

# *Higher Degree by Research Student Handbook*



2017

This document is essential reading.  
It is the responsibility of each student to be aware of the contents of this document.

#### **Disclaimer**

Every attempt has been made to ensure that the information contained in this Handbook is correct at time of publication. Corrections and changes after this date will be posted on the School of Political Science and International Studies website: <http://polsis.uq.edu.au>

This handbook is **not** an official document of The University of Queensland, however much of the information regarding University policy has been taken from the Graduate School web site, <http://graduate-school.uq.edu.au> and modified where necessary for internal School working practices.

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## INTRODUCTION

This handbook contains information for Higher Degree by Research (HDR) students in the School of Political Science and International Studies. The first two sections are intended to help new students (provisional candidates) become acquainted with the School and the University. The third section contains vital information about the conditions of candidature. The fourth section is designed to assist students starting the process of research and writing. The final section provides information that is most pertinent to candidates nearing the completion of their research and writing program. Some suggestions are provided for those anticipating and preparing for a career - in advance of completion (for example, conference papers, publishing in academic journals, and public appearances). The information here is mainly indicative, provided as a first reference, and will need to be supplemented by reference to the university offices and services more immediately responsible.

### Key Support Staff in the School

#### **Director of the School's Higher Degree by Research Programs**

The Director of the School's Higher Degree by Research Programs is responsible, along with the Chair of the Milestones Committee and the Head of School, for ensuring that the School's HDR programs operate in a manner that is consistent with the University's broad policies and procedures. To that end, the Director monitors the progress of all HDR students and the composition of advisory teams.

To ensure that the high standards of the program are maintained, the Director sits on the School's Research and Executive Committees, on the Executive Committee of the Graduate Centre in Governance and International Affairs as well as the Faculty of Humanities and Social Science's HDR Committee. The Director also reports directly to the School Staff Meeting to ensure that academic staff members are kept informed of developments, initiatives and challenges confronting the HDR programs.

#### **A/Prof Shahar Hameiri**

##### **Director Higher Degree by Research Programs**

Room: 405 General Purpose North3 (#39A)

Phone: +61 7 3443 1324

Fax: +61 7 3365 1388

Email: [s.hameiri@uq.edu.au](mailto:s.hameiri@uq.edu.au)

#### **Prof Brian Head**

##### **Chair Milestones Committee**

Room: 511 General Purpose North3 (#39A)

Phone: +61 7 3346 7450

Fax: +61 7 3365 1388

Email: [brian.head@uq.edu.au](mailto:brian.head@uq.edu.au)

#### **Higher Degree by Research Programs Administrative Officer**

The HDR Administrative Officer assists the Director and Chair of Milestones Committee to administer the program by helping to organise the School's HDR seminar program, Milestone Committee meetings, submission of milestone documentation, and general processing of paperwork related to changes in candidature status. The Officer is also responsible for the formal induction of HDR students who hold a scholarship. Students could also contact for support the Manager of the POLSIS Graduate Centre in Governance and International Affairs, of which the HDR program is part. These administrators are able to provide answers to many questions that HDR students within the School may have and are a good first point of contact with many of your queries.

**Ms Marja Knuuttila**

**Student and Academic Administrative Officer**

Room: 504 General Purpose North3 (#39A)  
Phone: +61 7 3365 3308  
Fax: +61 7 3365 1388  
Email: [rhd.polsis@uq.edu.au](mailto:rhd.polsis@uq.edu.au)

**Ms Diana McCluskey**

**Manager, Graduate Centre in Governance and International Affairs**

Room: 403A General Purpose North3 (#39A)  
Phone: +61 7 3443 1325  
Fax: +61 7 3365 1388  
Email: [d.mccluskey@uq.edu.au](mailto:d.mccluskey@uq.edu.au)

**Mr Jason Seol**

**IT Support Officer**

Room: 568 General Purpose North3 (#39A)  
Phone: +61 7 3365 3106  
Fax: +61 7 3365 1388  
Email: [j.seol@uq.edu.au](mailto:j.seol@uq.edu.au)

**Ms Ros Roche**

**School Manager**

Room: 505 General Purpose North3 (#39A)  
Phone: +61 7 3365 2517  
Fax: +61 7 3365 1388  
Email: [r.roche@uq.edu.au](mailto:r.roche@uq.edu.au)

**Ms Sarah Warner**

**Postgraduate Representative**

Room: 546 General Purpose North3 (#39A)  
Phone: +61 7 3365 2256  
Fax: +61 7 3365 1388  
Email: [s.warner@uq.edu.au](mailto:s.warner@uq.edu.au)

**Ms Shannon Zimmerman**

**Postgraduate Representative**

Room: 517 General Purpose North3 (#39A)  
Phone: N/A  
Fax: +61 7 3365 1388  
Email: [s.zimmerman@uq.edu.au](mailto:s.zimmerman@uq.edu.au)

## PART I: GENERAL INFORMATION FOR STUDENTS

### Office Space, Furniture & Common Rooms

#### Office Space

The School normally accommodates full-time HDR students in shared office space on level 5 of the General Purpose North 3 building and the RHD shared space on level 2 of the Colin Clark building (Phd Zone). The number of students sharing a room varies from a maximum of 23 (POLSIS students) - per large room to a minimum of three in a small room. Shared desks are made available to part-time or remote students who need to visit the School on an occasional basis.

Room allocations are reviewed at the end of each semester to ensure that the facilities being provided to each student reflect their current level of involvement/need within the School. The allocation of office space is the responsibility of the School Manager. All students who are absent from the University for a significant period of time (anything over 3 months) are required to make their office space available for use by visitors/sessional staff during their absence. Please see Room Allocation Policy for HDR Students on the POLSIS HDR Community Blackboard site.

#### Room Keys

Room keys are obtained from the School's Front Office and students will be required to sign for keys. Should you misplace your key at any time, please notify the Front Office staff immediately. All keys MUST be returned at the end of your program or when you no longer require that room.

#### Furniture

Typically, a full-time HDR student will have access to a desk, chair, a combination mobile stationery/filing cabinet and a bookshelf. A lockable filing cabinet may also be available where a student's research project requires them to store confidential material in a secure location (typically survey responses).

#### Common Rooms

HDR students are encouraged to use the School's common (or 'tea') room on Level 5. The common room is equipped with a microwave oven, fridge, dishwasher, toaster and sandwich press. All users of the common room are expected to help keep the area clean and tidy. Cleaners are not employed by the School for this purpose.

### Building Security, After-hours Access & Emergency Procedures

#### After Hours Access

There is unrestricted access to the building in which the School is located for teaching purposes from 7:30am until 9:30pm Monday to Friday. Access to non-teaching areas of the building outside of these times is by means of your student ID card. HDR students requiring after-hours access should contact the School's Access Custodian. Lost or stolen cards should be reported to UQ Security immediately.

All staff and students are asked to wear or carry their photo-ID (a student or staff card) when they are working in the building outside of normal teaching times, so that they are readily identifiable to University Security Officers.

### **Building Security**

Maintaining the security of the building is the responsibility of the entire School community. Any unusual or suspicious activity should be reported to University Security. Doors that should be secure at any particular time are identifiable in that the associated card reader next to that door will be showing a red light (open or released doors are green).

**Undermining the safety and security of the building and other occupants by leaving doors ajar or 'jammed' for personal convenience is unacceptable.**

### **Emergency Procedures**

A multi-coloured information sheet explaining procedures to be followed in the case of an emergency is posted in all offices next to the phone. Spare copies are available from the School's Front Office. New RHD students should familiarise themselves with these procedures and the building's emergency exits.

The names and contact details of Building ('Fire') Wardens are posted in the foyer on each level of the building. Evacuation drills are conducted on a regular basis. Staff and students should promptly follow the directions given by Building Wardens.

<b>Basic Office Facilities &amp; Services</b>
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*The School is able to maintain a range of free or subsidised services for HDR students only because of the self-regulation observed by students.*

### **Stationery**

The School provides HDR students with basic office stationery free of charge. Supplies are available from the School's Front Office. Please make a request for stationery to the Front Office staff members.

### **Mail**

Incoming mail (both external and internal) is sorted by the Front Office staff members and deposited for collection in Room 535. HDR students can send internal mail to other UQ addresses (using the appropriate internal mail envelopes) by depositing post either in the designated bag in Room 535 (Front Office). Students can also post occasional external work/research related mail by depositing it with the School's Front Office. Large mail-outs like surveys cannot be sent through the University mail system unless the expense has been authorised by the School's Research Committee and the mail is appropriately labelled.

### **Research Equipment**

Voice recorders can be borrowed from the School's Front Office subject to availability.

### **Other Office Equipment**

The School's Front Office maintains a comprehensive range of office equipment (laminating & binding machine etc.). This equipment is available for reasonable work/study related use by HDR students.

### **Printing**

HDR students can print free of charge to common printers located within the School. In order to control the cost of this service, and as a courtesy to others, all users of the School's network are encouraged to exercise restraint with their printing. Individual usage is monitored. Some useful tips for reducing the costs associated with printing are:

- Save incidental documents/webpages on your PC for later reference instead of printing.

- Avoid printing graphics by editing documents to exclude them if they are unnecessary. As far as consuming expensive toner is concerned, a picture is worth a thousand words!
- Look for pre-formatted printable/downloadable versions of web pages.
- Copy and paste the text from a web page into another document to save paper and exclude unrelated banners and graphics. Print drafts/reference material in a smaller font.

### **Photocopying**

Photocopiers are available for use by HDR students opposite room 515 and in room 551. RHD students are not charged for photocopying provided that it is work/research related. A PIN number / ID card is required to use the photocopiers. In order to control the cost of this service, and as a courtesy to others, students are encouraged to exercise restraint with their photocopying. The photocopiers are maintained by the IT Support Officer. Please note that staff (academic and administration) also use these copiers and you are expected to 'make way' for them.

*The School's printers and photocopiers are maintained by the IT Support Officer.*

### **Thesis Printing & Binding**

After meeting degree requirements, the Graduate School will provide you with a complimentary permanent bound hard copy of your thesis, in your choice of cloth colour, up to a total of 400 pages (200 pages for MPhil) with up to 25 colour pages (12 colour pages for MPhil).

### **Thesis Library**

A Thesis Library of published theses is housed in Room 501 of the School. These are not to be removed from Room 501. Should you require access for research purposes, please contact the Front Office staff for keys.

### **Telephones**

All HDR student rooms have a telephone that can be used for work/research related local calls (some require a PIN to call outside the University). Occasional work/research related STD or ISD calls are organised through the Front Office. Continuing STD access can be arranged if required for research purposes, provided that the expenditure has been authorised by the School's Research Committee. If STD access is required and approved the School will issue a pin code only to the person with the need to use it. Voice mail can also be attached to an extension where required by contacting the School Manager. Monthly phone usage logs are monitored by the School Manager.

### **Facsimile**

HDR students can send facsimiles related to their work/research from the Front Office. Fax cover sheets are available from this Office. Incoming faxes should be marked to your attention and can be collected from your mail box. The incoming fax number is +61 7 3365 1388.

## **IT Facilities & Services**

### **Desktop Computers**

Full-time HDR students accommodated within the School are normally provided with access to a desktop computer. Shared computers are typically available for part-time or remote students who visit the School on an occasional basis. All computers are networked to the School's server which allows for the sharing of common resources, protection against computer viruses, automatic back-up of data, and the rapid distribution of new software. Allocating computers and enabling access to the network is organised by the IT Support Officer.



### Laptop Computers

The School maintains a 'pool' of laptop computers, which can be borrowed by staff and students to give presentations. Priority is given to staff that need laptop computers to present lectures. Bookings are made through the IT Support Officer and are for a limited period of time.

Student can use their own personal laptops however they cannot be connected to the School's network due to virus and copyright issues.

### General Software

The School provides and maintains a generic suit of fully licensed software on all of the desktop and laptop computers that it owns. The School does not provide software or support for computers that are the personal property of staff or students.

### Research Software

In most circumstances the School will provide specialist research software free of charge for use by HDR students. The exception to this rule is where the software requested is project or student specific. In this circumstance the expenditure will have to be approved by the School's Research Committee. All software must be procured and installed by the IT Support Officer and remains the property of the School.

### Internet Access

HDR students working on the School's network are provided with a 10GB download quota per month, this limit should allow students to successfully research, however if a student needs more download quota per month it can be purchased from UQ Connect.

The use of the internet is regulated by the Internet Code of Practice  
<https://ppl.app.uq.edu.au/content/6.20.01-acceptable-use-uq-ict-resources>

*Students are not permitted to download or install software from the internet.*

### Email

All UQ students are provided with a free University maintained email account when they are accepted into their program. It is important that new HDR students understand that this email address is the only one that the School (and the wider University) will use for official correspondence. **If you fail to receive important messages because you have not attended to this account, the University does not consider itself to be responsible for the consequences, which can be severe.** For example, in the past, students have had their enrolment terminated because they failed to respond to email reminders asking them to submit overdue progress reports. The students concerned did not receive the reminders because they had redirected their email to accounts outside of the University which had become inactive.

If you would like to redirect your UQ student email account to another service despite the preceding advice, you can find out how to do this via the following web address:

<https://uqconnect.net/helpdesk/student/email/redirect-mail/>

### Email Lists

There are a number of School email lists that you can subscribe to when you start work so that you are kept informed of activities and developments in the School. You will be added on the HDR student email list by the school's Higher Degree by Research Programs Administrative Officer at the time of your enrolment.

## The School Intranet

The School maintains a Blackboard site so that internal policies and procedures can be distributed efficiently to all staff and HDR students. HDR students are given access to the Blackboard site once their enrolment is confirmed. Access is via your UQ username and password.

## Excessive Downloading

When accessing online resources through the University HDR students are expected to be aware of copyright issues. Students in the past have downloaded excessively from library database and such action has resulted in the vendor suspending the whole University's access to their products. You must abide by the regulations for download when using online resources. There are courses run by the library on copyright and download quotas. Information can be found on the following website:

<http://www.library.uq.edu.au/copyright/>

## Training for Higher Degree by Research Students in the School

There are several elements to the HDR training program in POLSIS. The training in clauses a-d is compulsory, while the subsequent elements are to be determined in consultation between supervisors and students.

