TABLE OF CONTENTS

I. **INTRODUCTION** .......................................................... 1

II. **WHAT TYPICAL PROBLEMS FACE RESEARCH STUDENTS?** ........................................................................... 2

III. **RESOURCES, FACILITIES AND ACADEMIC SERVICES** .................................................................................. 4
     INSIDE THE FACULTY OF BUSINESS, GOVERNMENT & LAW .............................................. 4
     OUTSIDE THE FACULTY OF BUSINESS, GOVERNMENT & LAW ......................................... 9

IV. **WHAT ARE YOU EXPECTED TO DO?** .............................................................................................................. 11
     KEY SKILLS AND ATTRIBUTES FOR POSTGRADUATE RESEARCH STUDENTS ........ 11
     ENROLMENT .................................................................................................................................................. 13
     LITERATURE REVIEW & BUSINESS PROFESSIONAL PROJECT PROPOSAL UNITS ....... 14
     ETHICS APPROVAL ...................................................................................................................................... 16
     ANNUAL PROGRESS REPORT (APR) ................................................................................................. 17
     RESEARCH PLAN REVIEW (RPR) ......................................................................................................... 17
     CONFERENCE ATTENDANCE AND PRESENTATION ................................................................. 17
     PUBLICATION ................................................................................................................................................ 18
     SUBMISSION OF THESIS FOR EXAMINATION .............................................................................. 18
     SUBMISSION OF FINAL COPIES OF THESIS ...................................................................................... 18

V. **THE RELATIONSHIP BETWEEN SUPERVISORS AND STUDENTS** ................................................................. 18
     SUPERVISORS’ ROLE....................................................................................................................................... 19
     STUDENT’S ROLE .......................................................................................................................................... 20

VI. **HOLIDAYS AND LEAVE OPTIONS** .................................................................................................................. 22

VII. **EMPLOYMENT AND PROFESSIONAL DEVELOPMENT** ................................................................................... 22

VIII. **TUITION FEES FOR DOMESTIC STUDENTS** .................................................................................................. 23

IX. **FREQUENTLY ASKED QUESTIONS (FAQS)** .................................................................................................... 23

X. **APPENDICES** .................................................................................................................................................. 26
     APPENDIX (1) - RESEARCH PLAN REVIEW (RPR) TEMPLATE ................................................. 26
     APPENDIX (2) - HDR EXAMINATION PROCESS FLOWCHART ............................................... 28
     APPENDIX (3) - STUDENT - SUPERVISOR MEETING RECORD TEMPLATE ......................... 29
     APPENDIX (4) - HDR STUDENTS LEAVE ALLOWANCE ............................................................ 30
I. INTRODUCTION

This resource manual has been made for the Faculty of Business, Government & Law research students who have just started their research degrees. Its main purpose is to assist new research students to settle in, to understand what support they can expect, and to advance the knowledge of their responsibilities in doing research degrees here. In short, it is about the journey you, as a research student, are going through, and about how University of Canberra, particularly Faculty of Business, Government & Law, works to support students to pursue their research degrees. Some of the information of this manual is derived from the University policies and practice relating to postgraduate research education. Please see the research degree polices page at: https://guard.canberra.edu.au/policy/Research/Research_Degrees_Policies.

The Faculty of Business, Government & Law generally has approximately 100 candidates enrolled in its Higher Degree by Research (HDR) programs (in Canberra, and in Singapore) including:

- Master of Arts in Government (Research)
- Master of Arts in Tourism (Research)
- Master of Business (Research)
- Master of Human Resource Development (Research)
- Master of Law (Research)
- Doctor of Philosophy (PhD)
- Professional Doctorate of Business Administration
- Professional Doctorate of Legal Science
- Professional Doctorate of Public Administration

We interviewed 14 of these candidates in preparing this manual (full-time, part-time, domestic and international students) and would like to thank them for contributing their experience and insights into the information needs of commencing HDR candidates. You can find out about what your colleagues do in the Faculty’s HDR programs at: http://www.canberra.edu.au/about-uc/faculties/busgovlaw/study-with-bgl/research-courses.

The manual aims to help research students who often feel that “you don’t know what you want to know” in terms of settlement, support, entitlements and responsibilities. It is organised to reflect the “pathway you’re going through” from the beginning to the end of your higher research degree at University of Canberra. It indicates what is available to support research students both within the Faculty of Business, Government & Law and across the university such as key processes, milestones, where to go for various kinds of information and support, and the most appropriate contact people. This is with the recognition that each research candidate will be unique and want to know different things depending on personal needs and situations. For example, when we asked three different students what were the most important questions for them in their first few months we received very different answers. The first
indicated that the most crucial questions for him were “Who is going to be my supervisor? Am I able to have a good relationship with that person? What is my future to be?” The second recalled wanting to know about physical support: room, computer, printer and online access, and library services. A third focused on the course: “How will it be? How will I cope with it and all subjects conducted in English?” Whatever your questions we hope this manual will help you to get oriented.

To help you better understand your journey, your duties and entitlements, key processes and procedures, please visit the 12 ‘Research Degrees Policies’ and corresponding procedures and familiarize yourself with them:

- Admission to Higher Degree by Research Courses Policy
- Delegations and Authorisations Register for Student Academic and Administrative Matters – Higher Degree by Research (HDR) Students Schedule
- Doctor of Philosophy (by Prior Publication) Policy
- Examination of Higher Degree by Research Theses
- Generic skills and attributes of University of Canberra graduates from higher degree by research courses
- Higher Degree by Research Code of Practice
- Higher Degree by Research Progress and Milestones Policy
- Higher Degree by Research Scholarships Policy
- Higher Degrees by Research Enrolment and Changes to Candidature Policy
- Infrastructure Support for Higher Degree by Research Candidates
- Postgraduate Courses
- Supervision of Higher Degree Candidates by Research Policy and Procedures

II. WHAT TYPICAL PROBLEMS FACE RESEARCH STUDENTS?

According to our research, most research students face some difficulties such as relocation challenges, securing accommodation, time management and achieving of work-study-family balance, language obstacles and so forth. The research we did to help prepare this manual found some common difficulties facing both overseas and domestic research students including:

- Finding accommodation within a budget limit.
- Stress resulting from being isolated as Canberra can be a very quiet and isolated environment for some students, and not having families, friends and relatives around can be difficult. This isolation can be stressful and even lead to less concentration on studies.
- Many full-time candidates experienced financial constraints that made everyday living and socialising challenging.
- It is common for students to feel that they are isolated: the research journey can be isolating due to it being primarily an individual endeavour. This feeling can be exacerbated by difficulties of
reaching out to make friends with people from different cultures and from diverse religious, racial and national backgrounds.

- Overseas students from different cultures often struggle with language, but can also struggle with discrimination, adjusting to different expectations of education systems, or of the relationship between the student and supervisor.
- Lack of information about entitlements, facilities and resources.
- Limited library resources and difficulties accessing the literature in some areas.
- More support for part-time students. Part-time students who cannot attend classes would like access to lecturing online.
- Time management in both candidate’s own learning and thesis work and when undertaking employment in tutoring and teaching.
- Many students do not know what a PhD is; nor are they aware of the differences between a PhD and a professional doctorate, e.g., the Professional Doctorate in Business Administration (DBA).

