HIGHER DEGREE RESEARCH SUPERVISORS AND STUDENTS
CONNECT: HDR HANDBOOK

UOW

Introduction to the HDR Handbook

The goal of this handbook is to support and encourage timely HDR completions by providing a comprehensive resource that will assist and guide HDR supervisors and students.

A key factor in timely completions and student satisfaction for Higher Degree Research programs is the quality of the supervisory experience. These findings are widely supported in the literature (Latona & Browne, 2001). It is important to note the responsibility for timely completions and course satisfaction are equally owned by the HDR candidate, the supervisor and the Academic Unit.

Whilst undertaking their research, supervisors and students need to negotiate specific tasks and milestones that have been put in place to assist with timely completions and student/supervisor satisfaction. This handbook will provide HDR supervisors and candidates with a resource that contains pertinent information on key processes and critical milestones that will assist with planning for the life cycle of the relationship.

The handbook should be read in conjunction with the core University of Wollongong (UOW) policies and regulations governing the relevant HDR degrees. (In the event of any inconsistencies, UOW regulations take precedence over the guidance in this handbook).

This handbook was compiled by the Research Student Centre (RSC) at the University of Wollongong. The RSC is a facility dedicated to enhancing the successful research training efforts at UOW by providing an efficient and purposeful resource to HDR students and associated academic staff. It strives to give research students every opportunity to achieve their research objectives and progress their careers. The RSC staff has knowledge and experience in all aspects of the regulations and administrative responsibilities for HDR students.

RSC is located at:

Ground Floor, Building 20
Telephone: (02) 4221 5452
Facsimile: (02) 4221 5697
Email: *research_student_centre@uow.edu.au*
Website: *http://www.uow.edu.au/research/*

Please don't hesitate to contact us with any enquiry you may have or for any assistance you may need.

Kim Callaway

Director
Research Student Centre

Contents

1. Acronyms

ADT	Australian Digital Theses
AEC	Animal Ethics Committee
APA	Australian Postgraduate Award
APAI	Australian Postgraduate Award Industry
APR	Annual Progress Report
CRC	Commonwealth Research Centre
CSC	Chinese Scholarship Council
CTS	Commercialisation Training Scheme
DOR	Dean of Research
DVC(R)	Deputy Vice-Chancellor (Research)
EFTSL	Equivalent Full-Time Student Loads
GMO's	Genetically Modified Organisms
HDR	Higher Degree Research
HECS	Higher Education Contribution Scheme
HPRA	Honorary Post-Doctoral Research Associates
HREC	Human Research Ethics Committee
IPRS	International Postgraduate Research Scholarship
IPTA	International Postgraduate Tuition Awards
HPS	Head of Postgraduate Studies
IP	Intellectual Property
LOA	Leave of Absence
MIC's	Managers of Innovation and Commercialisation
MOET	Ministry of Education and Training (Vietnam)
NHMRC	National Health and Medical Research Council
PhD	Doctor of Philosophy
PODS	Professional and Organisational Development Services
RAID	Research and Innovation Division
RSC	Research Student Centre
SMP	Student Management Package
SOLS	Student On-Line Services
TEC	Thesis Examination Committee
UPA	University Postgraduate Award
UPAI	University Postgraduate Award for Indigenous Australians
UPAW	University Postgraduate Award for Women in Non Traditional Areas
UOW	University of Wollongong
URAC	University Recreation and Aquatic Centre
VIED	Vietnam International Education Development

2. Overview of Application and Enrolment Process

2.1. Application Process

Potential applicants are advised (via the University website and on the application form) to contact potential supervisors to discuss research possibilities prior to application. They are also asked to submit a research proposal with their application.

Applications for admission to a Higher Degree Research (HDR) course at the University of Wollongong are processed as follows:

- Applicant applies for admission online at www.uow.edu.au;

- UniAdvice email the Faculty to advise application ready for assessment;

- The Faculty assess and accept/reject the application for admission.

- When assessing for admission, Faculties must provide a supervisor, thesis topic and any coursework subjects to be undertaken by the student. If advanced standing is to be granted details of credit must be provided.

- **If a scholarship offer is to be included RSC is to be notified.**

- If accepted, UniAdvice send an offer letter to student;

- To accept the offer the student completes the Offer of Acceptance form attached to the offer letter, and returns same to UniAdvice, (International students will need to include funds to cover first session tuitions fees and OSHC);

- Once the offer is validated and all conditions are cleared, the Research Student Centre will process enrolment.

2.2. Advanced Standing towards research degrees

A candidate for the degree of Masters by Research, a Professional Doctorate or the PhD (Integrated) who has completed other relevant qualifications, may be granted up to 24 credit points of advanced standing for the coursework requirement. Applications must be made in writing and approved by the Head of Postgraduate Studies (HPS).

All HDR students who are granted advanced standing must have the following Advanced Standing details recorded prior to enrolment:

- Details from previous institution of subjects for unspecified or specified credit
- Institution at which Advanced Standing was earned
- Degree undertaken when Advanced Standing was earned
- Total amount of credit points granted

> *Application for Advanced Standing:*
> *http://www.uow.edu.au/content/groups/public/@web/@studentcentral/documents/doc/uow041281.pdf*

> *General Course Rules: http://www.uow.edu.au/about/policy/UOW058680.html*

2.3. Coursework Enrolments

HDR candidates who are admitted to a Masters by Research, Professional Doctorate or the Doctor of Philosophy (Integrated) are required to complete coursework subjects prior to, commencing the thesis component of their degree. Supervisors requiring HDR students to complete coursework MUST include the subject details in the HDR application approval process so that they can be included in the HDR offer letter.

2.4. Enrolment Process for New HDR Students

HDR Candidates **do not** enrol themselves. All commencing HDR students will be enrolled by the Research Student Centre (RSC). Once RSC staff enrol the new candidate they will provide an enrolment record, SOLS and e-mail account details and orientation information to the candidate.

2.5. Re-enrolment Process for Continuing HDR Candidates

All re-enrolling HDR students will be re-enrolled automatically at the beginning of each academic year by the RSC, once a satisfactory Annual Progress Report (APR) has been approved by the Dean (Refer also to Section 7 of this booklet).

APR information: http://www.uow.edu.au/research/rsc/hdrhb/UOW008952.html

2.6. Student ID Card

Once enrolled, students can obtain a student ID card by taking their enrolment record to Student Central, Building 17 during business hours (Monday – Friday).

2.7. SOLS (Student Online Services)

SOLS is the University of Wollongong Student Online Services. SOLS allows students to check their enrolment details and self-manage their personal information on-line. SOLS gives a student access to SOL's mail, enrolment records as well as access to their Annual Progress Reports (APRs). Students should update their contact details via SOLS so that they can be contacted at their new address.

Students can access SOLS by logging on to: http://www.uow.edu.au/student/sols/.

2.8. SOLS Mail

SOLS Mail is the primary method for communication with students at UOW. Once enrolled HDR students will have a SOLS account activated and also be given a University email account. All official University Electronic Correspondence is posted on SOLS, NOT the UOW student email account. *SOLS is not the same as the UOW student email account.*

It is essential that HDR students access their SOLS account at least once per week.

2.9. eLearning

There is an eLearning site specifically for HDR students. One of the exciting tools available on the site is the various HDR forums that allow HDR students opportunities to network and share experiences with fellow HDR students across the entire UOW campus. There are also announcements for any upcoming events, folders full of resources and direct links to HDR policies and guidelines.

To access the site:

1. Log on to SOLS – **http:///www.uow.edu.au/student/index.html**.
    On the right hand side there is a log in box about half way down the page. Log in with your email username and password.

2. Then select the eLearning link from the left hand SOLS.

3. From eLearning course list, click link for Higher Degree Research Students [RSAD068] - (A110) Higher Degree Research Students.

2.10. Student Management Package (SMP) for Supervisors

Supervisors can check student details and access Annual Progress Reports (APRs) via the SMP (Student Management Package).

3.   Fees and Charges

3.1.   Domestic Students

Currently all HDR candidates who are Australian citizens; permanent residents or New Zealand citizens, are exempt from paying tuition fees for the duration of their degree. This means that all domestic students enrolled in Doctorates or Masters by Research will be allocated a place under the Australian Government Research Training Scheme (RTS). This exemption may be reconsidered for HDR candidates who are over their course time limits.

3.2.   International Students

International students are required to pay their first session tuition fee prior to the commencement of enrolment. The tuition fee quoted in the letter of offer will apply for the first calendar year. Subsequent fees will be advised on re-enrolment. For further information about payment of international student tuition fees please refer to Student Central, Ground Floor, Blg 17 or by telephone (02) 4221 3927.

Under certain circumstances supervisors can request an International Postgraduate Tuition Award (IPTA) from the Dean of Research. An IPTA covers the tuition fees for a HDR student for either a session or longer. All requests must be made in writing to the Director, RSC and must be supported by the Dean of the Faculty.

For information on IPTA's see Section 15 of this HDR Handbook.

Fees and Charges: http://www.uow.edu.au/research/rsc/prospective/UOW009003.html

4.   The 1st Month - Finding your Feet

The following actions need to be undertaken preferably within first four weeks of candidature:

4.1.   HDR Orientation

HDR Orientation is a **compulsory** orientation session specifically designed to provide HDR candidates with all information necessary to begin their Higher Degree Research journey. Students are notified of orientation details in their letter of offer.

