2011
Faculty of Arts
Higher Degree Research
Candidate Handbook
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Acknowledgment to Country

Macquarie University would like to acknowledge the Darug people, the traditional custodians of this land. The University pays its respects to elders, both past and present of the Darug nation, and extends that respect to Indigenous students joining our higher degree research program.
Welcome to the Faculty of Arts

Welcome to the research community in the Faculty of Arts. As a new higher degree research candidate, you are joining over 500 other candidates from over thirty countries around the world who have chosen to pursue their research degree at the Faculty of Arts.

We are committed to providing a supportive, stimulating and professional environment for our higher degree research candidates.

The Faculty of Arts consists of a wide diversity of departments and disciplines, as you can see from the list on page 11 in this Handbook, and as an HDR candidate you are encouraged to look around and share in the exciting work that other candidates and staff are producing. While you will obviously be immersed in your own work, as candidates for masters and doctorates in philosophy, you should be celebrating the ability to look beyond your own field and learn from the approaches and insights of others nearby.

The Faculty expects to produce engaged, ethically-aware, generous, and compassionate scholars committed to disinterested research that can be used by others for the benefit of the intellectual community, and society more generally.

The University is committed to encouraging all its candidates to finish their theses on time. To this end it is your responsibility to know when the due date for your work is, and to work with your supervisor to ensure that you comply with the date nominated for submission in your letter of offer and enrolment. Broadly speaking, we expect PhD candidates to submit their work within 3.5 years of enrolment (or full-time equivalent) and MPhil candidates within 2 years.

The information provided in this Handbook will assist you as you settle into your journey of research study. The Handbook is intended to be used as a handy reference to important information, and it should be used in conjunction with:


We look forward to working with you to make your research experience in the Faculty of Arts stimulating, productive and enjoyable, and to help you with the successful and timely completion of your thesis.

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

Associate Professor Marea Mitchell
Associate Dean, Higher Degree Research

Professor John Simons
Executive Dean, Faculty of Arts
**Project Management**

Managing your project is much more than managing your research. It is about managing your project, your data, your time, your relationship with your supervisors, and yourself.

If you are going to successfully complete your research degree within the maximum allowable timeframe, you will need to set realistic targets for each stage of your candidature, and plan ways to achieve them.

It is really important to understand that writing a thesis is about engaging in a genre, or type, of writing that has specific expectations. Many hundreds of PhDs and MPhils have been written, so you are engaging with a long tradition and history that you need to know about. Apart from understanding what has been said before in your discipline area, and on your topic, it is also really important to know what a PhD/MPhil looks like, and what the expectations of the examiners will be. So while you may be 3 and a half years, or more if you are part time, away from handing in that long piece of work it is a good idea now to look at some theses that have been completed in your area. Your department and supervisor should have some examples of successful theses, and the Library does too.

Also, look at the form that examiners are asked to complete when assessing your thesis: http://www.hdr.mq.edu.au/information_for/thesis_examiners.

See what criteria they have to address, and keep that in mind when doing your writing and research. It sounds odd to be thinking about the end when you are only just starting, but better that than finding out that you have not addressed key categories when you are running out of time. Shape the work from the beginning with an eye to the end in mind.

Managing your thesis also includes administrative aspects such as any variations to your supervision, your thesis title, or any absence from study or the University. You have a responsibility to keep this up to date, and this is an integral part of your study with us in the Faculty of Arts. Administration is part of the process and you need to understand what your responsibilities are.

Time management is crucial. In discussion with your supervisor, set yourself short term, medium, and long term goals. Try to keep to them, but adjust them where you have to. Be realistic, be reflective, be flexible, be resilient.

The following resources may be helpful in planning successful and timely completion of your research project.

**Doctorates downunder: keys to successful doctoral study in Australia and New Zealand**
Edited by Carey Denholm and Terry Evans  
Publisher: Camberwell, Vic: ACER Press, 2006  
ISBN: 0864314299

**The Postgraduate Research Handbook**
By Gina Wisker  
2nd Edition  
Publisher: Basingstoke: Palgrave Macmillan, 2008  
ISBN: 978023021308 (pbk)

**The research process**
By Gary D. Bouma and Rod Ling  
5th Edition  
Publisher: South Melbourne. Oxford University Press, 2004  
ISBN: 0195517466 (pbk)

**Skills4study: Postgraduate Students**
http://www.palgrave.com/skills4study/studentlife/postgraduate/index.asp

**ThinkWell**
Research engagement and research integrity in Australia

By Dr Andrew Crowden
Ethicist with the University of Melbourne’s Rural Health Academic Centre, Ballarat, Australia

This article was published in:
Australian Universities’ Review
vol. 52, no. 2, 2010
http://www.aur.org.au/archive.html#vol52no2

In a response to the Call for Papers about Human Research Ethics Committee (HREC) processes in Australian Universities’ Review vol. 51, no. 1, Margaret Lindorff argued that non-medical researchers should become more engaged with the ethical issues associated with research. Lindorff suggested that researchers should view Human Research Ethics Committees (HRECs) and other institutional research review bodies as resources which add value to the research process. Lindorff’s suggestion, if broadly adopted, could potentially be a key part of the solution to one of the Australian research community’s biggest challenges – ensuring that all research is undertaken with integrity and ethical sensitivity. Engagement is the key.

As part of my professional role, I have regular conversations with researchers who are unsure about the need for research ethics review for their projects. Similar comments occur often: ‘But I only want to access medical records of patients so that I can contact their relatives to ask about the hospital care that they received - where is the harm?’ ‘We access information all the time for clinical reasons – why do I need approval for a research project where I’m doing the same thing?’ University researchers, like their health service and hospital research colleagues, can also make comments that indicate a similar disconnection from processes of research ethics review: ‘But we use students as participants all the time – that should be part of their role - what's the problem’. Sometimes researchers get angry: ‘Why do I need children’s parental consent? – if I have to get consent I won’t get enough subjects – anyway the HREC just don’t get it – I think that I’m more ethical than the ethics committee! The committee is stifling good research’.