Everyone has gone through a transitional period from graduate or coursework to postgraduate research, from being in classroom as a student to teaching the class as a tutor who is responsible to lead the class, and/or from being a practitioner to being a research student. As several students told us, this transition is much harder and is more difficult than many things we have done. In their words:

“Being a researcher is quite a different thing to whatever else you have done in life”.

“There is a big gap to being a new research student”.

“Making this transition takes time and patience and includes learning more critical analysis skills and more extensive project management skills”.

“It takes time to build a network with academics, with other research students and with other people. It is important to give time and effort to build your networks”.

It may take some time to deal with these issues and with the research-life transition. The interviews with seven domestic and seven overseas candidates, in addition to finding out about problems encountered by new research students, provide some interesting student perspectives on how to make the most of life as a research candidate.

Several people emphasised that research students have to be brave and set themselves up in groups and make friends with others. Several interviewees highlighted the importance of reaching out to peers:

“I know that my skin is different from you. In the whole class, I am the only person who is with this skin... But it doesn’t matter. It is the brain and the mind that brought me here. We are here to exchange ideas. Why is it that people don’t want to associate with others? Indeed, I can do
everything on my own...but it is better if I can get somebody to exchange ideas...now everybody [in the class] is my friend”.

“It would be good to have a (research) postgraduate association and a framework for meeting together as a cohort”.

“Research students should try to be graceful, calm down, be relaxed and creative. This can be done through friends/group meeting such as morning tea-every Wednesday morning, BBQs, and joining religious or other social and volunteer groups”.

Another common theme that our interviewees wanted to communicate to new candidates was the significance of building spaces, networks and practices to reflect on your research journey and to provide personal guidance and support. Here are some of their suggestions:

“Research students should do reflective practice of their journey (using a journal). Having reflected about my journey, I can look at what is working and what is not working. The importance of reflecting on the journey that you are going through becomes the way of coping with stress and the strangeness of transition”.

“Teaming up with a mentor is very helpful, such as a capable senior doctoral student who is willing to provide advice”.

“Research students should meet their supervisors on a regular basis for advice and guidance... Perhaps in the first six months of candidature I would say very regularly meet with your supervisors to really work through and explain all the steps of the thesis”.

There are a range of resources to help a research student in their journey. It is to these we turn in the next section. Get to know them and use them to help in your transition, and remember that no-one is alone on any issue. Many have gone through it, survived and thrived.

III. RESOURCES, FACILITIES AND ACADEMIC SERVICES

INSIDE THE FACULTY OF BUSINESS, GOVERNMENT & LAW

The Faculty of Business, Government & Law aims to support its research students to meet their research goals. We hope you will find yourself part of a dynamic, interactive, multi-disciplinary and intellectually exciting research culture. Research students are an important part of this culture and as researchers make a significant contribution to the Faculty’s research program. Doing research can appear to be a lone enterprise but whilst your individual efforts are important so too are the dynamics of your research community. Attend a seminar that at first glance does not appear related to your topic, or have an
informal discussion with another research student. Such interactions can provide important learning opportunities, supply that much needed breakthrough or suggest an approach you had previously not considered. The Faculty is willing to provide additional support to student-led initiatives that contribute to the building of solidarity and engagement between its research candidates. There are also School-specific seminars and Institute for Governance and Policy Analysis (IGPA) research events that may be relevant to your research area. If you have an idea for a seminar, workshop, or a social event then please suggest it to one of the following people.

1. PEOPLE

In addition to your supervisory panel, there are three people in the Faculty of Business, Government & Law who will be important to you so please introduce yourself to them:

   Associate Dean (Research), Faculty of Business, Government & Law
   Dr David Carter
   Room: Building 11, Level C, Room 16
   Phone: 02 6201 5793
   Email: David.Carter@canberra.edu.au

   HDR Convenor, Faculty of Business, Government & Law
   Dr Craig Applegate
   Room: Building 11, Level B, Room 18
   Phone: 02 6201 2724
   Email: Craig.Applegate@canberra.edu.au

   Research Support Officer
   Ms Sue Uzabeaga
   Room: Building 11, Level C, Room 80
   Phone: 02 6201 2232
   Email: Sue.Uzabeaga@canberra.edu.au

2. RESOURCES — WORK FACILITIES FOR RESEARCH STUDENTS IN BUILDINGS 5 & 11

Like any organisation, there are resource constraints in the Faculty, but we will try and meet your needs. What follows are guidelines rather than hard and fast rules. However, if you need something that is normally outside the realm of specified entitlements, and you have a good case for submitting this request, please ask. For more information, please see the University of Canberra Policy for Infrastructure Support for HDR Candidates at: https://guard.canberra.edu.au/policy/policy.php?pol_id=3244.

Generally, research students studying full-time or part-time on this campus will have access to (i.e. not sole occupation):
A desk or equivalent work space (hot desk) in a shared office space.

24-hour access to a work-station or a shared open access work area in Buildings 5 & 11.

**Workstations and open access areas:** You will be provided with access to a personal computer (laptop or desktop) with a standard suite of software including Microsoft Word, Excel, PowerPoint and Outlook (email system), internet access and data analysis software. If you are offered the laptop option, you can use wireless and use an open access desktop when on campus, or plug in your laptop at a shared desk-space area in the Faculty when you come in.

**Printing and photocopying:** Students have free access to printing and photocopying facilities and an account for photocopying within UC libraries (you may also be reimbursed for photocopying at other libraries). This is subject to reasonable use limits.

**Data analysis software:** It is recommended that you ask your supervisor what software you will require in order to analyse your data (i.e. SPSS, NVivo). You can access data analysis software using UC site licences. If UC does not have a site licence, the Faculty can purchase software for loaning to you with the endorsement of your supervisor.

**Computer account and login with secure information storage facilities:** The ‘My Documents’ folder associated with your staff and/or student login and password is a great drive to store your recent work as it is on the UC server and is backed-up daily. Please note there is a storage limit with these folders so if you are notified you are near the limit by the IT helpdesk, you can contact them to request an extension of your limit for your research work if needed (requires the approval of your supervisor).

**Email and internet usage accounts:** If you use your staff login, you will not be charged for your email and internet usage. However, if you use your student account, charges may apply.

**A lockable filing cabinet, storage area and/or a bookshelf:** For your documents, publications, research work, personal belongings and so forth.

**Stationary and postage:** Stationary is available from the Faculty (please contact Sue Uzabeaga regarding your requirements). Postage services are available for academic purposes. For large postal runs (e.g. when mailing out a survey), pre-approval is required from your supervisor and you are required to fill out the ‘Research Student Funding Application’. Please email Sue.Uzabeaga@canberra.edu.au to request the form.

**A shared telephone:** To be used for calls within Australia. For non-local calls related to your research work, please go through the Switchboard (ext. 5111 if you are outside campus, internally, dial 9). Wherever possible, use Skype for international calls.

Space and permanent work-stations are in short supply and priority will be given to full-time students who do their research work on campus on a full-time basis. Generally, it is reasonable for you to request private access to a workstation if you are a full-time student and you:
- Intend to work at your desk/workstation for a minimum of 6 hours per day for 4 days each week during normal office hours (if you spend at least 24 hours in the Faculty per week).
- Attend seminars particularly introductory, confirmation, work-in-progress and pre-submission seminar presentation days, Faculty seminars in your School, and/or Institute for Governance and Policy Analysis (IGPA) discussions and seminars.
- Contribute actively to the research culture in the Faculty of Business, Government & Law (through attending seminars, workshops and other collaborative and networking initiatives).

