2014 School of BEES Postgraduate Research Student Handbook
for Commencing and Continuing Candidates
KEY DATES 2014

CENSUS DATES

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

Semester 1: 31 March
Semester 2: 31 August

THE BEES POSTGRADUATE RESEARCH FORUM (PRF)

Mid Year - Semester 1 2014 PRF (June 2014)
Seminars: Tuesday 10 June and Wednesday 11 June
Meetings: Thursday 12 June and Friday 13 June

End of Year - Semester 2 2014 PRF (November 2014)
Seminars: Monday 3 November, Tuesday 4 November and Wednesday 5 November
Meetings: Thursday 6 November and Friday 7 November
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INTRODUCTION

The 2014 School of Biological, Earth and Environmental Sciences (BEES) Postgraduate Research Student Handbook aims to provide up to date information on research candidatures within the School of BEES at the University of New South Wales (UNSW Australia) as a complement to the official UNSW Postgraduate Research Handbook provided to all students at the UNSW Induction for Postgraduate Researchers and available any time from the Graduate Research School.

First and foremost, welcome to all supervisors and candidates, both commencing and continuing, to the School of Biological, Earth & Environmental Sciences (BEES) Postgraduate Research Program. The School of BEES recognises its postgraduate research candidates as valued members of its collective research team. Throughout candidature, all postgraduate research students will make a significant contribution to the intellectual activity, research output and scientific reputation of the School. The School of BEES strives to foster excellence in postgraduate research and supervision and aims to develop the skills of its research students to equip them for a successful career in science.

This handbook details the philosophy and goals of postgraduate training in the School of BEES; the expectations of postgraduate researchers and their supervisors; matters relating to enrolment, progress and candidature; some of the resources and facilities available to students, and where to seek assistance from in various circumstances.

The ultimate goal of the School is to see that every postgraduate student successfully completes their chosen degree and that candidature is a rewarding and stimulating experience for the student, supervisors and their colleagues.

Upon completion of their degrees, postgraduate students should be capable of:

- devising and implementing a research project independently;
- critically evaluating the research of others;
- independent thought and analysis;
- developing first-rate knowledge of, and experience in, using appropriate research methods;
- communicating their research clearly in oral and written presentations; and
- obtaining an understanding of the general and specific ethical considerations relating to any research topic.

It is expected that these abilities will have been developed to a greater extent in a Doctor of Philosophy (PhD) than in a Masters by Research (MSc) or a Master of Philosophy (MPhil) program.
RESEARCH DEGREE PROGRAMS

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

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

<table>
<thead>
<tr>
<th>Program Code</th>
<th>Program</th>
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</thead>
<tbody>
<tr>
<td>1000</td>
<td>Applied Geology</td>
</tr>
<tr>
<td>1080</td>
<td>Geography</td>
</tr>
<tr>
<td>1425</td>
<td>Environmental Management</td>
</tr>
<tr>
<td>1435</td>
<td>Biological Science</td>
</tr>
<tr>
<td>1476</td>
<td>Climate Science</td>
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</tbody>
</table>

MASTERS BY RESEARCH (MSc)
A Masters by Research degree requires completion of an original piece of research, more limited in scope and nature to that required for a PhD. Candidates develop mastery of appropriate methodology, and they present their findings in the wider context of their discipline. The minimum length of candidature is one and a half years (three semesters full-time equivalent) and the maximum length is two years (four semesters full-time equivalent).

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<thead>
<tr>
<th>Program Code</th>
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<tbody>
<tr>
<td>2000</td>
<td>Applied Geology</td>
</tr>
<tr>
<td>2040</td>
<td>Geography</td>
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<tr>
<td>2476</td>
<td>Climate Science</td>
</tr>
<tr>
<td>2485</td>
<td>Biological Science</td>
</tr>
</tbody>
</table>
MASTER OF PHILOSOPHY (MPhil)

A Master of Philosophy provides an opportunity for candidates to complete a component of coursework including research methodology relevant to the field of study and a thesis comprising an original piece of research work, of a limited scope but that is at least 66% of the degree. The minimum length of candidature is one and a half years (three semesters full-time equivalent) and the maximum length is two years (four semesters full-time equivalent). The degree can be completed in one year if advanced standing for the coursework component is granted.

Often the MPhil program will be used by a postgraduate student to qualify for a Masters by Research or PhD. It is important therefore that the candidate enrolled aims to achieve the highest quality as the thesis marks awarded to the MPhil will be used to determine rankings of Australian Postgraduate Award (APA) and/or other scholarships. The MPhil will be regarded as a Masters by Research, and will carry most weight in ranking students applying for an APA.

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<thead>
<tr>
<th>Program Code</th>
<th>Program</th>
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<tbody>
<tr>
<td>2475</td>
<td>Master of Philosophy*</td>
</tr>
</tbody>
</table>

*Available BEES Specialisations exist in Biological Science, Geoscience, and Environmental Management
SCHOOL OF BEES STAFF, ASSOCIATED RESEARCH CENTRES AND FACILITIES

The School has the primary role in providing a training environment and culture that ensures high-quality postgraduate research, achieved in part through the implementation of appropriate procedures, and in part through the support of supervisors and the School’s community of researchers. The School also has a primary role in ensuring that the candidature is a rewarding and stimulating experience for both the candidate and supervisor(s).

Specific responsibilities of the School for currently enrolled research candidates include:

- Establishing and maintaining procedures for selecting appropriate supervisory arrangements, and ensuring that supervisors are aware of and participate in appropriate supervisory training as required;
- Ensuring an appropriate topic and achievable research plan is agreed upon for research degrees;
- Ensuring that all research candidates complete an Annual Progress Review and that PhD candidates are Confirmed in their first year;
- Assisting the candidates to utilise effectively the research infrastructure of the School;
- Provision of appropriate space and resources to carry out the approved research program;
- Ensuring ongoing and appropriate supervision;
- Encouraging participation of all researchers in the School’s research culture; and
- Formulating and implementing procedures relating to intellectual property, safety and ethics issues appropriate for the disciplines of the School and consistent with UNSW policy.
SCHOOL OF BEES ADMINISTRATIVE OFFICER (POSTGRADUATE RESEARCH)

In general, the central point of contact for any matters relating to Higher Degree Research students and candidature within the School of BEES should be the School’s Administrative Officer (Postgraduate Research), Mr Jonathan Russell.

Mr Jonathan Russell
Room 535 Biological Sciences Building
Phone: (02) 9385 2015
E-mail: j.russell@unsw.edu.au

The Administrative Officer (Postgraduate Research) is the primary liaison between the Graduate Research School (GRS) and the School of BEES. Duties of the Administrative Officer (Postgraduate Research) are to:

- keep all postgraduate research student records and paperwork relating to candidature;
- oversee the School management of annual re-enrolment;
- track and monitor all variation to candidature requests;
- ensure all candidates are correctly enrolled or otherwise (leave, submitted) by each census date;
- allocate and monitor usage of candidate office spaces on campus;
- coordinate and oversee the BEES Postgraduate Research Forum (PRF) each semester, both formal and social arrangements;
- manage the online Annual Progress Review (APR) form process, including the release of review forms, inputting Panel member access and the publishing of Panel comments;
- schedule review meetings within the biannual PRF;
- inform students and supervisors when they must liaise with Panel members to schedule an out of PRF review;
- track and monitor all formal reviews;
- update supervisory Panels via GRS where appropriate;
- keep candidates and supervisors informed of policies, procedures, due dates and other relevant information;
- disseminate information about relevant workshops, seminars, scholarships and other opportunities;
- coordinate and conduct the School Induction and welcome program to complement that of the UNSW Postgraduate Researcher Induction with School specific information;
- develop and maintain the BEES Postgraduate Research Student Handbook;
• act as a confidential advisor for HDR candidates experiencing difficulty with any aspect of their candidature including supervision and access to resources;
• provide background and advice to the Graduate Research School administrative team regarding any matter relating to BEES candidates;
• provide advice to the Associate Dean Research or equivalent and the Dean of Graduate Research in resolving candidature problems and formal grievances;
• advise the Postgraduate Coordinator (Candidature) on candidature cases listed on the HDC agenda prior to the meeting; and
• liaise with the Graduate Research School on all matters relating to applications for extension, suspension, time overseas, sick/maternity leave regarding both candidature and scholarship payments.

SCHOOL OF BEES POSTGRADUATE COORDINATORS

At UNSW, each School has a Postgraduate Coordinator, who has a critical role in the overall experience of higher degree research candidates. Due to the large number of candidates in the School of BEES the role of Postgraduate Coordinator has been split into three semi-independent Postgraduate Coordinator roles – the Postgraduate Coordinator (Recruitment and Admissions), the Postgraduate Coordinator (Candidature), and the Postgraduate Coordinator (Thesis Examination).

The University recognises Postgraduate Coordinators as the main authority and contact within the School for research candidates. While the Head of School has formal responsibility for making recommendations on research candidatures, this responsibility is normally delegated to the School Postgraduate coordinators.

THE SCHOOL OF BEES POSTGRADUATE COORDINATOR (RECRUITMENT AND ADMISSIONS)

The Postgraduate Coordinator (Recruitment and Admissions) is the person who makes recommendations to the Higher Degree Committee or the Dean of Graduate Research regarding applications for admission to a Higher Degree Research degree at UNSW. The Postgraduate Coordinator (Recruitment and Admissions) will assess applications and recommend to the Dean of Graduate Research admission of candidates to the degree who meet the minimum entry qualifications specified in the Conditions of Award of the relevant Higher Degree. This role manages all matters relating to Higher Degree Research prior to offers of admission and enrolment.

The current School of BEES Postgraduate Coordinator (Recruitment and Admissions) is Associate Professor Tracey Rogers.

NOTE: Current and continuing candidates in BEES will not need to liaise with the Postgraduate Coordinator (Recruitment and Admissions) at all during their candidature.
THE SCHOOL OF BEES POSTGRADUATE COORDINATOR (CANDIDATURE)

The Postgraduate Coordinator (Candidature) is the official academic contact available to discuss any concerns or problems that research candidates may have with their research, their supervisor(s) or academic decisions. The Postgraduate Coordinator (Candidature) is the primary authority relating to all matters of Postgraduate Research candidature from commencement of enrolment to lodgement of Intention to Submit. This is the person who makes recommendations to the Higher Degree Committee or the Dean of Graduate Research regarding changes to candidature. For example the Postgraduate Coordinator may directly recommend to the Dean of Graduate Research:

- Changes to the research area;
- Appointment of supervisors, co-supervisors, supervisory Panels and other supervision arrangements;
- Approval that progress of the candidature is satisfactory;
- Approval of leave from the program for up to two semesters;
- Approval of periods of fieldwork away from the University for up to two semesters;
- Approval of deferment of enrolment from one admission period to another;
- Approval of enrolment in coursework relevant to the research program and specify the required pass level;
- Approval of results of assessment in any coursework undertaken;
- Approval of transfers of enrolment between full-time and part-time attendance; and/or
- Discontinuation of enrolment at the candidate’s request.

NOTE: The role of BEES Postgraduate Coordinator (Candidature) is currently TBC. Associate Professor Tracey Rogers is currently acting as the interim BEES Postgraduate Coordinator (Candidature).

The School of BEES Postgraduate Coordinator (Candidature)

Associate Professor Tracey Rogers  
Room 625 Biological Sciences Building  
Phone: (02) 9385 8095  
E-mail: t.rogers@unsw.edu.au
THE SCHOOL OF BEES POSTGRADUATE COORDINATOR (THESIS EXAMINATION)
The Postgraduate Coordinator (Thesis Examination) is the person who makes recommendations to the Higher Degree Committee or the Dean of Graduate Research regarding thesis examination and all matters relating to higher degree research from Intent to Submit to completion.

NOTE: The role of BEES Postgraduate Coordinator (Thesis Examination) is currently TBC. Associate Professor Tracey Rogers is currently acting as the interim BEES Postgraduate Coordinator (Thesis Examination).

The School of BEES Postgraduate Coordinator (Thesis Examination)

Associate Professor Tracey Rogers
Room 625 Biological Sciences Building
Phone: (02) 9385 8095
E-mail: t.rogers@unsw.edu.au

OTHER IMPORTANT SCHOOL OF BEES CONTACTS

School of BEES Head of School

Associate Professor David Cohen
Room 609 Biological Sciences Building
E-mail: d.cohen@unsw.edu.au
Executive Assistant to the Head of School

Firoza Cooper
Room 607 Biological Sciences Building
Phone: (02) 9385 2067
E-mail: f.cooper@unsw.edu.au

School of BEES Manager (Finances)

Francine Gregory
Room 533 Biological Sciences Building
Phone: (02) 9385 2126
E-mail: f.gregory@unsw.edu.au

BEES Health and Safety Manager

Chris Myers
Room G06 Biological Sciences Building
Phone: (02) 9385 8031
E-mail: c.myers@unsw.edu.au

A complete directory of all BEES staff members and research students can be found at:

http://www.bees.unsw.edu.au/directory
SCHOOL OF BEES RESEARCH CENTRES

Within the School of BEES are many collaborative research groups. Many of these groups have formed established official UNSW recognised Research Centres. Many candidates will automatically become members of the research centre to which their supervisor is a member. Most research centres will have a graduate program that will offer additional support, events, resources and opportunities their members.