Orientation details: http://www.uow.edu.au/research/rsc/news/orientation/index.html

4.2.   Negotiating the Supervisory Relationship

At the beginning of their enrolment the HDR candidate and the Supervisor(s) should meet, discuss the Code of Practice – Supervision and complete the following:

- First Interview Checklist (Code of Practice – Supervision Appendix A)
- Confirmation of Candidature proforma (Code of Practice – Supervision Appendix B)

Code of Practice (Supervision): http://www.uow.edu.au/about/policy/UOW058665.html

5.   Roles and Responsibilities of Supervisors

All HDR candidates must be appointed a Principal Supervisor at the time of admission. Where possible, the University recommends joint supervision where two or more supervisors may take differing roles and responsibilities depending on their expertise and experience with supervision. *Where a supervisor is inexperienced, joint supervision with an experienced supervisor is mandatory.*

5.1. The Principal Supervisor

The Principal Supervisor has primary responsibility for coordinating communication between the supervisors and the student and would be the supervisor who takes the lead in terms of accountability/administration of the process of supervision (e.g. taking responsibility for completion of annual reports etc).

In general, all members of the academic staff are eligible to become principal supervisors of students of higher degrees if they have at least:

- a degree equivalent to or higher than that being supervised; and who either
- are currently active researchers or have proven research records; or
- have previous successful experience in supervision of postgraduate students.

5.2. The Co-supervisor

Co-supervisor(s) should:

- be appointed at the outset of the program, particularly if any lengthy absences of the principal supervisor are planned or if expertise additional to that provided by the principal supervisor is required;

- normally have approximately equal responsibility in terms of research and research supervision to the principal supervisor and would contribute to annual reports, proposals etc;

- be involved as soon as practicable in the development of the student's research plan;

- maintain a level of communication with the student and the other supervisors to allow adequate supervision whenever necessary.

5.3. The Associate Supervisor

Associate Supervisors would normally take less responsibility in terms of the candidate's research. They may act more in a consultative than a supervisory capacity. Both the Principal Supervisors and the HDR candidate would need to be clear on the amount of contact time and input that an associate supervisor would be expected to contribute. This category includes supervisors who are external to the University e.g. those from industry or at other Universities.
Academics who act as a local supervisor, 'support person', for offshore candidates will also be known as Associate Supervisors.

5.4. Supervisory Panels

In some cases (eg. where the topic is multi-disciplinary or staff is inexperienced) a panel could be formed to advise the student. A member of this panel should be nominated as the Principal Supervisor.

5.5. UOW Graduate Qualities

The UOW Graduate Qualities describe distinctive qualities of a graduate at the UOW. These qualities will equip UOW graduates for roles in society and the workplace. These qualities should be used to guide HDR supervisors in supporting HDR students to further develop the generic qualities and skills they have acquired during previous university studies.

The UOW is committed to developing graduates who are:

- **Informed:** Have sound knowledge of an area of study or profession and understand its current issues, locally and internationally. Know how to apply this knowledge. Understand how an area of study has developed and how it relates to other areas.

- **Independent learners:** Engage with new ideas and ways of thinking and critically analyse issues. Seek to extend knowledge through ongoing research, enquiry and reflection. Find and evaluate information, using a variety of sources and technologies. Acknowledge the work and ideas of others.

- **Problem solvers:** Take on challenges and opportunities. Apply creative, logical and critical thinking skills to respond effectively. Make and implement decisions. Be flexible, thorough, and innovative and aim for high standards.

- **Effective communicators:** Articulate ideas and convey them effectively using a range of media. Work collaboratively and engage with people in different settings. Recognise how culture can shape communication.

- **Responsible:** Understand how decisions can affect others and make ethically informed choices. Appreciate and respect diversity. Act with integrity as part of local, national, global and professional communities.

For further information refer to the following website:

UOW Graduate Qualities Policy: http://www.uow.edu.au/about/policy/UOW058682.html

6.   Research Proposal Review (RPR)

As part of their responsibilities to Higher Degree Research (HDR) students outlined in the Code of Practice (Supervision) academic units are expected to establish procedures for a formal review of the candidate's research proposal which should be completed before 48cp of the degree is completed (ie 1 year full time or equivalent), except in the case of the PhD (Integrated) in which case the review should be completed before 72cp (ie 1.5 EFTSL) of the degree has been completed (this applies to all doctoral and masters by research candidates, both full-time and part-time).

This research proposal review is an important step in ensuring that the research project is based on a strong academic footing, that the student has the skills required to complete the project at the required standard, that the supervisory arrangements are appropriate to the project, and that the project can be undertaken adequately with the resources available.

HDR students must present their research proposal to a Research Proposal Review Committee. The composition of this Committee is prescribed in the guidelines.   The proposal must include an oral research presentation and a written research plan and preliminary literature review, written according to the discipline conventions of the degree undertaken and as prescribed by the relevant Faculty Guidelines.

The committee will consider the research presentation and written material prepared for the Research Proposal Review. The Committee will have an opportunity to ask questions of the student about the research proposal and seminar, and the student will have the opportunity to address the Committee directly. The research proposal review form that contains the committee's recommendation must be either, lodged with the Research Student Centre (RSC), or a copy kept in the relevant Faculty.

Research Proposal Review Guidelines:
http://www.uow.edu.au/content/groups/public/@web/@raid/documents/doc/uow116189.pdf
Research Proposal Review Form: http://www.uow.edu.au/research/rsc/student/UOW106069.html
Developing a First Year Research Proposal: http://learning.UOW.edu.au/resources/LD/thesis2.pdf

7.   Annual Progress Reports (APR)

The Annual Progress Report is the means by which the University assesses whether the candidature will continue into the following year. Written reports from students and their supervisors are an important and formal means to monitor research student progress. The Annual Progress Report (APR) process for HDR Students is designed to allow students and their supervisors the opportunity to report on student progress, to highlight any problems or issues that have arisen during that year of candidature and to plan for the coming year.

Each report should be a frank appraisal of the student's progress by both the supervisor and the student.

APRs are released in October each year. Students access the APR via Student On-Line Services (SOLS) and staff access via the Student Management Package (SMP). A comprehensive set of guidelines for the APR process is available on the web.

Students who have been on Leave of Absence are still expected to complete an Annual Progress Report. It is important for students who have been on leave to establish a research plan for the coming year.

<u>ONE WARNING RULE:</u>

HDR Students who do not complete section 1 or 3 of the APR by the due dates noted below will be given **one written warning.** Those students who have not completed Section 3 by due date **will have their candidature discontinued**. Re-enrolment once discontinued, may only be possible by submitting a new application for admission through the online application process. Approval for admission in these cases will be at the Faculty's discretion.

Students are responsible for checking if their APR has been submitted by the due dates. If your supervisor has not submitted Section 2 for your review please contact them BEFORE the due date. If your supervisor is unavailable/unable to be contacted please advise RSC IMMEDIATELY.

HDR Students will **NOT** be re-enrolled without a completed APR. **It is extremely important that all parties comply to due dates for completion to allow RSC to process re-enrolment prior to the Autumn Session audit date (31st March).**

> *APR information: http://www.uow.edu.au/research/rsc/hdrhb/UOW008952.html*

8.   Progress Reviews and Probation

8.1.   Progress Reviews

Continuation of HDR candidature is conditional on the student maintaining satisfactory progress. A supervisor is required to report immediately to the Head of Unit any failure by a student to make satisfactory progress or to abide by other requirements in the regulations governing the degree. It is not appropriate to allow unsatisfactory progress to continue until the time of completing APRs.

> *Progress Review and Probation Guidelines:*
> *http://www.uow.edu.au/content/groups/public/@web/@raid/documents/doc/uow030442.pdf*

8.2.   Probation

If unsatisfactory progress matters are not resolved within the Faculty, the Dean may recommend to the Director, RSC that a student be placed on probation. Probation is a formal process where the research progress and supervision is overseen by a senior academic appointed by the Dean of Research.

Students who exceed maximum time limits will be placed on probation (see Section 12).

> *Automatic Probation: See section 12.4*

> *Progress Review and Probation Guidelines:*
> *http://www.uow.edu.au/content/groups/public/@web/@raid/documents/doc/uow030442.pdf*

8.3.   Grievances and Misconduct

Complaints by a HDR student concerning a decision, act or omission of a member of UOW staff or committee which affects the student's academic experience should follow the procedures set out in the Academic Grievance Policy for Higher Degree Research Students.

Allegations of student misconduct (other than research misconduct) should be dealt with in accordance with the University's Student Conduct Rules.

Allegations of research misconduct should be dealt with in accordance with the University's Research Misconduct Policy. Research misconduct is conduct by a researcher, staff member, visitor or HDR students that is in breach of the Rules, Codes, Policies and Procedures of UOW or the Australian Code for Responsible Conduct of Research where such a breach relates to the five fundamental values of academic integrity, namely honesty, trust, responsibility, respect and fairness.

Research Misconduct includes:

a. The fabrication of data: claiming results where none have been obtained;

b. The falsification of data including changing records;

c. Plagiarism, including the direct copy of textual material, the use of other people's data and/or ideas without acknowledgement;

d. Misleading ascription of authorship including the listing of authors without their permission, attributing work to anyone who has not contributed to the research, and the lack of appropriate acknowledgement of work produced by others;

e. Falsely claiming inventorship;

f. Other research activities that are not compliant with the Code of Practice – Research;

g. Other practices that seriously deviate from those commonly accepted with the research community for proposing, conducting or reporting research. For example, failure to comply with legal requirements or official University processes (e.g. ethics compliance (refer to the Code of Practice – Research).

Note: There are serious consequences for any research misconduct.

9.   Changing Supervisors

Any change in supervision must be approved by the relevant Faculty's Head of Postgraduate Studies. The HPS should notify the RSC in writing of approved changes in supervision.

9.1.   What happens when the Principal Supervisor goes on leave or resigns?

Supervisors should ensure that HDR candidates have accurate information about any planned leave or retirement during the candidature and about the arrangements to be made to provide for supervision during absences. Before going on leave, the supervisor should meet with the candidate to discuss supervision arrangements during the period of leave.

