Acknowledgements
Thanks to those that provided their feedback, comments and work on earlier drafts, particularly Shaun Allen.

Disclaimer
This Handbook is regularly updated and every effort has been made to ensure its accuracy. However, in cases of uncertainty or conflicting rules, then it is the University’s policies and procedures that take precedence. These can be found at: http://www.canberra.edu.au/research/hdr-policy-and-procedures.

The Handbook is last updated by Selen Ercan and Paul Fawcett in January 2015 in consultation with the IGPA HDR Committee and IGPA Fellows, and approved by the Director of the Institute, Prof Mark Evans.

Version Control

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May 2015 Updates to: chapter on Research Training; contact details; HDR Research Training Convenor
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Welcome Message from the Director

Welcome to the Institute for Governance and Policy Analysis (IGPA). The launch of IGPA in January 2014 brought together the research strengths of the former ANZSOG Institute for Governance (ANZSIG) and the National Centre for Social and Economic Modelling (NATSEM). This year, we also look forward to welcoming HDR researchers from the Faculty of Government, Business and Law.

We believe that you are joining one of the most exciting places to undertake research on governance and policy analysis in Australia. There is a real energy around UC-IGPA at the moment following a period of rapid expansion, which has seen new staff joining the Institute from world class universities. This has been combined with the recruitment of outstanding thinkers from the world of practice, reflecting our commitment to bring together theory and practice in a creative union.

IGPA’s broad social purpose includes:

- producing internationally leading research in governance and public policy that deepens theory, advances knowledge and improves practice both in Australia and overseas;
- training the next generation of research leaders in governance and public policy;
- delivering research driven education programs that generate genuine public value; and
- organising thought leadership, engagement and translation activities that deliver significant policy impact.

The Institute’s activities are organised around three programmes – research and research training, education, and engagement. IGPA is working towards achieving its aims across its research and research training programme by developing an internal culture that is scholarly, inclusive, respectful, diverse, developmental and collegial. Our
overall aim is to create a vibrant institute in which our researchers are engaged and excited, and which attracts scholars from both Australia and overseas.

Our research and research training programme also recognises that no one discipline can offer solutions to many of the critical governance challenges that governments now face, particularly as the public policy problems that we now face have become more complex, multi-level and global in nature. This is reflected in the three Research Centres in IGPA. These reflect not only our core strengths but also the inter-disciplinary work that is currently being conducted within the Institute.

Our two other programmes in Education and Engagement have also proven to be successful. We currently deliver a range of postgraduate and professional development programmes as part of our education programme for various Commonwealth and State jurisdictions on governance, leadership and public policy themes. This sits alongside the leadership and governance programmes that we are delivering for overseas governments, including China, Singapore, the UK and Vietnam. In the Engagement area, we are promoting our research findings and heightening public policy debate on critical governance issues by televising all of our Parliamentary Triangle Seminars on the ABC’s “Big Ideas” Programme. We have also entered into an agreement with the Museum of Australian Democracy at Old Parliament House that will lead to many more events in the future. You are encouraged to attend these events as members of IGPA’s research community.

In sum, we have taken some important steps towards establishing a high quality research institute here at UC-IGPA but there is still much to do and it is with your participation and support that we are confident that we can build an institution of lasting significance. We very much adhere to the maxim that the quality of any research institute is reflected in the quality of its HDR program.

I encourage you to look carefully at this handbook and familiarise yourself with its contents. Its main purpose is to provide you with information and advice on what to do and how to get things done in order to support the beginning of your journey as a researcher.

I also recommend that you arrange to meet with your supervisor within the first week or two of your arrival to facilitate a smooth transition into your new role as a researcher in IGPA.

I look forward to meeting you over the coming weeks.

Professor Mark Evans  
Director  
Institute for Governance and Policy Analysis  
University of Canberra
Introduction

This Handbook provides essential information on being a researcher at the Institute for Governance and Policy Analysis (IGPA). We hope that this Handbook will help increase awareness about the many people and support systems that exist to help support you during your program of study at IGPA. In doing so, this Handbook will assist you in settling into the Institute, present you with the variety of support and resources that are available, and outline the milestones that you must complete during your candidature. In short, it aims to take some of the mystery out of doing a PhD.

This Handbook has been designed to complement existing University policies and procedures by providing further detail about what’s required at different stages during your candidature. However, IGPA also has its own internal policies, procedures and requirements that are reflected in this document. Whilst every effort has been made to ensure that this Handbook is accurate and aligned with broader University policy, it is University policy and procedures that take precedence in cases of uncertainty or conflicting rules. The University’s policies and procedures can be found at http://www.canberra.edu.au/research/hdr-policy-and-procedures.

PhD researchers usually aim to complete their studies within three and a half years (full-time equivalent) in which their primary task is to do research towards a doctoral thesis. However, pursuing a PhD may also involve taking taught courses, teaching into undergraduate courses, and participating in the research community that exists not only here in IGPA but also in various fora nationally and internationally. So, whilst working on your research project is certainly a key component of what you will do whilst you are here, it is unlikely to be the only thing. We strongly encourage you to make use of the opportunities that are presented to you throughout your candidature.

Finally, whilst we mainly concentrate on the formal activities here, the lifeblood of the Institute largely depends on the informal activities organised by researchers themselves. HDR researchers play a crucial role in this process and we very much hope that you will play your own part in contributing towards this environment and our success.
1. Getting Started

Before commencing study at IGPA, it is important to know how to find our buildings, and familiarise yourself with processes such as enrolment and induction.

Location

The Institute for Governance and Policy Analysis is located in two separate buildings that are situated next to one another (Buildings 23 and 24).

A campus map is provided in Appendix 1.

Building 23 is located on University Drive South and is also known as the University of Canberra Innovation Centre. Building 24 is located on University Drive South. It is also known as the Ann Harding Conference Centre.

Parking

Pay parking is enforced across the entire campus from Monday to Friday, 7am and 7pm. Further information on charges and payment methods can be found at: http://www.canberra.edu.au/estate-management/parking. Parking locations can be found in Appendix 1.
Setting up - the first two weeks

The following activities will assist students in settling in to the UC and IGPA communities. It is recommended they be undertaken within two weeks of arrival.

Complete the induction process

IGPA and the University run their own induction processes. Attendance at the IGPA Induction is compulsory.

The IGPA HDR Induction day is designed to give you most of the information that you will need related to administrative matters and getting started at the Institute. This includes information about your desk space, staff card, computer access and other administrative matters as well as milestones and training requirements.

At the same time, you may also wish to refer to the University’s website for new staff as many of the administrative tasks that you will need to get yourself started are the same as those for new staff. The website can be accessed here: [http://www.canberra.edu.au/hr/induction](http://www.canberra.edu.au/hr/induction).

There will be opportunities to ask questions at the IGPA HDR Induction day but, if you have any immediate queries concerning administrative matters, then please contact the HDR Support Officer.

Complete the self-enrolment process

The Student Centre (1300 301 727) can help if you have difficulty accepting, deferring or rejecting your offer online.

If you accept your offer online, you should automatically be issued with a password. If you have accepted your offer in any other way and do not have a password, you can obtain one from the IT ServiceDesk (02 6201 5500) or Student Centre (1300 301 727).

You will need to access the MyUC system to complete the various steps in the self-enrolment process once you have accepted your offer and have your password: [http://www.canberra.edu.au/student-services/re-enrolment](http://www.canberra.edu.au/student-services/re-enrolment).

Set up your UC email account

All official correspondence is sent to your UC email address. Your email account can be accessed via MyUC ‘Study Tools’ or Quick Links on the MyUC home page or directly at
www.microsoftonline.com (then take link to Sign in). It is important that you check your email regularly see URL:

**Send your academic profile to the Communications and Events Officer**

All new HDR researchers should send their academic profile (summary of your previous degrees, information about your PhD topic, your supervisory panel, and a list of recent publications) to the Communications and Events Officer so that the Institute’s website can be updated accordingly.

**Collect your UC student card**

You can collect your UC ID card from Student Central in Building 1, Level B (open Monday, Tuesday and Thursday 9am-5pm, Wednesday 10am-5pm and Friday 9am-4:30pm). You will need to provide photo identification (for example, a driver’s license, passport or proof of age card). Your staff card will give you access to the IGPA offices (which requires a security swipe), the car parks, library and printing facilities. See: http://www.canberra.edu.au/student-services/re-enrolment/id_cards_and_travel_concession.

**Familiarise yourself with key dates in the University calendar**

You can access key dates in the University calendar from here: http://www.canberra.edu.au/academic-calendar/principal-dates
2. About the Institute for Governance and Policy Analysis

The Institute for Governance and Policy Analysis is one of three University Research Centres at the University of Canberra. Established in January 2014, UC-IGPA brings together the research strengths of the former ANZSO Institute for Governance (ANZSIG) and the National Centre for Social and Economic Modelling (NATSEM). Its aim is to create and sustain an international class research institution for the study and practice of governance and public policy.

IGPA incorporates three Research Centres:

- The National Centre for Social and Economic Modelling (NATSEM)
- The Centre for Deliberative Democracy and Global Governance
- The Centre for Critical Governance Studies

Each Research Centre is comprised of a critical mass of research active scholars with an agreed research plan.

All HDR researchers (and all IGPA Fellows) belong to at least one Research Centre. You will be asked to nominate your primary Research Centre on an annual basis when you complete your PhD Development Plan.

You will be informed about the activities taking place in your Research Centre and are invited to play an active role in its development as researchers within IGPA. The overall intention is that your participation in a Centre provides you with the opportunity to gain access to a critical mass of scholars working in a field closely related to your own research.

Our success as a research Institute depends on our capacity to develop a dynamic and inclusive research community. This extends to all IGPA HDR researchers who will be provided with:

- Fellowship status and membership of a research program;
- access to Institute research activities (e.g. conferences, seminars and symposia);
- support services;
- thesis development and professional skills workshops;
- access to a high quality research training program; and
opportunities for paper presentation and feedback through our various seminar series.

**Institute Philosophy**

The Institute has a broad social purpose to produce international leading research in governance and public policy that deepens theory, advances knowledge and improves practice at home and overseas. Our research has genuine public value (economic, social, environmental, political) emanating from organic collaborations with local and international stakeholders and researchers. Our culture is scholarly, inclusive, respectful, diverse, developmental and collegial. People want to work in, and with, our Institute including international visitors and HDR researchers.

We value the people we work with and each other. Each member of the Institute makes a distinct contribution to meeting our strategic goals. We work by the maxim that the whole is greater than the sum of its parts. Our aims are:

- To create a working atmosphere supportive of research;
- To provide opportunities for the development of ideas;
- To be intellectually inclusive;
- To involve and encourage our HDR researchers;
- To do all we can to help one another in our research and professional development activities;
- To produce research and research-led education which deliver genuine public value;
- To be reflexive to key developments in the field of action through the provision of a neutral space for bringing together experts from academia, practice, and the private and third sectors to solve critical governance problems; and
- To be the collaborator of first resort.

**Who’s who?**

You can find a regularly updated list of professors as well as people working at the Institute on our website. The *Staff Handbook* also contains detailed Position Descriptions for those who occupy key leadership roles within the Institute.

**IGPA HDR Researchers**
Your peers are an important source of guidance and support. We want to do everything that we can to facilitate a strong research culture in IGPA and an active and engaged community of researchers is crucial to achieving this aim. Researchers at all levels should feel that they are part of the research community, included in its events and have a say over its future development. We hope to facilitate this at an institutional level but this should not preclude researchers from self-organising their own events, activities and groups from the ‘bottom up’ where they recognise a mutual need and feel that they can help one another towards a particular end.

**Your Supervisor and Supervisory Panel**

Your primary supervisor will also normally be the chair of your supervisory panel. This is an important role as it is your primary supervisor who will advise you about most aspects of your thesis and graduate work. We have provided further information about the role and expectations surrounding your supervisor and the supervisory panel in a separate chapter.

**Director of Research**

The Director of Research manages and ensures the delivery of the Institute’s research strategy.

![Professor David Marsh](image)

**Professor David Marsh**  
Director of Research  
Building 24  
david.marsh@canberra.edu.au

**HDR Convenors**

The HDR Convenor role has been split into two in IGPA. Dr Selen Ercan is responsible for HDR researchers undertaking thesis topics in Political Science and Policy and Administration whilst Associate Professor Xiaodong Gong is responsible for HDR researchers undertaking thesis topics in Applied Economics.
HDR Research Training Convenor

The HDR Research Training Convenor is responsible for coordinating the research training activities within IGPA, and between IGPA, other units within UC, and externally.

Dr Michael Jensen
HDR Research Training Convenor
Building 23, Level B
michael.jensen@canberra.edu.au

Professional Staff

IGPA has two business managers. The Business Manager (Research) works with the Director, Deputy Director, Research Director and HDR Convenors to ensure the effective and efficient management of resources required for the delivery of IGPA’s research services. The Business Manager (Education and Engagement) is responsible for overseeing the management issues related to the Education and Engagement programs of the Institute.

Ms Lorna Evans
Business Manager

Ms Nilima Mathai
Business Manager
The Business Manager (Research) is supported by the HDR Support Officer. The HDR Support Officer is normally the first point of contact for HDR researchers. They help schedule the milestone seminars and act as an administrative liaison between the Business Manager (Research) and the HDR Convenors. Relatedly, the Business Manager (Education and Engagement) is supported by the Communications and Events Officer. The Communications and Events Officer is responsible for updating the website and web profiles of HDR researchers as well as processing room bookings.

HDR Representative

PhD candidates are also served by a HDR Representative, who is also studying toward their own PhD. The HDR Representative is responsible for:

- Attending, representing and lobbying on behalf of HDR researchers on committees, including IGPA’s HDR sub-Committee.
- Liaising with the Institute’s Management and Professional Services team, particularly the HDR Convenors, the HDR Support Officer, Business Manager (Research) and the Director of Research.
- Maintaining a link with the HDR community.

These roles mean that the HDR Representative needs to be able to able and willing to attend meetings at the Institute, be an active participant in the life of the HDR community, and be open and willing to voice suggestions in committee meetings and other relevant forums.
Elections for the HDR Representative are held annually, with the successful candidate to undertake a one-year term. The same researcher cannot be elected to the post of HDR Representative more than twice during their candidature. The HDR Convenor will play the role of returning officer on the basis of a one member one vote system. All registered HDR researchers enrolled in IGPA are eligible to vote.

**IGPA HDR Sub-Committee**

IGPA’s Higher Degree by Research Sub-Committee is the one with most relevance to HDR researchers in IGPA. Its role is to provide oversight to IGPA’s management of HDR courses (including aspects such as admission, progression and examination) and to consider and advise on matters relating to HDR policy and procedures. IGPA’s sub-HDR Committee is chaired by the HDR Conveners and meets quarterly. It includes various representatives from within the Institute and the HDR community. It reports to IGPA’s Research Committee and the University’s Graduate Research Committee. The HDR Sub-Committee may also form working groups from time to time to report back to it on specific issues.

**Other Roles in IGPA**

There are several other officeholders in IGPA that you may wish to contact should you have issues in the areas covered by their role. These include:

- Occupational Health and Safety Officer
- Equal Opportunities Representative
- First Aid Officer

The names and contact details for these officeholders are provided in Appendix 8.

**Graduate Research Office**

The Graduate Research Office is responsible for the development of Higher Degree by Research (HDR) within the University of Canberra. It aims to provide better support the development of both important research and more capable researchers. The GRO portfolio includes:

- Developing strategy for Higher Degrees by Research at UC
- Developing policies to support a high quality HDR experience
- Determining what the learning outcomes of Higher Degrees by Research
- Supporting research student generic skills acquisition
- Providing generic research training and support for HDR students
• Building upon the advantage of being a smaller, more responsive university, to be able to support student interaction across and between Faculties and Research Centres
• Designing and coordinating supervisor registration and training
• Our primary objective is to enhance the HDR experience from initial access and application through to graduation. UC has launched a new PhD programme designed to reflect our emerging demographic and enable a wider range of applicants to join the programmes and be successful during their studies.

You can find out more about the GRO here: http://www.canberra.edu.au/research/current-research-students/graduate-research-office.

The GRO coordinates and develops the University’s Researcher Development Program (induction, research activities, support and information), supervisor registration and professional development program, and is responsible for updating and monitoring the University policies relating to research training.

The Researcher Development Program is a University-wide initiative designed to support research students’ progress and development as researchers. The focus of the program is on research and professional development.

The program organises:

• Regular face to face workshops. These sessions take into account student diversity and aim to respond to very diverse needs. Students are therefore expected to pick from the program what is useful to them.
• Regular online workshops.
• Orientation for new research students: a must for students who want to quickly and easily settle into research study.
• The online Research Education Program Moodle used for communicating, informing, training and sharing resources.
• Regular social events.

You will be automatically informed by email about these workshops and research events, which all HDR researchers are welcome to attend. The Moodle site can be accessed from the link above.

Dr Joelle Vandermensbrugghe is the Researcher Development Program Convenor.
The Researcher Development Program also maintains subscriptions to:

- ACSPRI ([http://www.acspri.org.au/](http://www.acspri.org.au/)) which allows staff and research students to access ACSPRI Summer, Winter and Spring Programs in Social Research Methods and Research Technology and its biennial social science methodology conference at members rates, and ensures free access to data from the Australian Data Archive (ADA). ACSPRI also hosts a national survey research centre, based in Melbourne. The centre -- "Academics Surveys Australia" (ASA) -- can assist staff from ACSPRI member organisations with advice and other services related to survey research, data analysis and research design.
- fIRST, [http://www.first.edu.au](http://www.first.edu.au), which provides access to a range of resources supporting supervision of research students. UC is a member. Our username is: ucan and our password is ucan2617act.

**The Research Students Office**

The Research Students’ Office is the unit responsible for central processes involved in the administration of research degree candidature. Major areas of responsibility for the Research Students’ Office include:

- Admissions – respond to applicant enquiries, receive domestic and international applications, provide eligibility checks, facilitate assessment process, process offers and acceptances of place
- Enrolments – process unit enrolment forms, enrol candidates from Annual Progress Report information
- Annual Progress Reports – manage reporting process, process special conditions/special progress reports, enrol candidates based on report
- Administration of candidature – record milestones, process any changes to candidature and supervisory arrangements
- Examinations – arrange appointment of examiners, send out examination material, process reports, liaise with Student Progress and Graduations throughout the granting and conferral of award
- Administration of federal government scholarships (APA and IPRS), including scholarship award rounds
• Manage all candidature data on Callista

You can find out more about the Research Students Office here: http://www.canberra.edu.au/research/current-research-students/research-student-administration.

The Research Students’ Office is located in the Scrivener Building (UC Building number 26 – on Thynne Street, Bruce).

Ph.: +61 2 6206 8819
Email: postgrad.research@canberra.edu.au
Website: http://www.canberra.edu.au/research-students
3. Pathways to a PhD

There are two main pathways to a PhD at IGPA: PhD by thesis; or, PhD by publication. Choosing between these two pathways is an important decision. Each pathway has its own advantages and risks, which you should discuss with your supervisor and supervisory panel as well as your fellow HDR researchers.

The milestones outlined in Chapter Seven provide specific points where progress is reviewed and a decision may be reached to change your PhD pathway. It is important to have this option but you should also be aware that there are sunk costs in changing your pathway the further that your progress into your candidature. This is because there are important differences in the form and expectations associated with the two different types of thesis.

This chapter outlines the requirements for the two different pathways.

PhD by Thesis

A PhD by Thesis is the ‘conventional’ route for getting a PhD. It involves writing a monograph that meets certain assessment criteria.

Requirements

A thesis submitted for a Doctor of Philosophy degree should not exceed 100,000 words in length (including references, footnotes, etc.). Although no minimum word count has been set, the contents of a thesis must meet IGPA and UC assessment guidelines, which are outlined below.

The University has a set of generic formatting requirements for theses. These can be found in the HDR Examinations Policy (http://www.canberra.edu.au/research/hdr-policy-and-procedures).

Section S1.4 in the University’s HDR Examinations Policy states that:

A PhD thesis will be assessed in examination using the following criteria:

(a) makes a distinct and significant contribution to knowledge or understanding in the area with which it deals and/or to the application of knowledge to the analysis of problems in the study area;
(b) affords evidence of originality shown either by the discovery of new knowledge or by the exercise of independent critical thinking;
(c) contains a substantial amount of material suitable for publication; and
(d) is well ordered and satisfactory in its literary presentation.