<table>
<thead>
<tr>
<th>Research Centre</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian Centre for Astrobiology (ACA)</td>
<td><a href="http://aca.unsw.edu.au/">http://aca.unsw.edu.au/</a></td>
</tr>
<tr>
<td></td>
<td>Contact: Martin Van Kranendonk (<a href="mailto:m.vankranendonk@unsw.edu.au">m.vankranendonk@unsw.edu.au</a>)</td>
</tr>
<tr>
<td>Centre for Bio-Innovation (CMB)</td>
<td><a href="http://www.cmb.unsw.edu.au/">http://www.cmb.unsw.edu.au/</a></td>
</tr>
<tr>
<td></td>
<td>Contact: Leena Koop (<a href="mailto:l.koop@unsw.edu.au">l.koop@unsw.edu.au</a>)</td>
</tr>
<tr>
<td>Centre for Ecosystem Science (CES)</td>
<td><a href="http://www.ecosystems.unsw.edu.au/">http://www.ecosystems.unsw.edu.au/</a></td>
</tr>
<tr>
<td></td>
<td>Contact: Sharon Ryall (<a href="mailto:Sharon.ryall@unsw.edu.au">Sharon.ryall@unsw.edu.au</a>)</td>
</tr>
<tr>
<td>Climate Change Research Centre (CCRC)</td>
<td><a href="http://www.ccrc.unsw.edu.au/">http://www.ccrc.unsw.edu.au/</a></td>
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<tr>
<td></td>
<td>Contact: Stephen Gray (<a href="mailto:stephen.gray@unsw.edu.au">stephen.gray@unsw.edu.au</a>)</td>
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<tr>
<td>Connected Waters</td>
<td><a href="http://www.connectedwaters.unsw.edu.au/">http://www.connectedwaters.unsw.edu.au/</a></td>
</tr>
<tr>
<td></td>
<td>Contact: Andy Baker (<a href="mailto:a.baker@unsw.edu.au">a.baker@unsw.edu.au</a>)</td>
</tr>
<tr>
<td>Evolution &amp; Ecology Research Centre (E&amp;ERC)</td>
<td><a href="http://www.eerc.unsw.edu.au/">http://www.eerc.unsw.edu.au/</a></td>
</tr>
<tr>
<td></td>
<td>Contact: Vera Banschikoff (<a href="mailto:v.banschikoff@unsw.edu.au">v.banschikoff@unsw.edu.au</a>)</td>
</tr>
<tr>
<td>Institute of Environmental Studies (IES)</td>
<td><a href="http://www.ies.unsw.edu.au/">http://www.ies.unsw.edu.au/</a></td>
</tr>
<tr>
<td></td>
<td>Contact: Sue Midgely (<a href="mailto:s.midgely@unsw.edu.au">s.midgely@unsw.edu.au</a>)</td>
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</tbody>
</table>
SCHOOL OF BEES FACILITIES AND RESOURCES

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

The University’s policy on resources is available on the Governance Support website at: www.gs.unsw.edu.au/policy/documents/facilities-hdrstudents.pdf

If candidates experience any difficulties with regards to access to resources they should speak to their supervisor, the BEES Administrative Officer (Postgraduate Research) and/or the BEES Postgraduate Coordinator.

RESEARCH FUNDING

Research is expensive and students are expected to achieve their research objectives as economically as possible. The student and supervisor should consult at the outset to ensure that enough funds are available to carry out the proposed research and to discuss fall-back positions in the event that external funding ceases. Support for research comes largely from the supervisor’s externally obtained research funds. The School provides infrastructure support - cars, boats, large equipment, administrative support, workshop, furniture, computer labs, etc. Should sufficient funds not be available then it is the responsibility of the supervisor either to find sufficient monies for the research to proceed or to modify the proposed project in consultation with the student and the rest of the Supervisory Panel. Estimation of the appropriate level of funding for completion of the degree remains the responsibility of the supervisor. The School of BEES can provide limited support for some unfunded research projects. See the section “Scholarships, Research Funding and Travel” of this handbook for more information.

OFFICE SPACE/WORKSTATIONS

Each full-time Postgraduate Research candidate in BEES will be provided with a basic workspace to work from. Most supervisors will have allocated space for their students to automatically occupy, either within their own research lab, a specific research student room, or a research centre space. In cases where an allocated space is not available directly via the supervisor, the Administrative Assistant (Postgraduate Research) will make arrangements. There is a School postgraduate research student room on Level 4 of the Biological Sciences Building (rooms 456 and 457) and also a Faculty postgraduate research student area across Level 14 of the Mathews Building with a certain number of BEES allocated spaces available.

COMPUTERS

The School of BEES will provide a standard HP desktop (chosen from the UNSW IT hardware listing) for all Postgraduate Research candidates to work from while at UNSW. This computer remains on campus at all times at the workstation provided and remains the property of UNSW.
In addition to the work computer, BEES will provide all PhD candidates (once during their candidature) a laptop for work at home or in the field. The school will either purchase and provide the standard HP laptop from the UNSW standard hardware listing or contribute up to $1000 towards the purchase of something else. The student can retain this laptop when they complete their PhD. Should a student end their candidature (without submission) within a year they will be required to return the laptop to the School prior to discontinuation.

Questions relating to the acquisition of computers in BEES should be directed to Francine Gregory (f.gregory@unsw.edu.au).

BUILDING AND BEES ROOMS ACCESS
There will be occasions when candidates will need to be in the School after hours and on weekends. Every enrolled student will be provided with a swipe card complete with identifying photograph to allow out of hours access to the building and common areas such as computer laboratories. UNSW ID cards are issued from the Facilities Management (FM Assist) counter, Mathews Building Level 2 (entry via the Mathews Pavilions). Candidates should carry their card at all times out of hours. ID cards must be available for inspection by security staff of the university if requested. All enrolled students will automatically be granted swipe access to the Biological Sciences Building (D26) as well as to the two ground floor computer rooms (G07 and G11) and the level 6 computer room (640). Various other swipe accessible rooms exist in BEES. These often require induction and approval before access can be granted. Space authorities can usually add the swipe access remotely. For any questions, requests or issues for access within BEES candidates should contact the Administrative Officer (Postgraduate Research).

Many offices and research spaces will require key access. To arrange keys to any BEES rooms see one of the level 5 admin team members, Francine Gregory, Kate Stuart or Jonathan Russell.

BEES MAILROOM
There are two Postgraduate Research Student pigeon holes (A-L and M-Z surnames) in the BEES mailroom (room 529 Biological Sciences Building). Any post that is delivered for candidates will either be put in the relevant pigeon hole, or in some cases the pigeon hole of their supervisor.

The mailing address for general post to any BEES member is:

Candidate Name
School of BEES
The University of New South Wales
UNSW Sydney, NSW 2052
Australia

The mailroom also contains a mailbag for outgoing mail. Postage and stamps are required unless contained within a UNSW Postage Paid envelope or otherwise.
BEES VEHICLE ACCESS

BEES owns a small selection of vehicles for staff, primarily used to aid field workers. To use these cars you must first be inducted. To arrange a car inductions contact Jasmin Lawes (j.lawes@unsw.edu.au). More information regarding the use of BEES vehicles can be found at:

http://www.bees.unsw.edu.au/school-vehicles

OTHER BEES RESOURCES AND FACILITIES

For up to date information on other resources for staff and Postgraduate Research candidates visit the BEES website:

http://www.bees.unsw.edu.au/staff-resources-forms
THE GRADUATE RESEARCH SCHOOL (GRS)

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

The Graduate Research School (GRS) is the central unit responsible for higher degree research candidates and supervisors. GRS is officially responsible for the administration of all postgraduate research candidatures at UNSW.

Graduate Research School staff provide services and assistance to all research candidates on any administrative matters relating to higher degree research training at UNSW, including:

- Admission and enrolment
- Scholarship application and administration
- Variations to candidature
- Leave requests
- Loan applications
- Conference travel support (PRSS)
- Advice on policy and procedure
- Confidential advice to candidates
- Thesis examination
- Pre-graduation information

Each Faculty has a candidature specialist to assist students with the above listed matters. The School of BEES is part of the Science Faculty. The Science candidature specialist at GRS is Elizabeth Martens. Any questions relating to candidature or thesis should be directed to Elizabeth via science.grs@unsw.edu.au.

CONTACT DETAILS
General Enquiries
9.00am to 5.00pm Monday to Friday
Level 2, South Wing Rupert Myers Building
(adjacent to Gate 14, Barker Street)
Kensington Campus UNSW Australia NSW 2052
Phone: +61 2 9385 5500
Fax: +61 2 9385 6238
enquiries.grs@unsw.edu.au
Keep up to date with GRS via:

- The **GRS website on the UNSW Research Gateway** has links to information about research candidature policy and procedure, scholarships, thesis examination timelines, seminars, events and Researcher Development.

- **Graduate Research News** monthly newsletter – including your stories, upcoming events and UNSW service provider information.


- **Induction Essentials for New UNSW Postgraduate Researchers** (revised annually)

### PRO VICE-CHANCELLOR (RESEARCH TRAINING) AND DEAN OF GRADUATE RESEARCH


The Pro Vice-Chancellor (Research Training) and Dean of Graduate Research, Professor Laura Poole-Warren, provides strategic leadership and support to the Vice-President & Deputy Vice-Chancellor (Research) in the direction, development and improvement of UNSW’s overall research performance. Professor Poole-Warren has executive responsibility for the UNSW Graduate Research School, as well as the Research Development Unit (the central unit responsible for coordination of researcher development at UNSW). This role includes strategic planning, the development and implementation of research training policy and the oversight of all research candidatures. Professor Poole-Warren monitors School and Faculty processes to ensure that research candidatures are managed effectively and has delegated authority to take action on the recommendation of the School or Faculty regarding academic decisions affecting research candidatures. As the Pro Vice-Chancellor (Research Training), Professor Poole-Warren is also responsible for UNSW's international research strategy. The PVCRT and Dean of Graduate Research is available for candidates should they wish to discuss any issues. Contact Megan Biok ([m.biok@unsw.edu.au](mailto:m.biok@unsw.edu.au)) to make an appointment.

At UNSW, the Dean of Graduate Research has delegated authority for approval of research candidature matters under the Register of Delegations.


In practice, this means that for all functions identified in the Register, the Faculty or School recommend actions to the Dean of Graduate Research.
THE FACULTY HIGHER DEGREE COMMITTEE (HDC)

Each research candidate is enrolled in a School within one of the nine Faculties at UNSW. The School of BEES is part of the Faculty of Science. The Faculty of Science has a Higher Degree Committee (HDC) which makes academic recommendations, to the Dean of Graduate Research, regarding research candidatures. The Science HDC consists of representatives from each School in the Faculty (the Postgraduate Coordinators), the Faculty Presiding Member (Dr Scott Mooney) and the Associate Dean Research Training (Professor Gavan McNally). Either the Dean of Graduate Research or their delegate, typically a senior staff member from the Graduate Research School, attends HDC meetings in all Faculties.

The HDC has the important role of ensuring appropriate academic standards are maintained throughout the Faculty and that policy and best practice is implemented. Candidature matters that must be considered by the HDC or an executive subcommittee include:

- Admission of candidates to the degree who do not meet the minimum entry qualifications specified in the Conditions of Award of the relevant Higher Degree;
- Applications for extension of candidature, extended leave or extended field work;
- Applications to spend periods of time within another institution or at a location other than an approved UNSW location;
- Unsatisfactory progress;
- Transfer from a Masters by Research or MPhil candidature to a PhD candidature;
- Applications for submission of a thesis prior to the minimum number of semesters;
- Applications for submission of a thesis in the format of a series of publications;
- Appointment of thesis examiners; and
- Consideration of reports from examiners in making recommendations on whether the candidate has qualified for the award of the degree.

The Science HDC meets monthly. The dates of meetings and specific responsibilities are available on the Graduate Research School website at:

http://research.unsw.edu.au/higher-degree-committees

ASSOCIATE DEAN (RESEARCH TRAINING)

All Faculties have an Associate Dean (Research) and some Faculties also have an Associate Dean (Research Training) or a Director of Postgraduate Research. In Science the Associate Dean (Research Training) is Professor Gavan McNally. Gavan’s role is to provide advice to the Faculty Dean on research in the Faculty, including support, space and resources for research candidates, and to act as a liaison person with research candidates on behalf of the Dean. Any candidate who needs advice on academic recommendations that have been made regarding their candidature, Faculty procedures or advice outside their School should make an appointment to see the Associate Dean of Postgraduate Research (g.mcnally@unsw.edu.au).
CANDIDATE AND SUPERVISOR RESPONSIBILITIES

SUPERVISORS

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

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

The supervision policy and guideline documents provide information on:

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

All postgraduate researchers will have at least a supervisor and either a co-supervisor or joint supervisor appointed.

