Dear Arts Postgraduate,

I am delighted that you have joined us and I welcome you to one of the world’s leading Arts faculties. Well done for choosing UWA. I know that you will enjoy your studies with us in our beautiful waterfront garden campus, situated on Noongar lands. Look out for the peacocks; when you see them you will know that you have found our Faculty!

I want you to get the most out of your time with us and I hope that you will be involved in the full suite of academic, cultural and social life offered by UWA. There is so much to engage with no matter what your field of study and I hope that you will spend as much time on campus as you can.

This guide brings together some of the key information you need to know concerning your candidature and the Arts Faculty. It introduces you to our structures and procedures. Rest assured that there is an excellent team in place to look after all of your postgraduate needs. Their details are included in this handbook. My job is to ensure that your experience at UWA Arts is world-class and I am keen to hear from you if there is any way in which we can work to improve your postgraduate experience. I look forward to meeting you and wish you an enjoyable, enriching and fruitful candidature in UWA Arts.

Yours faithfully,

Winthrop Professor Benjamin Smith
Associate Dean of Arts (Research Training)
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GUIDE STRUCTURE

PURPOSE OF THE CANDIDATE GUIDE

Welcome to The University of Western Australia's Faculty of Arts HDR Candidate Guide. Together with the academic program rules for your research degree, this publication will provide guidance for your studies at The University of Western Australia.

The role of the Guide is to help candidates navigate their research degrees. It is designed to be read in conjunction with the University’s official Postgraduate Handbook and with reference to relevant UWA websites. Information is presented in this document on your study program, how to organise your work for presentation, and how it will be assessed, including the preparation of your submissions for examination. It also provides information about facilities and support for research students in the Faculty of Arts and records set procedures that are used to interpret and implement the appropriate degree rules. The Guide outlines your rights and entitlements as a research student as well as your obligations and commitments during your studies. The Guide also provides direction on how to solve problems that may arise during candidature and outlines the resources available to assist you.

Use this guide to help you get the most out of your degree.

We hope that your time at UWA will prove to be academically inspiring, personally enjoyable and exciting, and we encourage you to participate as fully as possible in all aspects of the life of your School. There are regular opportunities for lively debate and exchange of ideas in Research Seminar days, where we share and discuss work with peers and occasional visitors, Monthly Mentorship Meetings, where visiting speakers discuss key topics for research students, social Sundowners and many other events. There are also opportunities to attend similar seminars in our other schools and across the University. We urge you to get involved and wish you every success in your studies.

TERMINOLOGY USED IN THIS GUIDE

Arts – The Faculty of Arts at UWA
CATL – Centre for the Advancement of Teaching & Learning
Faculty – Faculty of Arts at UWA
GRC – your School Graduate Research Coordinator
GRS – The Graduate Research School at UWA
HDR – Higher degree by research - including PhD and Masters
IS - Information Services including Library's, IT, telephone and audio-visual
PG – Postgraduate candidate including Masters
School – your School within the Faculty of Arts – being either Humanities, Music or Social Science.
Supervisor – usually refers to your Primary supervisor
UWA / University – The University of Western Australia
NEW RESEARCHER CHECKLIST (APPENDIX A)

The purpose of the Checklist is to ensure that you have the best possible start to your postgraduate research by identifying the essential information needed to get you up and running. Within your first fortnight post-enrolment it is recommended that you work through each section of the Checklist and tick each item off as you complete it. Your supervisor, School postgraduate representative or the postgraduate administrative staff will be there to assist you.

HIGHER DEGREE SUPPORT STRUCTURE

GRADUATE RESEARCH SCHOOL

The GRS is located at the end of Hackett Hall, opposite Winthrop Hall.

**Address:**
Graduate Research School  
The University of Western Australia  
Room G13, Hackett Hall  
35 Stirling Highway, Crawley, Perth  
Western Australia 6009  
**Tel:** (+61 8) 6488 2807

**Email (Concerning candidature):**  
pghelp@postgraduate.uwa.edu.au

**Email (Concerning thesis examination):**  
pgexam-grso@uwa.edu.au

**Office hours:** 9am – 5pm

The Graduate Research School (GRS) coordinates the University's world-class graduate research training activities, and provides administrative support to the Board of the Graduate Research School. It provides support to students, supervisors, schools and examiners.

