Orientation essentials for new HDR candidates.

Graduate Research School
Welcome to UNSW, and to this exciting phase in your research career. You are joining a vibrant community of more than 4,000 Candidates and over 2,000 Researchers who are your Supervisors.

UNSW aims to be amongst the top 50 research-intensive universities worldwide by 2025. To drive the ambitious research being carried out, it is imperative that we have Higher Degree Research (HDR) programs of the highest quality. Our HDR Candidates are key to building UNSW’s research capacity and enhancing our reputation to carry out world changing research. We endeavour to provide you with a world-class research environment and opportunities to expand your skills and become a research leader in your chosen field.

This booklet will provide you with key information to support your transition to your research candidature. It is structured in order from the initial steps involved in getting started as a candidate and working with your supervisors, to managing your candidature and accessing help and support throughout your HDR journey. It also includes some key tips to support your success. More extensive information can be found on the UNSW Graduate Research website research.unsw.edu.au/graduate-research.

Should you wish to ask more specific questions or seek clarification about any of the information provided, don’t hesitate to contact the Graduate Research School. Our contact details are on the back of this booklet.

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

Professor Jonathan Morris
Dean of Graduate Research

Welcome

Tips for your success

- From day one, plan and work towards completing within 4 years (PhD) or 2 years (Masters)
- Discuss your expectations with your Supervisors – if your expectations don’t match, talk about what’s different and come up with a way forward
- Ensure you are familiar with the Term Start and End Dates research.unsw.edu.au/new-unsw-hdr-academic-calendar
- Become part of your research community – present and participate at conferences, seminars, workshops and exhibitions
- Visit the GRS website, read Graduate Research News and join GRS on Facebook, Twitter and Instagram research.unsw.edu.au/graduate-research
- Take advantage of all the research, writing or presentation workshops and seminars available to you – research.unsw.edu.au/career-and-development
- Connect to UNSW Library research consultations and get in touch with your Outreach Librarian to kick start your literature search – library.unsw.edu.au/research/support-for-your-research

Getting started

1. Understand your UNSW scholarship
   If you have been offered a UNSW scholarship, make sure you read the Scholarship Payments Info Sheet to understand how your payments will be made research.unsw.edu.au/scholarships-and-financial-support

2. Activate your email
   Activate and regularly check your UNSW email account – all official UNSW correspondence is sent to this email address cloudemail.unsw.edu.au/what-do-i-need-to-do

3. Collect your ID card
   Log into my.unsw.edu.au and complete the online form.
   Canberra Candidates need to contact ICTS:
   +61 02 6268 8140
   helpdesk@adfa.edu.au
   8:00 am to 5:00 pm Monday – Friday

4. Meet with your Supervisors
   Your Supervisors provide you with support and guidance throughout your candidature, so it is important to establish an effective working relationship from the very start of your program. More tips are outlined below.

5. Attend the HDR Welcome and Orientation
   This event provides new candidates with key information to ensure a seamless transition to a research candidature. All candidates are required to attend in order to achieve satisfactory progress at their initial progress review.

6. Plan your research project and set goals and milestones
   Planning is critical to the success of every successful HDR candidate and should start from the very beginning of your candidature. More tips are outlined in the section on Research Progress Reviews below.

7. Complete the Research Integrity and Research Data Management training courses
   All Candidates undertake compulsory training in Research Integrity and Research Data Management. Both courses provide the knowledge and skills needed to ensure the responsible conduct of research. You are required to pass both of these courses to maintain satisfactory progress and remain enrolled in your research program. Keep an eye on your email for instructions on how to complete these courses.
### The HDR Academic Calendar

The HDR Academic Calendar provides a formal structure through which your enrolment in your HDR program is recorded. At UNSW the calendar comprises four Terms, which provide flexibility to manage the ongoing requirements of a research candidate.

There are several important dates, including the Term Start Date, Thesis Submission Date, and Term Census Date. Learn more about these dates at [research.unsw.edu.au/new-unsw-hdr-academic-calendar](http://research.unsw.edu.au/new-unsw-hdr-academic-calendar).

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### You and your supervisors

Your Supervisors are there to provide you with support and guidance throughout your candidature, so building an effective working relationship with them is critical to your success.