Primary supervisor
The role of the supervisor is to be the University’s agent in advising and assisting the candidate to complete an original and feasible research program. The supervisor carries the principal responsibility of overseeing the candidate’s progress, coordinating meetings and putting in place mechanisms to allow regular contact and communication between the supervisor(s) and the candidate. The supervisor, along with the co-supervisor (or joint supervisor), should have a high level of expertise in the proposed field of study, provide advice and assistance, guide the direction of the research and be responsible for reporting on the progress of the candidature to the Postgraduate Coordinators, Head of School and the Higher Degree Committee.

Joint supervisors and co-supervisors
In addition to a primary supervisor each candidate must also have either a joint or a co-supervisor, which is a member of academic staff within the School of BEES. Co-supervisors are expected to act as supervisors if the supervisor is absent for any reason (e.g. attending a conference, on special studies program). Additional co-supervisors can be nominated from either inside or outside UNSW, but at least one co-supervisor must be based at UNSW. Other co-supervisors may be added (or replaced) at any time during candidature following consultation between the student and supervisor.
Responsibilities of the Supervisory Panel

The Supervisory Panel (supervisors, joint supervisors and co-supervisors collectively) has a responsibility to help their candidate prepare for the various annual review procedures, for closely monitoring and advising on their research, and for ensuring that adequate materials and infrastructure are available to allow the research to proceed efficiently. The role of the Supervisory Panel is to advise and assist the candidate to complete an original and feasible research program. The Supervisor carries the principal responsibility in overseeing the student’s progress, coordinating meetings and ensuring regular contact and communication with the student.

Absence of a supervisor

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

Meetings between candidates and supervisors

There are no hard and fast rules about the frequency of meetings and the best method of communicating between candidates and their supervisors. These issues must be discussed at the start of candidature and a plan established for the first semester of enrolment. It is essential for candidates to negotiate a clear set of expectations between themselves and their supervisors, and that all parties recognise that the supervisory working relationship will evolve during the course of the candidature. Supervisors and candidates are responsible for ensuring that regular contact and communication are maintained. The mechanism for communication should be documented (e.g. regular meeting schedule, monthly reports) and reviewed annually by the candidate and supervisors.
CANDIDATES

The specific responsibilities of the candidate include:

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

Candidates in BEES will need to ensure they follow all School of BEES Health and Safety guidelines. These are outlined in detail at http://www.bees.unsw.edu.au/health-and-safety
RESEARCH GUIDELINES AND POLICIES

AUSTRALIAN CODE FOR RESPONSIBLE CONDUCT OF RESEARCH

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


UNSW has developed the UNSW Research Code of Conduct to meet the standards set out in the Australian Code for the Responsible Conduct of Research.

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

UNSW researchers, including postgraduate research candidates, are expected to commit to high standards of professional conduct in accord with the accepted practice of their disciplines, codes of relevant external funding bodies and legislative requirements. They also have a duty to ensure that their work strengthens and safeguards the reputation of UNSW and of the profession to which they belong.

The UNSW Research Code of Conduct covers:

- Research ethics
- Permits and other approvals
- Management of research material and data
- Privacy and confidentiality
- Publication
- Authorship
- Peer review
- Supervision of postgraduate research candidates / research trainees
- Disclosure of conflicts of interest/insider trading
- Collaborative research with other organisations
- Breaches of the code and research misconduct

RESEARCH INTEGRITY

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

http://www.singaporestatement.org

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

Principles of research integrity

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

UNSW RESEARCH GUIDELINES, POLICIES AND RESOURCES

There are other relevant research policies, guidelines and recourses regarding the conduct of research at UNSW that candidates must be familiar with and these include the following:

<table>
<thead>
<tr>
<th>CODE OF CONDUCT</th>
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<tbody>
<tr>
<td>UNSW Research Code of Conduct</td>
</tr>
<tr>
<td>Meets standards set out in the Australian Code for the Responsible Conduct of Research</td>
</tr>
<tr>
<td>UNSW Code of Conduct</td>
</tr>
<tr>
<td>Sets out the University’s expectations of staff and affiliates with respect to their professional and personal conduct</td>
</tr>
<tr>
<td>Conflict of Interest</td>
</tr>
<tr>
<td>Candidates should be aware of and declare any real, perceived or potential conflicts of interest to their supervisors, Postgraduate Coordinators and/or Head of School.</td>
</tr>
<tr>
<td>Plagiarism</td>
</tr>
<tr>
<td>All research candidates must be aware of UNSW’s policies with regards to using and sourcing other people’s information in their own work, and be aware that it may differ from experiences at other Australian or overseas institutions. This is particularly important when writing a thesis. An allegation of plagiarism made by an examiner is an extremely serious matter that will be considered, and fully investigated, by the Deputy Vice-Chancellor of Research.</td>
</tr>
</tbody>
</table>
## RESEARCH DEGREE CANDIDATURE

**Higher Degree Research Supervision Policy**
Provides information on the appointment, roles and responsibilities of supervisors

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

**Higher Degree Research Supervision Guidelines**
Guidelines for good supervision

www.gs.unsw.edu.au/policy/hdrsupervisionguide.html

**Annual Progress Reviews and Confirmation of Candidature for PhD/MRes/MPhil Candidates**
Procedure for conducting Annual Progress Reviews

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

**UNSW Guidelines on Facilities and Resources to Support Higher Degree Research Students**
Guidelines on the provision of space, resources and access to facilities necessary for candidates to complete their research program

www.gs.unsw.edu.au/policy/facilitieshdrstudents.html

## CONDUCTING RESEARCH

**Intellectual Property Policy**
All candidates are advised to seek independent legal advice (independent from supervisor, UNSW or Industry partner) before entering into an Intellectual Property agreement to ensure that they fully understand the conditions in the contract and implications of the agreement, particularly with respect to restrictions on publishing work and restricted access of the thesis.

Arc (the UNSW student organisation) provides free legal advice to Arc members:

www.arc.unsw.edu.au

Any research candidates bringing IP with them have a requirement to disclose this to UNSW within 30 days of commencing at UNSW. See NewSouth Innovations for more details:

http://www.nsinnovations.com.au

www.gs.unsw.edu.au/policy/ippolicy.html

**Statement of Authorship and Location of Data Form**
Official statement of authorship and location of data

www.gs.unsw.edu.au/policy/documents/researchauthorshipform.rtf

**Procedure for Handling Research Material and Data**

www.gs.unsw.edu.au/policy/researchdataproc.html

**Procedure for Authorship and for Resolving Disputes between Authors**


**Allegations of Research Misconduct**
Handling any complaints or allegations of non-compliance with the UNSW Research Code of Conduct

www.gs.unsw.edu.au/policy/researchmisconductproc.html
### ETHICS

**Human and animal**

Where any UNSW researcher, including candidates, wishes to conduct research involving humans or animals, applications must be submitted to ethics boards to obtain the appropriate approval.

[www.ro.unsw.edu.au/Ethics/Ethics_index.html](http://www.ro.unsw.edu.au/Ethics/Ethics_index.html)

### U21 ethics module

The Global Research Ethics and Integrity Module (GREIM) engages postgraduate candidates in considerations of ethical issues in a global context. This online programme was developed by the Graduate Research Schools of the Universitas 21 (U21) network of international Universities to provide a broad overview of research ethics. Regardless of the field of research (sciences, humanities or law) research ethics and integrity will be fundamental to research at UNSW.

All research candidates are encouraged to complete this module during the first six months of candidature.

Log in via myUNSW ([https://my.unsw.edu.au/](https://my.unsw.edu.au/))

### OCCUPATIONAL HEALTH AND SAFETY

**OHS Policies and Procedures at UNSW**

Research candidates, with the aid of their supervisors, are responsible for reviewing the health and safety risks, including biosafety and radiation safety, of proposed activities (whether conducted on or off campus) and adhering to the University’s OHS policies and procedures. Candidates are encouraged to participate in the University’s OHS consultation processes and must fulfil any further Faculty/School-specific training requirements.

UNSW ONLINE SYSTEMS

Your username for accessing most UNSW online systems such as myUNSW, Annual Progress Review Forms, UNSW Standard Operating Environment (SOE) computers and the UNSW Exchange Email Service is your **UNSW Login ID**, which consists of ‘z’ followed by your UNSW ID (student number).

**zPass** is the primary password system for UNSW. It is gradually replacing the legacy UniPass system. Most primary online systems at UNSW use zPass authentication. These services include:
- myUNSW
- UniWide wireless
- IDM Self-Service
- UNSW Exchange Email Service
- Research Progress Reviews
- Variation to Candidature System
- Library Online services
- IT Self-Service
- UNSW File Service
- Blackboard

_PLEASE NOTE:_ Every student and staff member of UNSW must update their zPass at least once every six months. A zPass will expire six months after the initial setting or any subsequent re-set. An auto e-mail reminder will be sent to your UNSW Mail account warning of impending zPass expiration and will prompt you to reset via the Identity Management (IDM) page.

**UniPass** is a legacy password system that is being gradually phased out. UniPass is used on a limited number of online services. Your UniPass does not expire and can always remain the same. You can use either your zPass or UniPass to login to IDM.

**UNSW IDENTITY MANAGER**

Identity Manager (IDM) is a web interface used to manage/re-set your zPass and UniPass passwords or to manage your UNSW email account attributes.

[https://idm.unsw.edu.au/](https://idm.unsw.edu.au/)

Together these constitute your key identity attributes for using online services at UNSW.
E-MAIL

All UNSW research candidates are provided with a free university email account, accessible via the UNSW Exchange e-mail service.

https://mail.unsw.edu.au/

A UNSW e-mail account will automatically be generated upon enrolment and all official communication thereon in from the University will be sent to this account.

It is essential all candidates check their University email address regularly (or arrange to have this forwarded to an account that is checked regularly).

To establish or change the automated UNSW e-mail alias or to redirect mail to an alternate existing e-mail account go to IDM and follow the self-service prompts.

MyUNSW

MyUNSW is the gateway to the administrative and information services needed by postgraduate researchers throughout their research candidature.

To access myUNSW go to: www.my.unsw.edu.au

MyUNSW services include:

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

UniWide is the UNSW Campus Wireless Network for UNSW staff and students. It offers fast, secure wireless network connectivity from a wide range of locations across UNSW’s campuses. Wireless access is available to all current students and employees. UniWide can be accessed via any WiFi-enabled laptop or mobile device that supports WPA wireless security. For more information visit the About UniWide page:

https://www.it.unsw.edu.au/students/uniwide/about.html

COMPUTER SOFTWARE

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

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

If employed in any capacity throughout candidature as a Casual Academic, Casual Research Assistant or other UNSW employment a wider range of free-licenced software is available for download.

https://www.it.unsw.edu.au/staff/software/index.html

Staff licence software can also be issued to any BEES owned Standard Operating Environment (SOE) computer via request from supervisor or other BEES staff members.

Research candidates can purchase a wide variety of software (including statistical software such as SPSS) from the UNSW Bookshop on the Kensington Campus. Many of the various programs available are offered as a cheaper ‘Academic Version’ to candidates. To see the full list of software available visit the UNSW Bookshop website:

www.bookshop.unsw.edu.au/computing

BEES WEBSITE DIRECTORY AND PROFILES

All BEES Postgraduate Research candidates will be listed on the BEES website staff and research student directory. The School of BEES website administrator, Jonathan Russell (j.russell@unsw.edu.au), will provide a profile template to all candidates to complete. It is expected that students will keep their profiles up to date and inform the website administrator of any necessary changes or updates at any point during their candidature.
ENROLMENT

http://research.unsw.edu.au/postgraduate-enrolment

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

It is the responsibility of all candidates to ensure that they are enrolled at the start of every semester and that all enrolment details are correct.

INITIAL ENROLMENT

Once a candidate has accepted their place in a Higher Degree Research program at UNSW they are required to enrol for each semester up to and including the point at which they submit their thesis. Enrolment forms will be sent by the Graduate Research School to the School of BEES Administrative Officer (Postgraduate Research), Jonathan Russell (j.russell@unsw.edu.au), who will in turn e-mail each candidate to arrange a time to meet, run through a basic induction and complete the enrolment process. In this meeting candidates will sign the form to state that they agree to enrol as indicated on the form. Candidates should also check that the contact details listed are correct. These are shown on the form and a space is provided to make changes where necessary. Once the form is completed the Administrative Officer (Postgraduate Research) must sign off on the form and will submit it to the Graduate Research School for processing. Once the form has been processed candidates will be able to check and view their enrolment details at any time via myUNSW.

Once an enrolment has been processed candidates will need to head to the Facilities Management (FM) Assist office to get a Student ID card. They will be required to provide photographic ID and their UNSW student ID number. A photo will be taken at the counter and the candidate issued with an ID card. This card can be used as proof of identification as a UNSW student, acts as a library card for the UNSW library and as a swipe key for access to approved rooms and buildings on campus. It should be carried at all times.

Please note it may take up to 48 hours after GRS has processed an enrolment for the system at FM Assist to update and allow for the creation and issue of a Student ID card.

