

Graduate Research School

AND FACULTY CONTACTS

Graduate Rese	earch School 6206 8370 Buildir	ng 1, Level B, Room 5
General Enquiries	For administrative support relating to: • admission, enrolment, examination and graduation • candidature management • policy • industry engagement and opportunities	graduateresearch@canberra.edu.au
HDR Development	Coordinates development workshops, events and outreach opportunities for UC candidates	hdrdevelopment@canberra.edu.au
Dean	 oversees academic and strategic planning escalation point for resolving complex concerns for you and your supervisor 	dean.graduateresearch@canberra.edu.au

Faculty HDR contacts

FACULTY	CONTACT	CONTACT DETAILS
Arts and Design	HDR Convenor / Administrative Officer	artsanddesignhdr@canberra.edu.au
Business, Government and Law	Associate Dean Research HDR / Administrative Officer	bglhdr@canberra.edu.au
Education	Associate Dean Research HDR / Administrative Officer	educationhdr@canberra.edu.au
Health	HDR Convenor / Administrative Officer	healthhdr@canberra.edu.au
Science and Technology	HDR Convenor / Administrative Officer	scitech-hdrsupport@canberra.edu.au

Welcome

to the University of Canberra's research community



You are at the start of one of the most rewarding degrees you will undertake, and you are joining a vibrant group of researchers. UC has a network of experts who will guide you through your candidature and help you build skills in research thinking and practice, and in engaging with other academics and industry to ensure your research delivers on its potential.

Your primary home is in the faculty where your supervisor is based. Here you conduct your research, work with faculty researchers and other research candidates, and develop understandings of both disciplinary and cross disciplinary research.

Your Faculty's Associate Dean Research, Higher Degree by Research Convenor, and research administrators are there to support your progress, manage resources, and build your research skills and networks. The dedicated staff at the Graduate Research School oversee all aspects of your HDR progress: enrolment and orientation, tracking progress and milestones, connecting you with industry and community, answering tricky questions, advising when things go wrong, and steering you and your supervisor through the examination process.

HDR Development coordinates workshops, webinars, writing intensives and panels to inspire you to publish, win funding, and promote your research as well as programs to engage with industry and develop your networks.

My role as Dean of the Graduate Research School is to oversee the development of the HDR programs and the policies that guide them. I am your point of contact if you or your supervisor have serious issues you need addressed. The Graduate Research School is located on the Concourse, at 1B5. Please come and visit us and meet the people who will support you through your HDR journey.

Way- Afel

Associate Professor Wayne Spratford

Dean, Graduate Research School, University of Canberra

Getting started at UC



Your workspace

Your faculty will arrange a workstation, computer access and provide other resources.

Student ID cards

After enrolling in units via MyUC you can upload a photo for your student ID card. You should always carry your student ID card while you are on campus. It is also used for e-parking permits, printing and scanning and for electronic access to buildings and rooms.



Email and network accounts

All official university communications regarding your enrolment and candidature will be send to your student email account.

You have a UC staff email account for printing and additional staff access. You may choose to set up an automatic forward from your student emails to your UC staff account.

HDR student systems

MyUC student portal – to self-enrol in coursework units and thesis units each semester and change enrolment/study load, access unit timetable, library, fees account statement and student forms.

UC Learn (Canvas) – to access course material and submit assignments online for the research training coursework units.

RGRAD – to check your enrolment, keep track of progress, check due dates for milestones, view your scholarship details, candidature variations (e.g. leave or enrolment load) and other information related to your course.

Inkpath – to undertake a skills audit and book relevant HDR Development workshops to address your specific development needs. You can use Inkpath to monitor your progress against your development goals.

IT Service Desk - contact the IT Service Desk for IT support. servicedesk@canberra.edu.au 02 6201 5500

HDR Orientation

Embarking on your research degree can be daunting, but we're here to help

HDR orientation

The Graduate Research School has a dedicated HDR Orientation day with all the essential information you need to set yourself up for success. There are also targeted sessions for international students during Orientation week.

