view. What would it be like to read your thesis for the first time? Subheadings, pictures and diagrams, summary or introductory remarks for each chapter make it easier and more enjoyable to read. Examiners want you to pass and want to read your thesis, otherwise they wouldn't have agreed to examine it. But typos, convoluted writing, inaccuracies, poor referencing, poorly laid-out work, "stories" that are hard to follow and conclusions that don't relate to introductions will make an examiner start to wonder about your academic competence.

02

DO tell your supervisors well in advance about your plan, to make sure you are all on the same page. Be prepared to discuss the plan and negotiate with your supervisors about it.

06

DO remember that examiners are asked to consider if the thesis:

- (i) shows that you can conduct research, are capable of independent and critical thought, and can see the work in relation to the work of others;
- (ii) shows that you are aware of and understand literature directly relevant to the topic as well as in related areas, and demonstrates your ability to make considered judgements;
- (iii) contains a satisfactory degree of originality and makes a significant contribution to knowledge; the expectation is that your work would be publishable.

03

DO write "early and often" – the more work you do during the early days of your candidature, the easier it will be as you approach the end.

04

DO back up, back up and back up. Buildings do burn down, laptops do get dropped or stolen – so make sure you regularly back up your work and put it in a secure location.





12/ Thesis examination process

Two examiners are appointed for each research thesis at UNSW in recognition of the fact that they will have different levels of expertise in relation to the thesis material, and so can provide different views about its strengths and weaknesses.

Once examiners have been approved and the Supervisor's Certificate has been lodged, the thesis is sent to the examiners with a request to examine the thesis within seven weeks. The digital copy is retained by the University for reference. Examiners are provided with the conditions of the award of the degree, Notes for Examiners and the Examiners' Report Form to complete. When both examiners' reports have been received they are sent to the Head of School or Postgraduate Research Coordinator for a recommendation.

It is important to note that the examiners do not decide whether a thesis merits the award of the degree. They provide advice to the HDC, or delegate, which makes the final recommendation. When making their recommendation the Committee or delegate takes into account feedback from all examiners plus any other relevant information.

In making the overall recommendation, the HDC or delegate must assess the recommendations and academic arguments presented in all of the examiners' reports as well as the written comments from the school and any additional advice the Committee or delegate has received. The examination is not a vote and so it is not a matter

of strong reports outweighing a less favourable report or vice-versa.

■ Information that can be provided to candidates during the thesis examination

Candidates can enquire about the progress of their examination by contacting the Graduate Research School or their campus office. Candidates should not contact the office until at least ten weeks after their thesis is submitted. Because of the confidential nature of the examination process, only certain information can be provided before faculty consideration of the case.

To find out what information can be given to candidates, see this link:

research.unsw.edu.au/after-thesis-submission

■ Recommendations

See the Examination Outcome section for details about the five recommendations that the Higher Degree Committee can make, and the thesis correction process.

gs.unsw.edu.au/policy/thesisexamproc.html

■ Completion

Once you have addressed the comments of the examiners, you will need to be approved to be awarded the degree by either your Postgraduate Coordinator, Head of School or the

Faculty HDC. The level of approval required for the recommendation of award degree will depend on

a) the recommendations from each examiner and **b)** your faculty's process for the recommendation of award degree. There is a flowchart in the Thesis Examination Procedure

gs.unsw.edu.au/policy/thesisexamproc.html that explains this process in detail.

The GRS will process your completion and notify you via your UNSW student email account.

■ Conferral

The next step is the Conferral process, which is run by UNSW Graduations. Conferral is the process by which your degree is awarded and you are considered a graduate of UNSW.

Awards are conferred monthly. The date of your graduation ceremony will depend on when your degree is conferred. In order to manage graduate numbers, there are two deadlines for inclusion in either the winter or the summer ceremonies, usually the third Friday in April for inclusion in the winter ceremony, and the third Friday in September for inclusion in the summer ceremony.

■ Digital copies

Two digital copies of every thesis that has satisfied University requirements for the award of the degree must be deposited in the University Library at the conclusion of the examination and before the candidate is awarded the

degree. The digital copies must be submitted to the library in an approved format. Details of the approved format are on the library website:

library.unsw.edu.au/research/publishing-and-sharing-your-research/depositing-your-thesis

The two copies required are:

- A master copy of your completed thesis which includes a signed copy of the Originality statement, Copyright and Authenticity statements and Thesis/Dissertation Sheet. This copy will be archived and will not be publicly accessible.
- A public version of your thesis which will be made available online and has been modified by you to exclude any third-party copyright material for which permission has not been given.

