Graduate Research School

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Pro Vice-Chancellor (Research Training) & Dean of Graduate Research
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This Handbook is available to read online at:
research.unsw.edu.au/research-student-publications
All GRS contact details are kept up to date at:
research.unsw.edu.au/graduate-research-school-contacts

Candidature & Thesis Team

Questions relating to candidature or thesis can be directed to the GRS Research Administration Officers via the email addresses below. More details are on the GRS website.

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

Admissions and Scholarships Team

Questions relating to scholarships can be directed to:

For Domestic candidates: domestic.grs@unsw.edu.au
For International candidates: international.grs@unsw.edu.au

Contacts on other campuses

UNSW Art & Design Campus
Candidature: j.elliot@unsw.edu.au

UNSW Canberra Campus
Research Student Unit: rsu@adfa.edu.au
Scholarships: scholarships@adfa.unsw.edu.au
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The information in this publication was correct at time of printing (March 2015). However, some information may become out of date in the event of UNSW or Government Policy changes. The UNSW Governance Support pages are the source of truth for Policy and the UNSW Research Gateway is kept up to date with any other changes.
At UNSW, we consider the contribution of our postgraduate researchers to the research effort as essential for maintaining our national and international reputation for research excellence.

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

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

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

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

Professor Laura Poole-Warren
Pro Vice-Chancellor (Research Training) and Dean of Graduate Research
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* Census date is the last day candidates can enrol, change enrolment or apply for program leave for the given semester.

Events for postgraduate researchers at UNSW

There are a number of seminars, workshops and events organised by the Graduate Research School for research candidates at UNSW. Candidates, supervisors and Postgraduate Research Coordinators are welcome at all of these, and strongly encouraged to attend all relevant ones.

See research.unsw.edu.au/units/graduate-research-school and research.unsw.edu.au/events for details.

Many other service providers at UNSW supply useful resources for candidates (see Section 14 for details).

3 Minute Thesis Competition


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

The competition helps to develop academic, presentation and research communication skills. Research higher degree candidates have three minutes to present a compelling oration on their thesis topic and its significance. 3MT is not an exercise in trivialising or ‘dumbing-down’ research but forces candidates to consolidate their ideas and crystallise their research discoveries.

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

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

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

**Masters by Research**
A Masters by Research degree requires completion of an original piece of research, more limited in scope and nature than that required for a PhD. Candidates develop mastery of appropriate methodology, and they present their findings in the wider context of their discipline. The minimum length of candidature is one and a half years (three semesters full-time equivalent) and the maximum length is two years (four semesters full-time equivalent). This qualification is offered in the following UNSW Faculties: Built Environment, Arts and Social Sciences, Engineering, Law, UNSW Art & Design, Science, Medicine, and UNSW Canberra.

**Master of Philosophy (MPhil)**
A Master of Philosophy provides an opportunity for candidates to complete a component of coursework including research methodology relevant to the field of study and a thesis comprising an original piece of research work, of a limited scope but that is at least 66% of the degree. The minimum length of candidature is one and a half years (three semesters full-time equivalent) and the maximum length is two years (four semesters full-time equivalent). This degree can be completed in one year if advanced standing for the coursework component is granted. This qualification is currently offered in the following UNSW Faculties: Built Environment, UNSW Business School, UNSW Art & Design, Science, UNSW Canberra and in some areas in the Faculty of Arts and Social Sciences and the Faculty of Medicine.
Research candidatures at UNSW
Graduate Research School structure

Pro Vice-Chancellor and Dean of Graduate Research

Director

Deputy Director

Manager – Admission and Scholarships
  Admission & Scholarships Team

Assistant Director – Candidature and Thesis
  Candidature & Thesis Team

Manager – Systems, Data and Reporting

Manager – Development and Engagement
  Development & Engagement Team

University support structure for research candidates

- HDR candidate
- Supervisors
- School Postgraduate Research Coordinator (PGC), Head of School
- Faculty Associate Dean (Research) Director PG Studies, Dean
- Graduate Research School
Pro Vice-Chancellor (Research Training) and Dean of Graduate Research

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

Professor Poole-Warren has executive responsibility for both the UNSW Graduate Research School, the central unit responsible for all aspects of higher degree research candidatures, and for the Researcher Development Unit, the central unit responsible for coordination of researcher development at UNSW.

The role includes strategic planning, the development and implementation of research training policy and the oversight of all research candidatures. As the Dean of Graduate Research, Professor Poole-Warren monitors higher degree research processes and outcomes and works with faculties to improve the quality of research candidatures.

As the Pro Vice-Chancellor (Research Training), Professor Poole-Warren is also responsible for UNSW’s international research strategy. The Pro Vice-Chancellor (Research Training) and Dean of Graduate Research is available for candidatures who wish to discuss any issues. Contact Megan Biok (m.biok@unsw.edu.au) to make an appointment.

Graduate Research School

The Graduate Research School (GRS) is responsible for the administration of all postgraduate research candidatures. The UNSW Art & Design Student Centre, as well as the Research Student Unit and Student Administrative Services at the UNSW Canberra campus, work closely with the GRS.

GRS staff provide services and assistance to all research candidates on any administrative matters relating to higher degree research training at UNSW, including:
- Admission and enrolment
- Scholarship application and administration
- Variations to candidature
- Leave requests
- Loan applications
- Conference travel support (PRSS)
- Advice on policy and procedure
- Confidential advice to candidates
- Thesis examination
- Pre-graduation information

Events

- Induction for all new research candidates
- Seminars on topics relevant to research degree candidates, including Annual Progress Reviews and thesis submission
- Three Minute Thesis Competition

Resources

- The Research Gateway has links to information about research candidature policy and procedure, scholarships, thesis examination timelines, seminars, events and Researcher Development
- Graduate Research News monthly newsletter – including your stories, upcoming events and UNSW service provider information
- Postgraduate Research Handbook

Researcher Development Unit

The Unit provides professional development opportunities via the UNSW Researcher Training & Development Framework (RTDF). It is a comprehensive researcher induction, training and development suite of workshops and online offerings aligned with the potential higher degree researcher to research leader career path. For more information have a look at the RDU and Training and Development pages on the Research Gateway.

research.unsw.edu.au/researcher-development
research.unsw.edu.au/training-and-development

Academic decisions and approvals

At UNSW, the Dean of Graduate Research has delegated authority for approval of research candidature matters under the Register of Delegations.
gs.unsw.edu.au/registerofdelegations/index.html

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

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

Faculty Higher Degree Committee (HDC)

Each research candidate is enrolled in a school within one of the nine faculties at UNSW. Each faculty has an HDC, established by the faculty, which makes academic recommendations to the Dean of Graduate Research regarding research candidatures. The HDC consists of the Faculty Dean (or their nominee), the relevant Associate Dean(s) (for example Research or Research Training) and a representative from each school and such other persons as the Dean appoints. The Dean shall nominate the Chair from amongst the members of the committee. Either the Dean of Graduate Research or their delegate, typically a senior staff member from the Graduate Research School, attends HDC meetings in all faculties.

The HDC has the important role of ensuring appropriate academic standards are maintained throughout the faculty and that policy and best practice is implemented. Candidature matters that must be considered by the HDC or an executive subcommittee include:
• Applications for extension of candidature, extended leave or extended field work
• Applications to spend periods of time within another institution or at a location other than an approved UNSW location
• Unsatisfactory progress
• Transfer between research programs (e.g., Masters to PhD, transfer between schools)
• Applications for submission of a thesis prior to the minimum number of semesters
• Applications for submission of a thesis in the format of a series of publications
• Appointment of thesis examiners
• Consideration of reports from examiners in making recommendations on whether the candidate has qualified for the award of the degree
• Complex admission cases

Higher Degree Committees generally meet monthly and dates of meetings and specific responsibilities are available on the Graduate Research School website at: research.unsw.edu.au/higher-degree-committees

Associate Dean (Research and Research Training)

All faculties have an Associate Dean (Research) and some faculties also have an Associate Dean (Research Training) or a Director of Postgraduate Research. The role of this person is to provide advice to the Faculty Dean on research in the faculty, including support, space and resources for research candidates, and to act as a liaison person with research candidates on behalf of the Dean. Any candidate who needs advice from someone external to their school about academic recommendations that have been made regarding their candidature, or about faculty procedures, should make an appointment to see the Associate Dean/ Director of Postgraduate Research.

Postgraduate Research Coordinators and Heads of School

Each school has a Postgraduate Research Coordinator (PGC), who has a critical role in the overall experience of higher degree research candidates. As the central point of contact for research candidates, this position is recognised by the University as significant. The PGC is available to discuss any concerns or problems that research candidates may have with their research, their supervisor(s) or academic decisions. This person will also monitor progress and advise research candidates of important milestones, including Confirmation of Candidature and the Annual Progress Reviews.

While the Head of School has formal responsibility for making recommendations on research candidatures, this responsibility is normally delegated to the School Postgraduate Research Coordinator. After the supervisors, the PGC is the person with whom research candidates will have most contact during their candidature and is the person who recommends to HDC or the Dean of Graduate Research changes to candidature. For example the PGC may directly recommend to the Dean of Graduate Research:

• Admission of candidates to the degree who meet the minimum entry qualifications specified in the Conditions of Award of the relevant higher degree
• Changes to the research area
• Appointment of supervisors, secondary supervisors, supervisory panels and other supervision arrangements
• Confirmation that progress of the candidature is satisfactory
• Approval of leave from the program for up to two semesters
• Approval of periods of fieldwork away from the University for up to two semesters
• Approval of deferment of an admission offer from one admission period to another
• Approval of enrolment in coursework relevant to the research program and specify the required pass level
• Approval of results of assessment in any coursework undertaken

• Approval of transfers of enrolment between full-time and part-time attendance
• Discontinuation of enrolment at the candidate’s request

Faculty

The primary role of the faculty in relation to higher degree research candidates is to support the schools in providing excellent academic and infrastructure support. Specific responsibilities of the faculty for currently enrolled research candidates include:

• Ensuring that adequate space, equipment and resources are available to meet the infrastructure needs of postgraduate research at the school level
• Providing a Faculty Orientation/Induction session for new research candidates
• Appointment of a Faculty Higher Degree Committee (see above) that monitors all higher degree research training in the faculty and ensures the compliance of schools with all UNSW policy and procedures for research candidates
• Appointment of an Associate Dean for Research/Research Training and/or a Director of Postgraduate Research, as a point of contact for research candidates and their supervisors

School

The school has the primary role in providing a training environment and culture that ensures high-quality postgraduate research, achieved in part through the implementation of appropriate procedures, and in part through the support of supervisors and the school’s community of researchers. The school also has a primary role in ensuring that the candidature is a rewarding and stimulating experience for both the candidate and supervisor(s). Specific responsibilities of the school for currently enrolled research candidates include:
The Graduate Research School is the central policy, administrative and support unit for all HDR candidates. Responsibilities include:
- Policy advice to PGCs and supervisors
- HDR recruitment activities (in conjunction with schools/faculties)
- Admission processing and enrolment
- Scholarship management
- Annual Progress Review (APR) support
- Conference travel support (PRSS)
- Variations to candidature
- Faculty Higher Degree Committee support
- Thesis examination management
- Graduation preparation
- Confidential advice to candidates
- Induction
- Seminars and workshops
- Candidate development and engagement

Academic Board and Higher Degree Research Committee
- Quality assurance
- Policy advice
- New programs approval

HDR Recruitment
- Takes primary academic responsibility for candidate
- Provides advice and assistance, guides the research
- Reports on progress of candidate via the progress review process
- Nominates examiners

Recommends admission to a research program
- Appoints supervisors
- Manages APR process
- Recommends variations to candidature
- Makes recommendations to Faculty HDC

 Recommends actions including:
- Appointment of thesis examiners
- Award of degree
- Transfers between research programs
- Extensions to enrolment
- Show cause and termination of candidature
- Consideration of complex variations to candidature
- Consideration of complex admission cases
- Delegated authority to act on recommendations as per the Register of Delegations
- Executive responsibility for GRS
- Overarching responsibility for all HDR Candidatures

Approves procedure and guidelines
- Recommends policy to Vice-Chancellor
- Deals with allegations of research misconduct

Approves policy
• appointment of a Postgraduate Research Coordinator
• establishing and maintaining procedures for selecting appropriate supervisory arrangements, and ensuring that supervisors are aware of and participate in appropriate supervisory training as required
• ensuring an appropriate topic and achievable research plan is agreed upon for research degrees
• ensuring that all research candidates complete an Annual Progress Review and that PhD candidates are Confirmed in their first year
• assisting the candidates to effectively utilise the research infrastructure of the school
• Provision of appropriate space and resources to carry out the approved research program
• Ensuring ongoing and appropriate supervision
• Encouraging participation of all researchers in the school’s research culture

• Formulating and implementing procedures relating to intellectual property, safety and ethics issues appropriate for the disciplines of the school and consistent with UNSW policy.

