2010
Information for New Higher Degree Research (HDR) Candidates

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Arts HDR website
http://www.arts.mq.edu.au/for/new_and_current_hdr_candidates
WELCOME
Welcome to the research community in the Faculty of Arts. As a new higher degree research (HDR) candidate, you are joining over 470 other candidates who have chosen to pursue their research degree at the Faculty of Arts.

The information provided in this information booklet will assist you as you settle into your journey of HDR study.

ESSENTIAL THINGS TO DO DURING THE FIRST FEW WEEKS

Contact your supervisor(s)
It is important to make contact with your supervisor and visit your Department. 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.

Access your Student Portal via myMQ
The web-based Student Portal provides a broad spectrum of information to current students, including student Email and Calendar, eStudent, Library catalogue and reserve systems and many other student and University resources. To find out more, please visit: https://my.mq.edu.au/ or http://www.sith.mq.edu.au/.

Activate your University Email account
All MQ students are issued with a free University GMail email account. The format of your MQ email address will be firstname.lastname@students.mq.edu.au. All official MQ correspondence is sent to this email address. It is essential that you check your MQ email account regularly. To activate your MQ GMail student account, please visit: https://my.mq.edu.au/ or http://www.sith.mq.edu.au/.

If you wish to use another email address, you must re-direct your MQ GMail email to your preferred email address by: first activating your MQ Email account and then setting up redirection to your preferred email account via the “Forwarding and POP/IMAP” option in Gmail “Settings”.

Set up your access to computers
Access to computers on campus can be arranged by submitting a “Account Application Form – Novell” to the Faculty of Arts IT Service Desk. Please refer to Appendix B. The Form is also available to download at: http://wwwarts.mq.edu.au/new_and_current_hdr_candidates/commencement_program/faculty_commencement_program

Obtain your MQ Campus (Student) Card from the Library
Student Campus Cards are issued to all enrolled students. To find out more about why you need your Campus card and how apply for one, please visit: http://www.sith.mq.edu.au/ http://www.lib.mq.edu.au/borrowing/campus-card.html

Find out who your MQ Liaison Librarians are
Liaison Librarians consult with academic staff and postgraduate students about Library services and information resources to support research, teaching and learning.

To find out more, please visit: Liaison services: http://www.lib.mq.edu.au/help/liaisonservice.html Find you Liaison Librarian: http://www.lib.mq.edu.au/help/liaison.php

Bookmark important websites
arts HDR website http://wwwarts.mq.edu.au/new_and_current_hdr_candidates
arts HDR Office contacts http://wwwarts.mq.edu.au/new_and_current_hdr_candidates/whos_who_contacts_for_hdr_students
Macquarie Higher Degree Research Office (HDRO) http://www.hdrg.mq.edu.au/
HDR Guide for Candidates and Supervisors http://www.hdr.mq.edu.au/information_about/hdrguide
Student IT Help http://www.sith.mq.edu.au/
THINGS YOU MUST KNOW ABOUT YOUR CANDIDATURE

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:
- changing study load from/to part/full time
- changing supervisors
- applying for leave of absence
- applying for 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 regarding candidature variations, please visit:
http://www.hdr.mq.edu.au/information_about/forms
http://www.hdr.mq.edu.au/information_about/hdrguide
http://www.hdr.mq.edu.au/information_for/current_candidates/rules_and_policies

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 and resources, please visit:

http://www.arts.mq.edu.au/for/new_and_current_hdr_candidates
http://www.hdr.mq.edu.au/
http://www.hdr.mq.edu.au/information_about/hdrguide
http://www.hdr.mq.edu.au/information_for/current_candidates/rules_and_policies
http://www.hdr.mq.edu.au/information_about/forms

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, and should not expect extensions of candidature to be granted automatically. Candidates should aim to complete the entire research, writing up and examination process within the maximum candidature. To find out more, please visit:

http://www.hdr.mq.edu.au/information_about/hdrguide/b/candidature_matters/candidature_tenure

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

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 your self, your family and friends and the activities you enjoy.

Annual progress review
HDR candidates are required to submit an annual progress report. Completion of progress reports is required for the continuation of enrolment and any scholarships held.

