Information for

New
Higher Degree Research (HDR) Candidates

2010
Enrolment Period 1

Arts HDR website
http://www.arts.mq.edu.au/for/new_and_current_hdr_candidates

Arts HDR Office contacts
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COMMENCEMENT PROGRAMS
http://www.arts.mq.edu.au/for/new_and_current_hdr_candidates/commencement_program

The University provides commencement programs for candidates enrolled in research degrees in their first year of study. All higher degree research (HDR) candidates are required to participate in:

- Faculty Commencement Program (FCP)
- University Central Commencement Program (CCP)

The completion of both Faculty and Central Programs is required for candidates to be confirmed in their degrees and to progress to their second year of study. Failure to complete both Programs will result in candidates being asked to ‘Show Cause’ why they should be permitted to continue their HDR program.

Faculty Commencement Program (FCP)
http://www.arts.mq.edu.au/for/new_and_current_hdr_candidates/commencement_program/faculty_commencement_program

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 three parts of the FCP:

a) Faculty Orientation One-Day Seminar
b) Faculty Work-in-Progress (WIP) Seminars
c) Departmental Interviews

For further information about any aspect of the FCP, please contact the Arts HDR team.

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

b) Faculty Work-in-Progress (WIP) Seminars
Every HDR candidate is required to attend and actively participate in WIP seminars during the first six months* of their candidacy. Active participation requires that all candidates:

- present their WIP research paper to their colleagues, outlining the description, scope, methodology and significance of their research project;
- prepare a one-page handout for the audience which summarises all the elements of the presentation mentioned in the previous point;
- provide constructive feedback to their colleague presenter;
- arrange 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 which will be recorded in a written report on the candidate's presentation (Attachment A);
- ensure their WIP presentation takes no longer than fifteen minutes;
- ensure their WIP presentation is designed to be understood by colleagues outside their own discipline.

The first WIP Session will include a number of speakers to introduce candidates to various resources specific to the Faculty. The Session will also be used to set up a schedule for WIP presentations (Attachment B).

Candidates unable to be present due to illness or other valid reasons are required to notify the staff at the Arts HDR Office at their earliest convenience.
* Full time candidates: within the first six months of their candidacy
  Part time candidates: within the first twelve months of their candidacy

c) **Departmental Interviews**
Candidates are required to 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 a formal feedback, recorded in a written report. Interviews are organised at Departmental 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

**University Central Commencement Program (CCP)**
http://www.hdr.mq.edu.au/information_for/new_candidates/commencement_programs

New candidates in research degrees 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 and runs between 9:30 am to around 4:00 pm, with registration starting at 9:00 am. Lunch and morning tea are provided.

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

The University highly 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 via Macquarie's online learning website.

**HDR FUNDING OPPORTUNITIES**
http://www.arts.mq.edu.au/for/new_and_current_hdr_candidates/support_for_research/funding_and_grants

The higher degree research (HDR) fund provides eligible higher degree research candidates with an opportunity to apply for Department HDR funding, to enable candidates accelerate progress on their research and to access essential expertise, resources or equipment not readily available at Macquarie University.

The Department will only fund justified essential research project-related costs during the 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.

The funding is available to HDR 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.

The funding scheme is not intended to cover the actual cost of research activity in full. Rather, it is a monetary contribution towards the approved research related activity.

For more information on departmental HDR funding, please refer to the HDR funding website listed above.
FACILITIES FOR HDR CANDIDATES
http://www.arts.mq.edu.au/for/new_and_current_hdr_candidates/support_for_research/resources

The Faculty aims to provide the following minimum resources to full-time HDR candidates who use their allocated HDR space on average 30 hours per week.

- four square metres of space per candidate with desk/workstation and a chair; shelving and lock-up set of drawers;
- access to a power point;
- access to computer network port;
- access to telephones, facsimile and photocopying facilities in accordance with local policy;
- access to a shared common room.

Faculty HDR Space
Each Department houses and manages a limited number of HDR spaces. In addition to departmental HDR spaces, the Faculty has recently made available additional HDR spaces in Building Y3A.

Candidates wishing to secure HDR space in Y3A should contact the Arts HDR Office team.