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

The University’s policy on resources is available on the Governance Support website at:

If candidates experience any difficulties with regards to access to resources they should speak to their supervisor and Postgraduate Research Coordinator.

Computer software
Software Distribution is a service where IT at UNSW has negotiated with selected software vendors to obtain optimum prices and conditions for distribution of software on campus. In many cases, software is distributed cost-free as part of a UNSW-wide site licence.

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

Other software
Research candidates can purchase a wide variety of software (including statistical software such as SPSS) from the UNSW Bookshop on the Kensington Campus. Many of the various programs available are offered as a cheaper ‘Academic Version’ to candidates. To see the full list of software available visit the UNSW Bookshop website:
bookshop.unsw.edu.au/computing/
Candidates and supervisors
Supervisors

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

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

The supervision policy and guideline documents provide information on:

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

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

The role of the primary supervisor is to be the University's agent in advising and assisting the candidate to complete an original and feasible research program. This supervisor, who is always a member of UNSW's academic staff, carries the principal responsibility of overseeing the candidate's progress, coordinating meetings and putting in place mechanisms to allow regular contact and communication between the supervisors and the candidate. The primary supervisor will be located in the school in which the candidate is enrolled.

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

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

research.unsw.edu.au/rdf-workshops-coming

Absence of a supervisor

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

Meetings between candidates and supervisors

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

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

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

The specific responsibilities of the candidate include:

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

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

nhmrc.gov.au/guidelines/publications/r39

UNSW has developed the UNSW Research Code of Conduct to meet the standards set out in the Australian Code for the Responsible Conduct of Research (links below). UNSW researchers, including postgraduate research candidates, are expected to commit to high standards of professional conduct in accordance with the accepted practice of their disciplines, codes of relevant external funding bodies and legislative requirements. They also have a duty to ensure that their work strengthens and safeguards the reputation of UNSW and of the profession to which they belong.

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

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

Advisors in Research Integrity

Each faculty has an advisor in research integrity, usually the Associate Dean Research, who has responsibility for offering advice and clarification on matters related to the Code. A list of the advisors in research integrity in each faculty can be found on the Research Gateway:

research.unsw.edu.au/responsible-research-practice
Research integrity

The principles and responsibilities set out in the Singapore Statement on Research Integrity represent the first international effort to encourage the development of unified policies, guidelines and codes of conduct, with the long-range goal of fostering greater integrity in research worldwide.

singaporestatement.org

The value and benefits of research are vitally dependent on the integrity of research. While there can be and are national and disciplinary differences in the way research is organised and conducted, there are also principles and professional responsibilities that are fundamental to the integrity of research wherever it is undertaken.

Principles of research integrity

- Honesty in all aspects of research
- Accountability in the conduct of research
- Professional courtesy and fairness in working with others
- Good stewardship of research on behalf of others

For Research Integrity training refer to:
research.unsw.edu.au/rdf-workshops-coming

Research guidelines, policies and resources

There are other relevant research policies, guidelines and resources regarding the conduct of research at UNSW that candidates must be familiar with - see the following table.
<table>
<thead>
<tr>
<th>Theme</th>
<th>Policy/guideline</th>
<th>Notes</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>UNSW Code of Conduct</td>
<td>Sets out the University’s expectations of staff and affiliates with respect to their personal and professional conduct</td>
<td>gs.unsw.edu.au/policy/codeofconduct.html</td>
</tr>
<tr>
<td></td>
<td>Conflict of Interest</td>
<td>Candidates should be aware of and declare any real, perceived or potential conflicts of interest to their supervisors, Postgraduate Coordinator and/or Head of School.</td>
<td>gs.unsw.edu.au/policy/conflictinterestpolicy.html</td>
</tr>
<tr>
<td></td>
<td>Plagiarism</td>
<td>All research candidates must be aware of UNSW’s policies with regards to using and sourcing other people’s information in their own work, and be aware that it may differ from experiences at other Australian or overseas institutions. This is particularly important when writing a thesis. An allegation of plagiarism made by an examiner is an extremely serious matter that will be considered, and fully investigated, by the Deputy Vice-Chancellor of Research.</td>
<td>lc.unsw.edu.plagiarism/index.html and gs.unsw.edu.au/policy/documents/plagiarismpolicy.pdf</td>
</tr>
<tr>
<td>Research Degree Candidature</td>
<td>Higher Degree Research Supervision Policy</td>
<td>Provides information on the appointment, roles and responsibilities of supervisors</td>
<td>gs.unsw.edu.au/policy/hdrsupervisionpolicy.html</td>
</tr>
<tr>
<td></td>
<td>Higher Degree Research Supervision Guidelines</td>
<td>Guidelines for good supervision</td>
<td>gs.unsw.edu.au/policy/hdrsupervisionguide.html</td>
</tr>
<tr>
<td></td>
<td>Annual Progress Reviews and Confirmation of Candidature for PhD/MRes/MPhil Candidates</td>
<td>Procedure for conducting Annual Progress Reviews</td>
<td>research.unsw.edu.au/annual-progress-reviews</td>
</tr>
<tr>
<td></td>
<td>UNSW Guidelines on Facilities and Resources to Support Higher Degree Research Students</td>
<td>Guidelines on the provision of space, resources and access to facilities necessary for candidates to complete their research program</td>
<td>gs.unsw.edu.au/policy/facilitieshdrstudents.html</td>
</tr>
<tr>
<td>Conducting research</td>
<td>Intellectual Property Policy</td>
<td>All candidates are advised to seek independent legal advice (independent from supervisor, UNSW or Industry partner) before entering into an Intellectual Property (IP) agreement to ensure that they fully understand the conditions in the contract and implications of the agreement, particularly with respect to restrictions on publishing work and restricted access of the thesis. Arc (the UNSW student organisation) provides free legal advice to Arc members: arc.unsw.edu.au. UNSW Innovations can also provide advice regarding IP: innovations.unsw.edu.au Any research candidates bringing IP with them have a requirement to disclose this to UNSW within 30 days of commencing at UNSW. The Pre-existing Intellectual Property Notification Form can be found in the IP policy.</td>
<td>gs.unsw.edu.au/policy/ippolicy.html</td>
</tr>
<tr>
<td></td>
<td>Statement of Authorship and Location of Data Form</td>
<td>Official statement of authorship and location of data</td>
<td>gs.unsw.edu.au/policy/documents/researchauthorshipform.rtf</td>
</tr>
<tr>
<td></td>
<td>Procedure for Handling Research Material and Data</td>
<td></td>
<td>gs.unsw.edu.au/policy/researchdataproc.html</td>
</tr>
<tr>
<td></td>
<td>Procedure for Authorship and for Resolving Disputes between Authors</td>
<td></td>
<td>gs.unsw.edu.au/policy/researchauthorproc.html</td>
</tr>
<tr>
<td></td>
<td>Allegations of Research Misconduct</td>
<td>Handling any complaints or allegations of non-compliance with the UNSW Research Code of Conduct</td>
<td>gs.unsw.edu.au/policy/researchmisconductproc.html</td>
</tr>
<tr>
<td>Ethics</td>
<td>Human and animal</td>
<td>Where any UNSW researcher, including candidates, wishes to conduct research involving humans or animals, applications must be submitted to ethics boards to obtain the appropriate approval. The Global Research Ethics and Integrity Module (GREIM) engages postgraduate candidates in considerations of ethical issues in a global context. This online programme was developed by the Graduate Research Schools of the Universitas 21 (U21) network of international Universities to provide a broad overview of research ethics. Regardless of the field of research (sciences, humanities or law) research ethics and integrity will be fundamental to research at UNSW. All research candidates are encouraged to complete this module during the first six months of candidacy.</td>
<td>rp.unsw.edu.au/Ethics/Ethics_index.html Log in via myUNSW (see Section 5 for details on myUNSW)</td>
</tr>
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<td></td>
<td>U21 ethics module</td>
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<tr>
<td>Occupational Health and Safety</td>
<td>OHS Policies and Procedures at UNSW</td>
<td>Research candidates, with the aid of their supervisors, are responsible for reviewing the health and safety risks, including biosafety and radiation safety, of proposed activities (whether conducted on or off campus) and adhering to the University’s Work Health and Safety policies and procedures. Candidates are encouraged to participate in the University’s WHS consultation processes and must fulfil any further faculty/school-specific training requirements.</td>
<td><a href="http://www.ohs.unsw.edu.au/procedures-forms">www.ohs.unsw.edu.au/procedures-forms</a></td>
</tr>
</tbody>
</table>
Commencing a research degree
Postgraduate researcher induction

UNSW Postgraduate Researcher Induction sessions are held each semester and attendance at these events is compulsory for research candidates commencing a research degree. This helps to ensure a smooth transition to research study at UNSW. All research candidates are expected to attend one of these sessions in their first semester of enrolment.

Kensington and Paddington campuses

The dates, locations and programs for the Sydney campuses sessions are available at:
research.unsw.edu.au/events/induction-postgraduate-researchers

Please note: UNSW Art & Design candidates must attend the main Kensington Campus Induction.

UNSW Canberra

The Research Student Unit coordinates the induction session for all new research candidates at UNSW Canberra. An induction session is run at the start of each semester and covers a range of important information for research candidates such as enrolment procedures, on-campus information technology services and how to make the most of the Academy Library.

