



THE UNIVERSITY OF
SYDNEY

School of Social and Political Sciences

Higher Degree Research Student Manual



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Welcome to the School of Social and Political Sciences!

You are now part of a vibrant academic community of over 100 staff and close to 200 postgraduate research students, conducting research and teaching across a vast range of topics and disciplines. In the latest Excellence in Research for Australia (ERA) report, social sciences at the University of Sydney was rated 5/5, higher than any other university in New South Wales and equal top in Australia with ANU and UQ.

The School is home to 6 departments and centres each with their own postgraduate research communities:

- [The Department of Anthropology](#)
- [The Centre for International Security Studies](#)
- [The Department of Government and International Relations](#)
- [The Department of Political Economy](#)
- [The Department of Sociology and Social Policy](#)
- [The Department for Peace and Conflict Studies](#)

Administrative Support

If you have any general administrative issues, you should first consider contacting the new [Higher Degree Research Administration Centre \(HDRAC\)](#) by phone or through the hdrac.2@sydney.edu.au email. For School-specific enquiries, please don't hesitate to contact the SSPS Research and HDR administration staff. The email account for School enquiries is ssps.researchsupport@sydney.edu.au. It is best to use this address, for enquiries, but the account is monitored by the following HDR staff in the School:

Tirta Swari

PG Research and Research Support - Administration Assistant
Room 140, RC Mills Building A26 and Room 269, Merewether Building H04

James Young

Research Support Officer
Room 142, RC Mills Building A26

Initial welcome meetings/events, FASS, SSPS, Departmental

The [University of Sydney Events Calendar](#) is a single, comprehensive schedule of all public events occurring on a University-wide or faculty/division/school/unit basis across the University.

You can search by various criteria, add events to your online calendar, email information to your friends, register to attend – and more!

You can access this calendar [here](#).

FASS Events

The Faculty of Arts and Social Sciences organises various HDR events throughout the year. Their events page is [here](#). These include:

- Faculty induction
- Faculty Postgraduate Orientation Program
- FASS HDR Administration Workshop

SSPS Events

The School holds a number of workshops and events for HDR students throughout the year, with its events page [here](#). Some of these events include:

- Postgraduate Research Day (Semester 2).
 - Information from the 2017 Research Day can be found [here](#).
- Professional workshops
- Departmental and School-wide seminars

Workshops on developing research skills are also offered from time to time to provide opportunities to HDR students. These may include library sessions on how to use data, retrieve archival materials, and other methodologies to enable students to make the most of primary and secondary literature relevant to their respective areas of research. Workshops and events are publicised in our School Newsletter, on our website [here](#) and via email. For more information on these please contact the HDR Administration Assistant.

Research Periods

The HDR academic year comprises of four research periods instead of two semesters. As a research student commencing your studies at Sydney you'll have the opportunity to start your research candidature at a time that better suits you and allows you to make the most out of your research scholarship.

Research Period	Start	Enrolment Period	Census	End/thesis submission	EFTSL
Research Period 1	1 Jan	25 Nov – 31 Jan	31 Jan	28 February	0.167
Research Period 2	1 Mar	1 Feb – 31 Mar	31 March	30 June	0.333
Research Period 3	1 Jul	1 Apr – 31 Aug	31 August	30 September	0.250
Research Period 4	1 Oct	1 Sep – 31 Oct	31 October	31 December	0.250

Important dates and deadlines can be found [here](#).

Distribution Lists

After enrolment, you will be assigned a university e-mail account and a Unikey. You will automatically be added to the SSPS HDR and Faculty of Arts and Social Sciences distribution lists, and will begin receiving University emails at this address. These emails will only be sent to your University address so it's very important that you are regularly checking this inbox.

Additionally, to stay informed about research news and opportunities at the University, subscribe to The University of Sydney Research News and Opportunities mailing list. To subscribe please visit [this page](#).

