Census dates

Census date is the last day you can vary and change your enrolment or apply for program leave in any given semester.

If you have made any changes to your candidature since commencing your studies you must inform the Graduate Research School (Kensington & UNSW Art & Design students) or the Research Student Unit (UNSW Canberra students) by:
- 31 March – Semester 1
- 31 August – Semester 2

Key dates

Postgraduate research candidates should be aware of changed bus timetables during the university off-peak period in semester breaks listed below. For notices and transport news, refer to transport.unsw.edu.au/transport-news.php.

Catering and other resources on campus may also be reduced during off-peak periods.

### Key dates

<table>
<thead>
<tr>
<th>Key Dates</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia Day</td>
<td>26 January</td>
<td>26 January</td>
<td>26 January</td>
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<tr>
<td>O-Week</td>
<td>23-27 Feb</td>
<td>22-26 Feb</td>
<td>20-24 Feb</td>
</tr>
<tr>
<td>Good Friday</td>
<td>3 April</td>
<td>25 March</td>
<td>14 April</td>
</tr>
<tr>
<td>Easter Monday</td>
<td>6 April</td>
<td>28 March</td>
<td>17 April</td>
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<tr>
<td>Anzac Day</td>
<td>25 April</td>
<td>25 April</td>
<td>25 April</td>
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<tr>
<td>Mid-semester break</td>
<td>3-12 Apr</td>
<td>25 Mar - 3 Apr</td>
<td>14-23 Apr</td>
</tr>
<tr>
<td>Queen’s Birthday</td>
<td>9 June</td>
<td>13 June</td>
<td>12 June</td>
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<tr>
<td>Mid-year recess</td>
<td>30 Jun - 26 Jul</td>
<td>26 Jun - 24 Jul</td>
<td>27 Jun - 23 Jul</td>
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<tr>
<td>Semester 2</td>
<td>27 July-24 Nov</td>
<td>26 July-22 Nov</td>
<td>24 July-21 Nov</td>
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<tr>
<td>O-Week</td>
<td>22-24 July</td>
<td>20-22 July</td>
<td>19-21 July</td>
</tr>
<tr>
<td>S2 Census date*</td>
<td>31 August</td>
<td>31 August</td>
<td>31 August</td>
</tr>
<tr>
<td>Mid-semester break</td>
<td>26 Sep -5 Oct</td>
<td>24 Sep - 2 Oct</td>
<td>23 Sep - 2 Oct</td>
</tr>
<tr>
<td>Labour Day</td>
<td>5 October</td>
<td>3 October</td>
<td>2 October</td>
</tr>
</tbody>
</table>

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

### Important policies for research candidates

It is essential that you are aware of important policies and procedures that affect you as a UNSW researcher. See the UNSW Governance Support website for access to all policies gs.unsw.edu.au/policy/index.html.

- Higher Degree Research Supervision Policy
- Higher Degree Research Supervision Guidelines
- Research Code of Conduct
- Progress Review and Confirmation of Research Candidates Procedure
- Conflict of Interest
- UNSW Guidelines on Facilities and Resources to Support Higher Degree Research Students
- Intellectual Property
- Human and Animal Ethics
- Occupational Health and Safety (OHS)
- Procedure for Handling Research Material and Data
- Statement of Authorship and Location of Data
- Procedure for Authorship and for Resolving Disputes between Authors
- Thesis Examination Procedures

### Graduation Research School

UNSW Australia
Second Floor, South Wing
Robert Menz Building
Gate 14, Barker Street
UNSW SYDNEY NSW 2052

Phone: +61 2 9385 6550
Fax: +61 2 9385 6238
Email: enquiries.grs@unsw.edu.au

Feel free to drop in to the Graduate Research School 9am - 5pm Monday to Friday.

**Pro Vice-Chancellor (Research Training)**

Dr Margaret O’Byrne
Director, Graduate Research School

Email: m.biok@unsw.edu.au
Fax: +61 2 9385 7661

### Admissions & Scholarships Team

- Questions regarding admission or scholarships should be directed to the email addresses below.

  - For domestic candidates: domestic.grs@unsw.edu.au
  - For international candidates: international.grs@unsw.edu.au

### Candidature & Thesis Team

- Questions relating to candidature or thesis can be directed to the GRS Research Administration Officers for your faculty.

Further contact details for the Officers responsible for these faculties are available on the website research.unsw.edu.au/research-school-contacts.

### Arts & Social Sciences

- Arts.grs@unsw.edu.au
- Built Environment
- Arts & Social Sciences: arts.grs@unsw.edu.au
- Engineering: engineering.grs@unsw.edu.au
- Law: law.grs@unsw.edu.au
- Medicine: medicine.grs@unsw.edu.au
- Science: science.grs@unsw.edu.au

For more contact details, please visit: research.unsw.edu.au/research-school-contacts.

### Contacts – Research Student Unit

- **UNSW Canberra Campus**
  - **Contacts:** Research Student Unit
  - **Email:** scholarships@adfa.edu.au
  - **Phone:** +61 2 6268 8112 or +61 2 6268 8597
  - **PO Box:** 7916 UNSW Canberra ACT 2600
- **Scholarships**
  - **Email:** scholarships@adfa.edu.au
  - **Phone:** +61 2 6268 8112 or +61 2 6268 8597
  - **PO Box:** 7916 UNSW Canberra ACT 2600

### Induction essentials for new UNSW postgraduate researchers 2015

#### Induction Essentials

- **Focus:** Induction essentials for new UNSW postgraduate researchers 2015
- **Date:** 20 Dec - 4 Jan
- **Location:** TBC

#### Important policies for research candidates

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- **Website:** research.unsw.edu.au
Welcome

The Pro Vice-Chancellor (Research Training) and Dean of Graduate Research, Senior Management Team and staff of the Graduate Research School (GRS) are pleased to welcome you to UNSW and to this exciting phase in your research career.