For enquiries contact: rsu@adfa.edu.au

Faculties and schools

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

Other essential information

All research candidates need to know about:

MyUNSW

MyUNSW is the gateway to the administrative and information services needed by postgraduate researchers throughout their research candidature. To access myUNSW go to:
www.my.unsw.edu.au

MyUNSW services include:

- The facility to change contact details, such as mailing address and phone number, and maintain personal data online – it is the responsibility of all candidates to ensure that these details are always up-to-date
- My News and Events provides the latest news at UNSW
- My Announcements has important messages and reminders from UNSW – this should be checked regularly
- The Thesis Examination Management system for recording and viewing administrative steps in the examination of research theses and viewing the status of thesis examination
- Scholarship pay advice
- Pay advice for research candidates undertaking paid work at UNSW – these candidates will have a Staff Profile as well as a Student Profile
- Handbooks and Guides – myUNSW provides integrated access to the University handbook and the A to Z Student Guide
- Pay and view fees – allows candidates to pay fees through links to payment service providers Australia Post, B-Pay and ANZ-eGate
- Assessment results and academic standing – check results when they are released, track late results, and monitor academic standing
- Academic records – produce and print an unofficial academic transcript
- Graduations – check graduation and ceremony status, and vary details
- Key links – information about and links to other academic, administrative and general services such as the UNSW Library, faculty websites and systems, campus life and student support services.
Email

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

[ link to email setup page ]

Enrolment

All candidates must be enrolled every semester unless they are on approved program leave. Program leave is on a semester basis and must be applied for and approved prior to the Census date in order to take effect in that semester. For further information please see Section 6.

Census dates

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

- Semester 1: 31 March
- Semester 2: 31 August

Variations to candidature

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

Scholarship conditions

All scholarships have specific conditions of award relating to leave, extensions and paid work, and any recipient of a scholarship must be aware of these. For further information please see Section 9.
It is the responsibility of all candidates to ensure that they are enrolled at the start of every semester and that all enrolment details are correct.
Initial enrolment

All new commencing research candidates must enrol. For enrolment information for Kensington and Paddington campuses go to:

research.unsw.edu.au/postgraduate-enrolment

UNSW Canberra candidates should consult the Research Student Unit (see inside front cover for contact details).

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

Re-enrolment

Continuing research candidates cannot pursue their studies unless they are enrolled.

Check your enrolment status on myUNSW.

Re-enrolment occurs on a yearly basis and must be completed by the end of the University’s re-enrolment period in January. For candidates returning from program leave or who are overtime and require re-enrolment on a semester-by-semester basis there is also a re-enrolment period in July.

research.unsw.edu.au/postgraduate-enrolment

Research candidates will be contacted in December regarding their re-enrolment for the following year. Candidates who have no impediment to immediate re-enrolment will be automatically re-enrolled and contacted to confirm the enrolment. Impediments include outstanding fees, overtime candidature and candidature variations within the previous semester. Candidates who are unable to be automatically re-enrolled will be contacted regarding the process for re-enrolment.

Failure to re-enrol each year without approved program leave will be regarded as a lapsed candidature and such candidates may be discontinued from the program.

Enrolment deadlines

All candidates must be enrolled for the upcoming semester if they are not planning on taking approved program leave. Enrolment should be completed during the University’s re-enrolment periods in January and July. Research candidates who are unable to enroll by these dates should contact the Graduate Research School (GRS) immediately – the absolute latest date for completed enrolments is Census date (31 March and 31 August).

Additional subjects and coursework

Outside the prescribed coursework subjects for the program (if any), research candidates may not concurrently undertake any other course of study at the University or elsewhere without prior approval of the school and the Dean of Graduate Research. Enrolment in additional coursework subjects to assist in the research program is permitted provided that the research component of the degree is no less than two-thirds of the total program. Additional fees will normally not apply. Candidates should note that enrolment in coursework cannot be used as grounds for an application for extension to candidature.

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

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

Candidates should discuss with their supervisor any additional skills required to assist with the completion of their degree. Workshops and seminars involving personal, academic and professional development are offered through the GRS and other service providers in the University. No formal enrolment or credit is required.
Cross faculty enrolments

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

Lapsed candidature

Lapsed candidature refers to candidates who have failed to enrol and have not formally applied for program leave. The GRS or the appropriate campus office will notify lapsed candidates. Failure to respond will result in the candidature being discontinued. In cases where the response is considered inadequate by the Higher Degree Committee the candidate would normally be requested to “show cause” as to why the candidature should not be terminated.

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

Full-time and part-time candidature

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

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

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

Working at external locations

UNSW affiliated institutions

Whilst most candidates will conduct their research at one of the three main UNSW campuses (Kensington, Paddington or Canberra), UNSW research candidates are also based at a number of UNSW affiliated research centres, medical research institutes and other approved locations. These include the Garvan Institute for Medical Research, Prince of Wales Medical Research Institute and The Kirby Institute for infection and immunity in society. A full list of affiliated centres can be found at: research.unsw.edu.au/centres

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

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

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

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

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

Working at non-UNSW affiliated locations

There may be circumstances where it is desirable to work at an external location within Australia or overseas for a period of time where there is access to particular laboratory, library or other specialist facilities. In these instances there is provision for research candidates to undertake part of their candidature away from the University. Regardless of whether permission has been granted to work at an external location, candidates are expected to spend a minimum of twelve months (full-time equivalent) at the University or at a UNSW affiliated institution.

If candidates wish to study at an external location they must obtain the support of their supervisor and Head of School or Postgraduate Research Coordinator, complete the Variation of Candidature Form (see Section 7) and submit it for approval. The supporting documents will need to include detailed arrangements for continued supervision while at the external location. Applications for periods of external study beyond two semesters will go to the Faculty Higher Degree Committee. Final approval for all external research study rests with the Dean of Graduate Research.

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

If there are any uncertainties, candidates should seek advice from the Graduate Research School or the Student Support Services team at Arc (arc.unsw.edu.au). For advice on intellectual property, contact UNSW Innovations (innovations.unsw.edu.au).
International research candidates may be entitled to a fee discount if completing their candidature offshore. Enquiries should be directed to the relevant candidature management officer for your faculty at the Graduate Research School (see inside cover for contact details).

Joint PhDs

The Joint PhD Program allows for approved PhD candidates to be jointly supervised by both a UNSW supervisor and a collaborating supervisor from an approved international university. The PhD candidate is enrolled concurrently at both institutions for the period of their PhD and receives a single doctoral degree jointly awarded by the two institutions. One of the aims of joint PhDs is to build upon existing research capabilities and relationships between institutions.

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

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

Domestic candidates

Research Training Scheme

The Research Training Scheme was introduced by the Commonwealth Government and provides Commonwealth-funded research candidates with an ‘entitlement’ to an exemption from tuition fees for the duration of an accredited research degree – up to a maximum period of four years full-time equivalent study for a PhD and two years full-time equivalent for a Masters by Research or Master of Philosophy.


International candidates

Tuition Fees

International research candidates are charged tuition fees for the duration of the program by semester and in advance. Payment is required by the end of the first week of semester. Candidates should access fee statements online at myUNSW and ensure that fees are paid by the due date.

International research candidates who have completed all laboratory and fieldwork (i.e. are no longer accessing University resources) and are enrolled full-time for the purpose of writing up and submitting their thesis, are entitled to one semester only of a “writing-up fee reduction” of fifty percent. Candidates are expected to submit their thesis by the Census date at the end of the semester for which the fee reduction has been granted.

Research activities outside of Australia

For international candidates undertaking fieldwork or other research activities (including writing up their thesis) outside of Australia, tuition fees will be reduced by forty percent. This reduction will apply to whole semesters, not to just part of a semester. Applications for permission to work away from the University must be made using the Variation to Candidature Form (see Section 7) and lodged with the Graduate Research School or appropriate campus office. The appropriate adjustment to tuition fees would be made once this has been approved. Please note that working outside Australia may have an impact on your student visa.

Refund policy

For detailed information on refund of tuition fees, see the International Fee Policy at: my.unsw.edu.au/student/fees/RefundPolicyInternational.html

Student organisation fees

Student Services And Amenities Fee (SSAF)

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

UNSW has determined to charge the Fee to:
- Any student enrolled in a Commonwealth supported program (award and enabling programs)
- Any domestic student enrolled in a Research Training Scheme supported program.

UNSW has determined not to charge the Fee to:
- Any student enrolled in a Non-Award Career program, including cross-institutional CSP students
- Any student enrolled in a program at UNSW Canberra
- Any student enrolled in a program on a domestic full fee paying or international fee paying basis. In circumstances where a student is enrolled in both a Commonwealth Supported Place and a full fee tuition paying place, the student will be charged the SSAF based on their enrolled Commonwealth Supported study load.

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

student.unsw.edu.au/ssaf/my.unsw.edu.au/student/fees/SAHelp.html
Variation to candidature
The term “variation to candidature” refers to any change in enrolment status that the University needs to formally note entitlements, progression or scholarship payments.

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

1. If candidates wish to change between full-time and part-time enrolment
2. If candidates wish to take leave for a full semester, and/or wish to suspend their scholarships
3. To apply for an extension to enrolment – if candidates have completed two years full-time equivalent for a Masters or four years full-time equivalent for a PhD
4. If candidates wish to withdraw from a research degree program
5. If candidates wish to change their research area
6. If candidates wish to change their supervisory arrangements
7. If candidates wish to work away from the University for a period of time
8. If candidates wish to transfer between research programs.

Candidates may apply for a variation using the online form available at the page shown above. Automatic notifications will be sent to the relevant people asking for a recommendation on the application. Candidates will be notified of the outcome once the result of the request is known.

Leave and suspension of candidatures

Research candidates may request a period of leave for one semester or, in exceptional circumstances, for two semesters. The candidate’s enrolment is formally suspended and the latest date for thesis submission is extended by the number of semesters of leave taken. Approved leave will be taken into account should a request for an extension be required. Scholarship holders should also note any obligations associated with periods of absence.

Please note: Leave cannot be taken in the first semester of study and if candidates wish to do this they will need to request a deferral of their offer of admission to the next semester. If approved, a new letter of offer will be provided.

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

International research candidates who hold a student visa are required to undertake full-time candidature under the terms of their student visa. If an international postgraduate research candidate is granted leave from their candidature UNSW is obliged to report this to the Department of Immigration and Border Protection (DIBP). Under the conditions of the student visa, international candidates may be required to leave Australia for the period of leave from their candidature.

International candidates should note that all supporting documents must be included in an application for leave on medical or compassionate grounds, e.g. a medical certificate, with the Variation of Candidature Form. International candidates are expected to complete their degrees within the expected course duration specified on the Confirmation of Enrolment (CoE).

Suspension of candidature refers to periods of time shorter than a full semester and may be granted for sickness, family or carer responsibilities or other reasons that prevent candidates from carrying out research. Appropriate medical certificates should support absences that are due to medical reasons. Enrolment continues as usual and the thesis submission date does not change. If a candidate holds a scholarship, their scholarship should be
suspended for any period of time that they are not working on their research unless the suspended time is covered by annual, medical, maternity or other leave entitlements specified in the conditions of award of the scholarship. On returning from suspension or leave of absence, candidates are required to notify the Graduate Research School or the appropriate campus office.

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

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

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

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

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

Change of residency

International research candidates who are granted permanent residency at any stage during the course of their studies must provide certified documentation to the Graduate Research School or appropriate campus office within seven days.

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

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

Extension of candidature

The University recognises that on occasion factors outside the control of the candidate mean that an extension past four years (full-time equivalent) may be required to complete a PhD degree, or past two years (full-time equivalent) for a Masters by Research/Master of Philosophy.

Should it become apparent during the last year of candidature that the candidate will not be able to complete the requirements by the latest date, they should apply for an extension. An application for an extension should be made at least two months prior to the start of semester (31 March or 31 August).

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

Withdrawal from degree

A research candidate may withdraw from the degree by notifying the Graduate Research School or appropriate campus office.

In circumstances where a candidate is unable to anticipate when they will be able to resume candidacy after a period of leave/suspension, they should seek to withdraw from their candidacy. Should the candidate wish to resume at a later date, they will need to re-apply for admission. Some credit might then be given for the work done up to their withdrawal. Also see information on the Research Training Scheme, in Section 6.