All matters concerning the PhD and Master's by Research degrees are governed by the Graduate Research School. The regulations, policies and protocols pertaining to graduate research degrees at University of Western Australia are available through the GRS website. GRS should be the first point of reference for information or issues relating to your candidature.

The Graduate Research School website is located at http://www.postgraduate.uwa.edu.au/. This contains a wide range of information for postgraduate students such as forms and guidelines, contact information, research guidelines, supervision and research funding opportunities.

YOUR FACULTY AND SCHOOL

The Faculty of Arts at UWA provides a culture of international excellence in research, teaching and learning. We offer a range of outstanding Postgraduate courses through our three Schools of Humanities, Music and Social Sciences. The Faculty is headed by our Dean and managed by the Faculty manager.

Each School is managed by an academic Head of School and an administrative School Manager. Each School is responsible for numerous Disciplines each led by a Discipline Chair, as well as numerous Research Centres.

Postgraduate studies are overseen by the Associate Dean (Research Training) and the School Graduate Research Coordinators.
Your Faculty and School (Continued)

THE GRADUATE RESEARCH COORDINATOR

After your supervisors, the Graduate Research Coordinator (GRC) is likely to be your most important source of support. He or she is a senior academic member of staff based in your School and delegated by the Head of School and the Dean of the Graduate Research School (GRS) to be responsible for overseeing the work of all postgraduate research students in the School. As you progress through your candidature, you should get to know your coordinator quite well, and they sight and sign most of your paperwork. You are encouraged to have a meeting with your GRC at least once a year to maintain a personal relationship with them. The signing of your Annual Report can be a good vehicle and reminder for this meeting.

Your GRC is available to discuss any concerns or problems that you may have with your research, your supervisor(s) or other matters affecting your candidature. Another of the GRC roles is to monitor your progress and to ensure that you complete the required candidature milestones on time.

SCHOOL POSTGRADUATE ADMINISTRATION

The Faculty of Arts has administrative assistants who are familiar with the University, the staff, daily operations and processes of the Schools. They can help you with all sorts of queries relating to the operations of the School.

Dedicated postgraduate administrative studies Helpdesk is available for information, forms, processes, communications, travel procedures, research funding and more specifically the policies and procedures relating to HDR needs and support. This is your ‘one-stop-shop’ for administrative inquiries.

See the Contact Map – appendix c, or visit the Arts Postgraduate webpage for current contact details. http://www.arts.uwa.edu.au/students/postgrads

ARTS POSTGRADUATE ADMINISTRATION CONTACT MAP – (SEE APPENDIX B)
THE INTERNATIONAL STUDENT CENTRE

As an international student at UWA you are supported and assisted by the International Centre. [http://www.international.uwa.edu.au/students/intstudents](http://www.international.uwa.edu.au/students/intstudents)

The Centre have staff specialised in helping you with issues such as visas, social programs, language workshops, grievances and returning home after studying. They run specific programs to assist you in settling into Perth and UWA and making the most of your research experiences.

The International Student Centre is your principal point of contact, providing you with a wide range of services specific to your needs. If your concern is about your enrolment and/or Candidature you will need to contact the Graduate Research School.

CONTACTING US

There are many people within the Faculty who are there to support and assist you through all stages of your research. Your first port of call as an HDR student is always your supervisor and/or the postgraduate administrative staff.

Supporting them are the Graduate Research Coordinators, as well as the Associate Dean (Research Training), your Discipline Chair, your Head of School, postgraduate student representatives and the Dean. [http://www.arts.uwa.edu.au/contact](http://www.arts.uwa.edu.au/contact)

USEFUL SERVICES

LOCATION OF FORMS

The GRS maintains a list of all the forms that you are likely to need prior to and during candidature (e.g. applications for admission, leave of absence, change of attendance status etc). Given the number of forms that exist, and the frequency with which they are updated, it is recommended you access the latest version direct from the web as needed. [http://www.postgraduate.uwa.edu.au/students/forms](http://www.postgraduate.uwa.edu.au/students/forms)

All the forms you will need are organised by candidature stages and topics to allow you to easily find the ones that are relevant to your current stage of candidature.