In these cases, candidates may indicate that they wish to embargo the thesis from public access for up to two years. For longer periods the approval of the Dean of Graduate Research is required. For more details go to the relevant section at:

research.unsw.edu.au/thesis-submission-0





13/ Graduation

Research candidates whose thesis has been approved will receive a letter from GRS or their campus office advising that they are now eligible for graduation. Research graduands can check their ceremony date on the graduation schedule on myUNSW, or by checking their graduation details page on myUNSW.

You can do this by logging into myUNSW and selecting the 'Student Profile' tab. A link to the graduation details page is on the left-hand side of the page. Research graduands can also use myUNSW to check any outstanding debts, blocks and their thesis title. The graduation will be blocked if there are any outstanding debts within the University. Debts include all fees, loans, library fines and equipment.

At least four weeks before graduation, research graduands must submit two final digital copies of their thesis (see previous Section). The testamur (degree certificate) and transcripts will not be presented to the research graduand at the ceremony if they have not submitted the digital library copies of the thesis or have debts still owing to the University.

■ What research graduands need to do

1. Check and update their postal and email addresses via myUNSW.
2. Ensure that the student record shows their correct name. Research graduands need to submit a Change of Name Form and the required documentation to the University if their name is not correct.

3. Ensure that all debts with the University have been cleared. This includes all fees, loans, library fines and equipment.
4. Ensure that the digital library copies of the thesis have been submitted at least four weeks before the scheduled graduation ceremony.

5. Read the graduation information on myUNSW at:

student.unsw.edu.au/graduation

A graduation information package is sent to all research graduands about three weeks before the scheduled ceremony. It includes information about academic dress hire, a Graduation Information Guide, details about the ceremony and three guest tickets.

Extra guest tickets cannot be issued at the time of allocation to ceremonies but research graduands may request additional tickets by emailing the Graduations Office. If tickets become available, the Graduations Office will be in contact.

■ Graduation ceremonies

Graduation ceremonies are held each semester. Ceremonies for all faculties are held in June and November.

Dates and times of graduation ceremonies

A graduation schedule is published each year showing the faculties, dates, times and locations of the ceremonies. The schedule is published in mid-December. As soon as the schedule is approved it is uploaded to:

student.unsw.edu.au/graduation

However candidates should not make travel arrangements to attend a particular ceremony until their ceremony date has been confirmed.

Not attending the ceremony

Research graduands who are unable to attend the scheduled graduation ceremony will need to change their status in myUNSW to have their documents mailed to them. Documents will be mailed out after the scheduled ceremony and should be received 6 to 8 weeks after the ceremony date.

Attending a later ceremony

For research graduands who cannot attend their scheduled ceremony and wish to attend a ceremony in a different semester of scheduled ceremonies, please email your request to the Graduations Office:

graduations@unsw.edu.au

Further information

student.unsw.edu.au/graduation

Information about overseas ceremonies
student.unsw.edu.au/graduation-overseas

If you have further queries about graduation please contact the Graduations Office.

Phone: +61 2 9385 3092

In person: UNSW Student Central – Chancellery Building, Lower Ground Floor (next to Library Lawn)

Email: *graduations@unsw.edu.au*

14/

Support for research candidates

Seminars, workshops and courses

There are many workshops and seminars for research candidates at UNSW. These events give candidates the chance to meet, network and learn from peers and colleagues across the University. Check the GRS website and the monthly Graduate Research News.

research.unsw.edu.au/career-and-development

research.unsw.edu.au/graduate-research-news

research.unsw.edu.au/researcher-development

Faculties and schools also run seminars and courses for postgraduate researchers in particular disciplines. Candidates should check with their supervisors, PGC and school office about relevant seminars and events.

Researcher Development Unit

The RDU is part of the Division of Research and offers career relevant training and development solutions for UNSW researchers from Higher Degree Researchers to Supervisors to Research Leaders. See Section 2, page 11.

Extend Your Career

Extend is a means to assess your skills and be proactive about identifying potential areas of development. It enables you to prioritise and access UNSW support, relevant to your role or role aspirations - what you need, when you need it.