Bookmark important websites
http://www.hdr.mq.edu.au/information_about/hdrguide/a/get_established/cmp
http://www.hdr.mq.edu.au/information_for/current_candidates/research_training_assistance
http://www.hdr.mq.edu.au/information_about/useful_links/faq
http://www.mq.edu.au/policy/docs/hdr_supervisor_appt/guideline_roles.html

Ethics
The University expects all those engaged in research 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 encouraged to think about ethics as an integral part of their research project.

Application Process
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.
3. If your application is sent to the Arts HREC, 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 Arts HREC, you will be notified of the outcome by the Chair of the Faculty of Arts Human Research Ethics Committee.
Faculty of Arts Human Research Ethics Committee
The Faculty of Arts HREC members can be contacted for assistance if you have questions or require advice prior to submitting your application.

Committee members
Prof Andrew Buck – Committee Chair email: andrew.buck@mq.edu.au
Dr Greg Downey email: greg.downey@mq.edu.au
Dr Kristina Everett email: kristina.everett@mq.edu.au
Dr Justine Lloyd email: justine.lloyd@mq.edu.au
A/Prof Catriona Mackenzie email: catriona.mackenzie@mq.edu.au
A/Prof Marea Mitchell email: marea.mitchell@mq.edu.au
Dr Goldie Osuri email: goldie.osuri@mq.edu.au
Mr George Tomossy email: george.tomossy@mq.edu.au
Dr Michelle Trudgett email: michelle.trudgett@mq.edu.au

Administration staff
Glenda Hewett email: glenda.hewett@mq.edu.au
Christine Boman email: christine.boman@mq.edu.au

Important reference websites
How to apply for ethics approval
http://www.research.mq.edu.au/for/researchers/how_to_obtain_ethics_approval
National Statement on Ethical Conduct in Human Research (2007)
Australian Code for the Responsible Conduct of Research

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

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

The completion of both 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.

Central Commencement Program (CCP)
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.

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.

For more information, please visit:
http://www.hdr.mq.edu.au/information_for/new_candidates/commencement_programs

Faculty 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 three parts of the FCP:
1. **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.

2. **Faculty Work-in-Progress (WIP) Seminars**

The fundamental principle behind the Work-in-Progress Seminars is ensuring good project design for your research.

Every HDR candidate is required to attend and actively participate in WIP seminars during the first six months\(^1\) 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 that summarises all the elements of the presentation mentioned above;
- provide constructive feedback to their colleague presenter;
- 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 (Appendix A);
- ensure their WIP presentation takes no longer than fifteen minutes;
- ensure their WIP presentation can 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.

Candidates unable to be present due to illness or for other valid reasons are required to notify the staff at the Arts HDR Office at their earliest convenience.

3. **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.

**HDR FUNDING OPPORTUNITIES**

The higher degree research (HDR) funding provides eligible higher degree research candidates with an opportunity to apply for Department HDR funding, to enable

\(^1\) Full time candidates: within the first six months of their candidacy. Part time candidates: within the first twelve months of their candidacy.
candidates to accelerate progress on their research and to access essential expertise, resources or equipment not readily available at Macquarie University.

Departments 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 and application form, please visit: http://www.arts.mq.edu.au/for/new_and_current_hdr_candidates/support_for_research/funding_and_grants

**FACILITIES FOR HDR CANDIDATES**

**Physical Resources**
The University aims to provide the following minimum resources for full-time higher degree research (HDR) candidates in terms of physical space and resources:
- 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 Study Space**
The Faculty values the contribution of our HDR candidates to the research and intellectual vigour of the Faculty of Arts. Providing appropriate study space within the Faculty is an important part of our commitment to providing a positive intellectual environment as well as the practical resources needed by our research candidates as they undertake their study in the Faculty.

To supplement departmental/school/centres HDR study space allocations, Building Y3A currently houses additional 68 study spaces for the specific use of Arts HDR candidates. Additional spaces are planned for the end of 2010.

Please email Fran Chandler (hdrarts@mq.edu.au) in the Arts HDR Office to access your HDR study space.

**Wireless Access**
The Faculty has a number of areas with wireless access and computer ports. In particular, the courtyard area of W6A was refurbished to provide an attractive communal area in which internet access is provided and research can be conducted.