- a. Dedicated research design training for HDR students, delivered once each year in intensive mode. This module introduces a broad range of methodologies, as well as provides training in qualitative and quantitative and experimental research.
- b. A first year one-day HDR retreat in which the topics listed below are covered:
  - Creativity in research
  - From area of interest to a research question
  - How to write a literature review
  - Incorporating indigenous knowledge in research
  - The university ethics process
- c. A second year one-day RHD retreat in which the topics listed below are covered:
  - Conferences and presentations
  - Teaching politics and international relations at University
  - How to build academic networks and collaborate on research
  - The publishing game
  - Applying for funding, job applications and interviews
- d. A small number of seminars/workshops from the Graduate School's Career Development Framework are also be compulsory to POLSIS HDR candidates:
  - Research integrity in HDR training
  - Career strategy workshop
  - Working together: researchers and policymakers
- e. Students are encouraged to undertake visiting fellowships or method summer-schools in other leading departments in Australia and around the world. They can use their candidature support funds for this.
- f. Students should, with their supervisors, examine the range of training programs offered by HASS and the GS and select appropriate seminars and workshops, as required by their projects and/or career aspirations.
- g. The Graduate School also offers to help HDR students with self-sourced placements in organisations outside UQ. The ARRT views placements and internships outside the academy, as part of HDR students' programs, as a good way of strengthening academy-industry relations and improving the

employability of many HDR graduates. Students should discuss with their supervisors the suitability of this option, as well as possible hosts.

## Getting Involved In the School

### **Paid Employment in the School**

The School strongly supports the professional development of its Higher Degree by Research students. To this end the School employs dozens of HDR students as casual tutors or research assistants each semester. Unfortunately the School can't guarantee tutoring work will be available, however every effort will be made to provide it where possible. New tutors receive support and several hours of training before they start teaching. The School also encourages tutors and research assistants to develop their skills by participating in the University's Staff Development Program (see <http://www.uq.edu.au/staffdevelopment/teaching-and-learning>).

### **Contribution to Governance**

Each year, HDR students are asked to elect a Postgraduate Students representative. This representative sits on a number of important School, Faculty and University management committees. The Postgraduate representative sits on the Research Committee and attends general staff meetings. Students are encouraged to present their ideas and concerns to the representative so that their input can be taken into account when decisions are made. It is important to talk to your Postgraduate Student representative about any issues you may have.

### **Publish in Dialogue**

The School has its own e-journal *Dialogue*. It is run and published by HDR students within the School. It is recommended that all students contribute to the content of this e-journal.

More information about *Dialogue* can be found at <http://dialoguejournal.org.au/>

### **School seminar series**

The School runs seminars on all sorts of topics, often with distinguished national and international invited speakers, and HDR students are strongly encouraged to attend. Attending these seminars is a great way to meet people and to discuss new ideas and concepts.

## PART II: UQ SUPPORT SERVICES FOR RESEARCH STUDENTS

### Accessing Support Services

Before describing the available services, it is worth noting that looking after research students is a cooperative undertaking involving many parts of the University. The most important of these are the School of Political Science and International Studies, the UQ Graduate School, Student Services, and, for international students, UQ International. All of these organisational units make extensive use of the web in order to keep students advised of policies and procedures that affect their student experience.

Information about other relevant University services is also set out below. If you would like any more information about any of these facilities, please contact the relevant office or service directly. The easiest way

to do this is by using the internet. Our advice is that you should check the internet first and make a phone call or send an email when you can't find what you are looking for.

## UQ Graduate School

Location: Level 6, John Hines Building (62), St Lucia campus.  
Access to Level 6 is through the lifts of the Computer Science building (69).  
Web: <https://graduate-school.uq.edu.au/>

It is **essential** that all new Research Higher Degree students familiarise themselves with the UQ Graduate School website <https://graduate-school.uq.edu.au/>. Information, links and resources on this site cover matters like:

- Enrolment, Tuition Fees and the Student Services Charges
- Standard Terms and Conditions of Candidature
- Publications and Resources
- Expected Completion Times
- Candidates progression and development milestones
- Employment Restrictions on Full-time Candidates
- Concurrent Enrolment and Restrictions on Other Study
- Changes to Candidature or Advisors
- Interruption, Withdrawal and Termination of Candidature
- Resolving Problems During Candidature and Raising Grievances
- Health and Accident Insurance

Within the UQ Graduate School the Research Higher Degrees Unit handles most matters that affect postgraduate research students. Contact details for the most important elements of this unit are:

### Admission & Scholarships

admission/progress with application/scholarships

Phone: +61 7 334 60503

Email: [graduateschool@uq.edu.au](mailto:graduateschool@uq.edu.au)

### Candidature

candidature issues/progress milestones/changes to candidature (e.g. change of supervisor; leave of absence)

Phone: +61 7 334 60503

Email: [graduateschool@uq.edu.au](mailto:graduateschool@uq.edu.au)

### Thesis Examinations

submission/progress/examination/award of degree

Phone: +61 7 334 6 0503

Email: [graduateschool@uq.edu.au](mailto:graduateschool@uq.edu.au)

### UQ Advantage

Graduate school skills training/events and communications

Phone: +61 7 334 0503

Email: [graduateschool@uq.edu.au](mailto:graduateschool@uq.edu.au)

## UQ International

International student admissions and scholarships are administered through this office. If you are an international student, and have an academic concern, please consult this office directly.

Location: Level-2 J.D. Story Building (#61), St Lucia Campus

Phone: +61 7 3365 7941

Email: [study@uq.edu.au](mailto:study@uq.edu.au)

Web: <http://www.uq.edu.au/international/>

## Facilities and Support

UQ provides HDR students with a range of facilities and support throughout their candidature including:

- Access to the new Thesis Hub space for the final thesis writing phase
- A range of designated office and library spaces
- Advice on employment opportunities
- Unrivalled library support, including designated postgraduate resources
- Administrative assistance and guidance
- UQ Sport access and special offers specifically for HDR students
- Year-round Skills Training program and research commercialisation training
- Communication and presentation skills development through initiatives like the Three-Minute Thesis competition.

For further information please access the following website - <https://graduate-school.uq.edu.au/>

## The University Of Queensland Library

### Which Library?

The University of Queensland has a number of libraries which service various and diverse disciplines of study, however the first stop for most postgraduate research students in the School will be the Social Sciences and Humanities Library (phone: +61 7 334 64312), located in the Duhig Building (#2). The Library website is: <http://www.library.uq.edu.au/>

### Liaison Librarian

Each School, Centre and Department has a Liaison Librarian who is your link with the Library. Liaison Librarians work with staff and students to deliver information services in support of teaching, learning, research and practice at The University of Queensland.

The Library recommends that all new research postgraduates make an appointment with their Liaison Librarian to discuss their information needs. For assistance with research and using the library, please contact:

### Ms Kate Rowe

Liaison Librarian (Political Science & International Studies)

Phone: +61 7 334 69628

Email: [k.rowe@library.uq.edu.au](mailto:k.rowe@library.uq.edu.au)

### HDR Information Skills Audit

The Library has prepared a series of information skills audits for HDR students. These are quick guides to useful techniques for finding information. They should get you thinking about information resources that you may have overlooked, and they may suggest ways of improving your information-seeking skills. The audits are available at: <http://www.library.uq.edu.au>

### **Finding Library Materials**

The University of Queensland Library has one of the largest collections amongst academic libraries in Australia and by far the largest in Queensland. Every item owned or subscribed to by the Library - whether book, print or electronic journal, film, video, newspaper, thesis, CD-ROM or database - is listed in the Library catalogue: <http://www.library.uq.edu.au>

The catalogue is a single listing covering all branches. If you have difficulty finding material, or need help and advice for improving your searching strategies, please ask staff at the Information Desk or for more specialised help contact your Liaison Librarian.

### **Bibliographic and Fulltext Databases**

The Library subscribes to a large number of databases on many different topics. Find the full listing by title or by subject at: <http://www.library.uq.edu.au/database/index.html>

Key databases for Political Science include: *APA Full Text*, *Worldwide Political Science Abstracts*, *PAIS International* and *CIAO Columbia International Affairs Online*, however, the Library subscribes to many more specialised databases that may be relevant for your research.

### **Internet Search Tools**

Try the Library's search tools page for a whole range of Internet search tools: <http://www.library.uq.edu.au>

### **Keeping Up With New Resources**

The Library regularly produces a large amount of 'what's new' information: <https://www.library.uq.edu.au/blog>

You can get listings of new books and journals, new electronic journals, and new web sites and tools. There is also information about new databases and database trials which may be relevant to your discipline.

### **Document Delivery**

All postgraduate students are able to request loans from other libraries if the sources are not held at any of the University of Queensland libraries. There is no cost for this service, however, to ensure the service remains viable, researchers are asked to be selective in requesting documents. More information is available at: <https://www.library.uq.edu.au/research-support/request-document-delivery>

### **Referencing Software – EndNote, EndNote Web and RefWorks**

The Library has negotiated site licences for three Referencing Software products: EndNote, EndNote Web and RefWorks. UQ students and staff can use any of these products.

Referencing Software (sometimes referred to as Bibliographic Management Software) is designed to help you store the references which you have located, then cite those references in the essay, paper, thesis or book which you are writing, in addition to generating bibliographies in a range of styles for the publications you are writing. Classes are free for staff and postgraduate students of the University of Queensland. More information, including times and dates of training sessions, can be found at:

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

### **Library Classes**

The Library offers a range of training options. Training includes classes on using databases, the Internet and Endnote referencing software.

<http://www.library.uq.edu.au/training/>

Research postgraduate students are encouraged to contact their Liaison Librarian who is able to offer more personalised training for your research needs.

For more information on Library services and resources for research postgraduate students please see the Library's *Services for Students* webpage at: <https://web.library.uq.edu.au/library-services/services-students>

## Student Services

### Support for Postgraduate Students

Student Services offer a wide range of services for postgraduate students, including a reference library, financial and accommodation assistance, personal counselling, and support for international students. Especially pertinent to postgraduates undertaking long-term research projects are information sessions on thesis writing and literature reviews. Individual consultations and group sessions, such as workshops on thesis writing, can be arranged for all postgraduate students. Appointments can be made in person or via telephone. Appointments with a counsellor can be made via telephone during business hours. All services are confidential. Counselling is free to enrolled students and the sessions run for 50 minutes

Crisis appointments to see a counsellor can generally be organised in a 24 hour period but it is important that you inform reception staff that this is what you require. If you need medical attention, you may also consider arranging an appointment with your GP or at the Student Health Service.

Location: The Relaxation Block (Building #21D), St Lucia Campus

Phone: +61 7 3365 1704

Phone: 1800 800 123 (after hours emergency number)

Email: [ss@uq.edu.au](mailto:ss@uq.edu.au) (enquiries only, not appointments)

Web: [www.uq.edu.au/Student-services/](http://www.uq.edu.au/Student-services/)

In the case of an **emergency** or if you **want to talk to someone immediately**, please contact:  
**Lifeline** - available 24 hours a day on **13 11 14**.

## Disability Services

The Disability Program operates to facilitate equitable academic access for students with disabilities (including temporary and chronic medical conditions). Disability Advisers assist the University community to achieve an inclusive environment through consultation, liaison and provision of services and facilities for students.

Student Services provides free support, services and facilities for [students with a disability, illness or injury](#) at UQ. Their **services and facilities** include:

- Liaising with academic and administrative staff on your behalf;
- [Note-taking](#);
- Organizing alternative forms of assessment if required;
- [Participation assistance](#);
- Provision of [alternative print formats](#) (e.g. braille, large print, audiotape, electronic);
- Provision of [assistive technology and equipment](#).

- [Computer facilities](#).

Other **support** is provided by the:

- [Library](#);
- [Parking](#);
- [Health service](#);
- [Access maps](#).

Find out more about the University's support for people with a disability by checking out its [policies](#), [resources](#) or [contact them](#) to speak with a Disability Advisor.

Interested in helping people with a disability? Become a [participation assistant](#) or [note-taker](#).

### Support for Aboriginal and Torres Strait Islander Students

The Aboriginal and Torres Strait Islander Studies (ATSIS) Unit was established at the University of Queensland in 1984, recognising the importance of teaching and research in Aboriginal and Torres Strait Islander cultures, engagement with the Indigenous community and support for Aboriginal and Torres Strait Islander students. The activities of the ATSIS Unit are guided by the objectives of The University of Queensland Aboriginal and Torres Strait Islander Strategic Plan 2013 -2017. The ATSIS Unit strongly supports the celebration of Aboriginal and Torres Strait Islander cultures and recognises the enormous contributions that Aboriginal and Torres Strait Islander peoples and perspectives bring to UQ's Learning, Discovery and Engagement activities.

In achieving its objectives, the ATSIS Unit undertakes:

- Teaching and Learning – Academic staff in the ATSIS Unit provide expertise and work collaboratively with Faculties and Schools in the teaching of Aboriginal and Torres Strait Islander content, and are responsible for the Aboriginal and Torres Strait Islander Studies major in the Bachelor of Arts.
- Research – research staff in the ATSIS Unit lead, co-ordinate and collaborate on vital research projects across the University on Aboriginal and Torres Strait Islander matters.
- Outreach and engagement – the ATSIS Unit has a dedicated student relations team to support students from pre-enrolment through to graduation. The outreach and engagement team of the ATSIS Unit coordinate a range of programs designed to raise tertiary aspiration amongst Aboriginal and Torres Strait Islander people, and provide support to assist prospective students.

The ATSIS Unit facilitates a case management approach to student retention, progression and graduation. Staff in the ATSIS Unit work with the UQ community to provide a range of professional services and academic support for Aboriginal and Torres Strait Islander students from pre-enrolment through to graduation, including:

- assistance with admission to the University, including information on the range of tertiary programs available, tertiary preparation programs and alternative entry pathways.
- orientation programs for new students to assist with the transition to University life and study.
- advice and support for students experiencing personal and academic difficulties.
- advice on scholarships, prizes, cadetships and student support payments.
- learning support and advice, including workshops, group sessions, tutorial sessions and individual consultations.
- Access to dedicated spaces for Aboriginal and Torres Strait Islander students, including a common room and computer lab.