Finding a workspace

The **Postgraduate Arts Research Centres** (PGARCs) provide physical resources and a stimulating research environment for research students in the Faculty of Arts and Social Sciences at the University of Sydney. There are several postgraduate centres associated with the Faculty: PGARC Fisher, PGARC Old Teachers' College (OTC), PGARC Woolley and PGARC Wallace. PGARC Fisher and PGARC OTC offer shared facilities to postgraduate research students in the early years of their candidature; PGARC Woolley and PGARC Wallace offer dedicated desks to students in the final stages of their research degrees. In 2018, HDR students across the Faculty are also to be accommodated in the refurbished RD Watt building.

Mentors

SSPS is in the process of introducing a mentoring and peer support program for 2018, with the intention to provide a wider support network to incoming HDR students. More details will be provided to HDR students as this program rolls out in the coming months.

Key contacts at departmental, SSPS and FASS levels

Research Coordinators: Below is a link to a list of all research coordinators in SSPS. For academic advice and guidance in your area of study, please contact the relevant Postgraduate Research Coordinator. Coordinator details can be found [here](#).

Higher Degree by Research Administration Centre

This new University-wide purpose-built centre was created in November 2015 to assist HDR students and is located in the Jane Foss Russell building. The centre is available to provide year-round advice and information to you, to respond to requests through Student Sydney for changes to candidature, facilitate PRSS applications (see 'Grants' section below), [Progress Planning and Review](#), and to manage the examination of theses. Please contact the HDRAC instead of the School for administration enquiries regarding your candidature: hdrac.2@sydney.edu.au.

Expectations - of students, the University and supervisors

There are many aspects to managing your candidature such as:

- Ensuring you are correctly enrolled and that the University has your correct contact details;
- Checking your University email frequently for general news and information on funding, and APRs.
- Understanding what probation means;
- Knowing the workload expectations;
- Creating and maintaining your individual progress plan;
- Having your candidature reviewed; and
- Applying for ethics approval for your research if necessary.

Some general advice about your candidature is provided in this manual, however if you have any specific questions about your candidature, you should in the first instance speak to your Supervisor. You can also contact **HDRAC** for more information.

Process

Meeting your supervisor

Following enrolment in your higher degree by research award course, you should contact your thesis Supervisor to organise a regular meeting and research milestones schedule, and your department's Postgraduate Research Coordinator to determine what departmental requirements you will need to meet.

Please refer to your letter of offer to ensure you know who has been appointed your supervisor. Your supervisor should be your first point of contact for any enquiries regarding your studies and candidature. Get in touch with them as early as you can.

Supervisors are responsible for supporting you toward producing research of the highest quality, enabling your participation in a stimulating academic environment, and providing positive professional advice and guidance.

All research student candidates are required to have a minimum of two supervisors, generally consisting of one primary and one associate supervisor. An associate supervisor can be from a different department or faculty, and thus can offer an alternate perspective. All new students will be required to have an associate supervisor when they enroll.

Supervisor/Student Relationship

Roles and Responsibilities

- HDR students are ultimately responsible for their own work.
- Supervisors are responsible for offering tailored guidance and constructive feedback.
- Supervisors and students should discuss their respective roles, and the expectations and requirements of the degree. They should reach a common understanding of:
 - Key project aims;
 - Key milestones;
 - Proposed timetable; and
 - Methods of working together, and should revisit these regularly to ensure that the project stays on track.
- For more information about HDR Supervision please see [Supervision of Higher Degree by Research Students Policy 2013](#)

Meeting your supervisor- How often, when and why?

During the candidature: supervisory teams and relationships

- All supervisors are expected to:
 - Build and maintain supervisory relationships with their students;
 - Clarify with their students what is expected of each other within this relationship;
 - Establish agreed methods of working with their students; and

