At UNSW, we consider the contribution of our postgraduate researchers to the research effort as essential for maintaining our national and international reputation for research excellence. Under Strategy 2025, we are also proud of our plans for expanding our global impact and social engagement. In particular, this means we will be working on broadening the diversity of our postgraduate research population and enhancing our international collaborations and linkages with end-users of our research.

This Handbook has been designed to provide you with comprehensive information about the requirements of research degrees 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 postgraduate research degree candidate, a new staff member or postgraduate research coordinator, 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 Laura Poole-Warren
Pro Vice-Chancellor (Research Training) and Dean of Graduate Research
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Welcome

Events for postgraduate researchers at UNSW

There are a number of seminars, workshops and events organised by the Graduate Research School and Researcher Development Unit for research candidates at UNSW. Candidates, supervisors and Postgraduate Research Coordinators are welcome at all of these, and strongly encouraged to attend all relevant ones.

research.unsw.edu.au/units/graduate-research-school
research.unsw.edu.au/units/researcher-development

Many other service providers at UNSW supply resources for candidates (see Section 14).

3 Minute Thesis Competition

The UNSW Interfaculty Final 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 helps to develop academic, presentation and research communication skills. Research higher degree candidates have three minutes to present a compelling oration on their thesis topic and its significance. 3MT is not an exercise in trivialising or ‘dumbing-down’ research but forces candidates to consolidate their ideas and crystallise their research discoveries.

UNSW research candidates are strongly encouraged to participate in their faculty heats, and to attend the UNSW Interfaculty 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.

research.unsw.edu.au/three-minute-thesis-competition
Introduction

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

Research degrees

Doctor of Philosophy (PhD)

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

Masters by Research

A Masters by Research degree requires completion of an original piece of research, more limited in scope and nature than that required for a PhD. Candidates develop mastery of appropriate methodology, and they present their findings in the wider context of their discipline. The minimum length of candidature is one and a half years (three semesters full-time equivalent) and the maximum length is two years (four semesters full-time equivalent). This qualification is offered in the following UNSW faculties: Built Environment, Arts and Social Sciences, Law, UNSW Art & Design, Science, Medicine, and UNSW Canberra.

Master of Philosophy (MPhil)

A Master of Philosophy provides an opportunity for candidates to complete a component of coursework including research methodology relevant to the field of study and a thesis comprising an original piece of research work, of a limited scope but that is at least 66% of the degree. The minimum length of candidature is one and a half years (three semesters full-time equivalent) and the maximum length is two years (four semesters full-time equivalent). The degree can be completed in one year if advanced standing for the coursework component is granted. This qualification is currently offered in the following UNSW faculties: Built Environment, UNSW Business School, UNSW Art & Design, Engineering, Science, UNSW Canberra and in some areas in the Faculty of Arts and Social Sciences and the Faculty of Medicine.
Commencing a research degree

Executive Officer, Office of the PVCRT
Deputy Dean of Graduate Research

Director, Graduate Research School
Pro Vice-Chancellor (RT) and Dean of Graduate Research

Executive Officer, Office of the PVCRT

Director, Researcher Development
Scientia Office

Admission & scholarships team
Candidature
Thesis

Supervisors

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

HDR candidate

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

Graduate Research School & Researcher Development Unit
Pro Vice-Chancellor (Research Training) and Dean of Graduate Research

The Pro Vice-Chancellor (Research Training) and Dean of Graduate Research, Professor Laura Poole-Warren, provides strategic leadership and support to the Vice-President & Deputy Vice-Chancellor (Research) in the direction, development and improvement of UNSW’s overall research performance. Professor Poole-Warren has executive responsibility for both the UNSW Graduate Research School, the central unit responsible for all aspects of higher degree research candidatures, and for the Researcher Development Unit, the central unit responsible for coordination of researcher development at UNSW.

The role includes strategic planning, the development and implementation of research training policy and the oversight of all research candidatures. As the Dean of Graduate Research, Professor Poole-Warren monitors higher degree research processes and outcomes and works with faculties to improve the quality of research candidatures. As the Pro Vice-Chancellor (Research Training), Professor Poole-Warren is also responsible for UNSW’s international research training strategy.

Graduate Research School

The Graduate Research School (GRS) is responsible for the administration of all postgraduate research candidatures. The Research Student Unit and Student Administrative Services at the UNSW Canberra campus, as well as the UNSW Art & Design Student Centre, work closely with the GRS.

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

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

Seminars and Events

- Induction of all new research candidates
- Seminars on topics relevant to research degree candidates, including Annual Progress Reviews and thesis submission
- Three Minute Thesis Competition
- Thesis Writing Boot Camp

Resources

- The Research Gateway has links to information about research candidature policy and procedure, scholarships, thesis examination timelines, seminars, events and Researcher Development
- Graduate Research News monthly newsletter – including your stories, upcoming events and UNSW service provider information
- Postgraduate Research Handbook

Extend Your Career, Researcher Development

The Researcher Development Unit provides professional development opportunities through contextualised workshops and online resources to support academic career paths from Higher Degree Researcher to Research Leader. Extend Your Career is a framework for understanding what researchers need to focus on to demonstrate outcomes in the areas of scholarly research, teaching and service. It underpins the training and development solutions offered by Researcher Development and UNSW wide support. For more on researcher training and development opportunities visit: research.unsw.edu.au/researcher-development

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. gs.unsw.edu.au/registerofdelegations/index.html

In practice, this means that for all functions identified in the Register, the faculty or school recommend actions to the Dean of Graduate Research.

The specific persons responsible for formulating these recommendations vary between faculties. The Head of School or their delegate (typically the Postgraduate Research Coordinator) may make academic recommendations to the Dean of Graduate Research, as can the Faculty Dean or Associate Dean (Research or Research Training) or the Director of Postgraduate Research. On a committee level, the Higher Degree Committee (HDC) may make academic recommendations to the Dean of Graduate Research.

Faculty Higher Degree Committee (HDC)

Each research candidate is enrolled in a school within one of the nine faculties at UNSW. Each faculty has an HDC which makes academic recommendations to the Dean of Graduate Research regarding research candidatures. The membership of each HDC has been defined by the faculty. Information on the Governance structure of each faculty is held by Governance Support: gs.unsw.edu.au/facultyandcommittees/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.

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 extension of candidature, extended leave or extended field work
- 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 semesters
- Applications to submit a thesis in the format of a series of publications
- 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. For further details, go to: research.unsw.edu.au/higher-degree-committees

Associate Dean (Research and Research Training)

All faculties have an Associate Dean (Research). Some faculties also have an Associate Dean (Research Training) or a Director of Postgraduate Research. This role advises the Faculty Dean on research in the faculty, including support, space and resources for research candidates, and acts as a liaison person with research 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.

Postgraduate Research Coordinators and Heads of School

Each school has a Postgraduate Research Coordinator (PGC), who plays a critical role in the experience of higher degree research candidates. The PGC is the central point of contact for research candidates. The PGC is available to discuss any concerns that research candidates may have about their research, their supervisor(s) or academic decisions.
Responsibilities include:
- Appointment of an Associate Dean for Research/Research Training, and/or a Director of Postgraduate Research, as a point of contact for research candidates and their supervisors.

School
The school has the primary role in providing a training environment and culture that ensures high-quality postgraduate research. This is done by implementing the appropriate procedures and supporting both supervisors and researchers. The school must also ensure that the candidature is a rewarding and stimulating experience for both the candidate and supervisor(s). Specific school responsibilities include:
- Appointment of a PGC
- Establishing and maintaining procedures for selecting appropriate supervisory arrangements and ensuring that supervisors undergo appropriate supervisory training as required
- Ensuring an appropriate topic and achievable research plan is agreed upon for research candidates
- Ensuring that all research candidates complete a Research Progress Review and that PhD candidates are confirmed in their first year
- Helping candidates effectively utilise the research infrastructure of the school
- Provision of appropriate space and resources to carry out the approved research program
- Ensuring ongoing and appropriate supervision
- Encouraging participation of all researchers in the school’s research culture
- Formulating and implementing procedures relating to intellectual property, safety and ethics issues appropriate for the disciplines of the school and consistent with UNSW policy.

Facilities and resources
All research 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 supervisors.

The University’s policy on resources is on the Governance Support website at:


If candidates have difficulties accessing resources they should speak to their supervisor and PGC.