Wireless access
When you are on campus, your laptop can connect to the Internet via radio waves rather than over wires. Currently, wireless capability is available on campus in open spaces and in several buildings.

Campus wireless coverage map:
http://www.its.mq.edu.au/student_services/wireless.html#accesstwo

Computer access
HDR candidates wishing to use the computers in the available Faculty HDR rooms are required to complete the Account Application Form (Attachment C) and submit to Arts IT Service Desk.

Arts IT Helpdesk
If experiencing problems using computers within the Faculty, please contact:
Phone: 9850 1000 (ext 1000 internally)
Email: ITServiceDesk@mq.edu.au
Location: Building W6A, Level 8

myMQ Student Portal
https://my.mq.edu.au/

The myMQ Student Portal provides advice on a range of IT related matters including how to forward email to personal accounts. When doing this procedure, please test that your Email Forward has been set up and is functioning correctly by sending an email to your firstname.lastname@students.mq.edu.au account. Check that the email arrives at your nominated email forward account.

Please note: Each candidate is responsible for the information sent to a non-Macquarie account and for managing mailbox size to ensure that their account remains active.

eStudent

eStudent facility provides web access to your contact and personal information as well as your program, scholarship and candidature details. eStudent is your tool to access your candidature information and you are strongly encouraged to use it regularly.

- My Finances link allows you to view the financial information specific to your candidature, such as tuition fees, outstanding debts and other relevant fee information.
• HDR Annual Report Documents link is accessed from the Useful Links menu in eStudent and provides web access to your Research Student Profile and My Annual Report Cover Page.

If you wish to change your contact details or personal information, please use eStudent to make the changes. If you wish to change aspects of your program or candidature, you should download appropriate form/s from HDRO Forms and follow the required processes indicated on the form to affect the change/s.

Usernames and Passwords
On enrolment, you received a letter that contained the user name and password you should use when accessing online resources. For assistance with login or password, contact University Student IT Help Desk:

Phone: 9850 4357 (Sydney) or 1800 063 191 (free call from outside Sydney)
Email: ithelp@mq.edu.au
Location: Building CSC Room, Level 2, Room 244 (Mon-Fri: 9 am to 6 pm)
Web: http://www.sith.mq.edu.au/

Student Email Account
All Macquarie students are issued with a free official University email account, which is accessed via the myMQ Student Portal. It is University policy that official University communication uses the University-issued email account. As part of the enrolment process, students agree to check their official University email account weekly.

LIAISON LIBRARIANS

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

• work with HDR candidates to support their research activities
• advise on the best sources of information for research
• provide information skills training to find and manage information for research
• meet with you to discuss your research needs.
IMPORTANT DATES:  First Half Year

**January**
1  Enrolment Period (EP) 1 commences (applies only to HDR candidates).
15  HDRO closing date for program transfers to another program, Department or Faculty.
25  Due date for payment of first half year fees (for continuing fee paying HDR candidates).

**February**
7  HDRO closing date for continuing candidates to submit requests for change in first half for:
   - changes from/to part/full time candidature,
   - changing to residency status.
15  HDRO Orientation Day for commencing international HDR candidates.
18  Faculty Commencement Program: One-Day Orientation Seminar.
19  HDRO Central Commencement Program.
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 for EP1.
22  Semester 1 commences (applies to all students [enrolled in research and coursework degrees] undertaking coursework units as part of their degree).

**March**
1  Work-in-Progress (WIP) Seminar (1).
15  Work-in-Progress (WIP) Seminar (2).
22  Work-in-Progress (WIP) Seminar (3).
31  Last day for continuing candidates to submit requests to HDRO to discontinue enrolment in HDRT and HDCC units.

**April**
12  Work-in-Progress (WIP) Seminar (4).
16  HDRO closing date for Postgraduate Research Fund (PGRF).

**May**
10  Work-in-Progress (WIP) Seminar (5).
24  Work-in-Progress (WIP) Seminar (6).

**June**
17  Work-in-Progress (WIP) Seminar (7).
18  Work-in-Progress (WIP) Seminar (8).
30  Enrolment period (EP) 1 ends.
IMPORTANT DATES:  Second Half Year

July
1  Enrolment Period (EP) 2 commences (applies only to HDR candidates).
15 HDRO closing date for program transfers to another program, Department or Faculty.
22 Faculty Commencement Program: One-Day Orientation Seminar.
25 Due date for payment of first half year fees (for continuing fee paying HDR candidates).
29 HDRO Orientation Day for commencing international HDR candidates.
30 HDRO Central Commencement Program.

