



Australian  
National  
University



HIGHER DEGREE  
BY RESEARCH  
STUDENT HANDBOOK

Research  
Training



## CONTENTS

Welcome from the Vice-Chancellor	2
Get started	4
Services	6
Services contacts	8
Apply for scholarships and awards	10
Manage your progress and performance	11
Stay on track	12
Ethics and integrity	14
Prepare your thesis	16
Improve your research skills	18
Policies and procedures	20
Apply for travel	21
Finish your degree	22
Build your career	24
Life after graduation	25
Glossary	26
Make contact	28
To keep handy	29

## WELCOME FROM THE VICE-CHANCELLOR

The Australian National University (ANU) consistently ranks among the best universities in the world and we are well known for our research-intensive culture. ANU is a centre of unparalleled intellectual talent and research excellence.

Each year we welcome a large intake of Higher Degree by Research (HDR) students from across Australia and the world to study in a diverse range of areas that offer an experience that is rich in academic and personal reward.

As an HDR student at ANU, you will be mentored by the best academics in your field, you will have access to state-of-the-art research facilities and you will become part of a supportive community and culture of discovery.

I am proud of the high standards of teaching and research with its focus on excellence here at ANU, which makes me delighted to welcome you to the ANU family.

By studying at Australia's national university, you will be nurtured and supported to make discoveries, to invent, to innovate, to influence and shape our world.

With an ANU qualification, you will become one of the most employable graduates in the world. This will give you a competitive edge and the opportunity to achieve more in your chosen profession.

ANU, located in the heart of the Australia's capital city, will continue to shape modern Australia and we offer an exceptional environment to nurture the brightest minds of global standing.

I came to ANU with a plan to measure how much gravity had slowed down the expansion of the Universe over the past 6 billion years. The University supported me in my research, not knowing I would discover something unexpected – that the universe was accelerating. And I did



not know what I was going to find, but I knew that whatever it was, it would help humanity understand its place in the Universe.

You're starting on an exciting intellectual and personal challenge, but what you discover could have far-reaching impacts for many.

That's what Australia's national university is about. Welcome to ANU.

Professor Brian P. Schmidt AC  
Vice-Chancellor and President

## GET STARTED

To ensure your candidature is a success, there are a few things to do right from the start.

Attend the University welcome and your College induction, learn the processes involved in your research project and meet the people who will assist you on your journey.

- > Get in touch with your local HDR Administrator. They can help you find your desk, connect to the Internet and printing networks, and guide you through any necessary paperwork.
- > Contact your HDR Convenor, the academic staff member who monitors performance and provides academic oversight of all HDR students in the School. Seek out any upcoming events for new students in your College.
- > Pay your Student Services and Amenities Fee and pick up your Student Card (also your Library Card) from Student Central.
- > Find and bookmark your College's Policies and Guidelines webpage. You don't need to know all the rules, but it's important to know where to find them.
- > Read the Postgraduate and Research Students' Association (PARSA) Survival Guide.

For help and more information on administering your HDR program visit

W [anu.edu.au/pg/hdr/checklist](http://anu.edu.au/pg/hdr/checklist)



