SAM Handbook for HDR students and Supervisors

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1. **Pre-enrolment process**

Prospective students, whether internal or external to SAM, should contact the Post-Graduate Research Convenor (PGRC) with a formal research proposal at least 4 weeks before application (including scholarship application) due dates.

PGRC will check academic qualifications and circulate proposal to identify suitable supervisor and co- or joint supervisor.

Creative Writing applicants must submit sample creative writing (of moderate length).

Composition applicants must submit sample compositions

Practice-based applicants must submit CV detailing professional experience and **attend an interview** to establish suitability for the program. A **detailed budget** must accompany their research project proposal. Potential supervisors should be careful regarding how they advise such candidates and be familiar with the guidelines of admission to practice-based degree. The PGRC can provide a copy of the admissions criteria and guide. Applicants are supposed to have considerable industry experience prior to applying.

1.1. **Scholarship**

Australian and International scholarships are generally provided to students who have an Honours 1 degree or equivalent. However, staff should be mindful of the University's scholarship application assessment and ranking regulations that require the scaling of marks from certain universities. The best is to direct the student from another university to the PGRC for accurate assessment of their likelihood of obtaining a Scholarship.

*Excellence Scholarships* are awarded to applicants who have been awarded a University Medal.

*Faculty Top-up Scholarships* are awarded to applicants ranked top on the Faculty’s list.

Both of these are “automatic”; students don’t apply for either but are selected on the basis of their application material and ranking.
2. Candidature

The length of government funding for a PhD student is 4 Years Full Time Equivalent and 2 Years FTE for MA (Research). Beyond this time neither the University nor the School receives any funding and therefore supervision is per gratis and not part of the expected workload of the supervisor.

The length of an Australian Postgraduate Award (APA) (or its International equivalent: IPA) is 3 years with the possibility of extending it by 6 months. Students have to apply for an extension and this can only be granted on academic grounds. In other words, if students are experiencing non academic issues that slow their progress and hinder full time work on the project, they should consider taking leave from their candidature or changing enrolment to Part Time. (See also 2.4.1)

It is important that APA holders (and their supervisors) realise that it is expected of such candidates to work at least 35-40 hours per week on their research and take no more than the standard 4 weeks' annual leave. In addition, the Australian Tax Office stipulates that APA holders may earn up to 70% of the annual value of their scholarship before they start loosing (or paying tax on) their scholarship. This additional work should not interfere with the 35-40 hours per week dedicated to progressing with the dissertation.

2.1. The First Year

In the first year of candidature students attend a fortnightly PG seminar convened by the PGRC where general research and professional issues and matters pertaining to their candidature are discussed. They also meet with their supervisors regularly (once per month is required minimum) and work on their project.

At the very beginning of Session 1 of the candidature (i.e. it may be S2 of the academic year) the student and supervisor should go through the essential documents listed in the Supervision Guidebook (see link at end of this booklet) relating to code of conduct, intellectual property, roles, expectations and responsibilities (see more under Point 5). They should also set goals for the first 6 months. At the end of Session 1 of candidature the PGRC should receive by email a short (max 1 page) document that reports on overall progress and achievement of the goals set for the semester. Any issues that may have arisen (supervision arrangement, standard of work, health/personal, academic needs etc.) should be reported to allow time for remedy. Ideally students would have made substantial progress with their literature review and becoming familiar with their primary sources in preparation for doing some sample analysis (or other type of “application” as appropriate for the project) in the following session.
Apart from continuing with work as per goals set at end of S1, Session 2 within a year of candidature is also the time for Annual Progress Reviews (APR). The first of these for F/T students is called the Confirmation Review where it is decided if the candidate’s project is viable and within the capacity of the student to complete in 3-4 years. The confirmation review for P/T students occurs in their 2nd year.