Web: extend.unsw.edu.au

Stats Central - Statistical Consulting and Workshops for Research Students

Stats Central is a statistical consulting unit that supports UNSW staff and students during study design and analysis. It is highly recommended that you meet with a consultant during the study design phase. For your first visit, it is strongly advised that your supervisor attend also.

StatsCentral.unsw.edu.au

Faculty courses and seminars

Faculties and schools offer a range of seminars and courses of interest to postgraduate researchers in particular disciplines. Candidates are strongly encouraged to participate in seminar programs offered in their faculty/school, and should check with their supervisors, Postgraduate Research Coordinator and faculty/school office about relevant seminars and events.

Research Data Management

The University provides a free data management service to help research candidates manage their research data. The service enables all research data generated at UNSW to be archived according to the UNSW Research Code of Conduct:

research.unsw.edu.au/research-integrity-policies-and-procedures

To obtain access to this storage, research candidates complete a research data management plan (RDMP). The plan is a

tool for research candidates to consider how the data generated from a project would be managed.

research.unsw.edu.au/unsw-research-data-management-plan-rdmp

University Services

UNSW Counselling and Psychological Services (CAPS)

CAPS offer individual counselling, skills development courses and self-help resources.

student.unsw.edu.au/wellbeing-workshops-and-seminars

Web: counselling.unsw.edu.au
Email: counselling@unsw.edu.au
Phone: +61 2 9385 5418

Kensington

Level 2, East Wing, Quadrangle Building

UNSW Art & Design

G Block, Room G05

NIDA (Fridays Only)

Phone: 9385 5418
Email: counselling@unsw.edu.au

UNSW Canberra

UNSW Canberra candidates can contact Student Administrative Services for services at this campus.

Email: rsu@adfa.edu.au
Phone: +61 2 6268 8112 or +61 2 6268 8597

Disability Support Services

If you are studying with a disability or difficult personal circumstance then Disability Support Services may be able to help you.

Web: student.unsw.edu.au/disability
Email: disabilities@unsw.edu.au
Phone: 9385 4734

LGBTIQ students and staff

ALLY@UNSW is a network of trained staff and students that aims to ensure that UNSW is a safe, welcoming place for all students and staff who identify as LGBTQI.

Web: student.unsw.edu.au/ally

UNSW Canberra

Academic Language and Learning Unit

The Academic Language and Learning Unit at UNSW Canberra campus runs a variety of courses and workshops, provides individual consultations and offers a number of other print and online learning resources for research students. Workshops specifically for research students develop students' oral and written communication skills.

Email: knowALL@adfa.edu.au
Phone: +61 2 6268 9514
Location: Learning & Teaching Group, Level 2, Building 14, UNSW Canberra

Learning and Teaching Unit (LTU)

The LTU's Staff and Career Development Services Team has a range of programs, activities, resources and services to support the ongoing professional and career development of UNSW's teaching staff, several of which are available to research candidates.

Web: teaching.unsw.edu.au/ltu
Location: Level 10, Library

UNSW Canberra

The Academy Library provides specialised services to research candidates. Liaison librarians help with search strategies and identifying the right search tools, undertaking initial searches of the relevant literature and familiarising candidates with the various online resources.

Phone: +61 2 6268 8116

Web: lib.unsw.adfa.edu.au

as connections to industry partners, investors, entrepreneurs, start-ups, media and mentors.

Web: innovations.unsw.edu.au/student-entrepreneurship

Email: student.entrepreneurship@unsw.edu.au

Student Development – International

Student Development International (SDI) provides support for international students from the time they arrive through to graduation and beyond. In addition to facilitating arrival, developmental, intercultural and departure workshops, International Student Advisors provide face-to-face consultations for international students.

Web: student.unsw.edu.au/international
Email: international.student@unsw.edu.au
Location: Ground Floor, John Goodsell Building, Kensington Campus

UNSW Careers and Employment

UNSW Careers and Employment provides services to assist candidates develop career management skills.

Web: careers.unsw.edu.au
Phone: +61 2 9385 5429

Email: careers@unsw.edu.au
Further information on Careers & Employment can be found in Section 15.

Arc @ UNSW

Arc is the UNSW student union. Any UNSW student can take up membership of Arc on a voluntary basis. Arc coordinates clubs, societies and sports on campus, as well as many volunteering and leadership opportunities. Arc also has various facilities for students, such as computer labs, music rooms, a dance studio and pottery facilities.