Poor researcher engagement with ethics review processes extends beyond health services and universities. Email surveys provide a good example to illustrate another dimension of the problem. Like many of us, I am often contacted to participate in research surveys. Many projects have been through ethics review as part of the research process. Others have not. Some of these are low risk and don’t really need a formal approval – though often such projects would benefit from an expedited ethics review. Some projects present as unapproved medium risk research. I have seen a few that are potentially high risk.

When contacted to participate in a survey by email I often send a reply asking if the researcher/s have had the project approved. Not surprisingly, the conversation and comments from researchers are often similar to those reported above. Researchers often respond with something like: ‘HREC approval was not considered necessary’. If the research appears to have potential risk to participants I may press for a reason and cite the need for researchers at least to consider relevant guidelines such as the National Statement on Ethical Conduct in Human Research and/or the Values and Ethics Guidelines for Ethical Conduct in Aboriginal and Torres Strait Islander Health Research. In response, researchers have suggested that: ‘This research is classified under social research rather than research involving humans. As such it has not been approved by the Human Research Ethics Committee.’ or ‘Our institution does not have to follow the National Statement. Instead, our research projects are conducted in full accordance with the guidelines and codes of the Australian Market and Social Research Society (AMSRS).’ Sometimes I have discussions with the researchers and their supervisors about the positive aspects of opening dialogue and increasing engagement with research ethics review. One frustrated manager of research noted that: ‘Some of our researchers see themselves as market researchers. What they fail to recognise is that they are working in a government organisation, not a private market research company (from whence many of them have come), and hence now have access to an ethics committee and indeed should pass their research through an ethics committee.’ Such responses are typical and illustrate with clarity another dimension of the challenge.

Continued…..
These comments and examples illustrate that some researchers are not engaged, or are becoming disengaged, with current processes of ethics review. Without real engagement with research ethics issues there can be no constructive dialogue between researchers and review bodies. Limited dialogue means that there is a real danger that researchers and reviewers divert to different pathways. The consequence is that review processes can potentially become unrealistic and too demanding. On the other hand researchers are tempted to manipulate or even bypass required review processes. Research integrity cannot be guaranteed.

Recent initiatives by Australia’s National Health and Medical Research Council (NHMRC) to design effective governance and research ethics review processes for the enormous diversity of research that is undertaken in Australia indicates that ensuring research integrity is being taken seriously. There are several examples of important steps being taken in the right direction. These include the current Australian Code for the responsible Conduct of Research; the 2007 changes to the National Statement on Ethical Conduct in Human research, the development of harmonisation initiatives to identify better pathways for multisite ethical review processes; the awareness of the distinct ethical dimensions of research with Aboriginal and Torres Strait Islanders; and the recent proposal to establish an Australian Research Integrity Committee. However, it must be recognised that the success of such initiatives will continue to rely on ensuring that researchers are appropriately engaged in these and other processes. Researcher engagement is, and has always been, the key to enhancing research integrity. Lindorff is right to suggest that HRECs should be used as a resource and researchers and review committees need to work together. Certainly senior researchers should take greater responsibility for the ethical development of their students.

However, it is simply not possible to do these things without nationally identified and coordinated educational strategies. What would help matters now would be for our National Health and Medical Research Council’s Australian Health Ethics Committee (AHEC) to take a leadership role in ensuring that researcher engagement with contemporary research ethics review processes is made a priority. Then processes to coordinate and enhance researcher engagement across all research sectors properly could be initiated.

As a first step it would be sensible, and really helpful to both researchers and reviewers, if AHEC reinstated, at reasonable cost, biennial health ethics conferences and accessible regular ongoing research ethics education and training activities. Leadership in research ethics education has been done well by AHEC in the past. Reinstating research ethics education as an AHEC priority will ensure that the tangible link between researchers, reviewers and the national research ethics strategies that is weakening will be strong again. Increased researcher engagement will then help ensure that other good AHEC initiatives are successful.

National research ethics education leadership and targeted educational activities will ensure that the opportunity for ongoing researcher engagement in ethics review will not be lost. Enhanced research integrity in all Australia research will follow. Without educational leadership within a considered national framework, potentially serious problems will be hard to prevent.
Faculty Departments, School, Centres
The Arts Faculty comprises a broad range of historical, language, literary, legal, music, sociology, philosophy and political studies with a common interest in the analysis of human affairs and culture both in the past and the present. The Faculty provides a cooperative research environment that facilitates scholarly innovation.

DEPARTMENTS
- Department of Ancient History
- Department of Anthropology
- Department of English
- Department of Indigenous Studies
- Department of International Studies
- Department of Media, Music, International Communication and Cultural Studies
- Department of Modern History, Politics and International Relations
- Department of Philosophy
- Department of Sociology

MACQUARIE LAW SCHOOL

CENTRES
- Centre for Policing, Intelligence and Counter Terrorism (PICT)
- Centre for Research on Social Inclusion (CRSI)
- The Ancient Cultures Research Centre
- The Australian Centre for Ancient Numismatic Studies
- Croatian Studies Centre
- The Centre for Cultural History
- Centre for Agency, Values and Ethics
- Centre for Environmental Law (MU-CEL)
- Centre for the History of Christian Thought and Experience
- Macquarie Japanese Studies Centre for Teaching Development
- Centre for the Macquarie PEN Anthology of Australian Literature
- Centre for Media History
- Centre for Middle East and North African Studies
- Rotary International Russian Resources Centre
- Somatechnics Research Centre
## Faculty Higher Degree Research Contacts

