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 programs of the highest quality. Our HDR Candidates are key to building UNSW’s research capacity and enhancing our reputation to carry out world-class research. We endeavor to provide you with a world class environment and opportunities to expand your skills and become a research leader in your chosen field.

This Handbook has been designed to provide you with comprehensive information about the requirements of higher degree research programs at UNSW. It is structured in order from commencement through to graduation, and it also gives comprehensive information about support services and life after a research degree. I hope that the information provided is helpful to you, whether you are a commencing or continuing Candidate, a new staff member or PGC, or a continuing member of staff. I am also very happy to receive any feedback on the Handbook so that it can be improved in future years.

Should you wish to ask more specific questions or seek clarification about any of the information provided, please don’t hesitate to contact the Graduate Research School. Once again, welcome to UNSW and all the best with your research.

Professor Jonathan Morris
Dean of Graduate Research
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Events for HDR Candidates at UNSW

There are a number of seminars, workshops and events organised by the Graduate Research School and the Researcher Development Unit. Candidates, Supervisors and Postgraduate Research Coordinators are welcome to attend.

[research.unsw.edu.au/career-and-development](research.unsw.edu.au/career-and-development)

Many other service providers at UNSW also offer resources for Candidates (see Section 14, page 62).

3 Minute Thesis Competition

The UNSW Three Minute Thesis (3MT®) Competition usually takes place in September each year. The 3MT is a research communication competition originally developed by The University of Queensland.

The competition promotes academic, presentation and research communication skills. HDR Candidates have three minutes to present a compelling talk on their thesis topic and its significance. 3MT encourages Candidates to consolidate their ideas and crystallise their research discoveries for a diverse and non-specialist audience.

Candidates are strongly encouraged to participate in their Faculty Heats, and to attend the UNSW 3MT Final. Feedback from previous events clearly shows that the competition supports the development of effective communication of complex ideas, provides a wonderful opportunity for networking and media exposure, and is also very entertaining.

Candidates and supervisors

Introduction

Higher Degree Research (HDR) requires Candidates to undertake a research project that makes an original contribution to existing knowledge, and produce a thesis embodying the results of independent investigation under the guidance of an academic Supervisor. UNSW offers the following HDR programs:

- PhD
- Professional Doctorates
- Masters by Research
- Master of Philosophy
- Structured PhD Programs

All programs require an original contribution to knowledge, culminating in a thesis.

Research degrees

Doctor of Philosophy (PhD)
The PhD program 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 their research and provides evidence for independent thought, critical analysis and expert knowledge of the discipline in an international context. The minimum duration of a PhD is three years full-time (or six years part-time) and the maximum duration is four years full-time (or eight years part-time). This program is offered by all UNSW Faculties.

Professional Doctorates
At UNSW, we are committed to transforming world-class research into innovations that improve lives and tackle some of the greatest challenges facing society today. Through our track record of strong partnerships with research end-users including industry, government and non-government organisations, we have developed a range of Professional Doctorate programs that provide Candidates with the opportunity to translate their research to address real-world problems, and produce a thesis that reflects original research undertaken through professional practice.

Masters by Research
The Masters by Research requires completion of an original piece of research that is more limited in scope and nature than that required for a PhD. The minimum duration of a Masters by Research is one and a half years full-time (three years part-time), and the maximum duration is two years full-time (four years part-time). This degree can be completed in one year if advanced standing for the coursework component is granted. The MPhil is a common pathway to the PhD program.

Master of Philosophy (MPhil)
The Master of Philosophy combines a thesis comprising an original piece of research that is at least 66% of the degree, and compulsory coursework including research training that is relevant to the field of study. The minimum duration of a MPhil is one and a half years full-time (three years part-time), and the maximum duration is two years full-time (four years part-time). The degree can be completed in one year if advanced standing for the coursework component is granted. The MPhil is a common pathway to the PhD program.

Structured PhD Programs

UNSW Scientia PhD Scholarship Scheme
The UNSW Scientia PhD Scholarship Scheme provides Candidates with the opportunity to work on research projects aligned with UNSW’s ten-year strategy while completing the requirements of a UNSW PhD. These scholarships offer unique benefits, including individualised career support and funding for each Candidate to reach their professional development goals, and are four years in duration.

UNSW-CSIRO Industry PhD Scholarship
The UNSW-CSIRO Industry PhD Scholarship aims to bridge the gap between research and industry. Candidates undertake a four-year, industry-focused, applied research project under the supervision of a team of three Supervisors from UNSW, CSIRO and Industry. Candidates complete a research training development program, and gain ‘real life’ industry experience through a six-month internship.

KEY FACTS
- UNSW offers a number of HDR programs including:
  - PhD
  - Professional Doctorates
  - Masters by Research
  - Master of Philosophy
  - Structured PhD Programs
- All programs require an original contribution to knowledge, culminating in a thesis.

UNSW offers a number of HDR programs including:
- PhD
- Professional Doctorates
- Masters by Research
- Master of Philosophy
- Structured PhD Programs

All programs require an original contribution to knowledge, culminating in a thesis.
KEY FACTS

HDR candidates have many levels of support, including:
- School Postgraduate Research Coordinator,
- Faculty Associate Dean (Research Training),
- Graduate Research School.

There are three key levels of HDR governance:
- Dean of Graduate Research - approves candidature matters
- Faculty Higher Degree Committee (HDC) - makes recommendations to the Dean of Graduate Research
- University Higher Degree Research Committee (UHDRC) - approves HDR programs and policy

Support & Governance for UNSW HDR Candidates

Graduate Research School

Dean of Graduate Research

HDR Admissions and Scholarships
HDR Candidature
HDR Thesis Examinations
HDR Strategic Programs

University support structure for graduate research

Faculty
- Associate Dean (Research Training)
- Director PG Studies - Dean

Supervisors

School
- Postgraduate Research Coordinator (PGC)
- Head of School

Graduate Research School
Dean of Graduate Research

The Dean of Graduate Research, Professor Jonathan Morris, provides leadership and support to the Deputy Vice-Chancellor (Research) in the development and improvement of high quality HDR programs. The Dean has oversight of all UNSW HDR candidatures, and is responsible for the development and implementation of HDR policy. Professor Morris works collaboratively with Faculties to ensure the delivery of high quality HDR programs.

The Dean provides the UNSW Graduate Research School with academic leadership and strategic direction to ensure seamless support for HDR Candidates and their Supervisors, and to enhance the HDR Candidate experience.

Graduate Research School

The Graduate Research School (GRS) provides leadership, support and central administration for UNSW HDR Candidates and their Supervisors. GRS works closely with Student Administrative Services at the UNSW Canberra campus, the UNSW Art & Design Student Centre, and all Schools and Faculties to coordinate and manage HDR admissions, scholarships, candidatures and thesis examinations, including:

- Admission and enrolment
- Scholarship application and administration
- Variations to candidature
- Leave requests
- Conference travel support (PRSS)
- Advice on policy and procedure
- Advice for Candidates
- Thesis examination
- Pre-graduation information

Seminars and events

- Orientation for all new HDR Candidates
- Seminars on topics relevant to HDR Candidates, including Research Progress Reviews and thesis submission
- Three Minute Thesis Competition
- Thesis Writing Boot Camp

Resources

- The Graduate Research website provides information on research candidature policy and procedure, scholarships, thesis examination timetables, seminars, events and development opportunities
- Graduate Research News monthly newsletter – including your stories, upcoming events and UNSW service provider information
- Higher Degree Handbook

Associate Dean (Research and Research Training)

All Faculties have an Associate Dean (Research), and either 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, and acts as a liaison person with Candidates on behalf of the Dean. Any Candidate who needs advice from someone external to their School about academic recommendations that have been made about their candidature, or about Faculty procedures, should make an appointment to see the Associate Dean/ Director of Postgraduate Research.

Faculty

The Faculty helps the Schools provide excellent academic support and infrastructure for HDR Candidates. Specific responsibilities include:

- Ensuring that Schools have adequate space, equipment and resources available to meet the infrastructure needs of Candidates
- Holding a Faculty orientation for new Candidates
- A Faculty Higher Degree Committee that monitors all HDR research training in the Faculty and ensures the compliance of Candidates with all UNSW policy and procedures for HDR candidatures
- An Associate Dean of Research Training, and/or a Director of Postgraduate Research to lead research training matters within the Faculty.

Postgraduate Research Coordinators and Heads of School

Each School has a Postgraduate Research Coordinator (PGC), who plays a critical role in the experience of HDR Candidates. After their Supervisor(s), the PGC is the person with whom Candidates will have most contact. PGCs are available to discuss any concerns a Candidate may have about their research, their Supervisor(s), or academic decisions.

PGCs also monitor progress and advise Candidates of important milestones, including Confirmation of Candidature and Research Progress Reviews.

Although the Head of School has formal responsibility for making recommendations on HDR candidatures, this is normally delegated to the School PGC. The PGC recommends to the HDC and/or the Dean of Graduate Research:

- Changes in research area
- Appointment of Supervisors, Secondary Supervisors, Supervisory panels and other supervision arrangements
- Confirmation that progress of the candidature is satisfactory
- Approval of leave from the program for up to four terms
- Approval of periods of fieldwork for up to four terms
- Approval of deferral of an admission offer 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 between full-time and part-time attendance
- Discontinuation of enrolment at the Candidate’s request
- Outcome of examinations regarding the award of the degree.