In addition, the AT SIS Unit hosts a number of events and activities throughout the academic year to introduce potential students to the University experience and assist current students with University life and study.

The AT SIS Unit has offices on the St Lucia and Gatton campuses and remote assistance is provided to students at other UQ campuses or locations. Information about the Aboriginal and Torres Strait Islander Studies Unit may be accessed on the AT SIS Unit's web site at <http://www.atsis.uq.edu.au>

#### The UQ Union

UQ Scholarships administer a range of scholarships for Aboriginal and Torres Strait Islander students but they are not specific to RHD's. <http://scholarships.uq.edu.au/>

Goorie Berrimpa is the UQ Union affiliated student association for Aboriginal and Torres Strait Islander students on campus, the link on the AT SIS Unit website provides further information: <http://www.atsis.uq.edu.au/index.html?page=208702&pid=190496>

#### **Further Information**

For any additional information, please contact the Aboriginal and Torres Strait Islander Studies Unit by email, telephone, mail, facsimile or by dropping into the Unit between 9am and 5pm from Monday to Friday at the address below:

Aboriginal and Torres Strait Islander Studies Unit

Level 2, Building #4 (next door to the Co-op Bookshop & Campus Newsagency) [[See map](#)]

Telephone: (07) 3365 6699

Facsimile: (07) 3365 6855

Email: [atsis@uq.edu.au](mailto:atsis@uq.edu.au)

Website: <http://www.atsis.uq.edu.au>

#### **Security**

Security officers can be contacted 24 hours a day, seven days per week on the **emergency** only number **3365 3333**.

Security is responsible for the provision of security and advisory services for facilities, students, staff and visitors of the University on all University sites.

#### **General Contact Information**

Location: St Lucia Campus – Prentice Bld (42)

Enquiries: +61 7 3365 **1234**

Emergency: +61 7 3365 **3333** or toll free 1800 800 123

Click here for access to Fire & Emergency Evacuation Plans & Diagrams

<https://archibus.uq.edu.au/archibus/uq-view-doc.axvw>

Security also provide **UniSafe Escorts** - Freecall 1800 800 123 or after hours - 336 59836.

#### **Safety Bus**

The University provides a safety bus route for all students, free of charge, of an evening. For further information about this and other Unisafe information, please visit:

<http://www.pf.uq.edu.au/unisafe/index.html>

## University Health Service

The University has a health service that provides medical assistance to all students and staff who are members. It is advisable to make an appointment before going to the clinic, as it is usually quite busy.

Location: Level-1 Gordon Greenwood Building (#32), St Lucia Campus

Phone: +61 7 3365 6210

Email: [healthservice@uq.edu.au](mailto:healthservice@uq.edu.au)

Web: <http://www.uq.edu.au/healthservice/appointments.html>

### After hours arrangements

Urgent medical assistance after hours can be obtained at:

Wesley Emergency Centre Ph 3232 7333 located at 451 Coronation Drive Auchenflower.

Wesley Emergency will provide feedback to your treating doctor.

There is a cost for service at Wesley Emergency Centre.

Home visits can be organised by telephoning our deputising service, Family Care Medical Services on 3831 9999. They will inform you of the costs and report back to your Health Service doctor.

Advice about how to obtain emergency assistance is also available after hours on our answering machine on 3365 6210

If it is an **emergency** on campus, please phone security on **3365 3333**

## Student Union

### Overview of Union Activities & Services

Location: Student Union Complex - Building 21A, Level 4, Union Complex [See Map](#)

Phone: +61 7 3377 2200

Email: [uqunion@uqu.com.au](mailto:uqunion@uqu.com.au)

Web: [www.uqu.com.au/](http://www.uqu.com.au/)

Facebook: [www.facebook.com/UQUnion](http://www.facebook.com/UQUnion)

Instagram @UQUnion

UQU have you covered when it comes to extracurricular activities on campus. UQU have more than 190+ affiliated clubs and societies with over 35,000 student members. Clubs are a great way to learn new skills and hang out with like-minded people - from the Harry Potter Alliance to the Hong Kong Student society. There is literally a club or society to suite every interest. UQU also runs the Red Room (the bar at St Lucia campus). With weekly activities such as trivia; live music; delicious CHEAP meals; and a range of beverages to quench your thirst it's a great place to hang out on campus.

### Overview of Student Help on Campus (SHOC)

Location: Student Union Complex - Building 21A, Level 4, Union Complex [See Map](#)

Phone: +61 7 3346 3400

Email: [shoc@uqu.com.au](mailto:shoc@uqu.com.au)

Web: [www.shocuqu.com.au](http://www.shocuqu.com.au)

Facebook: [www.facebook.com/UQUSHOC](http://www.facebook.com/UQUSHOC)

SHOC (Student Help On Campus) is an independent, short term support service for all UQ students. SHOC can provide you with assistance on matters relating to advocacy, support and university decisions. SHOC has six services on offer: [Education & Equity](#), [Employment](#), [Gender & Sexuality](#), [Legal](#), [Migration](#), and [Welfare](#).

### The Equity Office

The Equity Office was disestablished on 16 June 2014. This means that staff and student related Equity and Diversity matters are now handled by separate sections.

For student related equity and diversity enquiries, please refer to the Academic Services Division. Equity and Diversity Consultant Human Resources Division

Phone: 3365 1140

Email: [equity@uq.edu.au](mailto:equity@uq.edu.au)

Web: <http://www.uq.edu.au/equity/contact-details>

## PART III: CANDIDATURE

### Enrolment and Tuition Fees

On 1 January 2012, the UQ academic year was divided into Research Quarters for research higher degree (RHD) students. Please note that from 1 January 2015, fixed commencements were implemented and all candidates are required to start within the first two weeks of a research quarter - [research quarters for HDR students](#)

What are the Research Quarter key dates?

Research Quarter	Start date of Quarter	Due date for payment of charges	Census date / final date to cancel without financial penalty	End date of Quarter
RQ1	1 Jan	15 Jan	1 Feb	31 Mar
RQ2	1 Apr	15 Apr	1 May	30 Jun
RQ3	1 Jul	15 Jul	1 Aug	30 Sep
RQ4	1 Oct	15 Oct	1 Nov	31 Dec

Domestic HDR candidates are not required to pay tuition fees during their HDR studies. UQ covers the cost of the research training/tuition for students who do not qualify for a Federal Government scholarship.

International candidates are required by the Australian Government to pay tuition fees for all programs, including HDR programs. These fees are as set out on your letter of offer.

### Standard Terms and Conditions of Candidature

When the Dean of Postgraduate Students approves admission to candidature, a number of terms and conditions are set. Every candidate is required to:

**Initiate and maintain an accurate student record.**

This includes logging into *mySI-net* at the beginning of candidature and at least once each semester, entering all outstanding student data, checking that your enrolment details and thesis details are correct. Online help for completing these activities is available on *my.UQ* <http://www.my.uq.edu.au/> . If you do not know your username or password, contact Information Technology Services (ITS) at [help@its.uq.edu.au](mailto:help@its.uq.edu.au) for advice.

**Regularly access your student email address** and read all official University emails. All official University email is sent to your UQ student account, including library notices and fee reminders.

**Provide reports on progress** (and such other information as may be required) from time to time by the Dean, UQ Graduate School, your advisor, school, and the University. These reports include the reports on attainment of development and progression milestones, including confirmation of provisional candidature. Other reports may also be required from time to time.

**Comply with the University's rules and policies** as set out on the University website (particularly those outlined on the UQ Graduate School site: <http://www.uq.edu.au/grad-school/>), along with any subsequent amendments approved by the Senate or the Academic Board. These rules include Part 4 of the General Award Rules.

**Comply with the University's policies on the conduct of research**

**Remain enrolled continuously** for as long as you are undertaking your research program. To take leave or withdraw from your candidature you must seek and obtain specific written approval from the Dean, UQ Graduate School. To return from leave you must also formally notify the University via the appropriate form.

**Enrol in no other program.** To enrol in any other program you must seek and obtain specific written approval from the School and the Dean of Postgraduate Students using the *Application for Concurrent Enrolment Form* (available from the UQ Graduate School website).

**Seek approval for any amendment or change** to the terms of your candidature by submitting an online request in the Candidature Management portal in your my.UQ.

**Attend HDR Seminars and Conferences** run by the School.

### Expected Completion Times

The University expects most research masters candidates will complete their program after approximately 1 to 2 years full-time or 2 to 4 years part-time, while most PhD candidates will complete after approximately 3 to 4 years full-time or 6-8 years part-time.

If your candidature is running over the expected duration, you will be asked to provide detailed information on your progress i.e. what you have accomplished, what remains to be done, and the dates by which you intend to complete each task. You will also be asked to provide a realistic estimate of when you expect to submit your thesis for examination.

This information helps determine whether you will be given a final date to submit your thesis for examination and if so what that date will be. Such a date would usually be up to 1 year full-time or 2 years part-time after the durations outlined above. The University is aware that a variety of factors can legitimately affect the rate of progress towards completion, and as a result has not set an inflexible maximum length of candidature.

## Candidature progression and development milestones

At The University of Queensland, HDR candidature is a developmental process in which the candidate acquires particular skills, knowledge and abilities while making progress towards completing a discrete research project and writing a thesis for external assessment. For that reason, the structure of each individual candidate's program of study and research is tailored to assist the candidate in developing the attributes described in the Statement of HDR Graduate Attributes throughout their candidature, and completing a high quality assessable thesis in a timely manner.

Candidature progression and development milestones provide a structured process for documenting and verifying the acquisition and development of these attributes and for planning and reviewing progress towards timely completion of the research project and a high quality thesis. They are important elements of the research training provided to, and the research undertaken by, HDR candidates.

Please find outlined below the University-wide principles and the School processes followed at each candidature milestone: confirmation of candidature, mid-candidature review, and thesis review.

Documents, web links, and other resources for this policy are located on the Graduate School website at <https://graduate-school.uq.edu.au/completing-each-milestone>. The School has adapted these principles and processes in transparent and equitable ways that are appropriate to our discipline, size, and cohort of candidates. We provide information for all milestones in the HDR Handbook, which is available on the [POLSIS website](#) and in clear written form to each candidate at a formal induction session for all commencing candidates.

## Milestone 1 - Confirmation of Candidature

### Advice & Procedures for Confirmation of Candidature in the School of POLSIS

HDR candidates at the University of Queensland are initially admitted as 'provisional'. Assessment for confirmation of candidature will then occur 12 months (FTE) after commencement for PhD candidates; or 6 months (FTE) after commencement for MPhil candidates.

At this first Confirmation milestone:

- the candidate receives formal advice about the direction, scope, planning, and feasibility of the project; and about the acquisition or further development of appropriate research and professional skills;
- the School reviews the human, physical, and financial resources needed to sustain the candidature, in compliance with relevant university, disciplinary, and external regulatory protocols;
- the School reviews compliance with relevant university, disciplinary, and external regulatory protocols;
- the University is assured by the School's review that continuation of the candidature is likely to lead to an assessable thesis within the normal period of candidature - i.e. 36-48 months (FTE) for the PhD and 12-24 months (FTE) for the MPhil.

In the School of Political Science & International Studies, candidates undertaking the confirmation milestone will be required to complete each of the three components outlined below.

#### 1. Oral Presentation

All provisional candidates will be scheduled to present a **Statement of Intent (Sol)** paper in the School's HDR Seminar Series. This is a valuable opportunity for candidates to receive constructive advice from the broader research community about the direction, scope and feasibility of their project. An open invitation to attend the presentation and the seminar is extended to everyone in the School of POLSIS. Guests may also be invited to attend from other Schools and Centres at UQ, from other universities and from community organizations..

In the School of POLSIS the Sol is primarily a formative process and is designed to assist candidates to achieve a good standard in their final written paper for the milestone review (see below). Thus the Sol paper (7000 words maximum) should map out the research project being undertaken by the candidate and include all of the following:

- a statement of the Research Problem the project is addressing
- a statement of the overall Research Question(s)
- an explanation of the method(s) that will be employed to answer the research question
- a discussion of the theoretical framework, theoretical approaches or theoretical 'tools' being utilised in the dissertation
- a draft literature review – encompassing a brief description of existing research in the field (key authors, debates etc).
- a statement of the likely 'contribution to knowledge' that the thesis will make. Most of this needs to be addressed to the literature (the existing state of knowledge in the research field)
- a list of proposed chapters
- a timetable for completion of the thesis as a whole
- a consideration of any ethical or safety issues in the execution of the research project

HDR candidates should send their Sol paper to the School's Postgraduate Administrative Officer ([rhd.polsis@uq.edu.au](mailto:rhd.polsis@uq.edu.au)) 7 days before the oral presentation. The Sol paper will then be circulated via email to all HDR candidates and academic staff in POLSIS.

For each RHD candidate, the Sol presentation will be 50 minutes long (in total).

In the first 15 minutes of the seminar, the HDR candidate presents their Sol paper. A computer will be set up and available for PowerPoint if the candidate wishes to use this

This candidate presentation is immediately followed by a short (5 minute) commentary on the Sol by each of the two Academic Readers allocated – one with expertise close to the candidate's project and the second from the broader POLSIS staff. These should aim to discuss some of the main strengths and weaknesses of the research project as presented in the Sol paper. (Please note - The selection of Academic Readers is the responsibility of the advisory team in consultation with the HDR Director).

This is immediately followed by a short (5 minute) commentary on the Sol by an HDR Reader. This should aim to discuss some of the main strengths and weaknesses of the research project as presented in the Sol paper. (Please note - The selection of an HDR reader is the responsibility of the candidate attempting confirmation, in consultation with their advisory team and the HDR Director).

Discussion of the Sol paper is then open to comments and questions from everyone in the audience (15 minutes).