<table>
<thead>
<tr>
<th>Academic Unit / Head of Unit</th>
<th>HDR Director</th>
<th>Email Address</th>
</tr>
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</table>
| Department of Ancient History  
Prof Alanna Nobbs | A/Prof Boyo Ockinga  
Dr Stephen Llewelyn | boyo.ockinga@mq.edu.au  
stephen.llewelyn@mq.edu.au |
| Department of Anthropology  
Dr Chris Houston | Dr Greg Downey | greg.downey@mq.edu.au |
| Department of English  
A/Prof Antonina Harbus | Dr Robyn McCallum | robyn.mccallum@mq.edu.au |
| Department of Indigenous Studies  
Prof Susan Page | Dr Michelle Trudgett | michelle.trudgett@mq.edu.au |
| Department of International Studies  
Prof Martina Mollering | Dr Estela Valverde | estela.valverde@mq.edu.au |
| Department of Media, Music, International Communication & Cultural Studies  
A/Prof Mark Evans | Dr Adrian McNeil | adrian.mcneil@mq.edu.au |
| Department of Modern History, Politics and International Relations  
A/Prof Geoffrey Hawker | A/Prof Robert Reynolds  
(Mod Hist)  
Dr Steve Wood  
(Pol & Intl Rel) | robert.reynolds@mq.edu.au  
steve.wood@mq.edu.au |
| Department of Sociology  
Prof Michael Fine | Dr Harry Blatterer | harry.blatterer@mq.edu.au |
| Department of Philosophy  
Prof Nicholas Smith | Prof Wendy Rogers | wendy.rogers@mq.edu.au |
| Macquarie Law School  
Dr Natalie Klein | Dr Shawkat Alam | shawkat.alam@mq.edu.au |
| Centre for Policing, Intelligence and Counter Terrorism (PICT)  
Prof Peter Anderson | A/Prof Colin Wastell | colin.wastell@mq.edu.au |
| Centre for Research on Social Inclusion (CRSI)  
Prof Marion Maddox | Prof Deborah Rose | deborah.rose@mq.edu.au |
The Faculty Higher Degree Research Office

The Arts Higher Degree Research (HDR) Office is the Faculty’s central administrative unit for Arts research candidates and their supervisors.

The Arts HDR Office staff are available to provide advice to all Arts research students on any administrative matter relating to research training. After initial enrolment, all HDR transactions, including forms and documents, are first processed by the Arts HDR Office, before being forwarded to the University Higher Degree Research Office (HDRO) or to other University departments.

Address
The Arts Higher Degree Research Office
Building W6A, Room 704
Faculty of Arts
MACQUARIE UNIVERSITY NSW 2109

http://www.arts.mq.edu.au/for/new_and_current_hdr_candidates

<table>
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<tr>
<th>Arts HDR Office Staff</th>
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<tr>
<td><strong>Karyn Henner</strong></td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:hdrarts@mq.edu.au">hdrarts@mq.edu.au</a></td>
<td>Pre-application enquires</td>
</tr>
<tr>
<td>Phone: +61 2 9850 4092</td>
<td>Assessing applications for admission and scholarships</td>
</tr>
<tr>
<td>Fax: +61 2 9850 1046</td>
<td>Candidature variations</td>
</tr>
<tr>
<td>Location: Building W6A, Room 704</td>
<td>Supervisor changes</td>
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<td></td>
<td>Adjunct supervision</td>
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<td></td>
<td>Leave requests</td>
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<td></td>
<td>Thesis submissions</td>
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| **Hannah Choi**       |                      |
| Email: hdrarts@mq.edu.au | Pre-application enquires |
| Phone: +61 2 9850 6894    | Assessing applications for admission and scholarships |
| Fax: +61 2 9850 1046      | Candidature variations |
| Location: Building W6A, Room 704  | Supervisor changes |
|                      | Adjunct supervision |
|                      | Leave requests |
|                      | Thesis submissions |

| **Fran Chandler**     |                      |
| Email: hdrarts@mq.edu.au | HDR space in Building Y3A |
| Phone: +61 2 9850 8857    | HDR seminars, events, symposiums, HDR showcases |
| Fax: +61 2 9850 1046      | Faculty Commencement Programs |
| Location: Building W6A, Room 704  | Annual Progress Reports |
|                      | PGRF applications |

| **Maryanne Hozijan**  | Manager, Arts HDR Office. Responsible for the administrative services provided by the Office staff. |
| Email: maryanne.hozijan@mq.edu.au | |
| Phone: +61 2 9850 4238    | |
| Fax: +61 2 9850 1046      | |
| Location: Building W6A, Room 713  | |

| **Associate Professor Marea Mitchell**  | Executive responsibility for the Arts HDR Office. Has overall responsibility for higher degree research training in the Faculty of Arts. |
| **Associate Dean, Higher Degree Research** | |
| Email: marea.mitchell@mq.edu.au | |
| Phone: +61 2 9850 8754    | |
| Fax: +61 2 9850 1046      | |
| Location: Building W6A, Room 238  | |
## Important dates for candidates and supervisors

The information in this Handbook is correct at the time of publication. Please ensure you regularly re-visit the Arts HDR Important Dates website to confirm important dates:

http://www.arts.mq.edu.au/current_students/new_and_current_hdr_candidates/important_dates

### JANUARY

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<td>First half year commences (applies only to HDR candidates)</td>
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<td>Orientation Day for new international HDR candidates commencing in the first half year, conducted by the University Higher Degree Research Office (HDRO) in Building C5C Room 498</td>
</tr>
<tr>
<td>25</td>
<td>Due date for payment of tuition fees for first half year (applies to continuing fee-paying international HDR candidates)</td>
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### FEBRUARY

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| 1    | Arts HDR Office closing date for continuing candidates to submit requests:  
ibilit of a candidate to change any of these details. |
| 4    | University Higher Degree Research Committee (HDRC) meeting |
| 14   | Faculty Higher Degree Research Committee (FHDRC) meeting |
| 17   | Faculty Commencement Program (FCP): Orientation Day for new Arts HDR candidates, conducted by the Arts HDR Office |
| 18   | Central Commencement Program (CCP) for new HDR candidates commencing in the first half year, conducted by the University Higher Degree Research Office (HDRO) |
| 18   | University HDRO closing date for continuing HDR candidates to submit requests to change or enrol in courses of study (HDCC) and Higher Degree Research Training (HDRT) units in the first half year |
| 21   | First half year commences for coursework programs (applies to HDR candidates undertaking additional/optional coursework units as part of their research degree) |
| 22   | Orientation Day for new international HDR candidates commencing in the first half year, conducted by the University Higher Degree Research Office (HDRO) in Building C5C Room 498 |
| 23   | HDR candidates Coffee Hour Meeting between 10.30 am and 11.30 am in Building Y3A Coffee Shop (BYO) |
## MARCH