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. To see the full list of available software, go to:

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

In many cases, software is distributed cost-free as part of a UNSW-wide site licence. Many of the programs available are offered as a cheaper ‘Academic Version’ for research candidates and their supervisors.

Other software
Research 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:

http://bookshop.unsw.edu.au/computing/

The Graduate Research School is the central policy, administrative and support unit for all HDR candidates. Responsibilities include:
- Policy advice to PGCs and supervisors
- 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
- Graduation preparation
- Confidential advice to candidates
- Induction
- Seminars and workshops
- Candidate development and engagement

Academic Board & Higher Degree Committee
- Quality assurance
- Policy advice
- New programs approval

HDR Candidate Governance
It is essential that all candidates and supervisors are familiar with the Higher Degree Research Supervision Policy and the Higher Degree Research Supervision Guidelines:
gs.unsw.edu.au/policy/hdrsupervisionpolicy.html
gs.unsw.edu.au/policy/hdrsupervisionprocedure.html
gs.unsw.edu.au/policy/hdrsupervisionguide.html

Supervisors
The supervision policy, procedure and guideline documents 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 postgraduate researchers will have at least a primary supervisor and either a secondary supervisor or joint supervisor appointed. The Head of School or Postgraduate Research Coordinator recommends the appointment of appropriate supervisory arrangements.

The role of the primary supervisor is to be the University’s agent in advising and assisting the candidate to complete an original and feasible research program. This supervisor, who is always a member of UNSW’s academic staff, carries the principal responsibility of overseeing the candidate’s progress, coordinating meetings and putting in place mechanisms to allow regular contact and communication between the supervisors and the candidate.

The primary supervisor will be located in the school in which the candidate is enrolled.

The supervisor, along with the secondary supervisor (or joint supervisor), should have a high level of expertise in the proposed field of study, provide advice and assistance, guide the direction of the research and be responsible for reporting on the progress of the candidature to the Head of School and the Higher Degree Committee.

Comprehensive workshops and online supervisor development is offered by the Researcher Development Unit.
research.unsw.edu.au/supervisor-development-workshops
research.unsw.edu.au/supervision

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

Meetings between candidates and supervisors
There are no hard and fast rules about the frequency of meetings and the best method of communicating between candidates and their supervisors. These issues must be discussed at the start of candidature and a plan established for the first semester of enrolment.

It is essential for candidates to negotiate a clear set of expectations between themselves and their supervisors, and that all parties recognise that the supervisory working relationship will evolve during the course of the candidature.

Supervisors and candidates are responsible for ensuring that regular contact and communication are maintained. The mechanism for communication should be documented (e.g. regular meeting schedule, monthly reports) and reviewed annually by the candidate and supervisors.
Candidates
The specific responsibilities of the candidate include:

- Being informed at all times regarding all relevant UNSW policy and procedures and adopting safe, effective, ethical and collegial work practices in accordance with the UNSW Research Code of Conduct
- Adherence to the University's regulations governing the award of the research degree
- Attending the University Induction session and faculty and school orientation sessions as appropriate as well as completing essential training e.g. UNSW Research Integrity
- Completing a Research Progress Review each year, as well as the Confirmation process within one full-time equivalent year of enrolment for PhD candidates
- Ensuring they re-enrol each semester, and advise the Graduate Research School (GRS) of any changes to their candidature by the Census dates each semester
- Ensuring that the GRS is notified within seven days of the following changes to candidature: residency, name change, departure overseas for fieldwork or personal leave
- Adhering to the conditions specified for any scholarship that is held
- Taking initiative in devising, implementing and completing the research
- Developing the ability to independently analyse and evaluate the results of the research and the research of others in the discipline
- Proceeding with the research as agreed with the supervisors and as determined at the Research Progress Review
- Gaining the necessary knowledge to carry out the research and, if required, undertaking additional study as prescribed by the supervisor
- Gaining the necessary skills in oral and written communication to convey the processes and outcomes of the research
- Maintaining regular contact with the supervisors and presenting written material as required by the supervisors
- Taking initiative in raising problems with the supervisors and sharing responsibility for finding solutions
- Accepting responsibility for the intellectual content of the thesis and its preparation and ensuring that it meets the standards of presentation as required by the University
- Checking their official UNSW email account regularly – this is the account to which all official UNSW correspondence will be sent.
All UNSW researchers, including postgraduate research candidates, must also be familiar with and adhere to the Australian Code for the Responsible Conduct of Research:

nhmrc.gov.au/guidelines/publications/r39

Australian Code for the Responsible Conduct of Research

UNSW has developed the UNSW Research Code of Conduct to meet the standards set out in the Australian Code for the Responsible Conduct of Research. UNSW researchers, including postgraduate research 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 requirements. They also have a duty to ensure that their work strengthens and safeguards the reputation of UNSW and of the profession to which they belong.

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

Candidates need to successfully complete the UNSW Research Integrity online course prior to their Confirmation review.
Research integrity

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

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

Principles of research integrity

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

For Research Integrity training refer to: research.unsw.edu.au/induction-postgraduate-researchers.

Research guidelines, policies and resources

There are other relevant research policies, guidelines and resources regarding the conduct of research at UNSW that candidates must be familiar with - see the following table.

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## Code of conduct

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<th>Source</th>
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<tbody>
<tr>
<td>UNSW Code of Conduct</td>
<td><strong>Sets out the University’s expectations of staff and affiliates with respect to their professional and personal conduct</strong></td>
<td></td>
<td>gs.unsw.edu.au/policy/researchconduct.html</td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td>Candidates should be aware of and declare any real, perceived or potential conflicts of interest to their supervisors, Postgraduate Coordinator and/or Head of School.</td>
<td></td>
<td>gs.unsw.edu.au/policy/conflictinterestunlikelytoattribute.html</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>All research candidates must be aware of UNSW’s policies with regards to citing and sourcing other people’s information in their own work.</td>
<td></td>
<td>Student.unsw.edu.au/plagiarism</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>Candidates should be aware of and declare any real, perceived or potential conflicts of interest to their supervisors, Postgraduate Coordinator and/or Head of School.</td>
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<td>Student.unsw.edu.au/plagiarism</td>
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## Research integrity

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<tr>
<td>Higher Degree Research Supervision Policy</td>
<td><strong>Provides information on the appointment, roles and responsibilities of supervisors</strong></td>
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<td>gs.unsw.edu.au/policy/hdresearchsupervisionpolicy.html</td>
</tr>
<tr>
<td>Higher Degree Research Supervision Guidelines</td>
<td><strong>Guidelines for good supervision</strong></td>
<td></td>
<td>gs.unsw.edu.au/policy/researchsupervisionguide.html</td>
</tr>
<tr>
<td>Annual Progress Reviews and Confirmation of Candidature for PhD/ MRes/MPhil Candidates</td>
<td><strong>Procedure for conducting Annual Progress Reviews</strong></td>
<td></td>
<td>gs.unsw.edu.au/policy/researchauthorproc.html</td>
</tr>
<tr>
<td>UNSW Guidelines on Facilities and Resources to Support Higher Degree Research Students</td>
<td><strong>Guidelines on the provision of space, resources and access to facilities necessary for candidates to complete their research program</strong></td>
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<td>gs.unsw.edu.au/policy/facilitiesforstudents.html</td>
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## Intellectual Property

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<tr>
<td>Intellectual Property Policy</td>
<td>All candidates are advised to seek independent legal advice (independent from supervisor, UNSW or Industry partner) before entering into an Intellectual Property (IP) agreement to ensure that they fully understand the conditions in the contract and implications of the agreement, particularly with respect to restrictions on publishing work and restricted access of the thesis.</td>
<td></td>
<td>gs.unsw.edu.au/policy/applying-ethics-approval</td>
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<tr>
<td>Intellectual Property Notification Form</td>
<td><strong>Can be found in the IP policy.</strong></td>
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<tr>
<td>Intellectual Property Policy</td>
<td>Any research candidates bringing IP with them have a requirement to disclose this to UNSW within 30 days of commencing at UNSW. The Pre-existing Intellectual Property Notification Form can be found in the IP policy.</td>
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## Conducting research