**“ Be engaged and participate. The best way to get through your PhD is to make it fun and relevant. ”**

George Carter, PhD candidate  
Coral Bell School of Asia Pacific Affairs, ANU

# SERVICES



## SERVICES CONTACTS

- > **Academic Skills and Learning Centre** can help you improve your writing skills.  
W [academicskills.anu.edu.au](http://academicskills.anu.edu.au)
- > **Access and Inclusion** provide advice, support and adjustments for those with different abilities.  
W [disability.anu.edu.au](http://disability.anu.edu.au)
- > **Careers Centre** provide free consultation and advice on careers in and outside of academia.  
W [careers.anu.edu.au](http://careers.anu.edu.au)
- > **Counselling Centre** can help you manage stress, procrastination and relationship issues.  
W [counselling.anu.edu.au](http://counselling.anu.edu.au)
- > **Dean of Students** offers confidential, impartial advice, and can help to resolve problems by acting as a neutral intermediary between students and the academic or administrative areas of the University.  
W [anu.edu.au/dos](http://anu.edu.au/dos)
- > **Examination Office** will send your thesis for examination and record your results.  
W [anu.edu.au/pg/hdr/exam-office](http://anu.edu.au/pg/hdr/exam-office)
- > **Library (Information Literacy Program)** can help you improve your learning skills and boost your research impact.  
W [anulib.anu.edu.au/research-learn](http://anulib.anu.edu.au/research-learn)
- > **Postgraduate and Research Students' Association (PARSA)** advocate for postgraduate students and organise social events.  
W [parsa.anu.edu.au](http://parsa.anu.edu.au)
- > **Research Office** will process your ethics approval.  
W [anu.edu.au/pg/hdr/research-office](http://anu.edu.au/pg/hdr/research-office)
- > **Research Training Unit** runs the 3MT and PhD to Present events and professional development programs.  
W [anu.edu.au/pg/hdr/rtu](http://anu.edu.au/pg/hdr/rtu)
- > **Statistical Consulting Unit** can help you design and analyse your data collection.  
W [anu.edu.au/pg/hdr/stats](http://anu.edu.au/pg/hdr/stats)
- > **CHELT** provides professional development to recognise excellence in teaching and learning at ANU.  
W [services.anu.edu.au/business-units/centre-for-higher-education-learning-teaching](http://services.anu.edu.au/business-units/centre-for-higher-education-learning-teaching)
- > **NECTAR** connects early career academics and the ANU Executive, helping to ensure ANU continues to be an attractive workplace for early career academics.  
W [nectar.anu.edu.au](http://nectar.anu.edu.au)
- > **University House** is a space where brings the postgraduate community can socialise and develop networks.  
W [unihouse.anu.edu.au](http://unihouse.anu.edu.au)

## APPLY FOR SCHOLARSHIPS AND AWARDS

A scholarship can help to offset some of the costs associated with your HDR program.

We offer a variety of scholarships thanks to the generosity of our donors and benefactors, private sector partners and the Australian Government.

For more information about scholarships at ANU visit

W [anu.edu.au/pg/hdr/scholarships](https://anu.edu.au/pg/hdr/scholarships)

## MANAGE YOUR PROGRESS AND PERFORMANCE

As you make progress on your research project you will reach and pass a number of milestones.

Some of the milestones in your first year are:

- > develop your annual plan
- > complete your Online Research Integrity Training
- > report on your annual plan
- > develop and submit your Thesis Proposal Review.

Think of these milestones as project management tools that you and your supervisory panel can use to manage your progress and measure your performance. Use them to set research goals, reflect on your research activities, and make sure you're on track to successfully submit your thesis.

Full time students may work (subject to visa restrictions) during candidature but you should discuss how many hours you work with your supervisor.

For help and more information on managing your progress and performance visit

W [anu.edu.au/pg/hdr/performance](https://anu.edu.au/pg/hdr/performance)

## STAY ON TRACK

For most of your HDR program you'll be immersed in your research, but sometimes, things might not all be smooth sailing. Remember there is always help and resources available at ANU to get you through.

Speak to your supervisor first. Depending on the situation, they should be able to give you the support you need, or point you in the direction of someone who can. You can also contact your HDR Convenor or HDR Administrator for general advice. The Research Training Unit is another good place to contact. The Dean of Students is always available to provide free, and confidential independent advice.

There are lots of useful services available to you at ANU, ranging from counselling and dispute resolution to childcare and disability support services. Do take advantage of them when you need them.

For more information about support services available to you at ANU visit

W [anu.edu.au/pg/hdr/stay-on-track](http://anu.edu.au/pg/hdr/stay-on-track)



**“ As HDR students we need to focus on what we can do, rather than be held back by what we cannot do, especially if it relates to a medical condition. The professional and helpful staff at ANU Access and Inclusion have really helped me with equipment and advice about how to manage my condition which affects my mobility. ”**

Fiona Sweet-Formiatti, PhD candidate  
ANU School of Literature, Languages and Linguistics

## ETHICS AND INTEGRITY

As an HDR candidate you are bound by the **Code of Research Conduct**, just like any other academic staff member at ANU.