HDR Orientation day provides an overview in:

- Managing your degree
- Student supports
- UC Library and Study Skills
- · Research ethics and integrity
- Data management
- How to best work with your supervisor to achieve your research goals

This booklet contains information about sessions highly recommended for early-stage HDR students

For more information on the University-wide O-week program, refer to canberra.edu.au/orientation



Ravikiran (Ravi) Parameshwara and Soujanya Narayana

Originally from India, Ravi and Soujanya – husband and wife, and PhD candidates – looked to Australia for more opportunities in the field of affective computing. They've found that and more at the University of Canberra – connecting with industry leaders within the Human Centred Technology (HCT) Research Centre and being mentored by a scientist at a leading behavioural analysis company.





Scan to read the full story

Candidature Management

The Graduate Research School is dedicated to helping you from admission to graduation

Graduate Research School

- Central point of contact
- · Admissions and scholarships
- Assistance with enrolment, leave and other changes
- Track and maintain records of candidature milestones and supervisory panel changes
- Manage the thesis examination process
- PhD mandatory coursework units

HDR Development

- HDR candidate orientation
- Research training and skill development
- Community-building events



Managing your candidature:

You are required to manage your candidature to ensure successful and timely completion of your degree.

Candidature management encompasses:

- Maintaining your enrolment
- Understanding the requirements of and achieving mandatory milestones by their due date
- Engaging with progress reporting and process support measures (if required)
- Accessing resources (physical and financial)
- Managing changes to your candidature, which may include, for example:
 - Taking leave or intermission from your course
 - Making a change to your supervisory panel
 - Changing your enrolment from full-time to part-time or vice versa
 - Transferring between research courses
- Submitting your thesis for examination.

Your supervisor and Faculty HDR Convenor or ADR can provide advice if you are considering a change to your candidature.



Faizan Ul Hasan

PhD candidate at the University's

Centre for Environmental Governance within the Faculty of Business,

Government and Law.

Faizan's thesis explores the intersection of science, policy and practice for sustainable groundwater governance in Pakistan to help achieve agricultural water security.

Faizan explains why water management has become a critical challenge in the climate crisis

"The current La Niña has seen abnormally large amounts of rain in short periods cause devastating floods here in Australia and overseas, while other regions remain bone dry. Temperature variations and humidity are affecting the agriculture industry and variations in surface water are increasing groundwater dependency and use."

Read the full story here





Faizan UI Hasan pictured with fellow candidate Pinker Yao

HDR Courses

Completing a Higher Research Degree isn't necessarily about getting a PhD

You can develop valuable your knowledge and transferable skills through the UC HDR Development program. You will have the opportunity to disseminate your research and participate at national and international conferences, gain industry experience, connect with professional partners and build your networks.

You are not limited to a 'traditional' booklength thesis. At UC, we encourage our candidates to incorporate publications or works of creative practice into their thesis.

We will support you through your research journey and celebrate with you at the finish line.



Our **Doctor of Philosophy in Clinical Psychology** is designed for those looking to take their career to the next level. You will complete masters-level professional training and participate and publish an independent research project – allowing you to register as a psychologist once you graduate.

Our **Professional Doctorate** courses offer the opportunity to immerse yourself in the professions and, through research, discover innovative and original solutions to professional practice problems.

Our Masters by Research courses can be used as a pathway to PhD, or as a standalone course. Over two years, you will learn how to research independently and to communicate your findings effectively to have the most impact.



Two HDR candidates at Shut Up & Write!
Find out more about Shut Up & Write! and other HDR events canberra.edu.au/hdr-events

PhD Plus

Engage with industry partners with internship placements, mentoring, and networking opportunities. Expand your horizons for your post-PhD career



DOCTOR OF PHILOSOPHY (MXP001)

Four-year (full-time equivalent) 96 credit point degree

Overview of PhD Plus

Required Coursework

The PhD Plus program includes two compulsory coursework units (6 credit points total):

- Principles of Research (3 credit points)
- Practice of Research (3 credit points)

These units will support you to undertake your research project.

Restricted Choice Coursework

Your faculty offers additional restricted choice units in research methods and design (6 credit points total).

Thesis

All PhD candidates will complete a research thesis (84 credit points). The thesis is in the form of a written dissertation, a series of publications or a creative portfolio and exegesis.

At UC we are piloting an oral thesis defence which will provide candidates the opportunity for in-depth discussion with internationally recognised researchers in your field.