School

The School is responsible for providing a research training environment and culture that ensures high-quality HDR research. The School must also ensure that HDR candidatures offer a rewarding and stimulating experience for both Candidates and their Supervisor(s). School responsibilities include:

- Appointment of a PGC
- Establishing and maintaining procedures for selecting appropriate supervision and ensuring that Supervisors undergo appropriate Supervisory training as required
- Ensuring an appropriate research topic and achievable timeline is agreed upon for Candidates
- Ensuring that all Candidates complete a Research Progress Review and that PhD Candidates are Confirmed in their first year
- Helping Candidates effectively use the research infrastructure of the School
- Providing appropriate space and resources to carry out the approved research program
- Encouraging participation in the School’s research culture

Researcher Development Unit

The Researcher Development Unit provides training and professional development opportunities through contextualised workshops and online resources to support academic career paths from HDR candidate to Research Leader:

- Extend Your Career
- Formulating and implementing procedures relating to intellectual property, safety and ethics issues appropriate for the School disciplinary areas, and consistent with UNSW policy.

- Extend Your Career
- Research.unsw.edu.au/researcher-development
is aligned with the areas of scholarly research, teaching and service which are the basis of an Academic career. It underpins the training and development solutions offered by the Researcher Development Unit. 

hdextend.unsw.edu.au

Facilities and resources

All Candidates are provided with space, resources and access to the facilities they need 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 to them with their PGC and Supervisor(s).

The University’s policy on resources is on the Governance Support website at: https://www.gs.unsw.edu.au/policy/facilities/hdrstudents.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. It.unsw.edu.au/students/software/

Other software

HDR Candidates can buy a wide variety of software (including statistical software such as SPSS) from the UNSW bookshop on the Kensington campus. Many of the programs available are offered as a cheaper ‘Academic Version’ to Candidates. To see the full list of available software, go to: bookshop.unsw.edu.au

Academic decisions and approvals

At UNSW, the Dean of Graduate Research has delegated authority for approval of research candidature matters under the Register of Delegations. https://www.gs.unsw.edu.au/registerofdelegations/

In practice, this means that for all functions identified in the Register, the Faculty or School make recommendations to the Dean of Graduate Research, who then has authority to approve or decline those recommendations. Those responsible for making academic recommendations may vary between Faculties. They may include the Head of School or their delegate (typically the PGC), Dean, Associate Dean (Research or Research Training) or the Director of Postgraduate Research. The Faculty Higher Degree Committee (HDC) may also make academic recommendations to the Dean of Graduate Research.

University Higher Degree Research Committee

The University Higher Degree Research Committee is a University-wide committee, established by Council to provide oversight and approval for higher degree research programs, administration, and policy. This committee makes recommendations to Academic Board regarding the establishment, review, and/or termination of programs and conditions for award, and provides advice to Academic Board regarding program administration and strategy under the Higher Degree Research Policy Framework.

The Committee comprises up to 22 members, including the Deputy Vice-Chancellor (Research)/nominee and Dean of Graduate Research/nominee, one nominated member of each Faculty, up to four members of the Academic Board, and two HDR Candidates.

Faculty Higher Degree Committee (HDC)

Each Faculty has an HDC which makes academic recommendations to the Dean of Graduate Research regarding HDR candidatures. 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:

- Applications for overtime enrolment, extended leave or extended fieldwork
- Applications to spend time within another institution or at a location other than an approved UNSW location
- Unsatisfactory progress
- Transfer between research programs
- Applications to submit a thesis before the minimum number of terms
- Appointment of thesis examiners
- Consideration of reports from examiners in making recommendations regarding the award of the degree
- Complex admission cases
- HDCs generally meet monthly.

The membership of each HDC has been defined by the Faculty. Information on the Governance structure of each Faculty is held by Governance Support: https://www.gs.unsw.edu.au/facultiesandcommittees/index.html

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.

For further details, go to: research.unsw.edu.au/graduate-research-governance

Graduate Research School

Responsibilities include:
- Advice to candidates
- Policy advice to PGCs and supervisors
- HDR Welcome and Orientation
- HDR recruitment activities (in conjunction with schools/faculties)
- Admission processing and enrolment
- Scholarship management
- Research Progress Review support
- Conference travel support (PRSS)
- Variations to candidature
- Faculty Higher Degree Committee support
- Thesis examination management
- Examination supervision
- Essential skills and compliance training, seminars, and workshops
- Research governance

Academic Board & University Higher Degree Research Committee

- Quality assurance
- Policy advice
- New programs approval

Supervisor

Postgraduate Research Coordinator /Head of School

Dean of Graduate Research

Deputy Vice-Chancellor (Research)

Vice-Chancellor

- HDR recruitment
- Takes primary academic responsibility for candidate
- Provides advice & assistance, guides the research
- Reports on progress of candidate via the progress review process
- Nominates examiners

- Recommends admission to a research program
- Appoints supervisors
- Manages Review process
- Recommends variations to candidature
- Makes recommendations to Faculty HDC

Recommend actions including:
- Appoint of thesis examiners
- Award of degree
- Transfers between research programs
- Extensions to enrolment
- Show cause and termination of candidature
- Consideration of complex variations to candidature
- Consideration of complex admission cases
- Delegated authority to act on recommendations as per the Register of Delegations
- Executive responsibility for GRS
- Overarching responsibility for all HDR Candidates

- Approves procedure and guidelines
- Recommends policy to Vice-Chancellor
- Deals with allegations of research misconduct
- Approves policy

Support & Governance for UNSW HDR Candidates_
KEY FACTS
■ All Candidates have a Primary Supervisor, and either a Joint or Secondary Supervisor
■ Supervisors and Candidates should have regular meetings throughout candidature
■ Candidates are responsible for taking initiative with their Supervisors, and complying with UNSW regulations

It is essential that all Candidates and Supervisors are familiar with the HDR supervision policy framework:
gs.unsw.edu.au/policy/hdrsupervisionpolicy.html
gs.unsw.edu.au/policy/hdrsupervisionprocedure.html
gs.unsw.edu.au/policy/hdrsupervisorguide.html

Supervisors
The supervision policy, procedure and guidelines provide information on:
- Appointment of Supervisors, Secondary Supervisors and Joint Supervisors
- Roles and responsibilities of Supervisors
- Guidelines for good practice supervision
- Setting research project milestones
- Changing Supervisors
All HDR Candidates have a Primary Supervisor and either a Secondary Supervisor or Joint Supervisor. Some Candidates may have additional Supervisors, particularly those enrolled in a structured PhD program.
The Primary Supervisor carries the principal responsibility for overseeing the Candidate’s progress, coordinating meetings, and putting in place mechanisms to allow regular contact and communication between the Supervision Panel and the Candidate.
The Primary Supervisor should be located within the School in which the Candidate is enrolled.

Meetings between Candidates and Supervisors
There are no defined rules about the frequency of meetings, or best method of communication between Candidates and Supervisors. These issues must be discussed at the start of candidature, and a plan established for the first term 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.

Supervision arrangements may vary in structured PhD programs.
The UNSW Supervisor Development Framework provides access to a suite of workshops and online Supervisor training and development offered by the Researcher Development Unit.
research.unsw.edu.au/Supervisor-development-workshops
research.unsw.edu.au/supervision

Both 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.
KEY FACTS

- All Candidates have a Primary Supervisor, and either a Joint or Secondary Supervisor.
- Supervisors and Candidates should have regular meetings throughout candidature.
- Candidates are responsible for taking initiative with their Supervisors, and complying UNSW regulations.

KEY FACTS

- All UNSW researchers must adhere to the Australian Code for the Responsible Conduct of Research and the UNSW Research Code of Conduct.
- Newly enrolled Candidates must complete a mandatory Research Integrity course.
- All UNSW researchers should complete a Research Data Management Plan via ResData.

Research Integrity

Research Integrity is UNSW’s commitment to creating and maintaining an environment that promotes responsible research conduct. UNSW’s research foundations are built upon standards of excellence, truthfulness, ethical actions and legally permissible conduct.

Research integrity is a commitment to:
- Intellectual integrity and honesty
- Individual and collective responsibility
- Government legislation and statute
- Responsible research

These principles are based on the Singapore Statement, a global guide to the responsible conduct of research. www.singaporestatement.org.

All newly enrolled candidates are automatically registered for a Research Integrity online course. This course includes a compulsory assessment comprising 16 multiple choice questions which candidates must successfully pass (85%+).

Candidates will receive an email at the beginning of the semester letting them know how to login and complete the online course. For more information, visit research.unsw.edu.au/getting-started.

UNSW Research Code of Conduct

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. UNSW researchers, including HDR Candidates, are expected to commit to high standards of professional conduct in accordance with the accepted practice of their disciplines, codes of relevant external funding bodies and legislative...
This framework outlines the main policies, procedures and guidelines relevant to higher degree research at UNSW. All UNSW policies operate under Federal and State legislation, including the Higher Education Standards Framework. UNSW policies also align with the UNSW 2025 Strategy.

For more information, visit research.unsw.edu.au/research-training-policy-framework

Research Data Management Plans
HDR Candidates and researchers are required to responsibly manage data including classifying data according to the UNSW Data Classification Standard at gs.unsw.edu.au/policy/datastandard.html.

At UNSW all researchers, including HDR Candidates, should complete a Research Data Management Plan (RDMP) via the UNSW Library service ResData to document and plan the management of data for their projects. The RDMP is recommended for all HDR Candidates and the RDMP number is recorded at the Research Progress Review. Completion of an RDMP is also a requirement for allocation of storage in the UNSW Data Archive.

HDR Candidates and researchers are required to responsibly manage data for their projects. ResData is an online research data management tool provided by the UNSW Library. Researchers create, compile, or collect data during a research project, and it is important to responsibly manage data to ensure the University's reputation, and its ability to manage data over long periods of time.