In addition there are a few forms that are School-based such as the application for School Travel Approval and Funding, Conference Funding and Publication Grants. Specific forms for School-based activities can be found on the Arts HDR website: [http://www.arts.uwa.edu.au/students/postgrad](http://www.arts.uwa.edu.au/students/postgrad)

PRINTING

Campus cards are installed with monthly credit at the rate of $16.80 per month - $8.40 for printing and $8.40 for copying.

- There are 120 labs across campus you can print to.
- You will need your campus card to release the printing from your selected printer.
- Please see instructions on how to print, copy or scan on Campus [http://www.is.uwa.edu.au/current-students/it-help/print-copy-scan](http://www.is.uwa.edu.au/current-students/it-help/print-copy-scan)
LIBRARY

Information Services at UWA is responsible for six libraries, IT infrastructure and services, telephone and audio visual services, a range of research and learning support services, and special collections.

They provide a wealth of research assistance specifically for staff, postgraduates and honours students including workshops and advice, the UWA Research Repository and research data management. [http://www.is.uwa.edu.au/research](http://www.is.uwa.edu.au/research)

LIBRARY FACULTY LIAISON COORDINATOR

The Faculty Liaison Coordinator (FLC) is your point of contact with Information Services (IS).

FLCs and Subject Librarians are available to provide advice and support to researchers in individual consultations or to groups of researchers in workshops on a particular theme.

Your FLC can assist with:

- Advanced skills in searching for literature
- Familiarisation with search strategies and databases
- Setting up and modifying research topic alerts, table of contents alerts and citation alerts in a variety of databases and journals
- Managing your research data
- Maximizing your research impact, including finding journal impact factors
- Setting up and maintaining your research profile
- Questions or feedback regarding IS services

More information about our services for researchers is available [http://www.is.uwa.edu.au/research](http://www.is.uwa.edu.au/research)

We encourage you to use the Postgraduate Study Area on level 2 of the Reid Library and to make an appointment with us at the commencement of your research and as you progress.

Please contact the Faculty Liaison Coordinator for the Faculty of Arts:
Nola Steiner: nola.steiner@uwa.edu.au; +61(08) 64888780

STUDENT SUPPORT SERVICES

Student Support Services provide a full range of services including disability support, counselling, careers advice and educational workshops. See the section on UWA Student Services at the end of this Guide for more information. [http://www.student.uwa.edu.au/contact/student-support-services](http://www.student.uwa.edu.au/contact/student-support-services)

**Address:**
Student Support Services
M302, University of Western Australia
35 Stirling Hwy, Crawley, Perth
Western Australia 6009
**Tel:** (+61 8) 6488 2423

**Office hours**
8:30am to 5pm (Mon-Fri)

**Location**
First floor, Social Sciences Building (South Wing), Crawley campus
GRADUATE EDUCATION OFFICERS

The Graduate Education Officers are affiliated with the GRS and play an important role in improving the quality of PhD and Master’s by Research theses submitted at UWA. This is being achieved through the provision of research and writing skills support to research students from across all discipline groups and is primarily delivered in the form of a program of workshops and seminars, individual consultations, writing groups and writing retreats. Information relating to some of these programs is available at [http://www.postgraduate.uwa.edu.au/students](http://www.postgraduate.uwa.edu.au/students).

Information about upcoming workshops for postgraduates is also emailed to all Graduate Research Coordinators and posted to the PSA mailing list. To receive notifications about research training opportunities you must subscribe to the PSA mailing list at: [http://maillists.uwa.edu.au/mailman/listinfo/postgrad-talk](http://maillists.uwa.edu.au/mailman/listinfo/postgrad-talk). The Graduate Education Officers also provide advice on issues relating to many aspects of candidature and supervision.

Dr Michael Azariadis is the Graduate Education Officer who oversees GRS research training for students in the Faculty of Arts. For further information about the initiatives being offered by the Graduate Research School contact him at: michael.azariadis@uwa.edu.au or +61 8 6488 1726.