2.2 Annual Progress Reviews

The work of each enrolled candidate (whether P/T or F/T) is reviewed annually. Sam organizes these reviews during weeks 14-15 of each semester (i.e. early-mid June and end of October - early November). The requirements are different for the first and the subsequent reviews but all APRs consist of submission of the online APR form and written material, and attending an interview by a panel consisting of at least 2 academics other than the supervisor and associate-supervisor. It is chaired by the PGRC. The written work is due approximately 2 weeks prior to the panel meetings/interviews and candidates are given about 8 weeks’ notice.

Master (Research) students are also reviewed annually but they do not need to be confirmed. They also have to submit written work (including the on-line APR form) and attend an interview.

Students returning from leave are required to attend a progress review meeting within 6 months of reenrolment (i.e. at end of the teaching semester).

The APR form:

When an APR is scheduled, an on-line form is generated and the student receives an automated email requesting the processing of the form. Once the student filled out their sections and attached the relevant files they submit the form and the supervisor receives an email notification that the form is ready for their comments to be added. Supervisors can also upload attachments before submitting the report to the Panel Review. It is important to process the forms promptly otherwise the PGRC and other panel member(s) cannot access the information or the attachments. At this stage (February 2014) only the administrative supervisor and panel members have access to a student’s APR form. Associate- and joint supervisors cannot access the form or the attachments. This design was set by GRS and they are reluctant to change it.

The online APR forms can be accessed via myUNSW or the GRS website:

https://apr.research.unsw.edu.au/

Role of Academic Staff in APRs:
Supervisor: nominate Reader 4-6 weeks before submission date; assist student to prepare written submission; fill out and submit the on-line APR form at least 3-5 days prior to interview. Comments in the APR form should contain detailed and accurate and honest report / assessment of the student’s work (progress and capacity) and the project’s viability as well as suggestions for the Panel regarding milestones for the following year. Meet with the student soon after the interview to discuss reports and outcome. Support the student (if in first year) by attending oral presentation. Attendance at panel meeting/interview is not essential but recommended, especially for 1st year and overtime students, or in case of problems.

Associate-supervisor: write a short report on the written submission using appropriate form and email it to PGRC at least 3 days prior to scheduled interview. Attend interview (and oral presentation if student is in 1st student).

Reader/Panel member: write a report on written submission using the appropriate form and email it to the PGRC at least 3 days prior to scheduled interview; attend interview (and oral presentation if student is in 1st student) and provide discipline-specific expertise on the panel.

PGRC: ensure all candidates due for review are scheduled and notified about the date and requirements at least 8 weeks prior to review date; liaise with supervisors and students if issues arise prior to reviews; attend and chair oral presentations and panel meetings; follow up on administrative matters arising from reviews.

2.2.1 CONFIRMATION REVIEW

In addition to the APR form, F/T Candidates in their 1st year submit their formal research proposal (ca. 7000 words) that outlines the aims and rationale of the topic based on a substantial and appropriately referenced literature review and details the methodology to be adopted, with some example(s) of executing it (e.g. part of an analytical chapter). They are also required to submit a short abstract (<250 words) and a thesis structure or chapters outline that indicates how the argument may unfold in the course of the dissertation. Ideally, the candidate would have at least drafted a case study by the end of year 1 to demonstrate analytical capacity and the viability of the proposed method / approach. A section of this should be incorporated into the Research Proposal submitted for the review.

Creative practice (writing, composing, performing, media, art, etc.) candidates have to show progress with both their creative and thesis work. The confirmation review must find both aspects of the project viable and within the capacity of the student. The proposal should also contain a statement (whether short or long) regarding the relationship between thesis and creative work. The overall length of the proposal should not be longer than the 7000 words required of all students.

Prior to the interview and in a separate session but usually on the same day, candidates present a 10-minute oral version of their proposed research to an audience consisting of fellow HDR students, academic staff and any invited guests. The presentations are followed by a 5 minute question time. The sessions are chaired by the PGRC. Masters students are not required to give an oral presentation but they are welcome to do so. They
should indicate their preference by week 7 of the session in which their review will take place to facilitate scheduling.