An RDMP asks the researcher to consider:
- project governance
- data organisation and documentation
- ethics, privacy and confidentiality
- intellectual property, copyright and ownership
- data storage

Further Information
- HDR Candidates and Supervisors can contact their Outreach Librarian for support and assistance library.unsw.edu.au/study/about-unsw-library/contact-us/outreach-librarians
- ResData and RDMP Forms resdata.unsw.edu.au/
- Research Data Management Toolkit research.unsw.edu.au/research-data-management-toolkit
- Research Integrity Policies and Procedures research.unsw.edu.au/research-integrity-policies-and-procedures
- Australian Code for the Responsible Conduct of Research nhmrc.gov.au/research/responsible-conduct-research

Follow the provided links for more information on responsible research data management and the RDMP.
Candidates and supervisors

Commencing a research degree

HDR Welcome and Orientation

All new HDR Candidates are required to attend a UNSW HDR Welcome and Orientation to ensure a smooth transition to their HDR program.

HDR Candidates enrolled at the Kensington and Paddington campuses can find the dates, locations and programs for the Sydney campus inductions at:

research.unsw.edu.au/career-and-development

UNSW Canberra HDR Candidates should contact Student Administrative Services for information on the UNSW Canberra Welcome and Orientation.

rsu@adfa.edu.au

Faculties and Schools

Each term, most Faculties and Schools hold orientation and induction events to introduce HDR Candidates to Faculty/School specific services, procedures and to staff. Candidates should talk to their Supervisors and PGCs about these events in their Faculty/School.

All HDR Candidates need to know about...

GRIS

The Graduate Research Information System (GRIS) is an online system for accessing Candidate profile information, lodging candidature variation requests and completing Research Progress Review forms. GRIS provides a central place for HDR Candidates, School/ Faculty staff and Supervisors to track and manage candidature records from anywhere in the world using their zPass. For more information on how to use GRIS, please refer to the GRIS and Variation to Candidature Manual for Candidates at:

research.unsw.edu.au/forms-procedures-and-policies-research-Candidates.

myUNSW

MyUNSW provides HDR Candidates with administrative and information services essential to their candidature. To access myUNSW go to:

my.unsw.edu.au

MyUNSW services include:

- The facility to change contact details, and maintain personal data online. Candidates must ensure that these details are kept up-to-date.
- My Announcements has official messages and reminders from UNSW. Be sure to check these regularly.
- Thesis Examination Management system for recording and viewing the steps in the process and status of thesis examination.
- Scholarship pay slips.
- Pay slips for HDR Candidates doing paid work at UNSW – these Candidates will have a staff profile as well as a student profile.
- Access to the University Handbook and the A to Z Student Guide.
- Options to view and pay fees through links to payment service providers Australia Post, B-Pay and ANZ-eGate.
- Assessment results - check results when they are released, and track late results.
- Academic records – produce and print an unofficial academic transcript.
- Graduations – check graduation and ceremony status, and vary details.
- Information about and key links to other academic, administrative and general services such as the UNSW Library, Faculty websites and systems, campus life and student support services.

Email

All UNSW HDR Candidates are provided with a free university email account. Candidates must set up this account after they have enrolled. It is essential that all Candidates check their University email address regularly (or arrange to have this forwarded to an external email account that is checked regularly). Official communication from the University will be sent to this account.

it.unsw.edu.au/students/email/index.html

Enrolment

All Candidates must be enrolled every term unless they are on approved program leave or have submitted their thesis, otherwise their candidature will be considered lapsed. Program leave is taken on a term basis and must be approved before the Census date in order to take effect in that term. For further information please see Section 6, page 29.
Census dates
The Census date is the last day Candidates can enrol or vary their candidature (ie change enrolment details, apply for overtime enrolment or program leave). As 2019 is a transition year, Candidates whose Semester 2 2018 enrolment took them to 4 EFTSL (PhD) or 2 EFTSL (Masters) will be given until 31 March 2019 to submit their thesis for examination.

Term 1 2019: 2 June 2019
Term 2 2019: 30 June 2019
Term 3 2019: 13 October 2019
Summer Term 2020: 19 January 2020

Term End dates
The Term End date is the thesis submission deadline for a given term.

Term 1 2019: 31 March 2019 (transition year)
Term 2 2019: 15 September 2019
Term 3 2019: 15 December 2019
Summer Term 2020: 16 February 2020

Variations to candidature
Candidates must formally apply to make changes (variations) to their candidature. For more information please see Section 7, page 33.

Scholarship conditions
All scholarships have specific conditions of award relating to leave, extensions and paid work, and any recipient of a scholarship must be aware of these. For further information please see Section 9, page 43.

HDR Extend
HDR Extend is an online resource designed to guide HDR Candidates through all key aspects of their candidature and beyond.

hdrextend.unsw.edu.au
**KEY FACTS**
- All Candidates must ensure they’re enrolled at the start of every term.
- There are procedures for managing coursework, cross-Faculty enrolments, and changes in study load.
- Enrolment incurs tuition fees and the Student Services Amenities Fee (SSAF).
- Fees may be covered by a scholarship or the Research Training Program (RTP).

**Initial enrolment**
All Candidates must ensure that they are enrolled at the start of every term and that their enrolment details are correct. Candidates can check their enrolment status on myUNSW.

Commencing Candidates will be given an enrolment form after they accept their offer of admission. Enrolment information for Kensington and Paddington campuses can be found at: https://research.unsw.edu.au/enrolment-instructions

UNSW Canberra Candidates should consult Student Administrative Services (see inside front cover for contact details).

**Please note:** HDR Candidates can’t currently enrol online. Enrolment forms must be approved by the appropriate School and then returned to the GRS or appropriate campus office for processing.

Candidates who require overtime enrolment must follow the Variation to Candidature procedure as described in Section 08 Variation to Candidature.

Candidates should be enrolled by the term start date. Enrolment for each term will commence approximately one month in advance of the term start. HDR Candidates who cannot enrol by the term start date should contact the GRS immediately; the absolute latest date for completed enrolments in each term is the census date.

**Additional subjects and coursework**
Outside the prescribed coursework subjects for the program (if any), HDR 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 UNSW coursework subjects is permitted, provided that the research component of the degree is no less than two-thirds of the total program. Additional fees will normally not apply. Candidates should note that enrolment in coursework cannot later be used as grounds for an application for overtime enrolment.

Candidates enrolled with UNSW Canberra will need to complete their coursework subjects during Canberra semesters.

**Please note:** Some Faculties require compulsory coursework subjects to be completed. This requirement, and the grade to be achieved, should be discussed with Supervisors and PGCs.

Candidates should discuss any additional skills required for their research project with their Supervisor(s).

**Cross-Faculty enrolments**
Candidates who are carrying out cross-disciplinary research with two Supervisors located in different Faculties will normally have two Joint Supervisors (see Section 3). One of these Supervisors will be designated as the GRS contact (or Admin Supervisor) and should be based in the School and Faculty in which the Candidate is enrolled.

**Lapsed candidature**
Candidates will be considered lapsed if they have failed to enrol and have not formally applied for Program Leave. Candidates whose enrolment has lapsed will be notified in writing by the GRS. Failure to respond will result in the candidature being discontinued. In cases where the response is considered unsatisfactory by the Higher Degree Committee, the Candidate would normally be requested to “Show Cause” as to why their candidature should not be terminated.
Enrolment

Enrolment as a full-time Candidate requires a commitment of 35 to 40 hours per week. If Candidates have work or other commitments that prevent them from devoting at least 35 hours to their candidature each week (including attendance at University for lectures, seminars, practical work, and meetings with their Supervisors), they should enrol as a part-time Candidate. Due to the time commitments involved, full-time HDR Candidates should not be employed in a full-time capacity (see Section 9, page 43).

The University recognises that work and other commitments often require a Candidate to enrol part-time. Part-time enrolment is 50% of a full-time candidature, and requires a commitment of at least 15 hours per week. Efficient time management and a regular time commitment are required to complete a research degree. If Candidates are unable to meet this expectation, their progress and enrolment status should be reviewed and discussed with their Supervisor(s) and PGCs.

Please note: It is a requirement of International student visas that Candidates are enrolled full-time, unless there are exceptional compassionate and compelling reasons (see Section 7).

Working at external locations

UNSW-affiliated institutions

Most Candidates will conduct their research at one of the three main UNSW campuses (Kensington, Paddington, or Canberra). However, UNSW HDR Candidates may also be based at various UNSW-affiliated research centres, medical research institutes, hospitals, and other approved locations. These include the Garvan Institute for Medical Research, Prince of Wales Medical Research Institute, and The Kirby Institute for infection and immunity in society. These UNSW-affiliated institutes and centres have formal agreements with UNSW to conduct research that is mutually beneficial to both the institute/centre and UNSW. HDR 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.

Regardless of their location, Candidates are expected to attend the University regularly in order to benefit from planning, conducting, and setting up their research within a University community and environment.

Regular on-campus attendance is particularly important in the first year of candidacy as 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 award at UNSW
- Access orientation and support programs and facilities provided by the University, the School, and the GRS.

In cases where coursework subjects must 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 a Candidate would like to work at an external location (such as a laboratory, library, or other specialist facility) for a period of time. In these instances, there is provision for HDR 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 following initial enrolment in the degree.

If a Candidate wishes to study at an external location, they must obtain the support of their Supervisor and Head of School or PGC, complete the Variation of Candidature Form (see Section 7), and submit it for approval.

The supporting documents will need to include detailed arrangements for continued supervision and appropriate resources while at the external location. Applications for periods of external study beyond one year must go to the Faculty Higher Degree Committee. Final approval for all external research study rests with the Dean of Graduate Research.