Industry Engagement

Industry engagement is one of the best ways for you to further develop your capabilities as a researcher and your transferable and professional skills. It will help you build your professional networks to enhance career options and employability for your post PhD career. Hear from current PhD candidates talk about what they got out of engaging with industry.



Mentoring Program

Over the course of a year you will develop a meaningful professional relationship with your industry mentor. They will offer insights and expertise from their career as well as new and alternative perspectives, ideas and approaches, career advice as well as invigorate motivation.

Industry Internship

Undertake an internship with an industry partner during your candidature. An early internship can help to shape your research, or a later internship can provide 'real-world' experience to help the transition to industry or profession. An internship will help to build your networks, transferrable skills as well as your industry-specific research skills to enhance your post PhD career options and employability.

Three Minute Thesis

Three Minute Thesis (3MT®) is a research communication competition developed by the University of Queensland for PhD and Professional Doctorate students. Heats are held across UC faculties each year. Finalists progress to the UC 3MT Finals. Competitors have just three minutes to convince a panel of judges and live audience of their research significance. Finalists compete for a prize pool of up to \$5000, plus the chance to represent UC at the Asia-Pacific 3MT competition.





Senada Meskin

The Three Minute Thesis (3MT) Final was an emotional celebration of passionate research that showcased the forefront of gender equality in academic research.

2023's unique all-female finale saw seven Higher Degree by Research (HDR) candidates, representing four of the University's faculties, pitch their thesis in three minutes or less for prizes, and the opportunity to represent UC at the Asia-Pacific Semi-Final at the University of Queensland.

Senada won the major prize for her pitch about the underrepresented experiences of Australian Muslim women in the workplace. She said, "I did not expect to win because I honestly, honestly believe that each and every one of us could have won easily, without question ... I've grown really close to every participant, so we have this kind of sisterhood. So, if somebody else had won, I would feel equally excited."

Read the full story here





2023 UC 3MT winner, Senada Meskin, pictured with Professor Lucy Johnston, Deputy Vice-Chancellor Research and Enterprise, and Professor Wayne Spratford, Dean, Graduate Research School

My Support



Candidature

If you are experiencing difficulties with your candidature, your supervisor is your first point of contact. Your faculty HDR team can also help. If you need further assistance, you can reach out to your faculty HDR Convenor and Associate Dean Research (ADR).

Supervisor panel issues and grievance resolution

If you experience difficulties or conflict, you can reach out to your faculty HDR Convenor, ADR, or you may contact the Dean of Graduate Research School. If the conflict remains unresolved, you may lodge a formal grievance.

Progress

If you experience issues during your candidature that are impacting on your progress, we encourage you to discuss options with your supervisor as soon as possible. Your supervisor may recommend Progress Support Strategy to help you get your research back on track.

Student Centre

Student Centre provides advice and support for all UC students including HDR candidates. They provide support relating to:

- · Payment of fees
- ID cards
- · Credit applications
- Unit waivers
- Troubleshooting MyUC issues

InclusionUC

If you are a student with a disability and/or ongoing health condition, the InclusionUC team can provide you with specialised support and information to facilitate equal participation in your educational journey at UC. The team provides a range of supports and reasonable adjustments ranging from extensions for assessments and materials in alternative formats as well as AUSLAN interpreters and internship support.

Wellbeing

Student Wellbeing and Support provides confidential guidance and information.

- Transition and first year support
- · Mental health and Wellbeing
- Accommodation and safe housing
- Financial Support
- Crisis Support and incident response
- Settling into life at UC and in Canberra
- Social activities
- · Wellbeing support
- Better understanding your student visa requirements
- Under-18 student welfare and accommodation needs
- Connections to other services
- International student support

International Students



International research candidates who are in Australia on a Student Visa (subclass 500).

At Student Wellbeing and Support, International Student Advisors provide specialist support to UC international students. This can include information to better understand their student visa conditions and entitlements, transition support, and information about social activities around campus.

Contact the team for information on:

- Settling into life at UC and in Canberra
- Extra-curricular programs
- Tailored support for Australia Awards students
- Student visa requirements and expectations
- Other UC services



For more information about student visa compliance please scan the QR code



Principles for Respectful Supervisory Relationships

The University of Canberra endorses the *Principles for Respectful Supervisory Relationships*, developed jointly by Universities Australia, the National Tertiary Education Union, the Council of Australian Postgraduate Associations and the Australian Council of Graduate Research School. The Principles outline the expectations and responsibilities of HDR supervisors and candidates to ensure mutually respectful relationships and a safe university environment.

