



Higher Degree Research Candidate Handbook 2009

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Higher Degree Research Candidates' Guide

From The Executive Dean

It is my pleasure to extend to you a very warm welcome to the Faculty of Human Sciences at Macquarie University. I am delighted that you have chosen our Faculty to pursue your graduate research.

Macquarie is a university on the move. We are taking Macquarie to a new level so that at age 50 it will be among the top eight research universities in Australia and among the top 200 in the world. Our priority is the development of research training of demonstrated high quality, recognised nationally and internationally. Total higher degree research candidate enrolments have reached record highs in the last few years with completions increasing steadily.

The Faculty of Human Sciences has outstanding researchers and research facilities in a range of areas across education, linguistics (including speech pathology and audiology), psychology and medicine. In addition, we have concentrations of research excellence in Cognitive and Language Sciences, Social Inclusion, Emotional Health, Neuroscience, Vascular Science and Surgery. We have an exciting new collaborative development with the establishment of the Hearing Hub, a major research facility in cognitive and speech sciences. Check our website for more information about our research centres in areas such as children and families, adult migrant education, special education and much more.

Higher Degree Research candidates in the Faculty of Human Sciences have access to resources which enhance both learning and interaction with colleagues. Our experienced Faculty team of research staff will support you throughout your candidature. Along with your supervisory team, they are there to help you develop a rewarding and productive career in research.

Do make the most of your time at the Faculty of Human Sciences. I wish you great success in your research and a most enjoyable experience with us.

Professor Janet Greeley
Executive Dean
Faculty of Human Sciences

From the Associate Dean, Higher Degree Research

In these pages you will find information about research programs in the Faculty of Human Sciences, including main contacts and resources for research candidates. I encourage you to explore them thoroughly so that you are aware both of University requirements and of the support that is available to you.

Complementing your supervisors and other academics within the Faculty, our Higher Degree Research Administrative Group is a team of dedicated staff including Robyn Guilmette, Lisa Yen, Margaret Fegent, Erin Thatcher and Thi Thi Aung (for HDR candidature matters) and Colm Halbert (for Research matters). They will assist in making your HDR experiences in the Faculty of Human Sciences positive and productive.

The research environment in the Faculty of Human Sciences is diverse, supportive and exciting. There is a stimulating mix of local and international research candidates with differing world views, research paradigms, backgrounds and interests. Whether you are studying at Macquarie or overseas, you should make every effort to interact with other researchers and become part of the research community.

The decision to undertake Higher Degree Research is a major commitment. Be assured that we are equally committed to supporting the development of your independent research and creative activities leading to original contributions to knowledge and practice in your chosen field.

Welcome to the Faculty of Human Sciences.

A/Prof. David Hall
Associate Dean, Higher Degree Research
Faculty of Human Sciences

Macquarie has a vibrant higher degree research program, providing opportunities for candidates to pursue research projects in a wide range of areas. As well as offering a range of doctoral programs, Macquarie currently has 30 cotutelle agreements with universities in 17 countries. Domestic candidates denote the highest percentage of research candidates at Macquarie. Rigorous inroads in the overseas market in recent years have resulted in a significant increase in enrolments from international candidates.

Commencement

Your commencement program continues through your first year of candidature and is designed to provide the best possible start for new Higher Degree Research (HDR) candidates. In order to satisfy commencement requirements you will participate in a series of orientations at the University, Faculty, and Department, Institute or School levels. As a continuation of the program, you will be required to report on your progress at various intervals throughout your first year

The Macquarie University **Central Commencement Program (CCP)** is a compulsory requirement for all new HDR candidates and those continuing candidates who have neither attended a program in a previous year nor completed the course online. The CCP

- provides an introduction to University-wide resources and requirements for all candidates, delivered as a one-day presentation or online for distance candidates
- delivers essential information about the University-wide resources and services offered by MQ
- introduces candidates to the rights and responsibilities of research candidates as members of the University community
- makes candidates aware of basic ethical principles of research and generic research skills
- guides candidates through the procedures of HDR.