If an international candidate wishes to withdraw from their candidature the University must report this to the Department of Immigration and Border Protection (DIBP). If the candidate withdraws prior to the Census date of that semester they may be eligible for a partial refund of fees. International candidates will be required to leave Australia under the conditions of their student visa.

If in any semester candidates fail to re-enrol as required, their candidature will be regarded as having lapsed and they may be required to re-apply for admission to candidature if they wish to continue their studies.

Change to research area

On occasions candidates may need to change the definition of their research area. This may be approved on the recommendation of the school where a change to a different program code is not required. This is usually due to a change in the focus of the research.

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

Changes to supervision

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

Working away from the University

A research candidate may find it necessary to undertake fieldwork or research at locations external to UNSW. All such requests must be supported by the school prior to commencing the fieldwork. The school must ensure that the arrangements meet the University’s Work Health and Safety Policy and Facilities & Resources to Support Higher Degree Research Students Guideline. For more information please see Section 6.
Transfer between research programs

A transfer between programs is a major change and may be required due to a radical change in the nature of the research, changes to supervisory arrangements or changes within the academic structure of the University.

All such changes can only be made on the recommendation of the Higher Degree Committee of the faculty to whom the candidate is transferring. As part of their consideration for such requests the Committee will need to see a request from the student, statements of support from the previous school and the new school, and, if there is also a change of supervision required, statements of support from both the outgoing and incoming Supervisors.

For international candidates on a student visa, a new CoE will be issued once the transfer is approved. It is the candidate’s responsibility to check with the Department of Immigration and Border Protection on the requirements for the visa once this is issued.

More information on transfer between Masters and PhD programs is available in Section 8.
Progression
Length of candidature

<table>
<thead>
<tr>
<th></th>
<th>Minimum (full-time)</th>
<th>Maximum (full-time)</th>
<th>Part-time maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD</td>
<td>Three years (six semesters)</td>
<td>Four years (eight semesters)</td>
<td>Eight years (sixteen semesters)</td>
</tr>
<tr>
<td>Masters by Research</td>
<td>One-and-a-half years (three semesters)</td>
<td>Two years (four semesters)</td>
<td>Four years (eight semesters)</td>
</tr>
<tr>
<td>Master of Philosophy</td>
<td>One-and-a-half years* (three semesters)</td>
<td>Two years (four semesters)</td>
<td>Four years (eight semesters)</td>
</tr>
</tbody>
</table>

*The degree can be completed in one year (full-time equivalent) if advanced standing for the coursework component is granted.

The Research Training Scheme determines the maximum length of candidature for domestic students (see Section 6).

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

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

Provided that these issues are documented throughout their candidature the University may permit a further period of enrolment to candidates who need additional time complete their studies (see Section 7).

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

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

Confirmation of candidature – for PhD candidates

The enrolment of all PhD candidates is subject to Confirmation. Progress must be assessed as satisfactory in order for candidature to be confirmed. For full-time candidates this will take place at the first Progress Review, which should be held between six and nine months after enrolment. Part-time candidates should still participate in their first Progress Review between six and nine months after enrolment, however Confirmation may occur at the second Progress Review.

The Confirmation period may be extended for the purpose of reassessment, but cannot be extended beyond 15 months for full-time candidates or 30 months from the commencement of study for part-time candidates. A PhD candidate may be transferred to a Masters by Research degree if their candidature is not confirmed.

For detailed information, refer to the Procedure for Annual Progress Reviews and Confirmation of Candidature for PhD/ MRes/ MPhil Candidates (link below). research.unsw.edu.au/annual-progress-reviews
UNSW HDR Candidate Lifecycle

Supervision, space and resources available? Entry requirements met?

Yes

Accepts offer, enrols & commences research

No

Applicant cannot be offered a place

Confirmation of Candidature successful? (PhD candidates only)

No

**Re-review or show cause process

Yes

Re-enrols & continues research

Annual progress review satisfactory?

No

**Management of overtime and not enrolled Candidates

Yes

**Re-reviews/show cause/overtime or enrolment

Limits to these apply; see related policies for details

Candidate *overtime or not correctly enrolled?*

Yes

Candidate passes examination?

No

Candidate awarded degree

Yes

Thesis examination process

Candidate fails to satisfy requirements

Ready to submit thesis?

No

Yes

*On time completion
Doctor of Philosophy
4 years full-time equivalent (FTE)
Masters of Research
2 years FTE
Master of Philosophy
2 years FTE

**Re-reviews/show cause/overtime or enrolment

Limits to these apply; see related policies for details
Before the Confirmation review, candidates need to prepare a research proposal that contains:

- The key objectives/criteria and milestones of the research
- A literature review
- A justification of the research
- An assessment of the resources required to support the research
- A statement describing how the research will be conducted in accordance with the UNSW policies for intellectual property, WHS and ethics
- Any other faculty/school specific requirements.

At the Confirmation review, candidates will be required to make an oral presentation at which all Panel members are present.

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

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

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

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

Annual Progress Reviews

It is a requirement of continued enrolment that all research candidates (both full-time and part-time) take part in a formal review of progress in each year of candidature.

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

For detailed information, refer to the Procedure for Annual Progress Reviews and Confirmation of Candidature for PhD/ MRes/ MPhil Candidates (link below).

research.unsw.edu.au/annual-progress-reviews

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

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

Review panels

Candidates can request that particular individuals be included on, or excluded from, their review Panel. Any concerns about a particular Panel member should be discussed with supervisors and the Postgraduate Research Coordinator or Head of School.

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

Review procedures

Before the Panel review meeting candidates and their supervisors must complete the Annual Progress Review form. Candidates will need to provide:

- An outline of achievements since the last review against agreed objectives/criteria and milestones
- An outline of key objectives/criteria and milestones to be achieved by the next review
- A timeline and milestones for completion of the thesis
- If appropriate, a table of contents for the thesis together with completion status of each section
- Any other items required by the faculty/school.
While the format of the review and issues discussed for each candidate will vary, key issues that should be covered include:

- Intellectual Property, Work Health & Safety and Ethics – both the candidate and the supervisors should understand these policy requirements as they relate to the research project
- Infrastructure and resources – are they adequate and appropriate for the research?
- The role of the supervisors – the Panel should be satisfied that expectations are clear, that supervisors are fulfilling their obligations at the appropriate level and that appropriate communication exists between all parties
- Progress of the project
- Any problems (personal, technical or academic) identified by either the candidate or the supervisors – the Head of School/Postgraduate Research Coordinator and Associate Dean (Research) may need to be consulted, particularly if appointment of a new supervisor is proposed
- An assessment of whether progress has been made at the level expected for that stage of candidature.
- Key research objectives/criteria and milestones for the next review
- Anticipated thesis submission date – this date should take into account the Census dates (31 March and 31 August)
- Skills development – assessment of whether additional skills and training are required and a development plan
- Any other issues that the Panel considers relevant
- Date of the next review.

Additional reviews

An additional review may be arranged at the request of candidates or their supervisors to discuss unresolved issues. Prior to requesting an additional review candidates must discuss any concerns with their supervisors. Candidates and their supervisors should also discuss any concerns with the Chair of the review Panel or the Head of School/Postgraduate Research Coordinator as appropriate.

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

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

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

Appeal against a review outcome

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


Transfer between PhD and Masters programs

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

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

If a PhD candidate does not have their candidature confirmed, they may be transferred to a Masters Degree (Research). Candidates may also request to transfer from a PhD to a Masters at any stage of their candidature. Such a request needs to be discussed with the supervisors and a recommendation to approve the transfer must be made by the appropriate Faculty Higher Degree Committee.

The number of semesters completed during PhD enrolment will be counted towards the Masters by Research or Master of Philosophy RTS allowance (see Section 6). For this reason, transfers are assessed on a case-by-case basis. Please note: Transfer from one higher degree research program to another must be applied for and approved prior to Census date (March 31 or August 31) for it to take effect in that semester. If a transfer is applied for and approved after the Census date, the variation will take effect from the following semester.

Show Cause and Termination of Candidature

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

See the procedure for Show Cause and Termination of HDR candidatures within the Progress Review and Confirmation of Research Candidatures Procedure:

gs.unsw.edu.au/policy/apprprocedure.html
Financial support
Scholarships

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

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

How to look for scholarships and other sources of funding

All research candidates can look to other sources for scholarships and/or other forms of financial support during their research studies. Links to some entities external to UNSW that may provide scholarship or other funding opportunities are provided on the GRS website:

research.unsw.edu.au/other-funding-opportunities

There will be a bit of "leg work" required in order to source possible avenues of funding and it is important to keep in mind that more than one grant or award can be applied for at any one time.

Some tips for finding additional funding sources include:

1. Checking with supervisors, Postgraduate Research Coordinators/Heads of School or academic staff and with School/Faculty offices.

   Academics in specific fields are likely to hear of suitable opportunities if they arise.

2. Checking all available scholarship and funding databases.

   In addition to the information provided on the GRS and UNSW Scholarship websites, there are a number of scholarship databases candidates can use to find scholarships or grants for research degrees, including:

   (a) Sponsored Programs Information Network (SPIN)

   SPIN is a database with detailed and up-to-date information about thousands of government and private funding opportunities from Australia and overseas. The SPIN database currently contains details of more than 19,500 funding opportunities, covering a broad range of subject areas and award types including some scholarships.

   This database is only accessible via an Australian University server/ISP or on UNSW campus.

   [australia.infoed.org/spin/spinmain.asp]

   (b) Joint Academic Scholarships On-Line Network (JASON)

   JASON is jointly funded by more than 30 Australian universities and provides a single, comprehensive source of scholarship information for both current and prospective research candidates. JASON is a searchable online database and is an excellent tool for finding UNSW scholarship opportunities such as research specific scholarships and other scholarships from funding organisations that may be used to support a research degree.

   [jason.edu.au]

   To see all of the UNSW specific scholarships when using the search function of the JASON website, select ‘University of New South Wales’ as the Destination Institution and leave all other fields blank.

   To see scholarships that are available from other funding organisations use the keyword or research area search and leave the Destination Institution field as ‘Any’.

   research.unsw.edu.au/other-funding-opportunities

   There will be a bit of "leg work" required in order to source possible avenues of funding and it is important to keep in mind that more than one grant or award can be applied for at any one time.

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      Academics in specific fields are likely to hear of suitable opportunities if they arise.

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      [jason.edu.au]

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      To see scholarships that are available from other funding organisations use the keyword or research area search and leave the Destination Institution field as ‘Any’.
3. Checking Government and Discipline-Specific Associations and Organisations

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

**Information for scholarship holders**

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

**Leave of absence**

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

If a postgraduate researcher will not be working on their candidature for a period of less than one semester, for example due to ill health or personal reasons, they should email their candidate management officer at the Graduate Research School or appropriate campus office (see inside front cover for contact details). Candidates should indicate in their correspondence the date that they will stop doing their research and the date that they will recommence.

**Postgraduate research student support (PRSS) scheme**

The UNSW Postgraduate Research Student Support (PRSS) Scheme was introduced to give higher degree research candidates the opportunity to apply for funding to attend conferences and present their research during their candidature. These conferences provide an excellent opportunity for candidates to network, meet other leading researchers in their field and to present their latest results. Successful applicants are provided with grants to support costs for conference expenses including registration, airfare or travel expenses, accommodation and living expenses.