The Principles:

- Universities recognise there is a power imbalance in the supervisor-candidate relationship and that the greater power rests with the supervisor
- The professional relationship between a supervisor and their candidate is characterised by mutual respect and trust
- Expectations, roles and responsibilities of candidates and their supervisors are clear
- Safeguards are used to protect candidates from situations of risk and unwanted advances from their supervisors
- A sexual or romantic relationship between a supervisor and their HDR candidate is never appropriate
- Sexual assault and sexual harassment are unacceptable
- The safety and wellbeing of anyone who reports sexual assault or sexual harassment are promoted and protected by the university
- Disclosures or formal reports of sexual assault or sexual harassment are met with support and compassion

If you feel concerned or need to raise or report a matter under the Principles, you may contact your supervisor, HDR Convenor, Associate Dean Research (ADR), UC Student Wellbeing team or the Graduate Research School Dean.

HDR Development Program

Develop your research capabilities and transferrable skills

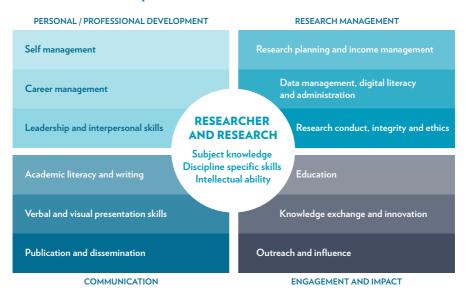
The HDR Development program is informed by the Researcher Development Skills Framework, articulating key researcher skills for personal development, career progression, and employability.

The key areas of support offered for HDR candidates as part of the HDR Development program are:

- HDR orientation
- Course progression and achieving milestones
- Academic communication and writers' groups
- Wellbeing workshops and activities

- Increasing the impact of your research
- Industry engagement and networking
- Research pitch training and competitions
- UC Research Festival

Research Development Skills Framework



Semester 1 2024 HDR Candidate Development Program



Register on Inkpath

- Academic Writing and Communication
- Writing and Networking Event
- PhD Mandatory Coursework Unit
- Progress and Achieving Milestones
- Engagement and Impact
- Wellbeing Workshop
- Special Event

register on incputii	
JANUARY	
Shut Up & Write	THURS 25
HDR Orientation Day	WED 31
FEBRUARY	
Shut Up & Write	THURS 1
	THURS 8
	THURS 15
	THURS 22
	THURS 29
Lunch on the Lawn	THURS 8
Planning your PhD	TUE 13
Exercise at home	WED 14
Principles of Research	THURS 22
	FRI 23
Practice of Research	THURS 22
	FRI 23
MARCH	
Idea mapping	WED 6
Shut Up & Write	THURS 7
	THURS 14
	THURS 21
	THURS 28
• Sleep	WED 13
Lunch on the Lawn	THURS 14
 Principles of Research 	THURS 14
	FRI 15
 Practice of Research 	THURS 14
	FRI 15
 MS Word for dissertations 3-part series 	MON 18
	WED 20
	FRI 21
Presenting a milestone seminar	WED 20
Autumn Writing Intensive	MON 25
	TUES 26
Optimising your time	WED 27

APRIL	
Shut Up & Write	THURS 4
	THURS 11
	THURS 18
Principles of Research	THURS 4
·	FRI 5
Practice of Research	THURS 4
	FRI 5
Writing for academic journals	TUE 9
CBC for high performers	WED 10
Lunch on the Lawn	THURS 11
Planning your academic writing	TUES 16
3MT Competition Info Session	TUE 30
MAY	
Shut Up & Write	THURS 2
	THURS 9
	THURS 16
	THURS 23
	THURS 30
Practice of Research	THURS 2
Principles of Research	FRI 3
Preparing a literature review	TUES 7
Asking for help	WED 8
Lunch on the Lawn	THURS 9
What is research impact?	MON 13
Navigating Thesis Submission	TUES 14
Preparing a research proposal for confirmation	WED 22
JUNE	
Editing your own writing	TUES 4
What they didn't teach you in school about money	WED 5
Shut Up & Write	THURS 6
	THURS 13
	THURS 20
	THURS 27
Entrepreneurial mindset	WED 12
Lunch on the Lawn	THURS 13
Winter Writing Intensive	MON 24
	TUES 25
Letting go of perfectionism	WED 26

Library and Study Skills

The Library is located on the concourse, in Building 8 and provides 24-hour access to group study spaces, silent study spaces, WI-FI, student computers and printing.