- Fulfil their side of any agreement.
- The research supervisor should be available to meet with their student regularly during the probationary period.
- After the completion of the probationary period, the research supervisor and their student are jointly responsible for negotiating ongoing and appropriate contact arrangements. This may include face to face or electronic forms of communication.
- The associate supervisor and student should negotiate ongoing and appropriate contact arrangements.
- You may find as you progress that there is benefit in seeking additional or alternative supervisory advice. This is absolutely fine: your thesis topic may change or your research may take you into areas of interest where your supervisors' experience might be complemented by the expertise of an academic staff member in another discipline or even faculty. Please consult with the **Higher Degree by Research Administration Centre (HDRAC)** if you are considering such a change. You may also choose to speak confidentially about supervision at any time to your Department's HDR coordinator or HDR administration staff.
- Where a change in research direction occurs, appropriate supervisory arrangements should be negotiated by the student, supervisor, higher degree research coordinator, and head of department as required. After you have sought advice and you're satisfied with the arrangements you have informally made, login to Sydney Student to submit a formal request to change your supervisor.
- Please note that a request to change your supervisor may take up to 4 weeks to process with HDRAC. If the request has not been completed within 4 weeks notify ssps.researchsupport@sydney.edu.au.

Training (courses available to SSPS HDR students)

Research methodology units

- There is no additional tuition fee for units of study you enrol in as part of your research degree. If you enroll separately for non-award study, you may be liable for tuition fees.
- The unit(s) you undertake as a part of your degree must be relevant to your research.
- All professional HDR degrees need to have their units approved by their supervisor.
- Master of Arts (Research) students can take units from the Faculty of Arts and Social Sciences postgraduate table of units. Students will be notified when a list of units for the upcoming semester are made available.
- How to apply:
 - You can apply to enroll in units of study in **MyUni** through your **Sydney Student portal**. You will need to select the **MyStudies** tab, choose **Units of Study** and then click on the **Other Options** tab. Click on **Special Permission** and follow the prompts to lodge your application.
 - You will be notified of the decision by email and in your Sydney Student portal.
- Please note that the above application procedure may take 2-3 weeks to process, so you should attempt to apply for research methodology units at least a month before the beginning of each teaching semester where possible.

- School-based Research Methodology units are due to start in 2018.

Compulsory and Complementary Training

- All researchers at the University of Sydney will have to complete the [Responsible Research Training](#) and Workplace Health and Safety modules in order to become aware of their obligations as a researcher and student at the University. All new HDR students will be automatically enrolled in this module through Blackboard, and need to ensure that they complete these units in a timely manner to fulfil degree requirements.
- The Higher Degree Research Administration Centre provides information on additional training support available to you.

NVivo training: Workshops in computer-assisted data analysis

- NVivo is the leading software for qualitative data analysis and is available for download for all HDR students [here](#).
- SPSS students can request training in computer-assisted data analysis using NVivo, which is conducted by the Faculty of Education and Social Work.

Training Needs Assessment

An HDR training needs checklist can be found on the final page of this manual, in Appendix B.

Your Thesis Title, Academic Profile and Supervisor Details

From 2016, HDR students across the University will have the opportunity to have an academic profile displayed through the University's website in much the same manner as academics. The details of your thesis title and name can also be displayed on your supervisor's academic profile under a 'Current Research Students' table. It is the student's responsibility to check that their details are correct on their supervisor's academic profile.

To make sure these details are accurate, please log in to Sydney Student and amend your personal details, thesis title and abstract accordingly. To generate your own academic profile, you will need to provide consent online through [Research Profiles Management](#) (RPM). The Research Portfolio will then need to check your publications and grants. The verification process may take a week. By expressing consent you are also consenting to appear under 'Current Research Students' on your supervisor's academic profile. For a full FAQ on HDR student profiles please see [this page](#). When establishing your profile, please send any publications through to research.support@sydney.edu.au for entry. If you already have a profile and you would like new publications added, then please send the school details of these publications at ssps.researchsupport@sydney.edu.au.

Conducting your research

Ethics

All University of Sydney staff and students who intend to conduct research involving human participants as part of an Honours, Diploma, Masters, Doctorate or other higher degree must apply for approval from the University's Human Research Ethics Committee (HREC). The types of research considered to involve humans include projects in which the researcher:

- Administers questionnaires/surveys;
- Conducts interviews or focus groups;
- Investigates or observes human behaviour;
- Uses data; or
- Any other experimentation involving human beings.

You will have to apply for approval with HREC through [IRMA](#); if you need to apply for access to IRMA you can do that [here](#). The HREC meet every 1-2 weeks; however, approval can take at least 4 weeks.