In the case of co-supervision, the Co-Supervisor will normally take over responsibility for supervision in the principal supervisor's absence. Another co-supervisor may also be nominated.

Where a Co-Supervisor has not been nominated, it is the responsibility of the Academic Unit to ensure that appropriate supervisory arrangements are in place before the supervisor goes on leave.

There are a number of reasons why a change to supervisors may be needed. In the case of a supervisor going on extended leave or resigning from the University, the current supervisor must discuss replacement options with the Head of Postgraduate Studies, and any potential supervisors.

9.2.   What happens when the Principal Supervisor and the HDR Candidate disagree?

Most supervisors develop satisfying and rewarding relationships with their students. However, in some cases problems may emerge between the candidate and the supervisor. There may be moments of uncertainty, misunderstanding, tension and even conflict. Some students may find it difficult to discuss such problems with their supervisor.

Many problems can be managed successfully by:

- listening to the other's point of view. Good listening requires being open to the other's point of view, and providing feedback on what they have said.

- stating a point of view assertively. Being assertive means being able to stand up for your rights while respecting the rights of others.

Sometimes it may be useful to have a third person such as the HPS or Head of Unit act as mediator when problems arise.

In the case where disagreements between the student and supervisor cannot be easily resolved they are referred, by either the student or supervisor, to the Head of Unit, in the first instance, and then to the Head of Postgraduate Studies and then the Dean as appropriate.

The process for dealing with Grievances is set out in the HDR Academic Grievance Policy for Higher Degree Research students.

HDR Academic Grievance Policy for HDR students:
http://www.uow.edu.au/about/policy/UOW058683.html

10.   Changes to Candidature

Census Dates - Very Important

The census date is set by DEEWR and is the last day you can vary and change your enrolment or apply for LOA. If you want to make any changes to your candidature you must inform the Research Student Centre, in writing no later than

- Autumn Session   –   31st March each year
- Spring Session   –   31st August each year

10.1.   Changing from Full-time to Part-time or vice versa

Candidates wishing to change candidature from full-time to part-time (or vice versa) may do so by providing written notification, counter-signed by the candidate's supervisor(s), then forwarded to the RSC no later than the census date.

Please Note: Student Visa regulations require that International Students are enrolled on a full-time basis and must ensure that they complete as per the timeframe on their CoE.   Students that do not follow a full time load and consequently will exceed their timeframe on their CoE will be given warnings via SOLS Mail.

DIAC Visa information: http://www.immi.gov.au/students/index.htm

Visa Responsibilities: http://www.uow.edu.au/student/international/UOW008314.html

10.2. Changing Thesis Titles

As research progresses candidates may wish to change their thesis title. Candidates wishing to change their thesis title must first seek permission from their supervisor(s). Written notification, counter-signed by the candidate's supervisor(s) should be forwarded to the Research Student Centre.

10.3. Changing Thesis Topic/Research Area

Changes to area of research can significantly affect the completion time of a candidate. If a change to the research area is deemed essential then it must be approved in writing by the supervisor and the Dean of the Faculty (or his/her nominee). This approval must be forwarded to the Research Student Centre and must include written justification for the change.

10.4. Changing Faculties/Academic Units

Changing Faculties/Academic Units may only occur if both Faculties approve and a suitable supervisor is available. Applications must be made in writing to the Research Student Centre (RSC).

10.5. Changing Faculty/Academic Unit

If for any reason a candidate needs to be transferred from one Academic Unit to another, approval for the transfer must be given by the Heads of both Academic Units and the Head(s) of Postgraduate Studies. Students should be consulted in advance of any such decision being taken. The Research Student Centre should be notified in writing of any change to a candidate's enrolment.

11. HDR Course Transfer Guidelines

11.1. Upgrading to Doctor of Philosophy (PhD)

To transfer from a Masters by Research degree or a Professional Doctorate to a Doctor of Philosophy in the same field of study, the candidate must have completed the required coursework components of the degree and have completed approximately nine months of equivalent full-time candidature of their thesis component[1].

11.2. Upgrade Process:

To prove their capacity to undertake independent research candidates must:

1.   provide a written research proposal; and

2.   present a seminar reporting on the research topic to a Committee which must include as a minimum:

- the supervisor(s), and

- a member of the relevant Faculty Research Committee (FRC) or the Head of Postgraduate Studies (HPS); and

- an independent academic staff member with appropriate disciplinary expertise to appraise the research and the requested transfer.

The primary supervisor will prepare a report on the candidate's seminar which should be signed by the HPS. Once signed the final report will then be forwarded to the Research Student Centre for action.

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[1] Candidates enrolled in a Master of Clinical Psychology degree would complete at least one year of equivalent full-time required coursework for the degree, with a Distinction average, prior to application to transfer to the PHD (Clinical Psychology) or Doctor of Psychology degrees.

11.3. Voluntary Downgrades:

Should a student wish to downgrade from a Doctor of Philosophy to a Masters by Research degree, the Supervisor should approve the transfer and send written advice to the Research Student Centre who will adjust the enrolment accordingly.

Under the current higher education legislation, it is not possible for students in a research degree to exit with a coursework degree. Students may transfer between research degrees, as detailed above or may cease study and apply for admission to a coursework program as a new course. Prior study may be granted as advanced standing, as per Course Rules 5.15-5.18.

11.4. Forced Downgrades:

Academic staff wishing to downgrade HDR student's candidature to a Masters by Research degree as a result of inadequate progress noted in their Research Proposal Review or Probation report or other process, must provide a written report to the Dean of Research for consideration.

11.5. Downgrading from a HDR degree to a Coursework degree

Under the current higher education legislation, it is not possible for students in a research degree to exit with a coursework degree. Students may withdraw from HDR enrolment and apply for admission to a coursework program as a new course. A maximum of 24 credit points may be granted as advanced standing, as per Course Rules 5.15-5.18.

11.6. HDR Student Appeals

The only grounds permitted for a student to appeal against a forced downgrade are:

a.   procedural irregularities; or
b.   documented evidence of prejudice or of bias by decision makers.

Appeals must be lodged, in writing to the Research Student Centre within twenty (20) working days of receiving written notification of the downgrade decision.

12.   Duration of Candidature

12.1. What are the Time Limits for Course Completion?

The duration for higher degree research candidatures are specified in the course rules as follows:

Masters by Research	Minimum submission	EFTSL	Maximum submission	EFTSL
Full-time	1 year (2 Sessions)	1.0	2 years (4 Sessions)	2.0
Part-time	2 years (4 Sessions)	1.0	4 years (8 Sessions)	2.0

Doctor of Philosophy	Minimum submission	EFTSL	Maximum submission	EFTSL
Full-time	2 years (4 Sessions)	2.0	4 years (8 Sessions)	4.0
Part-time	4 years (8 Sessions)	2.0	8 years (16 Sessions)	4.0

The minimum and maximum submission dates of the thesis are calculated from the session of commencement.

12.2. International Students and Confirmation of Enrolment (COE)

Under the 2007 National Code International HDR students are required to complete their course within the timeframe set on their Confirmation of Enrolment (CoE). For a PhD the duration of the CoE is typically 3 years, or 4 years for PhD (Integrated) and for a Masters by Research 1 ½ years. There are limited circumstances in which the University may extend the duration of a CoE. They are:

- An approved Leave of Absence.
- An approved permission to reduce study load on compassionate or compelling grounds.
- An intervention strategy.

If an International HDR student's CoE expires before the completion of their course they must apply online via SOLS under Student Forms "Application for Confirmation of Enrolment (CoE) International HDR". Academic Advice must be provided to support the extension of the CoE. Students should apply at least 4 weeks prior to the expiry of their current CoE.

Any extensions to this time must be made in writing and be accompanied by Academic Advice to support the extension of the CoE.

Visa Responsibilities: http://www.uow.edu.au/student/international/UOW008314.html

12.3. EFTSL – Equivalent Full-Time Student Load

EFTSL is used to measure a student's study load. 1.0 EFTSL = 1 year of Full-time study (or part-time equivalent ie. 1 year part-time = 0.50 EFTSL).

12.4. Exceeding Time Limits

HDR student will not be permitted to accrue more than 1.5 years over the standard time limits for their HDR degree.

All HDR candidates deemed to have exceeded maximum time limits, as per table below, will be automatically placed on probation by RSC for 6 months and MUST have their thesis ready for submission at the end of that 6 month probation period. If the thesis is not ready for submission at the end of the 6 month probation period the student's candidature will be discontinued.

Degree	Time Limit EFTSL*	Automatic Probation EFTSL*
Masters by Research	1.5	2.5
Doctor of Philosophy (100% thesis)	3.0	4.5
Professional Doctorates: DBA, DCA, EdD, DPH (1/3rd coursework and 2/3rd thesis)	3.0	4.5
Doctor of Psychology (Clinical)	3.5	5.0
Doctor of Philosophy (Clinical Psychology)	4.0	5.5
Doctor of Philosophy (Integrated)	4.0	5.5

*EFTSL = Equivalent Full time Student Load

HDR Students and their supervisor(s) will be notified formally by RSC when a HDR student has reached overtime status. RSC will also send lists to Faculties for their review. At this time supervisors will be asked to advise RSC of any extenuating circumstances affecting the student's research progress. Only after receipt of Faculty responses will RSC action probation or termination, based on Faculty /School recommendations.

For those with legitimate reasons, approved by the Faculty, RSC would allow an agreed amount of time before reviewing again with regards to the student's time limits and the way forward.

Any contentious or long term cases would be referred to the Dean of Research for consideration.