The UC Library provides one-to-one Research Consultations for HDR students. They can advise on searching for your literature review, scoping, or systematic review. They can also help with other aspects of research, like workshops on how to use Covidence Software or Endnote.

You can book a research consultation, and see our workshop schedule, by following the "Research Consultations and Training" link on the Library home page. You can also view upcoming workshops in the Inkpath app.

Study Skills offers drop-in Study Help sessions for academic writing, research and referencing. Additionally, students can access Studiosity online study support for writing feedback. The Study Help site has a range of interactive resources to help you with your research.

For more information on HDR and research support offered by the Library please scan this QR code.





Murray Turner, Liaison Librarian and Team Leader – Research and Information Services, UC Library. Please scan the QR code to see a short video about the UC Library and Study Skills.

Ethics and Integrity

Integrity in research

The University is committed to promoting and ensuring the responsible conduct of research and expects all researchers to uphold certain standards and values in order to act with integrity.

As a researcher, you are required to complete the online Research Integrity modules. We also offer face-to-face workshops that provide guidance on academic and research integrity, principles of robust research practices and advice on solving complex ethical and integrity issues that you may encounter.

Ethics

If your research involves working with human participants or with animals, you will need to apply to the relevant Ethics Committee for approval, before commencing your project. Ethics approval ensures that your research complies with established guidelines, with University policy and external regulations.

For more information on ethics and integrity processes, training, and applications, please scan the QR code:





Sue Atkinson is a senior strategic communication consultant and an Associate Researcher at the University of Canberra

Supervisory Panel

You are supervised throughout your candidature by a panel of experts in your field. Your primary supervisor is responsible for guiding you and supporting you as you become an independent researcher.

Your relationship with your supervisor should be one of open communication and mutual respect. Your primary supervisor is your main point of contact for any academic questions or assistance you require.

ROLE	EXPECTATION
You	Familiarise yourself with HDR, research integrity, and ethical research conduct policies
	Establish and maintain respectful working relationships with your supervisor panel, and keep to regular meeting schedule
	Drive the research and writing process, and ensure timely progress
	Keep your supervisors informed of your progress and any issues or concerns that arise
Primary	Take primary responsibility for candidate's supervision and progression
Supervisor	Manage and oversee the supervisor panel
	Contact point for the candidate, and liaison between the candidate and the University
	Sign off on coursework, milestones, application for leave, and examination
	Facilitate opportunities for engagement, conferences, dissemination of research, and publication
	Provide timely and constructive feedback on drafts
	Work with candidate to ensure timely completion of degree
Secondary	Provide academic support, guidance and evaluate progress
Supervisor	Attend panel meetings and milestones
Advisor	Provide specialist or supplementary academic, technical or professional expertise

Supervision Expectations

Read each pair of statements below and then estimate your position on each.

For example, with statement 1 if you believe very strongly that it is the supervisor's responsibility to select a good topic fill the far left mark but if you think it is definitely the student's responsibility to select a topic fill the far right mark.