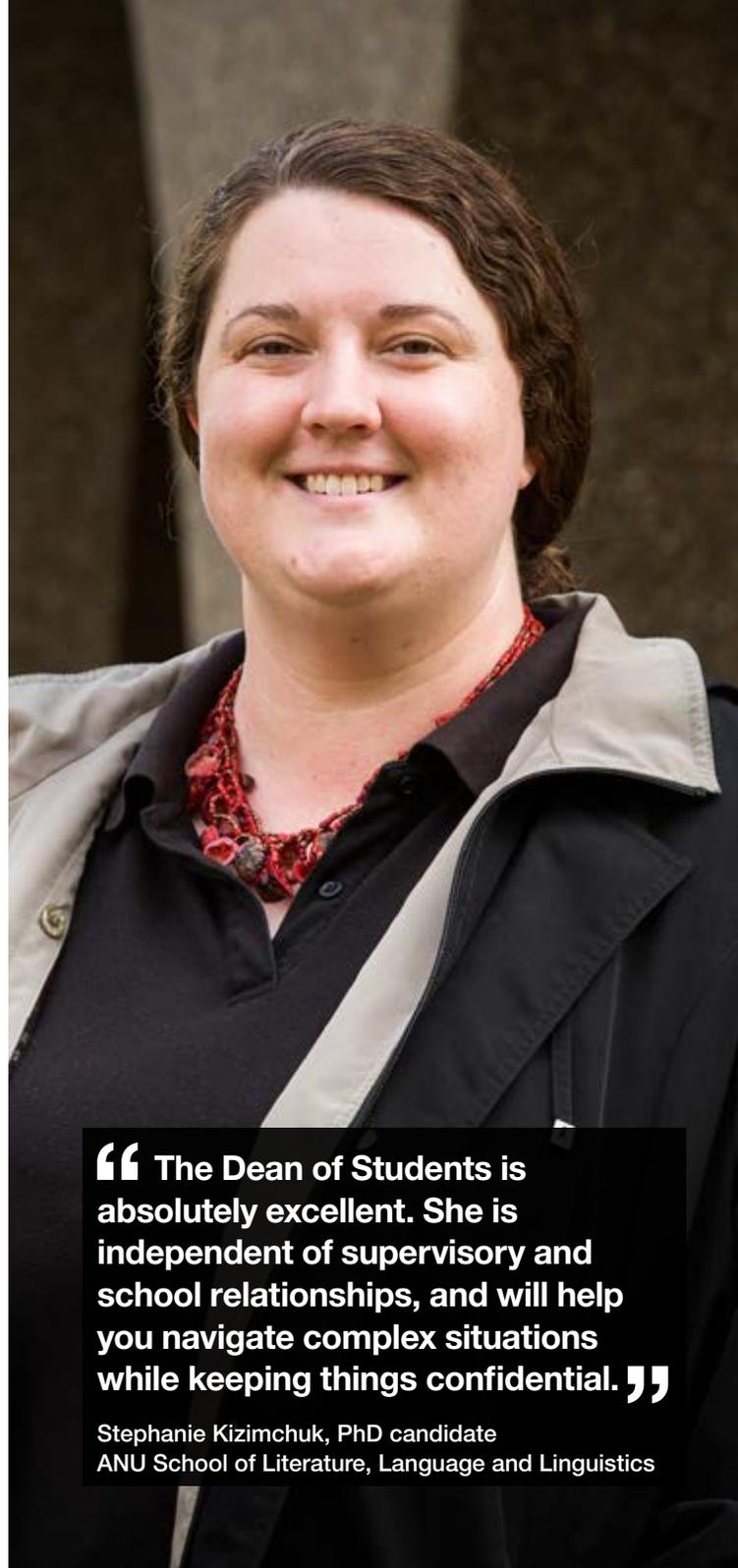
In addition to adhering to the Code, you must complete the online Research Integrity Course made up of ten short modules which address common issues in research like conflict of interest, data management and plagiarism.

If your research project involves people, animals or genetically modified organisms, then you must gain approval from the relevant Research Ethics Committee before you can start your research.

Your HDR Convenor can advise on how to conduct your research responsibly and tell you about the process for dealing with allegations of research misconduct.

To review the Code of Research Conduct and learn more about research ethics and integrity requirements at ANU visit

W [anu.edu.au/pg/hdr/ethics](http://anu.edu.au/pg/hdr/ethics)



“ The Dean of Students is absolutely excellent. She is independent of supervisory and school relationships, and will help you navigate complex situations while keeping things confidential. ”

Stephanie Kizimchuk, PhD candidate  
ANU School of Literature, Language and Linguistics

## PREPARE YOUR THESIS

Your thesis is an extended piece of writing which will report on the results of your three- to four-year program of research. Sometimes called a dissertation in other countries, it is the culmination of your research efforts.

There are three common types of theses allowed in the Research Awards Rule:

- > a standard thesis of up to 100,000 words for a PhD (60,000 words for an MPhil)
- > a thesis compilation (sometimes called a thesis by publication)
- > a thesis by creative works (e.g. film, exhibition, performance ...).

Generally, you won't need an oral defence or 'viva' to support your thesis at ANU.