Facilities Management (FM Assist)
Mathews Building, Level 2 (entry via Mathews Pavilions)
http://www.facilities.unsw.edu.au/fm-assist
The University expects that students will be available to enrol before commencement of semester. All Australian Universities are required to report student enrolments to the Australian Government shortly after the commencement of each semester. Late enrolment may also not be possible where the required coursework in a program has already commenced. Please see https://my.unsw.edu.au/student/resources/AcademicCalendar.html for more details on semester commencement dates.

**UNSW New Research Student Induction**

Attendance at this event by all students commencing a PhD, MPhil or Masters by Research is essential to ensure a smooth transition to research study at UNSW. The Induction will provide you with crucial information on key issues about your candidature. Please see http://research.unsw.edu.au/induction-postgraduate-researchers for the date, location and other details.

**BEES Higher Degree Research Welcome and Induction Meeting**

Each semester, tying in with the UNSW New Research Student Induction, the Administrative Officer (Postgraduate Research) and BEES Postgraduate Coordinator (Candidature) hold an hour long meeting to introduce and welcome all commencing postgraduate research candidates to the school. The meeting consists of a structured outline of the BEES program, with an open forum for students to ask questions and raise any concerns. This meeting is generally held the week following census each semester.

**Services for International Students**

Student Development International (SDI) runs a variety of events and services to ensure that your transition to UNSW runs smoothly. This includes orientation programs, airport reception, information regarding temporary accommodation and the SDI peer mentor program. They also organise a variety of events and trips throughout the year. For full information visit:

http://www.international.unsw.edu.au/

or e-mail international.student@unsw.edu.au

**Essential Skills for Postgraduate Research Students (BEES9011)**

Commencing students new to the School of BEES are encouraged to enrol in BEES9011 in their first semester of candidature. This course is run in conjunction with the School of BEES Honours student course BEES4522 Literature Review and Research. The course covers essential skills needed in biological, earth and environmental research and subsequent employment. The course aims to provide essential skills to BEES research students including research, writing and presentation skills, an introduction to workplace health and safety, an overview of scientific and personal ethics, professional development to prepare students for careers after graduation, and other specialist skills in particular fields of the school. Principal topics covered include presentation skills (written, oral, and audiovisual including computer-aided presentations), database and library usage, information retrieval and usage of major computer packages as well as more specific research skills which may be tailored to particular interest groups.
The course is run mostly as an intensive short course throughout orientation week and week 1 of each semester (9.00am to 5.00pm Monday to Friday for the two weeks). Students that wish to enrol in the course will need to request enrolment with the Administrative Officer (Postgraduate Research). The course is graded as either satisfactory or not satisfactory for attendance and completion.

RE-ENROLMENT

Continuing research candidates cannot pursue their studies unless they are enrolled. Re-enrolment occurs on a yearly basis at the start of the year. In general, re-enrolment is an automatic process for most candidates.

Candidates who will not be “auto” re-enrolled will be those:

1. Who have not completed an Annual Progress Review within the past 12 months;
2. with leave already approved for one or both semesters;
3. who intend to submit their thesis prior to 31 March;
4. who took a full semester of leave in Semester 2 the year prior;
5. who will be overtime after 31 March (i.e. 4 years full-time equivalent for a PhD and 2 years full-time equivalent for a Masters);
6. with overdue fees;
7. who will be or have recently transferred to a new program;
8. who are subject to “show cause”.

All candidates should check their enrolment is correct every semester (via myUNSW) prior to the end of the University’s re-enrolment period in January and July. Failure to re-enrol every semester without approved program leave will be regarded as a lapsed candidature and such candidates may be discontinued from the program.

*Please note: All research candidates will be contacted individually in December each year regarding their re-enrolment for the following year.*

**Enrolment deadlines**

All candidates must be enrolled for the upcoming semester if they are not planning on taking approved program leave. Enrolment should be completed during the University’s re-enrolment periods in January and July. Research candidates who are unable to enrol by these dates should contact the BEES Administrative Officer (Postgraduate Research) immediately – the absolute latest date for completed enrolments every semester is Census date (31 March for Semester 1 and 31 August for Semester 2).
Additional subjects and coursework
Research candidates may not concurrently undertake any other course of study at the University or elsewhere without prior approval of the School and the Dean of Graduate Research. Enrolment in additional coursework subjects to assist in the research program is permitted provided that the total research component of the degree is at a minimum of two-thirds. Additional fees will normally not apply. Candidates should note that enrolment in coursework cannot be used as grounds for an application for extension to candidature.

Candidates should discuss with their supervisor any additional skills required to assist with the completion of their degree. To make enrolment arrangements and discuss options candidates should e-mail or arrange a meeting with the Administrative Officer (Postgraduate Research).

Workshops and seminars involving personal, academic and professional development are offered through the School of BEES’s Centres, the Graduate Research School and other service providers in the University. No formal enrolment or credit is required.

Cross Faculty enrolments
Candidates who are carrying out cross-disciplinary research with two supervisors located in different faculties will normally have appointed two joint supervisors. One of these supervisors will be designated as the Graduate Research School contact and should be located in the School and Faculty the candidate is enrolled in. The Higher Degree Committee in that Faculty will have academic oversight of the candidature, thesis submission and examination.

Lapsed candidature
Lapsed candidature refers to candidates who have failed to enrol and have not formally applied for program leave. The Graduate Research School or the appropriate campus office will notify lapsed candidates. Failure to obtain the necessary approvals may result in the Higher Degree Committee requesting the candidate to “show cause” as to why the candidature should not be terminated.

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

Full-time and part-time candidature
Enrolment as a full-time candidate requires a minimum commitment of 35 to 40 hours per week. If candidates have employment or other commitments that prevent them from devoting at least 35 hours to candidature a week (including attendance at the University for lectures, seminars, practical work and consultation with their supervisor as required) they should enrol as a part-time candidate. Full-time research candidates should not be employed in a full-time capacity.
The University recognises that work and other commitments often require that a candidate enrol part-time. Part-time enrolment is 50% of a full-time candidature and candidates require a commitment of at least 15 hours per week in order to complete the degree in the appropriate time. Efficient time management and a regular time commitment are needed to complete a research degree. If candidates are unable to maintain this level, progress and enrolment status should be reviewed and discussed with supervisors and the Postgraduate Coordinator (Candidature).

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

Working at external locations

UNSW affiliated institutions

Whilst most candidates will conduct their research on campus, UNSW research candidates are also based at a number of UNSW affiliated Research Centres and other approved locations. A full list of affiliated centres can be found at:

www.research.unsw.edu.au/centres

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

Candidates, regardless of their location, are expected to attend the University on a regular basis in order to benefit from planning, conducting and writing their research within a University community and environment. Regular on-campus attendance is regarded as particularly important in the first two semesters of candidature where candidates are expected to interact on a regular basis with their supervisor, the School and the University in order to:

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

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

Working at non-UNSW affiliated locations

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

If candidates wish to study at an external location they must obtain the support of their supervisor and Head of School or Postgraduate Coordinator (Candidature) and complete a Variation of Candidature request. The supporting documents will need to include detailed arrangements for continued supervision while at the external location. Applications for periods of external study beyond two semesters will go to the Faculty Higher Degree Committee. Final approval for all external research study rests with the Dean of Graduate Research. The Head of School may approve short visits of a few weeks to other institutions without the need for a form or candidature variation.

Postgraduate researchers should be aware of their obligations while working at external locations. If asked to sign an agreement in order to work at an external site that is not part of UNSW, for example the CSIRO, candidates should ensure that they fully understand all requirements in the agreement including Intellectual Property. If there are any uncertainties, candidates should seek advice from the Graduate Research School or the Legal Officer at Arc (www.arc.unsw.edu.au). For advice on Intellectual Property, contact NewSouth Innovations:

www.nsinnovations.com.au

International research candidates may be entitled to a fee discount if completing their candidature offshore. Enquiries should be directed to science.grs@unsw.edu.au.
FEES

DOMESTIC CANDIDATES

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


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

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

UNSW has determined not to charge the Fee to:
- Any student enrolled in a Non-Award Career program, including cross-institutional CSP students
- Any student enrolled in a program at UNSW Canberra
- Any student enrolled in a program on a domestic full fee paying or international fee paying basis

In circumstances where a student is enrolled in both a Commonwealth Supported Place and a full fee tuition paying place, the student will be charged the SSAF based on their enrolled Commonwealth Supported study load.

www.my.unsw.edu.au/student/fees/SSAF.html

Once enrolment has been processed the SSAF will be recorded against the candidates account. The University does not issue fee statements by mail. It is the candidate’s responsibility to access their fees statement on-line after enrolment.

Candidates should access fee statements online at myUNSW and ensure that fees are paid by the due date. Payment is required by the end of the first week of semester. Failure to view a statement and pay any fees owed may result in the cancellation of enrolment.
INTERNATIONAL CANDIDATES

Tuition fees
International research candidates are charged tuition fees for the duration of the program by semester and in advance. Once an enrolment has been processed tuition fees will be recorded against the candidates account. The University does not issue fee statements by mail. It is the candidate’s responsibility to access their fees statement on-line after enrolment.

Candidates should access fee statements online at myUNSW and ensure that fees are paid by the due date. Payment is required by the end of the first week of semester. Failure to view a statement and pay any fees owed may result in the cancellation of enrolment.

Please note: International research candidates on a student visa must be enrolled at all times. Cancellation of enrolment will result in cancellation of the visa.

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

The University understands the pressures on candidates to complete within four years and that it may be desirable for international candidates to return to their home country after three and a half years for the thesis write-up. Direct contact with the supervisor and support within the University is critical to assist with final thesis preparation and submission, and for these reasons a compelling case needs to be presented for approval to be granted for candidates to complete their thesis overseas. These candidates receive the standard fifty percent writing-up discount for tuition fees only in that semester.

Research activities outside of Australia
For international candidates required to undertake fieldwork or other research activities outside of Australia for a minimum period of one semester, tuition fees will be reduced by forty percent during this time. Applications for this reduction must be lodged via an online Variation of Candidature request.

Refund Policy
For detailed information on refund of tuition fees, see the International Fee Policy at:

www.my.unsw.edu.au/student/fees/FeePolicyInternational.html
VARIATION TO CANDIDATURE

The term “variation to candidature” refers to any change in enrolment status that the University needs to formally note entitlements, progression or scholarship payments.

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

1. If candidates wish to change between full-time and part-time enrolment.
2. If candidates wish to take leave for a full semester, and/or wish to suspend their scholarships.
3. To apply for an extension to enrolment - if candidates have completed two years full-time equivalent for a Masters or four years full-time equivalent for a PhD.
4. If candidates wish to withdraw from a research degree program

_Please note: Changes to candidature for semester 1 must be received no later than 31 March and changes for semester 2 no later than 31 August. Changes cannot be granted retrospectively._

To apply for any variation to candidature, see:

[www.research.unsw.edu.au/candidature-variation](http://www.research.unsw.edu.au/candidature-variation)

LEAVE AND SUSPENSION OF CANDIDATURE

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

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

If a total of twelve months leave has been accumulated, any further applications for leave require careful documentation and need to be presented as a special case to the Faculty Higher Degree Committee.
International research candidates who hold a student visa are required to undertake full-time candidature under the terms of their student visa. If an international postgraduate research candidate is granted leave from their candidature UNSW is obliged to report this to the Department of Immigration and Citizenship (DIAC). Under the conditions of the student visa, international candidates may be required to leave Australia for the period of leave from their candidature.

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

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

For more information regarding leave entitlements (recreation & sick leave, maternity leave and parenting leave) for award holders visit:

http://research.unsw.edu.au/award-holders-leave-entitlements

**CHANGE IN ENROLMENT STATUS BETWEEN FULL-TIME AND PART-TIME**

The requirements for full-time and part-time enrolment are provided in the previous section (ENROLMENT). Research candidates wishing to convert from full-time to part-time candidature (or vice-versa) must follow the Variation of Candidature procedure, including obtaining appropriate approval from School and supervisor.

See: http://research.unsw.edu.au/candidature-variation

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

*Please note: International candidates are required as part of their student visa to be enrolled full-time unless there are exceptional compassionate and compelling reasons that prevent them from doing so. International candidates who need to enrol part-time should contact Elizabeth Martens (science.grs@unsw.edu.au).*
CHANGE OF RESIDENCY

International research candidates who are granted permanent residency at any stage throughout the course of their studies must provide certified documentation to the Graduate Research School within seven days. If this information is provided before the Census date (March 31 or August 31), the candidate’s status will be updated for the current semester. If this documentation is provided after the Census date, the candidate will be recognised as a domestic student from the commencement of the following semester and will remain liable for international tuition fees for the current semester.

EXTENSION OF CANDIDATURE

The University recognises that on occasion factors outside the control of the candidate mean that an extension past four years (full-time equivalent) may be required to complete a PhD degree, or past two years (full-time equivalent) for a Masters by Research/Master of Philosophy. Should it become apparent during the last year of candidature that the candidate will not be able to complete the requirements by the latest date, they should apply for an extension. An application for an extension should be made at least two months prior to the start of semester (31 March or 31 August).