The PhD thesis should also demonstrate:
(a) the candidate’s ability to conceive, execute and prepare to publication standard a scholarly piece of research on advanced theory or practice in a field of study covered by the research;
(b) the candidate’s thorough understanding of the state of knowledge in the field of enquiry and the relationship of the research to the broader aspects of the field of study; and
(c) the candidate’s technical capacity in the field of research.

PhD by Publication

A thesis by published works is not a different degree; rather it is a thesis format that meets certain requirements, including a minimum number of published, or accepted, papers.  

The initiation, key ideas, development and writing up of each of the works within the thesis is the primary responsibility of the candidate. The material presented for examination needs to meet the same requirements as the traditional thesis. The thesis as a whole must draw together the research outlined in the publications into a coherent body of work – this is crucial – in other words, the pieces submitted for examination must ‘fit together’, they cannot be a series of unconnected publications, without a common theme or on unrelated topics.

The decision about whether to pursue a PhD by Publication is an important one. It is a decision that you should discuss with your supervisor. It is particularly important to make yourself aware of the timescales involved, particularly in relation to the blind peer review process between preparing and submitting a piece for publication and receiving a final decision on whether it has been accepted or rejected for publication. This varies between different disciplines and is an important consideration especially for highly ranked journals where review times can be long. You need to make yourself aware of these lead times and build them into your planning. These considerations have also been partly reflected in the way in which the milestones have been developed for a PhD by Publication.

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1 Formally, a Doctorate of Philosophy (by Published Works) is not the same as a Doctorate of Philosophy (by Publication). A Doctorate of Philosophy (by Publication) is a different degree that is only available to academic staff under strict guidelines. However, a PhD by Published Works will often be called a PhD by Publication. We use both terms here to refer to a Doctorate of Philosophy (by Published Works).
Requirements

Number and Quality of Output(s)

University Policy on the PhD by Publication states that:

- The thesis as a whole must draw together the research outlined in the publications into a coherent body of work.
- Where all publications are sole-authored, there is a minimum of 4 journal or conference publications (or monograph/book chapter equivalent) presented within the thesis. All Chapters except the Introductory and Concluding chapters must be in the form of one of the works listed below:
  - a paper that has been published, accepted for publication, is in revise and resubmit, submitted for publication or is ready for submission in a blind peer-reviewed journal or refereed conference papers at the time the thesis is submitted;
  - a scholarly monograph; or
  - a chapter in a scholarly monograph.
- More than 50% of publications must be published or accepted for publication (e.g. 3 out of 4 total publications must be published or accepted, 4 out of 6 publications must be published or accepted, etc.).
- Manuscripts that have been rejected by a journal and have not been reworked for submission elsewhere following reviewers’ reports must not be included.

At IGPA, a normal publication profile for a PhD by Publication includes:

- at least 3 sole authored blind peer reviewed journal articles that have been accepted for publication, and
- at least 1 other sole authored journal article that has been submitted for publication, or is ready for submission in a blind peer-reviewed journal, at the time the thesis is submitted.

Any variation from this publication profile should be discussed with your supervisor and supervisory panel.

Where a publication is still to be submitted the intended journal and timeline for submission should be clearly identified. It is anticipated that the journals will be listed in the current Excellence in Research for Australia (ERA) lists. PhD students should seek guidance from their supervisory panel when this is not the case. Students should also be targeting for quality, as well as quantity, in their publication plan. This should be discussed as part of their annual PhD Development Plan.
An important disciplinary distinction from the University policy stated above is that refereed conference papers cannot be included in a submission for PhD by Publication. ‘Scholarly’, which is referred to in the above guidelines with respect to ‘a scholarly monograph’ and a ‘chapter in a scholarly monograph’, is defined as one in which the monograph or chapter within a monograph has been subject to blind peer-review. You are advised to maintain a record of correspondence that confirms that your publication has been subject to blind peer review. This is particularly important for publications that are not journal articles and where verification maybe requested from the examiners. Monographs and chapters that have not been subject to blind peer review cannot be submitted for a PhD by Publication in IGPA.

A full scholarly book monograph, that has undergone a blind peer review process and which has been accepted for publication, would normally be taken as equivalent to two accepted blind peer reviewed journal articles. A PhD by Publication would normally include no more than one scholarly book monograph. These contributions will be weighted according to the guidelines on authorship detailed below.

Accepted chapters in scholarly monographs that have been subject to blind peer review may also form part of the submission for a PhD by Publication. A PhD by Publication would normally include no more than one scholarly chapter. These contributions will be weighted according to the guidelines on authorship detailed below.

You must ensure that you get written confirmation from the Editor or publisher of a scholarly book or scholarly chapter that your work has been subject to a blind peer review process and keep records of the referees’ comments and how you have responded. This should be done as you work through your thesis as your thesis examiners may request it or you maybe required to include it when you submit your work for examination. Make sure that you keep copies of these records to avoid problems as you progress through your thesis.

Authorship

Where there is joint-authorship, disciplinary guidelines will apply in terms of number of publications included. However, it is expected that the student will be lead author for the majority of the publications included in the thesis and may include a greater number of papers to demonstrate a dominant contribution to the research included.

For publications for which the candidate is not the sole author due acknowledgement must be made to the contributions of others to the research (expressed as a percentage), including the writing of the publications. The Special Declaration Form provides the format for this acknowledgement and it may be included either at the start
of each Chapter or as a Preface to the thesis. The students’ contribution to the publication should also be discussed in the Introduction as discussed above.

If one or more of the publications submitted for examination in a PhD by Publication is joint authored then more than 4 pieces will be required so that the total contribution is equivalent to 4 sole authored pieces (3 accepted and 1 under submission or ready for submission). As such, if there are one or more joint authored pieces, then the total quantum of output will need to increase proportionate to each individual piece and its weighting to bring the total contribution up to an equivalent level for a normal publication profile.

Co-authors will be asked to declare their percentage contribution for each co-authored piece in a PhD by Publication in Form E, which is referred to below. If each accepted journal article has a weight of 100%, and three articles are required, then it would be expected that the total weight of accepted publications would be 300% and publications either submitted for publication, or ready for submission, would be a further 100% in a thesis that is ready for examination. This can be used as a guide when considering whether the PhD as a whole is equivalent to the normal profile in terms of contribution from the PhD student. However, this also relied on PhD students ensuring that they agree on the weight of their contribution with their co-authors when working on a collaborative piece. Students must complete Form E and get it signed on an ongoing basis, and as they work through their thesis, to avoid any potential difficulties when they come nearer to their submission date.

Attention should also be paid as to whether the joint authored pieces are ones that have been accepted for publication or ones that have been submitted for publication, or are ready for submission in a blind peer-reviewed journal, at the time the thesis has been submitted. This is so that the total contribution of the thesis is equivalent to the normal profile outlined above.

Co-authors on pieces that are being submitted for a PhD by Publication are required to sign a declaration stating that the PhD student has made a significant contribution to the research, analysis and writing of the published research output(s). They will also be required to indicate whether the candidate has made a very substantial contribution to the piece being submitted for examination and its intellectual contribution. This is also where they will nominate the extent of the PhD student’s contribution as a percentage as outlined above.
**Critical Overview**

The thesis must contain a **Critical Overview** that includes an Introductory and Concluding chapter.

The **Introductory Chapter** critically places the published works in the context of the appropriate field of study and provides an overview of the thesis topic as a whole clarifying:

- the need for the research;
- the relationship between the thesis and the existing literature;
- the relevance of each publication;
- how the publications are linked to create a cohesive argument;
- the contribution of the thesis as a whole and its ‘value added’; and
- an explanation as to how the works included have been developed from research and when and where the publication was, or will be, subject to blind peer review, including the form that this takes.

The thesis must contain a **Concluding Chapter** that summarises the overall conclusions of all of the published work and articulates clearly the new contribution to knowledge in the discipline and the specific topic of the thesis. The student should clearly address how the individual publications link to the theory/methodology adopted and evaluate the contribution that the research in the submitted publications makes to the advancement of the research area. The conclusion may also comment on possible ways in which the research could be further developed.

It is important to explain how the works included have been developed from research and where the publication has been, or will be, subject to blind peer review. What is critical is being able to establish the academic and methodological rigour applied to the work.

The total length of these two chapters will **normally** be no less than 15,000 words and no more than 20,000 words subject to discussions with your supervisor. Candidates are advised that these chapters are expected to be of a very high standard and that its quality will have a special and important influence on the outcome of the examination. It is not meant to be a general discussion, nor should it be repetition or summary of the discussion sections of the submitted papers.
Formatting

The thesis must meet the University’s content and structural requirements of a PhD thesis as set out in Section B of the Examination of HDR Thesis Policy.

Chapters may be included in a format consistent with journal article styles. Published works are to be presented as PDFs in the form in which they were published. Candidates are permitted to renumber sections of the thesis either submitted for publication or published, in order to generate a consistent presentation within the thesis. Any changes should not alter the clarity of the original publication.

Where a publication is still to be submitted the intended journal/conference and timeline for submission should be clearly identified in the thesis normally in the Introduction.

All theses by publication must include declarations which specify the extent and nature of your contribution to the publications. If you are the sole author, this still needs to be specified. There are two declarations that you must include which acknowledge the contribution made to the research work and/or authorship by you and other parties. The Declaration for Conjointly Authored Publication (Form E – available at http://www.canberra.edu.au/research/current-research-students/forms) provides the format for this acknowledgement and it should be included as a Preface, or set of Appendices, to the thesis. This specifies the percentage contribution of the candidate’s contribution to the publication relate to the other co-authors. If you are the sole author, this form still needs to be completed.

The thesis may also include relevant appendices or supporting evidence, such as additional papers that are not relating to the main thrust of the thesis, raw data, programs, questionnaires, film or audio clips and other material as deemed appropriate for the specific thesis. It would normally include a title page, abstract of the entire thesis work (including the submitted papers), table of contents, list of figures, list of tables and acknowledgements.

Although a thesis by publication may contain some repetition, it is expected that the repetition be minimal so as to facilitate the examination process. Where possible, candidates should ensure that referencing and stylistic inconsistencies between papers are minimized to assist the examiners.
Examination

The thesis will be examined under the same conditions as a conventional thesis; however, examiners’ recommendations will be directed to the thesis as a comprehensive whole. Recommendations for changes cannot be made to individual published works that have been blind peer reviewed.

The thesis must be presented in such a way that the examiners can assess the requirements of the University. Here, the crucial questions are whether, in the opinion of the examiners, the thesis:

- is a substantially original contribution to knowledge about the subject concerned;
- affords evidence of originality by the discovery of new facts;
- affords evidence of originality by the exercise of independent critical ability; and
- meets formatting and presentation requirements.

Examiners for a PhD by Publication will be issued with special instructions and guidelines. Whilst examiners cannot request that changes be made to individual published works that have been blind peer reviewed and accepted for publication, they can request changes to any other part of the thesis that does not fall into this category, including the Introduction, Conclusion and any work that has been submitted for publication, or is ready for submission in a blind peer-reviewed journal, at the time the thesis is submitted for examination. They may also request changes to the format and presentation of the thesis and will be asked to assess whether or not it forms a coherent body of work.

Other considerations

The candidate must agree with their supervisor that the thesis will be by published works and ensure that this is communicated to both the Research Students Office (at time of submission) and the examiners.

A candidate may only include a publication in the thesis if the publication of the work occurred during the course of candidature for the degree.

The student must obtain permission to reproduce copyright material, where that right has not already been granted as part of the publication process by the copyright holder. If this cannot be done, students may ask for the examination and deposition of the thesis to be treated confidentially.
Publishing

Publishing will be an essential component if you are completing a PhD by publication but it is also a relevant consideration when completing a PhD by thesis, particularly if you are looking to undertake research-related work once you have completed your studies.

Publishing your research has a number of benefits:

- you will expose your work to the academic community and begin to enter into the ‘conversation’ of your particular field;
- it will make you a more attractive candidate when applying for academic jobs or postdoctoral fellowships. Research track record is something that universities take very seriously;
- you’ll get a kick out of seeing your work in a peer-reviewed journal and maybe being cited by other scholars; and
- universities are awarded ‘points’ for publication. Anything that you publish counts towards the Institute’s research output.

In other words, publishing is a ‘win-win’ for both you personally and the Institute.

If you publish any work during your candidature as a HDR researcher then it is a crucial that you inform the HDR Support Officer so that it can be recorded in the University’s system. This will also ensure that information about your publication is circulated within IGPA and more broadly.
4. Supervision, Guidance and Support

In this section, we describe what you can expect from supervision. We also provide some detail as to other individuals in the Institute who can provide guidance and support.

HDR Researchers

PhD supervisors are entitled to expect PhD candidates to regard writing their thesis as their main responsibility and to treat the exercise accordingly. Any change in priorities is to be brought to the PhD supervisor’s attention as quickly as possible.

PhD candidates are expected to take the recommendations they receive from their supervisors seriously. While they need not adopt them blindly, they should treat them as points of orientation. PhD candidates who decide not to follow these recommendations should inform their PhD supervisor and substantiate their response.

Roles and Expectations

As a HDR researcher, your supervisor and the Institute expect you to:

- Maintain cordial relationships with your supervisors.
- Gain approval from your supervisor for any deviations from your PhD Development Plan.
- Familiarise yourself with, and abide by, the policies governing your degree and the codes of conduct and ethics for research.
- Maintain proper enrolment: ensure you enrol every semester.
- Investigate whether your project needs ethics approval and apply for approval before commencing your fieldwork.
- Play an informed part in selecting supervisory panel members: ensure appropriate academics are selected.
- Drive the research and writing process and ensure you complete milestones and meet deadlines. You are your own project manager.
- Remember that your supervisor is busy. HDR researchers should take responsibility for establishing regular meeting times and ensure they provide written material for discussion in advance.
- Ensure that your relationship with your supervisor is constructive through proactively and positively contributing to this relationship.
- Keep to your agreed schedule of meetings with your supervisor, providing evidence of progress.
- Answer any queries for your supervisor in a timely manner and normally within 5 working days.
- Make any requests to change your supervisory arrangements according to the policy
outlined in this Handbook.

- Contact your supervisors regularly by email and/or face to face meetings and engage in constructive conversations with them. Keep them informed.
- If the candidate is doing the PhD ‘on the job’ in a professional capacity, to devise a realistic timeframe for the work (which can, for example, be arranged as part-time).

You are strongly advised to keep a list of appointment dates and to take notes during meetings in order to limit any misunderstandings. This could take the form of a short memo that records the key points discussed as well as agreed future actions. It is often best if these are shared with your supervisor.

**The Supervisory Panel**

You and your primary supervisor are responsible for ensuring that your supervisory arrangements abide by the following rules:

- Every supervisory panel must include at least a Chair and a Secondary supervisor. Both supervisors must be formally registered by the University.
- The Chair must be a UC staff member or adjunct. The secondary supervisor maybe a staff member, adjunct or someone external to the University but working in a tertiary institution.
- You may have up to one other member on your Panel as an Advisor. Advisors do not need to be registered through the University.
- Most Panels will have two members (a Chair and a Secondary supervisor). Panels must not have more than three members.
- At least one member of your Panel must be active in your field of research or a related/cognate area.
- At least one member of your Panel must hold a degree equivalent to that being sought by the candidate.
- Every panel must have an agreed contingency plan in the event that a panel member needs to step down for any reason. This must be discussed in the Annual PhD Development Plan.

**Roles and Expectations**

You can expect that your supervisory panel will:

- Provide academic support (including timely feedback), guidance and evaluate progress.
- Discuss choice of research topic, planning of research program and availability of resources.
• Maintain regular contact with you as dictated by the research program and milestones.
• Assist you in meeting milestones in a timely manner.
• Provide support and advice in pursuing additional opportunities including funding, publishing and networking.
• Assist in design and preparation of thesis material and submission of final thesis.
• Monitor your performance and address potential issues or problems as early as possible within the University framework.
• Ensure that you have a full understanding of their responsibilities and the expectations of the panel.
• Provide career advice and assistance as appropriate.

It is important that you agree with your Panel how your supervision will be overseen, particularly the role played by your primary and secondary supervisors. This should be discussed as part of your annual PhD Development Review.

**Primary Supervisor**

Your primary supervisor will also normally be the chair of your supervisory panel. This is an important role as it is your primary supervisor who will advise you about most aspects of your thesis and graduate work. Your Chair is also your main internal and external point of contact point both within the Institute and the University unless otherwise agreed by your supervisory panel. Whilst primary supervisors play an important role in your thesis, responsibility for timely completion of the thesis rests primarily with the HDR researcher and secondarily with the supervisor(s).

Your primary supervisor is responsible for monitoring and coaching on the progress (process) and quality (results) of your PhD research. Attention will be paid to the timing of the project bearing in mind that timely completion is crucial. The supervisor will ensure that the candidate is aware of the standards expected of the degree concerned. They will also identify with the candidate the particular research skills that will be needed, and what are the most appropriate data gathering and analysing techniques to be used. The supervisor also plays an important role in providing feedback on progress to the candidate.

**Roles and Expectations**

You can expect that your primary supervisor will:

• Be in charge of your overall supervision and progression.
• Manage your supervisory panel and ensure that it effectively discharges its responsibilities by remaining actively engaged in the project and its supervision.
• Meet you at least once every 6-8 weeks (full-time), or according to a regular pattern determined by you and your supervisor.
• Maintain a cordial and supportive relationship.
• Be committed to reading submitted material in a timely fashion, reading submitted work thoroughly and providing comments on both the specific as well as the general research project and its progress.
• Assist the HDR researcher in finding and/or contacting possible secondary supervisors and external assessors.
• Inform the HDR Convenor and/or Director of Research of possible problems/issues with progress and/or the research.
• Assist the HDR researcher with finding peer-reviewed journals in which to publish research findings.
• Approve and assist with fulfilling the requirements as set by the milestones.
• Assist with career development, conferences and post-doc options.

During the PhD programme, primary supervisors are expected to take an interest in the future academic career of their PhD candidates and to support them. Their support may take various forms, such as recommending opportunities for publication, introducing them to colleagues, suggesting conferences to attend and discussing employment prospects after they complete the PhD programme. Subsidiary scholarly activities should be compatible with their dissertation research.

In certain cases, a supervisor may indicate that they no longer wish to work with a PhD candidate within the first year of his/her candidature. In such cases, the supervisor must make such a request in writing explaining his/her reasons to the HDR Convenor and the Director of Research.

**Secondary Supervisor**

The expectations surrounding secondary supervisors and their involvement in overseeing the thesis vary. This means that they should be clearly set at the beginning of the candidate’s supervision and reviewed as part of the Annual PhD Development Review.

Key issues that should be discussed could include:

• How you will meet – e.g.: with or without your primary supervisor;
• How often you will meet (typically this will be no more than once a quarter); and
• The extent to which your secondary supervisor is expected to read and comment on your material and, if so, what response time should you expect.

At all points in time, you should expect that your secondary supervisor will:
- Maintain a cordial and supportive relationship.
- Assist with identifying journals in which to publish research findings.
- Keep your supervisor informed of what has been discussed.

**Advisors**

An advisor or advisors can also be appointed to your supervisory panel to offer ideas, feedback and support during your studies. Advisors need not be from an academic background, but should have some level of industry experience and/or expertise in your chosen area of study.
5. Managing your Candidature

This chapter details some of the issues that you may encounter during your candidature and how to manage them.

Workload Expectations and Leave

University policy states that a normal full-time commitment as a HDR researcher is at least 35 hours per week. The normal part-time commitment is at least 18 hours per week. This means that fulltime HDR researchers are expected to devote a normal working year to their studies – in Australian universities that is 47 weeks of 5 days and 7 hours per day. Relatedly, work towards your degree is not confined to semester periods only.

Under University HDR Enrolment and Changes to Candidature policy, you are entitled to four weeks of recreational leave per year, plus statutory holidays and the University Christmas break. If you would like to take this leave, this must be discussed with your supervisors to negotiate an appropriate time for you to take this break. You may also be entitled to other kind of leave such as sick leave or maternity leave. Some scholarships also provide leave for such purposes, but even if you cannot extend you scholarship to cover such periods, you can extend the deadline for submission of your thesis by notifying the Research Students Office when you take a week sick leave, for instance. Please contact the Research Students Office for information on the formal procedures for taking leave.

If you are on a scholarship, all leave must be notified to the research student administration. Students requiring longer period of leave must apply for a leave of absence. If you do not do this and fail to enroll, your study could be discontinued.

Paid Employment

The University has introduced Faculty specific registers for Sessional Academics who are also known as tutors. You can register your interest at: http://www.canberra.edu.au/jobs/vacancies/casual-registers/casual-register-instructions.