Candidates should be aware of their obligations while working at external locations. If asked to sign an agreement to work at an external site that is not part of UNSW, for example the GSIRO, 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 GRS or the Student Support Services team at Arc (arc.unsw.edu.au). For advice on intellectual property, contact Division of Enterprise (innovations.unsw.edu.au).

Joint PhDs

The Joint PhD Program allows for approved PhD Candidates to be jointly supervised by both a UNSW Supervisor and a collaborating Supervisor from an approved international University. The Candidate is enrolled concurrently at both institutions for the period of their PhD, and receives a single doctoral degree jointly awarded by the two institutions. One of the aims of Joint PhDs is to build upon existing research capabilities and relationships between institutions.

The Joint PhD Program requires the collaborating institution to have entered into a Memorandum of Understanding that supports research training activities, and a Joint PhD Agreement with UNSW. Approval for the Joint PhD Program must be finalised prior to the candidature commencing.

Candidates must also apply for admission at UNSW via the normal admissions process and should discuss the possibilities of a Joint PhD Program with their prospective Supervisor during the application process.

research.unsw.edu.au/joint-phd-program

Fees

Research Training Program (RTP)

The RTP was introduced by the Commonwealth Government in January 2017. It replaces the Research Training Scheme (RTS) for domestic Candidates, which provided an ‘entitlement’ to an exemption from tuition fees for a maximum defined period for PhD and Masters programs. It provides a fee offset amount towards the tuition fees of a domestic Candidate for an accredited research degree. UNSW also contributes to cover the remaining research training costs.

The estimated Commonwealth Government fee offset amount is communicated in writing to all domestic HDR Candidates. The maximum entitlement to the RTP is 4 years full-time equivalent (FTE) for PhD Candidates and 2 years FTE for Masters by Research or Masters of Philosophy Candidates.

For more information on the RTP, please visit research.unsw.edu.au/labs-research-training-program-rtp.

International HDR Candidates

Tuition Fees

International HDR Candidates are charged tuition fees for the duration of the program. Fees are charged in advance each term. Payment is required by the end of the first week of each term. Candidates should access fee statements online at myUNSW and ensure that fees are paid by the due date.

Refund policy

For detailed information on refund of tuition fees, see the Student Fee Policy and Student Fee Procedure at https://student.unsw.edu.au/fees-policy.

Change of residency

International HDR Candidates who are granted Permanent Residency at any stage during their studies must provide certified documentation confirming their residency status to the GRS or appropriate campus office within seven days.

If this information is provided before the term census date, the Candidate’s status will be updated for the current term. If this documentation is provided after the census date, the Candidate will be recognised as a Domestic Candidate from the commencement of the following term and will remain liable for any international tuition fees for the current term.

Student Services and Amenities Fee

NB: not applicable to UNSW Canberra Candidates.

The Student Services and Amenities Fee (SSAF) was 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 or International student enrolled in a Higher Degree Research program.
- Any Domestic or International student in a full fee-paying program
- Any student in a non-award program.

UNSW has determined not to charge the Fee to:
- All Candidates enrolled in a program at UNSW Canberra
- Students enrolled in cross-institutional, PLuS Alliance or exchange programs studying with UNSW (where UNSW is not the ‘home’ institution).

Eligible students have the option of taking out a loan for the fee under the SA-HELP scheme (similar to HECS-HELP or FEE-HELP).

student.unsw.edu.au/ssaf
student.unsw.edu.au/ssa-help
KEY FACTS

- Candidates should submit their thesis within the maximum time for their degree
- PhD Candidates must complete a Confirmation review during their first year of study
- Candidates demonstrate their progress through an annual Research Progress Review

Length of candidature

The Research Training Program (RTP) provides funding support for HDR candidatures. At UNSW, PhD programs are maximum four years full-time equivalent, and research Master’s programs are maximum two years full-time equivalent (see section 6, page 29).

The University recognises that personal, financial, health and research issues may impact on the ability of a Candidate to complete their degree within the maximum time. Provided that these issues are documented throughout their candidature the University may permit a further period of enrolment to Candidates who need additional time to complete their studies (see Section 7).

Under exceptional circumstances approval may be given for a Candidate to submit a thesis in less than the minimum time for candidature (see Section 11, page 51).

Confirmation of candidature – for PhD Candidates

A Confirmation Review is required for all PhD Candidates prior the end of their first year of candidature. The Confirmation Review should be scheduled approximately nine months (full-time equivalent) from the census date of the term in which they commenced. If Confirmation is not achieved within the first year (i.e. if marginal or unsatisfactory at their first Confirmation review), the Confirmation period may be extended to 15 months (full-time equivalent) in order to allow sufficient time for a follow up review to be held.

For any Candidate enrolled part time, the first review will typically be a regular research progress review and the second will be the confirmation review. For detailed information, refer to the Progress Review and Confirmation of Research Candidatures Procedure (link below).

Before the Confirmation review, Candidates need to have successfully completed the UNSW Research Integrity course online and any other research skills courses, as required. They also need to provide the following documentation for the review:

- An established, feasible and detailed research proposal
- Evidence that a well written and critical review of the research area (typically a literature review) has been drafted
- Evidence that Faculty/School specific Confirmation requirements have been met

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 an

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<tr>
<th>Degree</th>
<th>Minimum Duration</th>
<th>Maximum Duration</th>
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<tbody>
<tr>
<td>PhD</td>
<td>3 EFTSL 3 years full time, 6 years part time</td>
<td>4 EFTSL 4 years full time, 8 years part time</td>
</tr>
<tr>
<td>Masters by Research</td>
<td>1.5 EFTSL 1.5 years full time, 3 years part time</td>
<td>2 EFTSL 2 years full time, 4 years part time</td>
</tr>
<tr>
<td>Master of Philosophy</td>
<td>1.5 EFTSL 1.5 years full time, 3 years part time</td>
<td>2 EFTSL 2 years full time, 4 years part time</td>
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on-time completion of the 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.

There is some flexibility in the way Confirmation is conducted as the discipline, size of the School and attendance modes of Candidates vary widely across the University.

Candidates should obtain more information about the requirements and procedures for their discipline and School from their Supervisor(s) and PGC.

Research Progress Reviews
All HDR Candidates (both full-time and part-time) should take part in a formal Research Progress Review every year.

Progress reviews provide an opportunity for the Candidate, Supervisor(s), and School to review the Candidate’s progress, and all aspects of their candidature, develop a plan of action for the next year and to identify and respond to any issues preventing progress towards a timely completion.

The Candidate must give an oral presentation during the Research Progress Review. This will typically be an open presentation to the School and should include the Panel members.

A Panel review meeting must also be held, during which the Candidate is given an opportunity to meet with the Review Panel alone, in the absence of their Supervisor(s).

For detailed information, refer to the Procedure for Research Progress Reviews and Confirmation of Candidature (link below).

research.unsw.edu.au/research-progress-reviews

The following additional documentation:
- 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.

There is some flexibility in the way reviews are conducted as the discipline, size of the School, and attendance modes of Candidates vary widely across the University.

Candidates should obtain more information about the requirements and procedures for their discipline and School from their Supervisor(s) and PGC.

Review Panels
Review Panels consist of at least two members. The PGC or a senior member of academic staff should chair the Panel. The purpose of the Panel is to provide the Candidate with an independent and objective review of their progress. Supervisors are not permitted to be members of the Panel, however, they should be available to attend part of the meeting to discuss academic progress and/or facilitate resolution of specific issues.

If there are any issues regarding Panel composition, the Candidate should raise their concerns with their PGC prior to the review, by submitting a written appeal which includes the reason for the objection along with sufficient supporting evidence. The PGC is responsible for determining whether there is justification for exclusion or inclusion of specific members.

For additional details regarding Panel composition, please refer to the Progress Review and Confirmation of Research Candidatures Procedure.

Review procedures
Before the Panel review meeting, Candidates and their Supervisors must complete the Research Progress Review form. Candidates should complete their section of the form 14 days prior to the scheduled review date. When completing the form, it is important to flag any issues that have impeded progress. If the Candidate or the Supervisor has concerns about the supervisory relationship, this should be flagged immediately with the PGC prior to completion of the form.

In addition to evidence of meeting any Faculty/School specific requirements, the Candidate should provide in writing the following additional documentation:
- An outline of key objectives/criteria and milestones for completion of the thesis
- If planning to submit the thesis within the next 12 months, a table of contents for the thesis together with the completion status of each section
- Evidence that the UNSW Research Integrity (RI) course has been completed must be presented at the first annual review (evidence that HDRs have completed the RI module can be obtained from myUNSW)

While the format of the review and issues discussed for each Candidate will vary, key issues that should be covered include:
- Intellectual Property, Work 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/PGC 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 made at the level expected for that stage of candidature.
- Key research objectives/criteria and milestones for the next review
- Anticipated thesis submission date – this date should take into account the Term End Dates.
- Skills development – assessment of whether additional skills and training are required and a development plan
- Any other issues that the Panel considers relevant
- Date of the next review.
Additional reviews

An additional Review may be scheduled for Candidates who are not progressing or have specific challenges that need independent management. It is usually scheduled as a result of a marginal or unsatisfactory Progress Review or may be called by the PGC, Supervisor or Candidate for other reasons. The role and conduct of this review, including any required milestones, must be made clear in writing to the Candidate, either via the review form or via other documentation.

If an additional Review is required as a result of a previous Research Progress Review outcome, the PGC initiates the Review and must inform the Candidate and Supervisor(s) in writing. For all other additional Reviews, the person requesting the Review (if it is not the PGC) should justify the Review by stating the reasons in writing to the PGC.