The milestone requirements for the oral presentation are: a clear and concise presentation, and evidence of responsiveness to constructive criticism and feedback. The oral presentation of the Sol paper will be evaluated against these criteria by the Milestone Chair (or their delegate).

The **Academic Readers** will also provide written feedback on the Sol paper (and if relevant on the presentation) and participate in the Confirmation Committee (see below).

Please note - the Principal Advisor (in consultation with the candidate, the Associate Advisors and, if necessary, the HDR Director) is responsible for ensuring that academic readers are in place well before the Sol presentation.

The academic readers' reports should broadly address the written requirements for confirmation of candidature (see below). The academic readers' reports should be sent to the School's Postgraduate Administrative Officer ([rhdpolsis@ug.edu.au](mailto:rhdpolsis@ug.edu.au)) no later than one working day after the Sol (oral) presentation. The academic readers' reports will then be circulated to the HDR candidate, the advisory team and the School's Milestone Chair.

## 2. Interview/Dialogue

After the Sol presentation, and before the Confirmation Committee meets, the candidate will undertake an interview with the School's Milestone Chair (or their delegate). This is an informal meeting in which the candidate is invited to discuss their progress since commencement - and any obstacles they have encountered. This will include a discussion about the regularity (and quality) of supervision meetings.

At this meeting with the Milestone Chair, HDR candidates should also feel free to ask any questions and to discuss any research needs (for example, additional training that might be required, funding for fieldwork or conference presentations, software or any technical assistance integral to the successful completion of the research project).

Formal assessment of the milestone requirement for interview/dialogue is undertaken at the Confirmation Committee Meeting (see below).

## 3. Written Work (the Confirmation Paper)

One month after the Sol oral presentation, the candidate is required to submit a formal **Confirmation Paper** (7000 words maximum). This paper is basically a revised version of the Statement of Intent paper reflecting the feedback received at the Sol presentation, from the academic and HDR readers, and from comments emerging from the academic staff discussion. The Confirmation Paper should include:

- a statement of the Research Problem the project is addressing and/or the research aims
- a statement of the overall Research Question(s)
- an explanation of the method(s) that will be employed to answer the research question
- a discussion of the theoretical framework, the theoretical approaches or theoretical 'tools' being utilised in the dissertation
- a draft literature review – encompassing a brief description of existing research in the field (key authors, debates etc).
- a statement of the likely 'contribution to knowledge' that the thesis will make
- a list of proposed chapters
- a timetable for completion of the thesis as a whole
- a consideration of any ethical or safety issues in the execution of the thesis

The Confirmation Paper should be sent, by the deadline (4 weeks after the academic readers' report have been received), to the School's Postgraduate Administrative Officer ([rhdpolsis@uq.edu.au](mailto:rhdpolsis@uq.edu.au)). The HDR candidate should also provide a written rejoinder explaining what changes have been made in the confirmation paper in response to readers' and SOI presentation comments, as well as justify suggestions for revision not adopted. The confirmation paper and rejoinder will then be circulated to the Milestone chair and all members of the Confirmation Committee (see below).

The School's Milestone Chair will convene a new Confirmation Committee for each HDR candidate. This Committee will be comprised of the Milestone Chair (or their delegate), all members of the advisory team and the academic readers (who are not part of the advisory team). The academic readers are not required to produce a further written report at this stage but they will assist the Confirmation Committee in assessing the quality of the Confirmation Paper including the extent to which the student has responded effectively to the academic reader report and other feedback provided at the SOI presentation.

The HDR candidate is required to attend the Confirmation Committee meeting and to talk for 5-minutes about their response(s) to the feedback received on their SOI paper. After this, it is expected that the Confirmation Committee will engage in further dialogue (question and answer) about the PhD project. This discussion will constitute the assessable requirements for interview/dialogue for the confirmation milestone.

After discussion of the written work is completed, the HDR candidate will leave the room and the Confirmation Committee will assess the candidate's progress against the criteria for achievement of Confirmation of Candidature. These are:

### **Criteria for Achievement of the Confirmation Milestone**

There are four criteria for deciding if the Confirmation Milestone has been achieved:

1. Completion of a satisfactory oral presentation (SOI presentation), ie one which meets the following quality requirement: a clear and concise presentation, and evidence of responsiveness to constructive criticism and feedback.
2. Completion of a satisfactory interview/dialogue with the Confirmation Committee
3. A recommendation from the Confirmation Committee that a satisfactory standard has been achieved in the final written work (Confirmation Paper). To achieve a satisfactory standard the paper needs to include:
  - a clear statement of the Research Problem being addressed (and/or the aims of the project);
  - a reasonable overall Research Question(s);
  - a reasonable discussion of an appropriate method for answering the Research Question(s);
  - a reasonable discussion of the theoretical framework, theoretical approaches or theoretical 'tools' being utilised in the dissertation;
  - an adequate draft literature review;
  - a statement of the likely 'contribution to knowledge' that the thesis will make;
  - a list of proposed chapters;
  - a timetable for completion of the thesis as a whole;
  - a consideration of any ethical or safety issues in the execution of the research project;
  - As a general requirement, the confirmation paper must also be written in good academic English and demonstrate the correct application of a suitable referencing system.



After considering all of the above, the Confirmation Committee will decide if the candidate has achieved the standard required. In most instances, the Milestone Committee does readily achieve a consensus about whether a candidate has met the standard required for confirmation of candidature. In the unusual circumstance that the Confirmation Committee is unable to reach a consensus decision, the Milestone Chair can appoint an additional academic reader. If this fails to resolve the disagreement the Milestone Chair will refer the matter to the Head of School.

If the Confirmation Committee decides that the candidate has successfully met all the criteria, then the candidate needs to submit the Attainment of Milestone request via online Candidature Management portal. <https://my.uq.edu.au/rhd-information-and-services/manage-my-candidature/completing-each-milestone>

If the candidate is unsuccessful in their first attempt at confirmation, they will usually be given a second opportunity. If the candidate is not able to achieve the confirmation milestone after more than one attempt or if the period since commencement of their program is more than 18 months, then the School will apply to the Graduate School for a review of candidature. This may result in termination of candidature (see PPL.4.60.05).

### Written Feedback to the Candidate

Within two weeks of the Confirmation Committee meeting, the Milestone Chair will provide written feedback to the candidate on whether they have achieved the milestone and how their performance has been assessed against the above criteria.

## Milestone 2 – Mid-Candidature Review

### Advice and Procedures for Mid-Candidature Review in the School of POLSIS

The Mid-Candidature Review represents a mid-point between confirmation of candidature and the final milestone, Thesis Review. Candidates are expected to achieve the Mid-Candidature Review Milestone 12 months after confirmation for PhD or 6 months after confirmation for MPhil (FTE).

Achievement of this milestone reassures the candidate, advisory team, School of POLSIS and the UQ Graduate School that:

- the research project is on track for completion within candidature duration and;
- the candidates research and other professional skills are developing appropriately

The determination of whether this milestone has been achieved by the candidate will be made on the basis of evidence including:

#### 1. Oral Presentation (Work in Progress)

Candidates for the second milestone will be scheduled to present a 'Work in Progress' (WiP) paper to a milestone committee. This is a valuable opportunity for candidates to receive constructive advice about the ongoing development of their research project. The milestone committee will comprise the Chair of the Milestone Committee, the advisory team, an Academic Reader and a Student Reader.

In order to facilitate an adequate review at this mid-candidature point, HDR candidates are required to prepare and present an **overview of their thesis** – including any preliminary findings. A draft of the Introduction chapter of the thesis will usually be ideal for this purpose. The WiP paper should review the research problem (or puzzle), the main research question(s) being investigated, the method being employed

to answer the research question, the likely contribution to knowledge (and the literature in the research field), the theoretical tools being used, a chapter outline and any preliminary findings.

The WiP paper should be 7000-10,000 words in length. It should be sent 7 days before the oral presentation to the School's Postgraduate Administrative Officer ([rhdpolsis@uq.edu.au](mailto:rhdpolsis@uq.edu.au)) for circulation to the milestone committee. The Academic and Student Readers will provide a written report on the WiP paper at least one day before the WiP presentation.

For each HDR candidate, the WiP presentation will be up to 60 minutes long (in total).

In the first 15 minutes of the presentation, the HDR candidate will present their WiP paper. A computer will be set up and available for PowerPoint if the candidate wishes to use this

This oral presentation is immediately followed by a short (5 minute each) commentary on the WiP by the Academic and Student Readers. This should aim to discuss some of the strengths and possible weaknesses of the research project as presented in the WiP paper. (Please note - The selection of an Academic reader is the responsibility of the advisory team and/or the Milestone Chair, while the selection of the Student Reader is the responsibility of the WiP candidate and the advisory team).

The Panel will then discuss the WiP paper and the Readers' report with the candidate (20-40 minutes). The expectation is that this discussion will be focused, detailed and productive in order to help the candidate improve their project and ensure it is on the right track to timely completion.

The quality requirements for the oral presentation are: an organised presentation with a logical flow of points. Candidates should also demonstrate a reasonable capacity to respond to constructive criticism.

The oral presentation requirements for the Mid-Candidature Review Milestone will be evaluated against these quality criteria by the Milestone Chair (or their delegate).

## **2. Interview/Dialogue**

As soon possible after the Oral Presentation, the candidate will undertake an interview/dialogue with the Milestone Chair for the School of POLSIS (or their delegate).

The candidate will bring to this meeting a one-page report outlining their progress (achievements and any challenges or difficulties) since Confirmation of Candidature; a copy of this report should also be sent via email to the School's Postgraduate Administrative Officer ([rhdpolsis@uq.edu.au](mailto:rhdpolsis@uq.edu.au)).

At this meeting, the candidate and the Milestone Chair will discuss the candidate's progress (achievements and obstacles) since Confirmation of candidature. This will include a discussion about the regularity (and quality) of supervision meetings and the likely thesis submission date.

HDR candidates should feel free to ask any questions at this meeting and to discuss any research or other needs that have arisen since Confirmation of Candidature (for example, additional training that might be required, funding for fieldwork or conference presentations, software or any technical assistance integral to the successful completion of the research project).

The quality requirements for Interview/Dialogue are as follows: completion of a meeting with the School's Milestone Chair and submission of a one page report in which the candidate outlines their progress (achievements and any challenges or difficulties) since Confirmation of Candidature.

The Interview/Dialogue requirements for the Mid-Candidature Review Milestone will be evaluated against these quality criteria by the Milestone Chair (or their delegate).

### 3. Written Work

The WiP paper will be reviewed by a Milestone Committee convened by the Milestone Chair. This Milestone Committee will consist of the Milestone Chair (or their delegate), the advisory team and the Academic and Student Readers.

The quality requirement for written work for Mid-Candidature Review will be: a written paper that demonstrates adequate progress in the development of the project since commencement of candidature including ongoing evidence of: a clearly defined research problem; a suitable research question; the implementation of an appropriate method for answering this question; evidence of an advancing knowledge of the literature in the research field; adequate analytical skills; good academic writing.

The written work requirements for the Mid-Candidature Review Milestone will be evaluated against these quality criteria by the Milestone Committee.

If deemed necessary, the Milestone Committee may also require the candidate to attend the committee meeting for further dialogue on the written work (or any aspect of the research project). If deemed necessary, the Milestone Committee may also seek further advice from another academic reader about the quality of the written work (or any aspect of the research project).

The student reader will not participate in the Milestone Committee discussion over whether the candidate passed the milestone

#### Criteria for Achievement of the Mid-Candidature Milestone:

There are four criteria for deciding if the Mid-Candidature milestone has been achieved:

1. Completion of a satisfactory oral presentation, i.e. one which meets the quality requirement detailed above.
2. Completion of a satisfactory interview/dialogue with the Milestone Chair (or their delegate) – as detailed above.
3. A recommendation from the Milestone Committee that a satisfactory standard has been achieved in the written work (as detailed above) **and** that the candidate is approximately 15 months (FTE) from thesis submission.

After considering the performance of the HDR candidate against all of the above criteria, the Milestone Committee will decide if the candidate has achieved the overall standard required for Mid-Candidature Review. In most instances, the Milestone Committee does readily achieve a consensus about whether a candidate has met the required standard. In the unusual circumstance that the Milestone Committee is unable to reach a consensus decision, the Milestone Chair can seek the advice of an additional academic reader. If this fails to resolve the disagreement the Milestone Chair will refer the issue to the Head of School.

If the candidate is successful in achieving the standard required for Mid-Candidature Review, he/she needs to submit the Attainment of Milestone request via online Candidature Management portal.

<https://my.uq.edu.au/rhd-information-and-services/manage-my-candidature/completing-each-milestone>

The third and final Milestone (Thesis Review) will then be scheduled by the Graduate School for 12 months (FTE) later – with Thesis Submission 3 months after that.

If the candidate is unsuccessful in their first attempt at Mid-Candidature Review, they will usually be given a second opportunity. If the candidate is not able to achieve the milestone after more than one attempt or if the period of candidature since commencement exceeds 30-36 months (see details at [PPL.4.60.05](#)), then the School will apply to the Graduate School for a review of candidature. This may result in termination of candidature (see [PPL.4.60.05](#)).

### **Written Feedback to the Candidate**

Within two weeks of the decision of the Milestones Committee, the Milestone Chair will provide written feedback to the candidate on whether they have achieved the second milestone and how their performance has been assessed against the above criteria.

## **Milestone 3 – Thesis Review**

### **Advice and Procedures for the Thesis Review Milestone in the School of POLSIS**

The Thesis Review milestone is due 12 months (FTE) after the Mid-Candidature Review and no later than 3 months before thesis submission for PhD candidate; 6 months after Mid-Candidature Review and no later than 6 weeks before thesis submission for MPhil candidates. Success at this milestone indicates the imminent completion of the candidate's research project. To be able to progress to the Thesis Review milestone, the PhD candidate must have written a full draft of their thesis.