University policy states that:

Full-time candidates are permitted to undertake a limited amount of paid employment: no more than 240 hours per year. Generally the employment may not exceed eight hours during normal working hours in a week. If the part-time employment consists of tutoring or lecturing, the total of eight
hours a week or 240 hours a year will include the time required for preparation and marking. The University does not require a candidate to undertake employment. Candidates are asked to state on their Annual Progress Report how much part-time employment they have undertaken during the year.

Remember that when you do tutoring the first contact hour in a unit assumes that you work two additional hours (one for preparation and one for marking). The second hour of tutoring in the same unit is paid at a lower rate because it assumes two hours of work: one contact hour and one hour of marking. So, if you take three tutorials in one unit then it is counted as seven hours of work per week, only one short of the eight hours specified in the above policy.

Special permission to undertake a greater amount of employment than the limits set above maybe considered by the HDR Convenor:

- subject to the conditions of any scholarship being held by the candidate; and
- where the HDR Convenor is satisfied that the candidate will still be able to complete the research program within the standard duration and funding time limits.

The HDR Convenor will, on advice from the supervisory panel, approve and monitor the University employment of full-time HDR researchers to ensure that candidates’ progress towards in the degrees in which they are enrolled is not impeded.

It is assumed that the same rules apply for outside work, but since the University cannot monitor this, it is left up to the judgment of researchers themselves, who have responsibility regarding how they manage their program.

**Intermission**

Intermission is the approved suspension of studies for a minimum of one, up to a maximum of two semesters during candidature. Candidates must complete one semester of enrolment in a research degrees before being eligible for intermission.

Studying from Afar

A few of you, at one stage, may unexpectedly find yourselves studying from afar. There are also other times when your research will take you away from the Institute, particularly if you are undertaking fieldwork outside the ACT or even Australia.

If you don’t plan how to manage your study and time working away from the Institute then it can be difficult and isolating. There are some official channels you can follow to make sure you are making the best use of the resources available to you:

- Your first point of call is to speak to your supervisor and develop a strategy which will assist in communication and details of how you will progress in your research and study.
- Contact UC Study Abroad Programs and find out if there are satellite campus’ or exchange programs in place with UC at your intended location (see: http://www.canberra.edu.au/study-abroad/home).
- Research the local universities to see if they have a similar faculty/program that you could visit or observe classes. Also, ask your supervisor whether he has somebody who he could put you in contact with.
- Contact the local university library to discuss the potential of an honorary or temporary membership for the library, use of resources, and connection to postgraduate bodies, and contact the local public libraries to discuss what resources, study rooms etc. are available for use.
- Speak to the Faculty Liaison librarian at UC. You will have limited access to hardcopy documents and publications once you leave, which can be extremely difficult (you may find yourself having to borrow what you need before you leave and posting it back to the library at your own cost). The librarian will ensure that you understand how to retrieve and access soft-copy information for the periods when you can’t access the University library.

Make sure that you take the time to deal with Culture Shock: There are lots of online texts available through the University of Sydney Library relating to this. Search “Dealing with Culture Shock”, or refer to the following links for quick reference:
www.worldwide.edu/travel_planner/cultureShock.html
www.myglobaleducation.com/article/v/16126/dealingwith-culture-shock-when-studying-abroad/

There are also a few insider tips which can help you manage this process:

- Consider where you will base yourself to study. Will it be in your home? In some cities this may not be possible (small apartments, expensive rent, flat or room
sharing etc.), in which case you should research and try to find options for suitable study environments. It’s really important to set this up before you leave otherwise you will disrupt your study patterns and lose time. It is also helpful to maintain your routine for stability at such a disruptive time (see Culture Shock).

- Maintain close contact with your supervisor. Provide at the very least, detailed monthly reports.
- Ensure you are signed up to all the appropriate technology so make communication and retrieval of information easier (e.g.: Skype, Dropbox, Video conferencing facilities, etc.).
- Schedule an appropriate amount of time for packing, moving, finding a new home, adjusting to a new place, unpacking, finding work, finding a social life and experiencing culture shock. This can be an exhausting and time-consuming period. This needs to be considered when timetabling deadlines.

One of the hardest things about studying from afar is a sense of isolation. Maintaining contact with a community where you can share thoughts, motivate each other and support each other is essential. Develop an online community of peers where you can meet, exchange work and provide feedback to each other. Stay in touch with the Institute!

**Issues related to Supervision**

**Supervision from Afar and/or by Fractional Appointments**

PhD supervisors who are recruited for work overseas or accept temporary or permanent appointments at other universities shall notify their PhD candidates. They are expected to draft an alternative guidance plan to be approved by both parties and the HDR Convenor. Supervising by fractional appointments and/or ‘at a distance’ can be challenging, so it is important that careful consideration is given as to how you ensure that you are adequately supervised.

**External Supervision**

Supervision by parties external to the University is possible, although external supervisors can only be appointed as either a secondary supervisor or advisor. All secondary supervisors must also be approved by the University. You may consider external supervision in cases where the expertise required to supervise your thesis is not fully available within the Institute or another School in the University.

The decision to appoint an internal or external co-supervisor will be made by the HDR Convenor in consultation with the Research Students Office as authorisation must ultimately be granted by the University. The Director of Research will then send an
official letter to the proposed external supervisor/advisor asking whether s/he is prepared to act in the role.

In no case should you ask an external professor whether s/he is available as a co-supervisor without having obtained the agreement of your primary supervisor.

**Addressing Issues in your Supervision**

You are entitled to expect from your supervisor considerable help in preparing every stage of your dissertation. When you present written work, this should be returned to you within a reasonable period of time with detailed comments and discussion. You should also expect to receive help, advice and constructive criticism when you experience periods of difficulty with your work. In return, you must be willing to be open about your problems and seek advice. You will probably have a natural desire to demonstrate only your strengths to your supervisor, but this is not sensible if it prevents you from receiving necessary help.

Problems can arise between HDR researchers and supervisors. It is important that these are addressed in a courteous way. You should first try to raise the issue with your supervisor. If that is not possible, or you do not feel that the issue that you have raised has been adequately addressed, then you should arrange an appointment to see the HDR Convenor to raise your concerns with them. If the issue still remains unresolved then you may arrange an appointment to see the Director of Research.

**Changing your Supervisory Arrangements**

Occasionally, researchers find it necessary to seek a change of supervisor, either due to difficulties in personal relations, the relocation or retirement of a supervisor, or simply because their thesis has started to develop in ways that would be more suitably supervised by someone different. This becomes increasingly difficult to do as time passes, but it is possible. You need to identify a new supervisor, who of course must be willing to take over supervision. You must also discuss the matter with your present supervisor. With the agreement of both, you then address the request for the change to the HDR Convenor in your field. The relevant HDR Convenor will be able to advise on the procedural issues that need to be followed.

Any change in supervisory arrangements must be approved by the Institute and the University’s Research Students Office in order to ensure that the minimum standards are maintained and candidate support remains at the highest quality. You will receive email confirmation from the Research Students Office to confirm any changes in your supervisory arrangements.
6. Progress Evaluation and Assessment

Academic progress is formally monitored and documented at different points during your candidature. You must complete these milestones in order to manage your HDR candidature and ensure successful completion of your degree. Research milestones provide opportunities for evaluating your progress and developing your skills.

In this section, we provide an overview of how your progress will be evaluated and assessed. We include further information split by each year of candidature in the sections that follow.

The most up-to-date information outlining the rules of the HDR program at the University of Canberra can be found at: [http://www.canberra.edu.au/research/hdr-policy-and-procedures](http://www.canberra.edu.au/research/hdr-policy-and-procedures). This website includes a number of University policies relating to HDR milestones, scholarships, examination and completion.

HDR Milestones

As a HDR researcher, you are expected to complete certain milestones as you progress through to completion so that you and your supervisor(s) can demonstrate that progress is on schedule. To this end progress is assessed during specific intervals. Additional stock-taking may occur at the request of the supervisor and the HDR Candidate, or be initiated by the HDR Convenor, the Director of Research or the HDR sub-Committee. As noted earlier, responsibility for timely completion of the thesis rests primarily with the HDR candidate, secondarily with the supervisor(s).

Milestones are important for various reasons. They are a mechanism that enables you, your supervisors and the Institute to: assess and evaluate progress; reflect on your supervisory arrangements and training needs; and design interventions where these are deemed appropriate. They also ensure that there are defined opportunities in your candidature where all parties can raise and discuss issues related to the thesis and its progression.

An overview of these milestones can be found over the following two pages. A summary table of these milestones, their purpose, what you will be expected to deliver, practical arrangements and how each milestone will be evaluated is also provided in Appendix 3.

The milestones below are elaborated at greater length in the following chapters.
IGPA Doctoral Program – Milestones Overview

Preamble

The timescales provided here are based on an accelerated entry PhD student on a full-time study load, who aims to submit their thesis within 3.5 years. Part-time PhD students will need to adjust the timescales equivalent to their FTE loading. Standard entry PhD students should follow these milestones once they have completed their coursework. Milestones have been further divided into those that are ‘required’ and those that are ‘advisory’. The former are requirements set by the University or Institute whilst the latter are provided more as a point of reference and catalyst for conversation between the PhD student and supervisor. As always, consult with your supervisor and seek advice if you are in any doubt. All PhDs proceed differently. Other than yourself, it is your supervisor who is the one with the closest knowledge about your project and its development.

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<th>Months</th>
<th>Program Milestones</th>
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<td>FIRST YEAR</td>
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<td>IGPA HDR Induction</td>
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<td>UC HDR Induction</td>
<td>Advisory</td>
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<td>1</td>
<td>Meet your Supervisory Panel</td>
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<td>3</td>
<td>Confirm Supervisory Panel arrangements</td>
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<td>3</td>
<td>PhD Development Plan*</td>
<td>Required</td>
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<td>4-6</td>
<td>Introductory Seminar and Preliminary Research Proposal</td>
<td>Advisory</td>
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<td>6-24</td>
<td>Apply for University Ethics Approval</td>
<td>As Required</td>
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<td>9-12</td>
<td>Confirmation Seminar, including Research Proposal Go/No-Go Decision Confirm PhD Pathway (by thesis or publication) Review Supervisory Panel arrangements</td>
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<td>No more than 12 months</td>
<td>PhD by thesis: completion of a detailed Research Proposal and at least one chapter in draft form</td>
<td>Advisory</td>
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<td>PhD by publication: submission of first article to a peer-reviewed journal***</td>
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<td></td>
<td>Completion of the taught coursework unit on Research Design</td>
<td>Strongly Recommended</td>
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<tr>
<td>Months</td>
<td>Program Milestones</td>
<td>Status</td>
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<tr>
<td><strong>SECOND YEAR</strong></td>
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<tr>
<td>18</td>
<td>PhD by publication: Review PhD Pathway</td>
<td>Required</td>
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<tr>
<td>21-24</td>
<td>Work-in-Progress Seminar: circulation of a second complete chapter (PhD by thesis) or a complete draft journal article (PhD by publication)</td>
<td>Required</td>
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<tr>
<td>24-30</td>
<td>PhD by thesis: completion of at least 40% of the dissertation in complete form**</td>
<td>Advisory</td>
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<td></td>
<td>PhD by publication: completion of second and third articles with at least one of these under review ***</td>
<td>Advisory</td>
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<tr>
<td><strong>THIRD AND FOURTH YEARS</strong></td>
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<tr>
<td>No more than 30 months</td>
<td>Fieldwork Complete (where appropriate)</td>
<td>Advisory</td>
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<td></td>
<td>Fieldwork Report (where appropriate)</td>
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<tr>
<td>No more than 36 months</td>
<td>PhD by thesis: completion of at least 80% of the dissertation in complete form**</td>
<td>Advisory</td>
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<td></td>
<td>PhD by publication: submission of third article to a peer-reviewed journal and a complete draft of the fourth article***</td>
<td>Advisory</td>
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<tr>
<td>30-42</td>
<td>Thesis Submission</td>
<td>Advisory</td>
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<tr>
<td>42-48</td>
<td>Discretionary Writing-Up Period</td>
<td>Exceptional Circumstances</td>
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<tr>
<td>48</td>
<td>Maximum Course Length</td>
<td>Required</td>
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<td></td>
<td>Post-Submission</td>
<td>Required</td>
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<td>Examination</td>
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<td>Final Seminar</td>
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<td><strong>ANNUALLY</strong></td>
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<tr>
<td>Aug/Sept</td>
<td>Update PhD Development Plan* and Complete the University’s Annual Progress Review</td>
<td>Required</td>
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</table>

**Notes**

*The PhD Development Plan is due 3 months after commencement, and is to be endorsed by the supervisory panel. The Plan must be updated and resubmitted at least once a year in August/September as part of the University’s Annual Progress Reviews.

**In most cases, estimating what amounts to 40% and 80% of a dissertation yet to be written will be done on the basis of either word count or the tentative chapter structure that you will have detailed in your PhD Development Plan (whichever is the greater). These percentages exclude the Introduction and Conclusion. Draft form means that the work could be subject to major revisions. Complete form means that the work is subject to only minor revisions.

***The timings provided for submission of journal articles and preparing chapters for a monograph are indicative only. Peer-review processes take time and are variable. The actual time will also vary on the journal’s decision. You should consult with your supervisor when developing your Publication Plan.
The doctoral program at IGPA aims to promote academic excellence and original research. Thus, the admission to the second and third year of the doctoral program is dependent on the positive assessment of the researcher’s work and PhD research proposal. Selection at the end of the first year will be more thorough since it is then that you have to provide a fully worked-out plan for your dissertation. Further information on the milestones and their requirements is provided in subsequent sections.

Early Intervention

Early Intervention refers to a situation where a HDR researcher has been identified as at risk of not making satisfactory progress. An early intervention can be registered by the HDR researcher, their primary supervisor or in response to a formal assessment following a milestone requirement. The University’s Academic Progress Policy sets out policy and practice relating to early intervention in detail. We provide a brief summary here.

HDR researchers will be formally identified as requiring an early intervention if they are assessed as marginally satisfactory (overall assessment of 2 on the scale of 1 to 5) or unsatisfactory (overall assessment of 1 on the scale of 1 to 5) in a University Progress Update Report or University Annual Progress Report. An early intervention may also be required in cases where a HDR researcher has been assessed and given a conditionally satisfactory or unsatisfactory rating following their Confirmation Seminar.

The Early Intervention Strategy can also be activated for candidates identified as at risk of unsatisfactory progress for such indicators as:

- overdue milestones;
- failure to submit drafts as arranged;
- persistent failure to attend meetings with the Supervisory Panel;
- persistent failure to maintain an agreed level of contact with the Supervisory Panel;
- repeated requests to change topics;
- inadequate language skills to successfully complete;
- ongoing impact of personal situation on the candidate’s ability to progress; and/or
- self-identification by the candidate.

Early Intervention is designed to assist a candidate to improve areas of weakness and is not a punitive process. It is not recorded on a candidate’s Academic Transcript. The

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As of February 2015, the University is reviewing the Early Intervention Strategy and related policies. Changes may follow this review. They will be made available once they have been finalised.
process is designed to avoid weaknesses growing into major problems later in candidature. This process involves the candidate and their primary supervisor mapping out a course of action for the HDR researcher to follow that addresses the identified areas of weakness.

The HDR researcher will report back to the primary supervisor and HDR Convenor within a specified period of time (and no longer than six months of undertaking the recommended course of action) on their progress using a Special Progress Report. This report is then assessed to see if the candidate has addressed the identified weaknesses. This assessment is conducted by the primary supervisor in the first instance. If the primary supervisor indicates that they do not consider that satisfactory progress has been made then the Special Progress Report and supporting documentation will be sent to the HDR sub-Committee for its final arbitration.

It is important that HDR researchers complete milestones and have a realistic chance of finishing their studies within the appropriate timeframes. HDR researchers who receive an unsatisfactory rating maybe asked to:

- Explore a change of study mode from a PhD to another type of research related degree; or
- Discontinue their registration with the University.

The process for an Early Intervention, following a Confirmation Seminar, adopts the same guidelines outlined above except that the:

- external assessors will outline what interventions they deem as necessary for the HDR researcher to continue with their studies;
- interventions outlined by the external assessors must all be addressed, although the primary and secondary supervisors also have the option of adding additional interventions if they deem it necessary and with appropriate explanation; and
- all interventions must be agreed as soon as possible and no later than four weeks after the Confirmation Seminar.

**Designing an Intervention**

Interventions will be designed between the HDR researcher and the primary supervisor. The HDR Convenor maybe involved in designing an intervention at the request of either the HDR researcher or the primary supervisor, although both parties will be informed if this takes place. Otherwise, the HDR Convenor will play an oversight role during the Early Intervention and its design.
An early intervention should:

- identify the candidates areas of strength and weakness;
- identify which weaknesses are behind the poor academic progress;
- consider ways these areas of weakness can be addressed;
- identify what support can be offered to help the candidate improve their academic progress; and
- map out how and when the HDR researcher will access the support

The Early Intervention should clearly specify what areas the HDR researcher needs to address in order to address the issue(s) concerned. The range of possible interventions will depend on the nature of the issue(s), but may include:

- submitting draft work to be assessed;
- scheduling a regular series of meetings with deliverables to be met at each meeting; and/or
- creating a reading program to be undertaken and reported on to the Supervisor.
7. Milestones for first-year HDR researchers

The first year of HDR study includes a busy schedule, but one that lays a solid platform for later years. These events allow you to forge relationships with and understandings of the Institute and University as a whole, your supervisors, your HDR peers, and your research topic.

0 Month: HDR Induction Program

You will be informed of the date of the Institute’s HDR Induction Program, which usually takes place just before the beginning of first semester. You can find the University’s semester dates here: [http://www.canberra.edu.au/academic-calendar/principal-dates](http://www.canberra.edu.au/academic-calendar/principal-dates). Attendance is required.

The IGPA Induction program aims to:

- introduce you to the people working at IGPA;
- inform you about the HDR programme and milestones at IGPA; and
- inform you about the support available to HDR researchers within the Institute and the University.

You will receive information about IGPA’s HDR Induction day by email. Please direct any enquiries to the HDR Support Officer.

The University of Canberra also runs its own Induction for new HDR researchers during Orientation week. Some, but probably not all sessions, will be relevant to you. Please refer to the UC website for further information or contact Dr Joelle Vandermensbrugghe, the University’s Researcher Development Program Convenor. Attendance to general UC HDR orientation events is advised but not compulsory.

1 Month: Introductory Meetings with your Supervisory Panel

Before commencement of your PhD, you will have been allocated a primary supervisor and a supervisory panel. It is your responsibility to schedule a time to meet with your primary supervisor and other panel members, within the first two to four weeks of semester.

3 Months: Confirm Supervisory Panel Arrangements

Within three months of commencing your studies you are required to confirm your supervisory panel and delegation of duties between panel members. This is to ensure you have a sufficient and supportive team of supervisors for your research, who can best aid you through your studies.
3 Months: PhD Development Plan

Your completed PhD Development Plan is required within 3 months of your start date. This is a specific requirement for IGPA PhD candidates, which includes the following elements:

- recording of your PhD pathway (thesis or publication);
- the composition of your supervisory panel, and an agreement by all parties that appropriate supervisory arrangements are in place;
- identification of your training needs and a plan to fulfil them - with consideration being given to skills and items for fieldwork (if required);
- a publication plan, detailing the dissemination strategy for your research (book chapters, journal articles, conferences) – this point is particularly important for PhDs by Publication;
- a timescale to monitor and track your research and writing progress against key milestones, including time to undertake your fieldwork (where appropriate);
- confirmation that adequate infrastructure exists for you to be able to undertake your research; and
- details of your affiliation with a relevant research centre.

Further details on the requirements of a PhD Development Plan, including a Plan template, can be found in Appendix 4.

You should prepare your PhD Development Plan in consultation with your supervisor. It is a required step, although evaluation is formative.

Upon drafting of your PhD Development Plan you should then arrange to meet with your primary and secondary supervisors who will evaluate and endorse your Plan. If your panel recommends that you revise your Plan they must provide feedback on the changes that are required. You must then resubmit your Plan as soon as possible (within two weeks).

When endorsed by your primary supervisor, submit your PhD Development Plan by emailing it to the HDR Support Officer - copying in the members of your supervisory panel.

You will be required to update and adjust your plan on an annual basis, so make sure that you keep a record in a safe place.
4-6 months: Introductory Seminar and Preliminary Research Proposal

The Introductory Seminar and Preliminary Research Proposal should be presented within the first 4 to 6 months of your candidature. IGPA researchers are strongly encouraged to deliver an Introductory Seminar, although it is only an advisory milestone.