The review panel consists of the PGRC and the Reader and the goal of the interview is to ascertain the viability of the project and the rate of progress. The panel also makes recommendations regarding milestones to achieve by the next review. In making their decision, the panel relies on their reading of the written submission and witnessing the oral presentation, on information provided on the APR form, and the written reports submitted by the Co-supervisor and the Reader. The University's Annual Progress Reviews Policy and Guidelines document provides more information.

P/T candidates in their first year are required to submit written work that reflects progress made to date and attend an interview. It is assumed that the written work will consist of a completed portion of reviewed literature and some thoughts / arguments towards the thesis' aims and rationale or method. The length of the submission should be a minimum of 4000 words.

### 2.2.2. CONTINUING STUDENTS’ ANNUAL REVIEWS

In addition to the APR form, confirmed candidates in subsequent years submit 1 completed milestone item (e.g. a polished chapter or a polished section of the creative work), a thesis abstract and a chapters outline that explains how the argument of the thesis will be articulated throughout the dissertation and indicates the state of progress (i.e. whether researched, drafted, revised or polished), approximate word length and projected timeline of each chapter. In the APR form the candidate should clearly indicate what has been achieved of the milestones set at the previous review.

The review panel again consists of the PGRC and the Reader. The goal of the interview is to ascertain the rate of progress and quality / academic merit of the work and to sort out any issues of an administrative nature that may have arisen. The panel also makes recommendations regarding milestones to achieve by the next review. In making their decision, the panel relies on their reading of the written submission, information provided on the APR form, and the written reports provided by the Co-supervisor and the Reader. The University's Annual Progress Reviews Policy and Guidelines document provides more information.

The material submitted for review by Creative / Practice-based candidates may alternate between creative work and thesis work from one year to another. It is important that supervisors are aware of what the student submits to the review panel because the Reader should be selected accordingly. There is no point in asking a theoretical academic to be the reader / assessor of the creative component, for instance.
After the Annual Progress Review meeting the PGRC publishes the panel outcome. **Students must log-on and acknowledge seeing the report.**

2.3 Submission of Thesis

A full draft is required approximately 6 months prior to the planned submission date. Supervisors need at least 4 weeks to read and comment on it. They may not read subsequent revisions in full, but just those sections that needed further polishing. It might be a good idea to ask the co-supervisor to read the most polished, ‘pre-submission’ version, if time permits.

There are guidelines for *thesis formatting* on the GRS and SAM websites. The recommended font size is 12, 1.5 or double spaced. Further information is included in the *Appendix*.

If the research required Ethics approval, this should be clearly referenced in the thesis (include approval number). For examination, students must submit 3 copies, *spiral bound*. At the end of examination they are required to submit an *electronic copy only* to the Library. **No binding or printing costs will be reimbursed.** However, students may request to print their final copies on SAM copy machine using SAM paper.

Approximately 2 months before submission the candidate has to lodge the “intention to submit” form (available via myUNSW). This triggers an email request to the supervisor to nominate examiners. Currently each thesis is examined by 2 external examiners and a reserve examiner is also nominated. Supervisors need to *justify* the choice of examiners (by statements regarding their expertise and by listing their relevant publications, including the examiners *website address on the form*) and should check their availability and agreement to take on the task prior to nomination. The Nomination of Examiners form is emailed to the PGRC. When approved at school level, it is then sent to the Associate Dean HDR training for FASS approval. The University requests examiners to return their reports within 6 weeks of receiving the thesis. Students may suggest examiners or request certain academics not to be selected but should not know the identity of examiners until well after the completion of the examination process.

When nominating examiners, it is important that supervisors are mindful of avoiding potential *conflict of interest* (recent co-authoring, co-editing, holding joint grants, etc. with either the candidate or the supervisor are not allowed, for instance). Please check that the student hasn’t been working as an RA for the examiner or is not applying for a post-doc with that person during the examination process. In general the University’s guidelines should be consulted (see Appendix for web link).
Before submission the supervisors need to check the printed thesis and submit an on-line “certificate” that confirms their agreement for the thesis to be ready for submission. This form can be accessed via myUNSW, thesis management.