The Head of School/PGC may request that the Associate Dean (Research) or their nominee be co-opted for the review as an additional independent Panel member.

Mitigating Circumstances and Management Plans

All Reviews should consider any mitigating circumstances raised by the Candidate or Supervisor(s) and ensure that they are proactively and sensitively managed to ensure that the health and wellbeing of the Candidate is prioritised.

If the Review Panel believes that the mitigating circumstances are likely to impact on the Candidate’s progress moving forward, then a Management Plan should be developed that outlines a clear pathway to completion with a feasible timeline and milestones, and ensures appropriate support is in place. The Management Plan must be in consultation with the Candidate and Supervisors, and relevant student support services such as Counselling and Psychological Services. The Management Plan may recognise that the candidate cannot be completed in the maximum time allowed for the degree. Subsequent Reviews will need to consider the Management Plan and monitor progress relative to this Plan. In cases where Candidates are unable to devote sufficient time to the research to justify either a full-time or part-time enrolment they should apply for Program Leave.

Research Progress Reviews for Candidates not on track for on-time completion

It is recognised that Candidates in their final term of on-time candidature (4 years full-time equivalent for PhD programs and 2 years full-time equivalent for Masters/MPhil programs) may be unable to submit their thesis on time. In such cases, a Review must be held before a request for over-time enrolment can be made. This Review must be held prior to the next census date. Requests for over-time enrolment are considered by the Faculty Higher Degree Committee and are not automatic. Exceeding the maximum time permitted for the degree is a serious matter, as the Candidate is at high risk of not completing the degree. Accordingly, progress will need to be carefully monitored and Reviews conducted every 3 months full-time equivalent of over-time enrolment.

In addition to completing the Research Progress Review form, the Candidate must provide the reasons for the delay in submission, and must provide a thesis outline which includes the following elements:
- A complete chapter structure of the thesis
- Percentage of each chapter that has been completed
- Status of Supervisory review of each chapter
- A detailed timeline to completion

Given that the Candidate is not on track to submit on-time, there are only 2 possible Review outcomes: Marginal or Unsatisfactory. For additional details, please refer to the Progress Review and Confirmation of Research Candidatures Procedure.

Appeal against a Review outcome

If Candidates wish to appeal a Panel recommendation or any recommended actions, they must make a written submission to the Faculty Higher Degree Committee within ten working days from the date the School published the Review recommendation. For more information, see the Progress Review and Confirmation of Research Candidatures Procedure.

Transfer between PhD and Masters programs

Transfer of a Masters enrolment to a PhD enrolment may be approved subject to:
- the Candidate meeting the entry criteria to the PhD,
- meeting the requirements for PhD Confirmation and,
- performing at the level required to complete a PhD within the required timeframe (full-time equivalent).

Before applying for a transfer, Candidates must complete a Research Progress Review that fulfils the requirements for PhD Confirmation.

If the request or recommendation for a transfer to a PhD occurs at a time that does not coincide with the School’s Research 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 PGC, who will make a recommendation at the Faculty HDC.

If a PhD Candidate does not have their candidature confirmed, they may request to transfer to a Masters Degree (Research). Candidates may 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 and a recommendation to approve the transfer must be made by the appropriate Faculty Higher Degree Committee.

Show Cause and Termination of Candidature

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

The Show Cause Guidelines provide detailed information to manage requests to Show Cause, and should be considered with reference to the Progress Review and Confirmation of Research Candidatures Procedure. gs.unsw.edu.au/policy/showcauseguideline.html
Variation to Candidature

KEY FACTS

- Candidates may apply for a variation to their candidature, such as:
  - Program Leave
  - changing Research Area
  - changing Supervision arrangements
  - transfer between HDR programs
- All changes are made through GRIS, grs.unsw.edu.au/login

The term “variation to candidature” refers to any change in enrollment status that the University needs to formally record, and which may impact a Candidate’s entitlements, progression or scholarship payments.

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

- A change between full-time and part-time enrolment
- Program leave
  - Applying for overtime enrolment if Candidates have completed two years full-time equivalent for a Masters or four years full-time for a PhD
  - Withdrawal from a research degree program
- A change in research area
- A change in Supervisory arrangements
- Conducting research away from the University for a period of time
- Transfer between research programs.

Please note: Changes to candidature for each term must be requested before the following 2019 term dates; Term 1 17 March, Term 2 30 June and Term 3 13 October. Changes cannot be granted retrospectively.

To apply for any variation to candidature, go to: research.unsw.edu.au/candidature-variation

Candidates will be prompted to lodge their request via the Graduate Research Information System (GRIS).

Automatic notifications will be sent to the relevant people asking for a recommendation on the application. Candidates will be notified of the outcome once the result is known.

Program Leave

HDR Candidates can request program leave for up to four terms. During the period of leave, the Candidate’s enrolment is formally suspended, and the latest date for thesis submission is extended by the number of terms of leave taken. No research work should be conducted during a period of program leave, including Research Progress Reviews. Scholarship/sponsorship recipients should check their specific conditions regarding program leave.

If a total of four terms leave has already been taken, any further applications for leave require documentation and need to be presented as a special case to the appropriate Faculty HDC.

International HDR Candidates who hold a student visa are required to maintain full-time enrollment under the terms of their visa. If an International HDR Candidate is granted leave from their candidature, UNSW is obliged to report this to the Department of Home Affairs. Under the conditions of the student visa, International Candidates may be required to leave Australia for the period of leave from their candidature. Due to international student visa conditions, International Candidates seeking approval to remain in Australia during their period of leave must include supporting documents demonstrating that leave is required due to 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 their Confirmation of Enrolment (CoE).

Periods of leave shorter than one term may be granted for sickness, family, or carer’s responsibilities, or other reasons that prevent Candidates from carrying out research. HDR Candidates should discuss the appropriateness of any proposed leave with their Primary Supervisor and PGC. Medical certificates should support absences that are due to health reasons or carer’s responsibilities (including mental health or psychological issues). Any such interruptions to the candidature should be recorded in the next Research Progress Review. If a period of leave is shorter than one term, enrolment continues as usual and the thesis submission date does not change. It is the responsibility of HDR Candidates to maintain enrolment when not on approved program leave.

Please note: Leave cannot be taken in the first two terms of study. If a Candidate is unable to join their program in their nominated term of commencement, they will need to request a deferral of their offer of admission to the next term. If approved, a new letter of offer will be provided.
Variation to Candidature

Change in enrolment status between full-time and part-time

The requirements for full-time and part-time enrolment are provided in Section 6, page 29. HDR Candidates wishing to convert from full-time to part-time candidature (or vice versa) must follow the Variation of Candidature procedure, and obtain appropriate approval from School and Supervisor. research.unsw.edu.au/candidature-variation

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

Please note: International Candidates on a student visa are required to be enrolled full-time unless there are exceptional compassionate and compelling reasons that prevent them from doing so. International Candidates who wish to enrol part-time should contact the GRS Officer responsible for their Faculty (see inside front cover for contact details).

Overtime Enrolment

Enrolment beyond four years full-time equivalent (FTE) for a PhD, or two years FTE for a Masters by Research/Master of Philosophy, is considered overtime. During the final year of candidature, if the Candidate can’t complete the requirements by the latest date, they should apply for overtime enrolment through the Faculty Higher Degree Committee. An application for overtime enrolment should be made at least one month before the start of the next term. HDR Candidates wishing to apply for overtime enrolment must follow the Variation to Candidature procedure in order to do so. It is essential that any overtime enrolment request includes an up-to-date Research Progress Review undertaken within approximately three months. The final on-time Progress Review cannot record a Panel recommendation of Satisfactory if the Candidate is unable to submit their thesis on time. Overtime enrolment requests are not automatically granted. The Higher Degree Committee will carefully assess each case on its merits when recommending whether to approve a request for overtime enrolment. Candidates may be required to revise timelines, milestones or other conditions prior to overtime enrolment being approved. gs.unsw.edu.au/policy/progressreviewandconfirmationofresearchcandidatureprocedure.html

Withdrawal from degree

In circumstances where an HDR Candidate is unable to continue in their candidature, they should seek to withdraw from their degree. An HDR Candidate may withdraw from the degree by entering a Variation to Candidature request. Any Scholarship payments will cease upon withdrawal from the degree.

If an International HDR Candidate withdraws from their candidature, the University must report this to the Department of Home Affairs. If the Candidate withdraws prior to the Census date of that term, they may be eligible for a refund of fees for that term. International Candidates on a student visa will be required to leave Australia following withdrawal from their candidature.

Change to research area

On occasion Candidates may need to change the definition of their research area. If a Candidate wishes to change the focus of their research but does not require a new program code, the change may be approved on the recommendation of the School. In cases where a different program code is required as a result of the change to research area, Candidates must also request to transfer to the new research program.

All Candidates are assigned a Field of Research (FoR) classification code at the time of their initial enrolment. FoR codes are required by the Australian Government, and allow the University to accurately report on research activity.

If there is a change to a Candidate’s research area, they may need to be assigned a new FoR code that accurately reflects their new area of research. Candidates should refer to Australian and New Zealand Standard Research Classification (ANZSRC), and discuss the most appropriate code with their Supervisor. arc.gov.au/australian-and-new-zealand-standard-research-classification-anzsrc

Please note: The University is required to record all changes to a Candidate’s research area. Under the terms of the University’s obligations relating to the Government’s Autonomous Sanctions and the UN Sanctions, UNSW is required to monitor the research area of Candidates from some countries.

Changes to supervision

On some occasions, a Candidate’s Supervisory arrangements may need to be changed. Any changes to supervision can only be approved on the recommendation of the School, and must be discussed with the Candidate. Any new Supervisors must meet the eligibility requirements for Supervisors as defined in the Higher Degree Research Supervision Procedure. For more information on supervision, please see Section 3, page 17.