13. Leave of Absence

13.1. What is Leave of Absence (LOA)?

Leave of Absence is a period in which HDR candidates take leave from their studies. LOA may be granted for medical, compassionate or other acceptable reasons. Students should discuss any periods of intended leave with their supervisors and the Head of Postgraduate Studies.

Postgraduate candidates become eligible to apply for Leave of Absence at the beginning of the second session of registration

Applications for Leave of Absence must be made on-line via SOLS under Student Forms and must be received by the end of the fourth week of the first session for which leave is sought.   All applications must be supported by appropriate documentary evidence and be approved by the supervisor and Head of Postgraduate Studies.

HDR candidates are not enrolled during periods of Leave of Absence and the LOA does not count towards their time limits. Applications made after the census dates (31 March – Autumn, 31 August – Spring) for that session will be rejected.

> *LOA application form: http://www.uow.edu.au/student/forms/UOW008135.html*

13.2. How much Leave of Absence may a candidate take?

Leave of Absence is granted on a "per session" basis.

Masters by Research candidates may be granted leave of absence up to a maximum of two sessions during their candidature.

Doctoral candidates may be granted Leave of Absence up to a maximum of four sessions during their candidature.

13.3. International HDR students

International HDR students can take leave from their studies for up to 12 months. They must demonstrate compelling or compassionate circumstances that are beyond the control of the student and which have an impact upon the student's course progress or well-being. These could include (but are not limited to):

- Serious illness or injury
- Bereavement of close family members
- Major political upheaval or natural disaster in the home country
- A traumatic experience, which has impacted the student

Students must take their leave offshore. Supporting documentation for example medical documents, flight itinerary and other documents that may be dependent on their specific case must be submitted with all applications.

To apply for a leave of absence international students need to fill in an 'Application for Leave of Absence – International' form. Forms are available via SOLS – Student Forms.

> *Form International HDR student: http://www.uow.edu.au/student/international/UOW008316.html*

13.4. Other Leave

HDR Candidates who wish to take a period of leave less than a session should discuss this leave with their supervisor and Head of Postgraduate Studies. It is the decision of the supervisor and HPS regarding the period of leave approved. For periods less than a session the student will remain enrolled and written documentation kept in the Faculty or on the Student File.

Students wishing to take recreational leave must seek written approval from their supervisor. For Sick Leave of one (1) week or more should include a medical certificate.

Scholarship recipients should refer to the scholarship 'Conditions of Award' and their supervisor before making decisions on periods of leave. Scholarship holders are advised to check with the Scholarships Officer regarding the effect of leave on their scholarship.

14. Student Responsibilities

14.1. Student Conduct Rules

The University of Wollongong is committed to providing a safe, equitable and orderly environment for the University community, and expects each member of that community to behave responsibly and ethically.

The University of Wollongong is committed to, and supports five fundamental values of academic integrity, namely honesty, trust, fairness, respect, and responsibility, and endeavours to promote these in teaching, learning and research. The Student Conduct rules have been developed to provide students direction and they are expected to conduct themselves in a manner that reflects these values.

These rules affirm the guiding principles of the University of Wollongong which include commitment to:

- High ethical standards including honesty, cooperation, tolerance, and acceptance of obligations as well as right;
- Active support for the intellectual and cultural needs of staff and students;
- Accountability to students, the University community, the public and governments;
- The principles of equal opportunity and social justice.

For further information please refer to the University web links below:

Student Conduct Rules: http://www.uow.edu.au/about/policy/UOW058723.html

Code of Practice (Research): http://www.uow.edu.au/about/policy/UOW058663.html

Code of Practice (Supervision): http://www.uow.edu.au/about/policy/UOW058665.html

Student Discipline Rules: http://www.uow.edu.au/about/policy/rules/UOW060095.html

14.2. Responsible Research

All researchers must:

a.   Maintain intellectual honesty and integrity and scholarly and scientific rigour;

b.   Comply with statutory and other requirements relating to ethical, safe and responsible conduct of research;

c.   Adhere to policies of the University and any other policies or agreements that affect the research project;

d.   Ensure that research findings are disseminated accurately, responsibly and honestly;

e.   Report any suspected research misconduct;

f.   Participate in peer review processes by:

(i)   contributing where possible to the review of applications seeking substantial public funding support;

(ii)   not seeking to influence the process or outcomes when their work is being peer reviewed;

(iii)   informing sponsors in cases where work has not been subject to peer review because of confidentiality issues.

For further information and guidelines on 'Responsible Research', including 'Retention of Data' and 'Publication and Dissemination of Research Findings' go to:

Code of Practice (Research): http://www.uow.edu.au/about/policy/UOW058663.html

Note: There are serious consequences for any research misconduct. Please refer to:

Research Misconduct Policy: http://www.uow.edu.au/about/policy/UOW058715.html

14.3.   Ethical Research

Research proposals involving human participants, animals or biological hazards must be reviewed and approved by a University Ethics Committee. Before conducting or commencing any research investigation, staff and students of the University are required to submit a research ethics application to the relevant ethics committee and obtain approval to ensure that all statutory requirements are met.

- **Human Ethics**

    The University of Wollongong has established the Human Research Ethics Committee (HREC) to review the ethical aspects of research involving humans. The Committee is constituted in accordance with the National Health and Medical Research Council (NHMRC) National Statement on Ethical Conduct in Research Involving Humans 1999. It also reviews applications on behalf of the Illawarra Area Health Service.

- **Animal Ethics**

    The University of Wollongong Animal Ethics Committee (AEC) reviews the ethical aspects of research and teaching for the care and use of animals for scientific purposes. The Committee is constituted in accordance with the NHMRC Code of Practice for the Care and Use of Animals for Scientific Purposes (6th Edition 1997).

- **Biosafety**

    The Biosafety Committee reviews research and teaching applications which involve dealings with Genetically Modified Organisms (GMO's). The review process follows the guidelines established by the Office of the Gene Technology Regulator. Application forms are available from:
    http://www.UOW.edu.au/research/rso/ethics/genetechreview/index.html

    The type of application form required will depend on the type of organism and the intended use. For further information contact the Ethics Officer in the Research Services Office.

Ethics guidelines and forms: http://www.UOW.edu.au/research/rso/ethics/

14.4. How often should a HDR Candidate be on campus?

The nature of Higher Degree Research is quite different from undergraduate or postgraduate coursework. Although some candidates might be doing some coursework subjects and attending classes, the majority of research students don't attend any classes. Instead, they spend their time working on their research project – working in laboratories, spending time in the library, or collecting and analysing data.

The time a HDR candidate is expected to be on campus will first of all depend on whether they are part-time or full-time. But basically, the University's position is that full-time research students should be on campus at least 30-36 hours per week.

14.5. Plagiarism

Plagiarism means using the ideas of someone else such as an author, critic, journalist, artist, composer, lecturer, tutor or another student without giving them proper credit.

Intentional plagiarism is a serious form of cheating and for HDR students is dealt with under research misconduct guidelines (see Section 14.2).

Unintentional plagiarism can result if you don't understand and use the acceptable scholarly methods of acknowledgment.

In either case, the University may impose penalties that can be very severe.

In published writings authors are expected to give references to articles and books on which they have relied, and to give written thanks to people who have helped them in preparing their work. There are several methods for giving credit in written work and students should familiarise themselves with acceptable practices in their disciplines.

For further information on the Code of Practice see the following policies:

Code of Practice (Research): http://www.uow.edu.au/about/policy/UOW058663.html

Acknowledgement Practice and Plagiarism: http://www.uow.edu.au/about/policy/UOW058648.html

Authorship Policy: http://www.uow.edu.au/about/policy/UOW058654.html

15. Scholarships

15.1. What scholarships are available?

The University of Wollongong supports a number of postgraduate research scholarships for students enrolling in research degrees.

- **Australian Postgraduate Award (APA)**

  APA's provide HDR Students with a fortnightly living allowance (stipend) for up to 3.5 years for Doctoral students and 2 years for Masters by Research students. Honours 1 or equivalent results are essential for receipt of an APA. An APA may be held for three years for Doctoral candidates and two years for Masters Research studies, subject to satisfactory progress. The stipend for full-time APA's is non- taxable. There is also a provision for relocation and thesis allowance. Stipends and allowances are indexed annually. The closing date for applications is March and October each year. Please refer to the UOW (Research) website for details. APA's are only available to Domestic students.

- **University Postgraduate Award (UPA)**

  Like APA's, UPA's provide a fortnightly stipend for up to 3.5 years for Doctoral students and 2 years for Masters by Research students. UPA's are tenable only at the University of Wollongong. They are available to graduates of Australian and overseas universities. Applicants should hold, or expect to obtain, first class Honours or equivalent results. The stipend for full-time UPA's are non taxable. There is also a provision for a thesis allowance. Stipends and allowances are indexed annually. The closing date for applications is March and October each year. Please refer to the UOW (Research) website for details. Domestic and International student's are eligible.

- **University Postgraduate Award for Indigenous Australians (UPAI)**

  UPAI's provide a fortnightly stipend for up to 3.5 years for Doctoral students and 2 years for Masters by Research students. UPAI's are tenable only at the University of Wollongong and is available to Indigenous Australians who are citizens or permanent residents of Australia. Applicants must be Aboriginal or Torres Straight Islander, identify as an Aboriginal or Torres Straight Islander and be accepted as such by the community in which they live or have lived. Applicants will be asked to provide a letter from an Aboriginal or Torres Straight Islander community organisation supporting their claim. They are available to graduates of Australian and overseas universities. Applicants should hold, or expect to obtain second class division 1 Honours or equivalent results. There is also a provision for a thesis allowance. Stipends and allowances are indexed annually. The closing date for applications is March and October each year. Please refer to the UOW (Research) website for details.