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<td>Statement of Authorship and Location of Data Form</td>
<td><strong>Official statement of authorship and location of data</strong></td>
<td></td>
<td>gs.unsw.edu.au/policy/researchauthorshipform.pdf</td>
</tr>
<tr>
<td>Procedure for Handling Research Material and Data</td>
<td><strong>Official statement of authorship and location of data</strong></td>
<td></td>
<td>gs.unsw.edu.au/policy/researchauthorshipform.pdf</td>
</tr>
<tr>
<td>Procedure for Authorship and Resolving Disputes Between Authors</td>
<td><strong>Handling any complaints or allegations of non-compliance with the UNSW Research Code of Conduct</strong></td>
<td></td>
<td>gs.unsw.edu.au/policy/researchconductpolicy.html</td>
</tr>
<tr>
<td>Allegations of Research Misconduct</td>
<td><strong>Handling any complaints or allegations of non-compliance with the UNSW Research Code of Conduct</strong></td>
<td></td>
<td>gs.unsw.edu.au/policy/researchconductpolicy.html</td>
</tr>
<tr>
<td>Human and animal</td>
<td>Where any UNSW researcher, including candidates, wishes to conduct research involving humans or animals, applications must be submitted to ethics boards to obtain the appropriate approval.</td>
<td></td>
<td>research.unsw.edu.au/applying-ethics-approval</td>
</tr>
<tr>
<td>U21 ethics module</td>
<td><strong>Log in via my.unsw.edu.au</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U21 ethics module</td>
<td><strong>The Global Research Ethics and Integrity Module (GREQ) engages postgraduate candidates in considerations of ethical issues in a global context. This online program was developed by the Graduate Research Schools of the Universities 21 (U21) network of international Universities to provide a broad overview of research ethics.</strong> Regardless of the field of research (sciences, humanities or law) research ethics and integrity will be fundamental to research at UNSW. All research candidates are encouraged to complete this module during the first six months of candidature.</td>
<td></td>
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</tbody>
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## Ethics

<table>
<thead>
<tr>
<th>Theme</th>
<th>Policy/guideline</th>
<th>Notes</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health &amp; Safety Policies and Procedures at UNSW</td>
<td><strong>Research candidates, with the aid of their supervisors, are responsible for reviewing the health and safety risks, including biohazards and radiation safety of proposed activities (whether conducted on or off campus) and adhering to the University’s Health and Safety policies and procedures. Candidates are encouraged to participate in the University's WHS consultation processes and must fulfil any further faculty/school-specific training requirements.</strong></td>
<td></td>
<td>safety.unsw.edu.au/policies-procedures-forms</td>
</tr>
</tbody>
</table>

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## OHS

<table>
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</tr>
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<tr>
<td>OHS</td>
<td><strong>Research candidates, with the aid of their supervisors, are responsible for reviewing the health and safety risks, including biohazards and radiation safety of proposed activities (whether conducted on or off campus) and adhering to the University’s Health and Safety policies and procedures. Candidates are encouraged to participate in the University's WHS consultation processes and must fulfil any further faculty/school-specific training requirements.</strong></td>
<td></td>
<td>safety.unsw.edu.au/policies-procedures-forms</td>
</tr>
</tbody>
</table>
Commencing a research degree

Postgraduate researcher induction
UNSW Postgraduate Researcher Induction sessions are held each semester. Attendance is compulsory for all new research candidates, preferably in their first semester of enrolment. This helps to ensure a smooth transition to research study at UNSW.

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/events/induction-postgraduate-researchers

Please note: UNSW Art & Design candidates must attend the main Kensington Campus Induction.
UNSW Canberra research candidates should contact the Research Students Unit for information on the UNSW Canberra inductions.
rsu@adfa.edu.au

Faculties and schools
Each semester, most faculties and schools hold orientation and induction events to introduce research candidates to faculty/school specific services, procedures and to staff. Candidates should talk to their supervisors and Postgraduate Research Coordinators about these events in their faculty/school.

All research candidates need to know about...

MyUNSW
MyUNSW is the gateway to the administrative and information services essential to postgraduate researchers throughout 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 administrative steps in the examination of research theses and viewing the status of thesis examination.
- Scholarship pay slips.
- Pay slips for research 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.
- View and pay fees through links to payment service providers Australia Post, B-Pay and ANZ-eGate.
- Assessment results and academic standing – check results when they are released, track late results, and monitor academic standing.

Academic records – produce and print an unofficial academic transcript.
Graduations – check graduation and ceremony status, and vary details.
Information 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 research 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 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 semester 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 semester basis and must be applied for and approved before the Census date in order to take effect in that semester. For further information please see Section 6.

Census dates
The Census date is the last day candidates can enrol, change enrolment or apply for program leave for a given semester.
Semester 1: 31 March
Semester 2: 31 August

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

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.
Initial enrolment
It is the responsibility of all candidates to ensure that they are enrolled at the start of every semester and that their enrolment details are correct. Candidates should 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
https://research.unsw.edu.au/enrolment-key-contacts

UNSW Canberra candidates should consult the Research Student Unit (see inside front cover for contact details).

Please note: Research candidates cannot enrol online. Enrolment forms must be approved by the appropriate school and then returned to the GRS or appropriate campus office for processing.

Re-enrolment
Research candidates are contacted in December about their re-enrolment for the following year. Candidates who have no impediment to re-enrolment will be automatically re-enrolled and advised via email. Impediments include outstanding fees, overtime candidature and candidature variations within the previous semester. Candidates who are unable to be automatically re-enrolled will be contacted and advised how to re-enrol. Candidates who have not submitted their thesis, or are not on program leave, will be considered lapsed if they fail to re-enrol. They may be discontinued from their program. Candidates returning from program leave, or who are overtime and require re-enrolment on a semester-by-semester basis, should contact their GRS Candidature Management Officer in January or July of each semester to ensure they are re-enrolled.

Enrolment should be completed during the University’s re-enrolment periods in January and July. Research candidates who cannot enrol by these dates should contact the GRS immediately – the absolute latest date for completed enrolments is Census date (31 March and 31 August).

Additional subjects and coursework
Outside the prescribed coursework subjects for the program (if any), research candidates may not concurrently undertake any other course of study at the University or elsewhere without prior approval of the school and the Dean of Graduate Research. Enrolment in additional coursework subjects to assist in the research program is permitted provided that the 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 be used as grounds for an application for extension to candidature.

Candidates should also be aware that enrolment deadlines for coursework subjects tend to be earlier than the Census dates.

Please note: Some faculties require compulsory coursework subjects to be completed and this requirement, and the grade to be achieved, should be discussed with supervisors and Postgraduate Research Coordinators. Candidates should discuss with their supervisor any additional skills required to assist with the completion of their degree.

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 and should be located 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. GRS or the appropriate campus office will notify lapsed candidates. Failure to respond will result in the candidature being discontinued. In cases where the response is considered inadequate by the Higher Degree Coordinator, the candidate would normally be requested to “show cause” as to why their candidature should not be terminated.

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

Full-time and part-time candidature

Enrolment as a full-time candidate requires a minimum commitment of 35 to 40 hours per week. If candidates have work or other commitments that prevent them from devoting at least 35 hours to candidature a week (including attendance at the University for lectures, seminars, practical work and consultation with their supervisor as required) they should enrol as a part-time candidate. Full-time research candidates should not be employed in a full-time capacity (see Section 9).

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 candidates require a commitment of at least 15 hours per week in order to complete the degree in the appropriate time. Efficient time management and a regular time commitment are needed to complete a research degree. If candidates are unable to maintain this level, progress and enrolment status should be reviewed and discussed with their supervisor and Postgraduate Research Coordinators.

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).
The term "variation to candidature" refers to any change in enrolment status that the University needs to formally note, including 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 an extension to 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 semester 1 must be received no later than 31 March and changes for semester 2 no later than 31 August. Changes cannot be granted retrospectively.

To apply for any variation to candidature, go to:
research.unsw.edu.au/candidature-variation
Candidates may apply for a variation using the online form at that link. 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.

Leave and suspension of candidatures
Research candidates can request a period of leave for up to two semesters. The candidate’s enrolment is formally suspended and the latest date for thesis submission is extended by the number of semesters of leave taken. Scholarship holders should also note any obligations associated with periods of absence.

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

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

International research candidates who hold a student visa are required to undertake full-time candidature under the terms of their student visa. If an international postgraduate research candidate is granted leave from their candidature UNSW is obliged to report this to the Department of Immigration and Border Protection. Under the conditions of the student visa, international candidates may be required to leave Australia for the period of leave from their candidature.