For more information, and to view frequently asked questions associated with the ethics approval process, please visit the [Human Ethics website](#).

Extensions

- Applications for extensions open 6 Months prior to your latest completion date.
- Extensions are approved by the University and are commonly granted for 1-2 research periods. You can apply for extensions through Sydney Student.

Data Management

The University encourages the use of electronic notebooks for storage and sharing of research data and a research data management plan is one of the milestones of your progress plan (see below). You may elect to create an electronic notebook that offers near limitless, secure data storage. Please see [here](#) for more details. All research students may also apply to store large amounts of data through a research data management plan request [here](#).

Travel, Conferences and Funding

There are many schemes through which the university can support your research in these regards. Apart from specific grants (see below), please see information from the Higher Degree Research Administration Centre on research-related travel.

If you intend to be away from campus during your candidature, you should log in to Sydney Student and seek approval through the 'Counting Time Away' link. This allows you to outline the nature of your travel for approval by your supervisor and will ensure that your research-related travel is covered by the University's insurance policy. For more information on University travel policies and details on insurance coverage, including what is included, please look online.

Grants (for conferences, fieldwork)

The Postgraduate Research Support Scheme (PRSS)

The Postgraduate Research Support Scheme (PRSS) is a scheme that provides direct support for currently enrolled full-time and part-time postgraduate research students. Funds are awarded by Schools to eligible applicants on a competitive basis according to the University's general guidelines.

The Postgraduate Research Support Scheme provides reimbursement for expenses (or proposed expenses) incurred during the calendar year of application only. Each eligible student can lodge one application in any PRSS round and a maximum of three successful applications. There is one application round each year. In 2016, applications opened in April with a deadline of July 1.

Applications are submitted online through HDRAC from 2016 onwards, although both HDRAC and the School is available to provide advice on your PRSS application.

Once funding determinations have been made, successful applicants will see funds deposited directly into their bank account through EFT.

PRSS applicants may apply for funding for:

- Presenting at conferences;
- Use of specialist services;
- Field expenses;
- Purchase of specialist books and software not otherwise available through the University;
- Computers or other equipment; and
- Thesis production expenses (only for students who do not hold a scholarship that covers such expenses).

The distribution of PRSS funds varies, based on demand and available funds, so the specific weighting given to the above categories varies each year. The School held an information session in April on behalf of the Faculty; please contact SSPS administrative support for details or a copy of the slides.

More information about the PRSS application process can be found [here](#).

Doctoral Research Travel Grant Scheme

There is also a Doctoral Research Travel Grant Scheme administered by the Faculty Office. It is open to Doctoral candidates (PhD) who have completed the equivalent of at least one year full-time in their current research candidature. Applicants must demonstrate that travel is essential to the completion of their research. Travel funding is not provided under this scheme for conference participation. Where ethics approval is required for the research involved in the travel scheme application, evidence of such ethics approval being granted will be required before any funds are allocated to students. The closing date for applications is usually late August or early September, and this scheme is prospective for the following year.

Information about the Doctoral Travel Scheme will be communicated by the Faculty of Arts and Social Sciences.

Research Training Program Stipend Scholarship (RTP) (formerly Australian Postgraduate Awards (APAs))

RTP Stipends are 3 year scholarships with a potential 6-month addition. More information regarding APA/UPA's can be found [here](#), including the application form and information pack. From 2017, applications for RTP stipends are always open, with no specific deadline. The scholarships office states that there can be a wait of up to 4 months between application submission and notification of outcomes.

Scholarships

All information regarding scholarships at the University of Sydney can be found on the Scholarships office website [here](#). Specifically, current Postgraduate scholarship opportunities available can be found [here](#) and [here](#). Future Students should contact the Scholarships office for Scholarship information, and current students should consult HDRAC at hdrac.scholarships@sydney.edu.au.