2.4. Thesis editing

Copy editing is an important matter. Improving language expression and proof-reading are not the task of the supervisor. Students may seek assistance from the Learning Centre or from professional copy editors. The level of editing is guided by a The Australian Standards of Editorial Practice document approved by the Dean of the Graduate Research School. A copy can be obtained from the PGRC or at:

http://iped-editors.org/About_editing/Editing_standards.aspx Students are requested to pass it on to any copy editor whose services they may employ.

People whose services have been used in the past are:

Naomi K. Knight, PhD (Linguistics): www.editperfect.ca

Daniel Menges BA Creative Arts (Creative Writing): daniel.c.menges@gmail.com, phone: 04502 935 82

John Mahony BA honours (English): gmahony@mail.com

Jennifer Butler (PhD Music), editor at OUP Melbourne Office: jenb@zentech.com.au

John Golder MA Theatre Studies), Editor at Currency Press: j.golder@unsw.edu.au

2.5. Variation to candidature

There are various reasons why candidatures may vary. Most will require an on-line form to be filled out and signed.

i) change in supervision, including variation from associate- to joint supervision, or change in personnel

ii) change from F/T to P/T

iii) leave from candidature (usually 1 semester, maximum 2 semesters) – sick leave of shorter periods should be registered even if candidature is maintained

iv) needing more time than 4 years FTE

v) withdrawing from candidature without prejudice
Some variations can only be approved by the Higher Degree Committee. Students must contact the Graduate Research School if they are unsure.

It is important that both supervisors and students are cognisant of good health and good progress. It is expected that F/T students work 35-40 hours per week and P/T candidates work 17-20 hours per week (48 weeks per year) on their projects. If students are unfit or otherwise unable to commit this engagement they should seek either sick leave or leave from candidature until their circumstances change.

Scholarship holders are particularly obliged to comply with these expectations. The scholarship is not unemployment benefit nor is it government / tax payers’ support to produce creative work alone. Award recipients have a moral obligation to complete their degree and complete it in a timely fashion. The APA or IPA is suspended while the candidate is on leave. When returning from leave a student is scheduled for a progress review within 6 months.

If a student has been enrolled for 4 years FTE (or 2 FTE for MA Research candidates) they have to submit to the PGRC a 1) Variation of Candidature Form and 2) Re-enrolment form at least 14 days before the relevant Higher Degree Committee meeting in March and August (i.e. contact PGRC by mid-February or mid-July if you need to reenrol beyond 4 years). After 5 years FTE have elapsed, the student will need to apply to the Higher Degree Committee of FASS to allow further enrolment. Students must submit 1) Variation of Candidature Form; 2) Re-enrolment form; 3) timeline to completion and statement explaining the circumstances as to why they require an extra semester; 4) supporting statement from the supervisor. The PGRC submits a recommendation and the latest APR form are also attached. See also Appendix!

A student must be enrolled to be able to submit a thesis.

2.4.1 SCHOLARSHIP EXTENSION

The APA is normally for 3 years F/T post-grad study. However, should a student experience unforeseen academic hurdles in completing the chosen project (e.g. delay in obtaining data; complications with analysis; unexpected new material coming to light at a late stage, etc.), there is provision for a 6 months’ extension. Such applications must be supported by the supervisor, the PGRC and a recent Annual Progress Review. Normally students are requested to apply for an extension 2 months prior to their current APA expiring. Any delay is at the risk of the student – i.e. scholarship payments may laps and have to be recovered.