The Thesis Review:

- enables the School to ascertain if the work will be ready for examination by the expected date (3 months after achievement of the Thesis Review Milestone, FTE);
- allows any differences of opinion among the candidate and the advisory team about the readiness of the thesis for examination to be aired and settled collegially;
- assures the candidate and advisory team of the scope, originality and quality of the thesis;
- identifies any major concerns that need attention before thesis submission;
- provides a forum for discussing the mix of disciplinary knowledge required among the thesis examiners to review the breadth of work contained within the thesis;
- enables the candidate and the advisors to express any reservations or concerns (especially 'conflict of interest' concerns – see Graduate School web site) about having any particular individuals acting as examiners.

Assessment for this milestone is made on the basis of evidence including:

#### **1. Oral Work**

Candidates will provide a presentation to a milestone panel, comprising the chair of the milestones committee, their advisory team, and another academic staff member, who's a specialist in a relevant field.

- the full thesis draft should be sent to the School's Postgraduate Administrative Officer ([rhd.polsis@uq.edu.au](mailto:rhd.polsis@uq.edu.au)) for circulation to milestone panel.
- The oral presentation will be 40 minutes long in total. In the first 15 minutes the candidate will discuss the core findings and contributions of the thesis. This will be followed by a discussion with the milestone panel, which will be focused on the questions examiners of the thesis are likely to ask.

- The quality requirements for the oral presentation are: an organised presentation with a logical flow of points, which demonstrates that the candidate is developing their ability to communicate their research. Candidates should also demonstrate a good capacity to respond to constructive criticism.
- The oral presentation will be evaluated against these quality criteria by the Milestone Chair (or their delegate).

## 2. Interview/dialogue

The candidate will complete an interview/dialogue with the Milestone Chair (or their delegate).

This meeting will focus on the candidate's progress (achievements and obstacles) since the Mid-Candidature Review and on the readiness to submit the thesis for examination 3 months (FTE) after achievement of the Thesis Review Milestone.

At this meeting, HDR candidates should also feel free to ask any questions and to discuss any immediate needs in relation to the successful completion of the research project.

The quality requirements for Interview/Dialogue are as follows: completion of a meeting with the School's Milestone Chair and discussion of progress towards completion of the research project.

The Interview/Dialogue requirements for the Thesis Review Milestone will be evaluated against these quality criteria by the Milestone Chair (or their delegate).

## 3. Written Work

As Thesis Submission is expected for PhD 3 months (FTE) after achievement of the Thesis Review Milestone for PhD candidates (6 weeks for MPhil), **there is an expectation that candidates attempting this milestone will have completed at least a full first draft of the whole thesis.**

The quality requirement for Thesis Review Milestone will be: written work (a full thesis draft) that demonstrates the candidate is able to produce written work of the standard expected of a completed PhD/MPhil thesis.

The written work for the Thesis Review Milestone will be assessed against these criteria by a Milestone Committee convened by the School's Milestone Chair (or their delegate). This committee will consist of the Milestone Chair (or delegate), the advisory team and an additional member of academic staff, with relevant expertise for the thesis. It is the responsibility of the advisory team to identify this staff-member.

If deemed necessary, this Committee may also require the candidate to attend for further interview/dialogue on the written work.

### Criteria for Achievement of the Thesis Review Milestone:

There are three criteria for deciding if the Thesis Review milestone has been achieved:

1. Completion of a satisfactory oral presentation, i.e. one which meets the quality requirement detailed above.
1. Completion of a satisfactory interview/dialogue with the Milestone Chair – as detailed above

2. A recommendation from the Milestone Committee that a satisfactory standard has been achieved in the written work submitted for review (as detailed above) and that the thesis is on track for submission in 3 months (FTE) for PhD and in 6 weeks (FTE) for MPhil.

After considering the performance of the HDR candidate against all of the above criteria, the Milestone Committee will decide if the candidate has achieved the overall standard required for Thesis Review. In most instances, the Milestone Committee does readily achieve a consensus about whether a candidate has met the required standard. In the unusual circumstance that the Milestone Committee is unable to reach a consensus decision, the Milestone Chair can seek the advice of an academic reader. If this fails to resolve the disagreement the Milestone Chair will refer the issue to the Head of School.

If the candidate is successful in achieving the standard required for Thesis Review, the School's Postgraduate Administrative Officer, on behalf of the Milestone Chair, will advise the candidate to submit an *Attainment of Milestone request* in the online Candidature management portal in their my.UQ.

If the candidate is unsuccessful in their first attempt at the Thesis Review milestone, they will usually be given a second opportunity. If the candidate is not able to achieve the milestone after more than one attempt or if the period of candidature since commencement exceeds 30-36 months (see details at [PPL.4.60.05](#)), then the School will apply to the Graduate School for a review of candidature. This may result in termination of candidature (see [PPL.4.60.05](#)).

### Written Feedback to the Candidate

Within two weeks of the decision by the Milestone Committee, the Milestone Chair will provide written feedback to the candidate on whether they have achieved the Thesis Review milestone and how their performance has been assessed against the above criteria.

### Extension of Due dates for Achieving Milestones

The Graduate School will usually accept recommendations for an extension of the due date for achieving a milestone if the candidate:

- Has not attempted the milestone because of compelling academic or compassionate grounds beyond the candidate's control which impact on the candidate's progress or wellbeing;
- Has attempted part or all of the milestone but must do more to demonstrate that they have achieved the standard required; or
- Has attempted part or all of the milestone more than once and the school still believes the candidate is capable of demonstrating that they have achieved the standard required.

Candidates who commenced or were confirmed after 1 January 2013 may apply for up to 3 x 3 month extensions throughout the entire duration of their candidature, including thesis submission. The timing and use of the extensions is at the discretion of the candidate and their advisory team to allow for flexibility as required; however, all extensions are subject to approval by the Graduate School. Where an extension is being sought, an *Extension of a Milestone request* must be submitted to the Graduate School at least 2 weeks prior to the milestone due date via the online Candidature management portal in my.UQ

Extensions beyond the capped number will be considered by the Dean of the Graduate School on a case-by-case basis in exceptional circumstances.

Candidates who are unable to achieve milestones due to a change in personal circumstances (e.g. illness, work commitments) should discuss taking an interruption to their candidature with their advisory team.

## Remote Status

The Australian Government requires that all HDR candidates enrol as internal students. HDR candidates cannot enrol as external students. Nonetheless, the University recognises that candidates who live a substantial distance from the University do not always have the same type or frequency of access to School and University resources (including advisory contact). Thus, domestic candidates whose place of residence is more than 250km from UQ may apply for remote status by submitting a *Notification of Remote Status request* in the online Candidature management portal in my.UQ. International students are not eligible for remote status while living in Australia. International students can only be remote if they are living overseas.

Remote Status must be endorsed by both your Principal Advisor and the School.

When remote, you and your advisors **must** maintain satisfactory contact (by email, telephone or in person); you must have access to all necessary facilities (such as equipment, library etc); and you must continue to make satisfactory progress with your research. Not all research projects can be conducted on a remote basis and the School may not be able to endorse remote status if these conditions cannot be met.

In some cases, a suitably-qualified local Associate Advisor may be appointed, so that you can continue to meet in person with a member of your Advisory Team. There is also a requirement to attend the St Lucia campus for a minimum period of time over the total period of your candidature. The default period is 9 weeks but a larger period may be set by the school on a case-by-case basis.

The University expects that remote candidates will attend the University from time to time to obtain library materials, consult with their Advisors, and to undertake other relevant activities within the School. The University library provides remote access to its catalogue and databases as well as electronic journals and Internet services. However, remote candidates will need access locally to appropriate computer hardware and software and will need to obtain training from the library to this end. Detailed information on the services available can be obtained by the contacting the University Library.

## Employment and Other Funding

### Pattern of Work

Candidates holding a full-time scholarship or a part-scholarship for full-time enrolment are required to engage in research and study for 35-40 hours per week, for at least 48 weeks a year. Your actual pattern of research and study is to be negotiated by you, your advisory team, and your enrolling school. You are not required to complete timesheets, or work on your research project during specific daily hours. However, you are required to maintain satisfactory progress, which would usually require approximately 35 to 40 hours of work a week, and to avoid taking on additional work commitments during those hours without the permission of your advisory team and Director of the School's Higher Degrees by Research Program.

Candidates holding a part-time scholarship are required to engage in research and study for the equivalent of up to 50% of the full-time rate over the course of the year. The actual pattern of research and study may vary from week to week or month to month, depending on your personal circumstances and other commitments. Again, your actual pattern of research and study is to be negotiated by you, your advisory team, and your

enrolling school, and you are required to maintain satisfactory progress, which would usually require approximately 18 to 20 hours of work a week.

If you do not engage in research and study at the required rate, your scholarship may be terminated on the grounds of not carrying out the program of research and study with diligence.

## **Employment**

Scholarship holders may undertake a limited amount of paid employment, provided it does not interfere with their research and studies. You must request approval from your advisory team and Director of the School's HDR Program to undertake paid employment: you do not need to inform the Research Higher Degrees Unit.

With permission, you may undertake paid employment during standard working hours (9:00 AM to 5:00 PM Monday to Friday) for up to 270 hours per year. You may undertake paid employment at other times for as many hours per week or per year as you wish, as long as it does not prevent you making satisfactory progress.

Students are encouraged to undertake tutoring in the School as part of their academic development. An expression of interest in tutoring should be lodged with the School Manager.

Note: International students are not automatically given the right to work when they are issued a student visa. Students who wish to work while studying in Australia must hold or obtain a student visa with permission to work attached as a condition of that visa.

## **Other Income**

You may receive additional funds for any expenses not covered by your scholarship, such as fieldwork, equipment, and overseas travel.

In addition to a UQ scholarship, you may receive funds from other awards, scholarships or living allowances provided that the total amount is not greater than 50% of the standard stipend rate. If your other scholarship support totals more than 50% of the standard stipend rate, you must obtain the approval of the Dean of the UQ Graduate School to hold a UQ scholarship.

## **Concurrent Enrolment**

As part of its mission to equip PhD graduates with a broad array of skills for a wide range of employment opportunities and future career trajectories, the Dean of Postgraduate Students undertakes to permit PhD candidates to enrol concurrently in Graduate Certificate programs under certain conditions. Students may choose from areas complementary to their current discipline. Alternatively, students can choose a program that develops personal or professional skills relevant to future aspirations.

Conditions for concurrent enrolment are:

PhD candidature has been confirmed.

The Principal Advisor and Director of the School's HDR Program have endorsed the application for concurrent enrolment and certified that:

- the candidate is making above average progress; and
- the proposed coursework program will not impede progress on the candidate's research or the preparation of the thesis; and



- the thesis is on target to be submitted within the equivalent of eight full-time semesters (4 years FTE).

Normally, concurrent enrolment will be approved in no more than one course in the Graduate Certificate per semester.

For eligible students enrolment in the Graduate Certificate program will be as a Commonwealth Supported Student with students liable to pay the student contribution amount. Students with a Commonwealth supported place are required to submit a Commonwealth Assistance Form (CAF) to the University upon initial enrolment in a program or in a subsequent change of program or payment option.

Concurrent enrolment through this arrangement is not available to International students.

PhD candidates must still satisfy the entry requirements for the Graduate Certificate program.

The School recommends that RHD students consider undertaking a Graduate Certificate in Research Methods as a concurrent enrolment with their research higher degree.

### Upgrading from an MPhil to a PhD

A HDR candidate may transfer between the MPhil and PhD programs under certain conditions.

“An MPhil candidate who wishes to transfer ("upgrade") to the PhD program on the basis of work completed in the MPhil program must have been confirmed in the MPhil program before they can transfer to the PhD program. Confirmed MPhil candidates may transfer to the PhD program at any stage of the MPhil candidature following confirmation, as long as this decision is supported by the advisory team and School.

Confirmation in the PhD program cannot be recommended on the basis of attainment of confirmation in the MPhil program. MPhil candidates should never be requested or expected to fulfil the requirements for confirmation in the PhD program while enrolled in the MPhil program. However, work assessed for confirmation in the MPhil program may be reconsidered as contributing evidence of progress towards completion of the project and development as a researcher, when recommending confirmation in the PhD program.

There are two possible outcomes of the transfer process.

- The school recommends admission to the PhD
- The school recommends that the candidate remain enrolled in the MPhil program.

If the school doesn't recommend admission to the PhD program, the written feedback to the candidate and advisory team must explain why transfer to the PhD program is inappropriate or unfeasible at this time. Possible reasons include: the candidate does not yet have the academic skills needed to undertake this PhD project; the candidate's MPhil project cannot be extended to meet the scope required for a PhD project; the school cannot provide the necessary resources (such as advisors, funding, or facilities) to support the proposed PhD project.

In all cases, the written feedback must provide sufficient detail for the candidate and the advisory team to know what they would need to do to meet the standard required for transfer to the PhD program. For example, if the candidate is academically suitable for admission to the PhD program but their proposed project does not have sufficient scope, the written feedback should identify this as the reason why transfer is not recommended, so the candidate and advisory team can if they wish attempt to develop a suitable PhD project that builds on the work already completed so far in the MPhil program”.

For further information please refer to the Graduate School webpage:  
<http://www.uq.edu.au/grad-school/our-research-degrees>

## Changes in Conditions Of Candidature

### General Advice

The following changes in the conditions of candidature require approval by the Director of the School's HDR Program and the Dean of Postgraduate Students:

- change of academic load (full-time / part-time)
- change of advisory team or appointment of additional advisors
- change of attendance mode (on campus / remote)
- change of enrolling school or institute
- change of research project or title
- change of RHD program (PhD/MPhil)
- extension of milestone
- a period of interruption to candidature (leave)
- return from leave
- paid sick leave – maximum 12 weeks during scholarship tenure, medical certificate required

Candidates must submit requests for these changes by using the online Candidature management portal in my.UQ. The Graduate school will then circulate the submitted requests to relevant persons for approvals.  
<https://my.uq.edu.au/rhd-information-and-services/manage-my-candidature/changing-your-candidature>

## Interruption of Candidature

You may apply for permission to interrupt your candidature for any reason that prevents you continuing with your research studies (such as illness, caring responsibilities, or work commitments) by submitting a Request for leave request in the online Candidature management portal in my.UQ. Your Principal advisor and School must endorse your request before it can be considered by the Dean, UQ Graduate School. The Dean must approve your request for an interruption before your enrolment is changed.