- **University Postgraduate Award for Women in Non-Traditional Areas (UPAW)**

  UPAW's provide a fortnightly stipend for up to 3.5 years for Doctoral students and 2 years for Masters by Research students. UPAW's are tenable only at the University of Wollongong and is available to female Australian or New Zealand citizens or permanent residents of Australia. Applicants must be female and enrol in an eligible program within the Faculty of Informatics or the Faculty of Engineering. They are available to graduates of Australian and overseas universities. Applicants should hold, or expect to obtain, second class or division 1 Honours or equivalent results. There is also a provision for a thesis allowance. Stipends and allowances are indexed annually. The closing date for applications is March and October each year. Please refer to the UOW (Research) website for details.

- **International Postgraduate Research Scholarship (IPRS)**

  The IPRS is available to citizens of any overseas country (excluding New Zealand). The IPRS covers the full tuition and Overseas Student Health Cover (OSHC) only, for a period of two years for a Masters Research degree and three years for a Doctoral degree by research. The IPRS **does not** provide a living allowance or any other benefits.

  IPRS applicants must not:

  - have already completed a degree at the same level as the proposed candidature, or at a higher level;
  - be overseas students who are currently studying on a scholarship sponsored by AusAID;
  - be seeking to apply for an IPRS within two years of the completion of an AusAID award;
  - be receiving another equivalent award or scholarship or salary to undertake the proposed program.

  All eligible international students will also be considered with this application for the University Postgraduate Award (UPA) living allowance.

The closing date for applications is October each year. Please refer to the UOW (Research) website for details.

- **Research Career Launch Scholarships**

  The UOW Research Career Launch Scholarships are designed to jump start the careers of young researchers by supporting them after the submission of their PhD thesis.

  UOW Australian Postgraduate Award (APA) and University Postgraduate Award (UPA) holders, who have not exhausted all of their scholarship stipend payments, will be allowed to continue being paid their scholarship stipend from thesis submission to thesis acceptance, up to a maximum of 3.5 years.

  The scholarship will assist the candidate to remain at the University during the examination process which will be helpful if, as is common, the examiners require corrections or changes to the thesis. The scheme will also assist the writing and submission of publications at the time when the author is most familiar with the work and in the best position to write them.

  Launch Scholarships can be used for research training activities such as publication writing and submission, thesis revisions, conference attendance and research career development.

  Eligibility

  UOW APA/UPA scholarship holders, who have not consumed all of their scholarship entitlements, (3.5 years for a doctorate, 2 years for a masters), at the time of submission of their HDR thesis.

  Terms and conditions

  1. Applications must be made at the time of thesis submission and must be supported by the student's HDR Supervisor, who must be willing to supervise for the period of the Launch Scholarship.

  2. The application must be made on the appropriate form and must include a study plan and timetable of activities to be undertaken during the tenure of the scholarship.

  3. The scholarship will provide funding between thesis submission and thesis acceptance, as long as a scholarship entitlement is still available.

  4. Applicants must be enrolled as an HDR candidate at the University of Wollongong during the scholarship term, including the thesis examination period.

  5. The Scholarship will be a continuation of the applicant's UPA/APA scholarship and will be paid as a fortnightly stipend to the scholarship end date (3.5 years) or until thesis acceptance, whichever occurs first.

- **Other Scholarships**

  A limited number of other scholarships funded by various government grants bodies and industry are advertised on an ad hoc basis when funds are available.

  For further details or information view website or contact the Research Student Centre: Building 20, Ground Floor

  or: http://www.UOW.edu.au/research/rsc/student/scholarships/index.html

- **International Postgraduate Tuition Award (IPTA).**

  IPTA's cover full tuition costs of international students for up to 3.5 years.
  IPTA's DO NOT provide a living allowance (stipend).

  IPTA's may be awarded for:

  1. 3.5 years with a scholarship (e.g. UPA, APA, CRC, APAI).
  2. For a HDR student's final session (if they have paid fees for at least 6 sessions);
  3. For Visiting Research Student placements for a maximum of 1 year; and
  4. On a case by case basis if there is serious financial hardship.

  In the case of 1 and 3 the applicants must have been competitively recruited. In all cases the supervisor must submit the application with evidence that the Faculty Dean supports the request. All requests must be sent to the Director of Research Student Centre (RSC), with the Dean's signature and then the RSC will seek approval from Dean of Research.

  > *For further details see:*
  > *http://www.uow.edu.au/content/groups/public/@web/@raid/documents/doc/uow072030.pdf*

  Stipend rates and conditions of award are available from the RSC or on the website.

  HDR candidates who lodge an application for a research scholarship must identify a suitable area of study and potential supervisor.

  Eligibility

  Australian Citizens or Australian Permanent Residents are eligible for:

  - Australian Postgraduate Award (APA)
  - Australian Postgraduate Award for Indigenous Australians (APAI)
  - Australian Postgraduate Award for Women in Non-Traditional Areas (APA)University
  - University Postgraduate Award (UPA)
  - Launch Scholarships

  International students are eligible for:

  - International Postgraduate Research Scholarship (IPRS)
  - University Postgraduate Award (UPA)
  - IPTA's
  - Launch Scholarships

  RSC forwards applications to the Academic and research units for consideration and assessment. Consideration is given to academic background, publications, research experience, research potential and alignment with the University's areas of research strength. Generally, only applicants with Honours I (or demonstrated equivalent) would be considered competitive.

  > *Scholarship information: http://www.UOW.edu.au/research/rsc/student/scholarships/*

15.2. How to apply for an extension of a scholarship

Extensions are only applicable to some awards. Students should check their 'Conditions of Award' for eligibility. Extensions for UPA's and APA's will be automatic unless the supervisor advises RSC that (1) the student's progress is unsatisfactory or (2) the reason for the extension is not study related.

Requests for extensions for all other scholarships must be lodged with the RSC at least 6 weeks prior to the scholarship expiry date to avoid a break in stipend payments.

15.3. How to apply for a suspension of a scholarship

All requests for scholarship suspension must be made in writing to the Director, Research Student Centre (RSC) and must have the student's supervisor's written approval. Scholarships cannot be suspended for longer than 1 year.

When candidates wish to recommence their studies and reactivate their stipend payments, they must advise the Director, Research Student Centre (RSC) again in writing with their supervisor's approval.

15.4. How to apply for Sick/Recreation leave

All students should check their Conditions of Award for eligibility. All requests for leave must be made in writing to the Director, Research Student Centre (RSC). All requests must have the student's supervisor's written approval.

Requests for sick leave must be accompanied by a Doctor's certificate.

16. Resources and Other Assistance for HDR Candidates

A comprehensive list of resources available to HDR students is listed on the website.

> *HDR Resources: http://www.uow.edu.au/research/rsc/news/index.html*

16.1. What basic resources are HDR candidates entitled to?

All HDR candidates are entitled to, as a minimum, office or desk space, and access to computer equipment. The resources available will depend on the Faculty and Academic Unit. Many HDR candidates will share an office and in some cases a desk with other students. Some students will have access to computers within their office, while others will use a shared computer laboratory.

16.2. Email and Internet Access

All University of Wollongong HDR candidates are provided with an e-mail account which also gives them access to the Internet from any on campus computers. HDR candidates are given a login name and password to get access. All HDR candidates have unlimited and un-timed access to the Internet. For more information, refer to Information Technology Service (ITS) and all IT policies governing acceptable use of UOW IT.

> *Email and Internet: http://www.UOW.edu.au/its/*

16.3. Library privileges

Masters by Research students can borrow up to 20 items for 1 month, and Doctoral students can borrow up to 30 items for one session. HDR candidates also have free access to the Library's searchable on-line journal databases and reciprocal borrowing at all University libraries in Australia. A fee may be charged at the host institution. It is the responsibility of each person to establish whether a fee is payable, and to apply through the institution from which they wish to borrow.

Each Faculty also has an assigned Librarian. HDR candidates are encouraged to make an appointment to meet with their Faculty Librarian to ensure they are aware of, and able to use resources and services available to them. Faculty Librarians can assist HDR candidates to plan strategies for literature reviews and locate hard to find resources.

The Library also runs a series of workshops for HDR candidates. Information on more general Library workshops and online tutorials is available on the Library's website.

> *Library: http://www.library.uow.edu.au/researchers/index.html*

16.4. Statistical Assistance

The Statistical Consulting Service in the School of Mathematics and Applied Statistics provides students and staff members of the University of Wollongong with consulting assistance for research. The service aims to improve the statistical content of research carried out by members of the University. Researchers from all disciplines may use the Service. Priority is currently given to staff members, and HDR candidates undertaking research for Doctor of Philosophy or Masters' degrees.

It is important that researchers consult the Service at the beginning of their investigation, so that their research will include clear research hypotheses and well-designed data collection processes as these are basic to any analysis.

The assistance provided by the Statistical Consulting Service includes:

- advice on the planning of surveys and experiments,
- the collection of data and their entry into a computer,
- statistical analyses, and
- the presentation of results.

Currently the Statistical Consulting Service provides each HDR candidate with up to ten hours per calendar year of consulting time without charge

Statistical Consulting Service: http://www.uow.edu.au/informatics/maths/scs/index.html

16.5. Research Training Librarian

The Research Training Librarian is available for individual appointments and will provide prompt and professional research and information assistance to HDR candidates and supervisors. Assistance can cover areas such as where to publish, how to track research, organising your references and keeping up to date in the required discipline using email alerts. The Research Training Librarian is also available to work with Faculties to develop tailored Faculty research training programs. Email: lib_researchtraining@UOW.edu.au

Library Resources: http://www.library.uow.edu.au/services/UOW026555.html

16.6. Graduate Certificate in Business

The Graduate Certificate in Business is offered free of charge for enrolled PhD students to complete during their candidature. There are a number of compulsory subjects as well as electives that may be associated with the candidate's research area.