### Tips for working with your Supervisors

- Communicate clearly and honestly with your Supervisors about your project and expectations
- Never assume that they ‘just know’, or that hinting at issues is enough
- Be proactive and set up formal meeting times with your Supervisors

### Confirmation and Research Progress Reviews

A Research Progress Review is held once a year to support your progress and help you complete your thesis on time. Progress Reviews are an opportunity to:

- Acknowledge your achievements over the past year
- Plan the next 12 months
- Get feedback on your research from an independent panel
- Get help with any issues impeding your progress

If you are a PhD Candidate, a Confirmation of Candidature will normally take place at your first Progress Review.

### Managing your candidature

After you have completed your initial enrolment in your research degree, make sure you are correctly enrolled for every term of your candidature at [my.unsw.edu.au](http://my.unsw.edu.au).

Due to the ongoing nature of a research degree, many candidates find that they need to make a change to their candidature at some point during their studies. Find out what types of changes are allowed – and how to apply for them – at [research.unsw.edu.au/variants-candidature](http://research.unsw.edu.au/variants-candidature).

### Responsible Conduct of Research

There are a number of UNSW policies that affect you as an HDR candidate. You can view these policies at [research.unsw.edu.au/research-training-policy-framework](http://research.unsw.edu.au/research-training-policy-framework).
Support for HDR Candidates

There are many levels of support for HDR candidates, including:

School Postgraduate Research Coordinator (PGC)
After your Supervisor, your School’s PGC is the person you are likely to have the most contact with. PGCs monitor candidate progress and will advise you of important milestones in your candidature, including progress reviews. They are also available to discuss any concerns you may have regarding your candidature.

Faculty Associate Dean (Research Training)
All Faculties have an Associate Dean (Research Training) or a Director of Postgraduate Research. This role advises the Faculty Dean on research matters within the Faculty, including support, space and resources for HDR Candidates. This person can provide you with advice regarding research integrity, the responsible conduct of research, and Faculty procedures.

Graduate Research School (GRS)
The GRS works collaboratively with the Faculties and Schools to ensure the delivery of high quality research programs that are globally competitive, externally engaged, and provide candidates with an enhanced research experience.
The Dean of Graduate Research, Professor Jonathan Morris, has oversight of all UNSW HDR candidatures, and is responsible for the development and implementation of HDR policy.
Under Professor Morris’ leadership, the GRS provides leadership and support to HDR candidates and their supervisors. Within the Candidature Management team, there are dedicated Candidature Management Officers for each Faculty, who can provide you with confidential advice and support throughout your candidature. Their contact details are listed on the back cover of this booklet.

UNSW support services
In addition to the above support for HDR candidates, UNSW offers a range of services to that you may find useful throughout your candidature. Some key services are listed below.
For a full list, visit research.unsw.edu.au/advice

UNSW Counselling Services
Offers individual counselling, skills development courses and self-help resources
+61 2 9385 5418
counselling@unsw.edu.au
student.unsw.edu.au/counselling

International Student Support
Provides personalised advice and support for international students.
student.unsw.edu.au/international

Arc Postgraduate Council
Provides information, representation and advice on issues that affect UNSW postgraduate students.
arc.unsw.edu.au/voice/pgc
Contacts

Graduate Research School
+61 2 9385 5500
enquiries.grs@unsw.edu.au
Level 2, Rupert Myers Building
(South Wing)
Kensington Campus
9am – 5pm Monday to Friday

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HDR Admissions and Scholarships
Domestic Candidates
domestic.grs@unsw.edu.au
International Candidates
international.grs@unsw.edu.au

UNSW Scientia PhD Scholarships
ScientiaPhD@unsw.edu.au

HDR Candidature
Arts & Social Sciences
arts.grs@unsw.edu.au
Built Environment
fbe.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
Arts & Design
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UNSW Business School
business.grs@unsw.edu.au

UNSW Canberra Campus
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or +61 2 6268 8597
Research Student Unit
Student Administrative Services
Building 111, Northcott Drive
Campbell, Canberra
HDR Examinations
research.tem@unsw.edu.au

Connect with us!
For the latest research news and upcoming events, keep an eye on your UNSW email for the monthly e-newsletter Graduate Research News, or follow us on Facebook and Twitter @UNSWGRS, or Instagram @UNSW_GRS