1. **Briefing Session** for Postgraduate Research Fund (PGRF) applicants: 1.00 pm to 2.00 pm
2. HDR candidates **Lunchtime Seminar**: 1.00 pm to 2.00 pm in Building Y3A (light lunch provided)
3. Closing date for **Postgraduate Research Fund (PGRF)** applications, for research activities between 1 July 2011 and 31 December 2011
4. Orientation Day for new international HDR candidates commencing in the first half year, conducted by the University Higher Degree Research Office (HDRO) in Building CSC Room 303
5. HDR candidates **Coffee Hour Meeting** between 10.30 am and 11.30 am in Building Y3A Coffee Shop (BYO)
6. University Higher Degree Research Committee (HDRC) meeting
7. Faculty Higher Degree Research Committee (FHDRC) meeting
8. University HDRO closing date for continuing HDR candidates to submit requests to discontinue their enrolment in Higher Degree Research Compulsory Coursework (HDCC) and Higher Degree Research Training (HDRT) units without penalty

## APRIL

1. HDR candidates **Lunchtime Seminar**: 1.00 pm to 2.00 pm in Building Y3A (light lunch provided)
2. HDR candidates **Coffee Hour Meeting** between 10.30 am and 11.30 am in Building Y3A Coffee Shop (BYO)
3. Orientation Day for new international HDR candidates commencing in the first half year, conducted by the University Higher Degree Research Office (HDRO) in Building CSC Room 303

## MAY

1. HDR candidates **Lunchtime Seminar**: 1.00 pm to 2.00 pm in Building Y3A (light lunch provided)
2. HDR candidates **Saturday HDR Seminar** for part time candidates (10.00 am to 2.00 pm)
3. Orientation Day for new international HDR candidates commencing in the first half year, conducted by the University Higher Degree Research Office (HDRO) in Building CSC Room 303

## JUNE

1. HDR candidates **Lunchtime Seminar**
2. University Higher Degree Research Committee (HDRC) meeting
3. **HDR Showcase** for new Arts research candidates and academic staff
4. Orientation Day for new international HDR candidates commencing in the first or second half year
5. HDR candidates **Coffee Hour Meeting**
6. First half year ends (applies only to HDR candidates)
JULY
1 Second half year commences (applies only to HDR candidates)
1 University Higher Degree Research Committee (HDRC) meeting
4 Faculty Higher Degree Research Committee (FHDRC) meeting
11 HDR candidates Coffee Hour Meeting between 10.30 am and 11.30 am in Building Y3A Coffee Shop (BYO)
21 Faculty Commencement Program (FCP): Orientation Day for new Arts HDR candidates, conducted by the Arts HDR Office
22 Central Commencement Program (CCP) for new HDR candidates commencing in the second half year, conducted by the University Higher Degree Research Office (HDRO)
25 Due date for payment of fees for first half year (applies to continuing fee-paying international HDR candidates)
28 Briefing Session for Postgraduate Research Fund (PGRF) applicants: 1.00 pm to 2.00 pm
29 HDR candidates Lunchtime Seminar: 1.00 pm to 2:00 pm in Building Y3A (light lunch provided)
29 University Higher Degree Research Committee (HDRC) meeting

Image courtesy of the Bengali Association of NSW
AUGUST

1 First half year commences for coursework programs (applies to HDR candidates undertaking additional/optional coursework units as part of their research degree)

1 Faculty Higher Degree Research Committee (FHDRC) meeting

1 Arts HDR Office closing date for continuing candidates to submit requests:
   - for candidature variations effective from 1 July 2011:
     - changes from/to part/full time candidature
     - changing residency status
   - to transfer to another program/department effective from 1 July 2011:
     - from PhD to MPhil
     - from MPhil to PhD
     - in another Department
     - in another Faculty

9 Closing date for Postgraduate Research Fund (PGRF) applications, for research activities between 1 January 2012 and 30 June 2012

19 University HDRO closing date for continuing HDR candidates to submit requests to enrol in or change Higher Degree Research Compulsory Coursework (HDCC) and Higher Degree Research Training (HDRT) units effective in the first half year

23 Orientation Day for new international HDR candidates commencing in the second half year, conducted by the University Higher Degree Research Office (HDRO) in Building CSC Room 498

24 HDR candidates Coffee Hour Meeting between 10.30 am and 11.30 am in Building Y3A Coffee Shop (BYO)

31 University HDRO closing date for continuing HDR candidates to submit requests to discontinue their enrolment in Higher Degree Research Compulsory Coursework (HDCC) and Higher Degree Research Training (HDRT) units without penalty