Students must have supervisor approval for concurrent enrolment. If HDR progress is affected by the additional study load the student must cease the Graduate Certificate in Business enrolment immediately.

For further information contact the Sydney Business School or visit website at:

Graduate Certificate in Business: http://www.uow.edu.au/sbs/courses/UOW018409.html

16.7. Learning Development

Learning Development offers a range of free services to all enrolled students, international and local, who wish to improve their academic skills and English language.

Learning Development Unit: http://www.uow.edu.au/student/services/ld/students/index.html

16.8. Student Advocacy

The Student Advocacy Officer provides assistance to undergraduate and postgraduate students on an individual basis by representing the cause or interest of the student in areas that impact on the quality of their experience whilst studying at the University of Wollongong. The position is independent of the University of Wollongong and reports to the Presidents of the Wollongong Undergraduate Student Association (WUSA) and the Wollongong University Postgraduates Association (WUPA)

Student Advocacy: http://www.UOW.edu.au/student/advocacy/index.html

16.9. Workshops & Seminars (Free)

The RSC conduct a series of free HDR seminars specifically designed for HDR candidates. Seminars are organised into separate modules, which deal with different aspects of the research candidature. Students who are at different stages of their research degree may find some modules more relevant than others and may choose which seminars they wish to attend.

Some courses on offer are:

- Research at UoW
- Finding Theses
- EndNote
- Structure of a Thesis
- Writing a Thesis Proposal and Literature Review
- Thesis Submission & Examination Process

The program detailing courses offered each session will be sent to all HDR candidates and is also available on the web. Students can register online at the address below.

Training programs: http://www.uow.edu.au/research/rsc/news/seminars/index.html

Candidates and supervisors are also encouraged to contact the Research Student Centre if they would like to suggest particular courses that are not currently available.

17. Supervisor Resources

17.1. On-line Resources

In addition to this handbook there are additional resources available via the Research Website and UOW Staff Intranet to support HDR supervisors:

- **fiRST – First Research Supervision and Training Website.** This website provides access to a range of resources that help universities and individual supervisors improve the quality of their postgraduate research education.

- **A structured Approach to Presenting PhD Theses: Notes for Candidates and their Supervisors.** This is a paper which addresses the problem of how a PhD candidate in management or a similar field (and his or her supervisor) present the thesis?

- **DDOGS Papers (Deans and Directors of Graduate Studies in Australia)**.

  a. 2003 DDOGS Guidelines
  b. Best Practice Document July 2008
  c. Best Practice Document March 2005
  d. DDOGS Generic Capabilities for Research Students Framework final
  e. DDOGS Generic Capabilities for Research Students Guidelines
  f. DDOGS Examination Guidelines.

- **Editing of Research Theses by Professional Editors.** This policy was developed for professional editors who need to be clear about the extent and nature of help they offer in the editing of research students' theses and dissertations. HDR supervisors also need to be clear about the role of the professional editor as well as their own editorial role.

- **Eleven Practices of Effective Postgraduate Supervisors.** The aim of this guide is to discuss the role of the supervisor, the quality of supervision, supervisory approaches, strategies and pitfalls.

- **Gateway on Research Supervision**.

- **Writing Across Boundaries: A resource to assist with writing up qualitative data.** The Writing Across Boundaries website is dedicated to the support of social science researchers who wish to engage more effectively with the practical and intellectual issues that arise in the quest to produce texts which are engaging, accurate and analytically insightful.

Resources for Supervisors: http://www.UOW.edu.au/research/rsc/supervisor/UOW008971.html

17.2. Supervisors Professional Development

RSC and PODS (Professional and Organisational Development Services) facilitate training for HDR supervisors focusing on the craft of supervision:

- An outline of the importance of UOW policies and procedures and where they fit into effective supervision
- Strategies/hints and tips on being an effective supervisor - Supervision as a "craft". UOW policies and procedure, responsible research
- Being an effective supervisor
- Choosing examiners
- Overcoming challenges

Please go to the staff intranet for further information:

Supervisor Training: http://intranet.uow.edu.au/pods/calendar/index.html

18. Intellectual Property (IP)

The University's Intellectual Property Policy sets out guidelines for determining ownership and exploitation of intellectual property. In providing guidelines the University acknowledges that procedures will vary from case to case within the guidelines outlined in the policy document.

It is accepted that the originators, whether staff or students, need to be involved in the management of any intellectual property pursued through University procedures outlined in the policy.

The students Supervisor should inform the student and the relevant Manager of Innovation and Commercialisation (MIC) of any aspects of the research that are likely to result in the generation of intellectual property, that may have commercial potential.

As part of the annual review process, candidates and supervisors should also report to MIC's on whether there have been any changes to the research program that may have resulted in commercially viable intellectual property.

When the University asserts its proprietary interest in intellectual property developed by staff in the course of their employment, and by students enrolled in the University and using its resources, it will offer a range of services to assist with commercialisation of that intellectual property.

Candidates are advised to familiarise themselves with issues of Intellectual Property as set out in the Intellectual Property Policy. Alternatively, supervisors and HDR candidates can contact the Managers of Innovation and Commercialisation (MIC's) of their relevant faculty for further assistance. MIC's are responsible for the identification, protection and commercialisation of UOW intellectual property.

Commercial Research and Commercialisation: http://www.UOW.edu.au/research/commercial/ip/index.html

IP Policy: http://www.uow.edu.au/about/policy/UOW058689.html

IP Guidelines: http://www.uow.edu.au/about/policy/UOW058622.html

Find a Commercialisation Manager: http://www.uow.edu.au/research/commercial/comcontact/index.html

19. Authorship and Publication

HDR candidates will normally be primary authors on research publications that arise from their thesis work.

If a HDR candidate and his/her supervisor co-author a publication, the candidate will normally be listed as the primary author.

This order of authorship may not apply to those academic disciplines which follow a policy of listing authors alphabetically, regardless of the extent of their input.

HDR candidates who publish their research are encouraged to provide a copy of the publication (journal article, conference paper, etc) to their Faculty Administrative Officer for inclusion in the university's annual submission to the Higher Education Research Data Collection.

Authorship Policy: http://www.uow.edu.au/about/policy/UOW058654.html

Code of Practice (Research): http://www.uow.edu.au/about/policy/UOW058663.html

Research Misconduct Policy: http://www.uow.edu.au/about/policy/UOW058715.html

20. Thesis Writing

20.1. Self Help Documents

Self help documents are provided on the RSC website to give an overview of structural characteristics of different thesis types. This overview is supplemented with examples from thesis chapters in a range of disciplines. It also provides an overview of style and language characteristics of theses.

It is hoped that these resources will assist HDR candidates with the task of writing a thesis by:

- Making explicit the characteristics of typical theses and
- By providing direct instruction about achieving some of those characteristics.

The following web site contains material that has been developed to assist with thesis writing:

Thesis writing: http://www.UOW.edu.au/research/rsc/student/thesis/index.html

20.2. RESH900/RESH901 - Fundamentals for HDR Writing

These subjects are designed to help international HDR students, who are in the early stages of their degree, with their thesis writing skills. The subject can be taken as a formal part of a PhD(Integrated) or Research Masters coursework component, or by PhD students as an additional subject.

RESH900/901 will focus on the development of English language and academic communication required for research writing and the presentation component of Higher Degree Research (HDR) programs. The subject will assist students in recognising and producing appropriate forms of academic communication specific to their disciplines. Students will engage in a wide range of in-class activities that involve the analysis and articulation of forms of writing specific to their chosen field.

Fundamentals for HDR writing: http://www.UOW.edu.au/research/rsc/student/UOW106316.html

21. Thesis Preparation and Formatting

Candidates should discuss general format and appearance of the thesis with their supervisor(s). Different disciplines often have specific requirements on such aspects as the structure and content of the thesis, as well as referencing styles. Depending on the nature of the research a thesis may be formatted in the traditional monograph style or if approved by the supervisor may include several chapters written in a format that is consistent with journal article styles**.**

21.1. Traditional Monograph Style

In addition to those items noted in 21.3 (Thesis Preparation) and 21.4 (Thesis Specifications), the Traditional Monograph Style theses shall include:

- General Introduction
- Research Methods
- Results
- Discussion, and
- Conclusion

The monograph-style thesis may also include a series of chapters describing separate components, concepts, analyses or experiments. In such instances, these chapters can later be rewritten as journal articles and submitted for publication.

21.2. Journal Article Style

In addition to those items noted in 21.3 (Thesis Preparation) and 21.4 (Thesis Specifications), the journal article style format should include**:**

- a chapter that provides the Thesis Examiners with a coherent picture of the context of the body of work and how this contributes to the knowledge in the discipline area.

- One or more chapters in the format of journal articles, which describe research conducted by the candidate during their period of candidature. These may be published, submitted for publication, prepared as a manuscript for submission, or any combination thereof. Where published journal articles are included, details of publication must be provided. Where journal articles include co-authors a statement must be included in the thesis that describes the student's contribution to both the research and each journal article included in the theses. The statement must be supported and certified by the primary supervisor. It is recommended that the thesis typically include only submission in which the greater part of the work is directly attributed to the candidate. The candidate, should, in most cases, be the senior (first) author of all submissions included.

- Where published journal articles are included, formal permission from the publisher is required in order to ensure copyright compliance.

- A brief chapter summarising the conclusions and identifying future directions for the research area.

- Written agreement between the candidate and the principal supervisor that the journal article thesis format be used.