2.6. External study / Fieldwork
Before applying to FASS to fund fieldwork, i.e. a period of external research / data collection students and supervisors should review the relevant FASS guidelines that are based UNSW policy and available via the FASS HDR website:

https://www.arts.unsw.edu.au/current-students/research-students/policies-procedures/fieldwork-guidelines/

3. Research Funding Schemes

There are University (GRS), Faculty (FASS), and School (SAM) funding opportunities for research students. The University supports conference presentations (PRSS); the Faculty supports external research (e.g. field trip, archival work) and other large essential costs that have a greater than $500 value (e.g. translations and transcribing); SAM provides minor support of <$300 per year (e.g. essential books, conference registrations, photocopying/printing, etc.), as funds permit.

Normally only confirmed students (i.e. after successfully completing 1 year FTE of candidature) are eligible to apply for funding from GRS and FASS. Further information can be found on the GRS and FASS websites for current research students.

https://www.arts.unsw.edu.au/current-students/research-students/funding/

Each scheme is increasingly competitive and requires the support of the supervisor, the PGRC and/or the HoS. SAM is unable to “bridge” or “advance” a grant with the view of receiving reimbursement from FASS or GRS later on. It is the student’s responsibility to check application deadlines and plan ahead, leaving enough time to gather the required signatures.

3.1 Study space

FASS is responsible for allocating study space (in Webster or Morven Brown). Students need to apply annually. There are 2 rounds of applications, one in March; the other in August. Students should consult the Faculty website regarding the application process and deadline.

https://www.arts.unsw.edu.au/current-students/research-students/support/study-spaces/

3.2 SAM Post-grad Symposium
Traditionally, each year students of SAM organize a Post-Grad Symposium. SAM provides a budget for this initiative. Students interested in taking on the role of organizing committee should identify themselves to the PGRC around March for more detail.

4. Research Culture

The University, the Faculty, and the School provide a vibrant research culture through various regular and occasional events. The SAM postgraduate email list (sam-postgraduate@lists.unsw.edu.au) is the main forum through which these are advertised. All students are subscribed to this list and are encouraged to use it for posting events and disseminating information. Students are free to unsubscribe at any time.

4.1. Faculty Symposium

The Faculty inaugurated a students-led faculty-wide Post-Grad Symposium in 2012. It is planned to become an annual event around November each year. Inquiries for more information should be directed to the PGRC.

4.2. Seminars, workshops and optional courses

The school organizes weekly school seminars where visitors, staff and research students are welcome to present their work or work in progress. These are held in Room 327 on Tuesday afternoons. Please contact the seminar organizer (currently Collin Chua) for more details.

There are also fortnightly workshops for first students (on alternate weeks). These are organized by the PGRC and advertised to students at the beginning of each term. Several members of staff from within SAM and FASS contribute to these workshops. Writing workshops /clinics can also be organized if there is enough student interest.

There are also various reading groups in operation. The sam-postgraduate email list can be used to find out about these or to advertise new ones. Supervisors should also inform students of meetings and events pertinent to their studies.
The Faculty also offers optional formal courses, free of charge, in which students can enrol, space permitting. These focus on research methods. For detail, please consult the Faculty website for current post-grad research students.

In 2014 the Faculty offers for the first time a 3-day training program (two consecutive days in April and a follow on day in August). These cover a variety of issue pertaining to a successful candidature at UNSW and career afterwards. It is expected that first year students will attend all three days of the program.

4.3. Three Minute Thesis Competition

Each year the University participates in the National (with New Zealand) Three Minute Thesis Competition. This takes place in the second half of the academic year (late August to October) and the University event is preceded by faculty heats. Students are encouraged to participate. This is a great opportunity to learn / practice useful communication and presentation skills, meet interesting people and learn about the exciting research that is conducted in SAM, FASS and the wider University – and to win $$. Please check the GRS website for more detail.

4.3. Guide to publishing

Publishing guidelines for HDR students are available from the FASS HDR website:

https://www.arts.unsw.edu.au/current-students/research-students/policies-procedures/publishing-guidelines/

5. Code of conduct (Roles, Expectations, and Responsibilities)

The various UNSW documents should be consulted for full detail. Here only the more mundane issues are listed.