Eligibility criteria and application and travel guidelines will be available on the GRS website when applications open for each round. It is important that candidates check their eligibility for the scheme before lodging an application.

research.unsw.edu.au/prss-conference-travel-funds

**University travel policy**

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

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

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

**Traveller health and safety requirements**

When there is concern about the safety of a University traveller’s destination, the University may curtail, suspend or prohibit travel. Postgraduate research candidates must check the Australian Government Travel Advisory and Consular Assistance Service website for the latest travel advice before requesting international travel.

Destinations noted by Smart Traveller as a “Reconsider your need to Travel” or “Do Not Travel” must contact the Risk Advisory and Internal Audit Unit prior to departure with information regarding their departure dates and destinations.

raia.unsw.edu.au

**Employment**

Postgraduate researchers who enrol as full-time candidates are expected to devote the majority of their time to their candidature. However, it is possible to undertake a limited amount of paid work providing that the supervisor/school is satisfied with the progress of the candidate and it does not impact on a timely completion of the thesis.

The University expects that full-time postgraduate research candidates will spend a minimum of 35 hours per week on their research candidature. Therefore it is not possible to be employed full-time and undertake full-time study (this includes UNSW staff lectureships). Candidates who have, or who are considering, work commitments during normal business hours should discuss these with their supervisors.

**Scholarship holders**

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

**International candidates**

The Postgraduate Research Sector visa (subclass 574) allows international research candidates and their family members to work unlimited hours once they have commenced their research.
program in Australia. However, it is important that scholarship holders check the conditions of their award, which may have employment or income restrictions. Please note also that candidates are still expected to devote a minimum of 35 hours a week to their research and maintain a satisfactory level of progress as required by UNSW.

**Student loans**

Research candidates suffering temporary financial difficulties may apply for a student loan for study related expenses. It should be noted that loans are not automatically approved. Usually, only loans of up to $1,500 are available. Requests for amounts up to $4,000 may be considered in exceptional circumstances. All student loans are interest free. Please note that loans are not available to cover University fees.

Loan applications from a research candidate with an outstanding UNSW student loan or who is in debt to the University will not be considered. Eligibility for a loan will be determined by the GRS on a case-by-case basis and will take into account the applicant’s ability to repay the borrowed amount.

To discuss loan eligibility, contact either: international.grs@unsw.edu.au OR domestic.grs@unsw.edu.au
Help with problems during candidature
During the course of the research degree, problems may arise that impact on research candidature. These problems may relate to personal or health issues, finances, research support or working relationships with supervisors or other researchers. It is very important that if any problems arise they are addressed as soon as possible.

Advice

Complaints and problems should be resolved, wherever possible, at the local level. If candidates have concerns or problems, they should be raised with their supervisors. If the matter has not been resolved satisfactorily or the candidate feels unable to raise the issue with their supervisors, they should discuss it with the Postgraduate Research Coordinator and, if necessary, the Head of School.

If the supervisor is the Postgraduate Research Coordinator, the candidate can contact the Head of School directly. Similarly, if the Head of School is the supervisor, the Deputy Head of School or another senior member of academic staff can be approached. If the matter is not resolved to the candidate’s satisfaction at the school level, they should make an appointment to see the Faculty Associate Dean for Research or Research Training, or the Director of Postgraduate Research. The role of this person is to oversee research training in the faculty, and as a person who is usually independent from the schools, they can provide important independent advice and help to find an acceptable solution to the problem.

If the Associate Dean is the supervisor or is a member of staff in the school and the candidate is not comfortable with raising the issue with them, they may speak directly to the Faculty Dean or with the Dean of Graduate Research.

Policy and procedures for appeals or complaints

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

Decisions based on the recommendations of Faculty Higher Degree Committees, such as termination of candidature, a decision to not award the degree, a transfer from PhD to Masters (Research) or decisions based on conflicting examiners reports, are made under the authority of the relevant Conditions for the Award of the Degree and associated policy and procedures. In all cases the Dean of Graduate Research will write to candidates with the decision, and the reasons for it. If candidates are unsure why a decision has been made, they can contact the Dean of Graduate Research to seek further clarification.
Decisions can be appealed if candidates consider that University policies and procedures have not been followed, i.e. where there has been procedural unfairness. Candidates should contact Margaret O’Byrne, the Director of the GRS, for advice if they are unsure of how to proceed, or to clarify what may constitute procedural unfairness.

Megan Biok (email: m.biok@unsw.edu.au, Phone 9385 7661) can schedule appointments with the Director.

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


Student Conduct and Appeals Officer

The UNSW Student Conduct and Appeals Officer (in the office of the Pro Vice-Chancellor (Students) and Registrar) is available to provide advice about the Student Complaint Policy and Procedures.

The UNSW Student Complaint Procedures outline the formal processes in place at UNSW to handle complaints by all students including higher degree research candidates. Complaints may include but are not limited to bullying, discrimination, harassment, sexual harassment, victimisation or vilification, or cases where the informal process has not been able to resolve the issue.

Phone: 9385 8515
Email: studentcomplaints@unsw.edu.au

UNSW Arc

UNSW Arc, the University’s student organisation, has a team of advocacy officers who can provide confidential advice to candidates and support those considering submitting a formal complaint. For further information see Section 14.

Other Resources

For an extensive range of other University resources and service providers, see Section 14.
Submitting a thesis for examination
The Graduate Research School provides information on all aspects of thesis submission at:
research.unsw.edu.au/thesis-submission-unsw

The Thesis Examination Management (TEM) system is used to manage the submission and examination of research theses at UNSW. Research candidates and staff can log into TEM via myUNSW to submit forms and track the progress of thesis examination processes.
Notification of intention to submit thesis

Two months prior to submission of the thesis, candidates are required to lodge a Notification of Intention to Submit on the Thesis Examination Management system, accessed via myUNSW.

Eight weeks’ notice is required to allow sufficient time for examiners to be contacted and appointed and ensure that the thesis is sent for examination as soon as it is submitted. Examiners are asked whether they are available to examine the thesis based on the projected submission date. Hence, it is important to note that failure to submit by the date indicated might affect the availability of the examiners and consequently delay the examination process.

Early submission

Under special circumstances the University recognises that some candidates may have demonstrated exceptional research performance AND completed all requirements for the degree in less than the minimum period for the degree (Section 8). Approval of early submission of a thesis at UNSW requires the candidate and school to demonstrate that the work is of sufficiently high standard to meet the requirements of the degree. Any such request should be submitted, with the support of the supervisor and Postgraduate Research Coordinator/Head of School, to the Higher Degree Committee.

Submission of a thesis as a series of publications

In exceptional cases, and on recommendation from the Faculty Higher Degree Committee, a candidate for the degree of PhD may submit a thesis for examination that contains one or more published works of which the candidate is the sole or joint author, provided specific conditions are satisfied.

It should be noted that the fact that a candidate has published a number of papers does not automatically mean that presentation of the PhD thesis in the format of a series of papers is the best format to highlight contributions and demonstrate that the candidate’s research is at the level for the award of the degree of PhD. For example, published articles often have restricted page limits and discussion is limited with reference to published work. In such cases, much of the detailed background, discussion of different approaches and a broad discussion of the impact of the research in the field – information that examiners look at critically when examining a thesis – may not be included in a published article. Hence it may be in the candidate’s best interest to submit a thesis in the standard chapter format, and include in a preface to the thesis that sections of the work have been published and provide a list of publications. Similarly, examiners report difficulty in determining the candidate’s contribution to multi-authored papers and in establishing the intellectual contribution of the candidate to the research. For these reasons, less than 10 per cent of PhD theses are currently approved for submission in this format.

If a candidate thinks that it may be appropriate for the thesis to be submitted in the format of a series of publications, the supervisor and the Postgraduate Research Coordinator/Head of School must submit appropriate documentation for consideration of the Faculty Higher Degree Committee, at least three months before the intention to submit the thesis. The details for the specific requirements to submit a thesis as a series of publications can be found in the Thesis as a Series of Publications document: research.unsw.edu.au/prior-submission

Nomination of examiners

Once the Notification of Intention to Submit has been lodged, the supervisor and Postgraduate Research Coordinator will be asked to commence the task of nominating of examiners. It is University policy that the names of appointed examiners are not released to the candidate until the examination process is complete.

Two external examiners plus one reserve examiner are appointed for all PhD, Masters and MPhil theses at UNSW. The candidate’s supervisors cannot be appointed as examiners.

The candidate has the right to specify any potential examiner they would prefer not to examine the thesis and this can be pointed out by written notification to the GRS or the appropriate campus office when the Notification of Intention to Submit is lodged.

It would be worthwhile for supervisors to have a conversation with their candidates along these lines: “Are there any academics in our field that you think would be appropriate examiners for your thesis? And are there any academics you would prefer not to mark your thesis? And if so, why not?” Candidates do not need to know which examiners are being considered in order to answer these questions, but supervisors can take any ideas from the candidate on board while deciding who to nominate. Candidates and supervisors should keep the following in mind when considering potential examiners: it is usually best to choose examiners that know the field/discipline well and who are relatively senior, with probable previous experience in examining theses.

Please note: If no written submission is received by the date the thesis is submitted for examination, it will be assumed that the candidate has no objections to any potential examiners of the thesis.

The relevant Faculty Higher Degree Committee gives final approval for examiners. This Committee ensures that appropriately qualified examiners have been appointed, that any documents submitted by candidates regarding examiners are considered and that the nominated candidates do not have a potential conflict of interest in assessing the research.

Supervisor’s certificate

When a candidate submits a Notification of Intention to Submit, the supervisor is also requested to complete a Supervisor’s Certificate via the Thesis Examination Management (TEM) system.
A thesis that has not been certified as suitable for examination by the supervisor is unable to be accepted. The Supervisor’s Certificate states that the thesis is in the correct format for examination (i.e. binding, layout, abstract, etc). The certificate does not assess the academic merit of the thesis and is not an endorsement that the thesis will pass examination.

If a supervisor considers that the thesis is not likely to pass examination they will advise the candidate of the reasons for this assessment. If the candidate disagrees with the supervisor or school’s advice, written submissions presented by the school outlining the reasons for the school’s opinion will be considered by the Higher Degree Committee. The candidate will be advised whether the recommendation of the school has been upheld or whether the thesis will be accepted for examination.

Preparation and submission

Every research candidate is required to submit three hard copies of the thesis for examination. These should be bound in a way that means they can be mailed and examined and remain intact, for example using temporary binding, preferably spiral binding. Theses cannot be accepted in less robust forms, such as stapled, in a ring-binder folder or with bulldog clips. Where examiners have previously agreed to examine a digital copy of the thesis the candidate may, with the approval of the supervisor, submit a combination of paper and digital copies, as appropriate.

At the completion of the examination and prior to graduation, every candidate who has satisfied requirements for the award of the degree will be required to submit two final digital copies for deposit and preservation in the University Library.

Copyright

During the course of writing a thesis candidates will often utilise the work and research of others.

The use of other people’s work means the use of their copyright material; candidates should therefore be aware of what they can and cannot do with this material. As the candidate does not own this copyright, it is particularly important to understand the copyright issues involved and thus avoid infringing someone else’s copyright.

Copyright laws ensure that any text or image created by someone else must be acknowledged, even if the words or images are not part of an official document or publication. If candidates intend to use other people’s work, then written permission is required before it can be included in the thesis. Candidates must seek permission for copyright prior to lodging the final digital thesis online.