Web: arc.unsw.edu.au

Arc @ Canberra

Arc @ Canberra provides information, support, social activities and representation for students enrolled at the UNSW Canberra campus.

Email: canberra@arc.unsw.edu.au
 Web: arc.unsw.edu.au/canberra/student-services

Arc Postgrad Council (PGC)

The PGC provides information, support, representation and advice on issues that may affect postgraduate students at UNSW and the wider postgraduate student population.

The Arc Research Officer is one of the elected office bearers of the PGC and seeks to actively identify and improve problem areas that routinely affect all postgraduate research students and provide direct support to individuals who face difficult situations.

Web: arc.unsw.edu.au/voice/pgc
 Email: pgc.research@arc.unsw.edu.au
 Facebook: facebook.com/groups/468599343152978/

Postgraduate students can request to become a member in order to receive updates.

Arc Postgraduate Lounge

Exclusively for postgrad Arc members, this stylish lounge is a social space for relaxing, meeting up with friends or classmates, planning, study groups and research. To request access to the Arc Postgraduate Lounge, visit the main Arc reception and have your student card programmed to allow swipe access.

Location: Level 2, Arc Precinct, off Basser Steps, Kensington campus
 Facebook: facebook.com/unswpgc

Postgraduate Social Events

Visit the facebook page for information on special postgraduate events on campus such as Happy Hour, live music, workshops, seminars, wine and cheese evenings and more.

Arc Legal and Advocacy Service

Legal and advocacy officers can assist candidates with a wide range of issues including providing advice on intellectual property and copyright. Arc members receive free advice and representation on a range of common legal problems.

Web: <https://www.arc.unsw.edu.au/help>

Phone: 9385 7700
 Email: advice@arc.unsw.edu.au
 Location: Level 3, Arc Precinct, Basser College, off Basser steps, Kensington campus

Work Health & Safety and Emergency Management

Research candidates must be aware of and comply with the University's risk management and emergency management policies and procedures.

Kensington and UNSW Art & Design Campuses

Web: ohs.unsw.edu.au
 Emergency Management
 Web: facilities.unsw.edu.au/security-safety/emergencies
 Phone: +61 2 9385 6000 (enquiries only)

Emergencies must be reported to the Security Service on: +61 2 9385 6666

UNSW Canberra Campus

Health, Safety and Facilities

Suzanna Holmes, Manager WHS & Facilities

Phone: +61 2 6268 8713
 Email: s.holmes@adfa.edu.au

UNSW Canberra research students should report in-hours emergencies to their supervisor, building wardens or First Aid Officers. Out of hours, report emergencies to +61 2 6268 8574

Insurance

The General Insurance area is responsible for:

- Arranging the purchase of appropriate insurance cover for UNSW's people, activities, assets, and liabilities
- Managing insurance claims
- Attending to all insurance enquiries arising from UNSW activities
- Managing the insurable risks arising from UNSW's operations through regular review of the University's insurance cover

Web: fin.unsw.edu.au/Insurance/Insurance.html

Health Insurance

The Australian Department of Home Affairs requires all international students on student visas and their families (on 'dependant' visas) to have health insurance while in Australia. This insurance is called Overseas Student Health Cover (OSHC) and helps you pay for medical and hospital care that you may need when you are studying in Australia. For further information about Overseas Student Health Cover see the section on 'Health insurance' at:

Web: international.unsw.edu.au/fees

Childcare

There are four childcare centres servicing the University, located on or near the Kensington campus. Childcare places fill quickly, so be sure to get on the waiting list early. Tigger's Honeypot and House at Pooh Corner prioritise students' children.

earlyyears.unsw.edu.au/contact-us

University Health Service

The University Health Service is a complete general practice situated on the Kensington campus. This service includes GP's, physiotherapists and dentists. It is open to students, staff and visitors to the campus.

Phone: +61 2 9385 5425
 Web: healthservices.unsw.edu.au
 Email: unihealth@unsw.edu.au
 Location: Level 1, University Terraces (B8)

Student Accommodation

UNSW offers a wide range of accommodation on and near the Kensington campus. Candidates can apply for 1, 2 or 3 bedroom apartments, studio apartments or college rooms.

Web: rc.unsw.edu.au
 Phone: +61 2 9385 4346
 Email: unswrc@unsw.edu.au
 Location: Ground Floor, Goldstein Hall, Gate 4, High St, UNSW.