31 HDRO closing date for accepting applications for International Postgraduate Research Scholarships (IPRS), commencing in first half year 2012 (applies only to international applicants)
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<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>SEPTEMBER</td>
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<tr>
<td>2</td>
<td>University Higher Degree Research Committee (HDRC) meeting</td>
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<tr>
<td>5</td>
<td>Faculty Higher Degree Research Committee (FHDRC) meeting</td>
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<td>7</td>
<td>HDR candidates <strong>Lunchtime Seminar</strong>: 1.00 pm to 2:00 pm in Building Y3A (light lunch provided)</td>
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<tr>
<td>19</td>
<td>HDR candidates <strong>Coffee Hour Meeting</strong> between 10.30 am and 11.30 am in Building Y3A Coffee Shop (BYO)</td>
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<tr>
<td>19</td>
<td>HDR Student Annual Survey (MQSEQ-R) commences.</td>
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<tr>
<td>23</td>
<td>Orientation Day for new international HDR candidates commencing in the second half year, conducted by the University Higher Degree Research Office (HDRO) in Building CSC Room 303</td>
</tr>
<tr>
<td>OCTOBER</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>HDR candidates commence their online <strong>Annual Progress Report</strong> review process</td>
</tr>
<tr>
<td>13</td>
<td>HDR candidates <strong>Coffee Hour Meeting</strong> between 10.30 am and 11.30 am in Building Y3A Coffee Shop (BYO)</td>
</tr>
<tr>
<td>15</td>
<td><strong>Saturday HDR Seminar</strong> for part time candidates (10.00 am to 2:00 pm)</td>
</tr>
<tr>
<td>18</td>
<td>HDR candidates <strong>Lunchtime Seminar</strong>: 1.00 pm to 2:00 pm in Building Y3A (light lunch provided)</td>
</tr>
<tr>
<td>18</td>
<td>Orientation Day for new international HDR candidates commencing in the second half year, conducted by the University Higher Degree Research Office (HDRO) in Building CSC Room 303</td>
</tr>
<tr>
<td>31</td>
<td>Closing date for submission of Annual Progress Reports</td>
</tr>
<tr>
<td>31</td>
<td>University HDRO closing date for accepting applications for Australian Postgraduate Award (APA) scholarships, commencing in first half year 2012 (applies only to domestic applicants)</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td></td>
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<tr>
<td>4</td>
<td>University Higher Degree Research Committee (HDRC) meeting</td>
</tr>
<tr>
<td>7</td>
<td>Faculty Higher Degree Research Committee (FHDRC) meeting</td>
</tr>
<tr>
<td>9</td>
<td>HDR candidates <strong>Coffee Hour Meeting</strong> between 10.30 am and 11.30 am in Building Y3A Coffee Shop (BYO)</td>
</tr>
<tr>
<td>14-18</td>
<td><strong>HDR Showcase</strong> over one week, for new Arts research candidates and academic staff</td>
</tr>
<tr>
<td>22</td>
<td>Orientation Day for new international HDR candidates commencing in the second half year, conducted by the University Higher Degree Research Office (HDRO) in Building CSC Room 303</td>
</tr>
<tr>
<td>24</td>
<td>HDR candidates <strong>Lunchtime Seminar</strong>: 1.00 pm to 2:00 pm in Building Y3A (light lunch provided)</td>
</tr>
<tr>
<td>DECEMBER</td>
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<td>2</td>
<td>University Higher Degree Research Committee (HDRC) meeting</td>
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<tr>
<td>5</td>
<td>Faculty Higher Degree Research Committee (FHDRC) meeting</td>
</tr>
<tr>
<td>31</td>
<td>Second half year ends (applies only to HDR candidates)</td>
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</table>
Commencement Programs for Arts Candidates

The University provides commencement programs for all candidates enrolled in research degrees. All higher degree research (HDR) candidates are required to participate in both:

- University Commencement program (CCP)
- Faculty of Arts Commencement Program (FCP)

The completion of both Programs is required for candidates to be confirmed in their degrees and to progress to their second year of study.

If you envisage difficulties with fulfilling this requirement, please contact Manager, Arts Higher Degree Research Office (hdrarts@mq.edu.au) at the earliest convenience. Failure to complete both Commencement Programs may result in candidates being asked to 'Show Cause', why they should be permitted to continue their HDR program.

University Central Commencement Program (CCP)

Central Commencement Program is undertaken by the University Higher Degree Research Office at the beginning of each half year period.

All new candidates undertaking a research degree must complete a mandatory University Central Commencement Program (CCP) in their first year of study. The CCP is an introduction to University-wide resources and requirements for all candidates. It is delivered as a one-day presentation.

All commencing and currently enrolled HDR candidates who have neither attended the previous session nor completed the online version of the CCP are required to attend the next CCP session.

The University strongly recommends that all commencing students attend the CCP in person, as it provides an opportunity to meet key staff within the University as well as other commencing research candidates. However, for those who cannot attend on the day, it is possible to complete the program online.

For more information about the Central Commencement Programs, please visit:
http://www.hdr.mq.edu.au/information_for/new_candidates/commencement_programs

Faculty of Arts Commencement Program (FCP)

The Faculty Commencement Program (FCP) supports HDR candidates in their first year of candidacy, by aiming to provide best possible Faculty induction for new HDR candidates. All new HDR candidates are required to undertake and successfully complete all four parts of the FCP:

1. Arts HDR Orientation Day
2. Arts HDR Monthly Lunchtime Seminars
3. Arts HDR Showcase
4. Departmental/Centre/School Interviews

Faculty Commencement Program Homepage
http://www.arts.mq.edu.au/current_students/new_and_current_hdr_candidates/commencement_program/faculty_commencement_program
1. Arts HDR Orientation Day

Arts HDR Orientation Days are scheduled at the beginning of each half-year enrolment period. All new HDR candidates are required to attend the Orientation Day within the first six months (full-time equivalent) of their candidacy. Candidates not able to attend the first scheduled Orientation Day are required to attend the next one available.

In 2011, the Arts HDR Orientation Days are being held on:

- 17 February for first half year
- 21 July for second half year

2. Monthly Lunchtime Seminars

The Monthly Lunchtime Seminars are one hour long practically focused programs offering candidates an introduction to a wide range of research training advice specific to the Faculty of Arts. The program is designed to facilitate successful and timely thesis completion and to help candidates prepare for their future careers. Topics covered may include, for example:

- Transition to research
- Project planning
- Candidature milestones
- Budget planning
- Thesis by publication
- Communication skills
- Supervision
- Ethics

In 2011, the Monthly Lunchtime Seminars will be held on:

- Wednesday, 9 March
- Tuesday, 5 April
- Thursday, 5 May
- Friday, 3 June
- Friday, 29 July
- Wednesday, 7 September
- Tuesday, 18 October
- Thursday, 24 November

IMPORTANT

Part-time candidates who are not able to attend the monthly Lunchtime Seminars are required to attend one of the following weekend seminars:

- Saturday, 14 May for first half year
- Saturday, 15 October for second half year
3. Arts HDR Showcase

The Arts HDR Showcase is a forum, held twice a year, for new HDR Arts candidates to showcase their work-in-progress to Faculty academic and student audience.

The fundamental principle behind these presentations is ensuring good project design for your research. Every HDR candidate is required to attend and actively participate in this forum during the first six months\(^1\) of their candidacy. Active participation requires that candidates:

- present their research paper to their colleagues, outlining the description, scope, methodology and significance of their research project;
- prepare a one-page handout for the audience that summarises all the elements of the presentation mentioned above;
- provide constructive feedback to their colleague presenters;
- arrange for their supervisor/s and at least one other academic staff member of the relevant discipline to be present at the session they are presenting, to provide formal feedback that will be recorded in a written report on the candidate’s presentation (see Appendix);
- ensure their presentation takes no longer than fifteen minutes;
- ensure their presentation can be understood by colleagues outside their own discipline.