For more detailed information regarding thesis preparation and formatting:

Thesis preparation: http://www.UOW.edu.au/research/rsc/student/thesis/index.html

21.3. Thesis Preparation

All copies of theses shall include the following:

- an abstract
- a statement indicating the extent to which the work is the candidate's own work and;
- a declaration signed by the candidate stipulating that the work has not been submitted for a degree to any other university or institution.

21.4. Thesis Specifications

All theses are to be prepared in accordance with the following specifications**:**

- the text of the thesis in English (unless otherwise approved) must be in double-spaced or one and half spaced typescript.
- A4 size (297mm x 210mm) white opaque paper of good quality must be used, except for illustrative materials such as drawings, photographs, printouts and sleeves for audio records, on which no restriction is placed;
- the margins on each sheet shall be not less than 40mm on the bound side, 20mm on the unbound side, 30mm at the top and 20mm at the bottom **Note:** If printing double-sided, ensure that the left and right-hand margins should be reversed on the even number pages;
- the text may be printed double-sided or single-sided;
- pages should be numbered sequentially.

21.5. Length of thesis

There is no prescribed minimum length for a thesis as this will vary with the research topic and the form of presentation. HDR candidates should consult with their supervisor(s) on the length of the thesis, as some disciplines may specify a maximum word length. Candidates should note, however, that if the thesis is longer than 400 pages, examiners are notified and may refuse to be involved in the examination.

21.6. Number of Volumes

If submitting hardcopy candidates are strongly advised to bind their thesis in one volume (however, binders may not be able to bind a thesis in one volume if it exceeds 300 pages). For a lengthy thesis, candidates may find it appropriate to bind the appendices as a separate volume. Examiners are notified when the thesis is longer than 400 pages, and may choose not to examine a thesis which is of any greater length.

21.7. Can candidates use a commercial editor to prepare a thesis?

One aspect of the thesis which will be assessed is the candidate's ability to present the research in a written format. While candidates may seek general advice from supervisor(s), colleagues and others regarding the preparation of a thesis, the actual writing must be undertaken by the candidate. Candidates may not use ghost writers. A candidate's supervisor(s) may assist to proofread the thesis; however, the final responsibility for accuracy and literary presentation rests with the candidate. Examiners do not react favourably to carelessly prepared work, and may require the thesis to be re-submitted in order for corrections to be made. The Deans and Directors of Graduate Studies, together with the Council of Australian Societies of Editors, have developed a policy relating to editing of research theses and the use of commercial editors. UOW supports this policy and HDR students must comply with its requirement.

21.8. Confidential material in a thesis

The University recognises that in exceptional circumstances, a thesis may contain confidential material which cannot be made freely accessible for a period of time.

- Confidentiality may relate to the substance of the information or the source of the information.
- Issues of confidentiality arise during the collection and storage of data, as well as the writing up and submission of the thesis.
- Students are advised to carefully read those sections of the Code of Practice (Research), and Ethics guidelines which relate to confidential and ethical issues in the collection and storage of data.
- At all times you must ensure that the rights of individuals who have participated in the research are protected.

22. Thesis Submission

The Research Student Centre has prepared a Thesis Examination Pack for students. The pack contains a copy of the submission guidelines, a step-by-step guide to thesis submission and all relevant submission forms. Thesis Examination Packs can be obtained from the Research Student Centre and this information is available on the web:

Candidates must be enrolled at the time of submission and cannot submit before the minimum course length specified in the course rules.

22.1. Digital Submission

Examiners are to be given the option of examining a thesis in electronic format. Supervisors are responsible for ascertaining the examiners' requirements, and for advising their students of those requirements, before the thesis is submitted to RSC for examination.

At the point when the supervisor contacts the examiner to ascertain their availability, they could also seek the examiner's preferred medium in which to assess the thesis i.e. print or electronic, and the electronic format/software that would be compatible for the examiner's computer if electronic examination is preferred. Advice supporting the submission of electronic theses would need to be provided to the RSC at the time of lodgement. RSC will manage the process of sending the electronic thesis to examiners.

The relevant statements from the principle supervisor to the RSC as specified in the relevant Guidelines and Course Rules must also be sent to the RSC, as is current practice. The principle supervisor must ensure that one additional electronic copy of the thesis is retained in the school during the examination process.

22.2. Submission of thesis to RSC

Depending of examiner's requirements, HDR students submitting a thesis for examination will be required to present the required number of hard bound and/or electronic copies of the thesis. Hard bound copies will be submitted as per existing formatting requirements.

It is suggested that electronic submission be via email with the thesis formatted as a pdf document clearly labelled with agreed naming format. This will require further investigation prior to implementation to deal with exceptions and to find the best solution for students to ensure extra large files, graphs, maps, plans and creative works can be also sent efficiently.

If examiners require hard copies candidates must submit for external examination 3 (three) provisionally bound (spiral or coil bound) copies of the thesis. One copy is kept in the Research Student Centre and one copy is sent to each examiner. A copy of the Abstract, either on CD or as an attachment by email is also required.

22.3. Library access

At the time of submission of the thesis, the candidate will be requested to complete a form to advise the Librarian on access rights to the thesis.

Normally, the University expects that free access to all theses deposited in the Library should be permitted. Where access is restricted it should be for as short a time as possible. If the thesis contains IP that may have commercial potential and/or possible patents the thesis should be embargoed. For advice on this matter supervisors and students should consult their MIC **(see 24.3)**.

22.4. Contractual Relationships

Issues of confidentiality may also arise when candidates have entered into any contractual relationships with external organisations or individuals (including scholarships provided by industry partners).

Candidates and their supervisors should make themselves familiar with any contractual obligations that arise in these situations.

23. Thesis Examination

23.1. Nomination of Examiners

The examination of theses submitted for higher degrees is undertaken, in the case of Doctoral students, by at least two examiners who are external to the University. For Masters by Research students, at least two examiners are used, no more than one of whom is an internal examiner; the supervisor cannot be an examiner.

> ***Thesis Examiner Nomination guidelines:***
> ***http://www.UOW.edu.au/research/rsc/student/thesis/index.html***

23.2. Selecting Potential Examiners

Supervisors should discuss the selection of potential examiners with their student(s) in the final months before submission. In selecting potential examiners, the candidate and supervisor(s) should consider the following guidelines:

- Examiners, external and internal, should be, so far as possible, at arm's length from the supervisor(s) and candidate so as to ensure the maximum degree of objectivity.
- Examiners should be qualified to examine.
- Examiners should be respected in their field.
- The two external examiners should not be from the one department or institution;
- The examiners should not be from the country of origin of a candidate from overseas
- The examiners must not have been involved in drafting or have seen drafts of the thesis, and
- The examination will be kept confidential.

23.3. Completing the Nomination of Examiners Form

The candidate completes Part A. In consultation with their student(s), supervisors should complete Part B of the Nomination of Examiners Form. The supervisor(s) will then select two scholars from this list to be examiners. The supervisor(s) will forward the Nomination of Examiners Form to the Head of Postgraduate Studies (HPS) for final approval. The HPS will then forward the form to the RSC.

Candidates should not to be informed about the final selection of examiners.

Neither the candidate nor the supervisor(s) should contact the examiner with regard to the thesis for any reason during the examination process. The identity of the examiners may be revealed to the candidate once the examination process is completed.

> ***Nomination of Examiners Form:***
> ***http://www.uow.edu.au/research/rsc/student/thesis/UOW082753.html#26***

23.4. How long does it take to examine the thesis?

Examiners are requested to assess and return their reports no later than six weeks from the date of receipt of the thesis. **It normally takes at least three to six months from** the date the thesis is sent out for examination for a recommendation regarding the award of the degree to be finalised, particularly in cases where a thesis is forwarded overseas for examination. The examination process may take longer if candidates are required to make revisions to their thesis.

> ***Guidelines for Examiners: http://www.uow.edu.au/research/rsc/student/thesis/UOW082753.html#28***

23.5. Examiners' Recommendations

When both examiners' reports have been received by the RSC, copies are sent to the Head of Postgraduate Studies and the supervisor(s). The HPS will discuss the results with the supervisor(s). *Candidates will NOT receive their reports at this stage and the matter cannot be discussed with them*

A memo from the HPS is sent to the RSC with a draft resolution to go before the Thesis Examination Committee (TEC). The memo should clearly indicate the response required by the candidate **to each point** raised by the examiners. The HPS may make the following recommendations:

Straightforward matters:

a.   the candidate be awarded the degree without further examination;

b.   the candidate be awarded the degree subject to straightforward revisions specified being completed; (This is when two examiners' reports are received suggesting the degree be awarded without further examination, or with extremely minimal revisions. If the HPS agrees with the examiners, then a memo is sent by the RSC to two representatives from the TEC for approval. If both TEC representatives sign their approval to the draft resolution in the memo then the matter proceeds as if it had been before a TEC meeting. The matter is then ratified at the next TEC. The TEC will only accept as "straightforward matters" theses which require no changes or extremely minimal revisions. If there are numerous revisions, however inconsequential, the thesis representatives usually require the matter to go to the full TEC)*.

Minor revisions:

c.   the candidate be awarded the degree subject to the minor revisions specified being completed to the satisfaction of the HPS;

Substantial revisions:

d.   the candidate be awarded the degree subject to the substantial revisions specified being completed to the satisfaction of the HPS;

e.   the candidate be awarded the degree subject to the substantial revisions specified being completed to the satisfaction of the HPS and being sighted by the examiner(s) for confirmation of the revisions to their satisfaction;

f.   the thesis to be sent to a third examiner;

g.   the candidate be required to resubmit the thesis in revised form for examination after a suitable period of study and/or research;

h.   the candidate be required to attend an oral examination to determine whether a satisfactory standard of competence in the work has been attained;

Fail:

i.   the candidate not be awarded the degree.