On returning from suspension or leave of absence, candidates are required to notify the GRS or the appropriate campus office.
Change in enrolment status between full-time and part-time

The requirements for full-time and part-time enrolment are provided in Section 6.

Research candidates wishing to convert from full-time to part-time candidature (or vice versa) must follow the Variation of Candidature procedure, including obtaining appropriate approval from School and supervisor.

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

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

Change of residency

International research candidates who are granted permanent residency at any stage during their studies must provide certified documentation to the GRS or appropriate campus office.

If this information is provided before the Census date (March 31 or August 31), the candidate’s status will be updated for the current semester.

If this documentation is provided after the Census date, the candidate will be recognised as a domestic student from the commencement of the following semester and will remain liable for international tuition fees for the current semester.

Extension of candidature

Enrolment beyond four years full-time equivalent (FTE) for a PhD, or two years FTE for a Masters by Research/Master of Philosophy, will be considered overtime. Candidates have to then formally apply for an extension of candidature through the Higher Degree Committee. An application for an extension should be made at least two months before the start of semester (31 March or 31 August). It is essential that any overtime enrolment request includes an up-to-date Research Progress Review.

Should it become apparent during the last year of candidature that the candidate will not be able to complete the requirements by the latest date, they should apply for an extension. An application for an extension should be made at least two months prior to the start of semester (31 March or 31 August).

Please note: Extensions to candidature are not automatic, and the Higher Degree Committee will carefully assess each case on its merits when recommending whether to approve a request for an extension. A recent Research Progress Review is required for in order for requests to be approved.

Withdrawal from degree

A research candidate may withdraw from the degree by notifying the GRS or appropriate campus office.

In circumstances where a candidate is unable to anticipate when they will be able to resume candidature after a period of leave/suspension, they should seek to withdraw from their candidature.

Should the candidate wish to resume at a later date, they will need to re-apply for admission. Some credit might then be given for the work done up to their withdrawal.

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

Change to research area

On occasions candidates may need to change the definition of their research area. This may be approved on the recommendation of the school where a change to a different program code is not required. This is usually due to a change in the focus of the research.

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, UNSW is required to monitor the research area of candidates from some countries.

Changes to supervision

During a candidature it may become necessary to change the supervisory arrangements. All changes to supervision can only be approved on the recommendation of the school. Such candidates will be assessed on a case-by-case basis to ensure that the candidate is not disadvantaged. Any changes to supervision must be discussed with the candidate and the new supervisor must meet the eligibility requirements for supervisors as defined in the Higher Degree Research Supervision Policy. For more information on supervision please see Section 3.

Working away from the University

A research 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. 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 Guideline. For more information please see Section 6.

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 student, 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 Immigration and Border Protection on the requirements for the visa once this is issued.

More information on transferring between Masters and PhD programs is in Section 8.
Length of candidature
The Research Training Program determines the maximum length of candidature for domestic students (see Section 6).

As most scholarships are for three or three and a half years (six to seven semesters) for PhD candidates, and up to two years (four semesters) maximum for a Masters by Research candidate, the aim of the University is to ensure candidates are supported to complete within the time period when most scholarships expire. The University recognises that personal, financial, health and research issues may impact on the ability of a candidate to complete within the maximum time. Provided that these issues are documented throughout their candidature the University may 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).

All PhD candidates should give an Exit Seminar to their school/centre/faculty at the end of their candidature. This will further develop communications skills and membership of the research community, as well as inform colleagues about the major research findings from the PhD. The Graduate Research School also requests that candidates complete an Exit Survey at the time of thesis submission.

Confirmation of candidature – for PhD candidates

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

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

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

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

<table>
<thead>
<tr>
<th>Degree</th>
<th>Minimum (full-time)</th>
<th>Maximum (full-time)</th>
<th>Part-time maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD</td>
<td>Three years (6 semesters)</td>
<td>Four years (8 semesters)</td>
<td>Eight years (16 semesters)</td>
</tr>
<tr>
<td>Masters by Research</td>
<td>One-and-a-half years (3 semesters)</td>
<td>Two years (4 semesters)</td>
<td>Four years (8 semesters)</td>
</tr>
<tr>
<td>Master of Philosophy</td>
<td>One-and-a-half years* (3 semesters)</td>
<td>Two years (4 semesters)</td>
<td>Four years (8 semesters)</td>
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</table>

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

**Admission & Enrolment**

- **Supervision, space and resources available?** Entry requirements met?
  - Yes
  - No
  - Applicant cannot be offered a place

- **Accepts offer, enrolls & commences research**

- **Confirmation of Candidature successful?** (PhD candidates only)
  - Yes
  - No
  - **Re-review or show cause process**

**Candidate**

- **Re-enrols & continues research**
  - No
  - **Re-review or show cause process**

- **Research progress review satisfactory?**
  - Yes
  - No
  - **Management of overtime and not enrolled candidates**

- **Candidate *overtime or not correctly enrolled?***
  - Yes
  - No

- **Ready to submit thesis?**
  - Yes
  - No
  - **Thesis examination process**

- **Candidate fails to satisfy requirements**
  - Yes
  - No

**Completion**

- **On time completion**
  - Doctor of Philosophy: 4 years, full-time equivalent (FTE)
  - Masters of Research: 2 years, FTE

- **Postgraduate Research Coordinator**
  - Doctor of Philosophy: 8 years
  - Masters of Research: 4 years

- **Review panels**
  - Candidates can request that particular individuals be included on, or excluded from, their review Panel. Any concerns about a particular Panel member should be discussed with the supervisors and the Postgraduate Research Coordinator or Head of School.

- **Review procedures**
  - Before the Review panel meeting, a literature review, which has established a research plan that will most likely lead to a higher degree.

- **Any problems (personal, technical or intellectual property, WH&S and ethics)**
  - Key research objectives/criteria and milestones to be achieved by the next review
  - A timeline and milestones for completion of the thesis
  - If appropriate, a table of contents for the thesis together with completion status of each section
  - Any other items required by the faculty/school

- **Any other issues that the Panel considers relevant**
  - Date of the next review

**Research Progress Reviews**

- It is a requirement of continued enrolment that all research candidates (both full-time and part-time) take part in a formal review of progress in each year of candidature.

**Before the Confirmation review**

- The key objectives/criteria and milestones of the research
  - A literature review
  - A justification of the research
  - An assessment of the resources required to support the research
  - A statement describing how the research will be conducted in accordance with the UNSW policies for intellectual property, WH&S and ethics
  - Any other faculty/school specific requirements.

- At the Confirmation review, candidates will be required to make an oral presentation at which all Panel members are present.

- The Panel will assess whether the candidate’s progress has been at the level expected for confirmation of candidature. The Panel will pay particular attention to:
  - The research proposal, including a comprehensive literature review, which has established a research plan that will most likely lead to a higher degree.
  - The level of progress made on the research since enrolment, including evidence that the candidate has shown research skills at the level appropriate for the discipline.

- 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 supervisors and Postgraduate Research Coordinator.

**Research Progress Reviews**

- Progress reviews provide an opportunity for the candidate, supervisors and schools to review the research progress, and all aspects of the candidature, and develop a plan of action for the next year and to identify and respond to any impediments towards progress to a timely completion.

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

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

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 supervisors and Postgraduate Research Coordinator.

- **Research Progress Reviews**
  - Postgraduate Research Coordinator.

- **Review panels**
  - Candidates can request that particular individuals be included on, or excluded from, their review Panel. Any concerns about a particular Panel member should be discussed with the supervisors and the Postgraduate Research Coordinator or Head of School.

- Review Panels consist of at least two members. The Postgraduate Research Coordinator 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.