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

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

Further information can be found at the following website: oaklaw.qut.edu.au. This includes the document ‘Copyright Guide for Research Students: What you need to know about copyright before depositing your electronic thesis in an online repository’. The Australian Copyright Council (copyright.org.au) has also produced information sheets on copyright relating to research and study as well as educational institutions. These can be found here: copyright.org.au/find-an-answer/browse-by-a-z

Candidates should also consult the Copyright Act 1968, which can be found here: austlii.edu.au/legis/cth/consol_act/ca1968133. This provides further information on copyright in literary works (including computer programs), dramatic works, musical works, artistic works, films, sound recordings, broadcasts, published editions and certain types of performances.

Content and structure rules for theses

Required documentation inside the thesis

Thesis/Dissertation Sheet

This must be glued on the inside cover of each copy of the thesis and contain the Abstract (of not more than 350 words). The Abstract should indicate the problem investigated, the procedures followed, the general conclusions reached, but not contain any illustrative matter.

Originality Statement

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

Originality Statement:

Thesis/Dissertation Sheet:

research.unsw.edu.au/submitting-your-thesis-examination

Required documentation to accompany the thesis:

Graduation Information Sheet

A Graduation Information Sheet is a one-page document that must be completed and lodged with the thesis. Do not paste it inside the thesis.

Graduation Information Sheet:

research.unsw.edu.au/submitting-your-thesis-examination

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

Further information can be found at the following website: oaklaw.qut.edu.au. This includes the document ‘Copyright Guide for Research Students: What you need to know about copyright before depositing your electronic thesis in an online repository’. The Australian Copyright Council (copyright.org.au) has also produced information sheets on copyright relating to research and study as well as educational institutions. These can be found here: copyright.org.au/find-an-answer/browse-by-a-z

Candidates should also consult the Copyright Act 1968, which can be found here: austlii.edu.au/legis/cth/consol_act/ca1968133. This provides further information on copyright in literary works (including computer programs), dramatic works, musical works, artistic works, films, sound recordings, broadcasts, published editions and certain types of performances.

Content and structure rules for theses

Required documentation inside the thesis:

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This must be glued on the inside cover of each copy of the thesis and contain the Abstract (of not more than 350 words). The Abstract should indicate the problem investigated, the procedures followed, the general conclusions reached, but not contain any illustrative matter.

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Originality Statement:

Thesis/Dissertation Sheet:

research.unsw.edu.au/submitting-your-thesis-examination

Required documentation to accompany the thesis:

Graduation Information Sheet

A Graduation Information Sheet is a one-page document that must be completed and lodged with the thesis. Do not paste it inside the thesis.

Graduation Information Sheet:
Length

A PhD thesis should not normally exceed 100,000 words, a Masters by Research 75,000 words and a Master of Philosophy 40,000 words. These limits apply to the main text of the thesis only and do not include footnotes. As some Schools suggest that tables and figures should appear on separate pages by themselves candidates should always seek the advice of their supervisors and schools on such matters.

The above word limits are indicative only – candidates should obtain more information about the requirements and conventions for their discipline from their supervisors and Postgraduate Research Coordinator.

Referencing

There is no one correct referencing style. Referencing styles vary significantly from discipline to discipline. Consequently, any research candidate who is unsure of the preferred method of referencing should speak to their supervisor and/or Postgraduate Research Coordinator.

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

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

The UNSW Library provides additional information and links to online tutorials in the use of EndNote.

unsw.custhelp.com/app/answers/detail/a_id/1040/kw/endnote

Inclusions of publications

A list of publications in which the candidate is a sole author or co-author, and which have resulted from research performed during the course of the degree, should be included in the thesis. One of the criteria that examiners are requested to base their recommendation upon is whether the thesis contains publishable material. The inclusion of a list of peer-reviewed published articles that contains sections of the work contained in the thesis is therefore normally highly regarded by examiners. Generally, this list of publications appears at the front of the thesis on a single page or preface stating that sections of the work have been included in the following publications. Research candidates should contact their supervisor and/or Postgraduate Research Coordinator for advice on the relevant format for their discipline.

Editing assistance

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

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

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

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

For more information on the use of professional editors for research theses at UNSW please see:

research.unsw.edu.au/sites/all/files/related_files/regular_page_content/guidelines_for_editing_research_theses_oct2013.pdf
Thesis preparation tips for candidates

1. **DO** have a plan that realistically outlines how long you estimate it will take to gather/prepare/analyse your data/material and to write your thesis. You should also identify any new skills you will need, for example do you need to learn new techniques, computer programs, etc. And constantly revise this plan, as things will inevitably change throughout your candidature.

2. **DON’T** procrastinate, and **DO** write “early and often” – the more work you put into it during the early days of your candidature, the easier it is going to be as you approach the end.

3. **DO** communicate with your supervisors well in advance to ensure they are aware of your plan, and that you are all on the same page. Be prepared to discuss the plan and negotiate with your supervisors about it.

4. **DO** back up, back up and back up (buildings do burn down, laptops do get dropped or get stolen – so make sure you regularly back up your work in secure locations).

5. **DO** think about it from the examiners’ point of view. Try and step back and think about what it would be like to read your thesis for the first time. Things like subheadings, pictures and diagrams, summary or introductory remarks for each chapter all make it easier and more enjoyable to read. Examiners want you to pass and want to read your thesis (otherwise they wouldn’t have agreed to examine it). But things like typos, convoluted writing styles, sloppy work, inaccuracies, poor referencing, poorly laid-out work, “stories” that are hard to follow and conclusions that don’t relate to introductions are all things that will make an examiner start to wonder about your academic competence.

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

Graduate Research School: [research.unsw.edu.au/events/thesis-submission-seminar](http://research.unsw.edu.au/events/thesis-submission-seminar)

The Learning Centre: [lc.unsw.edu.au](http://lc.unsw.edu.au)

Numerous thesis writing seminars, workshops and resources

Counselling and Psychological Services: [counselling.unsw.edu.au](http://counselling.unsw.edu.au)

Workshops on issues such as avoiding procrastination, time management and dealing with stress.
Thesis examination process
Examiners’ reports

Once examiners have been approved and the Supervisor’s Certificate has been lodged, copies of the thesis are sent to the examiners with a request to examine the thesis within six weeks. One copy of the thesis is retained by the University for reference. Examiners are provided with the conditions of the award of the degree, Notes for Examiners and the Examiners’ Report Form to complete.

Information that can be provided to candidates during the examination process

For rules on the information that can and cannot be provided to candidates while their thesis is under examination, see the Submitting Your Thesis for Examination section of the GRS website: research.unsw.edu.au/submitting-your-thesis-examination

Two weeks before the due date for the thesis reports, the Graduate Research School, or appropriate campus office, sends a reminder to the examiner that the report is due. If any reports are not received by the deadline, details of the overdue report(s) are sent to the Head of School or Postgraduate Research Coordinator who then contacts the examiner(s) concerned. In most cases a revised date for the receipt of the report will be negotiated but if necessary a replacement examiner may be appointed.

In the event that a replacement examiner is nominated it is the responsibility of the supervisor to ensure that the candidate is consulted in accordance with the Thesis Examination Procedures.

Candidates may obtain information about the progress of the examination from the appropriate campus office by phone or email. Candidates should not contact the campus office until at least ten weeks after the thesis has been submitted. In view of the confidential nature of the examination only certain information can be provided prior to faculty consideration of the case. In addition, the Thesis Examination Management system contains an enquiry page that can be used to track the progress of most processes concerning the examination of the thesis. To access this page, log on to myUNSW and click on the “My Student Profile” tab.

Consideration of reports

To make a recommendation on whether a candidate’s thesis merits the award of the degree, the examiners are provided with Notes for Examiners and asked to consider whether the submitted work:

(i) Demonstrates that the candidate can conduct research, is capable of independent and critical thought, and can see the work in relation to the work of others;

(ii) Demonstrates that the candidate has an awareness and understanding of literature directly relevant to the topic as well as in related areas of significance, and demonstrates the capacity to make considered judgements;

(iii) Contains a satisfactory degree of originality and makes a significant contribution to knowledge; the expectation is that the candidate’s work would be publishable.

Two examiners are appointed for each research thesis at UNSW in recognition of the fact that they will have different levels of expertise in relation to the thesis material, and hence may provide different views of the strengths and weaknesses of the candidate’s thesis.

When both examiners’ reports have been received they are sent to the Head of School or Postgraduate Research Coordinator for a recommendation. The recommendation from the school and the examiners’ reports are then considered by the Higher Degree Committee.

It is important to note that the examiners do not decide whether a thesis merits the award of the degree. They provide advice to the Higher Degree Committee, which is the body that has the delegated responsibility to make academic recommendations regarding research candidatures, including the award of the degree. In arriving at a decision the Higher Degree Committee takes into account feedback from all examiners plus any other relevant information.

In making the overall recommendation, the Higher Degree Committee is required to assess the recommendations and academic arguments presented in all of the examiners’ reports as well as the written comments from the School and any additional advice the Committee has received. The examination is not a vote and hence it is not a matter of strong reports outweighing a less favourable report or vice-versa.
The Higher Degree Committee does not have a set of hard and fast rules that can be applied for every case. Indeed this is why the Committee exists – to discuss reports on a case-by-case basis, use their collective expertise in assessing theses and reviewing examiners’ comments and to apply their expert knowledge regarding the standard of work required for a research degree in the discipline.

**Recommendations**

There are five possible recommendations from the Higher Degree Committee.

a) The thesis merits the award of the degree
b) The thesis merits the award of the degree subject to minor corrections as listed to the satisfaction of the Head of School
c) Award subject to revisions and/or further work to the satisfaction of the Higher Degree Committee
d) Revise and resubmit for re-examination
e) Non-award

See the Outcome of Examination section of the GRS website for more details: [research.unsw.edu.au/outcome-examination](http://research.unsw.edu.au/outcome-examination)

**Digital copies**

Two digital copies of every thesis that has satisfied University requirements for the award of the degree must be deposited in the University Library at the conclusion of the examination and prior to the candidate being awarded the degree. The digital copies must be submitted to the library in an approved format. Details of the approved format are available at the library website: [library.unsw.edu.au/servicesfor/academic/deposit.html](http://library.unsw.edu.au/servicesfor/academic/deposit.html)

The two copies required are:

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

**Restrictions on access to the digital thesis**

It is UNSW policy that a thesis produced from a research degree should be publicly available. However, the University recognises that there are certain circumstances in which immediate public availability of the thesis in the library may not be desirable.

In cases such as this, candidates may indicate that they wish to embargo the thesis from public availability for up to two years. For longer periods the approval of the Dean of Graduate Research is required. For more details, go to the relevant section at: [research.unsw.edu.au/prior-submission](http://research.unsw.edu.au/prior-submission)
Graduation

Once the thesis has been approved and the candidate has been cleared for graduation, they will be sent a letter from the Graduate Research School or appropriate campus office advising that they are now eligible for graduation. Candidates can check their ceremony date using the graduation schedule on myUNSW, or by checking their graduation details page within myUNSW. The myUNSW graduation details page can be found by logging in to myUNSW and then selecting the ‘Student Profile’ tab. A link to the graduation details page is shown on the left-hand side of the page.

Candidates can also use myUNSW to check any outstanding debts, blocks and their thesis title. The graduation will be blocked if there are any outstanding debts within the University. Debts include all fees, loans, library fines and equipment.