The **Faculty of Human Sciences Commencement Program (FCP)** is offered twice a year and is designed to provide an introduction to key Faculty, Department and some central University staff who will support you throughout your candidature. The FCP will outline the research activities and research support available across the Faculty. The orientation will soon be available online for distance candidates.

Transition to Research

Your Department, Institute or School will provide you with information on issues such as funding and resources available through your area. You will also be briefed on any other requirements that are specific to your Department, Institute or School.

Progress

A Faculty Commencement Report (FCR) of your progress is required by the University at the end of your first six months (or equivalent part time).

Each candidate will also complete an Annual Progress Report (APR) which is designed to track the development of your research. The APR forms will be available for download at the end of October each year. Before filling out these forms you will discuss your progress to date with your supervisors.

In some cases your FCR may fall due at a similar time to the APR. These reports serve separate purposes and both must be completed.

Research Seminars and Training

Candidates will receive information regarding the various research seminars and training available within the Faculty of Human Sciences and its associated Departments, Institutes and Schools. Your supervisor and HDR Administrators will make you aware of any requirement to participate in seminars or specific research training.

QUICK TIPS

- If you missed a seminar, or workshop, check if podcasting is available
- Join research centres and groups; get involved (distance candidates can join too)
- Watch for the Faculty HDR online forum to stay in touch with your research colleagues regardless of their location
- Maintain work-life balance to avoid burnout

Faculty Staff

Executive Dean	Prof. Janet Greeley
Executive Assistant to Dean	Ms. Judy Lawrie
Associate Dean, HDR	A/Prof. David Hall
Faculty Manager, HDR	Ms. Robyn Guilmette
Associate Dean Research	Prof. Jennifer Bowes
Faculty Research Manager	Mr. Colm Halbert
Associate Dean, Learning & Teaching	Dr. Judi Homewood
Student Administration Manager	Mr. Michael Richardson
Faculty General Manager	Mr. Ian Jones

Department, Institute and School Academic and Administrative Contacts

Area	Administrator	Academic HDR Director/Coord
Faculty	Ms. Robyn Guilmette	A/Prof. David Hall
Education	Ms. Margaret Fegent	Dr. David Saltmarsh
Institute of Early Childhood	Ms. Margaret Fegent	A/Prof. Manjula Waniganayake
Linguistics	Ms. Thi Thi Aung	Dr. Jan Tent
Psychology	Ms. Erin Thatcher	Dr. Jennifer Cornish
IHCBS	Dr. Lisa Yen	Dr. Mark Williams
ASAM	Prof. Paul Pilowsky	Prof. Paul Pilowsky

Contact details for staff: www.mq.edu.au/staff

Expectations

Discuss expectations and responsibilities with your supervisors early and reach a mutual agreement. Your HDR Administrator can assist you with advice on administrative matters. For issues of an academic nature, your HDR Departmental (academic) Director/Coordinator is also available with further recourse to additional advice via your Head of Department (Institute or School). The HDR Manager and the Associate Dean, Higher Degree Research (ADHDR) will be the next point of escalation if a problem arises that has not been resolved by the Department. Any discussions will be treated in strict confidence while a resolution is sought. The University's Code of Supervisory Practice refers and is available on the HDRO website.

Showcasing our Higher Degree Research Candidates

The Faculty of Human Sciences and its associated Departments hold various events to showcase our candidates' research throughout the year. Watch our website(s) for further details.



Ethics

If you are undertaking research that involves human or animal subjects, you must obtain ethics clearance. You are responsible for submitting your own application in consultation with your supervisor who will guide you on the ethics application process. Most Departments have an Ethics Advisor. Applications can be lodged at any time. Visit the Ethics Review Committee website for submission forms and details of processes.

Higher Degree Research Support

The University allocates funds to the Faculty for the specific purpose of supporting higher degree research candidates. These funds cover both direct and indirect support such as equipment, for example, desks, computers and telephones; the provision of supervision; and the direct support of research project costs.