August
2  Semester 1 commences (applies to all students [enrolled in research and coursework degrees] undertaking coursework units as part of their degree).
7  HDRO closing date for continuing candidates to submit requests for change in first half for:
   ● changes from/to part/full time candidature,
   ● changing to residency status.
9  Work-in-Progress (WIP) Seminar (9).
21 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 for EP1.
23 Work-in-Progress (WIP) Seminar (10).
31 Last day for continuing candidates to submit requests to HDRO to discontinue enrolment in HDRT and HDCC units.
  HDRO closing date for accepting applications for 2011 Endeavour International Postgraduate Scholarship (eIPRS).

September
13 Work-in-Progress (WIP) Seminar (11).
24 HDRO closing date for Postgraduate Research Fund (PGRF).
27 Work-in-Progress (WIP) Seminar (12).

October
11 Work-in-Progress (WIP) Seminar (13).
   Annual Progress Report review process commences.
25 Work-in-Progress (WIP) Seminar (14).
31 HDRO closing date for accepting applications for 2011 Australian Postgraduate Award scholarships (applies only to domestic applicants).

November
5  Last day for Annual Progress Reports to be submitted to Department.
15 Work-in-Progress (WIP) Seminar (15).

December
31 Enrolment Period (EP) 2 ends.
ARTS HDR CONTACTS

Faculty of Arts Higher Degree Research (HDR) Office Contacts
The Arts Higher Degree Research (HDR) Office is the central administrative unit for Arts higher degree research (HDR) candidates and their supervisors.

The Arts HDR administrative team is your first point of contact for all Arts HDR matters.

All forms and documents must first be processed by this office, prior to being submitted to the central Higher Degree research Office.

Office Hours: Monday to Friday between 10:00 am and 4:00 pm
http://www.arts.mq.edu.au/for/new_and_current_hdr_candidates

Karyn Henner – HDR Officer
Email: hdrarts@mq.edu.au
Phone: +61 2 9850 4092
Fax: +61 2 9850 1046
Location: Building W6A, R704

Hannah Choi – HDR Officer
Email: hdrarts@mq.edu.au
Phone: +61 2 9850 6894
Fax: +61 2 9850 1046
Location: Building W6A, R704

Fran Chandler – HDR Officer
Email: hdrarts@mq.edu.au
Phone: +61 2 9850 8857
Fax: +61 2 9850 1046
Location: Building W6A, R704

Maryanne Hozijan – HDR Manager
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 – Associate Dean HDR
Email: marea.mitchell@mq.edu.au
Phone: +61 2 9850 8754
Fax: +61 2 9850 1046
Location: Building W6A, Room 238
## Arts HDR Contacts (continued)