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

Candidates requiring an extension will need to include a complete thesis outline (maximum four pages), state the number of thesis chapters completed, provide a one-page plan of how they propose to complete the thesis within the extension period and have the proposed plan supported by the supervisor.

After completion of four years (full-time equivalent) a PhD candidate can apply for a maximum of two single semester extensions only. Approvals for the second of these two extensions are rare and will require a compelling case to explain why the completion was not possible with the first extension. Part-time candidates will have a maximum term of candidature of eight years, and may then apply for a maximum of two two-semester (part-time) extensions.

On the completion of two years (full-time equivalent) a Masters by Research or Master of Philosophy candidate may apply for a maximum of two single semester extensions only. Approvals for the second of these two extensions are rare and will require a compelling case to explain why the completion was not possible with the first extension. Part-time candidates will have a maximum term of candidature of four years and may then apply for a maximum of two two-semester (part-time) extensions.

Scholarship holders should note that approved extensions of candidature do not guarantee an automatic extension of scholarship.
WITHDRAWAL FROM DEGREE

A research candidate may withdraw from the degree by notifying the Graduate Research School.

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

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

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

## LENGTH OF CANDIDATURE

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

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

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

The University recognises that personal, financial, health and research issues may impact on the ability of a candidate to complete within the maximum time. Provided that these issues are documented throughout their candidature the University may support candidates who need additional time to complete their studies.

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

All PhD candidates should give an Exit Seminar to the School at the end of their candidature. This will further develop communications skills and membership of the research community, as well as inform colleagues about the major research findings from the PhD. The Graduate Research School also requests that candidates complete an Exit Survey at the time of thesis submission.
THE BEES POSTGRADUATE RESEARCH FORUM (PRF)

In the School of BEES, the Annual Progress Review process is conducted in conjunction with the BEES Postgraduate Research Forum (PRF). The ability to present research results in a clear and concise manner, in both written and oral forms is an essential skill for any research scientist. The BEES PRF facilitates this and allows for effective communication of postgraduate research across the School of BEES.

The biannual PRF is a major occasion in the School of BEES academic calendar. The PRF is always scheduled throughout the week following the final week of each undergraduate teaching session (Week 14) of each semester. The PRF in essence showcases postgraduate research across the school. Every postgraduate research student must update the school with a 12 minute presentation, plus three minutes of question time, once a year at a PRF. The atmosphere is not meant to be adversarial, but rather congenial. The student presentations, and associated social events, promote the effective communication of science and networking across the school.

The PRF is intended to provide a conference-style atmosphere where students receive helpful, constructive criticism and feedback from undergraduate, postgraduate, research and academic staff from within the School of BEES and its many disciplines. Seminars should be in the style of a conference presentation and should cover one aspect of the PhD project.

Seminars are grouped in to sessions, each session consisting up four to eight seminars. Each session is chaired by a School of BEES postgraduate research candidate. Chairs are generally candidates at the latter stages of their candidature. Every candidate should chair at least one session throughout the duration of their candidature.

The scheduling of the PRF is arranged by the Administrative Officer (Postgraduate Research) in consultation and under the guidance of the Postgraduate Research Coordinator (Candidature).

All candidates are expected to have up-to-date website profile with an abstract of their research to be linked to from the official seminar schedule, available each semester on the relevant PRF event page on the BEES website. Scheduling will occur shortly after census date each semester and the official seminar schedule available online by mid-semester.

All seminars and public proceedings occur earlier in the week. The days following the seminars are allocated to the conducting of the formal Panel Review meetings and the completion of Annual Progress Reviews.

All members of BEES, staff and research students, are expected to be available for the duration of these weeks to attend the PRF proceedings. All supervisors and candidates are encouraged to attend as many sessions as possible, if not all.
POSTGRADUATE RESEARCH FORUM DATES (2014)

<table>
<thead>
<tr>
<th>Mid Year - Semester 1 2014 PRF (June 2014)</th>
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</thead>
<tbody>
<tr>
<td><strong>Seminars:</strong> Tuesday 10 June and Wednesday 11 June</td>
</tr>
<tr>
<td><strong>Meetings:</strong> Thursday 12 June and Friday 13 June</td>
</tr>
</tbody>
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<table>
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<tr>
<th>End of Year - Semester 2 2014 PRF (November 2014)</th>
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<tbody>
<tr>
<td><strong>Seminars:</strong> Monday 3 November, Tuesday 4 November and Wednesday 5 November</td>
</tr>
<tr>
<td><strong>Meetings:</strong> Thursday 6 November and Friday 7 November</td>
</tr>
</tbody>
</table>

REVIEW PANELS

Review Panels consist of at least two UNSW research staff members. The purpose of the Review Panel is to provide the candidate with an independent and objective review of their progress. Every candidate is required to meet with their Panel at least once a year, usually during the week of the Postgraduate Research Forum. At these meetings the Panel members selected generally should provide feedback and advice regarding the research project and thesis planning.

At the commencement of their research program, every candidate is asked to consult and discuss potential Panel members with their primary supervisor/s. Panel members usually will work within the general field of study of the research project, but should be able to offer advice and guidance from an independent perspective. Panel members may often have specialities outside of the supervisors main research focus and can provide insight to the project on a level that otherwise may not have been considered. For example, a biological sciences candidate may find it useful to have a geographic information systems expert on the Panel if looking at distributions and mapping; or an academic with experience in a particular statistical approach may be chosen if the supervisor is not as familiar with the approach; or a specialist in Human Geography if there is a social aspect to the project.

Once determined between the supervisor and candidate, the Panel members should be approached and agree to act as Panel members throughout the candidates research program. As soon as confirmed, the names of the (at least two) review Panel members must be sent through to the Administrative Officer (Postgraduate Research). The Administrative Officer (Postgraduate Research) will consult the BEES Postgraduate Coordinator (Candidature) to confirm the suitability of the Panel members and list the Panel members in the formal school records. A Research Proposal Meeting will be arranged as an initial informal meeting between candidate and Review Panel.

The Postgraduate Coordinator (Candidature) or a senior member of academic staff must sit as chair on every Review Panel. The chair will be allocated by the Postgraduate Coordinator.
(Candidature) and is required to oversee all formal review proceedings and provide the final and official comments and official record of every review.

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

Where possible, the Review Panel should remain consistent throughout a candidature, from the initial proposal meeting to completion.

**Supervisors (primary, joint or co) are not permitted to be members of the Review Panel.** Primary supervisors should be available to attend part of the meeting to discuss academic progress and/or facilitate resolution of specific issues. Co-supervisors are welcome to attend this part of the meeting, but are not formally required.

**RESEARCH PROPOSAL MEETINGS**

Within the first semester of enrolment in any research degree, candidates are asked to meet with their Review Panel to introduce themselves and provide a preliminary outline and research proposal for critical feedback. The purpose of this meeting is to ensure that all candidates are on track and progressing well from the start of their candidature and have something to work towards before their first Annual Progress Review (for PhD candidates this is referred to as their Confirmation Review). The proposal document is not directly assessable, but rather acts to ensure candidates are working towards a viable project prior to their first Annual Progress Review.

The School of BEES does not have a required format or length for the proposal document. It is stipulated, however, that all research proposal should contain the following:

- The key objectives/criteria and milestones of the research;
- A literature review;
- A justification of the research;
- An assessment of the resources required to support the research; and
- A statement of how the research will be conducted in accordance with the UNSW policies for intellectual property, OHS and ethics.

Evolution and Ecology Research Centre (E&ERC) students are provided with and asked to structure their proposals on the structure outlined on the following page. This structure is modelled on part of the grant proposals for the Australian Research Council Discovery Projects scheme and may be a useful guide for all BEES students.

The proposal should be developed by each candidate in consultation with their supervisor. Once complete the proposal is to be e-mailed to all members of the Review Panel. All proposals should be with the Review Panel at least one week prior to the meeting to allow time for Panel members to look over and review the document.
Proposal meetings should always be completed within at least four months of program commencement. Where possible, the Research Proposal Meetings will be scheduled during the PRF meeting days by the Administrative Officer (Postgraduate Research). If not able to be scheduled within these days, candidates will be asked to take initiative to arrange a suitable time for the meeting.

Any comments or recommendations by the Review Panel should be considered and the proposal document modified accordingly. The final official proposal document must be attached by the candidate to their first official online Annual Review form (for PhD candidates this is their Confirmation Review).

**Suggested Structure of a Research Proposal (E&ERC Format)**

The following guidelines for writing a good research proposal is modelled on part of the grant proposals that are submitted each year to the Australian Research Council Discovery Projects scheme.

**Student Name:**

**Supervisor(s):**

**Project title:**

**Aims and background:**

- Describe the aims and background of the project.
- Include information about recent international progress in the field of the research and the relationship of this project to work in the field generally.

**Significance and innovation:**

- Describe how the research is significant and whether the research addresses an important problem.
- Describe how the anticipated outcomes will advance the knowledge base of the discipline and why the project aims and concepts are novel and innovative.
- Detail what new methodologies or technologies will be developed in the course of the project.

**Approach and methodology:**

- Outline the conceptual framework, design and methods, and demonstrate that these are adequately developed, well integrated and appropriate to the project aims.
- Include a research plan and proposed timelines.

**References:**

***E&ERC Students have a 5 page limit***
ANNUAL PROGRESS REVIEWS

It is a requirement of continued enrolment that all research candidates (both full-time and part-time) take part in a formal review of progress in each year of candidature. Progress reviews provide an opportunity for the candidate, supervisors and School to review the research progress, all aspects of the candidature, and to develop a plan of action for the next year and to identify and respond to any impediments towards progress to a timely completion.

For detailed information, refer to the Procedure for Annual Progress Reviews and Confirmation of Candidature for PhD/MRes/MPhil Candidates, found at: 

[http://research.unsw.edu.au/annual-progress-reviews](http://research.unsw.edu.au/annual-progress-reviews)

The Review provides an opportunity for candidate, supervisor(s) and the School of BEES to:

- assess how project has progressed since last review or since start of the project;
- review all aspects of a student's candidature;
- assess progress by the student on the research being undertaken; and
- develop a plan of action for the next year.

More specifically, the purpose of the review is to examine all aspects of the project, including:

- infrastructure and available resources;
- supervisor/student communication (are meetings regular enough, are there any issues);
- candidate goals and milestones until the next review (including both academic and professional development);
- the progress of the project (has the candidate started writing, have they completed a literature review, completed X draft chapters, etc.)
- achievements over the past year in terms of previously set goals and milestones; and
- any problems (personal, technical or academic) identified by either the candidate or supervisor.

The Annual Progress Review process is designed to be a positive and productive process. Candidates are advised to take advantage of the opportunity, to not only review the progress of their project, but also to manage and plan their thesis and ensure that they make the most of their time at UNSW.

Before the Panel review meeting candidates and their supervisors must complete the relevant sections of the Annual Progress Review form. Review forms will be initiated by the Administrative Officer (Postgraduate Research) approximately one month prior to the meeting to give candidates and supervisors sufficient time to consider and complete their parts. Where possible the *Supervisor Review* should be completed at least three working days prior to the meeting to give sufficient time for the Review Panel to look over and consider the content prior to the meeting.
Candidates will need to provide:

- An outline of achievements since the last review against agreed objectives/criteria and milestones;
- An outline of key objectives/criteria and milestones to be achieved by the next review;
- A timeline and milestones for completion of the thesis; and
- If appropriate, a table of contents for the thesis together with completion status of each Section.

It is important to formally outline any past or anticipated difficulties with the project via the Annual Progress Review form. Problems may be of a scientific nature or may be related to availability of materials, equipment etc. It is important that such matters are documented, particularly for matters such as requests for extension to either scholarship or candidature in the future.

CONFIRMATION OF CANDIDATURE – for PhD candidates

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

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

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

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

Part of the Confirmation review includes presenting a 12 minute seminar to the School during the week of the Postgraduate Research Forum (PRF). All members of the Panel should be present at this seminar.

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

- The research proposal, including a comprehensive literature review, which has established a research plan that will most likely lead to a higher degree.
- The level of progress made on the research since enrolment, including evidence that the candidate has shown research skills at the level appropriate for the discipline.
**IMPORTANT:** All students should ensure they attach a copy of their Research Proposal to their first formal *Annual Progress Review* form.

## REVIEW MEETINGS

Every Annual Progress Review requires the candidate and primary supervisor to meet with the Review Panel for a half hour meeting. In this meeting the Review Panel will assess progress, provide feedback on project ideas presented during the PRF and plans for thesis completion. The meeting typically is separated in to three components, which take approximately 10 minutes each:

1. The supervisor(s) meet with the Panel (co-supervisors are welcome, but not essential).
2. The candidate and supervisor(s) meet with the Review Panel.
3. Candidates meet with the Panel in the absence of the supervisor to discuss any issues associated with their supervisor or supervisory arrangements.