Funds for the direct support of research project costs are allocated by the Departments, Institutes and Schools of the Faculty of Human Sciences with oversight from the associated Research, HDR and Executive Committees. The distribution of funds allows for the wide variation in costs between candidates' projects. There is no guarantee that any candidate will receive a specified amount of funding. Rather the objective is to ensure that each candidate will receive access to cover reasonable costs essential to the successful and timely completion of their projects.

Eligibility

Candidates enrolled in the following Higher Degree Research programs in the Faculty of Human Sciences are eligible to apply for funding for their research costs (check with your Department or area for guidelines):

Master of Philosophy
Doctoral of Philosophy
Combined Coursework and Research Degrees
Professional Doctorates

Funding is not available for bachelor honours, or coursework masters research projects.

Funding Application Process

To obtain funds candidates must submit a completed application form, supporting documentation and endorsement of their supervisor. Applicants are responsible for submitting an application which complies with funding guidelines (check with your department HDR administrator).

Retrospective requests for support cannot be approved. To do so would contravene the University's audit requirements. A retrospective request is defined as a request made for funds that have been spent or committed before the application is lodged.

Candidates are expected to plan their activities and make timely applications for funds. The relevant committees will make conditional approvals where appropriate, for example, for an international conference, if notification of the acceptance of a paper is still pending.

Budget

Candidates should discuss their activities for the duration of their candidature with their supervisor and plan their expenditure accordingly. In addition, it is expected that all candidates who are eligible will apply for a Macquarie University Postgraduate Research Fund (PGRF) grant. This should be included in your budget planning. Part-time candidates receive the same level of support as full-time candidates although spread over a longer period.

Applications should be reasonable given the stage of progress of the thesis and the candidate's overall funding requirements for the duration of their program. It is expected that candidates demonstrate economy with funds. For example, they should take advantage of discount rates for students. This applies particularly to air fares, accommodation and conference registration.

Expenditure must comply with University policy. Candidates planning to travel should refer to the University's travel and insurance policies when completing their application. Travel must be purchased through STA or Campus Travel.

The budget must be expressed in \$AUD. Where expenditure is in foreign currency, include the calculations showing the foreign currency amount and the exchange rate used to convert to \$AUD.

Everyday expenses such as photocopying, postage, and telephone are funded by your Department. To obtain funding for any other purpose (e.g. workshops, training, transcription services or attending colloquiums and conferences) candidates make an application for funding through their Department Institute or School. To find out how to access the funding, please contact your Department HDR Administrator.

Macquarie University Postgraduate Research Fund (PGRF)

Up to \$4,000 is available for candidates to present at an international conference or for certain non-standard expenditures in support of the candidate's research. There are two application rounds each year. It is important to discuss your plans with your supervisor and plan well in advance. Applications for PGRF are submitted prior to the submission deadline. The applications will be reviewed for any issues that could require further attention before submission.

Tips

- *Set up a clear working relationship with your supervisor right from the start*
- *Talk about expectations (frequency of meetings, deadlines, getting feedback)*
- *Keep records*
- *Set goals*
- *Set timelines*
- *Talk about your project with others*
- *Listen to feedback*
- *Present early on at Department and Faculty Seminars and conferences*
- *Publish as you go*
- *Join in the University and Dept/Institute/School/Centre culture - sense of belonging*
- *Ask about tutoring opportunities*
- *Set aside clear undisturbed time*
- *Break the task up into steps*
- *Seek help early if problems arise*
- *Program in some time to have fun*

Important Dates 2009

A full list of dates for the Faculty of Human Sciences HDR candidates will be available on the Faculty website. Partial list:

Dates	Event	Notes
17 February	Faculty Commencement Program	Introduction to the Faculty and its associated Departments, Institutes and Schools for on-campus candidatures.
19 February	Orientation for International Candidates	Representatives from HDRO provide specific information in relation to international candidates.
20 February	Central Commencement Program	This is a compulsory one day event for new HDR candidates at Macquarie University.
17 April	Macquarie University Postgraduate Research Fund (PGRF) Round 2	Applications for PGRF are submitted Specific application dates will be displayed closer to the event.
End of October	Annual Progress Report	Annual Progress Report process commences. See HDRO website for timeline.
28 July	Faculty Commencement Program	Introduction to the Faculty and its associated Departments, Institutes and Schools for on-campus candidatures
23-25 November	Research Showcase events	Faculty

Liaison Librarians:

Education

Sarah McQuillen
Carol Walker
Karen Marks

Institute of Early Childhood

Mary Simons
Sarah McQuillen

Linguistics

Karen Marks
Sarah McQuillen

Psychology

John Elias
Mary Simons

**Institute of Human
Cognition & Brain Sciences**

John Elias
Mary Simons

School of Advanced Medicine

Mary Simons
Karen Marks

Sarah.mcquillen@library.mq.edu.au	9850 7535
Carol.walker@library.mq.edu.au	9850 6519
Karen.marks@library.mq.edu.au	9850 9009
Mary.simons@library.mq.edu.au	9850 7536
John.elias@library.mq.edu.au	9850 7535

<http://www.library.mq.edu.au>

FAQs

Supervision

Q: Do I need two supervisors?

A: Yes, if you do not have an associate supervisor, discuss this with your principal supervisor. When the associate supervisor has been agreed, complete the SUP (Change of Supervisor) form and submit it to your Department HDR Administrator. Go to the Higher Degree Research Office forms web page for all forms.

Q: What do I do when my principal supervisor is absent (e.g., ill, on leave, left the University)?

A: If the absence is temporary, your associate supervisor should be available. If the absence is longer-term (more than 6 months where contact is still possible by email etc, or more than 1 month in the case of no contact), an acting supervisor will be appointed. You should discuss the issue with your supervisor prior to departure. If this is not possible, contact your Department HDR Co-ordinator. In the event of your supervisor leaving the University, you are entitled to expect that a new principal supervisor will be found within 3 months of the departure of the previous one.

Q: Can I get more adequate or timely feedback on written work?

A: Remember your supervisor has many academic responsibilities, one of which is supervision and you may not be the only candidate under their supervision. The frequency of meetings and deadlines for written work should be mutually agreed. It is your responsibility to meet all deadlines and it is your supervisor's responsibility to provide timely feedback. You should be able to receive feedback within 3 weeks of submission.

Resources

Q: Do I have a workspace?

A: Each Department has workspace available for HDR candidates and your area's HDR Administrator will advise you on the Department's specific arrangements and guidelines for room usage.

Q: How do I access resources over and above the basic ones?

A: The various Departments of the Faculty provide funding for necessary research expenses. This may include support for activities such as special training courses not available on campus, test kits, and conference travel. You can apply for this support at any time during your candidature. Please contact your Department HDR Administrator for guidance on application processes.

Q: Can I audit coursework units to upgrade my skills in the area of my research?

A: Discuss this with your supervisor. It is often possible to audit coursework units but your supervisor will likely contact the unit convenor first. Class size and room capacity will be considered.

Q: Who can help me obtain a laptop or computer for my fieldwork?

A: Check with your Department HDR Administrator or IT officers regarding guidelines for the use and availability of laptop computers.

Q: Who can help me with technical questions about my computer or laptop?

A: Log your problem with the IT staff in your Department.

Q: What if I need email or distance access?

A: For your official candidate email, contact the MQ IT Helpdesk. For Department specific advice, your HDR administrator will advise you on your local IT point of contact.

Interruptions to candidature

Q: What do I do if I need a period of leave due to unforeseen circumstances?

A: Apply to HDRO – see guidelines. Leave of Absence is not normally granted during the first or last six months of candidature. There is an absolute maximum of 12 months available during your entire candidature.