The Introductory Seminar aims to:

- provide the HDR researcher with an opportunity to introduce their research question/s, supporting literature, proposed methodology and timeline for the project;
- provide an avenue for the candidate to receive feedback from academics and peers in the field, enabling a conversation about the research in a developmental environment and at a relatively early stage; and
- provide an early opportunity for the candidate to test the feasibility of the research project.

You should submit your Preliminary Research Proposal at least two weeks before your Introductory Seminar. Advice as to how to the requirements for your Preliminary Research Proposal are provided in Appendix 5.

The HDR Support Officer will contact you to schedule a date for your Introductory Seminar no more than three months into your candidature. You should email your Preliminary Research Proposal to the HDR Support Officer at least two weeks before your Introductory Seminar.

You should plan to deliver a 45 minute presentation (20 minute presentation; 25 minute discussion). All members of your supervisory panel should attend this presentation. Attendees will be invited to provide verbal and written feedback on your Proposal, which will have been pre-circulated.

Evaluation of your Introductory Seminar and Preliminary Research Proposal is formative. The seminar and feedback received should be discussed in a follow up meeting of your entire supervisory panel. This should take place no more than two weeks after your seminar.

6-24 months: Ethics Approval

You will need to seek the approval from the University of Canberra’s Human Research Ethics Committee (HREC) if your project fieldwork involves human experimentation, such as using questionnaires, conducting interviews, or observing people carrying out specific activities. Ethics approval ensures that research complies with established guidelines, most

You should consult with your supervisor as to whether your research will require ethics approval. Further information on who needs to apply, how to apply, and deadlines to submit applications, are available at http://www.canberra.edu.au/ucresearch/ethics. You are advised to think about applying for Ethics approval about three months prior to commencing fieldwork, given the time between preparing an application and getting a final approval.

**9-12 months: Confirmation Seminar and Research Proposal**

**Purpose**

The Confirmation Seminar and Research Proposal is a formal assessment of your progress during the first year of your candidature. It should take place 9-12 months into your candidature.

You will receive a rating at the end of your Confirmation Seminar that will determine whether you can continue your candidature into the second year (known as the Go – No Go Decision). This is also the point at which a formal review and evaluation will be made as to your chosen pathway (PhD by thesis or published works) and whether changes are needed to your supervisory panel.

Your Confirmation Seminar and Research Proposal should demonstrate that:

- your proposed research is feasible (within allocated time) and the topic is well defined;
- you have developed the aims and methodological framework of the study;
- you have the skills and knowledge to carry out the topic (or can acquire them within a reasonable period of time); and
- you will be able to complete your thesis in a timely manner.

**Deliverables**

You should submit your final Research Proposal by email to the HDR Support Officer at least two weeks before the seminar. Advice as to the requirements of the Research Proposal is contained in Appendix 6. You should ensure that you spend time developing your Research Proposal in consultation with your supervisor. This may involve redrafting and getting feedback on your Proposal over several iterations.

You should plan to deliver a 60 minute presentation (30 minute presentation; 30 minute discussion).
Practical Arrangements

The HDR Support Officer will email you to confirm a date for your Confirmation Seminar no later than six months into your candidature.

Your supervisor is responsible for inviting at least two external assessors to your Confirmation Seminar. This should occur in consultation with you and your supervisory panel about two months before your seminar.

Your assessors will review your final proposal, attend the seminar and prepare reports in response. It is important that these assessors:

- are research active, with expertise in a field relating to the work of the candidate;
- hold a research degree at the level sought by the candidate;
- are not a member of the candidate’s panel, nor have previously been active on the candidate’s panel;
- are not closely connected or have a personal relationship with the candidate; and
- at least one should be a member of staff at a tertiary institution.

Assessors do not have to be from outside the University but HDR researchers who are also members of academic staff at UC must have their confirmation seminar assessed by individuals from outside the host Faculty/University of Canberra Research Centre.

Once confirmed, the supervisor should inform the HDR Support Officer of the names and contact details of the external assessors so that they can be kept informed. This should occur around two months before your seminar.

You should email your final Research Proposal to the HDR Support Officer at least two weeks before the seminar. External assessors, your supervisor and supervisory panel will be provided with: your final research proposal; the Confirmation Seminar Assessment Report form; information on the requirements for the degree; and UC policy on generic skills for research graduates. Your Research Proposal will also be distributed to the other participants of the seminar using the seminar email list.

Evaluation

The Confirmation Seminar and Research Proposal are formally evaluated. The form that is used to evaluate the Seminar and Proposal is available from http://www.canberra.edu.au/research/current-research-students/forms.

The two external assessors will prepare a written evaluation of your Confirmation Seminar and Research Proposal within two weeks of your Confirmation Seminar. This will normally
be sent directly to the primary supervisor. Assessors can make one of three recommendations:

- Satisfactory – candidate should be confirmed in the research program;
- Conditionally Satisfactory – further work or action required (assessor will detail what work needs to be done); or
- Unsatisfactory – candidate should not proceed in the research program.

If the reports are satisfactory, the chair will forward copies of the reports to the HDR Convenor. In this case, the HDR Convenor will usually formally confirm candidature by forwarding the reports to the Research Students’ Office and providing this recommendation. The Research Students’ Office will then provide copies of the reports to the candidate and advise the candidate and supervisory panel that candidature is confirmed.

Where one or both assessors’ reports are conditionally satisfactory, or unsatisfactory, it is recommended that the assessors (where possible), supervisory panel and candidate meet after the seminar to discuss the results. The chair, with the candidate, should resolve changes to the proposal or the direction of the research as a result of this meeting. The chair will then forward the reports to the HDR Convenor, with a recommendation on any conditions to be attached to the candidate’s continued enrolment.

The HDR Convenor will provide a copy of the reports with their recommendation to the Research Students’ Office who will then advise the candidate of any conditions attached to their continuing enrolment, including any action they need to take.

If conditions are not satisfactorily met within the stipulated time frame, the HDR Convenor may advise that the candidate discontinue his/her enrolment.

Candidates may only have one ‘second attempt’ at the Confirmation Seminar.

**No more than 12 months: Research Paper/Chapter**

Advisory recommendations for how you might expect your research to have progressed within twelve months, will depend on whether your PhD is being undertaken by thesis or by publication.
PhD by thesis

It is advised to have completed at least one chapter of your thesis\(^3\) in draft form and submit it to your supervisory panel, no later than 12 months into a full time candidature.

You should provide your Supervisory Panel with your chapter(s) with at least two weeks’ notice. You should then arrange to meet with your Supervisory Panel so that they can provide comments on your written chapter(s).

PhD by publication

You should submit your first article for peer review no more than 12 months into a full time candidature.

Evaluation

Evaluation of this step is performed by your supervisory panel. You should expect to receive written as well as oral feedback on the work that you have submitted. You should arrange to meet with your Supervisory Panel to discuss your project and its development.

No more than 12 months: Completion of taught coursework unit on Advanced Research Methods

It is strongly recommended (subject to advice from your supervisory panel) that all IGPA HDR researchers audit Advanced Research Methods, a taught coursework unit in IGPA’s Master of Public Administration (MPA), in the first year of candidature. Information on this unit will be provided during the IGPA HDR Induction.

August-September of each year: Update PhD Development Plan and complete Annual Progress Report

The Annual Progress Report (APR) is a University requirement that you will need to complete typically in August-September of each year. It is a condition of enrolment for continuing HDR researchers, and allows you to update your PhD Development Plan. Please note that an APR is not required in the first two months from PhD candidates who begin their studies during Semester Two of a given year.

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\(^3\) Draft form means that the work could be subject to major revisions. Complete form means that the work is subject to only minor revisions.
APRs can help to:

- monitor the progress of each PhD candidate;
- identify, and promptly respond to, issues affecting HDR candidates’ progress; and
- assist PhD candidates to effectively manage their progress in collaboration with their supervisors.

The Annual Progress Report follows an automated online system, which is ultimately signed off by the Director of Research (or nominee). This process will begin when the PhD candidate receives an email inviting them to complete their APR, which is accessed from their MyUC account.

Evaluation as part of the APR involves six steps:

1. Candidate completes and submits their APR;
2. Supervisor reviews the report and comments on candidate’s progress;
3. Candidate reviews comments made by their supervisor;
4. Supervisory panel and candidate meet to discuss progress and complete the candidate’s and supervisor’s sections of the APR before submission to IGPA Director of Research;
5. IGPA Director of Research (or nominee) reviews the entire report and makes a recommendation concerning the candidate’s progress;
6. Submitted to Research Students Office, who will inform the candidate by email that the APR submission is complete.

The APR gives most PhD candidates the opportunity to conduct a mid-year appraisal in-between completing the Annual PhD Progress review and their 12 month anniversary. Your continuation with your candidature is subject to satisfactory progress reports. Therefore, it is important that you fulfill the requirements of your HDR program and ensure that you submit your APR in a timely manner.

As well as detailed feedback, the Chair will provide the candidate with an overall progress assessment grade of 1 to 5 (with 5 indicating exemplary progress and 1 indicating unsatisfactory progress). HDR researchers will be formally identified as requiring an early intervention (see Chapter 6) if they are assessed as marginally satisfactory (overall assessment of 2 on the scale of 1 to 5) or unsatisfactory (overall assessment of 1 on the scale of 1 to 5) in their Annual Progress Report.

In the event that the candidate feels concerned about this procedure, they should consult with the Director of the Institute, Prof Mark Evans.

This is an annual process so make sure that you keep a record of your Annual Progress Reports in a safe place.
8. Milestones for second-year HDR candidates

During the second year the emphasis of your work shifts towards implementing the Research Plan that you outlined in your Research Proposal.

At some point during the year, it is common for researchers to experience some disappointment and even anxiety that the plan that seemed so clear at the time the Research Proposal was passed still seems full of unresolved problems. Be willing to talk about these difficulties with your supervisor.

18 months: Review PhD Pathway (PhD by publication only)

PhD candidates and the Supervisory panel are required to review their progress against the candidate’s Publication Plan and consider whether the candidate is still on track for an on-time completion. The 18 month point is a good time to review options, as it is generally the latest time by which a candidate can transfer from PhD by publication to PhD by thesis. This may be considered as an alternative route where publications have not proceeded as planned and/or journal lead-times have been longer than expected.

If you consider changing your PhD path, you should discuss this with your supervisory panel in the light of the number of manuscripts you have got accepted by peer review journals since the beginning of your candidature. Changing your PhD pathway is a significant decision.

The outcome of the review of a candidate’s PhD Pathway should be endorsed by the candidate’s supervisory panel. Upon receiving this endorsement, an email should be sent to the HDR Support Officer (copying in your supervisory panel) outlining published articles, articles under review, and confirmation of the PhD pathway.

21-24 months: Work-in-Progress (WIP) Seminar and Research Paper / Chapter

The Work-in-Progress (WIP) Seminar aims to test and defend major results, findings and conclusions from your research typically after fieldwork. Supplementary aims may include:

- the opportunity to discuss emergent findings for debate and critique;
- an opportunity to test and defend major results and conclusions emerging from the research;
- reflection upon your learning so far; and
- an opportunity to seek feedback and direction on the research, particularly after data has been gathered and is in the process of being analysed.
Deliverables

Requirements here will depend on whether your PhD is being undertaken by thesis or by publication:

*PhD by thesis* You should complete one chapter and circulate it for review at least two weeks before the seminar.

*PhD by publication* You should complete a draft article and circulate it for review at least two weeks before the seminar. Journal articles should be written at a length appropriate for the target outlet.

You should plan to deliver a 60 minute Seminar based on your work sample and findings to date (30 minute presentation; 30 minute discussion), regardless of your PhD Pathway.

Practical Arrangements

The HDR Support Officer will email you to confirm a date for your WIP Seminar no later than 18 months into your candidature. The IGPA Fellow maybe a HDR researcher or a member of staff.

You should email your chapter or draft article to the HDR Support Officer at least two weeks before your WIP Seminar, to allow onward circulation.

Evaluation

The evaluation of your Work-in-Progress Seminar and Research Paper/Chapter is formative. The seminar and feedback received should be discussed in a follow up meeting of your entire supervisory panel, with written and oral feedback to be provided. This should take place no more than two weeks after your seminar. The Supervisor should also inform the HDR Support Officer of the outcomes of the WIP Seminar and any follow-up actions required.

24-30 months: Writing progress

This is an advisory recommendation, intended to act as a guide for how candidates might expect their research to have progressed by the 24-30 month point.

*PhD by thesis* You are advised to have completed about 40% of your dissertation in complete form.

*PhD by publication* You are advised to have written your second and third articles, with at least one of these under review.
9. Milestones for third- and fourth year HDR candidates

You are now working full-time on the research. However, it remains essential to retain close contact with your supervisors, as problems and doubts will still certainly occur, and you will still need to be encouraged to keep writing as you go along. You will be invited to attend, and may be asked to present your work, at the occasional colloquia organised by your supervisor with other researchers working in related areas.

You may want to train your presentation skills and get feedback on your research by offering to make presentations. You should consider attending conferences to present your work, and discuss with your supervisor the potential for publication if you are doing a PhD by thesis.

Third year researchers are likely to have completed the requirements of the Research Training program, but (like all other PhD candidates) are still strongly advised to attend the Research Seminar series. Further information about these requirements is provided in the section on Research Activities and Seminars.

No more than 30 months: Complete Fieldwork, and undertake Fieldwork Report

PhD candidates undertaking fieldwork should complete their fieldwork no more than 30 months to assure timely completion of their PhD projects.

The Fieldwork Report aims to:

- provide an early survey of the collected data insofar as it is directly related to the research issues and questions;
- provide an assessment and analysis of this data from the perspective of the research issues and questions;
- summarise any ethical issues and how these were managed; and
- allow development of a data analysis plan for further research based on the preliminary findings.

The Fieldwork Report is a variation from UC rules, and its completion is strongly encouraged for those who have undertaken fieldwork. It should be prepared in consultation with your supervisor (see Appendix 7 for a template guide).

You should submit a Fieldwork Report no more than one month after completing your Fieldwork. The Report should be prepared in consultation with your supervisor.
Evaluation of your Fieldwork Report is formative, but it should involve your supervisor and discussion on the next stages of your research project.

**No more than 36 months: Research Paper/Chapter Requirement**

This is an advisory recommendation, which is intended to act as a guide for how you might expect your research to have progressed after three years.

By this point, you might expect to have completed about 80% of your dissertation in complete form (PhD by thesis) or have your third article submitted and a draft of your fourth article (PhD by publication).

You can discuss this guideline with your supervisor and supervisory panel as part of your regular discussions about your research and how it has been progressing.

Arrange a meeting with your Supervisory Panel so that they can provide comments on your recent work. Provide them with copies of this work at least two weeks before the meeting.

**Evaluation**

Evaluation is carried out by your supervisory panel. As a group you should review your progress with in line with the expectations set in your PhD Development Plan.

**30-42 months: Thesis submission**

Your completed thesis should be submitted to the Research Students Office (RStO) in accordance with University guidelines.

The RStO is located in the Scrivener Building (UC Building number 26 – on Thynne Street, Bruce). Contact and other details for the RStO can be found at [http://www.canberra.edu.au/research/current-research-students/research-student-administration/contact-us](http://www.canberra.edu.au/research/current-research-students/research-student-administration/contact-us).

Before submission, make sure you have done the following:

- Ensure that the RStO has a correct record of your panel members.
- Explore professional editing possibilities. Your supervisor will be able to provide you with guidance on this point.
- Provide RStO with *Intention to Submit a Thesis for Examination* Form and email...
Form D and a 100 word abstract at least **four weeks** before you submit your thesis. These forms can be found at [http://www.canberra.edu.au/research/current-research-students/forms](http://www.canberra.edu.au/research/current-research-students/forms).

- Your Chair must provide the RStO with the **Appointment of Examiners** Form (also available at [http://www.canberra.edu.au/research/current-research-students/forms](http://www.canberra.edu.au/research/current-research-students/forms)) at least **four weeks** before you submit your thesis.
- The RStO will contact the examiners before submission to ask if they are available to examine within the two month timeframe, and outline the UC expectations of examiners.
- When the examiners provide confirmation of availability and contact details, the RStO will create the examination file; create paperwork for the examiners to avoid delays in mailing the thesis.
- Your thesis must be examined by at least two external experts in your field, preferably academic.
- To avoid conflicts of interest examiners must not (a) be affiliated with the University i.e. Adjunct Professors, (b) be on your supervisory panel, or (c) have published with you or a panel member.

**42-48 months: Discretionary writing-up period**

On-time completion is important. Entering the Discretionary Writing-Up period is conditional on providing your panel with a ‘Writing-Up’ Plan that briefly details how you will complete your thesis in no later than 48 months.

Your ‘Writing-Up’ Plan needs to be formally endorsed by your supervisor and supervisory panel. This is an important document to ensure your on-time completion.
10. After Submission

You have submitted your thesis, but what next? This section outlines the remaining milestones, including the Final Seminar, Examination and Graduation.

Final seminar

The Final Seminar should take place either just before or after you have submitted your thesis for examination. The purpose of the Final Seminar is to provide an opportunity to present the findings of your thesis to your peers. This may also extend into:

- providing you with an opportunity to disseminate your research findings to a wider audience;
- clarifying the research implications and how they will be communicated to maximise impact; and
- providing you with an opportunity to reflect upon potential research impact and their future.

Most importantly, we hope that it will provide you with an opportunity to celebrate your achievements!

Deliverables

You should plan to deliver a 45 minute seminar (20 minute presentation; 25 minute discussion).

Practical Arrangements

The HDR Support Officer will contact you to schedule your Final Seminar. This will usually take place after you have submitted your thesis.

Examiners’ Reports

Thesis examination can be a lengthy process. The RStO notes that examinations typically take 6 months from submission of the thesis through to course completion.

Examiners are asked to provide their reports within two months of receiving the thesis, but you must allow for some delays, which are common. You should contact your primary supervisor if you would like further information on how the examination is progressing.

The HDR Examinations Process is summarised in a flowchart, which is available at http://www.canberra.edu.au/research/current-research-students/forms.
11. Research Training

IGPA offers a specialist curriculum for HDR researchers so that they can acquire the skills that they require to obtain a PhD degree in the social sciences. Research training covers not only the basic research methods relevant for your own research project but also the technical training (e.g. quantitative and qualitative methods for empirical research) and coursework relevant to the substantive topic that you are investigating (e.g. auditing the taught postgraduate units in the Institute’s MPA). In addition, the training programme is an important way for you to learn about what other research projects are taking place within the Institute. The HDR Research Training Convenor is the primary contact for any questions related to these issues and the matters discussed in this chapter.

The Institute’s Research Training Activities are divided into three categories. These include research activities that are: mandatory, strongly recommended, or where it is suggested that your consult with your primary supervisor when developing your research training programme. As part of your PhD Development Plan, you are asked to complete a ‘Research Training Assessment’ in consultation with your primary supervisor within three months of the start of your candidature and then annually in accordance with the University’s Annual Progress Review cycle.

Research Training Assessment – Mandatory

HDR researchers should complete a ‘Research Training Assessment’ when they complete their PhD Development Plans (see Appendix 4). HDR researchers are advised to complete the PhD Development Plan within three months after the start of their candidature and then update it annually in accordance with the University’s Annual Progress Review cycle (see Chapters 6-9).

Some components in the Research Training Programme are mandatory whereas others are strongly recommended. HDR researchers should discuss the recommended components of their training plan with their primary supervisors at the start of their candidature and on a regular basis when completing their PhD Development Plan (see Appendix 4). Amongst other things, regularly updating your PhD Development Plan will give you and your supervisory panel an opportunity to discuss: what research training you have received, whether it was adequate for your purposes, and whether there is any further training you would like to be given. Students’ needs in this respect can change as work on the thesis progresses and you are encouraged to make any new needs known to your supervisor as they develop. This can often be the case once you have made a decision about the particular method/s that you will use in your study and you may realise that you may benefit from more specialist training in them. It is for these reasons that we also ask you to
reassess your training needs on a regular basis, and at least annually, when you refresh your PhD Development Plan as part of the University’s Annual Progress Review cycle.

As well as considering skills specific to your research, you should also take the time to consider how you will work towards developing the generic skills and attributes of UC graduates. This states that UC graduates will be given the opportunity to develop or build upon their skills and attributes in five areas during their course of study.