Full-time students who choose to primarily do their research work off-campus may apply for the following:
- Access to a shared workstation if they intend to come in on a regular basis (i.e. weekly: 2-4 hours a few days per week).
- Access to a hot desk computer (open access) if they intend to come in less regularly. This includes access to the internet, email, file storage and free printing.
- A network connection port where laptop computers can be configured to provide access to free printing and internet while on campus either via wireless or when connected to the University of Canberra network. You can organise your laptop to synchronise with your ‘My Documents’ space on the UC server.

Part-time students can access some of the above resources, depending on their needs and the resources available. At a minimum, part-time students may access hot desks and network connections (upon request).

All research students may be granted after hours security access to buildings 5 and 11 (and the facilities mentioned above). Please email Sue Uzabeaga (Sue.Uzabeaga@canberra.edu.au) with your name, staff and/or student ID number for approval and referral to security. (Please ensure this corresponds with the card you will be using to access the building).

3. STAFF ACCOUNT

In order to access the computer facilities and free printing in building 5 you will need to see Sue Uzabeaga who will fill out an affiliation form for forward it to the Associate Dean (Research), Faculty of Business, Government & Law for approval. Once your staff account has been activated, you will need to pick up your staff card from Human Resources. Once you have your staff card ring the IT helpdesk on extension x 5500 or 02 6201 5500 for a computer password.

4. RESOURCES — ACCESS TO RESEARCH STUDENT SUPPORT (FUNDING)

Doctoral candidates may apply for up to $5,000 for research support over the duration of their candidature. Masters Candidates may apply for up to $2,000. This may incorporate costs associated with conducting fieldwork and conference attendance if you are presenting at the conference. Please discuss this with your supervisor before applying for research support.
In relation to conference attendance, the airfares, conference fees and accommodation costs are claimable. However, taxis, food, souvenirs and other personal expenses cannot be claimed. Airfares must be booked through voyager.

To apply for this support, kindly follow the outlined process:

a) Fill out the ‘Application for Research Student Support’ which can be requested by email from Sue.Uzabeaga@canberra.edu.au and is also available on the ‘BGL Higher Degree by Research Students 2015’ Moodle site;

b) Approve and sign the form by your supervisor;

c) Forward the signed form (hard copy) to Sue Uzabeaga along with the following supporting documents:
   - Travel form
   - Proof of conference paper acceptance
   - A quote for travel
   - A quote for accommodation

Upon receiving the form and supporting material, they will be forwarded by Sue Uzabeaga to the HDR course Convenor Craig Applegate for his approval before being sent to the Dean of the Faculty. As there are several administrative steps involved, it is important that applications for funding are submitted with sufficient time to allow for approval. Students must submit applications for research student support prior to travel, conference attendance etc. The University will not reimburse funding where approval is sought upon the return of the student from travel/conferences.

5. ENCUMBRANCE

If you are in default of tuition fees you will be “encumbered”. While you still owe the university money, you will be unable to receive financial support or thesis editing services. These will become available after the encumbrance is lifted.

6. EDITORIAL AND WRITING SUPPORT SERVICES

Research candidates have access to editorial and writing support. Learning to write and edit is an ongoing process and should start early. As researchers we are all becoming writers. Since the editing of your work is a necessary part of the HDR writing process, in terms of developing and finalising your work, assistance with editing and writing either individually or in a group can be requested. Kindly forward your thesis to Sue Uzabeaga who will send them for editing to one of our three internal editors; Lulu Turner (Faculty HDR Editorial Adviser), Jane Aylen (IPEd Accredited Editor, Access Editing) and Dr Judy Hemming (Faculty of Arts & Design, International Studies & International Development, University of Canberra). Our editors generally spend few hours evaluating the thesis and making a judgment on whither it is ready for submission before making a decision on editing.
7. BGL MOODLE SITE

The Faculty of Business, Government & Law hosts a page on the Moodle platform titled ‘BGL Higher Degree by Research Students 2015’. The page includes both HRD students and supervisors as registered participants and can be accessed through your ‘myMoodle’ home page. The BGL Moodle page hosts a range of useful resources such as key information for HDR students, useful links, forms, applications, seminars information, templates, etc. The page also supports posting and viewing of news, announcements and participation in a discussion forum.

8. HDR SEMINARS

Research students and their supervisors constitute the intellectually stimulating community you will find here in the Faculty of Business, Government & Law. The strength and dynamism of our research community depends on you. All research students should consider regular attendance at Faculty and HDR seminars as a mandatory requirement of their enrolment. The value of both learning to communicate about your research to your peers, and of learning to ask questions and critically engage with the work of others in a supportive research community environment cannot be overstated. There is much to learn about presentation techniques from watching others and having a go yourself. Intellectual debate is about openness to others critiques are core values of research professionals. When we interviewed research students to prepare this manual, many recommended attendance at as many seminars as possible.

Various seminars and other research events are run by the Faculty of Business, Government & Law and the Institute for Governance and Policy Analysis (IGPA) at the University of Canberra. These include:

- Monthly workshops around different topics of relevance to research students such as research paradigms, supervision, editing and so forth. Please watch for emails from Sue Uzabeaga for details.
- Monthly research student seminars, including introductory, confirmation, work-in-progress and pre-submission seminars. Please watch for emails from Sue Uzabeaga for seminar dates and other details.
- Research presentations by academics from the Faculty of Business, Government & Law, and by visiting academics and practitioners.
- Many Schools such as Tourism and Management run a seminar series. See the convenor of the seminar series in Schools relating to your work and sign up to be notified.
- IGPA holds regular lectures, seminars and discussion forums. More information is available at the IGPA website: [http://www.governanceinstitute.edu.au/](http://www.governanceinstitute.edu.au/)
- Conferences and symposia organised by Faculty academics.

OUTSIDE THE FACULTY OF BUSINESS, GOVERNMENT & LAW

All research students have access to a comprehensive range of academic and student services including:

- Research Students Office (RStO)
- Graduate Research and Researcher Development
  - Researcher Development Program (UC ReD) Moodle site
  - Researcher Development Program (UC ReD) Face-to-face workshops
- Library Services
- Study Skills: http://www.canberra.edu.au/current-students/student-support/study-skills
- For more information, please see: http://www.canberra.edu.au/current-students/current-research-students/support-facilities.

1. RESEARCH STUDENTS OFFICE (RSTO)

The Research Students Office (RStO) provides comprehensive services to all research students including:
- Admissions
- Enrolments
- Administration of candidature
- Examinations
- Scholarships
- Other student support

Further information is available at: http://www.canberra.edu.au/research/research-student-administration/rsto.

2. LIBRARY SERVICES

Our research has found that some students have found library services limited while others don’t know the comprehensive services available. For instance, one student reported “because I did not turn up to the induction program and other important seminars, I did not know about inter-library loans”.

All research students are entitled to the following from the UC Library:
- Full services including access to the Library collections, online databases (for access to journal articles) and interlibrary loans & document delivery (items not available at the UC Library can be borrowed through other libraries).
- The Library provides access to around 400 databases and over 70,000 full text electronic journals.
Reference Management Software: EndNote – all HDR students are recommended to use EndNote to manage their references.