Progress Plans

From January 2016 the University has initiated a progress plan system for HDR students to make sure they are achieving relevant milestones and progressing well. Students due to complete their degree after June 2016 should download the Faculty of Arts and Social Sciences [Progress Plan excel spreadsheet](#) through HDRAC and review it twice yearly throughout their candidature (including once in preparation for your progress review – see below).

Please follow [this link](#) for full details on how to create and then revise and update your progress plan online. There is also a FAQ document prepared to assist you with completing and submitting your plan. In addition to University-wide progress milestones, the School as well as your department may also have additional milestones to be completed. For more information on progress plans, please consult HDRAC at hdrac.2@sydney.edu.au.

Progress - Annual Progress Reviews (APRs)

The candidature of all postgraduate research students must be formally reviewed at least once each year. The purpose of the Annual Progress Reviews is to provide an opportunity to discuss progress and plans for the next year, including the supervision relationship and any difficulties that may be affecting the candidate's progress. The review is intended to be constructive for candidates and a source of support.

From 2016, annual progress reports will be processed online through the HDRAC.

When your APR is due, you will be contacted by HDRAC to confirm this and sent a link to your section of the APR form for completion. Once you submit your section of the form, including a copy of your progress plan attached (see above), the form is sent on to your primary supervisor to complete their section before being sent to the Chair of the interview panel ahead of your interview.

Candidates then attend a 20-30 minute progress review interview. The Review Panel ordinarily consists of two or more academic staff members, often the Panel is chaired by the Postgraduate Research Coordinator but this is not a requirement.

A candidate's supervisor cannot be on the Panel for the candidate's interview but may be in attendance for part of the meeting. All candidates should be given a time where they have the opportunity to discuss their work in the absence of both their supervisor and associate supervisor. You are allowed to have a person to attend the interview to support you if you wish.

HDR candidates are considered to be "on probation" for their first year of candidature and the review process determines whether your candidature has been satisfactorily completed and your progress to non-probationary candidature.

Sydney University Postgraduate Representative Association (SUPRA)

The Sydney University Postgraduate Representative Association (SUPRA) is an independent representative association providing advice, advocacy and support services to the postgraduate students at the University of Sydney.

To find out more about SUPRA, please visit [their website](#).

The Teaching Fellowship Scheme

In 2016, the Faculty of Arts and Social Sciences funded 10 Teaching Fellowships (TFs), however this is subject to change each year. The Teaching Fellowship scheme is designed to give some of the Faculty's outstanding postgraduate research students in *the final year* of their candidacy the opportunity to pursue enhanced teaching experiences. For more details on future Teaching Fellowship rounds, please await email communications from the Faculty or consult the Faculty intranet.

Disability Support

If a disability is negatively impacting your study, please contact [Disability Services](#), located on Level 5, Jane Foss Russell Building, Darlington Campus. In order to register with Disability Services, you will need to present medical documentation of your disability.

Disability Services can assist with academic adjustments such as timetable adjustments, providing lecture recordings, note taking, and access to quiet spaces. If you're in need of an extension contact your Supervisor and Disability Services. If you would prefer not to speak to your supervisor about your disability, please notify Disability Services and they will help arrange for an alternate staff member to approach.

From Semester 2, 2016 individual Disability Action Plans will be available as appropriate for HDR Students with a disability. Contact disability.services@sydney.edu.au for more information.

If you're suffering with mental health issues, the University provides a free confidential counselling service, contact [Counselling and Psychological Services \(CAPS\)](#) for up to six free sessions.

Completion

Writing up- writing support, thesis regulations

The [Thesis and examination of higher degrees by Research Policy, 2015](#) dictates the following lengths for theses for examination:

- For Doctoral degrees the total upper limit is 80,000 words which may be exceeded by no more than 20,000 words with the written permission of the Dean, Associate Dean, or the Chair of the faculty committee.
- For Masters degrees the total upper limit is 50,000 words which may be exceeded by no more than 10,000 words with the written permission of the Dean, Associate Dean, or the Chair of the faculty committee

These word limits exclude appendices, footnotes and the bibliography.

From 2016 onwards, you should notify the HDRAC of your intention to submit your thesis instead of the Faculty. They will provide you further details of how to submit your thesis electronically for examination. Full details on electronic thesis submission, preparing your thesis for submission and notification can be found [here](#).