SECURITY AND EMERGENCIES

We are committed to providing a safe and secure environment at UWA. Our enterprise security solution integrates alarm monitoring, intruder detection, access control and CCTV to help achieve a safe and secure Campus.

The Security Office manages issues and reports of theft or lost property, harassment or any other incidents such as assault, threats, alarms, medical emergencies, suspicious persons, and safety.

Security Escorts: we provide an after-hours escort service to car parks, colleges and accommodation immediately adjacent to the University.

If a Security escort is required, please contact Security on (+61 8) 6488 3020 half an hour prior and a uniformed officer will respond.

For any and all other security emergencies call 6488 2222

If there is a medical emergency do not call an ambulance or 000 but contact Security on 6488 2222 (internal phone ext. 2222)
ARTS SAFETY OFFICERS AND FIRST AID OFFICERS

For specific information relating to Health and Safety in the Faculty of Arts, including a list of current Safety Officers, First Aid Officers and Building Wardens with contact details, please see the current Faculty of Arts Safety and Health Handbook on the Arts website:

IT SUPPORT

There are two avenues for IT support on Campus.

General IT Support offered to all students is available through IT Services based at each library or via email on: askUWA. They will help with all general IT matters such as your student email account, wifi connections etc.

The Arts Faculty have specialised IT support staff who can assist with access to Arts rooms, printing and copying allowances, Arts computers and software. Arts IT can be contacted via email: ithelp-arts@uwa.edu.au or in person. They are on the second floor of the Arts Building, opposite the lift in office 2.30 and available from 8.30 – 5pm Monday to Friday.

DATA STORAGE

You will be allocated 32GB data storage space for your studies. This includes your student email, documents, etc. Information Services run a separate Institutional Research Data Store (IRDS) that should be used to store digital data related to your research. The IRDS is secure and backed up and assists in meeting legislative retention periods. Data amounts can be large or small. Information about this service including how to apply for storage is available here: http://www.is.uwa.edu.au/research/irds

Additional information on research data management, including planning and sharing data is available from the Research Data Management Toolkit:
ADMINISTRATION

ORIENTATION

The University and GRS run orientation programs for new Higher Degree by Research (HDR) students each Semester and you are expected to attend these as early as possible in your Candidature. Along with completing your Checklist, attending Orientation will provide the information you need to feel confident and involved in your research and as part of your University.

Unistart Postgrad  http://www.unistart.uwa.edu.au/postgrad

The Faculty of Arts runs an Orientation program for all new HDR students to acquaint them with the facilities and people who will guide them through their candidature. All researchers are expected to attend within the first 6 months of their candidature and before their Confirmation of Candidature.

Please contact the Faculty postgraduate administrator to ensure your name is down for the next Orientation (appendix B)

MYUWA

MyUWA is your portal to the University's online services.

In one location, MyUWA provides access to information systems and tools you may need during your time at UWA, such as your email, LMS units, weekly planner, essential web links and more. Log in with your Pheme credentials to access your resources. It also provides essential announcements and news. http://www.is.uwa.edu.au/myUWA

You are able to customise your myUWA page to create your own home page with your preferred links and page layout.

IT (COMPUTING)

PHHEME

Activating your Pheme is one of the first priorities on your Checklist. http://ipoint.uwa.edu.au/app/answers/detail/a_id/319/~/pheme-explained

Pheme is the password you use, along with your student number, to access a range of online UWA services, such as email, the wireless system Unifi, the Learning Management System (LMS), StudentConnect and much more. You must be a currently enrolled student to activate your Pheme account.

STUDENT EMAIL

All Arts students are entitled to their own email address through The University of Western Australia. Students must make use of this facility in order to effect efficient communication - critical information
will be disseminated by email throughout the year. If an email is sent to you, you are deemed to have been advised of relevant information and no other effort will be made to contact you. As a PhD or MA research candidate you are entitled to a specialised email address instead of the standard studentnumber@uwa address. When you activate or renew your Pheme you may select the option for: firstname.surname@research.uwa.edu.au.