<table>
<thead>
<tr>
<th>Generic Skill/Attribute</th>
<th>HDR researchers will be able to:</th>
<th>This may include reflection on how you will:</th>
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<tbody>
<tr>
<td><strong>Innovation and creativity</strong></td>
<td>• apply existing skills and knowledge to new situations;</td>
<td>• maximise the opportunity to better understand how your research is embedded in a wider scholarly context; and</td>
</tr>
<tr>
<td></td>
<td>• recognise a problem and identify the core issue/s;</td>
<td>• how this wider scholarly context has implications for your research project and the approach that you have</td>
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<tr>
<td></td>
<td>• develop inventive solutions, demonstrating flexibility, resourcefulness and enthusiasm;</td>
<td>taken towards it.</td>
</tr>
<tr>
<td></td>
<td>• take intellectual risks; and</td>
<td></td>
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<tr>
<td></td>
<td>• identify and engage with research opportunities.</td>
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<tr>
<td><strong>Critical judgment and reflection</strong></td>
<td>• operate effectively in a changing environment;</td>
<td>• develop your research design, including issues such as:</td>
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<td></td>
<td>• reflect critically and undertake systemic investigation into a complex body of knowledge;</td>
<td>o formulate research questions from existing literature;</td>
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<tr>
<td></td>
<td>• analyse and synthesise information from a variety of sources; and</td>
<td>o identify relevant data to address those questions; and</td>
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<tr>
<td></td>
<td>• make rational conclusions based on evidence derived from the research.</td>
<td>o provide a methodological rationale for your study and its approach.</td>
</tr>
<tr>
<td><strong>Communication</strong></td>
<td>• an understanding of the practices and methods in place for the transfer of knowledge to</td>
<td>• develop your skills in written and oral presentations for both a technical and non-technical audience.</td>
</tr>
<tr>
<td></td>
<td>specialist and non-specialist audiences; and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• the capacity to engage with</td>
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| Management of research | Stakeholders and to influence practice. | • prioritise tasks and work under pressure;  
• design, use and evaluate research methods as appropriate to the field/s of investigation;  
• develop and implement project plans and lead projects; and  
• select and apply appropriate computer programs and other tools to support the conduct and management of research. | • respond to the issues of research design described above; and,  
• develop your IT and data collection and analysis skills in areas such as: spreadsheets, information literacy, database and specialist software, quantitative and qualitative methods and analysis tools/techniques. |
| --- | --- | --- | --- |
| Professionalism and social responsibility | • the capacity and intention to apply professional knowledge and skills with full responsibility and accountability for self;  
• a commitment to the conduct of research in a manner which is ethical, and conforms to appropriate health and safety principles;  
• an understanding of intellectual property protocols as they pertain to the conduct and dissemination of research;  
• an insight into the global context in which they operate as research practitioners, and the potential for research to benefit society;  
• an awareness of the transferability of research skills to other work environments and the range of career opportunities within and outside academia; and | • develop your skills in time management  
• manage a project  
• work in teams  
• ensure that you pursue your research with integrity  
• work within ethical and legal guidelines.  

• It may also extend into employability skills, such as: entrepreneurship, innovation, commercialisation, industry perspective and networking. |
Research Training Activities – Mandatory

IGPA Graduate Research Forum

Attendance at the weekly Graduate Research Forum is mandatory for all HDR researchers. The Forum focuses on theoretical and methodological debates germane to your area of study and professional matters. Attendance at the Forum is important for at least three reasons:

- we believe that the best social scientists are those that are able to make informed methodological choices – learning from each other and other disciplines is an essential component of being a skilled and reflexive academic;
- the Graduate Research Forum is the heartbeat of our academic community and by implication can only be successful with your participation; and
- the main reason why HDR researchers do not complete is that they become too socially isolated and disengaged from the research community – the Graduate Research Forum is one of several ways in which we ensure that HDR researchers are properly supported and networked into the profession.

In other words, the Forum is an important way in which you can both learn to communicate about your research to your peers, and critically engage with the work of others in a supportive research community environment. This cannot be overstated. There is also much to learn about presentation techniques from watching others and having a go yourself. Intellectual debate and openness to other’s critique are core skills of researchers.

Research Training Activities – Strongly Recommended

Advanced Research Methods

Advanced Research Methods is a taught coursework unit in IGPA’s Master of Public Administration (MPA). It is strongly recommended that all IGPA HDR researchers audit this unit in their first year of candidature (based on the advice of your supervisory panel), which is taught in an intensive format. You should contact the HDR Research Training Convenor to find out the exact dates for when this unit will be taught.
Auditing means that HDR researchers attend and actively participate in the classes and activities in a taught unit. The Unit Convenor may also request that those auditing a unit undertake formative assessment tasks as part of their enrolment. Feedback will be given on these tasks but they will not be formally assessed. HDR researchers can only audit a unit with support from the Unit Convenor.

**Advanced Research Methods**  
*Dr Michael Jensen, Second Semester 2015*

This unit provides students with advanced skills necessary to conduct self-directed research within the social sciences. It links the formulation of research questions with the identification of methodological considerations, the construction of research designs and the relations of inferential entailment between the evidence produced by research designs and orienting questions motivating the research. The situates these questions in relation to debates within the philosophy of social science while emphasising pragmatic considerations involved in conducting social science research. Upon completion of this unit, students will be able to identify research questions, elaborate a research design which successfully identifies and analyses data relevant to addressing the questions posed. Additionally, the course will assist students with professional socialization, fostering the development of technical writing skills and the oral presentation of research to academic audiences. The assignments are designed to assist students in writing their dissertations and upon completion of the unit they should have a draft of their methods sections completed.

**IGPA Summer Schools**

IGPA runs a Summer Schools program for invited HDR researchers from Australia and worldwide. HDR researchers should consult with their supervisors concerning their attendance at the Summer Schools. Further information about the Institute’s Summer School program can be obtained from the HDR Research Training Convenor.

IGPA’s Summer Schools are designed to provide a meeting place for HDR researchers and early career researchers to receive intensive training and gain exposure to the latest thinking from nationally and internationally renowned experts that are working within a defined field of study. Participants may also have the opportunity to present and get feedback on their projects.

**The Empirical Research Methods Reading Group**
The Empirical Research Methods Reading Group is an informal forum where IGPA Fellows meet to familiarise themselves with the range of empirical methods that they are potentially interested in. Pre-circulated papers are discussed at each meeting. During each session, one person takes the lead in providing a brief summary of each paper after which there is general discussion. Everyone is welcome to propose topics/papers to discuss.

Attendance at the Reading Group is strongly recommended for PhD students undertaking a thesis in an economics-related area but is open to everyone who is interested. The group normally meets monthly on Tuesdays between 12:15-1:15pm in the Conference Room of Building 24. More information can be obtained from A/Prof Xiaodong Gong.

**IGPA Research Seminar Series and the Occasional Seminar Series run by your primary Research Centre**

It is for the same reasons outlined above, in relation to the IGPA Graduate Research Forum, that we strongly recommend that you attend the IGPA Research Seminar Series and the Occasional Seminar Series run by your primary Research Centre. More information about these seminars is provided in Chapter 12. More broadly, we want you to feel part of the research community at IGPA so please feel free to attend any of the many research activities and events that the Institute hosts throughout the year.

**Research Training Activities – Consult with your Supervisor**

**Auditing taught coursework units in IGPA’s Master of Public Administration**

HDR researchers can apply to audit any one of the taught coursework units in IGPA’s Master of Public Administration (see the section above for an explanation of what it means to ‘audit a unit’). Information on those units that can be audited can be found below. You should contact the HDR Research Training Convenor to find out the exact dates for when these units will be taught and the Unit Convenor listed below for further information on the unit, its content and learning outcomes.

*Understanding Governance*
*A/Prof Paul Fawcett, First Semester 2015*

> Why focus on governance rather than government? Because we have seen changes in the nature of the social problems that we are confronting and in the way they can be talked about and addressed. In the past governments could direct people to do things but this is not so easily done now. The problems we face are often multi-dimensional and complex. Moreover, we live in a world where more interests have specialized knowledge and control, more citizens are educated and articulate, and...
more individuals use social media to rapidly form and then reform their personal and collective identities. As a result, solving the policy problems that we face often requires action not only from government but also from a range of non-governmental actors. Governance is the phrase that we use to capture this new terrain of governing.

The governance terrain is fraught with dilemmas. Can politics change to get us focused on resolving social and economic problems together rather than the endless demand for others to take action? Can governments work without having the stick of hierarchical control as their dominant tool? What are the new strategies for change? Could these include experimental governance, behavioural change or new forms of deliberative exchange and action? Can we ensure that powerful groups do not dominate decision-making and issues of exclusion are addressed? Can we construct solutions that work from the local to the global? Given these new realities, policymakers are seeking out new arrangements that can best meet these challenges. As a result, the argument of this unit is that the key focus of the study of public administration and public policy should centre on the study of governance in its various forms. In sum, participants will finish this unit with a broad understanding of changing character of contemporary governance at the domestic and international levels.

**Advanced Policy Analysis**

Professor Mark Evans, Second Semester 2015

Advanced Policy Analysis focuses on the application of innovative techniques to the study and practice of public policy. This encompasses techniques that inform the manner in which public policy is formulated and implemented as well as the analysis of policy outcomes. This includes: 1) formulation methods (such as deliberative theory and practice); 2) technical tools of analysis that inform micro-level decision-making (such as cost-benefit analysis, logical intervention, forecasting, ‘nudging’, policy modelling, spatial modelling, synthetic modelling, visualisation techniques); and 3) evaluative tools for process-centred evaluations and impact assessment. In addition, the unit also evaluates the politics of evidence based policy-making. The unit therefore explores aspects of strategic and operational policy with attention to both simple and more complex issues. Participants learn about different policy skills and practices and apply policy tools and techniques, analyse and link problems to solutions, and use frameworks to design different policy options. Consideration is given to the values and impacts of policy alternatives on desired outcomes.

**Exemptions from IGPA’s Research Training Programme**
Enrolling on a HDR course requires a commitment from you and we consider engagement in the research training programme to be an important part of that commitment. Nevertheless, we recognise that there maybe occasions when it may not be appropriate for you to participate in some parts of the research training programme. On these rare occasions, you maybe granted exemptions from the research training programme. Your supervisor and supervisory panel must support an application for an exemption from the research training programme.

Applications for an exemption should be submitted to the HDR Support Officer for approval by the HDR Research Training Convenor. Exemptions are automatically granted if you are undertaking fieldwork outside Canberra and are unable to participate in the Research Training Programme as a result. Other possible reasons for an exemption may include equivalent research training that you have received as part of a prior postgraduate degree, such as Master’s Degree.

As well as fulfilling an important pedagogical function, the Research Training Programme is also an opportunity for you to meet with your peers and learn from one another. It helps ensure that you belong to a research community and don’t become isolated so it’s important to discuss how you will mitigate issues such as these if you are granted an exemption.

**IGPA’s Research Training Programme for Part-Time Enrolments**

We recognise that part-time enrolments may face some difficulties in participating in some parts of the research training programme. Nevertheless, we apply the same broad rule that enrolling on a HDR course requires a commitment from you and we consider engagement in the research training programme to be an important part of that commitment.

At a minimum, we expect all HDR researchers, including part-time enrolments, to attend the IGPA Graduate Research Forum. Outside the Graduate Research Forum, it’s important to develop a plan, in consultation with your primary supervisor, that realistically details how you will participate in the Institute’s research training programme and remain an active part of the research community here at IGPA. Other types of commitment may include setting aside agreed periods of time when you will work in the Institute so that you remain connected with your peers and staff at the Institute or attending one of the Occasional Seminar Series run by your primary Research Centres or the IGPA Research Seminar Series. The majority of units offered in the Institute’s MPA are delivered in an intensive format meaning that they are held over several full days. This format should also help part-time HDR researchers who are in full-time employment to attend units in the MPA. Finally, many events, particularly public engagement activities, take place in the evening, so various opportunities also present themselves here. The important action is to work out a plan for how you will remain connected with the Institute. If you are unable to meet any of the
mandatory requirements of the research training programme then you must still apply for an exemption by following the procedure outlined above.

**Research Methods Training outside IGPA**

A number of external suppliers provide research training courses often in more specialist methods or techniques. These take many different forms such as tailor-made units, masterclasses, summer schools or conferences. HDR researchers may apply to use some of their allocated research funding in order to attend these courses subject to support being granted by the primary supervisor. The following list is not exhaustive but it will give you an idea of the sorts of methods training courses that are available.

| **ECPR Summer School in Methods and Techniques** | The ECPR Summer School in Methods and Techniques (SSMT) is an annual event complementing the Winter School in Methods and Techniques, providing intermediate-level training for advanced students and junior researchers. Launched in 2006, the SSMT has been held at the University of Ljubljana up to, and including, the 2012 event.

The SSMT provides high quality up-to-date training in a broad range of specially selected methods across the whole spectrum of approaches employed within the Social Sciences. It especially offers intermediate-level main courses, whereas the ECPR Winter School in Methods and Techniques (WSMT) offers introductory and more advanced courses. The Summer School typically takes place in July each year with registration opening in February/March. All courses are advertised in advance. |
| **ECPR Winter School in Methods and Techniques** | The ECPR Winter School in Methods and Techniques (WSMT) is an annual event, complementing the ECPR Summer School in Methods and Techniques (SSMT) and for the same public of advanced students and junior researchers in political science and adjacent disciplines. Launched in 2011, the WSMT will be held at the University of Vienna up to, and including, the 2013 event.

The WSMT provides high quality up-to-date training in a broad range of specially selected methods across the whole spectrum of approaches employed within the Social Sciences. The SSMT features both introductory and more advanced courses taught in parallel during the same time slot, in a one-week format, while the intermediate-level courses are held at the SSMT, in a two-week or a one-week course format. The Winter School typically takes place in February each year with registration opening in
<table>
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<tr>
<th><strong>Australian Political Studies Postgraduate Workshop on Research Methods</strong></th>
<th>The APSA Executive Committee has undertaken to provide one grant each year to assist with the running of a workshop for postgraduate students with a focus on research methods training. The host venue for the workshop changes annually. For more information, please contact Shari Blanck.</th>
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<tr>
<td><strong>IPSA-NUS Methods School</strong></td>
<td>The IPSA-NUS Methods School offers a wide variety of basic and advanced courses in quantitative, qualitative, and formal methods. All of these courses focus on both the theory and practice of social science research and provide high-quality training in diverse, state-of-the-art methods and techniques by outstanding and highly experienced international faculty. The Summer School typically takes place in June each year with registrations opening in February/March. All courses are advertised in advance.</td>
</tr>
<tr>
<td><strong>Australian Consortium for Social and Political Research Incorporated</strong></td>
<td>ACSPRI programs are designed to cater for fundamental, changing and emerging research strategies, and to serve a wide variety of needs for training and professional development within the academic, public and private sectors. Our courses cater not only for researchers in the social and political sciences, but also in areas such as behavioural, health and medical sciences, policy research, education, economics, epidemiology, law, management, marketing, public relations and human resource management. Courses at each of our programs range from those that offer a basic grounding in qualitative and quantitative research methods to state of the art techniques for experienced researchers. All courses run for a full week. UC have a subscription with ACSPRI to enroll on their courses. Please contact the Researcher Development Program Convenor for further information.</td>
</tr>
<tr>
<td><strong>CCI Digital Methods Summer School at Swinburne University</strong></td>
<td>This summer school is hosted by the Swinburne University Institute for Social Research in Melbourne and is taught intensively over four days. The faculty come from universities across Australia. The Digital Methods Summer School is designed to provide students and other researchers with training in qualitative, quantitative, and ‘big data’ approaches to the study of online social and political life. Students learn how to conduct digital ethnographies, collect posts from such sites as Facebook and Twitter, and code and analyze webpages. The sessions provide students with the tools to both collect data using web scraping tools or access to APIs as well as techniques for visualizing and presenting these data to audiences.</td>
</tr>
<tr>
<td><strong>The Graduate Institute Geneva</strong></td>
<td>The Graduate Institute Geneva is one of the oldest establishments in the world (1927) entirely devoted to preparing students for an international career, including jobs in universities. The Institute</td>
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</tbody>
</table>
runs both a Summer and Winter School programme, and welcomes its students to one of the most modern urban campus at an institution of social sciences in the world today.
12. Research Activities and Seminars

The Institute has a strong emphasis on research and provides a supportive environment for HDR researchers to meet their research goals. In the Institute you will find yourself part of a dynamic, interactive, multi-disciplinary and intellectually exciting environment, with a strong research culture.

Research activities and seminars are important events that help to facilitate in the creation of this environment. IGPA frequently hosts international scholars who present seminars on a range of topics. Although a seminar may not appear related to your topic, many opportunities arise at these seminars for building ideas through informal discussions with others. You are encouraged to take part in these activities whenever possible.

Calendar of Events

The Institute’s website also has a page dedicated to Events: http://www.governanceinstitute.edu.au/events. You will also receive regular emails about events taking place at IGPA and the University.

The University also runs its own events and has its own calendar of events, which can be accessed here: http://www.canberra.edu.au/events/. University-wide events are advertised on this calendar.

Seminar Series at IGPA

Information about the Seminar Series run by IGPA can be found at: http://www.governanceinstitute.edu.au/events. You should also receive regular emails about these events and others taking place in the Institute. If this is not the case then please contact the HDR Support Officer.

The Institute runs the following seminars on a regular basis:

- **The IGPA Graduate Research Forum**: held weekly during semester, the IGPA Graduate Research Forum provides a friendly and open environment for researchers, particularly PhD students, to engage in debate about different concepts, methods and approaches in the social sciences, particularly governance, political science, public policy, and economics. The Forum is convened by an HDR student and the Director of the Research.

- **The IGPA Research Seminar Series**: held during semester, normally on a Thursday from 11am and preceded by morning tea at Retro Café from 10:30am, the IGPA Research Seminar Series showcases recent research by IGPA Fellows, visiting
scholars and international and interstate guests in an informal setting, conducive to lively debate. It provides HDR researchers with an opportunity to debate issues in contemporary governance with leading academics in the field.

- **Deliberative Democracy Seminar Series**: typically held monthly but more often as required. Convened by the Centre for Deliberative Democracy and Global Governance, the Deliberative Democracy Seminar Series is an informal and friendly forum for those in the Centre and the wider UC community to engage in issues related to deliberative democracy. The seminars provide an outlet for students, visitors, and staff to test new ideas, prepare for upcoming student milestones, reflect on work undertaken during a visitor position, or just tell us about future directions of research in the field of deliberative democracy and global governance. Seminars are normally held on a Tuesday between 11am and 12pm following the Centre’s morning tea at Retro Café, which starts from 10:30am.

- **The Empirical Research Methods Reading Group**: an informal forum where IGPA Fellows meet to familiarise themselves with the range of empirical methods that they are potentially interested in. Pre-circulated papers are discussed at each meeting. During each session, one person takes the lead in providing a brief summary of each paper after which there is general discussion. Everyone is welcome to propose topics/papers to discuss. The group normally meets monthly on Tuesdays between 12:15-1:15pm in the Conference Room of Building 24.

For updated information about these seminars, please check the Institute website.

**Engagement and Outreach Events at IGPA**

IGPA is regularly engaged in events that ‘reach out’ to the wider community, including the public, private and not-for-profit sectors.

The **Parliamentary Triangle Seminar Series** is our Flagship event. Parliamentary Triangles are usually held once a quarter. The format usually incorporates a televised panel discussion on a critical governance problem with leading international and national thinkers and practitioners.

In 2015, IGPA is also organising a **Professorial Public Lecture Series**, which will provide thought-provoking analysis of a number of critical governance problems facing Australia and the world. Delivered by acclaimed academics and thought leaders, the Lecture Series is open to the public, alumni and staff working at the University. Other events and Series also get organised throughout the year.

You are most welcome to attend these events. Information about them will normally be distributed by email and on the website.
Research Workshops, Symposia and Conferences at IGPA

IGPA organises various research workshops, symposiums and conferences throughout the year. These are typically hosted by one or more Research Centres. The aim of these events is to bring together a group of scholars around a common research agenda or interest. Research workshops, symposiums and conferences typically last between one and three days. You will be informed about these opportunities through your Research Centre and/or by email.

Three Minute Thesis Competition

The Three Minute Three Minute Thesis Competition (3MT) is a fun and challenging research communication competition where HDR researchers have 3 minutes or less to present their research and its impact to a panel of non-specialist judges and peers. The exercise is intended to develop academic, presentation, and research communication skills, and support the development of a HDR researcher’s capacity to effectively explain research in language appropriate to an intelligent but non-specialist audience.