The Research Training Unit, Academic Skills and Learning Centre, and the Library all run a variety of workshops and training activities, and provide services to help you develop writing and other skills necessary to prepare a successful thesis.

For more information about preparing and submitting your thesis visit

W [anu.edu.au/pg/hdr/thesis](http://anu.edu.au/pg/hdr/thesis)

### Tip!

Get your head around what is expected of your thesis by reading other theses. Check out the ANU Digital Thesis Library and peruse some of the successful theses in your discipline area.



**“ My supervisor always has time for me. She is very responsive on email and is always sending me articles, conference invitations, and other opportunities to support my research. ”**

Jeofrey Abalos, PhD candidate  
ANU School of Demography

## IMPROVE YOUR RESEARCH SKILLS

Fine tune your research skills by taking advantage of research training opportunities available throughout your HDR program.

Workshops, activities and events are offered through your School or College, with specialist opportunities available through the Research Office, Library, and Academic Skills and Learning Centre.

The Director of Research Training and the Research Training Unit also run a multidisciplinary research training program for all HDR students. This includes the Three Minute Thesis (3MT) competition and Thesis Boot Camps. These opportunities are a good way to meet and talk to other candidates from across the campus.

For more information about Research Training at ANU visit

W [anu.edu.au/pg/hdr/training](http://anu.edu.au/pg/hdr/training)



**“ The Research Skills and Training Team have been great. They teach you valuable skills, but more than that, they create opportunities to meet other PhD students who might be feeling overwhelmed too. ”**

Danny Kenny, PhD candidate  
ANU Crawford School of Public Policy

## POLICIES AND PROCEDURES

As an ANU student generally, and an HDR student specifically, you have responsibilities and obligations.

Make sure you are aware of the Research Awards Rule and where to find it. It is the federal legislation which underpins ANU HDR policies, procedures and guidelines. All of ANU HDR policy documents flow from the Rule.

There are policies, procedures and guidelines governing all aspects of your HDR program including:

- candidature and supervision
- thesis submission and examination
- research integrity, ethics approval and misconduct
- leave, travel and fieldwork.

For further information and a full list of relevant policies, procedures and guidelines visit

W [anu.edu.au/pg/hdr/policies](http://anu.edu.au/pg/hdr/policies)

## APPLY FOR TRAVEL

Travel for research purposes is an exciting and integral part of many research programs. You may need to travel to conduct fieldwork, attend conferences, or visit another institution.

To get on your way, lodge a travel request by completing a Travel eForm which you can find by logging into the ANU eForms online portal.\*

Find out more about ANU travel policies and procedures at

W [anu.edu.au/pg/travel](http://anu.edu.au/pg/travel)

Login to ANU eForms at

W [anu.edu.au/pg/eforms](http://anu.edu.au/pg/eforms)

### \* IMPORTANT

When you travel you must arrange your own travel insurance. HDR candidate activities are NOT covered under ANU travel insurance policies. HDR students have limited University cover for accidents and medical emergencies while engaged in PhD research related activity. For more information, contact the ANU Insurance Office on +61 2 6125 8734 or at [insurance.office@anu.edu.au](mailto:insurance.office@anu.edu.au)

## FINISH YOUR DEGREE

You're so close ... Finishing your degree requires a little more than submitting your thesis. It's important you and your supervisor understand the examination process and administrative duties you need to undertake before you can pronounce the words "I did it!"

Read and understand the HDR Submission and Examination of Theses Procedure. It covers things like how to correctly:

- > complete your pre-submission oral presentation
- > notify your intention to submit your thesis
- > format your thesis.

For more information on finishing your degree and submitting your thesis visit

W [anu.edu.au/pg/hdr/submission](http://anu.edu.au/pg/hdr/submission)

### Tip!

Some academic areas have extra requirements for submitting a thesis. Ask your supervisor if you have additional criteria to meet.



**“ Thesis Boot Camp was just what I needed - the time and space, the guidance, the motivation, the camaraderie to just write write write! ”**

Therese Pearce Laanela, PhD candidate  
ANU School of Regulation and Global Governance  
(RegNet)

## BUILD YOUR CAREER

You can contact the ANU Careers Centre to access a range of free services, including many tailored to meet the specific needs of postgraduate students such as:

- > career counselling
- > job-seeking help
- > workshops and networking events
- > resume building
- > interview skills
- > identifying careers and jobs outside academia.