- **Review procedures**

- Any problems (personal, technical or intellectual property, WH&S 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 intellectual property, WH&S and ethics) identified by either the candidate or the supervisors – the Head of School/Postgraduate Research Coordinator and Associate Dean (Research) may need to be consulted, particularly if appointment of a new supervisor is proposed

- Any 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 Census dates (1 March and 31 August)

- Skills development – assessment of whether additional skills and training are required and a development plan

- Any other issues that the Panel considers relevant

- Date of the next review

- **Notes**
  - An outline of achievements since the last review against agreed objectives/criteria and milestones
  - An outline of key objectives/criteria and milestones for the next review
  - A timeline and milestones for completion of the thesis
  - If appropriate, a table of contents
  - Any other items required by the faculty/school

**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 intellectual property, WH&S and ethics) identified by either the candidate or the supervisors – the Head of School/Postgraduate Research Coordinator and Associate Dean (Research) may need to be consulted, particularly if appointment of a new supervisor is proposed

- Any 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 Census dates (1 March and 31 August)

- Skills development – assessment of whether additional skills and training are required and a development plan

- Any other issues that the Panel considers relevant

- Date of the next review
Additional reviews

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

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

If the Head of School/Postgraduate Research Coordinator considers that an additional review is unnecessary the reasons for this decision will be provided in writing to the candidate and supervisors.

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

Appeal against a review outcome

If candidates wish to appeal against a panel recommendation or any recommended actions, they must make a written submission to the HDR via the school within ten working days from the date the school publishes the review recommendation. For more information see the Progress Review and Confirmation of Research Candidates Procedure: gs.unsw.edu.au/policy/documents/progressreviewandconfirmationofresearchcandidatesprocedure.pdf

Transfer between PhD and Masters programs

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

Transfer of a Masters enrolment to a PhD enrolment may be approved subject to the candidate meeting the entry criteria to the PhD, meeting the requirements for PhD Confirmation and performing at the level required to complete a PhD within eight semesters (full-time equivalent). 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 Postgraduate Research Coordinator, and a recommendation to approve must be made by the appropriate Faculty Higher Degree Committee.

If a PhD candidate does not have their candidature confirmed, they may be transferred to a Masters Degree (Research). Candidates may also request to transfer from a PhD to a Masters at any stage of their candidature. Such a request needs to be discussed with the supervisors and a recommendation to approve the transfer must be made by the appropriate Faculty Higher Degree Committee.

The number of semesters completed during PhD enrolment will be counted towards the Masters by Research or Master of Philosophy RTP allowance (see Section 6). For this reason, transfers are assessed on a case-by-case basis.

Please note: Transfer from one HDR program to another must be applied for and approved before Census date (March 31 or August 31) for it to take effect in that semester. If a transfer is applied for and approved after the Census date, the variation will take effect from the following semester.

Show Cause and Termination of Candidature

Termination of candidature due to unsatisfactory progress is a serious academic decision that is made only rarely. A candidate can only be terminated after the Dean of Graduate Research approves a recommendation by the Higher Degree Committee. See the procedure for Show Cause and Termination of HDR candidatures within the Progress Review and Confirmation of Research Candidates Procedure. gs.unsw.edu.au/policy/documents/progressreviewandconfirmationofresearchcandidatesprocedure.pdf
UNSW provides scholarships to assist both domestic and international postgraduate researchers during their research candidatures. These scholarships provide a variety of different components including annual stipends, tuition fee costs and additional benefits such as relocation and thesis cost reimbursement. Details of the full UNSW Scholarship program for research 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

All research candidates can look to other sources for scholarships and/or financial support during their research studies.

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

Some tips for finding additional funding sources include:

- Checking with supervisors, Postgraduate Research Coordinators/Heads of School or academic staff and with School/Faculty offices. Academics in specific fields are likely to hear of suitable opportunities if they arise.
- Checking all available scholarship and funding databases including:
  a) Sponsored Programs Information Network (SPIN)
     The SPIN database has detailed and up-to-date information about thousands of government and private funding opportunities from Australia and overseas. It is only accessible via an Australian university server/ISP or on UNSW campus. spin.infoedglobal.com/Home/Search
  b) The Good Universities Guide
     The Guide is a database of scholarships offered by education providers, government bodies, foreign governments, and philanthropic organisations. To see all the UNSW specific scholarships, select ‘University of New South Wales’ as the Destination Institution and leave all other fields blank. gooduniversitiesguide.com.au/scholarship/search
- Checking Government and Discipline-Specific Associations and Organisations

Candidates should become familiar with associations, organisations and funding bodies, many of which are external to UNSW, that provide funding for research related to that organisation’s area of interest. They may also have grants for research 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 all of the conditions that apply. This includes the impact of variations to enrolment including transfer of degree, illness, maternity leave provisions, employment restrictions, any scholarship termination clauses or impact from change in status, e.g. if an international candidate gains Permanent Residency status or if a candidate wants to change from full-time to part-time status.

Leave of absence

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

If a postgraduate researcher will not be working on their candidature for a period of less than one semester, for example due to ill health or personal reasons, they should email their candidature management officer at the GRS or appropriate campus office (see inside front cover for contact details). Candidates should include in their correspondence the date that they will stop their research and the date that they will recommence.
Postgraduate research student support (PRSS) scheme

PRSS assists research doctorate candidates with travel costs associated with presenting their research – paper/presentation – at approved international conferences. The scheme is designed to supplement support provided by supervisors, schools and faculties rather than be the sole course of travel 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

University travel policy

It is important that all research 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 research candidates enrolled at UNSW.

gs.unsw.edu.au/policy/travelpolicy.html

Traveller health and safety requirements

When there is concern about the safety of a University traveller’s destination, the University may curtail, suspend or prohibit travel. HDR candidates must check the Australian Government Department of Foreign Affairs and Trade (DFAT) website for the latest travel advice before requesting international travel. Destinations noted by Smart Traveller as a “Reconsider your need to Travel” or “Do Not Travel” cannot be considered without the permission of the director of the GRS.

www.smartraveller.gov.au/Pages/default.aspx

Employment

Postgraduate researchers who enrol as full-time candidates are expected to devote a minimum of 35 hours per week to their candidacy. However, it is possible to undertake a limited amount of paid work providing that the supervisors/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. Income from employment or another source, which is paid specifically to support or undertake the research, 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 research 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 also 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

Research candidates suffering temporary financial difficulties may apply for an interest-free student loan for study related expenses. Eligibility for a loan will be determined by the GRS on a case-by-case basis and will take into account the applicant’s ability to repay the borrowed amount.

research.unsw.edu.au/student-loans-financial-support
During the course of a research degree, problems may arise that impact on research candidature. They may relate to personal or health issues, finances, research support or working relationships with supervisors or other researchers. It is very important that if any problems arise they are addressed as soon as possible.

Advice

Complaints and problems should be resolved, wherever possible, at the local level. If candidates have concerns or problems, they should be raised with their supervisors. If the matter is not resolved satisfactorily or the candidate feels unable to raise the issue with their supervisors, they should discuss it with the Postgraduate Research Coordinator and, if necessary, the Head of School.

If the supervisor is the Postgraduate Research Coordinator, the candidate can contact the Head of School directly. Similarly, if the Head of School is the supervisor, the Deputy Head of School or another senior member of academic staff can be approached. If the matter is not resolved to the candidate’s satisfaction at the school level, they should make an appointment to see the Faculty Associate Dean for Research or Research Training, or the Director of Postgraduate Research. The role of this person is to oversee research training in the faculty, and as a person who is usually independent from the schools, they can provide important independent advice and help to find an acceptable solution to the problem.

If the Associate Dean is the supervisor or is a member of staff in the school and the candidate is not comfortable with raising the issue with them, they may speak directly to the Faculty Dean or with the Dean of Graduate Research. Policy and procedures for appeals or complaints

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

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

Email Claudia Abouarrage at c.abouarrage@unsw.edu.au to make an appointment with the Dean.

Decisions can be appealed if candidates consider that University policies and procedures have not been followed, i.e. where there has been procedural unfairness. Candidates should contact Dominic Mooney, Executive Officer, Office of the Pro Vice-Chancellor (Research Training), for advice if they are unsure of how to proceed, or to clarify what may constitute procedural unfairness.

Email: d.mooney@unsw.edu.au to make an appointment with Dominic.

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

Email: d.mooney@unsw.edu.au for advice if they are unsure of how to proceed, or to clarify what may constitute procedural unfairness.

Email: d.mooney@unsw.edu.au to make an appointment with Dominic.
Student Conduct and Appeals Officer

The UNSW Student Conduct and Appeals Officer (in the office of the Pro Vice-Chancellor (Students) and Registrar) is available to provide advice about the student complaint policy and procedures.

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

student.unsw.edu.au/complaints

Phone: 9385 8515
Email: studentcomplaints@unsw.edu.au

Arc@UNSW

Arc@UNSW, the University’s student organisation, has a team of advocacy officers who can provide confidential advice to candidates and support those considering submitting a formal complaint. Please see Section 14.