- **Library guides**, such as Information for Researchers, Research Impact Factors, Open Access Toolkit.
- **Research consultation by appointment**

Research students can take advantage of the many research libraries in Canberra. The National Library of Australia has an excellent research collection for use on site and is a great environment to work in. Other libraries include the ANU Library, [http://anulib.anu.edu.au](http://anulib.anu.edu.au), UNSW@Canberra Academy Library [https://www.unsw.adfa.edu.au/library/](https://www.unsw.adfa.edu.au/library/), ACU Library, [https://library.acu.edu.au/](https://library.acu.edu.au/), where research students can borrow books by registering with them.

3. **RESEARCHER DEVELOPMENT PROGRAM**

The Researcher Development Program (UC ReD) provides research students with information and access to research activities, complementing what is on offer in the faculties, in order to support students’ progress and development as researchers. This support includes:

- New research student orientation
- Regular face-to-face and online workshops
- Regular social events for research students


4. **EXTERNAL SEMINARS**

Various seminars and public lectures are run by the Australian National University and by other tertiary education and public institutions in Canberra. Most of these events are free and open. Check papers and websites for information and sign on for emails to be notified of upcoming events. Research students are recommended to attend as many seminars as possible.

IV. **WHAT ARE YOU EXPECTED TO DO?**

**KEY SKILLS AND ATTRIBUTES FOR POSTGRADUATE RESEARCH STUDENTS**

The University has identified five key areas of skills and attributes that are fostered through its postgraduate research education. The Faculty of Business, Government & Law postgraduate research courses allow students to learn and develop their skills and knowledge in each of these areas through a
mix of coursework units and the undertaking of original and sustained research resulting in the writing of a substantial dissertation. Student development of these skills and attributes is also supported by an ongoing professional development programme and monitored through the attainment of milestones and via annual progress reporting. You should strive to improve and achieve in each of these areas throughout your candidature. The five areas are:

Innovation and Creativity

HDR graduates will be able to:
- apply existing skills and knowledge to new situations;
- recognise a problem and identify the core issue/s;
- develop inventive solutions, demonstrating flexibility, resourcefulness and enthusiasm;
- take intellectual risks; and
- identify and engage with research opportunities.

Critical Judgement and Reflection

HDR graduates will be able to:
- operate effectively in a changing environment;
- reflect critically and undertake systemic investigation into a complex body of knowledge;
- analyse and synthesise information from a variety of sources; and
- make rational conclusions based on evidence derived from the research.

Communication

HDR graduates will be equipped with:
- an understanding of the practices and methods in place for the transfer of knowledge to specialist and non-specialist audiences; and
- the capacity to engage with stakeholders and to influence practice.

Management of Research

HDR graduates will be able to:
- prioritise tasks and work under pressure;
- design, use and evaluate research methods as appropriate to the field/s of investigation;
- develop and implement project plans and lead projects; and
- select and apply appropriate digital tools to support the conduct and management of research.

Professionalism and Social Responsibility

HDR graduates will be equipped with:
- the capacity and intention to apply professional knowledge and skills with full responsibility and accountability for self;
• a commitment to the conduct of research in a manner which is ethical, and conforms to appropriate health and safety principles;
• an understanding of intellectual property protocols as they pertain to the conduct and dissemination of research;
• an insight into the global context in which they operate as research practitioners, and the potential for research to benefit society;
• an awareness of the transferability of research skills to other work environments and the range of career opportunities within and outside academia; and
• the ability to work collaboratively and effectively with others, within a range of teams and contexts.

For further information, including how to self-assess your attainment of these skills and attributes, see http://www.canberra.edu.au/current-students/current-research-students/manage-your-candidature/degree-milestones-and-generic-skills/generic-skills.

ENROLMENT

All HDR students are required to enrol every semester. To do this, you will need to email the Research Students Office (RStO) at postgrad.research@canberra.edu.au who will complete your enrolment following the approval of your Annual Progress Report by the supervisor and Associate Dean (Research)

PHD

• In your first year of a PhD you must enrol in the correct dissertation unit for your course and continue doing so every year.
• Candidates (apart from those holding H1, upper H2 or equivalent UG degrees and obtaining accelerated entry) must complete 12cp of coursework comprising:
  - Doctoral Research Skills Portfolio PG (6cp); and
  - 6cp chosen from Research Methodology and Research Design PG 6647 (6cp), or Research Methodology and Research Design H 6807 (3cp) and Literature Review Seminar PG 6652 (3cp).
• To progress within the PhD, students must normally complete all 12cp of coursework at the first attempt and within the first 6 months of PhD candidature (or Part-time (PT) equivalent). A student who fails to meet these requirements will be eligible to re-sit and be awarded the Graduate Certificate in Research Methods and Design as an exit award. Such students are eligible to re-apply for entry into the PhD program.

DPA AND DBA
If you are undertaking a Professional Doctorate of Business Administration (DBA) or Professional Doctorate of Public Administration (DPA), you will need to consult the UC web page to ascertain the units you are required to enrol in. It is essential to discuss this with your supervisors and the course convenor Craig Applegate. For detailed information on the University of Canberra’s courses and units, please see: http://search.canberra.edu.au/search/search.cgi?collection=CAPS.

The normal load for a full-time student at UC is 4 units, each of 3 credit points in 1st and 2nd semester. For DPA and DBA students, it is recommended that you enrol in the following units:

- Research Methodology and Research Design (a double i.e. 6cp unit) (semester 1)
- Quantitative Research Methods (semester 2)
- Qualitative Research Methods (semester 2)

Then choose 2 elective units that relate to your thesis. Supervisors are good advisors on this and you must consult them, but you can see the units available and make suggestions by checking relevant Master and Graduate Diploma Programs. The online handbook has some information on all units. The admin offices in Building 11 have detailed unit outlines from the previous year that you can look at to help you make decisions. Some unit outlines are also available online. You will need to see Building 11 admin staff to check semesters these units are offered, by sending an email to BGLAdminEnquiries@canberra.edu.au. You can take both elective units in your 1st semester or you can take one in each semester of your 1st year. Decide what units you will be undertaking before enrolling.

DPA and DBA students are also required to enrol in and undertake the Literature Review (3cp) and Business Professional Project Proposal (3cp) (see below). There are no classes for these 2 units, as they are undertaken under the supervision of your supervisor. They may be undertaken in any semester.

**LITERATURE REVIEW & BUSINESS PROFESSIONAL PROJECT PROPOSAL UNITS**

These two units are individually supervised by one of your supervisors, usually the primary supervisor. You should complete the work for the unit in the semester in which you enrol in it. Your supervisor is responsible for assigning assessment tasks, marking them and allocating and submitting your grade. You can check that this has happened on your student record by logging in to MyUC at https://www.canberra.edu.au/myuc/group/uc-students/home.

Precisely what you negotiate as assessment will depend on the stage you are at when you take each unit. Assessment would normally consist of no more than 6000 words in total. This could be a single piece of work, e.g. a critical review of theoretical frameworks commonly used as explanations for the phenomenon you are interested in. It could be broken down into several separate pieces of work, e.g. three essays of 2000 words, each of which reviews and critically analyses the literature on the three key aspects relevant to your research question. Another option is to produce an annotated bibliography and an endnote data base first for assessment then proceed to write a 3500 to 4000 word critical literature
review. Meet regularly with your supervisor to discuss your plan for completing whichever of these units you are enrolled in and your progress towards its completion. Hand in assignments for marking as you do in any class. It is not expected that you can take your work from these units and drop it into your completed thesis.