In 2011, the Arts HDR Showcase events are being held:

- In June: from 6\(^{th}\) to 10\(^{th}\)
- In November: from 14\(^{th}\) to 18\(^{th}\)

**IMPORTANT**

Candidates unable to be present due to illness or for other valid reasons are required to notify Manager, Arts HDR Office (hdrarts@mq.edu.au) at the earliest convenience.

\(^1\) Full time candidates: within the first six months of their candidacy. Part time candidates: within the first twelve months of their candidacy.

4. Departmental/Centre/School Interviews

The format of departmental/centre/school interviews varies according to local requirements. Generally, the requirement is that candidates participate in an interview with a panel of three academic staff of their discipline in the first year of their candidacy.

The aim of the interviews is to provide the candidate with an opportunity to report on their research progress achieved to date. The academic panel will provide formal feedback, recorded in a written report. Interviews are organised and administered at the departmental/centre/school level.

Prior to the interview, candidates should discuss their progress with their Principal Supervisor and then submit a brief report addressing the following:

- development of their research thesis, including the thesis plan;
- literature review;
- review of methodologies;
- timetable of research activities.
Essential Things to do During the First Four Weeks of your Candidature

Contact your Supervisor
It is important to make contact with your supervisor and visit your Department/Centre/School. Your supervisor is the single most important source of information, advice and support when it comes to managing your research project. You should ensure you have discussed your research area, resources, meeting frequency, expectations and requirements to get your research underway as soon as possible.

Obtain your MQ Campus (Student) Card from the Library
Student Campus Cards are issued to all enrolled students. Student card is essential to access a variety of University services.

For more information, please visit:
http://www.library.mq.edu.au/borrowing/campus-card.html

Access Student Portal
myMQ is the Macquarie University’s Student Portal. It is a gateway to information for current students. myMQ has been designed to bring all student resources to one location. The Portal contains links to:

- eStudent
- Student Email
- Library catalogue and reserve systems
- Many other student and University resources

To access myMQ Student Portal, please visit:
http://www.student.mq.edu.au/enrol/new/myMQ.html
http://www.mq.edu.au/currentstudents/
http://www.sith.mq.edu.au/

Access eStudent
The eStudent facility was developed to provide students with key information about their enrolment:

- Student personal information, including address and phone details
- Expected thesis submission date
- Outstanding fees, including Library fines and tuition fees
- Results of any coursework component
- Graduation details

To access eStudent, please visit:
http://www.sith.mq.edu.au/estudent.html
http://www.sith.mq.edu.au/

Continued…
Activate your MQ Student email account
All MQ students are issued with a free University GMail email account, which is accessed via myMQ Student Portal.

It is University policy that the University-issued email account will be used for all official University communication. All students are required to access their MQ email account frequently. The format of your MQ email address will usually be firstname.lastname@students.mq.edu.au. If you wish to use another email address, you must re-direct your MQ GMail email to your preferred email address.

To activate your MQ GMail student email account, please visit:

Re-direct your email
To re-direct your official MQ GMail email address to your preferred email address, please visit: http://www.sith.mq.edu.au/email.html

Set up your access to computers on campus
To enable access to computers on campus you must submit a Novell Account Application Form to the Faculty of Arts IT Service Desk:

Building W6A, Level 8, Room 817
Phone: 9850 1000
Fax: 9850 8814

The Novell Account Application Form is available to download at:
http://www.arts.mq.edu.au/documents/Arts_Novell_Account_Application_Form.pdf

Find out how to seek IT related help
Procedure for reporting IT related incidents and service requests is to log your request online, using the Macquarie University OneHelp facility. OneHelp also allows you to monitor the progress of your request.

To log an IT related request, please visit:
http://www.mq.edu.au/onehelp/

Find out about the MQ Library services for research students
The Library offers additional services and facilities to support your research, academic investigations and thesis preparation.

Liaison Librarians consult with academic staff and postgraduate students about Library services and information resources to support research, teaching and learning.

To find out who your MQ Liaison Librarian/s are, go to:
http://www.library.mq.edu.au/help/liaison.php

To find out more, please visit:
http://www.library.mq.edu.au/
http://www.library.mq.edu.au/higher-degree/
Things you must know about your candidature

Period of candidature
The maximum period of candidature is four years full time equivalent (FTE) for a PhD and two years FTE for an MPhil program. HDR candidates need to take this into account when planning their research project. Candidates should aim to complete the entire research, writing up and examination process within the maximum candidature. This means that PhD candidates are expected to submit their work for examination within 3.5 years of their enrolment FTE, and MPhil candidates within 2 years FTE.

All new candidates are provided with their Expected Work Submission (EWS) date at the time of their enrolment. Please ensure that you plan your research project within the parameters of this date.

A candidate whose consumed candidacy is less than four years for a PhD or less than two years for an MPhil will continue to be automatically re-enrolled from year to year subject to satisfactory Annual Progress Reports and payment of any outstanding fees. When a candidate has reached the maximum consumable period for their candidature, their enrolment will cease (that is, there will be no automatic extension of enrolment).

Candidates are required to review their own progress during the last 12 months of their EWS date. Should it appear that you will not be able to submit your thesis by that date, you will be required to formally apply for an extension. The application will require the support of the Principal Supervisor, Head of Department and Faculty Associate Dean HDR.

To find out more, please visit:
http://www.hdr.mq.edu.au/information_for/current_candidates/rules_and_policies
http://www.hdr.mq.edu.au/information_about/forms

Enrolment and candidature variations
HDR candidates enrol once at the beginning of their candidature and are not required to re-enrol each year, unless enrolling in units additional to their research unit.