Working away from the University

An HDR Candidate may find it necessary to undertake fieldwork or research at locations external to UNSW. All such requests must be supported by the School prior to commencing the fieldwork, and if the Candidate is required to spend more than four terms external to UNSW, the case will need to be considered by the Faculty Higher Degree Committee and a recommendation made to the Dean of Graduate Research. The School must ensure that the arrangements meet the University’s Work Health and Safety Policy and Facilities & Resources to Support Higher Degree Research Students Guidelines. For more information please see Section 6, page 29.

Transfer between research programs

A transfer between programs is a major change and may be required after a radical change in the nature of the research, changes to Supervisory arrangements, or changes within the academic structure of the University. Such changes can only be made on the recommendation of the Higher Degree Committee of the Faculty to which the Candidate is transferring. As part of their consideration for such requests, the Committee will need to see a request from the Candidate, statements of support from the previous School and the new School, and, if there is also a change of supervision required, statements of support from both the outgoing and incoming Supervisors. For International Candidates on a student visa, a new CoE will be issued once the transfer is approved. It is the Candidate’s responsibility to check with the Department of Home Affairs on the requirements for the visa once this is issued.

For information on transferring between Masters and PhD programs please see Section 7, page 33.
UNSW provides a number of HDR funding options, including:
- HDR Scholarships
- Conference Funding (PRSS)
- Student Loans
- The UNSW Travel Policy and Procedure provides guidance for UNSW researchers and HDR Candidates who need to travel to present or conduct their research.

**Key Facts**

UNSW provides various scholarships to assist both Domestic and International HDR Candidates during their studies. These scholarships include annual stipends, tuition fee costs and additional benefits such as a contribution to relocation and thesis costs. Details of the full UNSW Scholarship program for HDR Candidates, including Faculty or discipline-specific scholarships, can be found on the Graduate Research School website: research.unsw.edu.au/postgraduate-research-scholarships

**Scholarships**

How to look for scholarships and other sources of funding
Alternative funding opportunities may also become available throughout an HDR candidature.
Some tips for finding additional funding sources include:
- Check with Supervisors and with School/Faculty offices. Academics in specific fields are likely to hear of suitable opportunities if they arise.
- Search all available scholarship and funding databases including:
  a) Sponsored Programs Information Network (SPIN)
  b) The Good Universities Guide
  c) Government and Discipline-Specific Associations and Organisations

Candidates should become familiar with associations, organisations and funding bodies, many of which are external to UNSW, that provide funding for research related to that organisation’s area of interest. They may also have grants for HDR Candidates to attend conferences or to conduct research overseas. The GRS website provides links to many external funding bodies at: research.unsw.edu.au/postgraduate-research-scholarships

**Information for scholarship holders**

All Candidates who hold a scholarship should be aware of the conditions of the scholarship. These may include 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 must be enrolled and working on their research in order to receive payment. As a result, scholarship payments are normally suspended during any periods of Program Leave. Once the Candidate returns to study, they must complete a Re-commencement of Study Form, signed by their Supervisor, indicating the date they have returned to their research.

**Postgraduate Research Student Support (PRSS) Scheme**

PRSS assists PhD Candidates with travel costs associated with presenting their research – paper/poster/exhibition – at approved international conferences. The scheme is designed to supplement support provided by Supervisors, Schools and Faculties rather than be the sole source of funding support for this purpose.

It is important that Candidates check their eligibility and application/travel guidelines before lodging an application: research.unsw.edu.au/prss-conference-travel-funds
Financial support

University travel policy
It is important that all HDR Candidates check the University’s Travel Policy and Procedure to ensure that they comply with any specific requirements or conditions prior to making any arrangements for travel.

Subject to conditions, the University provides insurance cover for personal accidents and travel for HDR Candidates enrolled at UNSW. gs.unsw.edu.au/policy/travelprocedure.html

Traveller health and safety requirements
When there is concern about the safety of a University traveller’s destination, the University may suspend or prohibit travel. Candidates must check the Australian Government Department of Foreign Affairs and Trade (DFAT) website for the latest travel advice before requesting international travel. UNSW Candidates planning to travel overseas should register their travel through the International SOS My Trips portal. student.unsw.edu.au/travel

Employment
HDR Candidates who enrol in a full-time study load are expected to devote a minimum of 35 hours per week to their candidature. However, it is possible to undertake a limited amount of paid work providing that the Supervisor/School is satisfied with the progress of the Candidate and it does not impact on a timely completion of the thesis.

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.

Scholarship holders
Award holders are permitted to undertake a limited amount of paid work/employment or to receive income from another scholarship or award, provided they continue to maintain a satisfactory level of progress. Income from scholarships cannot exceed 75 per cent of the annual scholarship base rate. Income from sources unrelated to the course of study is not to be taken into account.

International Candidates
The student visa (subclass 500) allows International HDR Candidates and their family members to work once they have commenced their research program in Australia. However, it is important that scholarship holders check the conditions of their award, which may have employment or income restrictions. Please note that Candidates are still expected to devote a minimum of 35 hours a week to their research and maintain a satisfactory level of progress as required by UNSW.

Student loans
HDR Candidates suffering temporary financial difficulties may apply for an interest-free student loan for emergency assistance or for materials or equipment required for their study and not covered by the Facilities and Resources to support HDR Candidates Guideline https://www.gs.unsw.edu.au/policy/facilitieshdrstudents.html.

Eligibility for a loan will be determined by the university on a case-by-case basis and will take into account the applicant’s ability to repay the borrowed amount in a timely manner. https://student.unsw.edu.au/loans
Help & advice

KEY FACTS
- There are many people who can help Candidates experiencing difficulties, including their Supervisors, School and Faculty members, GRS, and University services.

School/Faculty
Candidates facing challenges that impact their progress should first seek advice from their Supervisor(s). If the matter is not being resolved satisfactorily or the Candidate feels unable to raise the issue with their Supervisors, they should contact their PGC.

If a Candidate needs further support, or their Supervisor is the PGC, they may contact the Head of School directly. Similarly, if the Head of School is the Supervisor, Candidates may approach the Deputy Head of School or another senior member of academic staff.

If the matter is not resolved to the Candidate’s satisfaction at the School level, they may make an appointment with the Faculty Associate Dean of Research or Research Training, or the Director of Postgraduate Research. The role of this person is to oversee research training within the Faculty and provide independent advice.

If the Associate Dean/Director of Postgraduate Research is the Supervisor or a member of staff in the School and the Candidate is not comfortable raising the issue with them, they may speak directly to the Faculty Dean.

Policy and procedures for appeals or complaints
For HDR 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 the Candidate with the decision. If the Candidate is unsure why a decision has been made, they can contact the Dean of Graduate Research for further clarification.

Candidates may appeal a decision if University policies and procedures have not been followed, i.e. where there has been procedural unfairness. Candidates should contact the Manager, HDR Candidature for advice if they are unsure of how to proceed, or to clarify what may constitute procedural unfairness.

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KEY FACTS

- There are many things to consider when submitting a thesis for examination, including:
  - Preparing the thesis
  - Nominating examiners
  - Applying for Restricted Access
  - Supervisor’s Certificate
  - Copyright

gs.unsw.edu.au/policy/conditionsPhDpolicy.html
https://www.gs.unsw.edu.au/policy/conditionsMPhipolicy.html
handbook.unsw.edu.au/general/2018/SSAPO/AwardRules.html

Nomination of examiners
Once the Notification of Intention to Submit has been lodged, the Supervisor and PGC are asked to start the task of nominating two external examiners. It is University policy that the names of appointed examiners are not released to the Candidate until the examination process is complete. The Candidate has the right to specify any potential examiner who they would prefer not to examine their thesis. This should be done in writing to their Supervisor prior to the submission of their thesis for examination. Should the Supervisor and PGC choose to nominate an examiner that the Candidate has raised concerns about, the Faculty Higher Degree Committee will be made aware of these concerns when they are reviewing the nominations.

Conflict of interest
The relevant Faculty HDC gives approval for examiners. This Committee ensures that appropriately qualified examiners have been appointed, that any documents submitted by Candidates regarding examiners are considered and that the nominated examiners do not have a potential conflict of interest, whether that be with any members of the Supervisory team, UNSW, the other examiner, or the research area. Where a potential conflict of interest is identified, the matter is referred to the Dean of Graduate Research for approval.

Restricted Access
If a Candidate’s work requires strict confidentiality during the exam process due to Intellectual Property matters, they can apply for restricted access before submitting their thesis. Candidates need to do this at least six months prior to their intended submission date. If their application is approved, the Graduate Research School will obtain the examiners’ agreement to keep the contents of their thesis confidential.

Supervisor’s Certificate
When a Candidate submits their final thesis abstract via myUNSW, the Supervisor is also requested to complete a Supervisor’s Certificate. By completing the Supervisor’s Certificate in the affirmative, the Supervisor is confirming the following:

- the thesis is in a format suitable for examination
- the thesis abstract conforms to UNSW requirements and accurately represents the thesis
- the Supervisor is satisfied with the quality of the writing and that the thesis is free of any plagiarised material
- the required declarations and signatures have been obtained by the...
The Thesis Examination Timeline

The Thesis Timeline below is a general guide. It does not reflect the examination time for each individual candidate.

**Thesis Task Timeline**

- **Preparation and submission**
  - Every HDR Candidate is required to submit two hard copies of a thesis and one digital copy of the thesis for examination.
  - The hard copies must be bound in a way that means they can be mailed and examined and remain intact, for example in temporary (preferably spiral) binding. If examiners have previously examined and remain intact, for example in temporary (preferably spiral) binding. If examiners have previously agreed to examine a digital copy of the thesis, the digital version will be sent to them.