**MILESTONE SEMINARS**

Higher Degree by Research (HDR) students are required to report on their research through four key seminars. These are designed to encourage comments and feedback which will be helpful in progressing towards the final thesis and take the form of an Introductory, Confirmation, Work-in-Progress (at least one) and a Pre-submission Seminar (previously called Final Seminar). While only the Confirmation seminar is assessed, HDR students are required to present at the other three milestone seminars. Students are advised to attend the monthly Faculty seminars to become familiar with different research topics undertaken, various methodologies and be part of the research culture.

**Introductory Seminar**

You are required to prepare an introductory seminar within 6 months from the commencement of the thesis component for Full-time Equivalent (FTE) PhD and PD students and within the first 4 months for Masters by Research students. The seminar provides an opportunity to introduce the research question(s), supporting literature, proposed methodology and timeline of the project. It is a good opportunity to receive feedback from academics and peers in the field and test the feasibility of the research project. This seminar is not assessed but is compulsory. For HDR students commencing the standard entry PhD (with coursework) from January 2016 onwards, these dates will be calculated from the commencement of the coursework rather than the thesis component.

**Confirmation Seminar**

You are required to present a confirmation seminar within 12 months (FTE) for PhD and PD candidates and within the first 7 months (FTE) for Masters by Research candidates. This is a crucial seminar as it marks the confirmation of your candidature. The seminar will be assessed by two formal assessors who are not members of the candidate’s supervisory panel. Students need to satisfactorily complete this seminar before their enrolment in the degree can be confirmed. For HDR students commencing the standard entry PhD (with coursework) from January 2016 onwards, these dates will be calculated from the commencement of the coursework rather than the thesis component.

In preparation for the confirmation seminar, candidates are to submit a research proposal for assessment to the supervisors and assessors two weeks prior to the scheduled date of the seminar. The proposal should locate the research in the broader field of study, identify the research problem, purpose, questions/hypothesis, methods of inquiry, and propose a research timeline.

**Work-in-progress Seminar (PhD Only)**
You are expected to present a work-in-progress seminar in the second year of your candidature (FTE). While this seminar is not formally assessed, it is highly advised that students present at least one work-in-progress seminar to report on progress to date, receive feedback and identify gaps in your argument.

**Pre-submission Seminar (previously called Final Seminar)**

All research candidates will be expected to complete a Pre-submission seminar 3-6 months prior to submission. This replaced the previously called Final seminar. Existing candidates due to submit their thesis before 31 March 2016 will have the option of completing either a pre-submission seminar (if time permits) or a final seminar.

The pre-submission seminar is a formal, public presentation that takes place before submission of the thesis. The purpose of the pre-submission seminar is for candidates to present their research to the wider university community, share the knowledge gained, and celebrate the research outcomes and skills developed.


**ETHICS APPROVAL**

You will need to seek the approval from either the Human Research Ethics Committee (HREC) or the Animal Ethics Committee (AEC) if your project involves one or more of the following:

- Human experimentation including using questionnaires and conducting interviews.
- Vertebrate animal experimentation.
- Genetically modified organisms.
- Preparation or use of recombinant nucleic acids constructed in vitro from sources which do not ordinarily recombine genetic information.
- The use of ionizing radiation.

This approval must be obtained before starting the fieldwork component of your research. Information on who needs to apply, how to apply and deadlines to submit applications are available from: [http://www.canberra.edu.au/ucresearch/ethics](http://www.canberra.edu.au/ucresearch/ethics).


ANNUAL PROGRESS REPORT (APR)

Annual Progress Reports (APR) must be completed by each candidate in September of each year. This is a good opportunity for candidates to discuss their progress with their supervisors and receive useful and constructive feedback. The APR process is also an opportunity to evaluate your progress and resolve concerns you might have. APRs are undertaken through a secure online system. You will be required to login to your MyUC account to complete and submit your APR. The online form is available from 1 September each year. Once you submit your APR, it will be sent to the chair of your supervisory panel for review.

Your continuation with your candidature is subject to satisfactory progress reports. Therefore, it is important that you fulfil the requirements set out for you and ensure that you submit your APR in a timely manner. You need to submit an APR even if you are on intermission.

Further information on the process for completing and submitting your APR is available at http://www.canberra.edu.au/current-students/current-research-students/manage-your-candidature/degree-milestones-and-generic-skills/annual-progress-report.

RESEARCH PLAN REVIEW (RPR)

The Research Plan Review (RPR) replaces the Project Update Report and should be developed by the HDR candidate and supervisor in the first 6 months of candidature and reviewed by the end of March each year. The RPR is to be completed in addition to the APR as it provides an opportunity to monitor your progress against the goals outlined in the plan, track key milestones and achievements and ensure a timely completion. Once the plan has been completed and signed by your supervisor, it is to be uploaded into RGrad into the Project Plan ‘Comments’ function. A suggested template of the RPR has been attached in Appendix (1) for your reference.

CONFERENCE ATTENDANCE AND PRESENTATION

Attending national and regional seminars and conferences and presenting your work is highly recommended. You are expected to attend at least one national or international conference in your research area during your candidature where by you are to be involved with the presentation of a paper, workshop or poster; or chair a session. You will need to discuss this with your supervisory panel. It is also advised that attendance should take place after the confirmation of your candidature. See the ‘Resources’ section above for information on financial support for conference attendance.
PUBLICATION

Though this is not mandatory, you are encouraged to submit at least one peer-reviewed paper for publication during your candidature. Publications are very important for your career as they contribute to building your profile as a researcher and demonstrate your contribution to your research community. Please see the following link for information on publishing a research paper: http://www.canberra.edu.au/library/research-gateway/research_help/publishing-research. Further tips on presenting and publishing your research are also available on the Research Education Program Moodle site: http://learnonline.canberra.edu.au/course/view.php?id=1378.

SUBMISSION OF THESIS FOR EXAMINATION

You are expected to submit your thesis within 3 or 4 years for PD and PhD students and 2 years for Master students (or PTE). It is recommended that you read the HDR Examinations Policy for administrative guidelines on the requirements for your thesis available at: http://www.canberra.edu.au/research/hdr-policy-and-procedures. The Faculty of Business, Government & Law normally expects the final thesis to be no longer than 100,000 words. For a general understanding of how the examination process works, please refer to the examination process flowchart in Appendix (2).

Being a student of The University of Canberra, you are expected to uphold a high standard of academic integrity in your work which implies honesty and avoidance of plagiarism in you research. While working on producing academic work such as your thesis, you may borrow ideas and words from other authors, which is acceptable. However, it is important to clearly acknowledge the original author/s of the work borrowed in your references. To ensure this level of academic integrity is maintained, the University will adopt the ‘iThenticate’ plagiarism detection software which looks for similarities and matches between your work and other published/unpublished works stored in a database.

SUBMISSION OF FINAL COPIES OF THESIS

After examination and the completion of required changes (if any), you will be required to submit final hardbound and electronic copies of your thesis. The Faculty can pay for binding done by the university’s print room. Please contact Sue Uzabeaga first before commencing the printing and binding of your final copy. The university is also moving towards electronic submission. Please contact the Research Students Office (RStO) for the latest updates on electronic submission procedures. They are located in Scrivener Building, 27 Thynne Street, Fern Hill.

V. THE RELATIONSHIP BETWEEN SUPERVISORS AND STUDENTS
All research students are required to have a supervisory panel that consists at a minimum of an appointed Chair (primary supervisor) and secondary supervisor. It is important to clarify expectations and the roles and responsibilities of each supervisor at the start of your candidature. Research students are advised to see both supervisors regularly (if possible).