While the format of the review and issues discussed for each candidate will vary, key issues that should be covered include:

- Intellectual Property, Occupational Health & Safety and Ethics – both the candidate and the supervisors should understand these policy requirements as they relate to the research project;
- Infrastructure and resources – are they adequate and appropriate for the research?
- The role of the supervisors – the Panel should be satisfied that expectations are clear, that supervisors are fulfilling their obligations at the appropriate level and that appropriate communication exists between all parties;
- Progress of the project;
- Any problems (personal, technical or academic) identified by either the candidate or the supervisors – the Head of School/Postgraduate Coordinator (Candidature) and Associate Dean (Research) may need to be consulted, particularly if appointment of a new supervisor is proposed;
- An assessment of whether progress has been at the level expected for the stage of enrolment in candidature;
- Key research objectives/criteria and milestones for the next review;
- Anticipated thesis submission date – this date should take into account the Census dates (31 March and 31 August);
- Skills development – assessment of whether additional skills and training are required and a development plan
- Any other issues that the Panel considers relevant; and
- Date of the next review.
All review meetings should assess the specific research program of the candidate. The Review Panel are to give constructive criticism and may recommend specific skills training needed to achieve the research goals in a reasonable time. It is another duty of the committee to identify any potential constraints on progress, such as financial, physical and intellectual constraints, the need to acquire additional skills, etc. If constraining factors are identified, the Review Panel will institute appropriate supportive remedial action.

It is stressed that this review should not be regarded in any sense as an examination but rather as a formalised opportunity for the student and supervisor to obtain useful feedback and guidance on the project to ensure timely completion. In clear-cut cases the research plan may be approved immediately, but if the case is not clear-cut, revision of the plan to meet the requirements may be needed and the committee may hold follow-up meetings with the student and/or supervisor, to consider revised plans.

*Candidates should always keep a copy of their reviews for their records.*

**ADDITIONAL REVIEWS**

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

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

If the Postgraduate Coordinator (Candidature) considers that an additional review is unnecessary the reasons for this decision will be provided to the candidate and supervisors in writing.

The Postgraduate Coordinator may request that the Associate Dean (Research) or their nominee be co-opted for the review as an additional independent Panel member.
TRANSFER BETWEEN PhD AND MASTERS DEGREES

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

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

If a PhD candidate does not have their candidature confirmed, they may be transferred to a Masters Degree (Research). Candidates may also request to transfer from a PhD to a Masters at any stage of their candidature. Such a request needs to be discussed with the supervisors.

The number of semesters completed during PhD enrolment will be counted towards the Masters by Research or Master of Philosophy RTS allowance. For this reason, transfers are assessed on a case-by-case basis.

Please note: Conversion of a degree must be applied for and approved prior to Census date (March 31 or August 31) for it to take effect in that semester. If a conversion is applied for and approved after the Census date, the variation will take effect from the following semester.

SHOW CAUSE AND TERMINATION OF CANDIDATURE

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

See procedure for Show Cause and Termination of HDR candidatures within the Progress Review and Confirmation of Research Candidatures Procedure: www.gs.unsw.edu.au/policy/aprprocedure.html
SCHOOL OF BEES SEMINARS

In order to broaden their horizons and gain experience in preparing their own research presentations, candidates within the School of BEES are encouraged to attend School of BEES and associated research centre seminars throughout the year. There are regular School seminars every Friday afternoon during semesters. These seminars, in addition to many additional research centre seminars are advertised to all candidates via the BEES e-mail list. Alternatively, a list of all upcoming seminars can be viewed at any time on the BEES website, at:

http://www.bees.unsw.edu.au/events-seminars

Attending the School seminars is a great opportunity for research students to see how seminars should be presented and, sometimes, how they should not be presented.
SCHOLARSHIPS, FINANCIAL SUPPORT AND TRAVEL

UNSW provides scholarships to assist both domestic and international postgraduate researchers during their research candidatures. These scholarships provide a variety of different components including annual stipends, living allowances and tuition fee costs and many offer additional benefits like relocation and thesis cost reimbursement. Details of the full UNSW Scholarship program for research candidates can be found on the Graduate Research School website.

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

There are a limited number of scholarship opportunities available to candidates who have been enrolled for more than two semesters. The scholarships and awards that are available are usually Faculty or discipline-specific. A full range of these scholarships can be found on the Graduate Research School website (per link above).

HOW TO LOOK FOR SCHOLARSHIPS AND OTHER SOURCES OF FUNDING

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

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

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

www.research.unsw.edu.au/postgraduate-research-scholarships
Some tips for finding additional funding sources include:

1. Checking with supervisors, Postgraduate Coordinators/Heads of School, academic staff or senior students. Academics in specific fields are likely to hear of suitable opportunities if they arise.

2. Checking all available scholarship and funding databases. In addition to the information provided on the Graduate Research School and UNSW Scholarship websites, there are a number of scholarship databases candidates can use to find scholarships or grants for research degrees, including:
   (a) **SPIN (Sponsored Programs Information Network)**
   SPIN is a database with detailed and up-to-date information about thousands of government and private funding opportunities from Australia and overseas. The SPIN database currently contains details of over 19,500 funding opportunities, covering a broad range of subject areas and award types including some scholarships. This database is only accessible via an Australian University server/ISP or on UNSW campus.
   

   (b) **Joint Academic Scholarships On-Line Network (JASON)**
   JASON is jointly funded by more than 30 Australian universities and provides a single, comprehensive source of scholarship information for both current and prospective research candidates. JASON is a searchable online database and is an excellent tool for finding UNSW scholarship opportunities such as Australian Postgraduate Awards (Industry) (APA(I)), research specific scholarships and other scholarships from funding organisations that may be used to support a research degree.
   
   [www.jason.edu.au](http://www.jason.edu.au)

   To see all of the UNSW specific scholarships when using the search function of the JASON website, select ‘University of New South Wales’ as the Destination Institution and leave all other fields blank. To see scholarships that are available from other funding organisations use the keyword or research area search and leave the Destination Institution field as ‘Any’.

3. Checking Government and Discipline-Specific Associations and Organisations
   Candidates should become familiar with associations, organisations and funding bodies, many of which are external to UNSW, but may provide funding for research related to that organisation’s area of interest. They may also have grants available for research candidates to attend conferences or to conduct research overseas. The Graduate Research School website provides links to many external funding bodies at:

   [www.research.unsw.edu.au/postgraduate-research-scholarships](http://www.research.unsw.edu.au/postgraduate-research-scholarships)
INFORMATION FOR SCHOLARSHIP HOLDERS

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

LEAVE OF ABSENCE

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

If a postgraduate researcher will not be working on their candidature for a period of less than one semester, for example due to ill health or personal reasons, they should email science.grs@unsw.edu.au. Candidates should indicate in their correspondence the date that they will stop doing their research and the date that they will recommence.

SCHOLARSHIP EXTENSION REQUESTS

The tenure of most scholarships for PhD research is three years with the possibility of an extension for a further six months. Should candidates need to request an extension to their scholarship they must complete a Scholarship Extension Request Form. This form can be found in the forms section of:

http://research.unsw.edu.au/graduate-research-school-policy-and-procedures

The form should be completed by both the candidate and their supervisor. The reasons for the delay in completion of the research should be clearly outlined and the projected submission date indicated in the form. Approval for such extensions can only be granted if satisfactory progress has been maintained and the reasons for the delay in research were beyond the control of the candidate. This form should be signed off by the Postgraduate Coordinator (Candidature) and handed to the Administrative Officer (Postgraduate Research).
TRAVEL SCHOLARSHIPS AND CONFERENCE SUPPORT

During the course of a research degree almost all candidates will attend at least one conference. These conferences provide an excellent opportunity for candidates to network, meet other leading researchers in their field and to present their latest results. Some candidates may also have the opportunity to spend several weeks or months in a different laboratory or studio in Australia or overseas to access specialist skills, equipment or expertise to assist their research.

There are a number of travel scholarships available for short periods of time to perform fieldwork or work in an overseas laboratory. Full details of the travel scholarships available can be found on the Graduate Research School Scholarships website:

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

POSTGRADUATE RESEARCH STUDENT SUPPORT (PRSS) SCHEME

The UNSW Postgraduate Research Student Support (PRSS) Scheme was introduced to give higher degree research candidates the opportunity to apply for funding to attend conferences and present their research during their candidature. Successful applicants are provided with grants to support costs for conference expenses including registration, airfare or travel expenses, accommodation, and living expenses. Eligibility criteria and application and travel guidelines will be available on the Graduate Research School website when applications open for each round and it is important that candidates check their eligibility for the scheme before lodging an application.

www.research.unsw.edu.au/prssconference-travel-funds

All BEES candidates are strongly encouraged to apply for conference travel funds via this scheme.

BEES CONTRIBUTION TO CONFERENCE ATTENDANCE

All BEES HDR candidates are eligible to apply for contribution of up to $800 towards costs relating to presenting at a conference once during their candidature. This contribution is a once off opportunity during a student’s entire candidature. To be eligible for this funding a student must be confirmed as presenting (either orally or poster) at the nominated conference.

To apply for the funding candidates must lodge an Application Form for Contribution to Conference Funds and have this form signed off on by their supervisor. This form is to be submitted to the Administrative Officer (Postgraduate Research). The Administrative Officer (Postgraduate Research) will check off and respond to successful applicants. Once approved candidates are to make purchases either using a UNSW credit card and reconcile to a designated account or make payments themselves and submit an Expense Reimbursement Form (ER1), attaching official receipts, to Francine Gregory.

The application form is available for download at:

http://www.bees.unsw.edu.au/current-students/postgraduate-research
UNIVERSITY TRAVEL POLICY

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

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

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

Any travel relating to fieldwork, conference travel or other UNSW related matters that extends beyond the Sydney metropolitan area must be documented with the completion of an Authority to Travel (TR1) form.

FIELDWORK

Any candidate conducting field work must follow the rules and processes outlined at:

http://www.bees.unsw.edu.au/fieldwork-approval

TRAVELLER HEALTH AND SAFETY REQUIREMENTS

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

Destinations noted by Smart Traveller as a “Reconsider your need to Travel” or “Do Not Travel” cannot be considered without the permission of the Director of the Graduate Research School. If this permission is obtained, all UNSW candidates travelling to any countries or regions listed as “Reconsider your need to Travel” or “Do Not Travel” must contact the Risk Management Unit prior to departure with information regarding their departure dates and destinations.

TRAVEL AND RESEARCH GRANTS

A wide variety of research grants are available from scientific societies and other agencies to support small research projects and scientific travel. BEES students are strongly encouraged to apply for these to gain experience in grant writing, support their project and strengthen their CVs. Candidates should check with their associated research centres and supervisors for a list of potential available grants.
AUSTRALIAN POSTGRADUATE AWARDS (INDUSTRY) (APAI)

APAI scholarships are available for UNSW research candidates to undertake specific projects funded jointly by the Australian Research Council’s Linkage Program and an industry partner. These scholarships have very specific conditions in relation to the research work undertaken and the relationship with the industry partner.

Any candidate who has been awarded an APAI scholarship for their research will normally be required to sign an agreement that protects the intellectual property of the project, but recognises the nature of PhD research and the thesis examination process. Before signing any agreement candidates are advised to seek independent legal advice regarding contractual obligations including matters related to Intellectual property, confidentiality and restricted access of material in their thesis. Candidates can seek independent advice from the Legal Officer @ Arc.

www.arc.unsw.edu.au

UNSW PhD CANDIDATE COMPLETION SCHOLARSHIPS

The UNSW PhD candidate completion scholarships are designed to enable PhD candidates who have not received any scholarship or other financial support during their candidature, and who are in the final stages of their candidature, to spend uninterrupted time (up to six months) to complete their thesis. A limited number of these scholarships valued at approximately $12,326 each are expected to be available via a competitive application process. This enables candidates to enrol in semester 1 and complete their thesis by no later than 31 August; the following round will enable candidates to enrol in semester 2 and complete their thesis by no later than 31 March. See Graduate Research School Scholarships website for more information:

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

EMPLOYMENT

Postgraduate researchers who enrol as full-time candidates are expected to devote the majority of their time to their candidature. However, it is possible to undertake a limited amount of paid work during the working week; no more than eight hours is recommended for a full-time candidate. Outside of normal working hours, there is no restriction on the amount of paid employment that may be undertaken providing that the supervisor/School is satisfied with the progress of the candidate.

Scholarship holders

Award holders are permitted to undertake a limited amount of paid work/employment during the working week or to receive income, e.g. from another scholarship or award. However, this employment or other source of income must not interfere with the candidate’s research or with their ability to study full-time.
The University expects that full-time postgraduate research candidates will spend the equivalent of 35 hours per week on their research candidature. Therefore it is not possible to be employed full-time and undertake full-time study (this includes UNSW staff lectureships). Candidates who have, or who are considering, work commitments during normal business hours should discuss these with their supervisors.

Income from employment or another source, which is paid specifically to support or undertake the research, cannot exceed 75 per cent of the scholarship base rate.