If you need support with your email account the SISO (Student Information Services Office) is located on the first floor of the Reid Library building and can be contacted by phone on 6488 3814, or by email at: support@student.uwa.edu.au. For more information about student email, please visit http://www.is.uwa.edu.au/it-help/students

STUDENT CONNECT

http://www.studentadmin.uwa.edu.au/welcome/student_connect is UWA’s student access to the Callista student information management system. Using Student Connect, you can:

- View and update your current address, and notify us of any changes
- View your current and past course and unit enrolments
- View your milestones and due dates

HEALTH AND SAFETY

UWA has an online Health and Safety induction program which all commencing staff and students are expected to undertake. The University promotes appropriate training for staff and students in occupational safety and health matters, in accordance with the UWA Occupational Safety and Health Policy.

Training includes:

- Safety induction training for all staff, contractors and Higher Degree students
- Understanding of the duty of care, relevant legislation, University safety policies and procedures for staff

COMMUNICATION AND MAILING LISTS

Each School has a centralised postgraduate email list which allows staff to send you information, but also allows you as students to subscribe to the email list and send emails to others in the postgraduate community. We use this list to invite you to events, keep you up-to-date with information, notify you about workshops etc. This is a members only list and members are invited to post emails to the list. The list is moderated to ensure only useful and appropriate emails are circulated.

All students are encouraged to subscribe to their School’s email list as soon as possible.

Humanities: subscribe postgrad-humanities
Social Sciences: subscribe postgrad-ss
Music: subscribe postgrad-music

If you wish to use the list to circulate information please email the following addresses:

Humanities: postgrad-hum@maillists.arts.uwa.edu.au
Social Sciences: postgrad-ss@maillists.arts.uwa.edu.au
Music: postgrad-music@maillists.arts.uwa.edu.au
WEB PROFILES

Every HDR candidate is encouraged to have his or her own Research Profile on our Postgraduate Profiles webpage. [http://www.research.uwa.edu.au/postgraduate-profiles](http://www.research.uwa.edu.au/postgraduate-profiles)

The aim of the profiles is to give our students an official web presence for themselves and their research, to promote their efforts, and to encourage others who are inspired to make their own mark on the world. This is an opportunity to present a snapshot of your work, which you can develop and keep up-to-date as your candidature develops.

Postgraduate administration staff need to initiate your profile and then send you an access link. You will need to add an abstract of your research; you may add some photos and links and list your supervisors, and a short paragraph explaining the value of your research.

Web Profile pages are available for you upon Confirmation of Candidature. You are encouraged to set up your web profile after your Research Proposal has been accepted and they should be on line before your first Annual Report. It is a good idea to review your profile annually in line with your Annual Report.

BUSINESS CARDS

HDR candidates are able to have an official UWA Business card, which can be very useful when attending conferences, interviewing or traveling for Research. Your school will pay for 1 order of 250 business cards during your Candidature. Additional orders can be arranged but you need to pay for these yourself.

For your Job Title, you may choose nothing, or PhD student, or PhD Candidate. You must proof the online draft carefully when you receive it. The cards are ordered on line through Uniprint.

See the postgraduate administration office for the template document and ordering.

PROCESS OF PAPERWORK

As you progress through your candidature you will find that there is a myriad of paperwork that needs to be completed for various tasks. This guide makes reference to many of these forms and documents.

The basic process for all HDR forms and documents is that they are initiated by the student – usually downloaded from either the GRS or Arts website. They will then need to be filled in by the candidate and then signed and notated by your Supervisor. Forms then need to be sent through to the faculty postgraduate administration office.

- You can bring them yourself to the postgrad administration office, (see appendix B for location), or you can
- place them in the collection boxes located in the mail room of the Arts Building – 1st floor office 1.47 labelled PG Admin, or
- in the PG admin in-tray at the Social Science front student office, Social Science building – G72,
- Music students direct yours to the Music admin office
All forms need to be signed by your GRC, and scanned and recorded by postgraduate administration. The faculty postgraduate administration office will ensure that the documents have the correct signatures, are properly recorded and submitted to the GRS.

Please do not take forms directly to GRS, they must come through the faculty postgraduate administration office first.