It is in the best interest of both students and supervisors to come to certain clear agreements about several administrative matters at the start of the candidature and to reiterate these from time to time. These matters include but are not limited to the frequency and nature of face to face meetings; the turn-around time of written feed-back; timetabling submission of material and/or absences and leave arrangement; non-thesis related advice and assistance (e.g. conference attendance, publishing, job application), intellectual property and co-authoring, etc.
Both supervisors and candidates should note that the school does NOT recommend the undertaking of tutoring in the first year of candidature (i.e. prior to confirmation).

5.1 CANDIDATE:

It is expected that the candidate will work diligently, follow advice, respond to constructive feedback, meet deadlines, show initiatives, demonstrate increasing independence as a researcher and develop into the expert of their field.

It is as much the candidate’s responsibility to seek supervision as it is the supervisor’s responsibility to care for the timely progress of the candidate. The student should submit work as expected in a timely fashion and be proactive in contacting the supervisor if facing difficulties of any kind. It is also expected that feedback from supervisors is integrated into future work, i.e. that it also functions as feed-forward.

Students should be aware of their supervisor’s other obligations, especially teaching and research commitments but also their supervision load. At certain times (e.g. last few weeks of session) most academics are busy with marking and exams and may find it harder to read longer chapter drafts. Other times they need to focus on their research or attend conferences. It is advisable to plan ahead to fit in with the supervisor’s overall schedule.

Similarly, students should be mindful of seeking signatures or feedback at very short notice. Many academics work from home on certain days or have other obligations and may not be able to sign off on funding and other applications at short notice or give considered feedback within 24-48-72 hours. The minimum time for feedback is 1 week and for a signature on a short submission is 24 hours. Students should not assume that academics will look at their work on week-ends or after hours (even though most of them will do) or that they respond to emails immediately and/or outside normal working hours. The official working week at UNSW during semester is 8am to 6pm Monday to Friday and outside semester it is 9am 5pm Monday to Friday. Between mid December and mid February many academics are on leave for several weeks. Students planning to submit at end of March should be mindful of this and clarify availability when scheduling their revisions prior to submission.

5.2 SUPERVISOR

The university expects supervisors (also known as administrative supervisor or principal supervisor) to interact with their students at least every two months; to provide written feedback on written submission within 4 weeks. A 2-week turn around can be more fruitful although not always possible. Reading a full draft may take up to 6-8 weeks. The supervisor is not expected to edit language expression.
Supervisors are expected to read chapter drafts and one full draft and provide advice and detailed comments relating to the quality of argument and content, clarity of structure, language expression, referencing, layout etc. Having commented on the full draft, it is reasonable to only check that the revisions requested have been made. It is not the supervisor's responsibility to proof-read or to copy edit the thesis.

Supervisors should check their student’s progress or well being if they haven’t heard from them for more than 4 weeks. They should alert the PGRC if they notice anything that may hinder timely progress.

Supervisors are expected to act as mentors, and to provide professional and career advice as appropriate. However, it is primarily the student’s responsibility to take charge of their thesis and career aspirations.

5.3 JOINT SUPERVISOR

When a student is jointly supervised the academics have equal responsibility although the administrative supervisor will have the added task of filling out APR forms, nominating examiners, and so on. Usually joint supervision is required because of the interdisciplinary nature of a project, so naturally each supervisor will look after the relevant aspect of the thesis but each should read and comment on the full draft. It is expected that joint supervisors will consult over the progress of the student and choosing examiners, among other matters, as appropriate.

5.4 ASSOCIATE SUPERVISOR

The role of the Associate Supervisor is rather fluid. Essentially their duty is to step in when the supervisor is away for more than 2 months, such as SSP or LSL. To be able to do so, associate supervisors should have some familiarity with the students’ project and the state of their progress. Therefore it is expected that associate supervisors write a report on the submission for the annual progress review and attend the APR interview. They should also be willing to advise the student about their project or other academic issues, should the student seek it. According to university guidelines, the student is entitled to 1 associate supervision session per semester. However, students often don’t seek such an opportunity and the co-supervisor is under no obligation to instigate such a meeting.