In our research, a PhD student at the Faculty of Business, Government & Law stated that “the right supervisors can make you”. Without the right kinds of guidance; and without experience and exposure to different projects, your progress may be impeded. Our research indicates that:

· It is important to develop a good relationship with supervisors to ensure a productive and positive relationship develops. One of our doctoral candidates stated that supervisory support is “the most important thing”. The support should come from both supervisors (primary and secondary). This support is very important, particularly for candidates from different countries and background educations.

· Supervisory relationships are critical. Our research has found that domestic and international candidates perceive the supervisory relationship differently: International candidates have referred to supervisors as our “parents”, placing importance on respecting their supervisors, whereas domestic candidates tend to treat their supervisors as senior partners.

SUPERVISORS’ ROLE

· Meet you at regular intervals, as determined by you and your supervisor, to discuss and revise your ideas and drafts. Full-time students can expect their supervisor to meet them fortnightly at least initially. Sometimes supervisors will request that you meet more often. A suggested template for keeping a record of your meetings with your supervisors has been attached in Appendix (3). It is highly advised that you complete one following every meeting.

· Help you develop a plan for the completion of the requirements of your degree and evaluate your progress.

· Provide guidance and support regarding a number of aspects of the research process (including thesis requirements, gaining ethics approval, if required).

· Complete the supervisor sections of the Annual Progress Report when it is due and report to the Research Student Office.

· Provide academic support (including timely feedback) to enable you to reach your highest standard of achievement.

· Provide encouragement and guidance so you can maintain satisfactory progress.

· Make the necessary arrangements and liaise with appropriate people to organise your research seminars (including selecting suitable assessors). Ensure that you understand your rights with respect to intellectual property.

· Advise you on standards of presentation for your thesis (including formatting, editing and proofreading), and encourage you to seek professional assistance if necessary.
Select appropriate examiners for your thesis (when appropriate).

For more detailed information, see the HDR Code of Practice (available from http://www.canberra.edu.au/research/hdr-policy-and-procedures).

STUDENT’S ROLE

Personal Engagement

- Familiarise yourself with, and abide by, the policies governing your degree and the codes of conduct and ethics for research.
- Maintain proper enrolment: ensure you enrol every semester.
- Investigate whether your project needs ethics approval and apply for approval before commencing your fieldwork.
- Play an informed party in selecting supervisory panel members: ensure appropriate academics are selected.
- Drive the research and writing process and ensure you complete milestones and meet deadlines. You are your own project manager.
- Remember that your supervisor is busy; research students should take responsibility for establishing regular meeting times and ensure they provide written material for discussion in advance.
- Ensure that your relationship with your supervisor is constructive through proactively and positively contributing to this relationship.
- Keep to your agreed schedule of meetings with your supervisor, providing evidence of progress.
- Meet your supervisors regularly by email and/or face to face and engage in constructive conversations with them. Keep them informed.
- Doctoral candidates in the Faculty have recommended that you do what your supervisors say because they want us to succeed and they ensure we do the right things.

Towards Thesis Submission

- Actively contribute to, work to, and annually review your personal learning plan.
- Submit your final research proposal and present your initial seminar in a timely manner.
- Complete your section of the Annual Progress Report in a timely manner.
- Present research seminars when required.
- Participate in networking and research opportunities offered by your Faculty and University (e.g. The Research Education Program) to ensure you are an active part of that intellectual and research community.
- Take responsibility for writing your thesis and ensure its presentation is of a high standard.
- Submit your thesis in the required time, in a form which satisfies University requirements.
Selection of Examiners

- Students cannot select the examiners, should not have had any prior contact with them and must not attempt to contact them during the examination stage. However, students may suggest to their supervisors if there is someone in particular they do not wish to have as their examiners, but that does not guarantee the outcome.
- Prepare a response to the examiners’ reports and make any revisions (if required).

Brilliant Initiatives: Suggestions from Faculty Research Students

- Don’t just say “yes” all the time to your supervisors.
- Show initiative and present new ideas to your supervisors.
- Be strict with your deadlines to ensure you see results.
- “Don’t just wait for their instruction. Try to be proactive. In that case, we can make a very good progress”.
- Be honest with your supervisors and tell them if you are experiencing any problems (academic or personal).
- Put things on the table before it is too late: anticipate and identify issues in advance.
- Don’t be afraid of meeting with supervisors. Try to meet them as many times as possible over both academic and personal things.
- Don’t feel ashamed to meet and tell supervisors you are experiencing problems or to ask them for help.

The Research Candidate – Supervisor Relationship: A New Kind of Relationship

- Obey your supervisors. “You have to accept the fact that your supervisors are a lot better than you and they will tell you some things that make you successful...basically is about your progress. No supervisors will jeopardise your studies. So, I think follow their advice is the best way” (doctoral candidate).
- However, you should be aware of tensions between supervisors that come from different Schools and between students and supervisors (doctoral candidate). These tend to be an area of frustration and concern for PhD students. If you are experiencing problems or tensions with your supervisors (either between supervisors or involving you), it is important that you discuss these issues with your supervisors before they escalate. If this strategy is not successful, and you are finding it impossible to compromise, then the supervisory relationship might not be the best one for your research. If this is the case, please discuss this with the HDR Convenor to find a solution.

VI. HOLIDAYS AND LEAVE OPTIONS

Fulltime research students are expected to devote a normal working year to their studies — in Australian Universities that is 47 weeks of 5 days and 7 hours per day (or PTE). Work towards the degree is not confined to semester periods only. Under University HDR Enrolment and Changes to Candidature policy available at: https://guard.canberra.edu.au/policy/policy.php?pol_id=3326, you are entitled to an intermission (six months period break from study), sick leave, parental leave, compassionate leave and recreational leave, in addition to statutory holidays and the University Christmas break. These leave provisions (excluding intermission) do not apply while HDR candidates are undertaking the coursework units of the HDR course. Please see Appendix (4) for detailed leave options.

If you would like to take leave, this must be discussed with your supervisors first and possibly course convenors (if you are undertaking coursework) to negotiate an appropriate time for you to take this break. Some scholarships also provide sick leave and maternity leave, but even if you cannot extend your scholarship to cover such periods, you can extend the deadline for submission of your thesis by notifying the Research Students Office when you take a week of sick leave, for instance. For further information on the formal procedures of taking leave, please contact the Research Students Office (RStO) at postgrad.research@canberra.edu.au. If you are on a scholarship, all leave must be notified to the research student administration. Students requiring longer periods of leave must apply for leave of absence. If you do not do this and fail to enrol, your study could be discontinued.

VII. EMPLOYMENT AND PROFESSIONAL DEVELOPMENT

UNIVERSITY EMPLOYMENT

University policy states that:

Full-time candidates are permitted to undertake a limited amount of paid employment: no more than 240 hours per year. Generally the employment may not exceed eight hours during normal working hours in a week. If the part-time employment consists of tutoring or lecturing, the total of eight hours a week or 240 hours a year will include the time required for preparation and marking. The University does not require a candidate to undertake employment. Candidates are asked to state on their Annual Progress Report how much part-time employment they have undertaken during the year.” (HDR Enrolment and Changes to Candidature policy, available at: http://www.canberra.edu.au/research/hdr-policy-and-procedures).