A new wireless network is now available to use by the name of "Macquarie University Wireless". Instructions to access the new wireless network can be found at: http://www.its.mq.edu.au/student_services/wirelessnetwork.html

**The New Macquarie University Library**
The new University Library opening in 2010 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.

Macquarie University Postgraduate Representative Association (MUPRA)
MUPRA has limited desk and computer access space in Building C5A for HDR candidates. Candidates wishing to use MUPRA space must complete and submit an application form to MUPRA.

To find out more, please visit:
http://www.mq.edu.au/mupra/2MUPRASpace.htm

IMPORTANT DATES

First Half Year 2010

January
1  First Enrolment Period (EP1) 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 candidature variations in the first half:
   • 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  First Enrolment Period (EP1) ends
Second Half Year 2010

July
1 First Enrolment Period (EP2) commences (applies only to HDR candidates).
15 HDRO closing date for program transfers to another program, Department or Faculty.
22 Faculty of Arts Orientation One-Day Seminar (part of compulsory Faculty Commencement Program).
25 Due date for payment of first half year fees (applies to continuing fee paying HDR candidates).
29 HDR Social Event to mark the beginning of second half year.
29 HDRO Orientation Day for international HDR candidates commencing in second half year.
30 HDRO Central Commencement Program held on campus for all new HDR candidates commencing in second half year.

August
2 Semester 1 commences (applies to candidates undertaking coursework units as part of their degree).
7 HDRO closing date for continuing candidates to submit requests for candidature variations in the first half:
   • changes from/to part/full time candidature;
   • program transfers;
   • changing to residency status.
9 Work-in-Progress Seminar - Session 1.
20 HDRO closing date for application for the Postgraduate Research Fund (PGRF).
21 HDRO closing date for continuing HDR candidates to submit requests to HDRO to enrol in or change Higher Degree Research Compulsory Coursework (HDCC) and Higher Degree Research Training (HDRT) units for EP2.
23 Work-in-Progress Seminar - Session 2.
31 HDRO closing date for continuing candidates to submit requests to HDRO to discontinue enrolment in HDRT and HDCC units.
  HDRO closing date for accepting applications for 2011 International Postgraduate Scholarship (IPRS).

September
13 Work-in-Progress Seminar - Session 3.
20 HDR Student Annual Survey (MQSEQ-R) commences.
27 Work-in-Progress Seminar - Session 4.

October
11 Annual Progress Report review commences.
   Work-in-Progress Seminar - Session 5.
31 HDRO closing date for accepting applications for Australian Postgraduate Award (APA) scholarships, commencing in first half year 2011 (applies only to domestic applicants).

November
5 Last day for Annual Progress Reports to be submitted to the Faculty.
15 Work-in-Progress Seminar - Session 7.
25 Work-in-Progress Seminar - Session 8.

December
31 Enrolment Period (EP) 2 ends.
CONTACTS

The Arts 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 is available to provide advice to all Arts research students on any administrative matter relating to research training. After the 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

Email: hdrarts@mq.edu.au
Web: http://www.arts.mq.edu.au/form/new_and_current_hdr_candidates
Fax: +61 2 9850 1046

Office Hours
Monday to Friday: 10:00 am to 4:00 pm

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<tr>
<th>Arts HDR Office Staff</th>
<th>Key Responsibilities</th>
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| **Karyn Henner**              | • Pre-application enquires  
| Email: hdrarts@mq.edu.au      | • Assessing applications for admission and scholarships  
| Phone: +61 2 9850 4092         | • Candidature variations  
|                                | • Leave requests  
|                                | • Thesis submission  
|                                | • Supervisor changes  
| **Hannah Choi**               | • Adjunct supervision  
| Email: hdrarts@mq.edu.au      | • Annual Progress Reports  
| Phone: +61 2 9850 6894         | • PGRF applications  
|                                | • Pre-application enquires  
|                                | • Assessing applications for admission and scholarships  
| **Fran Chandler**             | • HDR space in Building Y3A  
| Email: hdrarts@mq.edu.au      | • Faculty HDR seminars, events and symposiums  
| Phone: +61 2 9850 8857         | • Faculty Commencement Programs  
|                                | • Work-in-Progress Sessions  
|                                | • Offsite research applications  
| **Maryanne Hozijan**          | • Manager of the Arts HDR Office. Responsible for the administrative services provided by the Office staff.  
| Email: maryanne.hozijan@mq.edu.au |  
| Phone: +61 2 9850 4238         |  
| 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.  
| Email: marea.mitchell@mq.edu.au |  
| Phone: +61 2 9850 8754         |  
| Fax: +61 2 9850 1046           |  
| Location: Building W6A, Room 238 |  
| **Associate Dean HDR**        |  
| Email: marea.mitchell@mq.edu.au |  
| Phone: +61 2 9850 8754         |  
| Fax: +61 2 9850 1046           |  
| Location: Building W6A, Room 238 |  