Private accommodation

Candidates should start looking for housing at least four weeks before they



commence study. UNSW International provides support for international candidates looking for accommodation, including an online database that lists properties varying in price, quality, and proximity to campus.

Web: international.unsw.edu.au/living-sydney/accommodation/privateaccommodation
 Phone: +61 2 9385 5333
 Email: info@unsw.edu.au

Security Service

The UNSW Security Service provides a 24 hour security service on the Kensington campus (call 9385 6000 or 1800 626 003). This includes a service to escort students to car parks or bus stops at night. A free night shuttle bus operates Monday to Friday between 7pm and 11.30pm during semester.

The bus route covers Kensington Campus (car parks, colleges, libraries, State Transit bus interchanges) and Randwick Campus.

StaySafe@UNSW

StaySafe@UNSW is our Security app. Download it to your smart phone for direct access to:

- emergency contacts
- a security escort request

- track the night shuttle bus, and more. Bus timetables are available from any gatehouse, the Security front office or phone 9385 6000 and some will be sent to you.

There are numerous security Help Points located on the Kensington campus. Help Points are blue intercom systems directly linked to the Security Control Centre. When the Help Point is activated, it dials the Security Control Centre emergency line. A full listing of the Help Points and their location can be found on the Security Service website.

Web: facilities.unsw.edu.au/security-safety/staying-safe-day-and-night
 Toll free phone: 1800 626 003
 Emergency phone: +61 2 9385 6666
 General Security phone: +61 2 9385 6000
 UNSW Canberra Duty Desk: +61 2 6268 8574

Transport

Candidates are only eligible for transport concessions if they are Australian citizens or permanent residents.

Before you can apply, you need to consent to UNSW to sharing your details with Transport for NSW. Log in to myUNSW and tick the checkbox to give your consent (see the Concession Opal card link in the Online Services

section of the My Student Profile tab.) Information on Sydney transport can be found on:

transportnsw.info/

A free UNSW shuttle bus runs between the Paddington and Kensington campuses during semester.

facilities.unsw.edu.au/getting-unil/buses-trains-ferries

UNSW Canberra

There is easy access to free car parking and a taxi rank and bus stop are located on campus, making it easy for you to get around Canberra. Action Bus Schedules are available on the website:

www.action.act.gov.au

UNSW Bookshop

The UNSW Bookshop stocks a range of books and reference materials specific to UNSW students. Also available is a range of fiction books and computerware. The website offers a search engine and online ordering facilities.

bookshop.unsw.edu.au



15/ Planning for life after a research degree

Candidates enrol in postgraduate research programs for different reasons. Some are interested in becoming an academic, some enrol because the area of research fascinates them, and others do it because of an opportunity offered to them at the time. No matter what the reason(s), it is important to be career focused throughout the research degree.

Career planning

Those who are successful in securing a dream job at the end of their candidature are often actively involved in their department, research area and profession. They develop and maintain a professional network, publish their research findings and present at conferences. Most importantly, they start planning their career well before submitting their thesis.

During a research degree, it is also vital that candidates become aware of the portfolio of skills required in the profession and to reflect on the skills they have developed. In addition to the technical knowledge candidates will develop, they can use the research degree to develop transferable skills such as their ability to gather and manage information, analyse and solve problems as well as their skills in communicating complex ideas. Given a PhD can take approximately 4 years to complete, project management and prioritisation are also skills you will have. These are relevant to every career regardless of whether they will be in University research or in an area outside of academia.

Throughout candidature there are a number of workshops, seminars, online resources, support services and other activities, including those from Researcher Development, available to postgraduate researchers to enhance their career opportunities and assist with career management and planning.

extend.unsw.edu.au/explore/career-planning-tools

Careers and employment

Careers Consultants are equipped to provide advice, information and feedback to assist candidates in developing a career management strategy.

UNSW Careers and Employment offers a series of careers workshops, individual career advice appointments and mock interview sessions targeted to research candidates.

Visit the website to access the workshop topics, timetable, career information or Careers Online. Register online for workshops and to book a career advice appointment to review resumes, selection criteria documents or to obtain individual career management advice.