Remember that when you do tutoring the 1st contact hour in a unit assumes that you work two additional hours (one hour of preparation and one of marking). The 2nd hour of tutoring in the same unit is paid at a lower rate because it assumes two hours of work: one contact hour and one hour of marking. So if you
take three tutorials in one unit that is counted as seven hours of work per week, only one short of the eight hours specified in the above policy.

Special permission to undertake a greater amount of employment than the limits set above may be considered by the Associate Dean (Research):

• subject to conditions of any scholarship being held by the candidate; and
• where the Associate Dean (Research) is satisfied that the candidate will still be able to complete the research program within the standard duration and funding time limits.

The Associate Dean (Research), on the advice of chairs of supervisory panels in the Faculty, is responsible for approving and monitoring the University employment of full-time research candidates to ensure that candidates’ progress towards the degrees in which they are enrolled is not impeded.

EMPLOYMENT ELSEWHERE

It is assumed that the same rules would apply for outside work, but since the University cannot monitor this, it is left up to the judgement of students themselves, who are responsible regarding how they manage their program.

VIII. TUITION FEES FOR DOMESTIC STUDENTS

Under current Commonwealth legislation, domestic doctoral students are entitled to 4-years full-time or 8-years part-time study without paying tuition fees. For students who have not completed within this timeframe, full tuition fees become payable. For research students commencing from semester 2- 2014 onwards, the Faculty of Business, Government & Law will not pay overtime tuition fees for any domestic or international students. For this reason, we encourage domestic students who are not recipients of Australian Postgraduate Awards to consider the possibility of enrolling part-time to reduce the possibility of being personally liable for paying significant tuition fees.

IX. FREQUENTLY ASKED QUESTIONS (FAQS)

DO I NEED TO ACHIEVE DISTINCTIONS IN MY COURSEWORK TO CONTINUE MY CANDIDATURE?

No! a “pass” grade is adequate to continue your candidature.
**WHAT IS THE STANDARD COURSEWORK STRUCTURE FOR A PROFESSIONAL DOCTORATE IN BUSINESS ADMINISTRATION?**

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YEAR 1</strong>*</td>
<td><strong>YEAR 2</strong></td>
</tr>
<tr>
<td>6647 Research Methodology and Research Design PG (6cp)</td>
<td>6648 Quantitative Research Methods B PG</td>
</tr>
<tr>
<td>6650 Literature Review Seminar**</td>
<td>6649 Qualitative Research Methods B PG</td>
</tr>
<tr>
<td>Restricted choice unit</td>
<td>8610 Professional Doctorate Research Proposal B PG**</td>
</tr>
</tbody>
</table>

**YEAR 2**

| 4515 Public Administration Dissertation D:FT OR | 4515 Public Administration Dissertation D:FT OR |

**YEAR 3**

| 4515 Public Administration Dissertation D:FT OR | 4515 Public Administration Dissertation D:FT OR |

* Please note: you are also required to attend relevant Faculty research seminars and complete a Research Education Program; as well as undertake relevant units that are available through selected masters and graduate diploma courses as approved by the course convenor and your supervisory panel (equivalent to 6 credit points at PG level).

** ** 6650 Literature Review Seminar and 8610 Professional Doctorate Research Proposal B PG are not coursework units; they are an arrangement between you and your supervisory panel that involve writing a draft literature review and submitting your research proposal. They will be signed off by the Chair of your supervisory panel once you have successfully completed your initial seminar.

**WHAT DO I NEED TO DO FOR CONFIRMATION SEMINARS?**

In conjunction with your supervisor, prepare a proposal as per the guidelines. Remember they are guidelines and you can update the structure to suit your proposal. Make sure that the reason and the purpose of the research is clear, that your methodology and methods are well explained and would provide your assessor with confidence of your ability to undertake this project successfully, and make sure your timeline is realistic.
Your supervisor will arrange two assessors and your role is to ensure that the assessors receive your proposal at least 1 week in advance. If this does not happen the assessor may say that you need to delay.

You will prepare a 30-minute presentation which covers all the key areas of your proposal and provides your audience with the evidence that you understand your topic, have chosen an appropriate research design and are ready to undertake data collection and analysis. It is recommended that you undertake a practice session covering the key points as a 10-minute presentation before the actual seminar. Please encourage your supervisor to invite colleagues and other students who will be able to give you helpful feedback.

**DO I NEED TO WAIT UNTIL AFTER PRESENTING MY CONFIRMATION SEMINAR TO SUBMIT MY ETHICS APPLICATION?**

Although it is highly advisable to submit your ethics application after your confirmation seminar, it is still possible to submit your ethics before presenting your initial seminar, provided you are very clear about the methodology and methods you propose to adopt, your sampling strategy and your rationale for adopting these.

**HOW LONG SHOULD MY RESEARCH PROPOSAL BE?**

Please refer to the Research Students Office website for information about the research proposal. Realistically, the proposal should be between 20-25 pages. If your proposal is any longer than this, you will need to consider the use of appendices.

**HOW CAN I PASS ETHICS FIRST TIME?**

Please try to start your ethics application early so that your supervisors get a chance to really work on it with you. Try to put yourself in the role of the participant — what might worry you about taking part. For example, many of you work in the organization where you are researching and so need to think carefully about ensuring confidentiality, how people will feel safe to talk etc. This is also about making sure you get good data so please think of it this way.

Please check for the closing dates for ethics applications and ensure that you get it to the Associate Dean (Research) prior to that. This will enable the committee time to give you feedback and allow you time to make the any necessary changes. Closing dates and ethics committee meeting dates are available at: [http://www.canberra.edu.au/research/ucresearch/integrityandethics/human-ethics/meeting-dates](http://www.canberra.edu.au/research/ucresearch/integrityandethics/human-ethics/meeting-dates).

Please share information with each other, especially if somebody has done well. There is a lot of information on the University website — please read it and think about it carefully.
X. APPENDICES

APPENDIX (1) - RESEARCH PLAN REVIEW (RPR) TEMPLATE

Research Plan Review

To be developed in the first six months of candidature and reviewed by the end of March each year. The Research Plan Review is completed in addition to the Annual Progress Report completed in September each year.

The Research Plan and annual review of the plan provides an opportunity for candidates and their supervisory panel to track the candidate’s progress and ensure they are on track for timely completion.

This form is a suggested template only

CANDIDATE DETAILS

<table>
<thead>
<tr>
<th>Student ID</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Full name</td>
<td></td>
</tr>
<tr>
<td>Primary Supervisor</td>
<td></td>
</tr>
<tr>
<td>Faculty/Research Centre</td>
<td></td>
</tr>
</tbody>
</table>

RESEARCH PLAN

Provide information on planned and completed work towards the following:

<table>
<thead>
<tr>
<th>Years in candidature</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publications (accepted, submitted, planned)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference attendance (completed or planned)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fieldwork (completed or planned)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Courses/research training (completed or planned)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing/chapters (planned, drafted, completed)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethics approval (if required)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## ASSESSMENT OF PROGRESS

<table>
<thead>
<tr>
<th>Comments or issues with progress</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### Research Plan Review Primary Supervisor Overall Progress Rating

Please provide an overall progress rating (circle or mark as appropriate)

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Unsatisfactory</td>
<td></td>
<td></td>
<td></td>
<td>Highly satisfactory</td>
</tr>
</tbody>
</table>

Assessment of 1 or 2: Please discuss progress with the Faculty ADR/ Research Centre Director and notify Research Students’ Office to activate Progress Support Strategy

The HDR Progress and Milestones policy can be found: [http://www.canberra.edu.au/current-students/current-research-students/hdr-policy-and-procedures](http://www.canberra.edu.au/current-students/current-research-students/hdr-policy-and-procedures)

---

(Signature of candidate)  
(Date)

(Signature of Primary Supervisor)  
(Date)

---

### Recording your Research Plan Review

Once your supervisor has signed the Research Plan Review, the plan should be uploaded in to RGrad using the Project Plan ‘Comments’ function.