The 3MT is an annual event run by the University’s Graduate Research Office. Initial calls for expressions of interest are normally sent around the June of each year with the University final being held in July. You can find more information here: [http://www.canberra.edu.au/research/current-research-students/3mt2/what-is-3mt](http://www.canberra.edu.au/research/current-research-students/3mt2/what-is-3mt).

The Researcher Development Program Workshop Series

The Researcher Development Program offers a skills development program for research students, complementing what is offered at Faculties or Research Centres. It is a University-wide initiative designed to support research students’ progress and development as researchers. The focus of the program is on research and professional development and is managed by the Researcher Development Program Convenor who is based in the Graduate Research Office.

One component of the program includes workshops and discussion sessions, which are opportunities to strengthen the skills required for completing a research degree and accessing professional opportunities. This includes sessions on topics such as:

- Reading and Writing
- Publishing
- Managing research
- Media and Presentation Skills
- Your Career
- Doing Research
- Completing your Ethics application
• Managing yourself in the research workplace
• Specialist software, hardware and databases

More information about the current workshop series can be found here: [http://www.canberra.edu.au/research/current-research-students/research-education-support/education-program/registration](http://www.canberra.edu.au/research/current-research-students/research-education-support/education-program/registration).
13. Research Resources

IGPA and UC as a whole have a range of resources available for HDR researchers:

Facilities at IGPA

In most cases, HDR researchers studying full-time or part-time on this campus will have access to:

- **Workstations and open access areas** which provide access to a computer with a standard suite of software including Microsoft Word, Excel, PowerPoint and Outlook (email system), internet access and data analysis software.

- **Free access to printing and photocopying facilities** and an account for photocopying within UC libraries (you may also be reimbursed for photocopying at other libraries).

Full-time HDR researchers will also have access to:

- **A lockable filing cabinet, storage area and/or a bookshelf**: for your documents, publications, research work, personal belongings and so forth.

- **Stationery and postage**: stationery is available from the Institute. Postage services are available for academic purposes. For large postal runs (e.g. when mailing out a survey) this requires pre-approval from your supervisor and you are required to fill out the *Research Student Funding Application* form.

- **UC-IGPA logos and templates for email signatures, letterheads and PowerPoint presentations**. Please email the Business Manager (Education/Engagement) who will be able to send these to you on request.

- **A shared telephone and fax machine**: for calls within Australia. For non-local calls related to your research work, please go through the Switchboard (ext. 5111) and, wherever possible, use Skype for international calls.

- **Postal services**: you will have access to the Institute’s postal address. A pigeonhole with your name will be available at the Institute.

- **Business cards**: all HDR researchers have access to business cards for their role as research candidates at the University of Canberra, but these must be requested.
Part-time HDR researchers can access some of the above resources, depending on their needs and the resources available. At a minimum, part-time HDR researchers may access hot desks and network connections (upon request). Please contact the Business Manager (Education/Engagement).

**Funding for Research-Related Costs**

All HDR researchers (part-time or full-time) may apply for up to $5,000 for research support over the duration of their candidature. This can be used for research-related costs, such as costs related to conducting fieldwork, thesis editing, conference attendance, attending specialist courses in research methods relevant to the thesis, attending summer schools and interview transcription.

The $5,000 sum usually consists of $3,000 for costs associated with conducting fieldwork, and/or the editing of their thesis with the remaining $2,000 set aside for conference funding. This can be used for transport, registration and accommodation expenses. However, there is some flexibility in this split dependent on a researcher and his/her particular needs.

It is important to keep in mind how you intend to best utilise this funding at the beginning of your Higher Degree by Research.

Please discuss with your supervisor before applying for research support. To apply for this support, please fill out the *Research Student Funding Application Form* and a Finance Travel form, which is available from the HDR Support Officer.

You may also have access to a discretionary fund provided by the Institute. To apply for this fund please discuss your proposal with your supervisor and complete the request for discretionary funding application (available from the HDR Support Officer). The funding committee will consider applications and normally will make a decision within a fortnight of receipt of requests.

**Library**

HDR researchers have access to specialised library resources and services.

- Full library services including access to the Library catalogue (hardcopy books), online databases (for access to journal articles) and inter-library loans (books not available at the UC library can be borrowed through other libraries). Online databases include, but are not restricted to: EBSCO, Emerald, Source OECD, Econ Lit, Worldwide Political Science Abstracts, and Factiva. If you need help using this resources, please contact the Faculty Liaison Librarian.
• Researchers also have the option of making an appointment with their Faculty Liaison Librarian to ensure that they are aware of all the resources and services that are available to them. Faculty Liaison Librarians can assist by offering:
  o Individual research consultations (on topics including where and how to find information relating to your research topic, and bibliographic management tools);
  o Hands-on training workshops;
  o Faculty and/or Discipline specific workshops;
  o Advice on measuring and maximizing the impact of your research; and
  o Assistance to ensure the Library collection supports your research needs.

• IGPA’s Faculty Liaison Librarian is Sevilay Esat, who can be contacted on 6201 5279 or by email at sevilay.esat@canberra.edu.au. More information on Faculty Liaison Librarians can be found at: http://www.canberra.edu.au/library/research-gateway/faculty-liaison-librarians.

• Interlibrary Loans and Document Delivery services are also available, to provide researchers with access to materials not available in the University of Canberra Library collections. Interlibrary Loans are books, videos, theses, etc. borrowed from another library. Document Delivery is the process of obtaining print or electronic copies of journal articles, book chapters, conference papers, etc. which do not need to be returned. Researchers can make up to 100 requests a year to the Document Delivery & Interlibrary Loans service. See: http://canberra.libguides.com/documentservices.

• The Library has prepared a guide about services and resources specifically for academic researchers and postgraduates at University of Canberra. This can be accessed from here: http://canberra.libguides.com/researchers.

IGPA’s HDR researchers can also access other libraries in Canberra:

• The National Library of Australia has an excellent research collection for use on site and is a great environment in which to work.

• The UC library can also provide you with advice about how to get an ANU library card at no cost using your UC staff card (see also: https://anulib.anu.edu.au/using-the-library/public-use-of-library/university-libraries-of-australia-and-new-zealand/). This will give you access to material in the ANU libraries (books, serials etc.), but not to their online resources.
Computing and Information Technology Facilities

- **Access to the full range of ITM services**: including printing services. In order to access these services, you will need to acquire a Non-Pay Staff Account. In most instances this will have been set up in advance for you but if not, contact the Business Manager (Education). To access the services, you will need to log on to a computer using your staff number and password, then open the UC webpage and type [http://staffprinting/](http://staffprinting/) into the URL address box at the top and follow the prompts. Alternatively, you can click on ‘start’ (bottom left hand side of your screen), open ‘printers and faxes’, right mouse click and select ‘add printer’ and follow the prompts. Ring the IT helpdesk on 5500 if you need help or email servicedesk@canberra.edu.au.

- **Data analysis software**: It is recommended that you ask your supervisor what software you will require in order to analyse your data (SPSS, NVivo, STATA or SAS). You can access data analysis software using UC site licences. Contact the IT helpdesk or the library for assistance to download software you identify as useful for your data analysis. If UC does not have a site licence the Institute can purchase software for loaning to you with the endorsement of your supervisor.

- **Computer account and login with secure information storage facilities**: always store a recent copy of your work in the ‘My Documents’ folder associated with your staff and/or student login and password. This is on the UC server and is backed-up daily. Please note there is a storage limit with these folders – if you are notified you are near the limit by the IT helpdesk you can contact them to request an extension of your limit, if needed, for your research work (requires the approval of your supervisor).

**Email and internet accounts**: If you use your staff login, you will not be charged for your email and internet usage. However, if you use your student account, charges may apply.

**Room Bookings**

HDR researchers can book rooms to undertake self-organised research related activities. Enquiries should be directed to the Communications and Events Officer.
14. University Support Services

The University also provides HDR researchers with a range of services. We highlight some of the key examples below.

RGrad - run by the Research Students Office

RGrad is an online program with MyUC that provides a range of information on your PhD candidature. This includes up-to-date information about your progress against the timeline of candidature, as well as the mandatory milestones along the way. It also provides access for your supervisors and other academic support staff, to allow efficient management of your candidature. More details can be found at http://www.canberra.edu.au/research/current-research-students/rgrad.

ResearchProfessional

ResearchProfessional is a comprehensive database which offers researchers in IGPA the opportunity to search for research funding in all disciplines, from a wide range of sponsors in Australia and overseas. ResearchProfessional has powerful searching and customisation tools. Registered users can also save their searches and set up email alerts. Staff and students can register or log in here: https://www.researchprofessional.com/. Once logged in, join the IGPA group for regular funding alerts.

ResearchProfessional is administered by the Business Manager (Research) who will be happy to set up targeted searches for an individual or group on request. Please also ask if you would like your email to be added to the monthly Newsletter which is generated by the Business Manager (Research) for circulation to all staff.

Careers Service

Career Services supports students seeking career information by producing and maintaining a collection of career reference information and resources. It conducts workshops and seminars to assist students make informed career choices and enhance their skills in seeking part time and full time employment, and vocational experience. Website http://www.canberra.edu.au/careers/

Study Skills

Study Skills is part of the Study Skills and Careers unit. It provides a range of face-to-face and online study help programs for UC students. These programs include face-to-face and online workshops, interactive study modules, unit and subject-specific help programs, and more. The Study Skills and Careers unit is responsible for providing study skills

### Library

Details on the range of services offered by the UC Library, including Research Skills Training sessions, can be found in [Chapter 13](#).

### International Student Support Service (IS³)

IS³ is a dedicated and specialised advice and referral service for UC’s International Student community. Through its team of International Student Advisors (ISAs), IS³ provides advice, referral, and assistance on a range of matters such as:

- Australia Awards student support;
- Visa and eCoE enquiries;
- New International Student orientation;
- Complaints and grievances, both academic and administrative; and
- Student welfare.


### Medical and Counselling Centre


The Health and Counselling Centre is situated in building 1, level B, room 123 (Ph.: 6201 2351). General practitioners, nurses and counsellors work from the Centre as a team to provide treatment, counselling and advice for medical and personal problems.


The Centre also offers a link to [The Desk](http), a free online program that can provide you with strategies and skills to promote success and well-being of students.

### Ochre Health Medical Centre Superclinic – The ‘Health Hub’

The Ochre Health Medical Centre Superclinic (The Health Hub) is located in Building 28 (The Health Hub), Ochre Health Medical Centre, corner Allawoona St and Ginninderra Drive.

The Health Hub has various facilities on-site, including: GP clinic, X-ray/ultrasound, pathology, audiology, allied health clinics (exercise physiology, nutrition/dietetics,
occupational therapy, physiotherapy, podiatry, psychology, soft tissue therapy, sleep and lifestyle), and pharmacy and café facilities.

The Faculty of Health also provides clinics to University of Canberra staff, students and the community. More information about these services can be found here: http://www.canberra.edu.au/faculties/health/community-connections/clinics.

Information and Technology Management (ITM)

IT support is available at University level – for more information see http://www.canberra.edu.au/itm.

Spiritual Meeting Place

Located in 1C 75, the Spiritual Meeting Place is a multi-faith centre, staffed by a team of professional representatives from Christian, Jewish, Muslim, Buddhist, Hindu and Baha’i religions. It provides a multipurpose space for formal or informal meetings, an interview room offering support and a listening ear to both staff and students, and a quiet space for use by anyone wanting time out.

Statistical Consultant

Free statistical advice is available for research students through the services of a statistical consultant. Appointments can be made via email to: Statistical.Consultant@canberra.edu.au.

Student Equity and Support Unit

The Student Equity and Support Unit provides a range of services and programs to assist students during their time at the University of Canberra. The Administrative Officer, Office of the Dean of Students, can offer information about the support services available at the University. Student Equity and Support Officers provide advice about appeal/grievance processes, dealing with inappropriate conduct (e.g. discrimination, harassment, bullying), exclusion from the University, accusations of plagiarism or other forms of misconduct, complaints or concerns about another student, student support programs. Phone: (02) 6201 2333 Fax: 6201 5712 email studentequity@canberra.edu.au Location: Building 1 Room 1C67 – appointments needed. You may also contact the Institute’s Equal Opportunities Representative.
Early Career Academic Program

The Research Services Office offers a range of training courses to support emerging academics, including postgraduate students. To find out more, visit: www.canberra.edu.au/hr/incudion/ecap.

Teaching and Learning Centre (TLC)

TLC staff work collaboratively with the University of Canberra community to provide leadership and support for the enhancement of learning, teaching and scholarship and the website address. Research students who plan for an academic career should attend some of the courses, workshops organised by the TLC as this may support their career planning. Website http://www.canberra.edu.au/tlc

UC Student’s Association

The University of Canberra Students’ Association (UCSA) represents UC students and provides an advocacy service. Website: http://www.theucsa.org.au/ email info@sa.canberra.edu.au.

Security Office

The security office is located on the concourse (room 1 B23) and can be contacted from 8am-4pm on 6201 2050. The all-hours number is 6201 2222. At night, security staff is available to escort students and staff to car parks and residences.

UC Fit Sports and Fitness Centre

UC Fit Sport and Fitness Centre caters to students, staff and standard patrons interested in sport on campus. UC Fit has a state of the art Gym facility, over 12 Group Fitness Classes, four recently renovated Squash Courts, two multipurpose Indoor Sports Courts and five Sporting Ovals. UC FIT Sport and Fitness Centre is based in Building 29. More information can be found at: http://www.ucfit.com.au/.

On-Campus Accommodation

www.canberra.edu.au/residences

Child Care

Appendix 1 – Campus Map
Appendix 2 – University Policies (Higher Degree by Research)


<table>
<thead>
<tr>
<th>Title of Policy</th>
<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HDR Academic Progress Policy</td>
<td>The University has a responsibility to support HDR students throughout their candidature and monitor progress to identify students who are at risk of not making satisfactory progress in their course. This document outlines the University of Canberra’s policy and procedures to support the academic progress of HDR students.</td>
</tr>
<tr>
<td>HDR Admissions Policy</td>
<td>This policy provides information about the admission requirements to HDR courses. This policy is designed to assist in the identification of applicants who have a reasonable likelihood of success in studies at the University and to ensure that any applicant admitted to the University has sufficient knowledge of the English language to undertake studies.</td>
</tr>
<tr>
<td>HDR Code of Practice</td>
<td>The task of ensuring that research training is conducted in the most efficient and effective manner is shared by both University staff and HDR candidates. The University; its staff; and its research students all have legitimate expectations of each other. The Higher Degree by Research (HDR) Code of Practice sets out responsibilities of the University, the Faculties and UC Research Centres (UCRCs), supervisors and students.</td>
</tr>
<tr>
<td>HDR Enrolment and Changes to Candidature Policy</td>
<td>This policy sets out the principles and procedures for enrolment and changes to candidacy within a higher degree by research (HDR) course. Changes to candidacy include change in attendance status, intermission, changes to the supervisory panel, course transfers and upgrades, extensions and withdrawal from the course.</td>
</tr>
<tr>
<td>HDR Examinations Policy</td>
<td>To complete a HDR course, all students are required to submit a thesis for external examination, with the final outcome determined by the University. This policy outlines the thesis submission requirements, conditions for examination, course completion requirements and the granting and conferral of awards for HDR courses.</td>
</tr>
<tr>
<td>HDR Generic Skills and Attributes Statement</td>
<td>In addition to meeting the academic requirements for the relevant degree, graduates are expected to acquire a range of generic skills and attributes through their program. This document lists the skills and attributes that the University expects all of its graduates in higher degree by research (HDR) to have developed.</td>
</tr>
<tr>
<td>HDR Infrastructure Support Policy</td>
<td>This policy outlines the University’s minimum requirements with regard to the provision of physical and financial resources for HDR studies at the level of the Faculty or UC Research Centre (UCRC). This infrastructure includes physical facilities, funding available for project work and participation in the research culture. The two schedules that accompany this policy provide guidelines to assist Faculties and UCRCs in the provision of the minimum requirements of the policy proper.</td>
</tr>
<tr>
<td>HDR Milestones Policy</td>
<td>HDR course milestones operate as clearly identifiable goals. A student's progress is monitored against timely achievement of these milestones. This policy sets out the principles and procedures for the structure of a HDR course through a series of milestones that must be achieved by the student.</td>
</tr>
<tr>
<td>HDR Scholarships Policy</td>
<td>This policy provides a framework for the establishment, award and management of higher degree by research (HDR) scholarships.</td>
</tr>
<tr>
<td>HDR Supervision Policy</td>
<td>This policy outlines requirements with regard to the supervision of students enrolled in Higher Degree by Research (HDR) courses. It is designed to assist in the establishment of supervisory panels to ensure all HDR students receive high quality supervision during the candidature of their degree.</td>
</tr>
<tr>
<td>Intellectual Property Policy</td>
<td>This policy outlines the University’s policy and procedures relating to Intellectual Property, which apply to all staff, affiliates and students of the University of Canberra.</td>
</tr>
<tr>
<td>HDR Research Student and Supervisor Information Directory</td>
<td>The HDR student and supervisor information directory lists important processes throughout HDR candidature. The directory details who is responsible for each process and where to find the policy and procedures.</td>
</tr>
</tbody>
</table>
Appendix 3 – IGPA Milestones

**Preamble**

The timescales provided here are based on an accelerated entry PhD student on a full-time study load, who aims to submit their thesis within 3.5 years. Part-time PhD students will need to adjust the timescales equivalent to their FTE loading. Standard entry PhD students should follow these milestones once they have completed their coursework. Milestones have been further divided into those that are ‘required’ and those that are ‘advisory’. The former are requirements set by the University or Institute whilst the latter are provided more as a point of reference and catalyst for conversation between the PhD student and supervisor. As always, consult with your supervisor and seek advice if you are in any doubt. All PhDs proceed differently. Other than yourself, it is your supervisor who is the one with the closest knowledge about your project and its development.

<table>
<thead>
<tr>
<th>Months</th>
<th>Program Milestones</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST YEAR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>IGPA HDR Induction</td>
<td>Required</td>
</tr>
<tr>
<td>0</td>
<td>UC HDR Induction</td>
<td>Advisory</td>
</tr>
<tr>
<td>1</td>
<td>Meet your Supervisory Panel</td>
<td>Required</td>
</tr>
<tr>
<td>3</td>
<td>Confirm Supervisory Panel arrangements</td>
<td>Required</td>
</tr>
<tr>
<td>3</td>
<td>PhD Development Plan*</td>
<td>Required</td>
</tr>
<tr>
<td>4-6</td>
<td>Introductory Seminar and Preliminary Research Proposal</td>
<td>Advisory</td>
</tr>
<tr>
<td>6-24</td>
<td>Apply for University Ethics Approval</td>
<td>As Required</td>
</tr>
<tr>
<td>9-12</td>
<td>Confirmation Seminar, including Research Proposal Go/No-Go Decision Confirm PhD Pathway (by thesis or publication) Review Supervisory Panel arrangements</td>
<td>Required</td>
</tr>
<tr>
<td></td>
<td><strong>PhD by thesis: completion of a detailed Research Proposal and at least one chapter in draft form</strong></td>
<td>Advisory</td>
</tr>
<tr>
<td></td>
<td><strong>PhD by publication: submission of first article to a peer-reviewed journal</strong>***</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Completion of the taught coursework unit on Research Design</td>
<td>Required</td>
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</tbody>
</table>
## SECOND YEAR

| 18 | PhD by publication: Review PhD Pathway | Required |
| 21-24 | Work-in-Progress Seminar: circulation of a second complete chapter (PhD by thesis) or a complete draft journal article (PhD by publication) | Required |
| 24-30 | PhD by thesis: completion of at least 40% of the dissertation in complete form** | Advisory |
| 24-30 | PhD by publication: completion of second and third articles with at least one of these under review *** | Advisory |

## THIRD AND FOURTH YEARS

| No more than 30 months | Fieldwork Complete (where appropriate) | Advisory |
| No more than 36 months | Fieldwork Report (where appropriate) | Advisory |
| 30-42 | Thesis Submission | Advisory |
| 42-48 | Discretionary Writing-Up Period | Exceptional Circumstances |
| 48 | Maximum Course Length | Required |
| Post-Submission | Examination | Required |
| Post-Submission | Final Seminar | Required |

## ANNUALLY

| Aug/Sept | Update PhD Development Plan* and Complete the University’s Annual Progress Review | Required |

### Notes

*The PhD Development Plan is due 3 months after commencement to be endorsed by the supervisory panel. The Plan must be updated and resubmitted at least once a year in August/September as part of the University’s Annual Progress Reviews.