Candidates should be aware of all rules and requirements regarding interruption of candidature before submitting any requests.

## Withdrawal from Candidature

Candidates may withdraw from the program by submitting a Withdrawal from Candidature request in the online Candidature management portal in my.UQ. If your request will retrospectively change your enrolment status as at a census date (1 Feb / 1 May / 1 August / 1 Nov), it must be endorsed by your Principal Advisor and the School.

Please note that withdrawing from candidature does not stop you applying for readmission at a future date. If in the future you decide to do so, please follow the how to apply procedure as if you were a new applicant.

Each request for readmission is considered on its own merits: you may not be able to work with the same advisors, pursue the same topic or be granted credit for work already done. However, if a major portion of

the research work has been completed and your application is made within two years of withdrawing, your required period of enrolment may be reduced.

## Review of Candidature

In accordance with *General Award Rule 4.13*, the Dean, UQ Graduate School, may terminate a PhD or MPhil candidate at any time for failing to meet any condition of candidature. These conditions include, but are not limited to:

- failing to make satisfactory progress after receiving sufficient notice that progress was unsatisfactory and sufficient guidance about how to remedy the situation;
- being unable to meet the requirements for attainment of a progression milestone after an extension of the due date; and
- failing to provide a progress report, timetable for submission, or other report requested by the Dean, UQ Graduate School.

Alternately, the Dean may withdraw a PhD or MPhil candidate in accordance with General Award Rule 4.12 if, in the Dean's opinion, there should be no academic penalty imposed on the candidate. This is usually done because the reason for ending candidature is not poor academic performance: examples of such reasons include, but are not limited to:

- failing to meet financial obligations to the University;
- the University being unable to provide appropriate advisory support or any other necessary resources to the candidate; and
- failing to resume candidature following the end of an approved period of interruption.

*Part 4.13* of the *General Award Rules* sets out the formal arrangements for termination of candidature. Before acting on a School's written recommendation to terminate a student's candidature, the Dean will give careful consideration to written reports from the Advisors and to any written responses given by the student.

For further information please refer to the General Awards Rules 2017 link at <http://www.uq.edu.au/student/GeneralRules2017/2017GARs.pdf>

## Resolving Problems During Candidature and Raising Grievances

The normal expectation is that most matters of concern to HDR candidates will be resolved at the local level. While not every difficulty is resolved to everyone's satisfaction at that level, the great majority are. Therefore, candidates who consider that they have a problem with any aspect of their candidature should first discuss the situation with their advisors and attempt to reach a solution with their advisory team.

If it is not possible to reach a solution with the advisory team, the candidate should then seek the advice and assistance of the Director of the School's HDR Program. If the Director cannot help resolve the situation, the candidate should then consult the Head of School. If the matter still remains unresolved, the candidate should then approach the Dean, UQ Graduate School, for assistance. The Dean may refer the matter to the HDR Committee for advice if that is appropriate.

The University of Queensland Student Union also provides independent advice and assistance through the Education and Postgraduate Officer.

A student grievance does not arise if the complaint relates to:  
Discrimination, Harassment and Bullying, or Sexual Harassment.

The University has specific policies and procedures to handle issues relating to the above areas in the UQ [Policies and Procedures Library](#) (PPL) Note that a student grievance may arise from the alleged failure of the University to follow the procedures it sets down in each of the above areas for the resolution of an issue.

## The Advisory Team

An effective working relationship between candidates and their advisors is crucial to the successful outcome of every research higher degree candidature, which is the timely completion of a quality thesis. Advisors must be available to:

- advise the candidate on the design of a research topic that can give rise to an assessable thesis within the normal period of candidature;
- advise the candidate on the scope, quality, and presentation of work required;
- encourage and assist the candidate to produce a thesis that constitutes original and significant research in the field of study;
- help the candidate to formulate and to accept appropriate limits on the scope of their research and of their written material so that they can complete their program in an appropriate time and to an appropriate standard.

The University requires the appointment of an advisory team for all HDR when making a recommendation for admission to candidature. The advisory team shares the intellectual, practical, and administrative responsibility and workload of assisting the candidate in the progress of their research work from admission towards the timely submission of a high quality thesis. The advisory team for a HDR candidate consists of no fewer than two advisors, at least one of whom must be an experienced HDR advisor and at least one of whom must be a continuing academic staff member of the school in which the candidate is enrolled.

### Responsibilities of Advisors

Satisfactory progress in your research and scholarly activities requires close contact with your Advisor. The University has published detailed guidelines on advising: *"Good Supervision: the role of the advisor for research higher degree students"* which is available from the UQ Graduate School website.

Advisors are expected to fulfil certain obligations to their students, to ensure that a HDR candidate is progressing at an appropriate rate on an appropriate topic, within guidelines established by the University and the School of Political Science and International Studies. You should, prior to or early in your enrolment, establish clear expectations with your Advisor about the frequency and content of supervision. Within the disciplines of the humanities and social sciences, research students are expected to become more independent as they work through their theses. The role of Advisors should evolve from that of a mentor to an Adviser in the background of the work.

Some specific expectations of Advisors, across all fields of study are as follows:

- to ensure that the candidate is engaged on a promising topic which should be expected to produce sufficient results within the usual time frame for a thesis (as defined by UQ);
- to give guidance to the candidate regarding the nature of research, the expected standard, relevant literature sources, and general planning of the thesis;
- to meet with the candidate on a regular basis;
- to comment on the drafts of written work produced by the candidate;
- to arrange for the candidate to make presentations of their research work (including at school seminars and external conferences);
- to facilitate the candidate meeting with other researchers in their field;
- to ensure that the candidate is following appropriate University and School policies as research progresses;
- to report regularly on the candidate's progress, to the School's Director of HDR Program and the University administration and, if necessary, to appropriate scholarships committees;

- to advise the School's Director of HDR Program of the names of possible thesis examiners, after consultation with the candidate;
- to ensure that the length of the thesis and its component sections are appropriate for the type of research conducted.

### **Responsibilities of a Candidate**

Research students have responsibilities within the Advisor-Student relationship that should be fulfilled to ensure the best possible working environment and to facilitate the successful completion of a thesis in a timely manner.

A general outline of these obligations is as follows:

- to be familiar with applicable University of Queensland and School of Political Science and International Studies guidelines and policies;
- to utilise relevant resources and opportunities provided by the School of Political Science and International Studies to facilitate progress in the research of a thesis;
- to acquire the necessary skills and knowledge to ensure completion of a thesis;
- to adhere to appropriate ethical practices in research;
- to initiate discussions with advisors regarding planning the progression of a thesis and arrange a schedule of regular meetings;
- to take the initiative in raising potential problems or difficulties with an advisor;
- to maintain appropriate progress, including the regular presentation of material to the advisor;
- to provide reports to the School of Political Science and International Studies and the University of Queensland (as required);
- to prepare the thesis for examination, including formal arrangements of its various sections, and to consult the advisor in matters of style and presentation.

Although each student-advisor relationship is unique, some general suggestions are made here with the intention of fostering a more successful and productive relationship.

- Academic advisors have a great variety of academic interests and responsibilities that place significant demands upon their time. It is therefore always appreciated when students are patient and understanding when awaiting feedback. However, if a student is experiencing extended delays in receiving feedback on their work from their Principal Advisor then advice should be sought from the Associate Advisor or the Director of the HDR Program.
- The effectiveness of meetings with Advisors can be greatly enhanced when students have specific questions or issues they wish to discuss. So it is often a good idea to make a list of these beforehand and work through them in the meeting with your advisor.
- Some students find it useful to set deadlines and regular meeting times with their Advisors. This is an issue that should be negotiated between each student and their respective supervisors, to accommodate the working styles and schedules of both individuals.
- Although the Principal Advisor is the primary means of assistance to each student, they need not be viewed as the sole source of help. Keep in touch with your Associate Advisor (send them emails updating your progress or meet with them at occasional intervals). Also look to other HDR candidates in the School of POLSIS for support and advice. There will usually be other HDR candidates who broadly share your academic interests and who are able to offer valuable advice about sustaining progress on your project.

### **Changing Advisors**

A candidate may apply at any time for a change of Principal Advisor. Changes in advisory arrangements should first be discussed with your Principal Advisor. If this is not appropriate, or you are not comfortable doing so, then the matter should be referred to the School's Director of HDR, the Head of School or, in the last instance, the Dean of the Graduate School. It should be appreciated that unless another qualified person is willing to act as advisor, the candidature may lapse and the candidate may be required to complete the degree elsewhere. Every attempt is made to facilitate the needs of students placed in this position.

## PART IV: RESEARCHING AND WRITING

### ***Faculty and Student Favourite Resources on writing and researching:*<sup>1</sup>**

Australasian Political Studies Association. 1992. *Essay Writing and Style Guide for Politics and the Social Sciences*. Canberra: APSA.

Dunleavy, Patrick 2003. *Authoring a PhD: how to plan, draft, write, and finish a doctoral thesis or dissertation*. New York: Palgrave Macmillan.

Fowler, H. Ramsey, and Jane E. Aaron. 2006. *The Little, Brown Handbook*. 11th ed. New York: Pearson Longman.

George Orwell. 1946. *Politics and the English Language*. Available at:  
<http://www.mtholyoke.edu/acad/intrel/orwell46.htm>

Grant, Wyn and Philippa Sherrington. 2006. *Managing Your Academic Career*. Basingstoke : Palgrave Macmillan.

Mason, J. 2003. *Qualitative researching*, (2<sup>nd</sup> Edition). London: Sage

Neave, Lucy, James Connor & Amanda Crawford, eds. 2007. *Arts of publication: scholarly publishing in Australia and beyond*. Melbourne: Australian Scholarly Publishing.

Neuman, W.L. 2003. *Social Research Methods: Quantitative and Qualitative Approaches*, 6<sup>th</sup> Edition, Boston: Allyn and Bacon

Petelin, Roslyn, and Marsha Durham. 1992. *The Professional Writing Guide: Writing Well and Knowing Why*. St Leonards, NSW: Allen & Unwin.

Strunk, William and E. B. White. 2000. *The Elements of Style*, 4th ed. New York: Macmillan.  
*Style Manual for Authors, Editors and Printers*, 6th ed. 2002. Brisbane: Snooks & Co.

Turabian, Kate. 1996. *A Manual for Writers of Term Papers, Theses and Dissertations*, 6th ed. Chicago: University of Chicago Press.

### ***Other resources on writing and researching***

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<sup>1</sup> If you have a favourite that can be added to this list, please email: Marja Knuuttila [rhd.polsis@uq.edu.au](mailto:rhd.polsis@uq.edu.au) .

- Badke, William B. 2008. *Research strategies: finding your way through the information fog*. New York : IUniverse, Inc
- Berry, Ralph. 2004. *The research project: how to write it*. London ; New York, NY: Routledge.
- Bryman, Alan. 2008. *Social research methods*. Oxford; New York: Oxford University Press.
- Burton, Suzan and Peter Steane, eds. 2004. *Surviving your thesis*. London; New York: Routledge.
- Cioffi, Frank L. 2005. *The imaginative argument: a practical manifesto for writers*. Princeton, NJ: Princeton University Press.
- Creswell, John W. 2009. *Research design: qualitative, quantitative, and mixed methods approaches*. Thousand Oaks: Sage Publications.
- Davis, Gordon B. and Clyde A. Parker. 1997. *Writing the doctoral dissertation: a systematic approach*. Hauppauge, NY: Barron's.
- Denzin, Norman and Yvonna S. Lincoln, eds. 2005. *The SAGE handbook of qualitative research*. Thousand Oaks: Sage Publications.
- Denzin, Norman and Yvonna S. Lincoln, eds. 2008. *Strategies of qualitative inquiry*. Los Angeles : Sage Publications.
- Evans, David G. and Paul Gruba. 2002. *How to write a better thesis*. Carlton South, Vic. : Melbourne University Press.
- Gordon, Rachel Singer. 2004. *The librarian's guide to writing for publication*. Lanham, MD: Scarecrow Press.
- Graves, Norman and Ved Varma, eds. 1997. *Working for a doctorate: a guide for the humanities and social sciences*. London ; New York : Routledge.
- Hart, Chris. 1998. *Doing a literature review: releasing the social science research imagination*. London: Sage Publications.
- Huff, Anne Sigismund. 1999. *Writing for scholarly publication*. Thousand Oaks: Sage Publications.
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## **Journals**

*Applied Ontology [electronic resources]*: Netherlands: IOS Press

*International journal of social research methodology [electronic resource]*: London: Taylor & Francis  
*Journal of Electronic Publishing*. [Ann Arbor, Mich.]: University of Michigan Press.

*Journal of Scholarly Publishing*. Toronto : University of Toronto Press

*Journal of Writing Research*

*Methodology [electronic resource]: European journal of research methods for the behavioral & social sciences*: Cambridge, Mass.: Hogrefe & Huber,

*Qualitative inquiry*. Thousand Oaks, CA : Sage Publications

*Social Epistemology*: London; New York: Taylor & Francis.

*Theory and Decision*: Dordrecht : Kluwer.