It is the supervisor's responsibility to select a research topic	\bigcirc	\bigcirc	\bigcirc	The student is responsible for selecting their own topic
The supervisor should insist on regular meetings with the student	\bigcirc	\bigcirc	\bigcirc	The student should decide when they want to meet with the supervisor
It is the supervisor who decides which theoretical framework is most appropriate	\bigcirc	\bigcirc	\bigcirc	Students should decide which theoretical framework they wish to use
The supervisor should check regularly that the student is working consistently and on task	\bigcirc	\bigcirc	\bigcirc	The student should not have to account for how and where they spend their time
The supervisor should develop an appropriate program and timetable of research and study for the student	\bigcirc	\bigcirc	\bigcirc	The supervisor should leave the development of the program of study to the student
The supervisor is responsible for providing emotional support and encouragement to the student	\bigcirc	\bigcirc	\bigcirc	Students should have their own support networks and this is not the responsibility of the supervisor
The supervisor is responsible for ensuring that the student is introduced to the appropriate services and facilities	\bigcirc	0	\bigcirc	It is the student's responsibility to ensure that they have located and accessed all relevant services and facilities for research
The supervisor should insist on seeing all drafts of work to ensure that the student is on the right track	\bigcirc	0	\bigcirc	Students should submit drafts of work only when they want constructive criticism from the supervisor
Supervisors should only accept students when they have specific knowledge of the student's topic	\circ	0	\bigcirc	Supervisors should feel free to accept students, even if they do not have specific knowledge of the topic
The supervisor should take over the final writing-up of the thesis if the student is having difficulty	\bigcirc	\bigcirc	\bigcirc	The writing of the thesis should only ever be the student's own work
A warm, friendly relationship between supervisor and student is critical for successful candidature	\circ	\bigcirc	\bigcirc	A warm, friendly relationship is inadvisable because it may obstruct objectivity for both student and supervisor during candidature
The supervisor is responsible for decisions regarding the standard of the thesis	\bigcirc	\bigcirc	\bigcirc	The student is responsible for decisions concerning the standard of the thesis

Recommended workshops

Planning your PhD

with Hugh Kearns

Introduction to the PhD Planning Toolkit

You will learn how to use these tools to:

- create your big picture thesis plan
- unpack your thesis down into logical parts
- create tasks lists for each stage of your thesis and plan your writing
- estimate times and schedule tasks
- create a Gantt chart for your thesis
- keep on track as you implement your plan
- · manage the finances
- identify risks and deal with setbacks

Workshop Details

Tuesday 13 February 2024 10:30am-12:30pm (online)

Register here:



Planning your academic writing

with Dr Katherine Firth

Helpful skills and processes to take control of your academic writing

These include:

- the 'writing cycle'
- · generative writing
- note-taking
- literature review matrices
- writing plans
- tiny texts
- dialogical
- mind maps
- time management and task management

Workshop Details

Tuesday 16 April 2024 1:30–3:00pm (online)

Register here:



Contacts and Services

Student Centre	student.centre@canberra.edu.au 1300 301 727			
Crisis Support	1300 271 790 0488 884 227 text			
Financial Support	wellbeing@canberra.edu.au canberra.edu.au/future-students/support-at-uc/financial-support			
HDR student representatives	hdr.reps@canberra.edu.au			
Health and Safety	canberra.edu.au/safe-community/report-an-incident			
Inclusion UC	inclusion@canberra.edu.au 6201 5233 canberra.edu.au/on-campus/health-and-support/inclusion-uc			
International Students	international.student@canberra.edu.au canberra.edu.au/current-students/international-students			
IT Service Desk	servicedesk@canberra.edu.au 6201 5500			
Medical and Counselling	6201 2351 / 0409 507 734 - To speak to a doctor after hours canberra.edu.au/on-campus/health-and-support/medical- counselling			
Multi-Faith Centre (MFC)	chaplaincy@canberra.edu.au 6201 8841			
Ngunnawal Centre	ngunnawaladmin@canberra.edu.au 6201 2998			
Student Accommodation	canberra.edu.au/future-students/life-at-uc/accommodation			
Study Skills	studyskills@canberra.edu.au 6201 2205			
Student Wellbeing	wellbeing@canberra.edu.au 6206 8841 canberra.edu.au/future-students/support-at-uc/student-wellbeing			
UC Health Clinics	healthclinic@canberra.edu.au 6201 5843			
UC Security	security@canberra.edu.au 6201 2050 / 24 hours 6201 2222			
UC Students Representative Council (UCSRC)	ucsrc@canberra.edu.au facebook.com/ucsrc.canberra			

The University of Canberra acknowledges the Ngunnawal people,
Traditional Custodians of the lands where Bruce Campus is situated.
We wish to acknowledge and respect their continuing culture
and contribution they make to the life of Canberra and the region.
We also acknowledge all other First Nations Peoples on whose land we gather.





canberra.edu.au/graduate-research

02 6206 8370 University of Canberra Canberra, ACT 2617

The information in this booklet is current as at 4 January 2024.

CRICOS, 00212K TEOSA, PRV12003 LICRE0230