To find out more, please visit:
http://www.hdr.mq.edu.au/information_about/hdrguide/b/candidature_matters/enrolment
http://www.hdr.mq.edu.au/information_about/hdrguide/b/candidature_matters/additional_units

HDR candidates are required to formally apply to make changes to their candidature. Candidature variations include, for example:

- changing study load from/to part/full time
- changing supervisors
- applying for leave of absence
- applying to transfer to another discipline or department or faculty
- applying to transfer to another program (e.g. from MPhil to PhD)
- changing to permanent residency status

For further information, please visit:
http://www.hdr.mq.edu.au/information_for/current_candidates
http://www.hdr.mq.edu.au/information_about/forms
http://www.hdr.mq.edu.au/information_for/current_candidates/rules_and_policies

Continued…
**HDR rules and regulations**

HDR candidates have a responsibility to be aware of and abide by the University rules, regulations and requirements governing HDR candidature at Macquarie. Candidates are strongly encouraged to take personal responsibility for ensuring that they regularly visit the Arts HDR Office and the University HDR Office websites for updates, and to use the most current form when applying for candidature variations and various other requests.

For more information, please visit:
- http://www.hdr.mq.edu.au/information_about/hdrguide
- http://www.hdr.mq.edu.au/information_about/forms

**Managing candidature progress**

While departments, supervisors and administrative staff are expected to provide many forms of support and guidance, the ultimate responsibility for managing the research project and obtaining the degree rests with the candidate.

The relatively unstructured nature of research is very different from the coursework study mode; there are fewer hard deadlines to meet and much longer periods of time between them. It is therefore important to develop strategies that will assist you in sustaining your engagement with the project. Here are some strategies candidates find useful:

- at the outset of candidature, ensure that you confer with your supervisor(s) at what are agreed mutually to be appropriate and regular intervals;
- keep your supervisor(s) informed of your research activities, progress and problems;
- learn and understand the research process and what to expect at each stage of your candidature;
- engage with the research culture of your discipline, the Department and the Faculty; and importantly
- make time for yourself, your family and friends and the activities you enjoy.

For further information, please visit:

**Academic progress reviews**

Candidature progression and development milestones provide a structured process for planning and reviewing progress towards timely completion of the research project and a high quality thesis.

Each Department/Centre/School adapts these principles at the local level, appropriate to its discipline, size and cohort of candidates. In addition to these departmental/discipline-based academic reviews, HDR candidates are required to take part in a formal review of their academic progress in each year of their enrolment.

Completion of an **Annual Progress Report** is required for the continuation of enrolment and any scholarships held. Candidates will be asked to submit a report on their progress in an online format, normally in October of each year. Candidates are provided with instructions and guidelines at the appropriate time.

Candidates who do not complete and submit their online Annual Progress Report will be given a show cause determination.

For further information, please visit:

Continued…
Scholarship tenure and conditions
All scholarships have specific conditions of award that you should be aware of relating to leave, extensions, paid work etc. The documentation you received when offered a scholarship contains important information about your responsibilities as a scholarship holder. Please ensure you keep that documentation for the duration of scholarship.

As the duration of most scholarships is shorter than the duration of candidature, the aim of the University is to ensure scholarship holders complete their degree within their scholarship tenure.

The maximum tenure for government funded scholarships (e.g. APA, APAI, IPRS):

- is 3 years (FTE) for PhD research with possibility of an extension for a further six months; and
- is 2 years (FTE) for MPhil research. Extension to the duration of an MPhil scholarship is not available.

The maximum tenure for University funded research scholarships (e.g. MQRES, iMQRES), which are only offered to PhD candidates, is 3 ½ years (FTE), with no possibility for an extension.

For further information, please visit:
http://www.hdr.mq.edu.au/information_for/scholarship_holders

Registering your publications online
Candidates are required to record their publications for which research has been undertaken during enrolment at Macquarie in the Integrated Research Information System (IRIS). IRIS provides higher degree research candidates and academic staff with a web based system for entering the details of their published material.

IRIS Access and general enquiries
http://www.research.mq.edu.au/for/researchers/research_systems/systems

IRIS Training Registration
http://www.research.mq.edu.au/for/researchers/training_and_education/iris_training

Frequently Asked Questions:
http://www.research.mq.edu.au/for/researchers/research_systems/systems/iris_user_faqs
Research Guidelines

Responsible conduct of research
The University expects all those engaged in research (academics, students, technical and other support staff) to observe high ethical standards of professional conduct in accordance with the accepted practice of their disciplines, codes of relevant external funding bodies and legislative requirements.

All research conducted at MQ must be reviewed for ethical implications to ensure that the welfare of students, staff and research participants is adequately protected.

Academic HDR supervisors are responsible for ensuring that all approvals have been granted from the appropriate ethics committee prior to the commencement of data collection by their candidates.

HDR candidates are required to think about ethics as an integral part of their research project. The important policies HDR candidates are required to understand and follow are:

Code of HDR practice and Code of Supervisory Practice
http://www.hdr.mq.edu.au/information_for/current_candidates/rules_and_policies

National Statement on Ethical Conduct in Human Research

Australian Code for Responsible Conduct of Research:

Obtaining ethics approval
1. Submit your ethics application directly to the University’s Ethics Secretariat (NOT to the Faculty) and wait for their advice.
2. If your application is assessed to be a low or negligible risk application by the University’s Ethics Secretariat, it will be forwarded to the Faculty of Arts Human Research Ethics Committee (HREC) for review.

If your application is sent to this Committee, you will receive an email from the Faculty of Arts Research Office advising you of this, and giving you the contact details for enquiries.

Once your application is reviewed by the Faculty of Arts Human Research Ethics Committee, you will be notified of the outcome by that committee.

How to apply for ethics approval:
http://www.arts.mq.edu.au/research/research_ethics#Application

Faculty of Arts Research Office Homepage:
http://www.arts.mq.edu.au/research/contact_us
Funding opportunities

The University allocates funds to faculties for the support of HDR programs. These funds cover both direct and indirect costs associated with providing higher degree research training.

Indirect costs include items such as provision of supervision, administrative support and student related infrastructure. Direct costs include funds allocated by the Departments, Centres and School for the direct support of justified and essential student research projects.