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

What candidates will need to do

1. Ensure that the contact information held by the University is correct. This includes mailing address and contact email addresses. Contact details can be checked and updated via myUNSW.
2. Ensure that the student record contains the correct name. Candidates will need to submit a Change of Name Form and the required documentation to the University if their name is not correct.
3. Ensure that all outstanding debts with the University have been cleared. Debts include all fees, loans, library fines and equipment.
4. Ensure that the digital library copies of the thesis have been submitted no later than four weeks prior to the scheduled graduation ceremony.
5. Read the graduation information on myUNSW at: student.unsw.edu.au/graduation

A graduation information package is sent to all graduating candidates approximately three weeks prior to the scheduled ceremony. This package will include information about academic dress hire, a Graduation Information Guide, details about the ceremony and three guest tickets.

Extra guest tickets cannot be issued at the time of allocation to ceremonies but candidates may request additional tickets by emailing the Graduations Office and if tickets become available, the Graduations Office will contact the candidate to advise.

Graduation ceremonies

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

Dates and times of graduation ceremonies

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

student.unsw.edu.au/graduation

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

Not attending the ceremony

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

Attending a later ceremony

For candidates who are unable to attend their scheduled ceremony and wish to attend a ceremony in a different semester of scheduled ceremonies, please email your request to the Graduations Office: graduations@unsw.edu.au

Further information

my.unsw.edu.au
student.unsw.edu.au/graduation

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

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

Phone: +61 2 9385 3092

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

Email: graduations@unsw.edu.au
Support for research candidates
Seminars, workshops and courses

There are a range of workshops and seminars specifically designed for research candidates at UNSW. Information about what is offered is listed on the Graduate Research School website and also published in the monthly Graduate Research News.

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

Attending research-related seminars and events is important for all research candidates throughout their candidature. These events will provide candidates with the opportunity to meet, network, exchange and learn from peers and colleagues across the University.

Research Training Statistical Consulting Service

The School of Mathematics and Statistics, with funding from the GRS, offers the Research Training Statistical Consulting Service to help research candidates who need specialist statistical knowledge as part of their research program. Candidates can receive up to three hours of specialist consulting to assist with data analysis and experimental design.

maths.unsw.edu.au/research/research-training-statistical-consulting-service

Researcher Development Unit

The RDU is part of the Division of Research and offers development workshops for UNSW researchers. For further information see Section 2.

Faculty courses and seminars

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

Research Data Management

The University provides a free data management service to support research candidates to manage their research data.

The service enables all research data generated at UNSW to be archived according to the UNSW Research Code of Conduct: research.unsw.edu.au/research-integrity-policies-and-procedures.

To obtain access to this storage, research candidates complete a research data management plan (RDMP). The plan is a tool for research candidates to consider the data that will be generated from a project and how it would be managed. The plan prompts the research candidate to consider the types and volume of data they might be expected to capture. It also asks the research candidate to consider IP, copyright, ethics and long-term storage. These plans will be discussed during candidates’ Annual Performance Reviews.

More details about this Service are provided at:

research.unsw.edu.au/research-data-management-service
University Services

UNSW Counselling and Psychological Services (CAPS)

The UNSW Counselling and Psychological Services offer broad-ranging support services for both postgraduate and undergraduate students at UNSW. Candidates can access services including individual counselling, skills development courses and self-help resources.

For a full listing of the workshops and seminars visit: student.unsw.edu.au/wellbeing-workshops-and-seminars

In addition to services offered at the Kensington campus, the UNSW CAPS has an office located at UNSW Art & Design at the Paddington campus and also at NIDA.

Kensington
Web: counselling.unsw.edu.au
Phone: +61 2 9385 5418
Email: counselling@unsw.edu.au
Location: Level 2, East Wing, Quadrangle Building

UNSW Art & Design
Web: counselling.unsw.edu.au
Phone: +61 2 9385 0733
Email: counselling@unsw.edu.au
Location: G Block, Room G05

NIDA (Fridays Only)
Phone: 9385 5418
Email: counselling@unsw.edu.au

UNSW Canberra
Web: counselling.unsw.edu.au
Phone: +61 2 9385 0733
Email: counselling@unsw.edu.au

UNSW Canberra candidates can also contact the Research Student Unit for services at this campus.

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

Student Equity & Disabilities Unit

The Student Equity and Disabilities Unit provides free and confidential services including:

- Advice and information on anti-discrimination legislation, policies and practice
- Assistance with grievance handling under UNSW’s discrimination and harassment grievance procedures
- Services for students with disabilities, serious medical conditions or temporary injuries such as providing note-takers, sign-interpreters, exam provisions, texts in alternative formats, assistive technology, accessible accommodation and parking.

These services can be accessed by making an appointment with a Disability Officer.

Email: seadu@unsw.edu.au

UNSW Canberra Equity Unit provides staff and research students with advice on anti-discrimination legislation, policy and practice; assistance with grievance handling under UNSW’s Discrimination and Harassment Grievance Procedures; disability services; advice on policy development; and training and information for managers and staff. Contact Poppy Maclean on:

Phone: +61 2 6268 8218
Email: p.maclea@adfa.edu.au
Location: Room 366, Building 21

University Library

The UNSW Library provides a range of facilities that include study areas, computers, printing, photocopying and scanning. An interlibrary loans service is available for postgraduate candidates and staff. An external service for students and staff based off-campus ensures access to library resources for remote users.

The Library supports HDR candidates by providing a mentoring program. A single point of contact is available through an Outreach Librarian assigned to each faculty.

Outreach Librarian
Phone: +61 2 9385 2650 and ask for the Outreach Team
Email: libraryaskus@unsw.edu.au
Web: library.unsw.edu.au/about/corporate/outreach.html

UNSW Canberra

The Academy Library on the UNSW Canberra campus provides specialised services to research candidates. Liaison librarians help with developing relevant search strategies and identifying appropriate search tools for locating material for the research area, undertaking initial searches of the relevant literature and providing candidates with training sessions to familiarise them with the various online resources available.

Phone: 6268 8116
Web: lib.unsw.adfa.edu.au

Learning Centre
lc.unsw.edu.au/postgraduate.html

The Learning Centre provides a wide range of academic support services to research candidates. Assistance is available through workshops in advanced level academic skills, individual consultations, discipline-based courses and online academic skills resources. Workshops are offered in S1 & S2 and programs typically include:

- Writing a thesis proposal – helpful for research candidates at the beginning of their candidature
- Writing a literature review – essential for all research candidates at the beginning of their candidature
- Academic writing for postgraduates from non-English speaking backgrounds – a 20-hour course
- Practising conference presentations – a 12-hour course
Candidates who are writing their thesis can join the Thesis Writing Support Program. This program provides candidates with feedback on their writing, assistance with specific writing problems, and suggestions for continuing development. Participants meet in small groups with a facilitator to edit and review each other's work for 5 sessions.

Any group of five or more research candidates who would like a specific workshop or thesis writing program can contact the Director of the Learning Centre to discuss arranging one. The Centre also offers workshops and activities for non-English speaking background candidates.

The Peer Writing Assistant Program provides writing individual assistance with academic writing. Candidates can make a booking for a one-on-one consultation with a Writing Assistant to discuss specific issues or queries.

Books on thesis writing are available for loan from the Learning Centre. The Learning Centre website also provides a number of online resources.

### UNSW Art & Design

In addition to services and workshops offered at the Kensington campus, the Learning Centre has an office located at UNSW Art & Design in Paddington (Block C, Room 11) and offers individual appointments. Thesis-writing courses are held at UNSW Art & Design each semester.

For further information, contact the Learning Centre on:

**Location**: Room G17, Lower Ground Floor, The Chancellery UNSW 2052

**Phone**: +61 2 9385 2060

**Email**: learningcentre@unsw.edu.au

**Web**: student.unsw.edu.au/academic-support-postgraduate-research-students

### UNSW Canberra

**Academic Language and Learning Unit**

The Academic Language and Learning Unit at UNSW Canberra campus runs a variety of courses and workshops, provides individual consultations and offers a number of other print and online learning resources for research students. Workshops specifically for research students are run each semester.

They include:
- Doing your research project
- Advanced writing skills
- Avoiding unintentional plagiarism and effective citing

**Email**: knowALL@adfa.edu.au

**Phone**: +61 2 6268 9514

**Location**: Learning & Teaching Group, Level 1, Building 36, UNSW Canberra

### UNSW Innovations

The Student Entrepreneur Advisory team at UNSW Innovations provides a suite of free advisory services for students interested in starting up their own businesses or commercialising their ideas and technologies. These services include Commercial, Legal, IP, Financial and Accounting advice as well as access to UNSW Innovations’ networks of industry partners, entrepreneurs, start-ups and mentors.

UNSW Innovations also runs Student Development Programs in innovation and entrepreneurship including:

1. ‘Intrapreneurship’ Accelerate Your Career – be an ‘inside’ entrepreneur
2. Entrepreneurship Masterclass – mentoring sessions run by inspirational entrepreneurs
3. UNSW Sydney Angels Mixer – network with Australia’s largest Angel Investor syndicate
4. UNSW Sydney Seed Fund Pitch – students video pitch competition to Sydney Seed Fund members
5. UNSW Start-Up Games – for first time student entrepreneur
6. UNSW Alumni and Student Entrepreneur Mixer – students network with Alumni Entrepreneurs

**Web**: innovations.unsw.edu.au

**Email**: innovations@unsw.edu.au

### Student Development – International

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

**Web**: international.student.unsw.edu.au

**Email**: SDIinfo@unsw.edu.au

**Phone**: +61 2 9385 2060

**Location**: Room G17, Lower Ground Floor, The Chancellery UNSW 2052

SDI offer a wide range of programs to help international students build academic and social skills, develop a feeling of belonging on campus and also cultivate intercultural competencies. They include:

- Alumni Host Program
- Cultural Mentor Program
- UNSW Language Exchange Program
- Conversation Classes
- Women’s Health and Safety
- Academic Intervention workshops, Reduced Study Load workshops

Students can book an appointment with the International Student Advisor for assistance with:

- academic or personal difficulties
- transitioning to University life,
- academic progress monitoring / developing intervention strategies,
- financial difficulties/ budgeting

The International Student Advisor will also make appropriate referrals to other services if necessary.

**Web**: student.unsw.edu.au/international

**Email**: international.student.unsw.edu.au
UNSW Careers and Employment

UNSW Careers and Employment provides services to assist candidates in the development of career management skills. Further information on Careers & Employment can be found in Section 15.

Arc @ UNSW
arc.unsw.edu.au

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

Arc Postgrad Council (PGC)

The PGC provides information, support, representation and advice on issues that may affect postgraduate students at UNSW and the wider postgraduate student population. The Arc Research Officer is one of the elected office bearers of the PGC and seeks to actively identify and improve problem areas that routinely affect all postgraduate research students and provide direct support to individuals who face difficult situations.

Postgrad Social Events
Visit: arc.unsw.edu.au for the latest information on special postgraduate events on campus such as Happy Hour, live music, workshops, seminars, wine and cheese evenings and much more.

Arc Legal And Advocacy Service
Arc provides a comprehensive advice service to postgraduate candidates. They have legal and advocacy officers who can assist candidates with a wide range of issues including providing advice on including intellectual property and copyright. Arc members also receive free advice and representation on a range of common legal problems.

Arc Postgrad Council (PGC)

The PGC provides information, support, representation and advice on issues that may affect postgraduate students at UNSW and the wider postgraduate student population. The Arc Research Officer is one of the elected office bearers of the PGC and seeks to actively identify and improve problem areas that routinely affect all postgraduate research students and provide direct support to individuals who face difficult situations.