In the case of PhD theses, the additional recommendation:

j.   the candidate be permitted to submit the thesis for examination for a Masters by Research degree. If substantial revisions or re-submission is recommended, the matter is considered by a full meeting of the Thesis Examination Committee which will make a final resolution.

23.6. Thesis Examination Committee Resolution

Once a resolution has been determined by the TEC letters are written to the examiners, the HPS and the candidate advising them of the resolution. This is the first time the candidate will receive advice about the examination outcome. The candidate is also sent copies of the examiners' reports, and the HPS' comments. They are also requested to get in touch with their supervisor(s) and the HPS.

The most common resolutions are:

a.   no revisions are required;

b.   revisions are required to the satisfaction of the HPS;

c.   revisions are required to be sighted by the examiner(s);

d.   the thesis is to be sent to a third examiner;

e.   the thesis must be re-submitted for examination after a further period of research;

24. Submitting the Final Copy and Graduating

24.1. Number of copies of the final thesis required

Following examination of the thesis and completion of required corrections, candidates are required to e-mail the RSC the final version of the thesis.

The HPS must provide the RSC with the appropriate form certifying that all corrections have been made and that the version emailed is the final version. If requested the student must supply bound copies of the thesis to the supervisor and Academic unit which will be retained by the Faculty and the University Library and the soft copy will be digitised and made available for worldwide access via ADT and the Web.

At this stage, the candidate is eligible to graduate.

24.2. Digitisation of Theses

The University of Wollongong is a participant in the Australian Digital Theses (ADT) Program. The ADT program is a national initiative involving a distributed database of Australian university postgraduate research student theses. All information is made available worldwide via the Web and the program aims to improve access to and promote Australian research to the international community.

Benefits include:

- increased visibility of UOW research output in Australia and Worldwide via the Web
- improved access to research information contained in theses
- increased access and use of an under-utilised but valuable information resource
- greater opportunity for recognition by the international research community

The University's General Course Rules require that all University of Wollongong HDR candidates (i.e. Masters by Research and Doctoral submissions) provide two bound copies **and one soft copy** (on CD or floppy disc) of the final version of their thesis. The soft copy will be converted to PDF format and loaded to the ADT database (unless access has been restricted, see Section 23.2 and 25.3). Information on organising your thesis files, file formats and other frequently asked questions is available from the Digital Theses website and the Library.

> ***Final Copies and Graduating:***
> *http://www.uow.edu.au/research/rsc/student/thesis/UOW082753.html#37*

24.3. Confidential Material and Freedom of Information

There may be instances when a thesis may contain confidential information which cannot be made freely accessible. Such confidentiality may relate to the substance of the information or the source of the information. In most cases, confidentiality will apply to a part or parts of the thesis only. If practicable, confidential material should form a separate confidential appendix. Alternatively, it may be possible to apply for the thesis to be embargoed for a period of time. Candidates intending to restrict access to their thesis should seek the advice of their supervisor(s) on this process.

The period of restriction normally granted will be twelve months. Requests to restrict access for a longer term will only be approved in exceptional circumstances.

Examiners are advised that the task of examination must be undertaken on a confidential basis. If necessary, an examiner can be asked to sign a confidentiality agreement.

24.4. Copyright

The candidate normally retains copyright, unless otherwise agreed in writing, for example as a prerequisite requirement of an external project sponsor.

24.5. Thesis Binding Expenses

Recipients of Australian Postgraduate Awards (APA and APAI) and University Postgraduate Awards (UPA) and some faculty scholarships receive a thesis allowance which assists with the costs directly associated with the production of the thesis, including typing, photocopying, temporary and final biding. Candidates must cover this expenditure themselves and then present the account to the Thesis Officer in the RSC who will reimburse them. Claims can only be made after submission of the thesis. The costs of buying computers or computer equipment cannot be claimed. Candidates who do not receive a thesis allowance through a scholarship are responsible for their own expenses.

24.6. Procedure for Graduation

Candidates should apply to graduate via SOLS, once the final soft copy of the thesis is lodged with the RSC. Final copies must be accompanied by a letter from the Head of Postgraduate Studies certifying that the corrections, where required, have been satisfactorily completed, all requirements for awarding of the degree have been satisfied. Students must also provide an abstract of their thesis to be used for the Australian Higher Education Graduation Statement (AHEGS). Students will not be added to Graduation lists until eligibility to Graduate has been confirmed by the RSC. Candidates requiring their degree to be conferred at a University Council meeting should advise RSC directly.

25. Honorary Post Doctoral Research Associates (HPRA's)

The University appoints approved UOW PhD, Professional Doctorate and Masters by Research graduates as HPRA's to provide them with an institutional affiliation, library access, the opportunity to maintain research activity and to make contributions to the University's research culture.

An HPRA is not an employee of the University and as such is unpaid. Appointments are at the discretion of the University and HPRA's must observe the rules, codes of conduct and practice, and policies and standards of the University (special conditions may be specified at the time of appointment).

Eligibility

To be eligible to become an Honorary Post Doctoral Research Associate you must have:

a. been a recipient of a University of Wollongong research degree in the five years prior to application; and

b. demonstrated ongoing research activity (publications, awards, grants etc.)

http://www.uow.edu.au/about/policy/UOW058691.html

26. Policy & Guidelines Reference List

The following is a reference list for forms, guidelines & policy relevant to Higher Degree Research for your convenience.

Copies of UOW policies can be accessed via the online Policy Directory at:

http://www.uow.edu.au/about/policy/alphalisting/index.html

Policy Title (A-Z)

- **Academic Grievance Policy (for HDR students)**
  http://www.uow.edu.au/about/policy/UOW058652.html

- **Acknowledgement Practice / Plagiarism**
  http://www.uow.edu.au/about/policy/UOW058648.html

- **Annual Progress Report (APR)**
  http://www.uow.edu.au/research/rsc/hdrhb/UOW008952.html

- **Appeals Policy for HDR Thesis Examination Outcomes**
  http://www.uow.edu.au/about/policy/UOW058650.html

- **Commencement of Candidature Form (Appendix B)**
  http://www.uow.edu.au/research/forms/index.html

- **Commercialisation Revenue Guidelines**
  http://www.UOW.edu.au/research/commercial/ip/index.html

- **Commercialisation Revenue Policy**
  http://www.UOW.edu.au/research/commercial/ip/index.html

- **Code of Practice - Supervision**
  http://www.uow.edu.au/about/policy/UOW058665.html

- **Cotutelle Agreements Policy**
  http://www.uow.edu.au/content/groups/public/@web/@raid/documents/doc/uow009885.pdf

- **Cotutelle Guidelines & Form**
  http://www.uow.edu.au/content/groups/public/@web/@raid/documents/doc/uow009885.pdf

- **Guidelines : Off-shore Higher Degree Research Applications**
  http://www.uow.edu.au/content/groups/public/@web/@raid/documents/doc/uow009868.pdf

- **HDR Appeals Committee Terms of Reference**
  http://www.uow.edu.au/content/groups/public/@web/@raid/documents/doc/uow030441.pdf

- **HDR Course Rules**
  http://www.uow.edu.au/handbook/generalcourserules/index.html

- **HDR Course Transfer Report**
  http://www.uow.edu.au/research/rsc/hdrhb/UOW008953.html

- **HDR First Interview Checklist (Appendix A, Code of Practice-Supervision)**
  http://www.uow.edu.au/about/policy/UOW058665.html#P239_19395

- **HDR First Year Research Proposal Review Guidelines and Checklist**
  http://www.uow.edu.au/content/groups/public/@web/@raid/documents/doc/uow030440.pdf

- **HPS Reporting Form**
  http://www.uow.edu.au/research/forms/index.html

- **Intellectual Property Policy**
  http://www.uow.edu.au/about/policy/UOW058690.html

- **Nomination of Examiners Form Guidelines**
  http://www.uow.edu.au/content/groups/public/@web/@raid/documents/doc/uow009867.pdf

- **Nomination of Examiners Form**
  http://www.UOW.edu.au/research/rsc/student/thesis/index.html

- **Progress Review and Probation Guidelines (for HDR Students)**
  http://www.uow.edu.au/content/groups/public/@web/@raid/documents/doc/uow030442.pdf

- **Property Guidelines**
  http://www.uow.edu.au/about/policy/UOW058622.html

- **RESH900/RESH901 – Fundamentals for HDR Writing**
  http://www.uow.edu.au/research/rsc/student/UOW106316.html

- **Research Misconduct Policy**
  http://www.uow.edu.au/about/policy/UOW058715.html

- **Rules for Student Conduct and Discipline**
  http://www.uow.edu.au/about/policy/rules/UOW060095.html

- **Scholarship Information (for students)**
  http://www.uow.edu.au/research/rsc/prospective/index.html

- **Scholarship Forms (for staff)**
  http://www.uow.edu.au/research/rsc/prospective/index.html

- **Student Checklist and Step by Step Guide to Thesis Preparation & Submission**
  http://www.uow.edu.au/content/groups/public/@web/@raid/documents/doc/uow009874.pdf

- **Student Confidential Information Sheet**
  http://www.uow.edu.au/content/groups/public/@web/@raid/documents/doc/uow030577.pdf

- **Submission of Thesis and Certification of Completion**
  http://www.uow.edu.au/research/rsc/student/thesis/index.html

- **Thesis Declaration: Part A and Part B**
  http://www.uow.edu.au/content/groups/public/@web/@raid/documents/doc/uow009876.pdf
  http://www.uow.edu.au/content/groups/public/@web/@raid/documents/doc/uow009877.pdf

- **UOW Graduate Qualities Policy**
  http://www.uow.edu.au/about/policy/UOW058682.html

27. ALPHABETICAL INDEX