- **Thesis Examination Timeline**
  - Submission of thesis: 12–6 months prior to thesis submission
  - Potential examiners are nominated.
  - HDC approves examiners
  - Review thesis using iThenticate and create supervisor's certificate
  - Thesis is sent to examiners. Reports due in 7 weeks
  - Reminder sent to examiners 2 weeks before reports are due
  - HDC is advised of any late reports
  - All reports are sent to school
  - HDC makes recommendations
  - Advises GRS when corrections are done
  - Completion letter is sent to candidate

- **Graduation**
  - 2–6 months after thesis submission
  - Submit final digital copies to library
  - Lodge application with DIBP for visa extension
  - Make minor corrections or do further work
  - Revise and resubmit thesis for examination

- **Submission of thesis**
  - 3–2 months prior to thesis submission
  - Record ‘Notification of intention’ to Submit on ‘TEM’

- **Thesis Abstract**
  - 4–8 weeks after Thesis submission
  - Abstract of candidate’s writing to ensure the academic merit of the thesis and is not an endorsement that the thesis will pass examination.

- **Copyright**
  - During the course of writing a thesis, Candidates will often utilise the work and research of others. Copyright is the exclusive legal right of an author or creator to print, copy, publish, or transform their own work. It places restrictions on how original work can be reproduced by others.

- **Content and structure rules for theses**
  - All Candidates must include the following documentation inside the thesis:
    - Thesis/Dissertation Sheet
    - Abstract of not more than 350 words. The Abstract should explain the problem investigated, and should be suitable for academic merit of the thesis.
    - The Australian Copyright Council (copyright.org.au) has also produced information sheets on copyright relating to research and study as well as educational institutions.

- **Submission of a thesis for examination**
  - Candidates for the use of publications in the thesis. The Certificate does not assess the academic merit of the thesis and is not an endorsement that the thesis will pass examination.

- **Intellectual property**
  - The Certificate does not assess the academic merit of the thesis and is not an endorsement that the thesis will pass examination.

- **Software and databases**
  - If a Supervisor believes that the thesis is not ready for examination, they will advise both the Candidate and PGC in writing, outlining the reasons for their assessment. If the Candidate disagrees with their Supervisor’s assessment, their case will be considered by the Faculty Higher Degree Committee. Submissions will be made by both the Supervisor and Candidate. If the Committee decides that the thesis will be examined against the recommendation of the Supervisor, they will be responsible for nomination of examiners.

- **Submission of thesis**
  - 12–6 months prior to thesis submission
  - All Candidates must include the Inclusion of Publications Statement along with supporting declarations from both the Primary Supervisor and PGC. Candidates should also consult the Prescriptions and requirements for theses and dissertations. Candidates should seek the advice of their Supervisors and Schools on such matters.

- **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, not exceeding 100,000 words for a thesis by research and 80,000 words for a thesis by coursework.

- **Referencing**
  - Referencing styles vary significantly from discipline to discipline. Candidates should confirm the requirements and conventions for their discipline with their Supervisors and PGC.

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  - Referencing styles vary significantly from discipline to discipline. Candidates should confirm the requirements and conventions for their discipline with their Supervisors and PGC.
Thesis preparation tips for Candidates

#1
**DO** have a plan that realistically sets out how long it will take to gather, prepare and analyse your data/material and to write your thesis. You should identify any new skills you will need. For example, will you need to learn new techniques, computer programs, etc? Constantly revise this plan, as things will inevitably change throughout your candidature.

#2
**DO** tell your Supervisors well in advance about your plan, to make sure you are all on the same page. Be prepared to discuss the plan and negotiate it with your Supervisors.

#3
**DO** write “early and often” – the more work you do during the early days of your candidature, the easier it will be as you approach the end.

#4
**DO** back up, back up and back up. Buildings do burn down, laptops do get dropped or stolen – so make sure you regularly back up your work and put it in a secure location.

#5
**DO** think about it from the examiners’ point of view. What would it be like to read your thesis for the first time? Subheadings, pictures and diagrams, summary or introductory remarks for each chapter 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 typos, convoluted writing, inaccuracies, poor referencing, poorly laid-out work, “stories” that are hard to follow and conclusions that don’t relate to introductions will make an examiner start to wonder about your academic competence.

#6
**DO** remember that examiners are asked to consider if the thesis:
(i) shows that you can conduct research, are capable of independent and critical thought, and can see your work in relation to the work of others;
(ii) shows that you are aware of and understand literature directly relevant to your topic as well as in related areas, and demonstrates your ability to make considered judgements;
(iii) contains a satisfactory degree of originality and makes a significant contribution to knowledge; the expectation is that your work will be publishable.

UNSW gives HDR Candidates free access to EndNote – 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 required referencing style. To download a free copy of EndNote please visit:

http://it.unsw.edu.au/students/software/index.html

The UNSW Library has more information and links to online tutorials in the use of EndNote.

The inclusion of a list of publications

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 in a preface.

**Editing assistance**
Candidates are expected to produce a well-structured and clearly argued thesis through their own efforts. However, it is reasonable for Candidates to seek editing assistance from their Supervisor, mentors, family, friends or professional editors. A list of editors is available from the Learning Centre. For guidance on what’s involved in having a thesis professionally edited, please see:

http://ped-editors.org/About_editing/Editing_theses.aspx

**Help for thesis writing that is available to UNSW Candidates includes**:

**Graduate Research School:**
research.unsw.edu.au/career-and-development

A thesis submission seminar is held at least twice a year, normally in Term 1 and Term 3.

**Kickstart Your PhD,** offered in Term 1, is an opportunity for newly enrolled Candidates to develop a strong writing practice.

**Thesis Writing Boot Camp** provides a quiet and supportive environment for Candidates to write a section of their thesis. It is normally held twice a year over a weekend.

**The Learning Centre:**
lc.unsw.edu.au

Numerous thesis writing seminars, workshops and resources

**Counselling and Psychological Services:**
student.unsw.edu.au/counselling

Workshops on issues such as avoiding procrastination, time management and dealing with stress.

**Researcher Development:**
research.unsw.edu.au/units/researcher-development

Workshops and online resources for Supervisors whose Candidates are writing up and approaching completion.
Each thesis is normally examined by two examiners within seven weeks. Examiners are provided with the conditions for award of the degree, Notes for Examiners, and the Examiners’ Report Form to complete.

When both examiners’ reports have been received, they are sent to the Head of School or PGC, who then make a recommendation to the Faculty Higher Degree Committee regarding the award of the degree.

Candidates can enquire about the progress of their examination by contacting the Graduate Research School or their campus office. Candidates should not contact the office until at least ten weeks after their thesis is submitted. Because of the confidential nature of the examination process, only certain information can be provided before Faculty consideration of the case.

To find out what information can be given to Candidates, see this link: [research.unsw.edu.au/after-thesis-submission](http://research.unsw.edu.au/after-thesis-submission)

See the Examination Outcome section for details about the five recommendations that the Higher Degree Committee can make, and the thesis correction process.

The two copies required are:

- A master copy of the completed thesis which includes a signed copy of the Originality Statement, Copyright and Authenticity Statements and Thesis/Dissertation Sheet. This copy will be archived and will not be publicly accessible.

- A public version of the thesis which will be made available online and has been modified by you to exclude any third-party copyright material for which permission has not been given. In these cases, Candidates may indicate that they wish to embargo the thesis from public access for up to two years. For longer periods the approval of the Dean of Graduate Research is required. For more details go to the relevant section at: [research.unsw.edu.au/thesis-submission-0](http://research.unsw.edu.au/thesis-submission-0)

**Digital copies**

Two digital copies of every thesis that has satisfied University requirements for the award of the degree must be deposited in the University Library at the conclusion of the examination and before the Candidate is awarded the degree. The digital copies must be submitted to the library in an approved format. Details of the approved format are on the library website: [library.unsw.edu.au/research/publishing-and-sharing-your-research/depositing-your-thesis](http://library.unsw.edu.au/research/publishing-and-sharing-your-research/depositing-your-thesis)

The next step is the Conferral process, a process by which the degree is awarded, and the Candidate becomes a graduate of UNSW. Awards are conferred monthly.

The date of a Candidate’s graduation ceremony will depend on when their degree is conferred. In order to manage graduate numbers, there are three deadlines for inclusion in either the winter or the summer ceremonies, usually the third Friday in April for inclusion in the winter ceremony, and the third Friday in September for inclusion in the summer ceremony.
UNSW Graduations let Candidates know how to register for their graduation ceremony.

To receive their testamur, Candidates must submit two digital copies of their thesis to the UNSW Library.

Once a thesis has been approved, the Candidate will receive an email from GRS or their campus office advising that they are now eligible for graduation. Graduation details are available in myUNSW my.unsw.edu.au.

Graduation will be blocked if there are any outstanding debts within the University.

What HDR graduands need to do
1. Check and update their postal and email addresses via myUNSW.
2. Ensure that the student record shows their correct name. All graduands 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 debts with the University have been cleared. This includes all fees, loans, library fines and equipment.
4. Ensure that the digital library copies of the thesis have been submitted at least four weeks before the scheduled graduation ceremony.
5. Read the graduation information on myUNSW at: student.unsw.edu.au/graduation

A graduation information package is sent to all HDR graduands approximately three weeks before the scheduled ceremony. It includes 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 research graduands may request additional tickets by emailing the Graduations Office. If tickets become available, the Graduations Office will be in contact.

Graduation ceremonies
Graduation ceremonies for all Faculties are held in May, August and December.