If the supervisor or the student requests it, associate supervisors should be willing to read chapter drafts and/or the final full draft of the thesis prior to submission. The turn around time for written feedback on written work is the same as for supervisors. Associate supervisors may also be approached to suggest examiners.
In case of a relationship breakdown between student and supervisor, it is assumed that the associate supervisor may be in a position to take over the supervisor’s role.

5.5 POST-GRADUATE RESEARCH CONVENOR

The PGRC is the School’s academic administrator of all HDR students. S/he is responsible for overseeing candidatures from initial inquiry/application to graduation. The PGRC is assisted by a professional staff with record keeping, organizing annual reviews, collecting and processing forms, and other routine matters. The UNSW Guidelines (see Appendix) detail the duties. For a smooth operation it is important for academic staff and students to contact the PGRC with any questions of an academic-administrative nature or if they are experiencing difficulties or problems. It is very important that initial inquiries from potential candidates are referred to the PGRC to avoid misinformation or delays.

Inquiries of a primarily administrative nature should be directed to GRS or the SAM Office.

5.6 ADMINISTRATIVE ASSISTANT / OFFICER

Students and academic staff should direct routine administrative questions to the AA or AO (or the FASS contact person in GRS). The duties of the AA/AO include keeping correct records; assisting the PGRC in preparing student cases/documents for HDC meetings; liaising with students regarding enrolment / re-enrolment and annual small research costs/funding; assisting students with the organizing of the SAM Annual PG Symposium; and scheduling annual progress reviews, including follow-up reviews.

6. Annual Calendar

Applications: August to January and February to May.

Enrolments: January 10 to February 20 for S1 or June 10 to July 15 for S2.

Welcome function: 1st week of each session (Thu 4pm)
Annual Reviews: Weeks 14-15 of each session (with written submission due by week 12 and notification of requirements with provisional dates occurring around week 7)

Call for small expenses claim is emailed by AA/AO to all students after end of year APRs are completed (ca. 5 November).

Annual SAM PG Symposium: Between August-October

PG Seminar (1st year): Fortnightly from week 2 in each Session. If requested, upper-year workshops are on alternate weeks (same time) from week 3.

Admission and Scholarship application dates are advertised on the GRS website. They are different for international and domestic students. The end-of-year domestic APA round tends to close in early-October.
Appendix

Link to UNSW forms and policy documents:

http://research.unsw.edu.au/graduate-research-school-policy-and-procedures

to on-line PG handbook:


to Supervision Guidelines:

http://www.gs.unsw.edu.au/policy/hdrsupervisionguide.html (see esp. pp. 8-12 [Appendix B])

to Supervision Policy:


to UNSW ARP Procedures document


to all Information docs for Staff

http://research.unsw.edu.au/information-staff

Links to SAM and FASS Post-Grad pages:

To main PG page

http://sam.arts.unsw.edu.au/postgraduate/

to application and research proposal guides:

http://sam.arts.unsw.edu.au/postgraduate/application-guidelines

to FASS PG pages fro current students:

http://www.arts.unsw.edu.au/current-students/postgraduate-research/

to FASS PG pages for future students:

http://www.arts.unsw.edu.au/future-students/postgraduate-research/

Information on thesis formatting

Thesis submission format:
Please visit the GRS website to learn about the process and to obtain 2 crucial documents: “Thesis/dissertation sheet” and “Originality Statement”

http://research.unsw.edu.au/prior-submission

https://research.unsw.edu.au/submitting-your-thesis-examination

Font: size 12 is recommended for main text (but a minimum is size 11). Notes, table text and caption can be size 10. Time New Roman, Ariel, Calibri, Tahoma and other clear / legible fonts are acceptable.