Professor Laura Poole-Warren, Pro Vice-Chancellor (Research Training) and Dean of Graduate Research, has executive responsibility for the GRS and overall responsibility for postgraduate research at UNSW.

The GRS is the administrative unit that supports all higher degree research candidates and we are here to ensure that your transition to postgraduate research is as smooth as possible. The GRS manages all administration associated with candidature, scholarships and thesis examination, and provides advice on UNSW policies and procedures. This booklet provides new candidates with a quick reference including a checklist and contact details of key GRS staff.

The GRS also produces a monthly newsletter, Graduate Research News, which is emailed to your university email account (it is essential that you activate and check this regularly) and provides information on upcoming events, latest news, important dates, research achievements and candidature issues. GRS is also on Facebook and Twitter – join us and you can find out about social events and engage with your research community.

The GRS is open Monday to Friday 9 am – 5 pm and all candidates are welcome to drop by. Our full contact details are provided on the back page.

Again, welcome and we wish you the very best for a successful start to your research career.

Tips for success

- From day 1, plan and work towards completing within 4 years (PhD) or 2 years (Masters)
- Own your research and your degree – it is up to you; take responsibility for it
- Discuss your expectations with your supervisors, and find out what they are – if these differ make sure you come to a compromise you can both work with
- Effective time management is crucial – and your responsibility
- Familiarise yourself with the relevant research guidelines and policies – know your responsibilities (see back page)
- Become part of your research community – take advantage of every opportunity to attend, present and participate at conferences, seminars, workshops and exhibitions
- Connect – the GRS website has all the information you need: research.unsw.edu.au/units/graduate-research-school, read Graduate Research News and find GRS on Facebook and Twitter – go to our homepage and join in
- Find out about, and take advantage of, all of the resources available to you
- Toughen up, persevere and accept that setbacks will happen, but you can get past them
- Connect to UNSW Library Research Consultations and get in touch with your Outreach Librarian to kick-start your literature search: library.unsw.edu.au/about/corporate/outreach.html
- Avoid becoming isolated

Confirmation and Annual Progress Reviews

All postgraduate research candidates must participate in an Annual Progress Review during each year of their enrolment. For PhD candidates a Confirmation review is held within the first year of candidature. research.unsw.edu.au/annual-progress-reviews.

Reviews provide an opportunity for candidates and their supervisors and school to:
- Look at the research progress over the past year
- Review all aspects of candidature, including supervision and access to resources
- Identify any impediments to progress
- Develop a plan of action for the next year

Reviews are conducted in different ways depending on your school. Some schools require a formal seminar presentation that all staff may attend followed by a separate panel review meeting. Other schools require a seminar presentation as part of the closed panel review meeting.

You need to find out how Reviews are conducted in your school (talk to your supervisors and Postgraduate Coordinator) and be familiar with the policy for Confirmation and Annual Progress Reviews (see web address above).

Annual Progress Reviews are intended to be helpful to research candidates and to identify factors that may be impeding the progress of your research. The sooner your school is aware of any issues the better and the panel can recommend appropriate remedial action. It is also an excellent opportunity to receive feedback on your research from senior, independent academics.

Most candidates report that their Review experiences are positive, helpful and constructive.

Administrative issues

- Check that you are correctly enrolled (my.unsw.edu.au) and throughout your candidature make sure your details are up to date
- You must be enrolled every semester unless you are on approved program leave
- Activate and regularly check your UNSW email account – all official UNSW correspondence is sent to this email address it.unsw.edu.au/staff/email/exchange/access.html
- You must formally apply to make changes (variations) to your candidature. Go to: grs.cse.unsw.edu.au/login
- Variations in candidature include:
  - Changing between full-time and part-time enrolment
  - Transfer between Masters and PhD degrees
  - Adding or dropping coursework subjects
  - Scholarship extension
  - Visa extension
  - Change in residency status
  - Spending time conducting research off-campus (including overseas)

Note: requests for variation to candidature are not automatically granted – start the application process as soon as you are aware of the need.

Money

- Understand your scholarship conditions – all scholarships have specific conditions of award that you must be aware of relating to leave, extensions and other sources of income
- If you don’t already have a scholarship, scholarship opportunities are updated on the GRS website throughout the year. Visit research.unsw.edu.au/postgraduate-research-scholarships for availability, eligibility and applications
- PRSS - the Postgraduate Research Student Support (PRSS) Scheme provides eligible postgraduate candidates with the opportunity to apply for funding to assist in presenting their research at local or international conferences - research.unsw.edu.au/prss-conference-travel-funds

Working with your supervisor

Candidates should take responsibility for their relationship with their supervisors.

Use the ‘Expectations in Supervision’ sheet provided in the Induction Pack to identify key issues to discuss and negotiate with your supervisor.

Of particular importance is:
- Setting up regular “meetings” (some of these may be over the phone, via email, etc)
- The research plan and appropriate milestones
- How and when feedback will be given

You and your supervisors may need to negotiate your expectations of each other – this is perfectly acceptable and normal, the most important thing is to keep the dialogue open.

Tips for managing your supervisor

- Communicate openly and honestly with your supervisors about your project and your expectations
- Never assume that they “just know”, or that hiring at issues is enough
- Respect their other commitments and remember that like you, your supervisors are busy people and need prior notice of your requirements for meetings, feedback or other matters
- Be proactive and set up formal meeting times with your supervisors if they do not

See the Higher Degree Research Supervision Guidelines and Policy, found on the UNSW Governance Support site gs.unsw.edu.au/policy/findapolicy/policylist.html