Other Resources

For other University resources and service providers, see Section 14.
Submitting a thesis for examination

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

The Thesis Examination Management system is used to manage the submission and examination of research theses at UNSW.

Notification of intention to submit thesis

Two months prior to submission of the thesis, candidates are required to lodge a Notification of Intention to Submit on the TEM system, accessed via myUNSW. This is to ensure sufficient time for examiners to be contacted and nominated, and also for examiners to determine their ability to examine the thesis based on the projected submission date.

Early submission

Under special circumstances, a candidate may be permitted to submit their thesis for examination in less than the minimum period for the degree – please see the relevant Conditions of Award documents at the links below. Any request for early submission should be submitted, with the support of the supervisor and Postgraduate Research Coordinator/Head of School, to the Faculty Higher Degree Committee (HDC).

gs.unsw.edu.au/policy/conditionsPhDpolicy.html
gs.unsw.edu.au/policy/documents/conditionsMPhilpolicy.pdf
handbook.unsw.edu.au/general/2015/SSAPolicy/AwardRules.html

Submission of a thesis as a series of publications

In exceptional cases, and on recommendation from the Faculty HDC, a PhD candidate may submit a thesis for examination that contains several published works, of which the candidate is the sole or joint author, provided specific conditions are satisfied.

If a candidate thinks it is appropriate for their thesis to be submitted in the format of a series of publications, the supervisor and the Postgraduate Research Coordinator/Head of School must submit appropriate documentation for consideration of the Faculty HDC, at least three months before the intended submission date.

The specific requirements for submitting a thesis as a series of publications are at the link below.


Nomination of examiners

Once the Notification of Intention to Submit has been lodged, the supervisor and Postgraduate Research Coordinator are asked to start the task of nominating two external examiners plus one reserve external examiner.

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 the thesis. This can be done in writing to the GRS or the appropriate campus office when the Notification of Intention to Submit is lodged.

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

Conflict of interest

The relevant Faculty HDC gives final 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 in assessing the research.

11/
The Thesis Timeline below is a general guide. It does not reflect the examination time for each individual candidate.

**Key**
- All Candidates
- Candidates: only if required
- Potential examiners are nominated. HDC approves examiners
- 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
- Thesis is sent to examiners. Reports due in 7 weeks
- Supervisor’s certificate
- HDC approves examiners
- Reports due in 7 weeks
- Create supervisor’s certificate
- Submission of thesis
- 12-6 months prior to thesis submission
- 3-2 months prior to thesis submission
- 4-8 weeks after thesis submission
- 2-6 months after thesis submission
- 2-6 months prior to thesis submission
- Potential examiners are nominated. HDC approves examiners
- Submit thesis (including inserts)
- Lodge application with DIBP for visa extension
- Make minor corrections or do further work
- Revise and resubmit thesis for examination
- Submit final digital copies to library
- Graduation

### Thesis Examination Management (TEM)

The Thesis Task Timeline

**Thesis Submission**
- Potential examiners are nominated. HDC approves examiners
- Submission of thesis
- 12-6 months prior to thesis submission
- 3-2 months prior to thesis submission
- 4-8 weeks after thesis submission
- 2-6 months after thesis submission
- Graduation

**Preparation and submission**
Every research candidate is required to submit two hard copies 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 agreed to examine a digital copy of the thesis, the digital version will be sent to them. At the completion of the examination, and before graduation, every candidate who has satisfied the requirements for the award of the degree must submit two final digital copies for deposit and preservation in the University Library.

### Content and structure rules for theses
**Presentation**
Details of the requirements for the presentation of the thesis are on the Thesis Submission@UNSW webpage. research.unsw.edu.au/thesis-submission-unsw

**Copyright**
During the course of writing a thesis, candidates will often utilise the work and research of others. Candidates need to determine if the copyright material that is being reproduced is a substantial or insubstantial part of the material. For example, the inclusion of a whole image or diagram would constitute a substantial part of the material. A short quotation would probably fall into the ‘insubstantial’ category and would therefore be permitted. Generally, the person who creates or makes the material will own the copyright for it. This lasts for a certain period of time, usually 70 years from the death of the author or creator.

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

**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 including footnotes. Some schools suggest that tables and figures should appear on separate pages by themselves. Candidates should seek the advice of their supervisors and schools on such matters.

The above word limits are indicative only – candidates should confirm the requirements and conventions for their discipline with their supervisors and Postgraduate Research Coordinator.

Candidates should also consult the Copyright Act 1968 for more information on copyright in literary works (including computer programs), dramatic works, musical works, artistic works, films, sound recordings, broadcasts, published editions and certain types of performances. austlii.edu.au/au/legis/cth/consol_act/ca1968133.

**Required documentation inside the thesis:**
- Thesis/Dissertation Sheet
- This sheet must contain an Abstract of not more than 350 words. The Abstract should explain the problem investigated, the procedures followed, the general results obtained and the major conclusions reached, but not contain any illustrative matter.

**Originality Statement**
All theses must include an Originality Statement, bound in the thesis after the cover page.

Please see the UNSW Thesis Format Guide for an example of the required layout. Both the Thesis/Dissertation Sheet and the Originality Statement are available from research.unsw.edu.au/submitting-your-thesis-examination

**Content and structure rules for theses**

**Restrictions on access to the digital thesis**
It is UNSW policy that a thesis produced from a research degree should be publicly available. However, the University recognises that there are certain circumstances in which immediate public access to the thesis in the library may not be desirable.

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/prior-submission

It is UNSW policy that a thesis cannot be embargoed more than two years. If examiners have agreed to examine a digital copy of the thesis, the digital version will be sent to them. At the completion of the examination, and before graduation, every candidate who has satisfied the requirements for the award of the degree must submit two final digital copies for deposit and preservation in the University Library.
**Referencing**

Referencing styles vary significantly from discipline to discipline. Consequently, any research candidate who is unsure of the preferred method of referencing should speak to their supervisors and/or Postgraduate Research Coordinator.

UNSW gives research 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: [library.unsw.edu.au/student/software/index.html](http://library.unsw.edu.au/student/software/index.html).

The UNSW Library has more information and links to online tutorials in the use of EndNote. [library.unsw.edu.au/research/beginning-your-research/managing-references](http://library.unsw.edu.au/research/beginning-your-research/managing-references)

**Inclusions of publications**

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

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

- **Graduate Research School:** research.unsw.edu.au/events/thesis-submission-seminar
  A thesis submission seminar is held every semester.

- **The Learning Centre:** lc.unsw.edu.au
  Numerous thesis writing seminars, workshops and resources

- **Counselling and Psychological Services:** counselling.unsw.edu.au
  Workshops on issues such as avoiding procrastination, time management and dealing with stress.

- **Researcher Development Unit:** research.unsw.edu.au/units/researcher-development
  Workshops and online resources for supervisors whose candidates are writing up and approaching completion.

**Editing assistance**

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

Editors, whether they are supervisors, mentors, family or friends or professionals, need to be clear about the extent and nature of help they’re offering. The supervisor also needs to be clear about the role of any third party editors as well as their own editorial role. Some research candidates may wish to use third parties (professional or otherwise) to assist in preparing their thesis for submission. This should be discussed with the supervisors before they commence work. A list of editors is available from the Learning Centre, however the Learning Centre and the University do not endorse or recommend any of these editors.

When a thesis has had the benefit of professional editorial advice, the editor’s name and a brief description of the service rendered should be part of the list of acknowledgements or other preface matter. If the professional editor’s current or former area of academic specialisation is similar to that of the candidate, this must also be stated in the preface matter of the thesis.

For more information on the use of professional editors for research theses at UNSW please see: research.unsw.edu.au/sites/all/files/related_files/regular_page_content/guidelines_for_editing_research_theses_oct2013.pdf

**Thesis preparation tips for candidates**

**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.

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

**DON’T** procrastinate, and **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.

**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.

**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 the work in relation to the work of others;

(ii) shows that you are aware of and understand literature directly relevant to the 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 would be publishable.

**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.

For more information on the use of professional editors for research theses at UNSW please see: research.unsw.edu.au/sites/all/files/related_files/regular_page_content/guidelines_for_editing_research_theses_oct2013.pdf

Two examiners are appointed for each research thesis at UNSW in recognition of the fact that they will have different levels of expertise in relation to the thesis material, and so can provide different views about its strengths and weaknesses.