### **Online resources**

#### **Writing, editing, and publishing**

*Amherst College Writing Center: General writing tips*  
<https://www.amherst.edu/academiclife/support/writingcenter>

*Directory of Australian Publishers and Booksellers*  
<http://www.booksellerandpublisher.com.au/>

*Duke University's Virtual Writing Studio*  
<http://uwp.duke.edu/wstudio/resources/writing.html>

*Harvard University's Online Writing Center*  
<http://www.fas.harvard.edu/~wricntr/resources.html>

*Purdue University's Online Writing Lab*  
<http://owl.english.purdue.edu/>

*Proofreading and Editing Tips*  
[http://www.lrc.com/tips/proofreading\\_editing.htm](http://www.lrc.com/tips/proofreading_editing.htm)

*Writing Skills*  
<http://www.canberra.edu.au/studyskills/writing/reports>

#### **Grammar, punctuation, spelling, and usage**

*The Blue Book of Grammar and Punctuation*  
<http://www.grammarbook.com/>

*Grammar Handbook*  
<http://www.tc.umn.edu/~jewel001/grammar/>

*Guide to Grammar and Style*  
<http://www.andromeda.rutgers.edu/~jlynch/Writing/>

*The Internet Grammar of English*

<http://www.ucl.ac.uk/internet-grammar/home.htm>

## Style

*APA Style Homepage*

<http://www.apastyle.org/index.aspx>

*The Chicago Manual of Style FAQ*

<http://www.press.uchicago.edu/Misc/Chicago/cmosfaq/cmosfaq.html>

*The Elements of Style*

<http://www.bartleby.com/141/>

*The King's English (second edition)*

<http://www.bartleby.com/116/index.html>

*Research and Documentation Online*

<http://www.bedfordstmartins.com/hacker/resdoc/home.htm>

## Other useful websites

*Dissertation Doctor*

<http://www.dissertationdoctor.com/>

*PhD First thoughts to finished writing. University of Queensland Student Services and TEDI*

<http://www.uq.edu.au/student-services/phdwriting/index.html>

*Postgraduate Research: University of Queensland Student Services*

<http://www.uq.edu.au/student-services/postgraduate-research>

## Layout and Style of a Thesis

### General Order of a Thesis

Title page	includes the full title of the thesis, student's name in full, and the specific degree for which it is being submitted
Abstract	summarises the research problem, argument, the methods of investigation, and conclusions reached in the thesis; approximately 300-500 words
Acknowledgments	indicates appreciation to those who have assisted in the design, research, and writing of the thesis
Contents page	lists chapters with relevant page numbers

Lists of Plates Illustrations, etc.	corresponding list of illustrations to numbered illustrations throughout the thesis
Body of the text	leave a margin of approximately 4 cm on the left (binding) side of the page, and 1.5 cm margins on the other three sides of each page
Appendices	may include any material that does not fit into the body of the text (if applicable)
References or Bibliography	the format for this section of the thesis is dependent upon the referencing style used by the candidate throughout the thesis
Index	if applicable

This is only an overview of the general format of most theses. The exact layout of each thesis is dependent upon the nature of the study and the specific material incorporated into the final product. Please check the Graduate School website for exact formatting requirement just prior to submission.

### Sources

Victoria University of Wellington (Library). *Guide to the Presentation of Thesis*.

UQ Higher Degree Handbook.

## Research Methods

The nature of individual theses will determine the specific research methods that will be most suitable for each type of project. The method you will be using throughout your research should be discussed very early in your degree program with your supervisors. They will be able to suggest appropriate means for collecting and assessing the data and information you will be researching.

Students in the HDR program at POLSIS will also benefit from training in methodology and research methods as discussed above.

## Research Strategies

When beginning a long-term research project it is necessary to survey the existing literature and research that has previously been completed in your specific field of study. The first few months may be spent reading in the general area. This will assist you in finding out precisely what has been written in your field, and help you to identify possible 'gaps' or problems in the literature, as well as to clarify your own ideas and thoughts about what you want to contribute to the discipline.

When you have decided upon your topic, it is necessary to orient your research around a specific research problem. The central question should encompass an area that has not been addressed adequately in your field of study, and you should be able to briefly explain why you feel it is important, and why the topic needs to be addressed now. Other subsequent questions will need to be answered to properly address your central research question, and these will usually form the subsequent chapters of your thesis.

Various strategies for collecting and analysing relevant information can be undertaken in a research project. Generally, the basic strategy for developing a topic and investigating previous research in a certain area is to

read and analyse secondary sources of information. Once you have established the current and previous writings in the field, it may be useful to consult any primary documents or sources to which the work refers.

In collecting information, it may be beneficial to analyse certain case studies of relevance to your central problem. Case studies, however, should be chosen very selectively, and their applicability should be discussed with your supervisor. They should supplement your other research, and should not detract from the central focus of the research. They should be used to address your research questions, and should not merely comprise interesting reading material on their own.

In addition, conducting interviews may be useful in your specific type of research. Nevertheless, like case studies, they should be based upon your research questions, and should serve as a supplement to current research. They may also be useful in clarifying specific points in the data. Speaking to certain people in your field of study can be helpful, as written material will not always divulge unofficial information, or 'behind the scenes' scenarios which may be pertinent to your research. Again, students should choose potential interviewees very carefully and should fully discuss the possibility of interviews with their supervisors.

Before conducting any research that involves human participation you must gain ethical clearance from the School. You will need to submit an *Ethical Clearance Form*, available from the School's website under Student Support Page - <https://polsis.uq.edu.au/student-support> - to the Chair of the Research Committee. Your ethical clearance will need to be approved prior to you commencing any research.

## Research Culture

The development of a research culture is an important component of the processes of postgraduate research and can add to the candidate's positive experiences in the School. Postgraduate students have different interests and needs, depending upon their ages, experiences, financial circumstances, and external commitments. Each field of research is unique and may differ greatly from the material being researched by others in the School. This situation may cause a feeling of isolation – on both academic and personal levels – and may potentially hinder a candidate's ability to complete a postgraduate degree. Feelings of isolation may also hinder opportunities for the development of informal relationships with academic colleagues. The School conducts regular research seminars and other activities in part to combat such problems. Participating in a wider range of scholarly activities may assist in overcoming feelings of personal and academic isolation. There are several general streams of study within the School and it may be useful for students and academics to combine knowledge and resources in regular forums, such as discussion groups or informal seminars. This may assist students to improve their academic work and to benefit from the experiences of established academics. More importantly such forums can provide an opportunity for individual researchers to become acquainted with one another and to share common experiences.

In the School of Political Science and International Studies there are a number of ways that you can create a discussion with the other students or staff members. Advisors are an excellent resource, and they will be able to assist you with choosing a suitable forum for discussion and also be able to put you in contact with other individuals in the School working in a similar discipline. You can also approach other postgraduate students to inquire if they would be interested in participating in some sort of discussion or study group within a certain area. Finally, by attending postgraduate seminars regularly, you will become familiar with the areas that other students are working on. This provides an excellent opportunity to become acquainted with other students and to learn about other types of research in the School.

The purposes of discussion groups are flexible, depending on the availability and intention of the members of the group. They can be formed to discuss general issues and problems within a certain field, or to serve a specific purpose. For instance, in the past, staff and students in the School have organised 'reading groups' or 'research groups' to (a) survey and report on the recent literature in journals in a field; (b) increase expertise

on a topic of contemporary interest; and (c) prepare chapters for publication in a book or specific edition of a journal.

If you would like to start your own group, why not discuss your idea this with your supervisor.

## Research Ethics

### The Ethical Conduct of Research

Postgraduate students are required to conform to appropriate ethical standards while conducting their research. It is essential that supervisors are very closely involved in planning research activities which may have ethical implications and that the student is familiar with relevant University policies.

The Coordinator at the Human Ethics Unit, Research & Innovation Division (located in the Cumbrae-Stewart Building) is available to assist students and staff with ethical questions or concerns concerning all types of research, including those related to the social sciences. The Human Ethics Unit Coordinator's contact details are:

#### Michael Tse

Human Ethics Unit Coordinator

Research & Innovation Division

Phone: +61 7 3365 3924

Email: [m.tse@research.uq.edu.au](mailto:m.tse@research.uq.edu.au)

Students must also consult: <http://www.uq.edu.au/grad-school/research-conduct>

It is not necessary to lodge an application for Ethical Clearance with your initial PhD or MPhil application, however this must be done prior to starting any research involving human subjects.

Some Postgraduate research has to go through ethical clearance in the School. See procedure on School intranet

## Plagiarism

Plagiarism is an area of serious concern for all researchers. Upon submission of a thesis, the author is required to sign a statement declaring that the work is exclusively one's own, except where acknowledgments appear in the text of the document. Extreme care should be taken to ensure that errors are not committed throughout the research process.

## PART V: FIELDWORK, RESEARCH AND FUNDING

### Fieldwork Safety Plans

Any student who will be undertaking study related research or fieldwork off-campus, regardless of the length of time or the distance to be travelled, is required to comply with the University's Fieldwork Safety Guidelines. In keeping with the guidelines, you will need to complete a [Student Fieldwork Safety and Travel Plan](#). After you have filled in the required details, sign where indicated, forward to your Supervisor and then to the HDR Administrative Officer for processing.

You are not covered by the University's student insurance and workers' compensation policies (if otherwise applicable) until such time as your application has been approved by the Head of School. It is advisable to save a copy of the completed form on your computer in case amendments or further information is required. Please allow sufficient time for appropriate consideration of your application.

The Student Fieldwork Safety and Travel Plan form is also available via the Resources page on the POLSIS HDR Community page via Blackboard website - <https://learn.uq.edu.au/>.

### Ethical Clearance for Research Projects

As part of the design process for any research project involving human subjects or human related materials, University of Queensland researchers must investigate the need for ethical clearance and obtain it when required.

It is the responsibility of the School of Political Science and International Studies, through its Research Committee, to assess and, where appropriate, approve the 'ethical conduct' of research activities specifically with regard to fieldwork. This applies to research involving human subjects conducted by all students. Working with their advisors, students are expected to seek ethical approval for any research they conduct.

The application form for Ethical Clearance can be downloaded from the Resources page on the POLSIS HDR Community page via Blackboard website - <https://learn.uq.edu.au/>.

Completed applications should be forwarded to the Chair of the School's Research Committee (via the HDR Administrative Officer – [rhd.polsis@uq.edu.au](mailto:rhd.polsis@uq.edu.au)) for consideration.

### Language Training

PhD and MPhil students can learn many languages through the Institute of Modern Languages, located at UQ. More information regarding the cost and duration of their courses can be found here <http://www.iml.uq.edu.au/>. The School's Research Committee may consider an application for reimbursement of costs incurred for this training.

### School Funding

#### Research Funding

HDR students may apply to the School's Research Committee for financial assistance to help defray the costs associated with completing their research. Appropriate expenses may include items like business cards if attending a conference, postage, printing and data management costs associated with survey research, specialised software, and travel expenses associated with fieldwork research.

The Research Committee allocates funds on the basis of an evaluation of project applications. Students who extend their studies beyond the normal time for completion are **not eligible** for research funding as the School is no longer receiving any funding to support their place. The normal time for completion is considered 8 full time semesters for a PhD and 4 full time semesters for an MPhil.

#### Conference Funding

Confirmed HDR students are encouraged to present papers reporting their research at least one major professional conference. The School also offers financial support for this type of activity, including flights, associated transport, accommodation, meals and incidentals.

## Funding Levels, Application Forms & Guidelines

The level of research/conference funding available is subject to change depending on financial circumstances. PhD students commencing in 2008 can apply for up to a maximum of \$4,500 in funding support over the whole period of their candidature. MPhil students can apply for up to 50% of the amount made available to PhD students. Application forms and the relevant guidelines (including Fieldwork Safety Guidelines) can be accessed under 'Research' on the School's Intranet.

In most cases the maximum students can apply for in any given year is \$2500 for field work and \$1000 for conference funding. If you have a specific case requiring more than the usual funding in a calendar year, it is best to discuss it with the Chair of the Research Committee or the School Manager.

## How to Apply for School Funding

### General Procedures

All applications for funding support from HDR students (PhD & MPhil) will be assessed by the School's Research Committee in the light of funds available to it for allocation. Completed applications should be submitted to the Finance and Research Support Officer for preliminary review. After review (and amendment where necessary) they will be forwarded to the Research Committee for consideration. The Research Committee will advise all applicants in writing of the outcome of their funding application.

If you need help with the application preparation, please contact the HDR Administrative Officer for advice [rhd.polsis@uq.edu.au](mailto:rhd.polsis@uq.edu.au).

Funds allocated by the Research Committee must be spent within 12 months of being allocated. Successful applicants who do not intend to spend all of the funds made available should notify the Research Support Officer to this effect so that the funds can be reallocated.

Please read these guidelines carefully before downloading and completing the Application for School Research Funding form (available on Blackboard site). If your application includes travel or involves field work off-campus, you will also need to complete a [Student Fieldwork Safety and Travel Plan](#). Applications can be submitted at any time.

### Eligibility & Types of Funding Support Available

Applications from PhD and MPhil students for research funding will only be considered if they are fully supported by both their supervisor and the Director of the School's HDR Program. Any proposal for research funding must accord with the student's academic progression. Applicants must, therefore, have passed their statement of intent and must have had their candidature confirmed before they apply for funding.

PhD and MPhil students who have extended their studies beyond the normal time limit for completion are **not eligible** to apply for funding. This is because the School is no longer receiving any funding to support their place.

The normal time limits for completion are:

- PhD candidates = 8 semesters of full-time study
- MPhil candidates = 4 semesters of full-time study



Two types of funding support are available:

1. Conference support - to assist HDR students to attend conferences if they are presenting a paper.
2. Research project support - to assist HDR students to complete their research programs.

## **Assessment Criteria**

### **Research Project Applications**

In making decisions about individual research project applications the School's Research Committee will take into consideration the following criteria:

1. that the proposed expenditure will facilitate research leading to the completion of the degree;
2. the clarity and feasibility of the research plan and proposed methodology;
3. evidence that the research is being conducted in the most cost-effective manner;
4. the degree of support shown by the student's supervisor;
5. the justification of detailed budget items and their eligibility for support.

### **Conference Applications**

Funding will only be made available if the applicant is presenting a paper. Conference funding for postgraduate students is intended for mainstream disciplinary conferences like APSA. The application will also require the support of the student's supervisor and this must be indicated on the application form. The School reserves the right to deny funding to students intending to attend conferences organised by organisations with poor reputation.

It is the expectation of the Research Committee that individual HDR students will not ask for more than a total of \$2,500 in conference funding during the course of their candidature.

Note that students are not 'entitled' to funding up to the total cumulative limit - this is the maximum that can be applied for. The Research Committee will determine the allocation of funds on the basis of availability in each particular funding cycle.