The Faculty recommends that the thesis should be presented 1.5 or double line spacing, in a serif font. This is not a requirement. Each thesis copy should have on the front cover or on the title page, the title of the thesis, the candidate's initials and surname, the title of the degree, the year of submission and the name of the University of Sydney. The Faculty defers to the department for referencing style.

Examination/ Choosing an Examiner

- Three examiners for Doctoral, two for Masters.
- All examiners receive an electronic copy, but can request a hard copy.
- Examiners have 12 weeks, after the date they receive the thesis, to return it to the University, but are asked to return it within six weeks.
- If this does not occur, University policy states that a new examiner must be found.
- Examiners should meet Conflict of Interest requirements to the satisfaction of their supervisor.

Submission

Your due date of submission will be according to the Research Period in which you started (see the 'Research Periods' section earlier).

Student responsibilities:

- Students should ensure that they allocate sufficient time to write up the thesis and to ascertain requirements for content, style and presentation. Students should consult the department about guidelines.
- Students should give HDRAC three months' notice of the expected submission date of the thesis, to allow for early nomination of examiners.

- Students are responsible for the content, style and presentation, and for the production of, the thesis that is finally presented.
- Students must comply with the requirements of the examination process including making any emendations, in consultation with the research supervisor or head of department, within all applicable time frames.
- The student must submit a copy of the thesis with all required emendations through HDRAC.
- The student must submit with the thesis a statement certifying his or her understanding that, if the candidature is successful, the thesis will be lodged with the University Librarian and made available for immediate public use.

Supervisor responsibilities:

- The research supervisor should give appropriate and timely advice on the requirements regarding content, style, presentation and production of theses.
- As far as possible, the research supervisor should ensure that the work submitted is the student's own and that data are valid.
 - The research supervisor may, with the student's consent, apply similarity detecting software to the student's work prior to submission, preferably as each chapter is completed.
 - The supervisor should discuss matter of academic honesty, including plagiarism, with the student prior to submission of the thesis for examination as required.
- When required by the course resolutions of the degree, the research supervisor should:
 - Consider the suitability and availability of potential examiners; and
 - Make recommendations to the head of department regarding potential examiners in good time before the thesis is submitted.
- The research supervisor is responsible for certifying that a thesis is in a form suitable for examination at the time of submission.

After the examiners' reports

- Examiners decide on the result of the thesis (i.e. typographical, emendations)
 - 5 outcomes
 - Award
 - Typographical corrections
 - Emendations
 - Revise and Resubmit (extends examination time)
 - No award
- Depending on the outcome, students will have a specified time period to make revisions etc.
 - If a universal outcome cannot be agreed upon by examiners, then a letter is sent to the department for recommendations
 - Departmental Recommendation is signed off by the supervisor and HDR coordinator
 - If the department recommends something other than a revise and resubmit result, when that has been recommended by examiner(s) then the

recommendation needs to go to the PhD Award sub-committee for their decision.

Post-submission

Traditionally, on submission of a thesis for examination, a candidate is no longer considered to be an enrolled student and access to some core services may cease. The University recognises, however, that access to facilities such as email and the library are essential to students immediately post-submission, to allow for preparation of publications arising from research, maintain relationships with academic contacts, and to make emendations that may be required before submission of the archival copy of the thesis.

Students will automatically continue to have full borrowing rights at the library from the time of submission until the award of the degree. If a student is issued with a “Revise and resubmit” notice, they will have to make changes and are still listed as “Under examination” and not enrolled. FASS will open their enrolment for the next research period and they will get an email notification from Sydney Student to prompt them to re-enrol so they can re-submit their thesis.

Final Lodgment of thesis

Following your examination, you may be asked to make typographical corrections or other emendations to your thesis in order to complete requirements for the award of your degree. When the final version of your thesis is approved, HDRAC will lodge this copy with the University Library.

Your final copy can't be changed or updated in any way after it is lodged with the Library. Check it carefully for spelling errors and formatting mistakes or oversights before you send it in.