### Departmental Higher Degree Research (HDR) Contacts

<table>
<thead>
<tr>
<th>Department / School / Centre</th>
<th>HoD / School Dean / HDR Director</th>
<th>HDR Director</th>
<th>Department Administrator</th>
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<tbody>
<tr>
<td>Ancient History</td>
<td>Prof Alanna Nobbs</td>
<td>Dr Stephen Llewelyn</td>
<td>Roslyn Kos</td>
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<td></td>
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<td>A/Prof Boyo Ockinga</td>
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<td>Anthropology</td>
<td>Dr Kalpana Ram</td>
<td>Dr Greg Downey</td>
<td>Payel Ray</td>
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<td>English</td>
<td>Prof Tony Cousins</td>
<td>A/Prof Antonina Harbus</td>
<td>Frances Thompson</td>
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<td>Indigenous Studies</td>
<td>A/Prof Susan Page</td>
<td>Dr Kristina Everett</td>
<td>Casie Gambrel</td>
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<td>International Studies</td>
<td>Prof Martina Mollering</td>
<td>Dr Estela Valverde</td>
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<tr>
<td>Media, Music, Cultural Studies and International Communications</td>
<td>A/Prof Mark Evans</td>
<td>A/Prof Kathryn Millard</td>
<td>TBA</td>
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<td>Modern History, Politics and International Relations</td>
<td>Prof Mary Spongberg</td>
<td>Prof Stephanie Lawson (Pol &amp; IR)</td>
<td>Kelli-Lee Drake (Pol &amp; IR)</td>
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<td>Jackie Anker (Mod Hist)</td>
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<td>Prof John Lechte</td>
<td>Vicki Worthington</td>
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<td>A/Prof Nicholas Smith</td>
<td>Prof Wendy Rogers</td>
<td>Clara Wong</td>
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<td>Macquarie Law School</td>
<td>Prof Peter Radan</td>
<td>Dr Shawkat Alam</td>
<td>Jon Seltin</td>
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<tr>
<td>Centre for Research in Social Inclusion (CRSI)</td>
<td>A/Prof Marion Maddox</td>
<td>Prof Deborah Rose</td>
<td>Ashley Soytemiz</td>
</tr>
<tr>
<td>Centre for Policing, Intelligence and Counter Terrorism (PICT)</td>
<td>Prof Peter Anderson</td>
<td>Prof Peter Anderson</td>
<td>Rhonda Jenkins</td>
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</tbody>
</table>
**ATTACHMENT A**

**Work-In-Progress (WIP) Report**

CANDIDATE NAME: ____________________________________________

STUDENT NO: ______________ DEPARTMENT: ____________________________

DEGREE: ☐ PhD ☐ MPhil PRESENTATION DATE/TIME: ______________

SCHOLARSHIP HOLDER: ☐ Yes ☐ No ATTENDANCE: ☐ Full time ☐ Part time

NAME OF PRINCIPAL SUPERVISOR: ____________________________________________

NAME OF ASSOCIATE/OTHER SUPERVISOR: ____________________________________________

NAMES OF ACADEMIC STAFF PRESENT: 1. ____________________________________________

2. ____________________________________________

3. ____________________________________________

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

ACADEMIC STAFF SIGNATURES (at least two signatures are required)

1. PRINCIPAL SUPERVISOR: ____________________________________________

2. ASSOCIATE SUPERVISOR: ____________________________________________

3. ADJUNCT/CO/OTHER: ____________________________________________
### ATTACHMENT B

**Work-In-Progress (WIP) Program**

**Enrolment Period 1, 2010**

**Location: Building W6A, Room 107**

<table>
<thead>
<tr>
<th>Session</th>
<th>Date</th>
<th>Time</th>
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<tr>
<td><strong>Session 1</strong></td>
<td>1st March</td>
<td>3:00-5:00pm</td>
<td>Transition to research</td>
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<td><strong>Session 2</strong></td>
<td>15th March</td>
<td>3:00-5:00pm</td>
<td>Supervision:</td>
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<td>- what are good practices?</td>
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<td>- identifying and solving problems early</td>
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<td>The grievance procedures</td>
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<td><strong>Session 3</strong></td>
<td>22nd March</td>
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<td>Budgeting:</td>
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<td>- project planning and milestones</td>
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<td><strong>Session 4</strong></td>
<td>12th April</td>
<td>3:00-5:00pm</td>
<td>The Australian Code for Responsible Conduct of Research</td>
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<td>Ethics</td>
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<td><strong>Session 5</strong></td>
<td>10th May</td>
<td>3:00-5:00pm</td>
<td>Thesis by publication</td>
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<td>Candidate Presentations (2)</td>
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<td><strong>Session 6</strong></td>
<td>24th May</td>
<td>3:00-5:00pm</td>
<td>Candidate Presentations (4)</td>
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<td><strong>Session 7</strong></td>
<td>17th June</td>
<td>10:00am - 3.30pm</td>
<td>Day-long Candidate Presentations</td>
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<td><strong>Session 8</strong></td>
<td>18th June</td>
<td>10:00am - 3.30pm</td>
<td>Day-long Candidate Presentations</td>
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