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

When both examiners’ reports have been received they are sent to the Head of School or Postgraduate Research Coordinator for a recommendation. It is important to note that the examiners do not decide whether a thesis merits the award of the degree. They provide advice to the HDC, which makes the final recommendation. When making their decision the Committee takes into account feedback from all examiners plus any other relevant information.

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

Information that can be provided to candidates during the thesis examination

Candidates can ask about the progress of the examination from their campus office by phone or email. Candidates should not contact the office until at least ten weeks after the thesis is submitted. Because of the confidential nature of the examination, 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/submitting-your-thesis-examination

Recommendations

See the Outcome of Examination section for details about the five recommendations that the Higher Degree Committee can make, and the thesis correction process.
research.unsw.edu.au/outcome-examination

Completion

Once you have addressed the comments of the examiners, you will need to be approved to be awarded the degree by either your Postgraduate Coordinator, Head of School or the Faculty HDC. The level of approval required for the recommendation of award degree will depend on a) the recommendations from each examiner and b) your faculty’s process for the recommendation of award degree. There is a flowchart at gs.unsw.edu.au/policy/documents/thesisexamproc.pdf that explains this process in detail.

The GRS will process your completion and notify you via your UNSW student email account.

Conferral

The next step is the Conferral process, which is run by UNSW Graduations. Conferral is the process by which your degree is awarded and you are considered a graduate of UNSW. Awards are conferred monthly. The date of your graduation ceremony will depend on when your degree is conferred. In order to manage graduate numbers, there are two 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.
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

The two copies required are:

- A master copy of your 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 your 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.

If you have requested restricted access for your thesis, then the library copies will not be made available to the general public.
Once the thesis has been approved and the candidate has been cleared for graduation, they will be sent a letter from the GRS or appropriate campus office advising that they are now eligible for graduation. Candidates can check their ceremony date on the graduation schedule on myUNSW, or by checking their graduation details page on myUNSW.

Do this by logging into myUNSW and selecting the ‘Student Profile’ tab. A link to the graduation details page is on the left-hand side of the page. Candidates can also use myUNSW to check any outstanding debts, blocks and their thesis title. The graduation will be blocked if there are any outstanding debts within the University. Debts include all fees, loans, library fines and equipment.

At least four weeks before graduation, research graduands must submit two final digital copies of their thesis (see previous Section). The testamur (degree certificate) and transcripts will not be presented to the candidate at the ceremony if they have not submitted the digital library copies of the thesis or have debts still owing to the University.

1. Check and update their postal and email addresses via myUNSW.
2. Ensure that the student record shows their correct name. Candidates 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 graduating candidates about 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 candidates may request additional tickets by emailing the Graduations Office. If tickets become available, the Graduations Office will contact the candidate.

Graduation ceremonies are held each semester. Ceremonies for all faculties are held in June and November.

Dates and times of graduation ceremonies
A graduation schedule is published each year showing the faculties, dates, times and locations of the ceremonies. The schedule is published in mid-December. As soon as the schedule is approved it is uploaded to: student.unsw.edu.au/graduation

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

Not attending the ceremony
Candidates 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 candidates who cannot attend their scheduled ceremony and wish to attend a ceremony in a different semester of scheduled ceremonies, please email your 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

If you have further 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
LGBTIQ+ staff and students

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+. More information and support can be found here.

Support for research candidates

Seminars, workshops and courses

There are many workshops and seminars for research candidates at UNSW. These events give candidates the chance to meet, network and learn from peers and colleagues across the University. Check the GRS website and the monthly Graduate Research News.

Research Development Unit

The RDU is part of the Division of Research and offers career relevant training and development solutions for UNSW researchers from Higher Degree Researcher to Supervisors to Research Leaders. See Section 2.

Stats Central - Statistical Consulting and Workshops for Research Students

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.

University Services

UNSW Counselling and Psychological Services (CAPS)

CAPS offers individual counselling, skills development courses and self-help resources.

Kensington

Level 2, East Wing, Quadrangle Building

UNSW Art & Design

G Block, Room G05

NDIA (Fridays Only)

Phone: 9385 5418

Email: counselling@unsw.edu.au

UNSW Canberra

UNSW Canberra candidates can contact the Research Student Unit for 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 Poppy Maclean on: Phone: +61 2 6268 8218

Email: p.macleann@adfa.edu.au

Location: Room 366, Building 21

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 Canberra

The Academy Library provides specialised services to research candidates. Liaison librarians help with search strategies and identifying the right search tools, undertaking initial searches of the relevant literature and familiarising candidates with the various online resources.

Academic Language and Learning Unit

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

Academic Language and Learning Unit

Academic Language and Learning Unit (LTU)
The LTU's Staff and Career Development Services Team has a range of programs, activities, resources and services to support the ongoing professional and career development of UNSW's teaching staff, several of which are available to HDRs.

UNSW Careers and Employment

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

Student Development International

Student Development International (SDI) provides support for international students from the time they arrive through to graduation and beyond. In addition to facilitating arrival, developmental, intercultural and departure workshops, International Student Advisors provide face-to-face consultations for international students.

Contact: rsu@adfa.edu.au

Email: research-student.unsw.edu.au

Location: Ground Floor, John Goodsell Building, Kensington Campus

Academic Language and Learning Unit

Academic Language and Learning Unit (LTU)
The LTU's Staff and Career Development Services Team has a range of programs, activities, resources and services to support the ongoing professional and career development of UNSW's teaching staff, several of which are available to HDRs.

Web: teaching.unsw.edu.au/ltu

Location: Level 10, Library

UNSW Innovations

The Student Entrepreneur Development team at UNSW Innovations 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.

Web: innovations.unsw.edu.au/student-entrepreneurship

Email: studententrepreneurship@unsw.edu.au

Student Development – International

Student Development International (SDI) provides support for international students from the time they arrive through to graduation and beyond. In addition to facilitating arrival, developmental, intercultural and departure workshops, International Student Advisors provide face-to-face consultations for international students.

Web: student.unsw.edu.au/international

Email: international.student@unsw.edu.au

Location: Ground Floor, John Goodsell Building, Kensington Campus

UNSW Careers and Employment

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

Phone: +61 2 9385 5429

Email: careers@unsw.edu.au

Further information on Careers & Employment can be found in Section 15.

Arc @ UNSW

Arc is the UNSW student union. Any UNSW student can take up membership of Arc on a voluntary basis. Arc coordinates clubs, societies and sports on campus, as well as many volunteering and leadership opportunities. Arc also has various facilities for students, such as computer labs, music rooms, a dance studio and pottery facilities.

Web: arc.unsw.edu.au

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

The Arc Research Officer is one of the elected office bearers of the PGC and seeks to actively identify and improve problem areas that routinely affect all postgraduate research students and provide direct support to individuals who face difficult situations.
Research candidates must be aware of the University Health Service which is a complete general practice situated on the Kensington campus. This service includes GPs, physiotherapists and dentists. It is open to students, staff and visitors to the campus.

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

Insurance
The General Insurance area is responsible for:
- Arranging the purchase of appropriate insurance cover for UNSW’s people, activities, assets, and liabilities
- Managing insurance claims
- Attending to all insurance enquiries arising from UNSW activities
- Managing the insurable risks arising from UNSW’s operations through regular review of the University’s insurance cover

Web: fin.unsw.edu.au/insurance/insurance.html

The Australian Department of Immigration and Border Protection requires all international students on student visas and their families (on ‘dependant’ visas) to have health insurance while in Australia. This insurance is called Overseas Student Health Cover (OSHC) and helps you to pay for medical and hospital care that you may need when you are studying in Australia. For further information about Overseas Student Health Cover see the section on ‘Health Insurance’ at:
Web: international.unsw.edu.au/study/degree-programs/fees

Childcare
There are four childcare centres servicing the University, located on or near the Kensington campus. Childcare places fill quickly so be sure to get on the waiting list early. Tigger’s Honeypot and House at Pooh Corner prioritise students’ children.

Email: earlyyears.unsw.edu.au/contact-us

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

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

Student Accommodation
UNSW offers a wide range of accommodation on and near the Kensington campus. Candidates can apply for 1, 2 or 3 bedroom apartments, studio apartments or college rooms.