**In most cases, estimating what amounts to 40% and 80% of a dissertation yet to be written will be done on the basis of either word count or the tentative chapter structure that you will have detailed in your PhD Development Plan (whichever is the greater). These percentages exclude the Introduction and Conclusion. Draft form means that the work could be subject to major revisions. Complete form means that the work is subject to only minor revisions.

***The timings provided for submission of journal articles and preparing chapters for a monograph are indicative only. Peer-review processes take time and are variable. The actual time will also vary on the journal’s decision. You should consult with your supervisor when developing your Publication Plan.
<table>
<thead>
<tr>
<th>Months</th>
<th>Program Milestones and Purpose</th>
<th>Deliverables</th>
<th>Practical Arrangements</th>
<th>Evaluation</th>
</tr>
</thead>
</table>
| 0 months    | The IGPA HDR Induction program:  
• introduces you to the people working at IGPA;  
• informs you about the HDR program and milestones at IGPA; and  
• informs you about the support available to HDR students within the Institute and the University. | None         | You will receive information about IGPA’s HDR Induction day by email. Please direct any enquiries to the HDR Support Officer. | None       |
<p>| Required    | IGPA HDR Induction                                                                            |              |                                                                                       |            |
| 0 months    | The University runs a series of induction events for Higher Degree by Research (HDR) students in Orientation week (‘O’ week). These are run by the University’s Convenor of the Researcher Development Program. | None         | See: <a href="http://www.canberra.edu.au/research/research-students">http://www.canberra.edu.au/research/research-students</a>. Please direct any enquiries to Graduate Research Office. | None       |
| Advisory    | UC HDR Orientation                                                                             |              |                                                                                       |            |
| 1 month     | Arrange to meet your supervisory panel.                                                        | None         | It is your responsibility to schedule a time to meet with your supervisory panel.     | None       |
| Required    | Meet your supervisory panel                                                                     |              |                                                                                       |            |
| 3 months    | To ensure you have a sufficient and supportive team of supervisors for your research.         | None         | You should discuss your supervisory panel and its ‘fit’ with your research when you meet to endorse you PhD Development Plan (see below). | None       |
| Required    | Confirm Supervisory Panel arrangements                                                          |              |                                                                                       |            |</p>
<table>
<thead>
<tr>
<th>Months</th>
<th>Program Milestones and Purpose</th>
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<th>Practical Arrangements</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3 months Required</strong></td>
<td><strong>PhD Development Plan</strong></td>
<td><strong>Submit your PhD Development Plan to the HDR Support Officer no more than three months into your candidature</strong></td>
<td><strong>You should prepare your PhD Development Plan in consultation with your supervisor. You should then arrange to meet with your Supervisory Panel who will evaluate and endorse your Plan.</strong></td>
<td><strong>Evaluation of your PhD Development Plan is formative. Your supervisory panel will evaluate and approve your Plan.</strong></td>
</tr>
<tr>
<td></td>
<td>The PhD Development Plan ensures that:</td>
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<tr>
<td></td>
<td>• your PhD pathway (thesis or publication) has been recorded;</td>
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<td></td>
<td>• adequate supervisory arrangements are in place;</td>
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<tr>
<td></td>
<td>• your training needs have been identified and a plan has been put into place in order to fulfil them, including those related to undertaking your fieldwork;</td>
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</tr>
<tr>
<td></td>
<td>• you have recorded your Publication Plan (particularly important for PhD by publication);</td>
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<tr>
<td></td>
<td>• you have a timescale to monitor and track your research project, including planned time to undertake your fieldwork (where appropriate);</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>• adequate infrastructure exists for you to be able to undertake your research; and</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• you are affiliated with a relevant research centre</td>
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<tr>
<td></td>
<td>You will need to update your PhD Development Plan in August-September of each year as part of the University’s Annual Progress Review (APR).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Months</td>
<td>Program Milestones and Purpose</td>
<td>Deliverables</td>
<td>Practical Arrangements</td>
<td>Evaluation</td>
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<tr>
<td>--------</td>
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</tr>
</tbody>
</table>
| **4-6 months**<br>Advisory<br>Introductory Seminar and Preliminary Research Proposal | The Introductory Seminar and Preliminary Research Proposal aim to:  
• provide an opportunity to introduce the candidate’s research question/s, supporting literature, proposed methodology and timeline for the project;  
• provide an avenue for the candidate to receive feedback from academics and peers in the field, enabling a conversation about the research in a developmental environment; and  
• provide an early opportunity for the candidate to test the feasibility of the research project.  

**Note:** IGPA students are strongly encouraged to deliver an Introductory Seminar and Preliminary Research Proposal. | Submit a ‘Preliminary Research Proposal’ at least two weeks before your Introductory Seminar. See the PhD Handbook for further information.  
You should plan to deliver a 45 minute presentation (25 minute presentation; 20 minute discussion) | The HDR Support Officer will contact you to schedule a date for your Introductory Seminar no more than three months into your candidature.  
You should email your Preliminary Research Proposal to the HDR Support Officer at least two weeks before your Introductory Seminar. | Evaluation of your Introductory Seminar and Preliminary Research Proposal is formative. All members of your supervisory panel should attend the seminar where possible. Attendees will be invited to provide verbal and written feedback on your Proposal, which will have been pre-circulated.  
The seminar and feedback received should be discussed in a follow up meeting of your supervisory panel. This should take place no more than three weeks after your seminar. |
| **6-24 months**<br>As Required<br>Apply for University Ethics Approval | PhD students who intend to conduct research with human participants must apply to the University’s Human Research Ethics Committee (HREC) for approval before commencing their projects. Ethics approval ensures that research complies with established guidelines, notably the National Statement on Ethical Conduct in Human Research.  
You should consult with your supervisor as to whether your research will require ethics approval. You are advised to think about applying for Ethics approval about three months prior to commencing Fieldwork given the time between preparing an application and getting a final approval. | See the University website and the section on ‘Ethics Approval’ in the PhD Handbook for further information on who needs to apply, how to apply and deadlines. | You should prepare your Ethics Application in consultation with your supervisor. | Ethics applications are evaluated by the University’s Committee for Ethics in Human Research. |
<table>
<thead>
<tr>
<th>Months</th>
<th>Program Milestones and Purpose</th>
<th>Deliverables</th>
<th>Practical Arrangements</th>
<th>Evaluation</th>
</tr>
</thead>
</table>
| 9-12 months Required | The Confirmation Seminar and Research Proposal allow a formal assessment of your progress. They will culminate in a rating that will determine whether you can continue your candidature into the second year (the Go/No Go Decision). This is also the point at which your pathway will be reviewed (PhD by thesis or published works) and changed if necessary. It is also an opportunity to review your supervisory panel arrangements (see Handbook for further information). | Submit a Research Proposal in consultation with supervisor. You should ensure that you leave enough time to redraft your Proposal several times. You should plan to deliver a 60 minute presentation (30 minute presentation; 30 minute discussion). | The HDR Support Officer will contact you to schedule a date for your Confirmation Seminar no later than six months into your candidature. Your supervisor is responsible for inviting assessors to your Confirmation Seminar. This should occur in consultation with you and your supervisory panel about two months before your seminar. You should email your final Research Proposal to the HDR Support Officer at least two weeks before the seminar so that it can be circulated. | The Confirmation Seminar and Research Proposal are formally evaluated. The assessors will prepare a written evaluation of your Research Proposal within two weeks of your Confirmation Seminar. An evaluation will be made by the Director of Research (or nominee) as to whether progress has been satisfactory, conditionally satisfactory or unsatisfactory. This will be based on the assessors’ reports and comments provided by both the supervisor and the supervisory panel.  
• A satisfactory rating means that the candidate can re-enrol into the second year.  
• A conditionally satisfactory or unsatisfactory rating means that the candidate will be expected to take remedial action within a specified timeframe. Any remedial action will be outlined in an email no later than four weeks after the Confirmation Seminar. |
| Confirmation Seminar and Research Proposal | Your Confirmation Seminar and Research Proposal should demonstrate that:  
• your proposed research is feasible (within allocated time), and the topic is well defined;  
• you have developed the aims and methodological framework of the study;  
• you have the skills and knowledge to carry out the topic (or can acquire them within a reasonable period of time); and  
• you will be able to complete your thesis in a timely manner. | | | |
<p>| Go / No-Go Decision | | | | |
| Confirm PhD Pathway | | | | |
| Review Supervisory Panel Arrangements | | | | |</p>
<table>
<thead>
<tr>
<th>Months</th>
<th>Program Milestones and Purpose</th>
<th>Deliverables</th>
<th>Practical Arrangements</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>No more than 12 months Advisory</td>
<td>Submission of first article to a peer-reviewed journal (PhD by publication) OR Completion of one chapter in draft form (PhD by thesis)</td>
<td>Submit your first article to a peer-reviewed journal. (PhD by publication) or complete at least one chapter in draft form (PhD by thesis).</td>
<td>None</td>
<td>Students undertaking a PhD by publication should have received advice on their first article from their supervisory panel before this point. Your Research Proposal will have already been considered as part of your Confirmation Seminar. Evaluation of your chapter is formative for PhD by thesis, but it should involve the entire Supervisory Panel. You should receive written feedback and discuss how this chapter will relate to the rest of your thesis. Your Research Proposal will have already been considered as part of your Confirmation Seminar.</td>
</tr>
<tr>
<td>No more than 12 months Required</td>
<td>Completion of the taught coursework unit on Research Design.</td>
<td>Completion of the taught coursework unit on Research Design.</td>
<td>You will receive information about the taught coursework unit on Research Design during the IGPA HDR Induction.</td>
<td>The Unit Convenor will liaise with the HDR Support Officer to confirm that the requirements of the taught coursework unit on Research Design have been satisfactorily fulfilled.</td>
</tr>
</tbody>
</table>

This is an advisory recommendation, which is intended to act as a guide for how you might expect your research to have progressed by the 12 month point. By this point, you might expect to have submitted your first article to a peer-reviewed journal (PhD by publication) or completed a detailed Research Proposal and have at least one chapter in draft form (PhD by thesis).

You can discuss this guideline with your supervisor and supervisory panel as part of your regular discussions about your research and how it has been progressing.
<table>
<thead>
<tr>
<th>Months</th>
<th>Program Milestones and Purpose</th>
<th>Deliverables</th>
<th>Practical Arrangements</th>
<th>Evaluation</th>
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<tbody>
<tr>
<td>18 months Required (for PhD by publication only)</td>
<td>Review PhD Pathway  &lt;br&gt;Supervisory panels, with the PhD student, are advised to review progress against the student’s Publication Plan and consider whether the candidate is still on track for an on-time completion. The 18 month point is a good time to review options. It is generally the latest time by which a candidate can transfer from PhD by publication to PhD by thesis, which may be considered as an alternative route where publications have not proceeded as planned and/or journal lead-times have been longer than expected.</td>
<td>A review of the PhD Pathway, which has been endorsed by your supervisory panel.</td>
<td>Discuss your progress with your supervisory panel and agree on your PhD Pathway. Send an email to the HDR Support Officer (copying in your supervisory panel) outlining your published articles, as well as articles under review, and confirm the PhD pathway.</td>
<td>None.</td>
</tr>
<tr>
<td>21-24 months Required</td>
<td>Work-in-Progress Seminar and Research Paper/Chapter  &lt;br&gt;The Work-in-Progress seminar aims to test and defend major results, findings and conclusions from your research. Supplementary aims may include:  &lt;br&gt;- the opportunity to discuss emergent findings for debate and critique;  &lt;br&gt;- an opportunity to test and defend major results and conclusions emerging from the research;  &lt;br&gt;- reflection upon your learning so far; and  &lt;br&gt;- an opportunity to seek feedback and direction on the research, particularly after data has been gathered and is in the process of being analysed.</td>
<td>Submit a complete and legible chapter, or draft article, from your thesis at least two weeks before your seminar. Journal articles should be written at a length appropriate for the target outlet. HDR Researchers should seek guidance from their supervisory panel concerning the length of their chapter. You should plan to deliver a 60 minute presentation (30 minute presentation; 30 minute discussion).</td>
<td>The HDR Support Officer will contact you to schedule a date for your Work-in-Progress Seminar no later than 18 months into your candidature. You should consult with your supervisor to identify one or two discussants from within the HDR cohort for your research paper/chapter. You should email your chapter or draft article to the HDR Support Officer at least two weeks before your seminar so that it can be circulated.</td>
<td>Evaluation of your Work-in-Progress Seminar and Research Paper/Chapter is formative. The seminar and feedback received should be discussed in a follow up meeting of your supervisory panel. This should take place no more than three weeks after your seminar. The chair of your supervisory panel should email HDR Support Officer about the result of the seminar.</td>
</tr>
<tr>
<td>Months</td>
<td>Program Milestones and Purpose</td>
<td>Deliverables</td>
<td>Practical Arrangements</td>
<td>Evaluation</td>
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<td>24-30 months</td>
<td>Advisory Completion of at least 40% of the dissertation in complete form (PhD by thesis) OR second and third articles with at least one of these under review (PhD by publication). This is an advisory recommendation, which is intended to act as a guide for how you might expect your research to have progressed by the 24-30 month point. By this point, you might expect to have completed about 40% of your dissertation in complete form (PhD by thesis) or have your second and third articles written with at least one of these under review (PhD by publication). You can discuss this guideline with your supervisor and supervisory panel as part of your regular discussions about your research and how it has been progressing.</td>
<td>PhD by thesis: Completion of at least 40% of the dissertation in complete form. PhD by publication: Second and third articles with at least one of these under review.</td>
<td>PhD by thesis: You should review your progress with your Supervisory Panel in line with expectations. It may be desirable to receive feedback on draft chapters. PhD by publication: You should review your progress with your Supervisory Panel in line with expectations. It may be desirable to receive feedback on a draft article.</td>
<td>Evaluation by your Supervisory Panel. You should expect to receive written as well as oral feedback on any work that you have submitted. You should arrange to meet with your Supervisory Panel to discuss your project and its development.</td>
</tr>
<tr>
<td>30 minutes</td>
<td>No more than 30 months Advisory Complete Fieldwork Fieldwork Report. The Fieldwork Report aims to: • provide an early survey of the collected data insofar as it is directly related to the research issues and questions; • an assessment and analysis of this data from the perspective of the research issues and questions; • a summary of any ethical issues and how these were managed; and • a data analysis plan for further research based on the preliminary findings. Note: IGPA students are strongly encouraged to complete e Fieldwork Report.</td>
<td>Submit a ‘Fieldwork Report’ no more than one month after completing your Fieldwork</td>
<td>You should prepare your Fieldwork Report in consultation with your supervisor.</td>
<td>Evaluation of your Fieldwork Report is formative. You should meet with your supervisor to discuss your report and the next stages in your research project.</td>
</tr>
<tr>
<td>Months</td>
<td>Program Milestones and Purpose</td>
<td>Deliverables</td>
<td>Practical Arrangements</td>
<td>Evaluation</td>
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<tr>
<td>No more than</td>
<td>This is an advisory recommendation, which is intended to act as a guide for how you might expect your research to have progressed by the 36 month point.</td>
<td>PhD by thesis: Completion of at least 80% of the dissertation in complete form.</td>
<td>PhD by thesis: You should review your progress with your Supervisory Panel in line with expectations. It may be desirable to receive feedback on draft chapters.</td>
<td>Evaluation by your Supervisory Panel. You should expect to receive written as well as oral feedback on any work that you have submitted. You should arrange to meet with your Supervisory Panel to discuss your project and its development.</td>
</tr>
<tr>
<td>36 months</td>
<td>Completion of at least 80% of the dissertation in complete form (PhD by thesis) OR Submission of third article and completion of the draft of the fourth article (PhD by publication).</td>
<td>PhD by publication: Submission of third article to a peer-reviewed journal and a draft of your fourth article.</td>
<td>PhD by publication: You should review your progress with your Supervisory Panel in line with expectations. It may be desirable to receive feedback on a draft article.</td>
<td></td>
</tr>
<tr>
<td>Advisory</td>
<td>By this point, you might expect to have completed about 80% of your dissertation in complete form (PhD by thesis) or have your third article submitted and a draft of your fourth article (PhD by publication).</td>
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<td>You can discuss this guideline with your supervisor and supervisory panel as part of your regular discussions about your research and how it has been progressing.</td>
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<tr>
<td>30-42 months</td>
<td>Thesis Submission.</td>
<td>Your completed thesis submitted in accordance with University guidelines.</td>
<td>Refer to the section in the PhD Handbook on ‘Submitting your Thesis’.</td>
<td>Refer to the section in the PhD Handbook on Examiners’ Reports.</td>
</tr>
<tr>
<td>Advisory</td>
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</tr>
<tr>
<td>Months</td>
<td>Program Milestones and Purpose</td>
<td>Deliverables</td>
<td>Practical Arrangements</td>
<td>Evaluation</td>
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</tr>
<tr>
<td><strong>42-48 months Exceptional Circumstances</strong></td>
<td>Discretionary Writing-Up Period.</td>
<td>A ‘Writing Up’ Plan.</td>
<td>On-time completion is important. Entering the Discretionary Writing-Up period is conditional on providing your panel with a ‘Writing-Up’ Plan that briefly details how you will complete your thesis in no more than 48 months.</td>
<td>Your ‘Writing-Up’ Plan needs to be formally endorsed by your supervisor and supervisory panel. This is an important document to ensure on-time completion.</td>
</tr>
<tr>
<td><strong>Discretionary Writing-Up Period</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>48 months Required</strong></td>
<td>This is the maximum course length for a PhD.</td>
<td>Your completed thesis submitted in accordance with University guidelines.</td>
<td>See the section on ‘Submitting your Thesis’.</td>
<td>See the section on ‘Examining your Thesis’.</td>
</tr>
<tr>
<td><strong>Maximum Course Length</strong></td>
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</tbody>
</table>
| **Post-Submission Required** | The Final Seminar provides you with an opportunity to present the findings of your thesis to your peers. This may also extend into:  
  • providing you with an opportunity to disseminate your research findings to a wider audience;  
  • clarifying the research implications and how they will be communicated to maximise impact; and  
  • providing you with an opportunity to reflect upon potential research impact and their future.  
  Most importantly, we hope that it will provide you with an opportunity to celebrate your achievements! | You should plan to deliver a 45 minute presentation (20 minute presentation; 25 minute discussion). | The HDR Support Officer will contact you to schedule your Final Seminar. This will usually take place after you have submitted your thesis. | None.                                                                                           |
<table>
<thead>
<tr>
<th>Months</th>
<th>Program Milestones and Purpose</th>
<th>Deliverables</th>
<th>Practical Arrangements</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>August/September of each year Required</td>
<td>Provides you with an opportunity to revise and update your PhD Development Plan as part of completing the University’s Annual Progress Review. Continuing candidates are required to complete an Annual Progress Review as a condition of their continuing enrolment (except for research candidates who are in their first semester of study). The APR is intended to: help with • monitoring the progress of each PhD candidate; • identifying, and promptly responding to, issues affecting HDR candidates’ progress; and • assisting HDR candidates to effectively manage their progress in collaboration with their supervisors.</td>
<td>Submit a revised and updated ‘PhD Development Plan’ on an annual basis as part of the University’s Annual Progress Review process.</td>
<td>You will be informed by automated email as to when you should begin completing your Annual Progress Review. As part of this process, you should revise and update your PhD Development Plan in consultation with your supervisor. Your Supervisory Panel should also evaluate and endorse your Plan. This should take place in August-September of each year as part of the University’s Annual Progress Review process. You should include your PhD Development Plan as an attachment when submitting your APR online.</td>
<td>Evaluation of your PhD Development Plan is assessed as part of the University’s Annual Progress Review (APR) process. Your Supervisory Panel will evaluate and endorse your Plan, which is also assessed by IGPA’s Director of Research, and UC’s Research Students Office.</td>
</tr>
</tbody>
</table>
Appendix 4 – PhD Development Plan

Purpose

The PhD Development Plan ensures that:

- your PhD pathway (thesis or publication) has been recorded;
- adequate supervisory arrangements are in place;
- a Research Training Assessment has been completed, your training needs have been identified and a plan has been put into place in order to fulfil them (see chapter on Research Training);
- you have a Publication Plan, detailing the dissemination strategy for your research (book chapters / journal articles / conferences) – this point is particularly important for PhDs by Publication;
- you have a timescale to monitor and track your research and writing progress against key milestones, including planned time to undertake your fieldwork (where appropriate);
- adequate infrastructure exists for you to be able to undertake your research;
- you are affiliated with a relevant research centre.