For more information on how the Careers Centre can help you visit

W [careers.anu.edu.au/postgraduate](https://careers.anu.edu.au/postgraduate)

## LIFE AFTER GRADUATION

Completing an award at ANU is a significant academic achievement, rightly celebrated at the University's prestigious Conferring of Awards ceremonies.

Conferring of Awards ceremonies are inspiring events that have both formal and symbolic significance.

Use these resources to help you transition into another exciting phase of life.

Use the **ANU Careers Centre** to join the workforce in a role that uses the knowledge, skills and expertise you've built during your HDR program.

W [careers.anu.edu.au](https://careers.anu.edu.au)

Get inspired by reading about some of the amazing things your fellow **ANU alumni** around the world are getting up to post graduation.

W [anu.edu.au/alumni](https://anu.edu.au/alumni)

# GLOSSARY

These are some terms you will come across during your HDR program and what they mean.

**Associate Dean (HDR):** The person responsible for overseeing the education and training of HDR candidates in their College.

**Candidature:** The length of time you have to complete your research or study.

**Chair and/or Primary supervisor:** Members of the panel who have primary responsibility for supervising a candidate.

**Completion:** Refers to finalising your thesis for examination. The Research Awards Rule provides for maximum periods for the completion of the MPhil (three years full-time, six years part-time) and PhD (five years full-time, ten years part-time).

**Delegated Authority (DA):** A person appointed by the College Dean or Associate Dean to exercise delegations prescribed in the University's academic legislation.

**Higher Degree by Research (HDR):** A Master (MPhil) or Doctor of Philosophy (PhD) program.

**HDR Candidate:** A person enrolled in a Higher Degree by Research program at ANU. The terms 'candidate' and 'student' are used interchangeably.

**HDR Convenor:** An academic staff member responsible for an HDR discipline or area of study across the University. The convenor has an advisory and decision-making role and works with the Associate Dean (HDR).

**ISIS:** Acronym of Interactive Student Information Services. It's a web-based system that allows students to access personal and academic information on the ANU system such as examination results, and enrolment and graduation details.

**Milestone:** A task, course or progress review, which a candidate is required to complete during their candidature.

**Panel:** A supervisory panel is made up of the Chair of Panel, Primary Supervisor and other Associate Supervisors. The Chair of Panel and Primary Supervisor may be the same person.

**Research Awards Rule:** A federally-legislated framework that governs Higher Degree by Research awards at ANU.

**Research Integrity Advisor:** Each College has a Research Integrity Advisor who can provide advice on the responsible conduct of research and ANU processes for dealing with allegations of research misconduct.

## MAKE CONTACT

Here's a list of groups and services that you can contact during your time at ANU.

### **Access and Inclusion**

W [disability.anu.edu.au](http://disability.anu.edu.au)

### **Accommodation Services**

W [anu.edu.au/study/accommodation](http://anu.edu.au/study/accommodation)

### **ANU Counselling Centre**

W [counselling.anu.edu.au](http://counselling.anu.edu.au)

### **ANU Health Service**

W [health.anu.edu.au](http://health.anu.edu.au)

### **ANU Sport and Recreation Association**

W [anu-sport.com.au](http://anu-sport.com.au)

### **Emergency**

dial 000

### **Postgraduate and Research Students' Association (PARSA)**

W [parsa.anu.edu.au](http://parsa.anu.edu.au)

### **Security**

W [anu.edu.au/pg/security](http://anu.edu.au/pg/security)

## TO KEEP HANDY

My supervisor:

Name \_\_\_\_\_

E \_\_\_\_\_

T \_\_\_\_\_

My HDR Administrator:

Name \_\_\_\_\_

E \_\_\_\_\_

T \_\_\_\_\_

My HDR Convenor:

Name \_\_\_\_\_

E \_\_\_\_\_

T \_\_\_\_\_

My Associate Dean HDR:

Name \_\_\_\_\_

E \_\_\_\_\_

T \_\_\_\_\_

Director of Research Training

E [researchtraining@anu.edu.au](mailto:researchtraining@anu.edu.au)

FB [facebook.com/ANURESEARCHST](https://facebook.com/ANURESEARCHST)

ANU Dean of Students

E [dean.students@anu.edu.au](mailto:dean.students@anu.edu.au)

T + 61 2 6125 4184

# CONTACT US

## **Research Training**

The Australian National University

E [researchtraining@anu.edu.au](mailto:researchtraining@anu.edu.au)

W [anu.edu.au/research/postgrad-research-students](http://anu.edu.au/research/postgrad-research-students)

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