The student research project funding is available to eligible candidates for a range of research-related purposes, including costs associated with attendance at conferences, travel in support of research projects, obtaining essential resources or material for research and other essential expenses directly related to undertaking thesis related research. In summary, the funding is only available to candidates:

- who are within their first 3.5 (full-time equivalent) years of candidacy if undertaking a PhD program and 1.5 (full-time equivalent) years if undertaking an MPhil program; and
- making satisfactory academic progress; and
- who demonstrate in their application a clear research benefit, essential to the successful and timely completion of their project.

The objective of the scheme is to ensure eligible candidates have access to funds. The approved funds serve as a monetary contribution towards the approved research related activity essential to the successful and timely completion of their research project. The approved funds may not necessarily cover the actual cost of the research activity in full.

Arts HDR Funding Guidelines Homepage
http://www.arts.mq.edu.au/current_students/new_and_current_hdr_candidates/support_for_research/funding_and_grants

Postgraduate Research Fund (PGRF)
The Postgraduate Research Fund (PGRF) scheme is funded by the University and administered by faculties. The primary goals of the scheme are to:

- to add value to the research thesis;
- to provide HDR candidates with the means to enhance their postgraduate research experience;
- to gain firsthand experience of the grant writing process; and
- to receive feedback from assessors during the interview, which is part of the Fund’s assessment process.

PGRF Homepage
http://www.hdr.mq.edu.au/information_for/current_candidates/financial_support

Scholarships
The University Higher Degree Research Office maintains a list of scholarship opportunities:
http://www.hdr.mq.edu.au/information_about/scholarships
HDR Facilities and Resources

Faculty HDR study space
The Faculty provides study space to eligible HDR candidates in Building Y3A, which currently houses 68 study spaces for the specific use of Arts HDR candidates. There are also 190 lockers available, which may be reserved for use.

The allocation and priority of HDR space in Y3A is determined at departmental level and is administered by the Arts HDR Office.

Please email Fran Chandler (hdrarts@mq.edu.au) in the Arts HDR Office for advice on how to access HDR study space and lockers.

HDR study space in the new Macquarie Library
The new University Library opening in 2011 will also provide additional HDR spaces. There will be dedicated spaces 24/7 accessible for HDR students on Level 5 of the Library. There will also be a dedicated postgraduate student space on Level 3, which HDR candidates will be able to access. Level 5 is planned to include at least 100 seats and Level 3 postgraduate space at least another 150 seats.

The Level 5 HDR space will also have a kitchen and informal area. There will also be a printer/copier and wireless access and power point connections for candidates with their own laptops. The Library HDR spaces are designed for use for the intensive literature review stage and/or thesis writing stage, or when students might feel isolated in their Faculty space (e.g. late at night or weekends). They will also provide a place where HDR candidates from different disciplines can meet.

MQ Postgraduate Representative Association (MUPRA)
MUPRA has limited desk and computer access space available in the CSA Research Facility.

MUPRA Homepage
http://www.mq.edu.au/mupra/
Other Essential Resources

Proofreading and editing of research theses

The Editing of Research Theses by Professional Editors policy has been developed by the Council of Deans and Directors of Graduate Studies in Australia collaboratively with the Council of Australian Society of Editors, and has been noted by Macquarie University. The policy has been developed to provide guidance to students, academic supervisors and professional editors.

It is expected that the academic supervisors of higher degree research students will provide editorial advice to their students. This type of advice is covered in Standards C, D and E of the Australian Standards for Editing Practice (ASEP):

- Standard C, Substance and Structure
- Standard D, Language and Illustrations
- Standard E, Completeness and Consistency.

Students may use a professional editor in preparing their thesis for submission, but they should discuss this with their principal supervisor and provide the editor with a copy of this policy before they commence work. Professional editorial intervention should be restricted to:

- Standard D
- Standard E

Where a professional editor provides advice on matters of structure (Standard C), exemplars only should be given.

Material for editing or proofreading should be submitted in hard copy. In electronic copy it is too easy for the student to accept editorial suggestions without thinking about their implications.

When a thesis has had the benefit of professional editorial advice, of any form, the name of the editor and a brief description of the service rendered, in terms of Australian Standards for Editing Practice, 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 too should be stated in the prefatory matter of the thesis.

Australian Standards for Editing Practice (ASEP):
http://www.editors-sa.org.au/?q=standards

Guidelines for Editing Research Theses
http://www.editors-sa.org.au/?q=node/60

The Society of Editors South Australia

Links to Australian societies of editors
http://www.socedvic.org/links/societies.html

Society of Editors Freelance Register
http://www.socedvic.org/find/register_find.html

Council of Deans and Directors of Graduate Studies in Australia
http://www.ddogs.edu.au/
Referencing and style guidelines
Candidates should employ an acceptable convention for acknowledgement of sources and the works of others, after consultation with their Principal Supervisor on what is appropriate in their discipline, and should use it consistently throughout the thesis.

MAJOR REFERENCING STYLES
APA (American Psychological Association)
http://www.apastyle.org/
Chicago Manual of Style
http://www.chicagomanualofstyle.org/tools_citationguide.html
MLA (Modern Language Association of America)
http://www.mla.org/

LINKS TO USEFUL REFERENCING SITES
Macquarie University Library
http://www.library.mq.edu.au/higher-degree/
University of Queensland Library
http://www.library.uq.edu.au/infoskil/styles2.html
University of Newcastle Library
University of Sydney Library
http://www.library.usyd.edu.au/subjects/readyref/citing.html
## APPENDIX I

### HDR Showcase Presentation

**Work in progress Report**

http://www.arts.mq.edu.au/current_students/new_and_current_hdr_candidates

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</table>

### a) Description of research project

| ☐ | ☐ | ☐ |

### b) Scope of research

| ☐ | ☐ | ☐ |

### c) Methodology

| ☐ | ☐ | ☐ |

### d) Significance of research project

| ☐ | ☐ | ☐ |

**ADDITIONAL COMMENTS** (where either “Marginally Satisfactory” or “Not Satisfactory” has been ticked)

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</tr>
<tr>
<td>3. ADJUNCT/CO/OTHER: ________________________________________</td>
</tr>
</tbody>
</table>