Margins: Left Hand margins need to be wide, at least 4-4.5cm for binding purposes; RH can be less, about 3cm (unless you print double sided in which case it is better to have 4.5 on each side). Top and bottom is 2-2.5cm

Spacing: 1.5 or double

The originality statement is to go “at the front of each copy of your thesis, following your cover page” – in fact it often appears as the very first page prior to the Title page.

The Title page should have the title, your name and a statement that goes something like this:

A thesis submitted to the School of the Arts and Media

The University of New South Wales [Sydney Australia]

in [partial] fulfilment of the requirements for the degree of Doctor of Philosophy

DATE

The Title page is then followed by the Abstract (which is the same as the version appearing on the dissertation sheet glued on the inside cover of each copy of your thesis).

After the Abstract it is CONTENTS
The order of Contents is as follows:

i. Acknowledgment (this is where you acknowledge permissions / copyright etc. as well)
ii. List of table (if any)
iii. List of figures (if any)
iv. List of transcriptions (if any)
v. List of Audio examples (if any)
vi. Glossary of terms (if any)

The names of lists may vary (e.g. transcriptions could be named “figures” and you might have some other lists, like illustrations...

Then comes the body of the thesis followed by References/Bibliography, Discography/Filmography and Appendices. I don’t recommend you use End Notes, but if you do, these should come before the References/bibliography. It is much easier to read footnotes – so please the Examiners by using fns rather than end notes. Please use Arabic numerals for fn numbers.

Please note that the pages of the Preliminaries (i.e. Abstract, Acknowledgment, list of figures etc.) are numbered with lower case Roman numerals and are listed in the Contents, of course. The body of the text (from Introduction / Chapter 1 to the very end, i.e. including Bibliography and Appendices, if any) are page numbered with Arabic numerals.

If in doubt, the best is to look at other theses and see how it is done (e.g. via the Library’s digital collection of theses) or coming in to look at a few hard copies.

Below are an example of a Title page and an example of a Contents page.
A thesis submitted to the University of New South Wales
in partial fulfilment of the requirements for the degree
Doctor of Philosophy
YEAR
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NOTE: It is perfectly OK to list sub-headings for chapters
Overtime re-enrolment

- If you are given feedback at your Annual Progress Review, or from your supervisor or Postgraduate-Co-ordinator, that you may not be able to complete your thesis with the maximum time of candidature (4 years full-time equivalent for PhD; 2 years full-time equivalent for Masters or MPhil), you need to apply for an extension of your candidature.
- Extensions are granted one semester at a time. Your supervisor will need to support your application and endorse your plan for completion. Any request for an extension of one semester for enrolment will be made on a case-by-case basis by the Faculty Higher Degree Committee.

*Failure to complete within 5 years (PhD) or 2.5 years (Masters) is a serious academic matter and you should not assume that these requests will be automatically approved.*

- If requesting to re-enrol beyond this point you must attach to the form a two page minimum proposed timetable for completion, discussed with and supported by your supervisor. Your application must explain why you have been unable to complete your research within the extension periods already granted, and should refer to any difficulties that might have been experienced during the candidature as noted in Annual Progress Reviews.
- Requests for extension must be made in advance and not retrospectively and you should therefore lodge an application at least 2 months before the census date prior to the semester in which you are requesting an extension to re-enrol.
- If you are an international candidate please check your visa conditions as you may also require an extension of your visa.

Documents needed for Re-enrolling HDRs beyond 4 years’ of candidature (2.5 for MA Res)

**< 5 PhD & 2.5 MA**

Requires:

- re-enrolment form
- variation form
- latest APR

**> 5 PhD & 2.5 MA**

Requires:

- re-enrolment form
- variation form
- timeline to completion and statement from the student explaining the circumstances as to why they require an extra semester. Include any support docs, doctors certs etc.
- Supporting statement from the supervisor
- Recommendation from the PGC
- latest APR