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: student.unsw.edu.au/graduation

However HDR graduands should not make travel arrangements to attend a particular ceremony until their ceremony date has been confirmed.

Not attending the ceremony
HDR graduands who are unable to attend the scheduled graduation ceremony 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 6 to 8 weeks after the ceremony date.

Attending a later ceremony
For HDR graduands who cannot attend their scheduled ceremony and wish to attend a ceremony in a different term of scheduled ceremonies, please email this request to the Graduations Office: graduations@unsw.edu.au

Further information
student.unsw.edu.au/graduation
Information about overseas ceremonies student.unsw.edu.au/graduation-overseas
For any queries about graduation please contact the Graduations Office.
Phone: +61 2 9385 3092
In person: UNSW Student Central – Chancellery Building, Lower Ground Floor (next to Library Lawn)
Email: graduations@unsw.edu.au
Services for HDR Candidates

KEY FACTS
- There are many workshops and services available to UNSW HDR Candidates. A few key providers include:
  - Counselling and Psychological Services
  - Learning Centre
  - UNSW Library
  - Accommodation
  - Security

Stats Central - Statistical Consulting and Workshops for HDR Candidates
Stats Central is a statistical consulting unit that supports UNSW staff and students during study design and analysis. It is highly recommended that you meet with a consultant during the study design phase. For your first visit, it is strongly advised that your Supervisor attend also.

UNSW Counselling and Psychological Services (CAPS)
CAPS offers individual counselling, skills development courses and self-help resources. Student advisors provide face-to-face consultations. In addition to facilitating arrival, developmental, intercultural and departure workshops, International Student Advisors provide face-to-face consultations for international students.

UNSW University Library
UNSW Kensington Library facilities include study areas, computers, printing, photocopying and scanning. It offers many resources including Faculty Outreach and research consultation services.

UNSW Careers and Employment
UNSW Careers and Employment provides services to assist Candidates develop career management skills.

UNSW Knowledge Exchange
The Student Entrepreneur Development team at UNSW Knowledge Exchange guides and connects student and alumni entrepreneurs to organisations, people and the next steps in their journey. They support the development of start-ups and small businesses and provide free support services as well as connections to industry partners, investors, entrepreneurs, start-ups, media and mentors.

UNSW Learning Centre
The Learning Centre provides a wide range of academic support services to HDR Candidates. It offers workshops in advanced academic skills, individual consultations, discipline-based courses and online academic skills resources.

UNSW Canberra
UNSW Canberra Equity Unit
UNSW Canberra Equity Unit provides staff and research students with advice on anti-discrimination legislation, policy and practice; assistance with grievance handling under UNSW’s Discrimination and Harassment Grievance Procedures; disability services; advice on policy development; and training and information for managers and staff. Contact Melanie Kovacs on: +61 2 9385 4734

UNSW Canberra
UNSW Canberra Candidates can contact Student Administrative Services for services at this campus. Email: su@adfa.edu.au
Phone: +61 2 6268 8112 or +61 2 6268 8597

Disability Support Services
If you are studying with a disability or difficult personal circumstance then Disability Support Services may be able to help you.

UNSW Canberra
UNSW Canberra Candidates can contact Student Administrative Services for services at this campus. Email: su@adfa.edu.au
Phone: +61 2 9385 4734

LGBTIQ+ students and staff
ALLY@UNSW is a network of trained staff and students that aims to ensure that UNSW is a safe, welcoming place for all students and staff who identify as LGBTIQ+

UNSW Canberra
UNSW Canberra Academic Language and Learning (ALL) Unit
The Academic Language and Learning (ALL) Unit at UNSW Canberra provides individual consultations, runs a variety of workshops, and offers a number of other online learning resources for research candidates. Workshops specific designed for research candidates develop candidates’ oral and written communication skills.

UNSW Canberra
UNSW Canberra Counselling and Psychological Services provides staff and research students with advice on anti-discrimination legislation, policy and practice; assistance with grievance handling under UNSW’s Discrimination and Harassment Grievance Procedures; disability services; advice on policy development; and training and information for managers and staff. Contact Melanie Kovacs on: +61 2 9385 4734

UNSW Careers and Employment
UNSW Careers and Employment provides services to assist Candidates develop career management skills.
**KEY FACTS**

- All Candidates should start planning their future career during their candidature.
- There are many services and resources that can help Candidates improve their career readiness.
- UNSW Alumni & Engagement is the primary contact for UNSW graduates.

Candidates enrol in HDR 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 an HDR candidature.

### Career planning

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 before submitting their thesis.

It is vital that HDR Candidates become aware of the 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 their HDR program 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. Given the duration of HDR programs, project management and prioritisation are skills that all Candidates need. These are relevant to every career regardless of whether they will be in University research or in an area outside of academia.

Throughout candidature there are a number of workshops, seminars, online resources, support services and other activities, including those from the Researcher Development Unit, available to HDR Candidates to enhance their career opportunities and assist with career management and planning.

extend.unsw.edu.au/explore/career-planning-tools
hdrextend.unsw.edu.au/beyond-your-research-degree

### CVs 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 get 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.

### 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 HDR Candidates.

Visit the website to access the workshop topics, timetable, career information or Careers Online. Register online for workshops and to book a career advice appointment to review resumes, selection criteria documents or to obtain individual career management advice.

Web: careers.unsw.edu.au
Phone: +61 2 9385 5429
Email: careers@unsw.edu.au
Location: Level 2, East Wing, Quadrangle Building

### 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 PGC 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.
Planning for life after a research degree

Publishing
Most Candidates publish their research results during their candidature. 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(s).

Teaching, tutoring and laboratory demonstrating
Candidates considering a University teaching career may wish to explore 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.

Teaching.unsw.edu.au/Faculty

Postdoctoral fellowships
Upon completion of the degree Candidates may wish to commence or continue a research project funded by a postdoctoral research fellowship. It is advisable to start looking for these research opportunities prior to submitting a thesis for examination, and in some instances Candidates may need to apply up to one year in advance.

UNSW recently launched an exciting new initiative through the UNSW Scientia Fellowship Program (www.2025.unsw.edu.au/apply). The program is closely aligned with both the UNSW 2025 Strategy and UNSW’s research strengths. Mentoring/coaching and career development are major aspects of this distinctive program.

For information on other postdoctoral opportunities visit:
research.unsw.edu.au/find-postdoctoral-fellowships

Research grants
One of the roles of the Division of Research is to support University staff and HDR 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 website, which provides links to databases of research funding opportunities such as SPIN.

research.unsw.edu.au/grant-news

UNSW Alumni
The UNSW Alumni & Engagement Office is the main contact point for all UNSW alumni. UNSW now has over 260,000 graduates in Australia and overseas. Alumni chapters and networks operate in various countries and across Faculties. Whatever Faculty or degree, HDR Candidates are a part of UNSW and its amazing history of innovation and achievement.

Alumni can expect invitations to a variety of exciting public lectures and networking events, to receive the flagship publication UNSWorld Magazine, as well as access to the global network of UNSW graduates. Graduates can also take advantage of a variety of offers as members of the UNSW community. To see the current benefits and services check the UNSW Alumni webpage:

Web: alumni.unsw.edu.au
Phone: +612 9385 3279
Email: alumni@unsw.edu.au
Part-time enrolment is 12 units of credit per semester.

An applicant/candidate who is not a citizen of Australia or New Zealand and who does not hold permanent residency status in Australia.

The relevant Faculty Higher Degree Committee (including the Faculty’s delegated authority).

The census date for each term is set by UNSW in accordance with Commonwealth legislation. It is the deadline for: • Change of study load (full time / part time) • Taking program leave • Withdrawal from a course without financial or academic penalty • Change of Residency status

A Confirmation of Enrolment, or COE, is a document that is provided by the University to an international student who studies in Australia on a student visa. It confirms that an international student is eligible to enrol in a program, and is required to apply for a student visa.

A person who holds an award from a recognised tertiary institution.

The AHEGS provides information on a student's higher education qualification, the institution at which the qualification was obtained and the Australian higher education system, in one document. All UNSW students completing program requirements receive an AHEGS when they graduate.

A person who is undertaking a higher degree by research program at UNSW.

Council

UNSW is governed by a Council, which includes Parliamentary members. Information on Council membership can be found at gs.unsw.edu.au/councilandcommittees/index.html

Domestic Applicant/ Candidate

A candidate who is an Australian or New Zealand citizen, or who holds Permanent Residency status in Australia.

Equivalent Full-time Student Load

Equivalent full-time student load is a measure of study load for one year on a full-time basis. At UNSW this is defined as 48 units of credit (UOC).

Exchange Email Service

A single email system for all research students which is accessed by using a zID and a zPass. It.unsw.edu.au/students/email/index.html

Field of Research

An Australian Government classification code assigned at enrolment that reflects a candidate's area of research

Graduate Research Information System

An online system for candidature variations, supervisory arrangements, and Research Progress Reviews

Graduate Research School

The Graduate Research School (GRS) provides leadership, support and central administration for all higher degree research candidates and their supervisors at UNSW.

Graduand

A student who has completed all the requirements for the degree but has not yet graduated.

Graduate

A person who holds an award from a recognised tertiary institution.

Higher Degree Committee

The relevant Faculty Higher Degree Committee (including the Faculty’s delegated authority).

Higher Degree Research

Any Masters or doctoral degree that comprises a minimum of two thirds of its assessable content by research.

Head of School

A person who has overall responsibility for higher degree research students within the academic School.

International Applicant/ Candidate

An applicant/candidate who is not a citizen of Australia or New Zealand and who does not hold permanent residency status in Australia.

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