Web: rc.unsw.edu.au
Phone: +61 2 9385 4346
Email: unswrc@unsw.edu.au
Location: Ground Floor, Goldstein Hall, Gate 4, High St, UNSW.

Private accommodation
Private off-campus accommodation is generally more expensive than the residential colleges. Students should start looking for housing at least four weeks before they commence study. International Student Housing Assistance (ISHA) provides support for international students looking for accommodation. ISHA lists properties varying in price, security, quality and proximity to campus.

Web: international.unsw.edu.au/living-sydney/accommodation/private-accommodation
Phone: +61 2 9385 5333
Email: international.student@unsw.edu.au

Security Service
The UNSW Security Service provides a 24-hour security service on the Kensington campus (call 9385 6000 or 1800 626 003). This includes a service to escort students to car parks or bus stops at night. A free night shuttle bus operates Monday to Friday between 7pm and 11.30pm during semester. The bus route covers Kensington Campus (car parks, colleges, libraries, State Transit bus interchanges) and Randwick Campus.

StaySafe@UNSW
StaySafe@UNSW is our Security app. Download it to your smart phone for direct access to:
- emergency contacts
- a security escort request
- track the night shuttle bus, and more.
Bus timetables are available from any gatehouse, the Security front office or phone 9385 6000 and some will be sent to you.

There are numerous security Help Points located on the Kensington campus. Help Points are blue intercom systems directly linked to the Security Control Centre. When the Help Point is activated, it dials the Security Control Centre emergency line. A full listing of the Help Points and their location can be found on the Security Service website.
Web: facilities.unsw.edu.au/security-safety/staying-safe-day-and-night
Toll free phone: 1800 626 003
Emergency phone: +61 2 9385 6666
General Security phone: +61 2 9385 6000
UNSW Canberra Duty Desk: +61 2 6268 8574

Transport
Candidates are only eligible for transport concessions if they are Australian citizens or permanent residents.

Before you can apply, you need to consent to UNSW to sharing your details with Transport for NSW. Log in to myUNSW and lick the checkbox to give your consent (see the Concession Opal card link in the Online Services section of the My Student Profile tab.) Information on Sydney transport can be found on:
transportnsw.info
A free UNSW shuttle bus runs between the Paddington and Kensington campuses during semester.
facilities.unsw.edu.au/getting-unil-busses-trains-ferries

UNSW Canberra
There is easy access to free car parking and a taxi rank and bus stop are located on campus, making it easy for you to get around Canberra. Action Bus Schedules are available on the website: www.action.act.gov.au

UNSW Bookshop
The UNSW Bookshop stocks a range of books and reference materials specific to UNSW students. Also available is a range of fiction books and computerware. The website offers a search engine and online ordering facilities.
bookshop.unsw.edu.au
Candidates enrol in postgraduate research programs for different reasons. Some are interested in becoming an academic, some enrol because the area of research fascinates them, and others do it because of an opportunity offered to them at the time. No matter what the reason(s), it is important to be career focused throughout the research degree.

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. During a research degree, it is also vital that candidates become aware of the portfolio of skills required in the profession and to reflect on the skills they have developed. In addition to the technical knowledge candidates will develop, they can use the research degree to develop transferable skills such as their ability to gather and manage information, analyse and solve problems as well as their skills in communicating complex ideas. Given a PhD can take approximately 4 years to complete, Project Management and prioritisation are also skills you will have. 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 postgraduate researchers to enhance their career opportunities and assist with career management and planning.

Careers and employment
Careers Consultants are equipped to provide advice, information and feedback to assist candidates in developing a career management strategy. UNSW Careers and Employment offers a series of careers workshops, individual career advice appointments and mock interview sessions targeted to research candidates. 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.

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.

Referees
Choosing referees to support an application for a position is complementary to the preparation of a resume and candidates might want to use different referees for different types of jobs. In the years immediately following completion of a research degree, candidates would normally be expected to nominate at least one of their supervisors or someone who has been closely associated with their research (such as a member of the research team like a postdoctoral fellow or the Postgraduate Research Coordinator of the school). Candidates should always consult in advance those whom they plan to list as referees to ensure that they are available and are willing to support the application. It is also a good idea to send them a copy of the application.
Publishing
Publication of the research results in professional journals during the course of your program is standard practice in most disciplines. Publishing is a useful means of developing a record of academic achievement (or track record) and often determines success in competition for teaching and research positions. Candidates should discuss with their supervisor the possibility of publishing their research during the course of the degree.

Teaching, tutoring and laboratory demonstrating
If candidates are considering a university teaching career they may want to investigate the possibility of casual teaching, tutoring or laboratory demonstrating in their school or faculty. Each course/subject offered at the University has a course coordinator who arranges teaching staff for the subject. The Learning and Teaching Unit works closely with faculties to provide a number of courses, seminars, workshops and online resources to support UNSW staff.

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 the thesis 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 (research.unsw.edu.au/unsw-scientia-fellowship-program) 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.

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

UNSW alumni
The UNSW Alumni & Community 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 your faculty, degree or diploma, you 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: +61 2 9385 3279
Email: alumni@unsw.edu.au
<table>
<thead>
<tr>
<th>Name</th>
<th>Abbreviation</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian Higher Education</td>
<td>AHEGS</td>
<td>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.</td>
</tr>
<tr>
<td>Graduation Statement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research Progress Review</td>
<td></td>
<td>A compulsory review undertaken by all candidates and attended by a panel of school representatives to assess the candidate’s progress and identify any problems.</td>
</tr>
<tr>
<td>Candidate</td>
<td></td>
<td>A person enrolled for a higher degree by research at UNSW.</td>
</tr>
<tr>
<td>Census Date</td>
<td></td>
<td>The date at which a student’s enrolment is finalised before this information is reported to The Department of Education and Training (31 March for semester 1, 31 August for semester 2).</td>
</tr>
<tr>
<td>Confirmation of Enrolment</td>
<td>COE</td>
<td>A Confirmation of Enrolment, or COE, is a document that is provided by the institution 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.</td>
</tr>
<tr>
<td>Conflicts of Interest</td>
<td></td>
<td>A situation in which a person, such as a public official, an employee, or a professional person, has or is perceived by others to have a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties.</td>
</tr>
<tr>
<td>Council</td>
<td></td>
<td>UNSW is governed by a Council, which includes Parliamentary and ex-officio members. Information on Council membership can be found at gs.unsw.edu.au/ councilandcommittees/index.html</td>
</tr>
<tr>
<td>Domestic Candidate</td>
<td></td>
<td>A candidate who is an Australian or New Zealand citizen, or who holds Permanent Residency status in Australia.</td>
</tr>
<tr>
<td>Equivalent Full-time Student Load</td>
<td>EFTSL</td>
<td>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 (UCD).</td>
</tr>
<tr>
<td>Exchange Email Service</td>
<td></td>
<td>A single email system for all research students which is accessible by using a zID and a zPass. it.unsw.edu.au/students/email/index.html</td>
</tr>
<tr>
<td>Graduate Research School</td>
<td>GRS</td>
<td>The UNSW Graduate Research School is the administrative unit responsible for the management and administration of research training at UNSW.</td>
</tr>
<tr>
<td>Graduand</td>
<td></td>
<td>A student who has completed all the requirements for the degree but has not yet graduated.</td>
</tr>
<tr>
<td>Graduate</td>
<td></td>
<td>A person who holds an award from a recognised tertiary institution.</td>
</tr>
<tr>
<td>Higher Degree Committee</td>
<td>HDC</td>
<td>The relevant Faculty Higher Degree Committee (including the Faculty’s delegated authority).</td>
</tr>
<tr>
<td>Higher Degree By Research</td>
<td>HDR</td>
<td>Any Masters or doctoral degree that comprises a minimum of two thirds of its assessable content by research.</td>
</tr>
<tr>
<td>Head of School</td>
<td>HoS</td>
<td>A person who has overall responsibility for higher degree research students within the academic School.</td>
</tr>
<tr>
<td>International Applicant/ Candidate</td>
<td></td>
<td>An applicant/candidate who is not a citizen of Australia or New Zealand and who does not hold permanent residency status in Australia.</td>
</tr>
<tr>
<td>Part-time Enrolment</td>
<td></td>
<td>Part-time enrolment is 12 units of credit per semester.</td>
</tr>
</tbody>
</table>