*International candidates*

After arriving in Australia, student visa holders may apply to the Department of Immigration and Citizenship (DIAC) for a work permit. Once granted, a work permit will enable research candidates to work on a paid or voluntary basis for a maximum of twenty hours per week during the academic year and unlimited hours outside of semester. However, it is important to note that international candidates in receipt of a scholarship may have conditions that limit the amount of work they can do to the maximum of eight hours during the working week.

**STUDENT LOANS**

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

Loan applications from a research candidate with an outstanding UNSW student loan or who is in debt to the University will not be considered. Eligibility for a loan will be determined by the Graduate Research School on a case-by-case basis and will take into account the applicant’s ability to repay the borrowed amount. To discuss loan eligibility contact international.grs@unsw.edu.au or domestic.grs@unsw.edu.au.

**BEES CONTRIBUTION TO RESEARCH FUNDING**

Candidates enrolled in a BEES Postgraduate Research program are eligible to apply for up to $1000 per year (Full-Time equivalent) for unfunded Masters and PhD projects in research costs. Projects must be otherwise unfunded to be eligible. This means no external support or internal research grants are held by the supervisor to undertake the project. To apply for this funding candidates are to complete the *Application Form for Research Funding*, have their supervisor sign off on the application and submit the completed form to the Administrative Officer (Postgraduate Research) for approval. Once confirmed as eligible by Head of School the Administrative Officer (Postgraduate Research) will contact the applicant with details of how to proceed with purchasing and reimbursements for approved costs.
The Application Form for Research Funding is available for download at:

http://www.bees.unsw.edu.au/current-students/postgraduate-research

Things to note:

- Students must apply in advance of making purchases and await confirmation that they have been accepted before assuming they can supply reimbursements.
- The funding is available for:
  - Equipment and materials required to conduct research;
  - Travel to and from field work;
  - Fees for short courses or training directly required to complete research.
- This funding is not to be used for Conference related costs.
- Overtime candidates are not eligible for this funding.

CENTRE FUNDING

Candidates that are part of a research centre will often be eligible to apply for Centre funding. Centres are often happy to pay for minor costs relating to research, such as business cards, poster printing, registration fees for short courses and conferences, etc. Contact the relevant Centre administrative contact for details.
HELP WITH PROBLEMS DURING CANDIDATURE

During the course of the research degree problems may arise that impact on research candidature. These problems may relate to personal or health issues, finances, research support or working relationships with supervisors or other researchers. It is very important that if any problems arise they are addressed as soon as possible.

ADVICE

Complaints and problems should be resolved, wherever possible, at the local level. If candidates have concerns or problems, they should be raised with their supervisors. If the matter has not been resolved satisfactorily or the candidate feels unable to raise the issue with their supervisors, they should discuss it with the Administrative Officer (Postgraduate Research), the Postgraduate Coordinator (Candidature) or, if necessary, the Head of School. If the supervisor is the Postgraduate Coordinator (Candidature), the candidate can contact the Head of School directly. Similarly, if the Head of School is the supervisor, the Deputy Head of School or another senior member of academic staff can be approached.

Alternatively, candidates may wish to take their concerns to one of the BEES Postgraduate Research Student Representatives (BEES research students elected to represent the interests of research candidates and negotiate on behalf of the all BEES postgraduate research candidates whenever the need arises).

The current BEES Postgraduate Research Student Representatives are:
Tara Djokic (t.djokic@student.unsw.edu.au; room G13 Biological Sciences Building)
Krystle Keller (k.keller@unsw.edu.au; room 456 Biological Sciences Building)
Floret Meredith (f.meredith@student.unsw.edu.au; room 413 Biological Sciences Building)
If the matter is not resolved to the candidate’s satisfaction at the School level, they should make an appointment to see the Faculty Associate Dean for Research or Research Training, or the Director of Postgraduate Research. The role of this person is to oversee research training in the Faculty, and as a person who is usually independent from the Schools, they can provide important independent advice and help to find an acceptable solution to the problem.

**MANAGER POSTGRADUATE RESEARCHER DEVELOPMENT & ENGAGEMENT**

If candidates need some confidential advice from an independent person about resolving a particular issue they should contact Rebecca Lawrence, Manager Postgraduate Researcher Development & Engagement in the Graduate Research School, via rebecca.lawrence@unsw.edu.au.

**POLICY AND PROCEDURES FOR APPEALS OR COMPLAINTS**

For research candidates, most complaints are resolved informally at the local School or Faculty level or by the Dean of Graduate Research.

Decisions based on the recommendations of Faculty Higher Degree Committees, such as termination of candidature, a decision to not award the degree, a transfer from PhD to Masters (Research) or decisions based on conflicting examiners reports, are made under the authority of the relevant Conditions for the Award of the Degree and associated policy and procedures. In all cases the Dean of Graduate Research will write to candidates with the decision, and the reasons for it. If candidates are unsure why a decision has been made, they can contact the Dean of Graduate Research to seek further clarification.

Decisions can be appealed if candidates consider that University policies and procedures have not been followed, i.e. where there has been procedural unfairness. Candidates should contact Margaret O’Byrne, the Director of the Graduate Research School, for advice if they are unsure of how to proceed, or to clarify what may constitute procedural unfairness. Megan Biok (email: m.biok@unsw.edu.au; phone 9385 7661) can schedule appointments with Margaret.

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

STUDENT CONDUCT AND APPEALS OFFICER

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

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

- **Web:** [www.my.unsw.edu.au/student/atoz/Complaints.html](http://www.my.unsw.edu.au/student/atoz/Complaints.html)
- **Phone:** 9385 8515
- **Email:** studentcomplaints@unsw.edu.au

UNSW Arc

UNSW Arc, the University's student organisation, has two advocacy officers who can provide confidential advice to candidates and support those considering submitting a formal complaint. For further information or to make an appointment, contact Arc.

- **Web:** [www.arc.unsw.edu.au/advice--representation](http://www.arc.unsw.edu.au/advice--representation)
- **Phone:** 9385 7700
- **Email:** reception@arc.unsw.edu.au
SUBMITTING A THESIS FOR EXAMINATION

The Graduate Research School provides information on all aspects of thesis submission at: www.research.unsw.edu.au/thesis-submission-unsw

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

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

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

EARLY SUBMISSION

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

SUBMISSION OF A THESIS AS A SERIES OF PUBLICATIONS

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

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

The details for the specific requirements to submit a thesis as a series of publications can be found in the *Thesis By Publication* document:  
http://research.unsw.edu.au/prior-submission (under Related documents)

**NOMINATION OF EXAMINERS**

Once the *Notification of Intention to Submit* has been lodged, the supervisor and Postgraduate Coordinator (Thesis Examination) will be asked to commence the task of nominating of examiners.

It is University policy that the names of examiners appointed are not released to the candidate until the examination process is complete.

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

The candidate has the right to specify any potential examiner they would prefer not to examine the thesis and this can be pointed out by written notification to the Graduate Research School when the *Notification of Intention to Submit* is lodged.

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

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

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

SUPERVISOR’S CERTIFICATE

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

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

PREPARATION AND SUBMISSION

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

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

COPYRIGHT

During the course of writing a thesis candidates will often utilise the work and research of others. The use of other people’s work means the use of their copyright material and candidates should therefore be aware of what they can and cannot do with this material. As the candidate does not own this copyright, it is particularly important to understand the copyright issues involved to avoid infringing someone else’s copyright.

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

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

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

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

Candidates should also consult the Copyright Act 1968, which can be found here: www.austlii.edu.au/au/legis/cth/consol_act/ca1968133

This provides further information on copyright in literary works (including computer programs), dramatic works, musical works, artistic works, films, sound recordings, broadcasts, published editions and certain types of performances.

CONTENT AND STRUCTURE RULES FOR THESES

Presentation
Details of the requirements for the presentation of the thesis can be found on the Thesis Submission and Examination @ UNSW section of the Graduate Research School website:

http://research.unsw.edu.au/thesis-submission-unsw

(Thesis Format Guide under Related documents)

NOTE: The School of BEES does not have any additional School-specific presentation/formatting requirements.

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


**Originality Statement**

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

_Originality Statement:_ www.research.unsw.edu.au/submitting-your-thesis-examination

A completed Graduation Information Sheet must also be submitted with the thesis. This is available at: www.research.unsw.edu.au/submitting-your-thesis-examination

The supervisor should ensure that the completed Supervisor’s Certificate is lodged on the Thesis Examination Management system on or before the date the thesis is submitted.

**Length**

A PhD thesis should not normally exceed 100,000 words, a Masters by Research 75,000 words and a Master of Philosophy 40,000 words. These limits apply to the main text of the thesis only and do not include footnotes. It is sometimes suggested that tables and figures should appear on separate pages by themselves. Candidates should always seek the advice of their supervisors for their opinion on such matters.

*NOTE: The above word limits are indicative only.*

**Referencing**

There is no one correct referencing style and the School of BEES does not have particular preference for any one style. If candidates are unsure of referencing styles they should seek advice from their supervisors.

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

The UNSW Library provides additional information and an online tutorial in the use of Endnote X: www.library.unsw.edu.au/HowDoI/endnote.html

**Inclusions of publications**

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

EDITING ASSISTANCE

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

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

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

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 should be printed as part of the list of acknowledgements or other prefatory matter. If the professional editor’s current or former area of academic specialisation is similar to that of the candidate this must be stated in the prefatory matter of the thesis.

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

- Graduate Research School: [www.research.unsw.edu.au/units/graduateresearch-school](http://www.research.unsw.edu.au/units/graduateresearch-school)
  - Thesis submission seminars
- The Learning Centre: [http://www.lc.unsw.edu.au/](http://www.lc.unsw.edu.au/)
  - Numerous thesis writing seminars, workshops and resources
- Counselling and Psychological Services: [www.counselling.unsw.edu.au/index.html](http://www.counselling.unsw.edu.au/index.html)
  - Workshops on issues such as avoiding procrastination, time management and dealing with stress
THESIS PREPARATION TIPS FOR CANDIDATES

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

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

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

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

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

EXAMINERS’ REPORTS

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

Two weeks before the due date for the thesis reports the Graduate Research School sends a reminder to the examiner that the report is due. If any reports are not received by the deadline, details of the overdue report(s) are sent to the Postgraduate Coordinator (Thesis Examination) who contacts the examiner(s) concerned. In most cases a revised date for the receipt of the report will be negotiated but if necessary a replacement examiner may be appointed. In the event that a replacement examiner is nominated it is the responsibility of the supervisor to ensure that the candidate is consulted in accordance with the Policy on Examination of Research Degrees.

Candidates may obtain information about the progress of the examination from GRS by phone (9385 5500) or email (science.grs@unsw.edu.au). Candidates should not contact GRS until at least ten weeks after the thesis has been submitted. In view of the confidential nature of the examination only certain information can be provided prior to Faculty consideration of the case. In addition, the Thesis Examination Management system contains an enquiry page that can be used to track the progress of most processes concerning the examination of the thesis. To access this page, log on to myUNSW and click on the “My Student Profile” tab.

INFORMATION THAT CAN BE PROVIDED TO CANDIDATES DURING THE EXAMINATION PROCESS

For rules on the information that can and cannot be provided to candidates while their thesis is under examination, see the Submitting Your Thesis for Examination section of the GRS website.

https://research.unsw.edu.au/submitting-your-thesis-examination
CONSIDERATION OF REPORTS

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

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

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

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

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

When all examiners’ reports have been received they are sent to the Head of School or Postgraduate Coordinator (Thesis Examination) for a recommendation. The recommendation from the School and the examiners’ reports are then considered by the Higher Degree Committee.

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

In making the overall recommendation the Higher Degree Committee is required to assess the recommendations and academic arguments presented in all of the examiners’ reports as well as the written comments from the School and any additional advice the Committee has received. The examination is not a vote and hence it is not a matter of strong reports outweighing a less favourable report or vice-versa.

The Higher Degree Committee does not have a set of hard and fast rules that can be applied for every case. Indeed this is why the Committee exists - to discuss reports on a case by case basis, use their collective expertise in assessing theses and reviewing examiners’ comments and to apply their expert knowledge regarding the standard of work required for a research degree in the discipline.
RECOMMENDATIONS

There are five possible recommendations from the Higher Degree Committee.

a) The thesis merits the award of the degree.

b) The thesis merits the award of the degree subject to minor corrections as listed to the satisfaction of the Head of School.

c) Award subject to revisions and/or further work to the satisfaction of the Higher Degree Committee.

d) Revise and resubmit for re-examination.

e) Non-award.

See the Outcome of Examination section of the GRS website for more details: www.research.unsw.edu.au/outcome-examination

THE FINAL THESIS

Prior to graduation, research candidates should submit a properly bound and appropriately corrected copy of the thesis to the Graduate Research School and a digital copy to the library.

Digital copy

One digital copy of every thesis, which has satisfied University requirements for the award of the degree, must be deposited in the University Library at the conclusion of the examination and prior to the candidate being awarded the degree. The digital copy must be submitted to the Library in an approved format. Details of the approved format are available at the Library website: www.library.unsw.edu.au/servicesfor/academic/deposit.html

Final bound library copy

One bound library copy of every thesis, which has satisfied University requirements for the award of the degree, must be deposited with the Graduate Research School at the conclusion of the examination and prior to the candidate being awarded the degree. The bound library copy must be presented in accordance with the requirements given in the previous section (Submitting a Thesis for Examination).