Web: careers.unsw.edu.au

Phone: +61 2 9385 5429

Email: careers@unsw.edu.au

Location: Level 2, East Wing, Quadrangle Building

CVs and resumes

Preparing a good curriculum vitae (CV) or resume that highlights academic,

research and publication achievements is a skill. It is useful to consult the CVs of established researchers in the academic discipline and field of the candidate to get an idea of what is expected and also of the variations that are possible. Some of these may be available on University or academics/researchers websites. Candidates can also get advice from their supervisor and from the UNSW Careers and Employment Services on the preparation of a resume in the context of different kinds of job applications.

Referees

Choosing referees to support an application for a position is complementary to the preparation of a resume and candidates might want to use different referees for different types of jobs. In the years immediately following completion of a research degree, candidates would normally be expected to nominate at least one of their supervisors or someone who has been closely associated with their research (such as a member of the research team like a postdoctoral fellow or the Postgraduate Research Coordinator of the school). Candidates should always consult in advance those whom they plan to list as referees to ensure that they are available and are willing to support the application. It is also a good idea to send them a copy of the application.

■ Publishing

Publication of the research results in professional journals during the course of your program is standard practice in most disciplines. Publishing is a useful means of developing a record of academic achievement (or track record) and often determines success in competition for teaching and research positions. Candidates should discuss with their supervisor the possibility of publishing their research during the course of the degree.

■ Teaching, tutoring and laboratory demonstrating

If candidates are considering a university teaching career they may want to investigate the possibility of casual teaching, tutoring or laboratory demonstrating in their school or faculty. Each course/subject offered at the University has a course coordinator who arranges teaching staff for the subject.

The Learning and Teaching Unit works closely with faculties to provide a number of courses, seminars, workshops and online resources to support UNSW staff.

teaching.unsw.edu.au/faculty

■ Postdoctoral fellowships

Upon completion of the degree candidates may wish to commence or continue a research project funded by a postdoctoral research fellowship. It is advisable to start looking for these research opportunities prior to submitting the thesis and in some instances candidates may need to apply up to one year in advance. UNSW recently launched an exciting new initiative through the UNSW Scientia Fellowship program (research.unsw.edu.au/unsw-scientia-fellowship-program) The program is closely aligned with both the UNSW 2025 Strategy and UNSW's research strengths. Mentoring/coaching and career development are major aspects of this distinctive program.

For information on other postdoctoral opportunities visit:

research.unsw.edu.au/find-postdoctoral-fellowships

■ Research grants

One of the roles of the Division of Research is to support University staff and research candidates in identifying and obtaining research funding, including grants for research fellowships and grants to continue research careers at UNSW. Information on research funding opportunities can be found at the Grants Management Office website, which provides links to databases of research funding opportunities such as SPIN.

research.unsw.edu.au/grant-news

■ UNSW alumni

The UNSW Alumni & Community Engagement Office is the main contact point for all UNSW alumni. UNSW now has over 260,000 graduates in Australia and overseas. Alumni chapters and networks operate in various countries and across faculties. Whatever your faculty or degree, you are a part of UNSW and its amazing history of innovation and achievement.

Alumni can expect invitations to a variety of exciting public lectures and networking events, to receive the flagship publication UNSWorld Magazine, as well as access to the global network of UNSW graduates. Graduates can also take advantage of a variety of offers as members of the UNSW community. To see the current benefits and services check the UNSW Alumni webpage:

Web: alumni.unsw.edu.au

Phone: +612 9385 3279

Email: alumni@unsw.edu.au



Glossary

Name	Abbreviation	Definitions
Australian Higher Education Graduation Statement	AHEGS	The AHEGS provides information on a student's higher education qualification, the institution at which the qualification was obtained and the Australian higher education system, in one document. All UNSW students completing program requirements receive an AHEGS when they graduate.
Candidate		A person who is undertaking a higher degree by research program at UNSW.
Census Date		The date at which a student's enrolment is finalised before this information is reported to The Department of Education and Training (31 March for semester 1, 31 August for semester 2).
Confirmation of Enrolment		A Confirmation of Enrolment, or COE, is a document that is provided by the University to an international student who studies in Australia on a student visa. It confirms that an international student is eligible to enrol in a program, and is required to apply for a student visa.
Conflict of Interest	CoE	A situation in which a person, such as a public official, an employee, or a professional person, has or is perceived by others to have a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties.
Council		UNSW is governed by a Council, which includes Parliamentary and ex-officio members. Information on Council membership can be found at gs.unsw.edu.au/councilandcommittees/index.html
Domestic Applicant/ Candidate		A candidate who is an Australian or New Zealand citizen, or who holds Permanent Residency status in Australia.
Equivalent Full-time Student Load	EFTSL	Equivalent full-time student load is a measure of study load for one year on a full-time basis. At UNSW this is defined as 48 units of credit (UOC).
Exchange Email Service		A single email system for all research students which is accessed by using a zID and a zPass. it.unsw.edu.au/students/email/index.html
Field of Research	FOR	An Australian Government classification code assigned at enrolment that reflects a candidate's area of research
Graduate Research Information System	GRIS	An online system for candidature variations, supervisory arrangements, and Research Progress Reviews
Graduate Research School	GRS	The Graduate Research School (GRS) provides leadership, support and central administration for all higher degree research candidates and their supervisors at UNSW.
Graduand		A student who has completed all the requirements for the degree but has not yet graduated.
Graduate		A person who holds an award from a recognised tertiary institution.
Higher Degree Committee	HDC	The relevant Faculty Higher Degree Committee (including the Faculty's delegated authority).
Higher Degree By Research	HDR	Any Masters or doctoral degree that comprises a minimum of two thirds of its assessable content by research.
Head of School	HoS	A person who has overall responsibility for higher degree research students within the academic School.
International Applicant/ Candidate		An applicant/candidate who is not a citizen of Australia or New Zealand and who does not hold permanent residency status in Australia.
Part-time Enrolment		Part-time enrolment is 12 units of credit per semester.

Name	Abbreviation	Definitions
Postgraduate Coordinator	PGC	The PGC plays a critical role in the overall experience of research candidates. They are the School's point of contact for research students. They advise the Head of School on higher degree research matters, attend Faculty Higher Degree Committees and are the School's point of contact with the GRS.
Research Progress Review		A compulsory review undertaken by all candidates and attended by a panel of school representatives to assess the candidate's progress and identify any problems.
Research Training Program	RTP	The RTP is a single flexible pool of funding to support both domestic and overseas students undertaking Research Doctorate and Research Masters degrees.
Researcher Development Unit	RDU	UNSW Australia aims to provide career relevant and effective researcher development, from research candidate to Research Leader. The RDU offers diverse effective learning, training and development that support performance based on the Extend Your Career framework. Offerings include contextualised, curated modules, online resources and events that individuals "pick and choose" based on their current "need" or career stage. research.unsw.edu.au/units/researcher-development
Satisfactory Progress		Progress students are expected to make each year towards the attainment of the requirements of their degree.
Supervision		
Primary Supervisor		A member of UNSW academic staff who has been appointed by the Head of School/Postgraduate Research Coordinator to have the primary responsibility for the supervision of a candidate.
Secondary Supervisor		The secondary supervisor (not necessarily a UNSW staff member) has specific expertise useful to the candidate's research and is an advisor to the candidate.
Joint Supervisor		A joint supervisor is appointed in the instances of multi-disciplinary research projects. Joint supervisors have expertise in different aspects of the project in the same school and take equal responsibility for the research program and direction.
Panel Supervision		A supervisory panel is usually appointed where there is an agreement between UNSW and external organisations such as NICTA or CSIRO regarding research. A supervisory panel can include a member of industry, or an external person, but a primary supervisor and secondary supervisor or joint supervisors must also be included.
Testamur		Certificate of qualification awarded by UNSW following the conferral of a degree.
Transcript or Academic Transcript		A printed statement setting out a student's academic record at UNSW.
Thesis		The written results of a research student's original investigation, which constitutes all or part of the requirements for the research degree in which that student is enrolled.
Timely Completion		Satisfactory completion of all the examination requirements of a higher degree by research within two years (Masters by Research and Master of Philosophy) or four years (PhD) from the commencement of candidature (or equivalent).
Units of Credit	UOC	A particular load or weighting in which each student is enrolled each semester. Every course at UNSW is worth a particular number of units of credit.
Work Health and Safety and Environment	WHS	The provision and management of a physically safe, healthy and secure learning and working environment for all students, staff, contractors and visitors at UNSW.
zID/zPass		A zID is a student's username – a 'z' followed by the student number, which takes the form z1234567. A zPass is a password created to use with the zID to access various online services at UNSW, such as accepting program offers, or checking emails. See also 'Exchange Email Service'.