The University Higher Degree Research Office
The University Higher Degree Research Office (HDRO) manages the candidature commencement, progression and completion of all higher degree research students. The office is responsible for the admission and enrolment of new research students including international students. It provides administrative advice and support to the Higher Degree Research Committee in matters related to policy development, program and unit development, research scholarship awards, the examination of research theses and other general higher degree research candidature management outcomes and associated matters.

Address
The University Higher Degree Research Office
Level 3, Research Hub, C5C
MACQUARIE UNIVERSITY NSW 2109

Office Hours
Monday to Friday: 9:00 am to 5:00 pm

Contacts
HDRO Homepage: http://www.hdr.mq.edu.au/
General enquiries: hdroeng@hdr.mq.edu
Enrolment enquiries: hdrfuture@mq.edu.au
Candidature progression: hdrcurrent@mq.edu.au
Thesis submission: hdrexam@mq.edu.au
Scholarships: hdrschol@mq.edu.au

IT Help
The University has recently introduced OneHelp, an interactive self service online request tracking system for students and staff. You can use the web to log issues and requests and monitor them to completion through automatic email notification and status updates.

For more information, please visit:
http://mq.edu.au/onehelp/
http://www.sith.mq.edu.au/
## Faculty of Arts Departmental Contacts

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<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>TBA</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>Prof Chris Houston</td>
<td>Dr Greg Downey</td>
<td>Payel Ray</td>
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<td>English</td>
<td>Prof Tony Cousins</td>
<td>Dr Robyn McCallum</td>
<td>Frances Thompson</td>
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<td>Indigenous Studies</td>
<td>A/Prof Susan Page</td>
<td>Dr Michelle Trudgett</td>
<td>TBA</td>
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<tr>
<td>International Studies</td>
<td>Prof Martina Mollering</td>
<td>Dr Estela Valverde</td>
<td>Tina Kong (Asian Studies)</td>
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<td>Jennifer Heward (European Languages &amp; Cultures)</td>
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<td>Media, Music, Cultural Studies and</td>
<td>A/Prof Mark Evans</td>
<td>A/Prof Kathryn Millard</td>
<td>Stephany Yeap</td>
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<td>International Communications</td>
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<td>Modern History, Politics and International</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>Relations</td>
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<td>A/Prof Robert Reynolds (Mod Hist)</td>
<td>Jackie Anker (Mod Hist)</td>
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<td>Sociology</td>
<td>A/Prof Michael Fine</td>
<td>Prof John Lechte</td>
<td>Vicki Worthington</td>
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<td>Philosophy</td>
<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</td>
<td>A/Prof Marion Maddox</td>
<td>Prof Deborah Rose</td>
<td>Ashley Soytemiz</td>
</tr>
<tr>
<td>(CRSI)</td>
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<tr>
<td>Centre for Policing, Intelligence and Counter</td>
<td>Prof Peter Anderson</td>
<td>Prof Peter Anderson</td>
<td>Rhonda Jenkins</td>
</tr>
<tr>
<td>Terrorism (PICT)</td>
<td></td>
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</tr>
</tbody>
</table>
APPENDIX 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. ____________________________________

<table>
<thead>
<tr>
<th>Satisfactory</th>
<th>Marginally Satisfactory</th>
<th>Not Satisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Description of research project</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>b) Scope of research</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>c) Methodology</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>d) Significance of research project</td>
<td>☐</td>
<td>☐</td>
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</table>

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: ____________________________________________________
How to complete this form

1) Prior to completing this form, discuss your application with your Supervisor or IT support Officer.
2) Applicant must read, sign and date Section E.
3) The applicant's IT support Officer or Supervisor must sign and date Section F.
4) Send your completed form to Faculty of Arts IT Service Desk in EITHER of the following ways:

In-Person:
Faculty of Arts IT Service Desk
Building W6A, Level 8, Room 817
Ph: 9850-1000
Email: ArtsITServiceDesk@mq.edu.au
OR
Fax: (02) 9850 8814

Note: Do not use this form if applying for access to Finance, Personnel or Student One systems. Please contact Faculty of Arts IT Service Desk for further information on this form or the user Account Application process:
Phone: 9850 1000 or Email: ArtsITServiceDesk@mq.edu.au

Section A - Applicant’s Details

<table>
<thead>
<tr>
<th>Title</th>
<th>Surname</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
<tr>
<td>First Name</td>
<td>Preferred First Name</td>
</tr>
<tr>
<td>Staff Number</td>
<td></td>
</tr>
<tr>
<td>If not Staff, please specify</td>
<td>Start Date:</td>
</tr>
</tbody>
</table>

Section B - Choose Your Password

Restrictions: Maximum: 8 characters Minimum: 5 characters

Enter Password below

*You will be asked to change password on first login

Section C - Special Requirements

List any special requirement for the Applicant’s user account (access to specific drives/ folders etc.)

Section D - Applicant’s Area of Work

Identify the Applicant’s Schools, Departments, Centers from the following list. Please place an "x" in the appropriate box:

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>CENTRES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Macquarie Law School</td>
<td>The Australian Centre for Ancient Numismatic Studies</td>
</tr>
<tr>
<td>DEPARTMENTS</td>
<td>Croatian Studies Centre</td>
</tr>
<tr>
<td>Ancient History</td>
<td>The Centre for Cultural History</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Anthropology</td>
<td>Centre for Environmental Law (MU-CEL)</td>
</tr>
<tr>
<td>English</td>
<td>Centre for the History of Christian Thought and Experience</td>
</tr>
<tr>
<td>International Studies</td>
<td>Macquarie Japanese Studies Centre for Teaching Development</td>
</tr>
<tr>
<td>Indigenous Studies - Warawara</td>
<td>Centre for the Macquarie PEN Anthology of Australia Literature</td>
</tr>
<tr>
<td>Media, Music and Cultural Studies</td>
<td>Centre for Media History</td>
</tr>
<tr>
<td>Modern History, Politics, International Relations and Security</td>
<td>Centre for Middle East and North African Studies</td>
</tr>
<tr>
<td>Philosophy</td>
<td>Centre for Policing, Intelligence and Counter Terrorism</td>
</tr>
<tr>
<td>Sociology</td>
<td>Rotary International Russian Resources Centre</td>
</tr>
<tr>
<td>Other Please Specify</td>
<td>Somatechnics Research Centre</td>
</tr>
</tbody>
</table>

**Section E - Conditions of Use (to be read, signed and dated by Applicant)**

I understand and agree to the following Conditions of Use:
- Use only those IT facilities for which I have been authorised.
- IT facilities must not be wasted or consumed by inappropriate or irresponsible use.
- Any user account allocated to me is for my exclusive use. I will not allow another person to use it.
- I must not attempt to tamper with any IT facility in any way that might alter or impede use by others.
- I must not harass others, including using computing facilities to send obscene, obscene, abusive, fraudulent, threatening or unnecessary repetitive messages.
- I will take every reasonable precaution to ensure that passwords, users accounts and data are adequately Secured.

Security Policy and Rules governing the use of computing/communications facilities at Macquarie University are located at [http://www.its.mq.edu.au/policies/](http://www.its.mq.edu.au/policies/)

I (the undersigned) agree to the above Conditions of Use

Signed ............................................................... Date (DD/MM/YY) ...........................................

**Section F - Technical Officer (T.O.) / Applicant's Supervisor Authorisation**

<table>
<thead>
<tr>
<th>T.O. / Supervisor (or Head of Department) Name</th>
<th>T.O. / Supervisor or Head of Department's Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position / Title</td>
<td></td>
</tr>
<tr>
<td>Phone No</td>
<td></td>
</tr>
<tr>
<td>Date (dd/mm/yy)</td>
<td></td>
</tr>
</tbody>
</table>

**Section G - FOR Faculty IT USE ONLY**

Name of User Account Provided

Actioned by

Date

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