In addition to the Originality Statement and the Thesis/Dissertation Sheet the final bound library copy (printed and digital) must also include Copyright and Authenticity Statements. It must also be bound with the requirements given in the Preparation for Graduation section of the GRS website.

www.research.unsw.edu.au/preparing-graduation-unsw
Bookbinders
Many students will go to UNSW’s P3 (Print Post Plus) to have their final thesis hardbound. 

Otherwise, the following bookbinders are aware of the University’s requirements:

ALLBOOK BINDERY
91 Ryedale Road, West Ryde NSW 2114
Phone: 9807 6026

ALL STATES BOOKBINDING PTY LTD
18-22 Murray Street, Marrickville NSW 2204
Phone: 9565 5010

GLORY PRINTING
Shop 5/255 – 271 Anzac Pde, Kingsford NSW 2032
Phone: 9663 5575

LES BADOCK AND SONS PTY LTD
6 McGill Street, Lewisham NSW 2049
Phone: 9560 9222

L J CULEN PTY LTD
19 Arab Road, Padstow NSW 2211
Phone: 9772 1337

SUSSEX BINDING
3 Jupiter Street, Winston Hills NSW 2153
Phone: 9639 3647

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

For more details, go to the relevant section at: www.research.unsw.edu.au/prior-submission
GRADUATION

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

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

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

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

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

Extra guest tickets cannot be issued at the time of allocation to ceremonies but candidates may request additional tickets by emailing the Graduations Office and if tickets become available, the Graduations Office will contact the candidate to advise.
GRADUATION CEREMONIES
Candidates need to be allocated to a graduation ceremony to have their degree conferred (even if they do not attend that ceremony). Graduation ceremonies are held each semester. Ceremonies are generally held in June and November.

DATES AND TIMES OF GRADUATION CEREMONIES
A graduation schedule is published each year showing the Faculties, dates, times and locations of the ceremonies. The schedule is published in mid-December. As soon as the schedule is approved it is uploaded to:

www.my.unsw.edu.au/student/academiclife/graduation/index.html

NOT ATTENDING THE CEREMONY
For candidates who are unable to attend the scheduled graduation ceremony, their degree will be conferred in their absence. Candidates will need to change their status in myUNSW to have their documents mailed to them. Documents will be mailed out after the scheduled ceremony and should be received 4-6 weeks after the ceremony date.

ATTENDING A LATER CEREMONY
For candidates who are unable to attend their scheduled ceremony and wish to attend a ceremony in the next semester of scheduled ceremonies, the Request to Attend a Later Graduation Ceremony form must be completed.

This form can be downloaded from myUNSW. The completed form should be submitted to the Graduations Section.

FURTHER INFORMATION
A Unipass is NOT needed to access the information on the following pages:

www.my.unsw.edu.au/student/academiclife/graduation/index.html

For information about overseas ceremonies see:

www.my.unsw.edu.au/student/academiclife/graduation/overseas.html

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

Phone: +61 2 9385 3092
In person: UNSW Student Central – Chancellery Building, Lower Ground Floor (next to Library Lawn)
Email: graduations@unsw.edu.au
PLANNING FOR LIFE AFTER A RESEARCH DEGREE

CAREER PLANNING

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

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

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

CAREERS AND EMPLOYMENT

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

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

- Networking: Establishing Key Contacts in Your Chosen Career Field
- Job Applications: Selection Criteria and Resumes for Academic and Non-academic Positions
- Interview Skills
- PhD What Next? Careers Options after your PhD!

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

**Web:** [www.careers.unsw.edu.au](http://www.careers.unsw.edu.au)

**Phone:** +61 2 9385 5429

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

**Location:** Level 2, East Wing, Quadrangle Building

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**CURRICULUM VITAES AND RESUMES**

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

**REFEREES**

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

**PUBLISHING**

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

Candidates should discuss the possibility of publishing their research with their supervisor during the course of the degree.
TEACHING, TUTORING AND LABORATORY DEMONSTRATING

If candidates are considering a university teaching career they may want to investigate the possibility of casual teaching, tutoring or laboratory demonstrating in their School or Faculty.

Each course/subject offered at the University has a course coordinator who arranges teaching staff for the subject.

The Learning and Teaching Unit works closely with Faculties to provide a number of courses, seminars, workshops and online resources to support UNSW staff

www.teaching.unsw.edu.au/

POSTDOCTORAL FELLOWSHIPS

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

www.research.unsw.edu.au/units/research-strategy-office

See also: http://www.bees.unsw.edu.au/finding-postdoctoral-opportunities

RESEARCH GRANTS

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

www.research.unsw.edu.au/grant-news

UNSW ALUMNI

The UNSW Foundation is the main contact point for all alumni and together with the UNSW Alumni Association embraces all graduates of the University, together with current and former staff and invited members. UNSW now has more than 200,000 alumni living in Australia and overseas. The Association is your gateway to this vibrant international community.
Whatever your Faculty, degree or diploma, you are a part of UNSW and its amazing history of innovation and achievement.

The Alumni Association aims to add value to your ongoing relationship with the University. There are chapters of the Association in Australia and several countries overseas whose members organise activities that provide opportunities to network and socialise. There are also chapters based on Faculties and networks based on some Schools.

The UNSW Alumni Association offers all graduates exclusive services, activities and discounts. These privileges include:

- UNSWord magazine twice a year
- Discounted UNSW Library membership
- Discounted prices at the UNSW Bookshop
- Access to the Graduate Union, Melbourne
- Discounted tickets to the Australia Ensemble and other performances
- Concessions on professional education and life-long learning
- Invitations to special functions, lectures and networking events

For more information on the UNSW Alumni Association contact the Alumni Relations office on +61 2 9385 3279 or email alumni@unsw.edu.au.
OTHER UNSW SERVICES

UNSW COUNSELLING AND PSYCHOLOGICAL SERVICES

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

For a full listing of the workshops and seminars visit:

https://www.counselling.unsw.edu.au/for-students/workshops-and-seminars/

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

STUDENT EQUITY & DISABILITIES UNIT

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

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

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

Email: seadu@unsw.edu.au
UNSW LIBRARY

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

[www.library.unsw.edu.au](http://www.library.unsw.edu.au)

Outreach Librarian

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

Phone: +61 2 9385 3679

Email: libraryinfo@unsw.edu.au

Web: [www.library.unsw.edu.au/about/corporate/outreach.html](http://www.library.unsw.edu.au/about/corporate/outreach.html)

UNSW LEARNING CENTRE

The Learning Centre provides a wide range of academic support services to research candidates. Assistance is available through workshops in advanced level academic skills, individual consultations, discipline-based courses and online academic skills resources. Workshops are offered in Semester 1 and Semester 2, programs typically include:

- Thesis writing;
- Academic writing for postgraduates;
- Practising conference presentations; and
- Writing a literature review – essential for all research candidates at the beginning of their candidature.

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

The Peer Writing Assistant Program provides writing assistance from research candidates with broad experience with academic skills. Candidates can make a booking for a one-on-one consultation with a Writing Assistant to discuss specific issues or queries.

Candidates who are writing their thesis can join the Thesis Writing Support Program. This program aims to provide candidates with feedback on their writing, assistance with any specific writing problem, and suggestions for continuing development. Participating candidates meet in small groups to edit and review each other’s work over 6 weeks.
Many books on thesis writing are available for loan from the Learning Centre. The Learning Centre website also provides a number of online resources.

For further information on workshops contact the Learning Centre on:

**Phone:** +61 2 9385 2060  
**Email:** learningcentre@unsw.edu.au  
**Web:** [http://www.lc.unsw.edu.au/postgraduate.html](http://www.lc.unsw.edu.au/postgraduate.html)  
**Location:** Room G17, Lower Ground Floor, The Chancellery UNSW 2052

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**STUDENT DEVELOPMENT - INTERNATIONAL**

Student Development - International offers arrival services as well as an extensive range of ongoing support services and activities. International research candidates can talk to an International Student Adviser to discuss any matters of concern such as study, social or personal issues.

International candidates can also join in a range of social and cultural activities to meet other students and to learn about Australia and its culture. International Researchers U-Nite, held once every month at the International Student Services Lounge, allows for candidates to meet and mingle with other international research candidates.

**Phone:** 9385 5333  
**Email:** international.student@unsw.edu.au  
**Web:** [www.international.unsw.edu.au](http://www.international.unsw.edu.au)  
**Location:** Ground Floor, John Goodsell Building

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**UNSW CAREERS AND EMPLOYMENT**

UNSW Careers and Employment provides services to assist candidates in the development of career management skills. Further information on Careers & Employment can be found in the following section of this handbook (*Planning for life after a research degree*).
ARC @ UNSW

Any UNSW student, including research candidates, can take up membership of the Arc on a voluntary basis. The Arc offers food and retail services, student resources and activities, student media, short courses and plenty more. The Arc also has various facilities for students, such as computer labs, music rooms, a dark room and a pottery studio.

www.arc.unsw.edu.au

Arc Postgrad Council (PGC)

The PGC provides information, support, representation and advice on issues that may affect postgraduate students at UNSW and the wider postgraduate student population.

Email: pgc@arc.unsw.edu.au

Postgrad Lounge – provides a quiet place to take a break and has:

- Computers with internet access
- Leaflets and handbooks published by the Student Representative Council and advocacy service
- Lockers available for postgraduate candidates

Location: Kensington campus: Blockhouse Building, next to the Second Hand Bookshop

Arc Legal and Advocacy Service

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

www.arc.unsw.edu.au

Phone: 9385 7700

Email: reception@arc.unsw.edu.au

Location: Ground Floor, The Blockhouse, Kensington Campus.

Arc Postgrad Social Calendar of Events

Visit www.arc.unsw.edu.au for the latest information on special postgraduate events on campus such as Happy Hour, live music, workshops, wine and cheese evenings and much more.
OCCUPATIONAL HEALTH & SAFETY AND EMERGENCY MANAGEMENT

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

UNSW Health and Safety: www.ohs.unsw.edu.au

School of BEES Health and Safety: http://www.bees.unsw.edu.au/health-and-safety

Emergency Management

*Web:* www.emergency.unsw.edu.au

*Phone:* +61 2 9385 7222 (enquiries only)

Kensington campus emergencies must be reported to the Security Service on:

*Phone:* +61 2 9385 6666

INSURANCE

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


The Department of Immigration and Citizenship requires all international students on student visas and their families (on ‘dependant’ visas) to have health insurance while in Australia. This insurance is called Overseas Student Health Cover (OSHC) and helps you pay for medical and hospital care that you may need when you are studying in Australia. Further information about Overseas Student Health Cover is available through the UNSW International site.

www.international.unsw.edu.au
CHILDCARE

There are three childcare centres servicing the university (located on or near the Kensington campus). Childcare places fill quickly, so be sure to get on the waiting list early. Contact details for these centres are provided at the link below. Honeypot and House at Pooh Corner prioritise students’ children.

http://www.earlyyears.unsw.edu.au/our-centres

UNIVERSITY HEALTH SERVICE

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

Phone: +61 2 9385 5425  
Web: www.healthservices.unsw.edu.au  
Email: unihealth@unsw.edu.au  
Location: Ground Floor, East Wing, Quadrangle Building

ACCOMMODATION SERVICES CENTRAL

The University of NSW offers a wide range of accommodation. There are catered on-campus colleges, self-catered on and off-campus apartments, private rental units in surrounding suburbs as well as numerous short-term options. The Accommodation Services Central office assists students to find accommodation while they are at UNSW. The office also keeps a database of off-campus accommodation in the local area. Students looking for accommodation can visit the office to look at the listing boards or search online if connected to the University Wide Network.

Web: www.housing.unsw.edu.au  
Phone: +61 2 9385 4985  
Email: housing.office@unsw.edu.au  
Location: Ground Floor, Basser College
SECURITY SERVICE

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

There are numerous security Help Points located on the Kensington campus. Help Points are blue intercom systems directly linked to the Security Control Centre. When the Help Point is activated, it dials the Security Control Centre emergency line. A full listing of the Help Points and their location can be found on the Security Service website.

Web: www.facilities.unsw.edu.au/safetysecurity/security-services

Toll free phone: 1800 626 003

Emergency phone: Ext 5 6666 (+61 2 9385 6666 from outside the University)

General Security phone: 5 6000 (+61 2 9385 6000 from outside the University)

TRANSPORT

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

A free UNSW shuttle bus runs between the College of Fine Arts and Kensington campuses during semester.

Information on Sydney transport can be found on the following websites:

www.131500.com.au
www.transport.unsw.edu.au

UNSW BOOKSHOP

The UNSW Bookshop stocks a range of books and reference materials specific to UNSW students. Also available is a range of fiction books. The website offers a search engine and online ordering facilities.

www.bookshop.unsw.edu.au