**Process for uploading research plan to RGrad:**

- Login to RGrad via MyUC
- Navigate to the Milestones page
- Scroll down to Project Plan, select ‘Click here to manage your project plan’
- Select ‘Add New Comment’
- In comment text box provide detail of plan, e.g. date, year of candidature
- Upload attachment using ‘Browse’ function
- Select ‘Add New Comment’ to finalise upload

The other features of the Project Plan function can be used to complement the Research Plan development and review process, e.g. adding Project Plan Items will create a Gantt chart of your progress.
APPENDIX (2) - HDR EXAMINATION PROCESS FLOWCHART

Legend
- Candidate
- Chair of Supervisory Panel
- Faculty/UCRC
- Research Students' Office
- DVC (Research)
- Student Progress and Graduation

NOTE: Thesis examination is a lengthy process, typically taking 6 months from submission to course completion. Unforeseen circumstances may delay the examination process, due to examiners experiencing personal events out of their control e.g. illness, family trauma or natural disaster.

Candidate
- Completes all necessary forms for submission to Research Students' Office:
  - * Intention to Submit a Thesis for Examination form
  - * 100 word abstract
  - * Form D – Details for Graduation (PhD, Prof. Docs only)
- Student discusses possible examiners with Chair of Supervisory Panel

Chair of Supervisory Panel
- Identifies examiners and issues an invitation, completes and arranges approval of the Appointment of Examiners form one month prior to thesis submission, to avoid delaying the examination process.
- The Appointment of Examiners is approved by Associate Dean Research/Director.
- Form submitted to Research Students Office for processing

Candidate
- Makes appointment with Research Students Office, and submits thesis with completed forms A and C.
- Forms D & E (if applicable) and Form B signed & bound into the thesis.
- Candidate and Chair of Supervisory Panel to check on RGrad for examination tracking.

Research Students' Office
- Sends the examiners the documentation including the spiral bound copy of the thesis. Examiners asked to complete and return report within 2 months of receiving thesis.

Candidate and Chair of Supervisory Panel
- Prepare responses to examiners' reports within 2 weeks of receiving them. Send to Research Students Office

Associate Dean Research/Director
- Determines the outcome based on the:
  1. Examiners' reports
  2. Candidate and Chair of Supervisory Panels’ responses

If a category A determination proceed to course completion immediately.

A 'category B' determination will require editorial work. Final signoff on revisions completed is with the Chair of Supervisory Panel.

A 'category C' determination will require further revisions. Final signoff on revisions completed is with the Chair of Supervisory Panel.

If an Examiner has recommended category D or E determination

DVC (Research)
- Decision on outcome of examination

If examiners recommend categories A, B, and/or C determination:

Research Students' Office
- Requests Candidate to supply PDF of final thesis.
- Hardbound double sided copy of final thesis.
- Arrange Course Completion with the Student Progress and Graduation Office

Chair of Supervisory Panel advises Associate Dean Research/Director that the thesis has now been amended and is complete. On determination of Associate Dean Research/Director the student proceeds to course completion.

Candidate
- Revises and resubmits thesis for re-examination or fails the degree.
### HDR Candidate – Supervisor Meeting Record Sheet

**Candidate Name:**

**Supervisors Present:**

<table>
<thead>
<tr>
<th>Supervisor 1</th>
<th>Supervisor 2</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Discussed (including feedback or concerns):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agreed:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Actions to undertake prior to next meeting and timeframe for doing so:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Date of Next Meeting:**

**Candidate Signature:**

**Supervisor Signature/s:**

<table>
<thead>
<tr>
<th>Supervisor 1</th>
<th>Supervisor 2</th>
</tr>
</thead>
</table>

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
</table>

---

**APPENDIX (3) - STUDENT - SUPERVISOR MEETING RECORD TEMPLATE**

**UNIVERSITY OF CANBERRA**
## APPENDIX (4) - HDR STUDENTS LEAVE ALLOWANCE

<table>
<thead>
<tr>
<th>Type of Leave</th>
<th>Length of Leave</th>
<th>Domestic Students</th>
<th>International Students</th>
<th>Evidence</th>
<th>Maximum Course Completion Date Extended</th>
<th>New CoE (for Visa) International</th>
<th>Enrolment status and day count</th>
<th>UC Approvals</th>
<th>Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intermission (Break from study)</td>
<td>Minimum of 6 mths (max of 12 mths during degree) 1st Jan - 30 June 1 July - 31 Dec</td>
<td>Yes, eligible</td>
<td>Eligible only in compassionate circumstances</td>
<td>Supporting documentation</td>
<td>Yes, extension equivalent to length of intermission</td>
<td>Yes, International students to check Visa compliance</td>
<td>Enrolment (not Enrolled) Day count stopped</td>
<td>Interim (not Enrolled) Day count stopped</td>
<td>Primary Supervisor, ADR*, GRO*, Director and ICO* for International Students</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>If sick for more than 10 continuous working days may take unlimited days</td>
<td>Yes, eligible</td>
<td>Yes, eligible</td>
<td>Medical Certificate</td>
<td>Yes, extension equivalent to length of sick leave</td>
<td>Yes, International students to check Visa compliance</td>
<td>Enrolled</td>
<td>Day count stopped</td>
<td>Primary Supervisor, ADR*, GRO*, Director and ICO* for International Students</td>
</tr>
<tr>
<td>Parental Leave</td>
<td>60 working days for primary carer</td>
<td>Yes, eligible</td>
<td>Yes, eligible</td>
<td>Medical Certificate with birth date</td>
<td>Yes, extension equivalent to length of parental leave</td>
<td>Yes, International students to check Visa compliance</td>
<td>Enrolled</td>
<td>Day count stopped</td>
<td>Primary Supervisor, ADR*, GRO*, Director and ICO* for International Students</td>
</tr>
<tr>
<td>Compassionate Leave</td>
<td>Unlimited</td>
<td>Yes, eligible</td>
<td>Yes, eligible</td>
<td>Medical Certificate or other supporting documentation</td>
<td>Extension equivalent to length of leave is at the discretion of the ADR/Director</td>
<td>Yes, International students to check Visa compliance</td>
<td>Enrolled</td>
<td>Day count may be stopped</td>
<td>Primary Supervisor, ADR*, GRO*, Director and ICO* for International Students</td>
</tr>
<tr>
<td>Recreation Leave **</td>
<td>20 working days per year</td>
<td>Yes, eligible</td>
<td>Yes, eligible</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Enrolled</td>
<td>Enrolled Day count running</td>
<td>Primary Supervisor</td>
</tr>
</tbody>
</table>

*Graduate Research Office (GRO), Associate Dean Research (ADR), International Compliance Office (ICO)

** Recreation leave includes leave for travel, family visit, and any other recreational purposes. Kindly inform your supervisors prior to taking the leave especially if you are going away for a significant period of time.