## **Advice for Preparing Your Budget**

### Airfares

When preparing a budget for travel staff should obtain a quote from the University's travel consultant, Campus Travel ([Email](#) or phone 3393 8855) for advance purchase, lowest price, economy fares. For domestic airfares a quote can be obtained from the Qantas or Virgin websites. All air travel funded by the School must be booked through Campus Travel in collaboration with the School's Finance and Research Support Officer, however staff will not be able to confirm any bookings until after their travel has been approved by the Head of School.

### Cab Charge/Mileage

Taxi cost are usually not covered for HDR Students. If you plan to use their own vehicle, the University will provide a Mileage Allowance upon receipt of a completed Mileage Claim Form, providing that the total cost does not exceed the price of an economy airfare to the same destination.

### Accommodation/Meals

The University's Travel Subsistence Allowances website should be used to budget for accommodation, meals and incidental living expenses.

### Research Assistance

Not funded by School research fund.

#### Other Expenses

Other budget items, such as conference registration, should be based on the full quoted cost less 10% GST.

#### Unclaimable Items

Funding is not available to pay for the purchase of:

1. Computers or computer peripherals;
2. Equipment or services normally available within the School or free-of-charge within the University;
3. Travel insurance.

#### Travel Insurance

The School does not recommend student to travel without sufficient travel insurance. You are responsible for determining your insurance needs and for arranging adequate cover. In most circumstances students are covered by the University's Student Corporate Travel Insurance policy. Additional travel insurance cannot be covered by School fund.

#### Other Expenses

Items in this section such as conference registration, should be based on the full quoted cost less 10% GST.

#### Business cards

This item is covered under [Policy 5.02: Business Cards](#).

### **Other Funding**

The School is responsible for meeting all direct research costs that are necessary to enable a candidate to undertake the agreed research higher degree project. In addition, candidates can obtain financial assistance to meet supplementary research costs that are not necessary to undertake the project but that enhance the outcomes of the research or the development of the candidate's research skills. Supplementary financial support to meet research costs is available by way of a Graduate School International Travel Award (GSITA). For further information please refer to <https://scholarships.uq.edu.au/scholarship/graduate-school-international-travel-award-gsita>.

### **Conferences**

#### **Obtaining Information About Upcoming Conferences**

Information about upcoming conferences can be obtained through a variety of sources, both within the School and externally. Within the School supervisors can provide students with information about conferences that are relevant to their particular area of study. Supervisors can also provide their students with information about available funds (and how to apply for them) for attending conferences and delivering conference papers. Information about conferences in the general areas of the social sciences, political science and government studies is posted regularly on School of Political Science and International Studies postgraduate notice boards.

Political science and international relations journals and newsletters such as the APSA Newsletter are also a source of information about upcoming conference. Finally, web sites relevant to different areas of interest and fields of study can be searched for detailed information about upcoming political conferences. Beyond this, School Internet discussion groups and lists are an excellent way to keep in touch with upcoming conference.

## Preparing and Delivering a Conference Paper

At the beginning of their postgraduate education, postgraduate students tend to think of themselves predominantly as absorbers rather than producers of knowledge. Preparing conference papers is an exercise both in helping to organise your thesis topic and to present your own research to an audience.

For most conferences you will have approximately twenty minutes in which to present your paper plus additional time to receive and respond to questions. Therefore the way in which information is presented is vital.

Here are some helpful tips to keep in mind when preparing a presentation:

- Check beforehand to ensure that any visual or audio aids which you will be using are in good working condition in the conference room.
- Let the audience know exactly what you are going to tell them, and keep it simple and forceful.
- State your research problem at the beginning of your presentation: define what you are doing and why it is important.
- Involve the audience by using your eyes and voice. Try to convey to them your enthusiasm for the topic.
- If you use overhead transparencies, be sure to leave them up long enough that people can digest their meaning and relevance.
- Limit your presentation to your main points; it is not necessary to include details of everything that you have discovered.
- Repeat your main focus through the presentation, but avoid monotony. Use several different examples that all relate back to the main point. Throughout the presentation, speak clearly and audibly; do not mumble your words or speak softly.
- **Do not read your paper verbatim!** It is most effective if you use an outline with your main points on it. This will enable you to feel more comfortable with the content of your presentation, and will also incorporate the audience into your presentation to a greater degree.
- Use the word 'you' when referring to the audience throughout your presentation.
- Make sure that your paper is available in advance; though be aware that most of the audience will not have read your paper before your presentation.

Conference papers (as opposed to the oral presentation) should usually be approximately 3,000-4,000 words in length, but it is important to check each conference guidelines and requirements prior to submission.

## PART VI: ADVICE FOR STUDENTS NEAR COMPLETION

### Career Development

Many HDR candidates are working towards a career in academia, and it is advisable that while undertaking their research they also acquire other credentials in relation to this goal. Academic positions require a successful applicant to possess a range of skills and experience beyond their HDR research, to enable them to fulfil the specific academic description.

### Teaching Skills

This requirement could include a range of skills, such as course development and teaching methods. The former could include concerns of the employer, such as how the applicant would develop a new course in an area of politics, and what they would include in the subject material of the course. As well, an employer will be interested in the applicant's knowledge of teaching methods, including useful formats for conducting tutorials, lecturing, assessment, and alternative delivery methods.

While a PhD candidate it is extremely beneficial to acquire experience as a tutor with the School. Tutorials are incorporated into most undergraduate and postgraduate (coursework) classes, to supplement the lecture material. Postgraduate students are employed to prepare and conduct tutorials, and to grade assignments and examinations. These positions are of great benefit to HDR students, as valuable teaching and learning skills are acquired from interaction with students. If you are interested in becoming a tutor, consult your supervisors (they probably conduct courses within the broad system of Political Science and International Relations) and the School Manager to discuss possible tutorial arrangements.

Towards the conclusion of a PhD, it would also be beneficial to deliver one or more lectures. If you are interested in doing this at some time throughout your degree, consult your supervisor about possibly taking one of the lectures in their course, or about making arrangements with another lecturer in your general field of study.

### **Research and Publication**

This includes all publications that you have completed during the period of PhD candidacy. It is advisable to publish three to five articles throughout the PhD research. The journals in which articles are published are very important, as a PhD candidate you should be trying to establish a profile within the discipline, and the maximum exposure and credibility that can be gained from well-known and respectable journals should be taken into consideration. Working with other academics (possibly within the School) is an excellent way to get published, and also to learn from their experiences.

### **Administrative Experience**

This includes all relevant experience that you have acquired while completing a PhD regarding contributions to the School, the University, and the discipline. Some examples of these would include organising seminars and conferences and membership on various School and University committees. The School always welcomes innovative ideas in this regard.

### **Memberships of Professional Associations**

This includes all relevant professional associations of which you are a member. The Australian Political Studies Association and the Australasian International Studies Association are two examples of relevant associations that could be listed on curriculum vitae. It is beneficial to become involved in these associations, both to fulfil future job requirements but also to keep abreast of current events and literature within your field of study. To find out more about associations most relevant to your particular area of study, consult your supervisors. They will be able to recommend certain associations and membership details to you.

<b>Curriculum Vitae</b>
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## Overview of Requirements

For academic positions, certain information should be included in one's curriculum vitae, as outlined below. Throughout postgraduate studies, it is advantageous to gain experience and membership within these relevant areas, to prepare oneself for an academic job search in the competitive job market.

Personal Details  
Professional Qualifications  
Scholarships, Awards, Prizes and Research Grants  
Present Appointment  
Previous Teaching and Research Positions

### ***Resources on writing a 'Curriculum Vitae'/Resume***

Bennett, Scott. 2005. *The elements of résumé style: essential rules and eye-opening advice for writing résumés and cover letters that work*. New York: Amacom.

Criscito, Pat. 2006. *Designing the perfect resume*. Hauppauge, NY: Barron's.

Kenkel, Cindy S. 2007. *Extreme résumé makeover: the ultimate guide to renovating your résumé: plus sections on cover letters, thank-you notes, and electronic résumés*. Boston: McGraw-Hill/Irwin.

Krantman, Stanley. 2008. *The resume writer's workbook: marketing yourself throughout the job search process*. Clifton Park, NY: Thomson Delmar Learning.

Madero, Frank. 2004. *The résumé guide: how to write a winning résumé*. Frenchs Forest, NSW: New Holland.

Salvador, Evelyn U. 2006. *Step-by-step resumes: build an outstanding resume in 10 easy steps*. Indianapolis, IN: JIST Works.

Thompson, Mary Anne. 2000. *The global resume and CV guide*. New York: Wiley.

### **Working Towards Publication**

The HERDSA Guide entitled *Up the Publication Road* by D. Royce Sadler offers a thorough outline of the processes leading up to publication. It describes the necessary steps involved in the preparation and submission of academic work for publication. It also discusses various types of journals, and the processes that occur after submission of an article. This short, though comprehensive, guide is available at the Tertiary Education Institute Library. If you wish to borrow this guide please contact the Library Liaison Officer.

### **Why Write For Publication?**

While progressing through the stages of researching and writing a thesis, it is advantageous to also write papers toward the goal of publication. Practice in this type of writing gives students an appropriate standard by which to measure their own work.

In addition to providing students with necessary job qualifications for academic positions, publishing papers during the thesis process is also an excellent psychological boost and builds students' confidence in their own

abilities. It is also important for students to receive external feedback and input. This will benefit their knowledge of the research area as well as improve the quality of their writing.

### **Preparation and Format of Journal Articles**

The first step in the preparation of an article for publication is to select the journal most appropriate for the article. Choosing a journal to submit an article to is important, as the author wants to convey their message to a certain audience, and to achieve recognition within a specific field and readership. When choosing an appropriate journal, consult the editorial page or the 'information for contributors' section of the journal (usually at the front of journals). This should contain a statement of the scope of the journal, including the types of articles published in it, and technical information, such as the number of copies required and relevant referencing information. Take care to ensure that the journal consulted is the most recent edition so that the editor and address are current. Some journals only publish thematic issues, which would be announced well in advance.

When selecting a journal to submit an article to, certain aspects of the compatibility of an article and a journal should be evaluated. Some relevant questions, which may be used as a personal checklist for selection, are as follows:

- Who do you want to read your work?
- Who might be most interested in reading your work?
- How does the quality of articles in a journal compare to your assessment of the quality of your article?
- Is the content of your article compatible with the editorial policy of the journal?
- Does the content of your paper draw upon the most recent literature in the related fields?
- Does the content of your paper draw upon or take issue with other articles which have previously appeared in the journal?

Once a relevant journal has been selected, ensure that the format of your article matches the requirements of the journal (double-check with the editorial policy). All external references should be recorded in the specific style used by the particular journal. Be aware of differing styles and differing quality between various journals. Before submission, create an abstract and a title which adequately reflects the contents of your article.

## Criteria That Journal Editors Look For

Is anything worthwhile being said? Does the paper make a considerable contribution?

Are old things said in a fresh way?

Does the paper make a clear argument? Is it addressed to a broader audience?

Is the problem well defined?

Does the paper exhibit an understanding of relevant theories?

What type of methodology was used?

If the paper is unconventional, is the point of view argued intelligently?

Are some of the key objections to the argument seriously considered?

Has some major contribution in the literature been omitted?

Most editors also look for the length of the paper to be approximately 5000-8000 words.

## What Is The Process After Submission?

After submission of an article to a journal, the article is read by the editor, who screens all incoming articles for potential publication. Then the article may be sent to one or two independent reviewers or readers, who may be members of the editorial panel of the specific journal, authorities in the topic area of the article, or persons whose previous work is significantly referenced within the article. They are asked to read and evaluate the article, and to report back to the editor about the suitability of the article for publication in the specified journal. Readers are usually asked to report back to the editor within about one month to six weeks after they received the article to review. Readers usually return a decision to the editor in one of the following categories;

- Accept the article for publication without revision or with minor revision.
- Accept the article subject to certain specified substantial changes.
- Reject the article with a recommendation that the author restructure the piece, possibly with suggestions for further work or an alternative journal.
- Reject the article outright.

If the decisions of the two readers differ greatly, the editor may either reread the article and make a final decision or call upon a third reviewer to evaluate the piece.

The author is then notified about the decision to publish or not publish the article. If any copyright forms need to be signed, it will take place at this stage of the process. When production commences, the author is consulted by the publisher's copy editor, to ensure that the typeset and illustrations, etc. meet the author's specifications. Finally, proofs of the final layout of the article are sent to the author for a final check before the article appears in the journal. Only at this final stage does the author learn in which issue of the journal the article will be published.

The entire process, from submission to publication usually takes from one to four months, and may take longer. It is advisable to keep all copies of the letters from the editor and the reviewers' reports to use for later reference with the journal. Favourable reviews may also be used to future career advancement, to demonstrate the quality of your written work and publications.

## Multiple Submissions?

Submitting an article to two or more journals for consideration for publication at the same time is unethical. Before considering an article for publication, most journals insist that the article is one which has not

previously been published, and that it will not be under consideration for publication by another journal at the same time.

## APPENDIX

### Useful Websites

#### The University of Queensland

<http://www.uq.edu.au>

#### School of Political Science and International Studies

<http://www.uq.edu.au/polsis>

#### The UQ Graduate School

<http://www.uq.edu.au/grad-school>

It is **essential** that all new Research Higher Degree students familiarise themselves with the UQ Graduate School website.

#### UQ International

<http://www.uq.edu.au/international>

#### SHOC Centre

<http://www.uqu.com.au/student-support>

#### Student Union

<http://www.uqu.com.au/>

#### Student Support Services

<http://www.uq.edu.au/student-services/>

#### The University of Queensland Library

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

#### My.UQ

<http://student.my.uq.edu.au>

MyUQ is a web page that provides access to online information and services you need as a student. In MyUQ you can access your student email account, online Candidature Management portal, link to the Library, view your calendar and address book, find out the latest news and weather, and keep up-to-date with the happenings of UQ

#### mySi-net

<https://www.sinet.uq.edu.au>

mySI-net is where you go to complete your enrolment, and change your personal details.

#### AskIT

<http://its.uq.edu.au/>

AskIT provides computing assistance and training for UQ students via face to face help desks, telephone help-line, and email enquiry service. AskIT is a service provided by The University of Queensland Library.