Email: pgc.research@arc.unsw.edu.au

Arc Postgrad Lounge

Provides a quiet place to take a break and has:
- Computers with internet access
- Collaborative workspace
- A kitchenette
- Lockers available for postgraduate candidates

Location: Arc precinct, level 2, Basser College (off Basser Steps), Kensington campus

Work Health & Safety and Emergency Management

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

Kensington and UNSW
Art & Design Campuses

Web: ohs.unsw.edu.au

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

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

UNSW Canberra Campus

Health, Safety and Facilities
Suzanna Holmes, Manager WHS & Facilities
Phone: +61 2 6268 8713
Email: s.holmes@adfa.edu.au

UNSW@ADFA research students should report emergencies to

Medical emergency:
Phone: 000 (dial 0 first to get an outside line)

Other emergencies
In Hours: Contact your supervisor, building wardens or First Aid Officers as appropriate
After hours: Contact the Duty Desk on +61 2 6268 8574

Insurance

The Risk Management Unit oversees risk issues across the University. Services include risk consulting, business unit annual risk reviews, project risks, support of risk committees, travel advisories and insurance. Subject to conditions, the University provides insurance cover for personal accidents and travel for research candidates enrolled at UNSW. Further information is available from the Insurance Page of the Risk Advisory and Internal Audit’s website.

raia.unsw.edu.au/insurance/index.html

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

international.unsw.edu.au/study/degree-programs/fees
Childcare
There are four childcare centres servicing the University (located on or near the Kensington campus). Childcare places fill quickly, so be sure to get on the waiting list early. Contact details for these centres are provided below. Tigger’s Honeypot and House at Pooh Corner prioritise students’ children.

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

Private accommodation
Private off-campus accommodation is generally more expensive than the residential colleges. Students should start looking for housing at least four weeks before they commence study. International Student Housing Assistance (ISHA) provides support for international students looking for suitable accommodation. ISHA lists a variety of properties varying in price, security, quality and proximity to campus.

Security Service
The UNSW Security Service provides a twenty-four hour security service on the Kensington campus. This includes a service to escort students to car parks or bus stops at night. During semester, from 6pm to 11.15pm, the Unibeat shuttle bus operates from nine stops on campus and continues to Randwick Junction and UNSW Randwick Campus. Bus timetables are available from any gatehouse, the Security front office or Tel: +612 9385 6000 and some will be sent to you.

Transport
Eligible candidates will be issued with a transport logo on their student ID card that allows concession travel on all CityRail, State Transport Authority, NSW Country Link services (including services to Melbourne and Brisbane) and private bus services with the Sydney Metropolitan area.

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

UNSW Bookshop
The UNSW Bookshop stocks a range of books and reference materials specific to UNSW students. Also available is a range of fiction books. The website offers a search engine and online ordering facilities.
Planning for life after a research degree
Career planning

Candidates enrol in postgraduate research programs for different reasons. Some are interested in becoming an academic, some enrol because the area of research fascinates them, and others do it because of an opportunity offered to them at the time. No matter what the reason(s), it is important to be career focused throughout the research degree. Those who are successful in securing a dream job at the end of their candidature are often actively involved in their department, research area and profession. They develop and maintain a professional network, publish their research findings and present at conferences. Most importantly, they start planning their career well prior to submitting their thesis.

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

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

Careers and employment

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

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

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

CVs and resumes

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

Web: careers.unsw.edu.au
Phone: +61 2 9385 5429
Email: careers@unsw.edu.au
Location: Level 2, East Wing, Quadrangle Building
Referees

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

Publishing

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

Teaching, tutoring and laboratory demonstrating

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

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

Postdoctoral fellowships

Upon completion of the degree candidates may wish to commence/continue a research project funded by a postdoctoral research fellowship. It is advisable to start looking for these research opportunities prior to submitting the thesis and in some instances candidates may need to apply up to one year in advance. For information on postdoctoral opportunities visit the following website: research.unsw.edu.au/units/research-strategy-office

Research grants

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

UNSW alumni

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

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

Web: alumni.unsw.edu.au
Phone: +612 9385 3279
Email: alumni@unsw.edu.au
### Glossary

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<thead>
<tr>
<th>Name</th>
<th>Abbreviation</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian Higher Education Graduation Statement</td>
<td>AHEGS</td>
<td>The AHEGS provides information on a student’s higher education qualification, the institution at which the qualification was obtained and the Australian higher education system, in one document. All UNSW students completing program requirements receive an AHEGS on graduation.</td>
</tr>
<tr>
<td>Australian Government Department of Immigration And Border Protection</td>
<td>DIBP</td>
<td>The Department of Immigration and Border Protection.</td>
</tr>
<tr>
<td>Annual Progress Review</td>
<td>APR</td>
<td>A compulsory annual review undertaken by all candidates and attended by a panel of School representatives to assess the candidate’s progress and identify any problems.</td>
</tr>
<tr>
<td>Candidate</td>
<td></td>
<td>A person enrolled for a higher degree by research at UNSW.</td>
</tr>
<tr>
<td>Census Date</td>
<td></td>
<td>The date at which a student’s enrolment is finalised before this information is reported to Department of Education, Employment and Workplace Relations (31 March for semester 1, 31 August for semester 2).</td>
</tr>
<tr>
<td>Confirmation of Enrolment</td>
<td>COE</td>
<td>A Confirmation of Enrolment, or COE, is a document that is provided by the University to an international student who studies in Australia on a student visa. It confirms that an international student is eligible to enrol in a program, and is required to apply for a student visa.</td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td></td>
<td>A situation in which a person, such as a public official, an employee, or a professional person, has or is perceived by others to have a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties.</td>
</tr>
<tr>
<td>Council</td>
<td></td>
<td>UNSW is governed by a Council, which includes Parliamentary and ex-officio members. Information on Council membership can be found at gs.unsw.edu.au/councilandcommittees/index.html</td>
</tr>
<tr>
<td>Domestic Applicant/ Candidate</td>
<td></td>
<td>An applicant/candidate who is an Australian or New Zealand citizen, or who holds Permanent Residency status in Australia.</td>
</tr>
<tr>
<td>Equivalent Full-time Student Load</td>
<td>EFTSL</td>
<td>Equivalent full-time student load is a measure of study load for one year on a full-time basis. At UNSW this is defined as 48 units of credit (UOC).</td>
</tr>
<tr>
<td>Exchange Email Service</td>
<td></td>
<td>A single email system for all research students which is accessed by using a zID and a zPass. it.unsw.edu.au/staff/email/exchange/access.html</td>
</tr>
<tr>
<td>Graduate Research School</td>
<td>GRS</td>
<td>The UNSW Graduate Research School is the administrative unit responsible for the management and administration of research training at UNSW.</td>
</tr>
<tr>
<td>Graduand</td>
<td></td>
<td>A student who has completed all the requirements for the degree but has not yet graduated.</td>
</tr>
<tr>
<td>Graduate</td>
<td></td>
<td>A person who holds an award from a recognised tertiary institution.</td>
</tr>
<tr>
<td>Higher Degree Committee</td>
<td>HDC</td>
<td>The relevant Faculty Higher Degree Committee (including the Faculty’s delegated authority).</td>
</tr>
<tr>
<td>Higher Degree By Research</td>
<td>HDR</td>
<td>Any Masters or doctoral degree that comprises a minimum of two thirds of its assessable content by research.</td>
</tr>
<tr>
<td>Head of School</td>
<td>HoS</td>
<td>A person who has overall responsibility for higher degree research students within the academic School.</td>
</tr>
<tr>
<td>International Applicant/ Candidate</td>
<td></td>
<td>An applicant/candidate who is not a citizen of Australia or New Zealand and who does not hold Permanent Residency status in Australia.</td>
</tr>
<tr>
<td>Name</td>
<td>Abbreviation</td>
<td>Definitions</td>
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</tr>
<tr>
<td>Part-time Enrolment</td>
<td></td>
<td>Part-time enrolment is 12 units of credit per semester.</td>
</tr>
<tr>
<td>Postgraduate Research Coordinator</td>
<td>PGC</td>
<td>The PGC plays a critical role in the overall experience of higher degree research students. They are the School’s point of contact for research students, advise the Head of School on higher degree research matters, attend Faculty Higher Degree Committees and are the School’s point of contact with the GRS.</td>
</tr>
<tr>
<td>Research Training Scheme</td>
<td>RTS</td>
<td>The program under which the Australian Government Department of Education and Training provides block grants, on a calendar year basis, to support research training for local students undertaking PhD and Masters degrees by research. Students supported under the Research Training Scheme are exempt from payment of student contribution amounts and tuition fees for a maximum of four years for a doctorate or two years for a Masters by Research or Master of Philosophy or equivalent.</td>
</tr>
<tr>
<td>Satisfactory Progress</td>
<td></td>
<td>Progress students are expected to make each year towards the attainment of the requirements of their degree.</td>
</tr>
<tr>
<td>SUPERVISION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primary Supervisor</td>
<td></td>
<td>A member of UNSW academic staff who has been appointed by the Head of School/Postgraduate Research Coordinator to have the primary responsibility for the supervision of a candidate.</td>
</tr>
<tr>
<td>Secondary Supervisor</td>
<td></td>
<td>The secondary supervisor (not necessarily a UNSW staff member) has specific expertise useful to the candidate’s research and is an advisor to the candidate.</td>
</tr>
<tr>
<td>Joint Supervisor</td>
<td></td>
<td>A joint supervisor is appointed in the instances of multi-disciplinary research projects. Joint supervisors have expertise in different aspects of the project in the same school and take equal responsibility for the research program and direction.</td>
</tr>
<tr>
<td>Panel Supervision</td>
<td></td>
<td>A supervisory panel is usually appointed where there is an agreement between UNSW and external organisations such as NICTA or CSIRO regarding research. A supervisory panel can include a member of industry, or an external person, but a primary supervisor and secondary supervisor or joint supervisors must also be included.</td>
</tr>
<tr>
<td>Testamur</td>
<td></td>
<td>Certificate of qualification awarded by UNSW following the conferral of a degree.</td>
</tr>
<tr>
<td>Transcript or Academic Transcript</td>
<td></td>
<td>A printed statement setting out a student’s academic record at UNSW.</td>
</tr>
<tr>
<td>Thesis</td>
<td></td>
<td>The written results of a research student’s original investigation, which constitutes all or part of the requirements for the research degree in which that student is enrolled.</td>
</tr>
<tr>
<td>Timely Completion</td>
<td></td>
<td>Satisfactory completion of all the examination requirements of a higher degree by research within two years (Masters by Research and Master of Philosophy) or four years (PhD) from the commencement of candidature (or equivalent).</td>
</tr>
<tr>
<td>Units of Credit</td>
<td>UOC</td>
<td>A particular load or weighting in which each student is enrolled each semester. Every course at UNSW is worth a particular number of units of credit.</td>
</tr>
<tr>
<td>Work Health and Safety and Environment</td>
<td>WHS</td>
<td>The provision and management of a physically safe, healthy and secure learning and working environment for all students, staff, contractors and visitors at UNSW.</td>
</tr>
<tr>
<td>zID / zPass</td>
<td></td>
<td>A zID is a student’s username – a ‘z’ followed by the student number, which takes the form z1234567. A zPass is a password created to use with the zID to access various online services at UNSW such as accepting program offers, or checking emails. See also ‘Exchange Email Service’.</td>
</tr>
</tbody>
</table>