Your answers to the questions in this form are intended to provide the framework for a conversation between you, your supervisor and your supervisory panel about your future progress, research training needs and supervisory arrangements. It will also be used to update your personal web profile. A word version of this document can be requested by emailing the HDR Support Officer.

Requirement

The PhD Development Plan is a specific requirement for all IGPA HDR researchers. Your Plan must be endorsed by your supervisory panel and submitted to the HDR Support Officer.

A complete Development Plan is due three months after commencement. It must then be revised and updated between the August and September of each year at the same time as

4 If you do not want your web profile to be updated then please contact the Events and Communications Officer.
you complete the University’s Annual Progress Reviews (APRs). You should include your PhD Development Plan as an attachment when submitting your APR online.

The template provided below is intended as a guide. You and your supervisor may decide to expand or incorporate new sections into the Plan dependent on your particular needs and those of your research project. You should also make sure that you consult relevant chapters in the Handbook when completing your Development Plan, including the chapter on Research Training.

**PhD Development Plan**

<table>
<thead>
<tr>
<th><strong>Personal Details</strong></th>
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</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Student ID</td>
</tr>
<tr>
<td>Email</td>
</tr>
<tr>
<td>Start Date</td>
</tr>
<tr>
<td>Completion Date</td>
</tr>
<tr>
<td>Previous Degree-level Qualifications</td>
</tr>
<tr>
<td>Full-time or part-time enrolment</td>
</tr>
<tr>
<td>Pathway (thesis or publication)</td>
</tr>
<tr>
<td>Primary Supervisor (include email address)</td>
</tr>
<tr>
<td>Supervisory Panel Members (include email addresses)</td>
</tr>
<tr>
<td>Sponsor</td>
</tr>
<tr>
<td>Sponsor’s Email</td>
</tr>
<tr>
<td>Research Centre – Primary Affiliation (one only)</td>
</tr>
<tr>
<td>Research Centre – Associate Affiliation/s</td>
</tr>
<tr>
<td>Short Biographical Statement (approximately 100 words)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Your Research Project</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of your Research Project</td>
</tr>
<tr>
<td>Summary of Research Project (approximately 200 words)</td>
</tr>
</tbody>
</table>

| **Research Training Assessment** |
Please refer to the chapter on Research Training for further information on how to complete this section.

<table>
<thead>
<tr>
<th>Research Training Activity</th>
<th>Record of Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mandatory</strong></td>
<td></td>
</tr>
<tr>
<td>Attend the IGPA Graduate Research Forum</td>
<td></td>
</tr>
<tr>
<td><strong>Strongly recommended</strong></td>
<td></td>
</tr>
<tr>
<td>Audit the taught MPA postgraduate unit on ‘Advanced Research Methods’</td>
<td></td>
</tr>
<tr>
<td>Attend one or more of the IGPA Summer Schools</td>
<td></td>
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<tr>
<td>Attend the IGPA Research Seminar Series</td>
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<tr>
<td>Attend the Occasional Research Seminar Series run by your primary Research Centre</td>
<td></td>
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<tr>
<td>Attend the Empirical Research Methods Reading Group (for Economics students only)</td>
<td></td>
</tr>
<tr>
<td><strong>Consult with your supervisor</strong></td>
<td></td>
</tr>
<tr>
<td>Audit one or more taught MPA postgraduate units in relevant fields of study</td>
<td></td>
</tr>
<tr>
<td><strong>Other research training activities</strong></td>
<td></td>
</tr>
<tr>
<td>Please use the space below to provide details about any other research training activities that you have undertaken or are planning to undertake. This may include events organised by the Researcher Development Program at UC or an event external to UC.</td>
<td></td>
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</tbody>
</table>

### Conference Attendance

<table>
<thead>
<tr>
<th>Conference Attendance (please indicate completed or planned and provide key details)</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
</table>

**Note**

Please inform the HDR Support Officer about any conference attendance so that it can be formally recorded in the University system. Also, please remember to complete and return a ‘Post-Conference Report’ within one month of your return from a conference if you have used any funding from IGPA. This form should be submitted to the Business Manager (Research).

### Publications

<table>
<thead>
<tr>
<th>Publications (please indicate accepted, submitted or planned)</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
</table>

**This section is mandatory for PhD by Publication**

**Note**
Please inform the HDR Support Officer about any accepted publications so that they can be formally recorded in the University system.

<table>
<thead>
<tr>
<th>Infrastructure Needs</th>
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<tr>
<td>Specialist Infrastructure Requirements</td>
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Any other comments
Appendix 5 – Preliminary Research Proposal

Purpose

The Preliminary Research Proposal is a written document that supports your Introductory Seminar.

The Introductory Seminar aims to:

• provide an opportunity to introduce the candidate’s research question/s, supporting literature, proposed methodology and timeline for the project;
• provide an avenue for the candidate to receive feedback from academics and peers in the field, enabling a conversation about the research in a developmental environment; and
• provide an early opportunity for the candidate to test the feasibility of the research project.

Requirement

You should submit your Preliminary Research Proposal to the HDR Support Officer at least two weeks before your Introductory Seminar. You should plan to deliver a 45 minute presentation (25 minute presentation; 20 minute discussion) based on your Proposal and research project more broadly defined.
Appendix 6 – Research Proposal

Purpose

The Research Proposal is a written document that supports your Confirmation Seminar. The overall aim of your Proposal is to provide a clear and focused presentation of your research.

The Research Proposal forms part of your assessment and is distributed prior to your Confirmation Seminar to facilitate discussion. By the end of your Confirmation Seminar, your assessors will be looking for evidence that:

- your proposed research is feasible (within allocated time and resources);
- the topic is well defined;
- you have developed the aims and methodological framework of the study;
- you have the skills and knowledge to carry out the topic (or can acquire them within a reasonable period of time); and
- you will be able to complete your thesis in a timely manner.

Requirement

Your Research Proposal is an important document, which you should prepare in consultation with your supervisor. You should ensure that you leave enough time to redraft your Proposal several times. Your final Proposal should normally be no less than 20 pages and no more than 30 pages long (to be formatted with 1.5 line spacing, and Times New Roman font size 12).

You should email your Research Proposal to the HDR Support Officer at least two weeks before the seminar for onward distribution to your external assessors, supervisor and supervisory panel.

You should also plan to deliver a 60 minute presentation (30 minute presentation; 30 minute discussion) based on your Proposal and research project more broadly defined.

It is important to note that the information contained here is provided for guidance only, particularly the section on structuring your Proposal. It goes without saying that all research projects are different. As such, it is important that you consult with and get advice from your supervisor as to the appropriateness of this template for your particular research project.

What makes a good Research Proposal?
A Research Proposal essentially needs to answer three questions:

1. What do you want to study?
2. Why do you want to study it?
3. How do you plan to go about it?

Most good Research Proposals will be able to answer these questions by demonstrating:

**Disciplinary Embedding**

- Has the candidate located their subject of research within a clearly defined field of study?
- What choices has the candidate made and on what presuppositions are these based?

The disciplinary embedding of a research problem is considered adequate when the following aspects of the problem have been clarified:

- The field of study;
- The research theme (or themes) contained in the problem;
- The choices and presuppositions concerning the subject matter; and
- The rationale for these choices and presuppositions

**Relevance**

A well-formulated justification convinces the reader of three things:

1. The research problem has not yet been answered satisfactorily;
2. Answering the research problem is a worthwhile scientific endeavour because it contributes towards the advancement of knowledge; and
3. The candidate has tried to make the research problem as informative as possible.

**Precision**

In the research, the candidate is looking for an answer to a question. That answer is a statement about a particular subject. To be considered precise, a research problem should try to formulate this statement as completely as possible.

To reach a precise formulation of the research problem, the candidate needs to have fulfilled the following three steps:

1. Limited the domain
2. Added a core statement
3. Defined the variables (and underlying relations between them)
Methodological Functionality

A research problem is considered functional when it helps the researcher to lay down or chart the route, including the steps he or she needs to take to answer his or her research question.

This is the case when the research problem makes clear what the function of the research is and has worked out a fitting research structure. Possible functions may include: describing, comparing, defining, evaluating, explaining, designing.

A research problem requires a research structure. This structure involves the elaboration of the research problem into a number of sub-questions, each of which serve as the research problem for the different investigations that need to be done within the framework of the larger research project.

Structuring your Research Proposal

Most Research Proposals will include the following sections, although not necessarily in the order presented.

1) Project Title

2) Abstract

A brief description of the project in no more than 300 words.

3) The Research Question

The proposal should begin by stating the central problem or puzzle that the dissertation will address. This problem can be theoretical or critical, and should be presented as a question or related set of questions to which the dissertation will attempt to find answers.

• Describe the field of study and the existing/relevant body of knowledge with reference to what we do not know, what has been neglected and what the central object of the proposed research is.

• The core question: Which central question would you like to answer with the research? How do you unfold the central question into a number of sub-questions, so that their joint answers will generate answers to the central question? Explanation per sub-question.
4) Significance and Innovation

- What is the significance of your dissertation?
- Does it contain an original contribution to the field?
- Is it of specific social or theoretical relevance?

Answering these questions will normally involve writing a brief section on the state of the art with respect to the topic. Here, you are attempting to show how your thesis will improve upon or differ from earlier and existing approaches either through new evidence or because of a new argument. The purpose of this section should be to explicate the contribution your thesis will make to the literature – not to simply demonstrate that you have read everything possible.

5) Theoretical Approach

- Sketch the dominant theoretical approaches.
- Sketch the dominant empirical and theoretical debates.
- How does your research fit in with the present state of research and theoretical discussions in your field?
- Which scholars in your field do you find especially relevant to your work?

6) Proposition, Hypotheses and Concepts

- What is the central proposition?
- Which are the working hypotheses? (if appropriate)
- What are the main theoretical concepts you intend to use?

Examining different theoretical approaches will normally involve understanding a range of possible answers to a question. Understanding the range of possible answers to a research question therefore forms one of the ways of testing the manageability of the research question. In empirical fields, these are usually the research hypotheses. In more theoretical or conceptual work, there need not be formal hypotheses, but thinking of the project in that way can be helpful when drafting the proposal.

7) Data and Fieldwork

- Describe the empirical data, i.e. the sources to be used for answering the research questions.
- How do you intend to gather your data?
- Do you have all the permissions that might be required?
- Have the necessary informants agreed to cooperate?
- Do you have access to the archives you need?
You should ensure that you include a rationale for your data collection and fieldwork. This is particularly important if case studies are to form the basis for the investigation.

8) Bibliography

Provide a short and provisional bibliography (this is not included in your page count).

9) Timetable

Develop a timetable outlining what you hope to achieve each quarter leading up to the submission of your thesis.

10) Provisional Table of Contents or List of Publications

Outlining a sequence of potential chapters helps clarify the argument and is a way of checking the balance of its parts in relation to one another. A list of likely publications will do the same for HDR researchers enrolled on a PhD by publication. Your provisional table of contents, or list of likely publications, should therefore be tailored to your research proposal. It should not be a generic listing, such as Introduction, Literature Review, Case Studies, Findings, Conclusion. The table of contents, or list of likely publications, should give a good first impression of what the final thesis will look like.

General Guidance

Points to keep in mind when writing the Research Project Paper (not all may apply):

- Has a clear, central "social science" question/problem been posed?

- Is there a guideline idea and hypothesis? Are there good working hypotheses?

- Does the author express a clear line of thought that is all his or her own? Has the author's own position been made sufficiently clear? Is the author prepared to take certain risks in the course of the research? Is the subject truly interesting? Is the problem an original one? Does the subject have social relevance? Does the study have interesting comparative aspects?

- Has the author been open to thematic literature and has the topic also been studied in a setting other than the specific selected location? (cf. the scope of the study).

- Is there evidence of a debate, a dispute, a difference of opinion? Have references been made to important discussions? Has the relevant literature been studied? Has use been made of the research results of other authors?
• Is the function clear of the theory presented in the dissertation? What is the theoretical relevance of the study? Is the theoretical backup sufficient? Will the dissertation enable the author to participate in important theoretical debates? Is there a balance between the "how" and the "why" (cf. the relation between the description and the explanation)? Does the author confine himself or herself to social science interpretation? Has he or she clearly opted for social science explanations? Or does he or she make do with inventories?

• Is there a clear link between theoretical and empirical aspects of the propped study?

• Elaborating, compiling, developing, describing, these are all central processes. The idea is not to simply sum up timeless and contextless concepts with no pattern...or social science "approach."

• What is the author trying to demonstrate and what data is needed to do so?

• Is the plan an overly ambitious one? Is there enough of a focus, have the borderlines been adequately delineated? What are the author's chances of actually being able to gather the required data within a clearly specified period of time?

As regards the research methods:

• What is the relation between quantitative and qualitative research? How is the source material studied? What is the quality of the sources? How are the interviews carried out? Is adequate information provided about the interviews and the respondents? Is it clear why a certain period or periods is studied? Is the material representative? Is it clear what data and methods are used?

• A provisional table of contents is drawn up in writing. A clear structure and plan are formulated as concisely as possible.
Appendix 7 – Fieldwork Report

Purpose

The Fieldwork Report aims to:

• provide an early survey of the collected data insofar as it is directly related to the research issues and questions; and
• encourage assessment and analysis of this data from the perspective of the research issues and questions.

Requirement

The Fieldwork Report is a specific requirement for IGPA HDR researchers. The final Report should normally be no less than 5 pages long and no more than 10 pages.

You should submit a ‘Fieldwork Report’ at least two months prior to commencing your Fieldwork and after you have gained University Ethics Approval for your study (where necessary). Evaluation of your Fieldwork Report is formative but it will be used by your Supervisory Panel to evaluate your readiness to undertake fieldwork.

The information contained in this document might be used to update your personal web profile or post a blog based on your fieldwork. If you do not want this then please contact the Events and Communications Officer.

Fieldwork Outcomes

It is important to note that the information contained here is provided for guidance only, particularly the section on structuring your Proposal. It goes without saying that all research projects are different. As such, it is important that you consult with and get advice from your supervisor as to the appropriateness of this template for your particular research project.
| **Name** |  |
| **Email** |  |
| **Student ID** |  |
| **Start Date** |  |
| **Completion Date** |  |
| **Full-time or part-time enrolment** |  |
| **Pathway (thesis or publication)** |  |
| **Primary Supervisor (include email address)** |  |
| **Supervisory Panel Members (include email addresses)** |  |
| **Sponsor** |  |
| **Sponsor’s Email** |  |
| **Research Centre – Primary Affiliation (one only)** |  |
| **Research Centre – Associate Affiliation/s** |  |
| **Short Biographical Statement (approximately 100 words)** |  |

### Your Research Project

| **Title of your Research Project** |  |
| **Summary of Research Project (approximately 200 words)** |  |

### Ethics Approval (where appropriate)

| **Ethics Approval Title** |  |
| **Ethics Approval Number** |  |
| **Date of Ethics Approval** |  |

### Fieldwork

| **Fieldwork Location** |  |
| **Description of Data-Gathering** |  |
| **Description of how the Data will be analysed** |  |

### Preliminary Data Analysis

<p>| <strong>What themes seem to emerge?</strong> |  |
| <strong>Does what you have found</strong> |  |</p>
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>cause you to rethink your main research question(s)?</td>
<td></td>
</tr>
<tr>
<td>How well do the findings connect with the theoretical framework?</td>
<td></td>
</tr>
<tr>
<td>What topics/issues need more attention?</td>
<td></td>
</tr>
<tr>
<td>Does what you have found change the chapter structure of your thesis or the papers that you intend to write?</td>
<td></td>
</tr>
<tr>
<td>Did you encounter any ethical issues and how did you manage them?</td>
<td></td>
</tr>
<tr>
<td>How do you propose to continue analysing your data?</td>
<td></td>
</tr>
</tbody>
</table>
Appendix 8 – Useful Websites and Contacts

Internal Websites

Higher Degree by Research Policy
www.canberra.edu.au/research(hdr-policy-and-procedures)

Higher Degree by Research Forms
http://www.canberra.edu.au/research/current-research-students/forms

Research Students at the University of Canberra
http://www.canberra.edu.au/research/research-students

Principal Dates in the University’s Calendar
http://www.canberra.edu.au/academic-calendar/principal-dates

External Websites

Research Supervision at the ANU
http://researchsuper.cedam.anu.edu.au/

Useful Contacts

The Institute’s website contains a regularly updated list of IGPA Fellows as well as people working or associated with the Institute. The Staff Handbook also contains detailed Position Descriptions for those who occupy key leadership roles in IGPA.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institute-wide contacts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor Mark Evans</td>
<td>Director</td>
<td>Building 24,</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:mark.evans@canberra.edu.au">mark.evans@canberra.edu.au</a></td>
</tr>
<tr>
<td>Professor Laurie Brown</td>
<td>Deputy Director</td>
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</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:laurie.brown@canberra.edu.au">laurie.brown@canberra.edu.au</a></td>
</tr>
<tr>
<td>Professor David Marsh</td>
<td>Director of Research</td>
<td>Building 23, Level B,</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:david.marsh@canberra.edu.au">david.marsh@canberra.edu.au</a></td>
</tr>
<tr>
<td>Dr Selen Ercan</td>
<td>HDR Convenor (Politics and Policy)</td>
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<td></td>
<td></td>
<td><a href="mailto:selen.ercan@canberra.edu.au">selen.ercan@canberra.edu.au</a></td>
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<td></td>
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</tr>
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<td>Dr Michael Jensen</td>
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<tr>
<td></td>
<td></td>
<td><a href="mailto:michael.jensen@canberra.edu.au">michael.jensen@canberra.edu.au</a></td>
</tr>
<tr>
<td>Marion Carter</td>
<td>IGPA Graduate Research Forum Convenor</td>
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</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:marion.carter@canberra.edu.au">marion.carter@canberra.edu.au</a></td>
</tr>
<tr>
<td>Pia Rowe</td>
<td>HDR Representative</td>
<td>Building 23,</td>
</tr>
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### Research Centres

<table>
<thead>
<tr>
<th>Name</th>
<th>Centre Name</th>
<th>Building</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor David Marsh</td>
<td>Centre for Critical Governance Studies</td>
<td>Building 24,</td>
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</tr>
<tr>
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</tr>
<tr>
<td>Professor Robert Tanton</td>
<td>National Centre for Social and Economic Modelling (NATSEM)</td>
<td>Building 24,</td>
<td><a href="mailto:Robert.tanton@canberra.edu.au">Robert.tanton@canberra.edu.au</a></td>
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### Professional Support

<table>
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<tr>
<th>Name</th>
<th>Position</th>
<th>Building</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Lorna Evans</td>
<td>Business Manager (Research)</td>
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<td><a href="mailto:lorna.evans@canberra.edu.au">lorna.evans@canberra.edu.au</a></td>
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<tr>
<td>Ms Iman El-Sakka</td>
<td>HDR Support Officer</td>
<td>Building 24,</td>
<td><a href="mailto:Iman.El-Sakka@canberra.edu.au">Iman.El-Sakka@canberra.edu.au</a></td>
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<tr>
<td>Nilima Mathai</td>
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<tr>
<td>Ellen Grady</td>
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<td>Justin Wilson</td>
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<tr>
<td>Dr Lain Dare</td>
<td>Equal Opportunities Representative</td>
<td>Building 23, Level B,</td>
<td><a href="mailto:lain.dare@canberra.edu.au">lain.dare@canberra.edu.au</a></td>
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### University-wide contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone/Email/Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT Service Desk</td>
<td>(02) 6201 5555 <a href="mailto:servicedesk@canberra.edu.au">servicedesk@canberra.edu.au</a></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.canberra.edu.au/itm">www.canberra.edu.au/itm</a></td>
</tr>
<tr>
<td>Student Centre</td>
<td>1300 301 727 <a href="http://www.canberra.edu.au/student-centre">http://www.canberra.edu.au/student-centre</a></td>
</tr>
<tr>
<td>Dr Joelle Vandermensbrugghe</td>
<td>(02) 6201 2819 <a href="mailto:Joelle.Vandermensbrugghe@canberra.edu.au">Joelle.Vandermensbrugghe@canberra.edu.au</a></td>
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<tr>
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<td><a href="http://www.canberra.edu.au/research/current-research-students/research-education-support">http://www.canberra.edu.au/research/current-research-students/research-education-support</a></td>
</tr>
<tr>
<td>Ms. Sevilay Esat</td>
<td>(02) 6201 5279 <a href="mailto:Sevilay.Esat@canberra.edu.au">Sevilay.Esat@canberra.edu.au</a></td>
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