Choose the appropriate level of access, and convert your thesis and any supporting files into the appropriate file format. The digital format for text is PDF (Portable Document Format). Other acceptable formats (e.g. for materials such as datasets, software, images, audio or video files) are outlined in the Final Thesis Lodgement Guidelines for Students, sent to you with your examiners' reports.

After the thesis

Graduation

Your thesis is awarded when you submit your final thesis volume to HDRAC, and is made available through the Library's e-repository. Your final thesis must be submitted six weeks prior to the graduation ceremony in order to be made eligible.

When the award of the qualification has been approved, the Registrar will write advising you of this and will send you details of the next conferring ceremony at which you may graduate.

For more information about your graduation please follow [this link](#).

Appendix A: An Idealised Research Student's Candidature

This is a thoroughly idealised version of a research postgraduate's candidature. The process is far more convoluted (or iterative, if you prefer), often more prolonged, and there are many steps that have been left out.

We use this 'timetable' simply as a way of alerting you to the sorts of things that you will need to do, and, crucially, plan for. As such, we partly map this idealised timetable onto preceding sections of the manual so that you can begin to think ahead and organise the sorts of things that you will need to have in place if you are to make your research studentship run as smoothly as possible.

The below is a general guide, but please note the need to complete specific milestones through your Progress Plan and Annual Progress Reviews throughout your candidature.

Three-and-a-half year HDR Course Schedule

Year 1

- I. Refine research question
- II. Complete all training
- III. Identify field site(s)
- IV. Gain ethics approval (if necessary)
- V. Complete draft literature review chapter
- VI. Complete draft methodology chapter
- VII. Application of travel grants for field works
- VIII. Successful first-year defence

Year 2

- I. Thesis outline and timetable
- II. Primary research- complete bulk of primary research
- III. Initial analysis of collected materials (empirical data, archival, etc.)
- IV. Identification of additional literature and/or primary research needs
- V. Application of travel grants for conferences/field works

Year 3

- I. Writing of some draft chapters.
- II. Write-up complete draft thesis
- III. Attend one or two conferences, present preliminary findings and receive feedback.

Year 3.5

- I. Revise thesis; identify possible examiners, register to submit
- II. Complete and submit thesis
- III. Job search

Four-year HDR Course Schedule

Outlined below is another idealised timetable, detailing the progression of a research student's candidature over four years.

Year 1

- I. Refine research question
- II. Complete all training
- III. Identify field site(s)
- IV. Successful first-year defence

Year 2

- I. Gain ethics approval (if necessary)
- II. Complete draft literature review chapter
- III. Complete draft methodology chapter
- IV. Thesis outline and timetable
- V. Primary research- complete bulk of primary research
- VI. Initial analysis of collected materials (empirical data, archival, etc.)

Year 3

- I. Application of travel grants for conferences/field works
- II. Identification of additional literature and/or primary research needs
- III. Writing of some draft chapters.

Year 4

- I. Attend one or two conferences, present preliminary findings and receive feedback.
- II. Write-up complete draft thesis
- III. Revise thesis; identify possible examiners, register to submit
- IV. Complete and submit thesis
- V. Job search

Appendix B: Training Needs Checklist

1. What prior training specific to PhD have you completed (methods, analysis, substantive literature, communication skills, etc.)?

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2. Given your current project, what topic-related units would be useful?

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3. In light of current project, what Methods Units are relevant?

- (a) Research Design: including sampling, research data planning, formulating questions, philosophical rationale.

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- (b) Data Collection and Analysis: including statistics, quantitative and qualitative methods, and research data management.

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- (c) Information & Information Technologies: including spreadsheets and database, information literacy and specialist software.

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4. What Generic and Transferable Skills need to be developed or supplemented?

- (a) Communications: including language skills, written and oral presentations, publishing, CV and e-presence.

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- (b) Professional Conduct: including time management, project management, team work, research integrity as well as ethical and legal issues.

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- (c) Interdisciplinary Perspectives: How you understand cross-disciplinary, national and international contexts of your research, networking.

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5. Any other training needs you can think of?

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