TRAVEL (APPENDIX C – TRAVEL FUNDING & APPROVALS INSTRUCTIONS)

The procedure for travel approvals and bookings is strictly regulated to ensure the safety of our staff and students, and to ensure that the University meets all of our financial and legal regulatory obligations.

Note: Travel funding is a benefit, not an entitlement. You must apply for, request and justify your need for funding and travel. Any requests must be beneficial to your research and receive your supervisor’s approval.

It is essential that you follow the Faculty instructions and paperwork detailed in appendix C. Failure to follow the application process may lead to your funding request being declined.

All applications must be made on the Postgraduate Funding and Travel Approval Form, available on-line.

DO NOT BOOK OR PAY FOR TRAVEL YOURSELF.

All air travel funded by the University or the School must be booked through one of the University’s preferred suppliers: Tertiary Travel or Campus Travel. Please ensure that you apply early for travel funding, as the process may take several months.
STUDENT ENTITLEMENTS

The Faculty of Arts at UWA provides a diverse, stimulating and supportive environment for graduate researchers. In conjunction with the Graduate Research School we offer a range of funded support for HDR candidates to undertake research. Master's by Research and PhD candidates in Arts have access to funding and research resources and specialised staff and training.

RESOURCES AND TRAINING

UWA provides you with a wide range of resources to support your studies.

- Some resources are specific to your School or Faculty where research is undertaken.
- Other resources are available to all research students through the Graduate Research and Scholarships office or other central sources at the University such as the Library and Student Services.

Workshops, research skills and training courses in everything from Endnote, to Archives, Teaching Internships and Safety and Health are available. Visit the Resources and Training page for Current Students under the Graduate Research School web page.

http://www.postgraduate.uwa.edu.au/students/resources

COURSEWORK UNITS

Course work Units can be included in your candidature at no cost if your supervisor feels that you would benefit from some guided learning in a particular field – such as a specific language if you need to read original source material, or perhaps some Historiography training or statistics.

To add a coursework unit(s) to your degree complete the VAR 2 form with your supervisor and the GRS will actually enrol you in the Unit. The VAR2 form is a GRS form found at:

http://www.postgraduate.uwa.edu.au/schools/forms#chancand

FUNDING

The GRS and Faculty of Arts provide a range grants and awards to support research-related travel and activities, to support publication of thesis material and to recognise the quality of research and outputs produced by our graduate researchers.

RESEARCH FUNDING

The GRS have available Candidate Travel Awards to a maximum of $1,850 for international travel and $750 for national domestic travel for the course of your candidature. Funding is not an automatic entitlement, and is subject to rules and approvals.

See the application form for further details available at:

http://www.postgraduate.uwa.edu.au/students/forms/chancand
If you are applying for a travel award, you will automatically be considered to have applied for leave. Any period of leave will be included in the total period of candidature.

Your School will fund justified research costs up to a maximum of $4000 for a PhD and $2000 for an MA — most often for research trips or fieldwork, although other non-travel research costs such as acquisition of research material will also be considered for funding. Funding is not an automatic entitlement, and is subject to rules and constraints:

- Applications must demonstrate a clear research benefit to the student, and have the support of the supervisor.
- Funds will be provided only if a student has applied for relevant University funding (such as the University Graduate Research Candidate Travel Award.)
- The following costs will not normally be funded: purchase of personal computers, clerical and editing services, normal living expenses including home internet access. Limited funding towards accommodation costs may be provided for conference attendance, research trips, and fieldwork.

Applications must be made on the on-line Postgraduate Funding and Travel Approval Form. Refer to the section on Travel above for detailed instructions on the Travel application and funding procedure.

**CONFERENCE FUNDING**

The School encourages its postgraduates to attend conferences, and will provide one-off funding of up to $740 (in addition to the research funding above) to cover conference travel and attendance costs when the candidate is presenting a paper.

Applications must be made on the Postgraduate Funding and Travel Approval Form. Refer to the section on Travel above for detailed instructions on the Travel application and funding procedure.

The following table summarises postgraduate funding by Schools:

<table>
<thead>
<tr>
<th><strong>FUNDING DURING CANDIDATURE</strong></th>
<th><strong>PhD</strong></th>
<th><strong>MA</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Infrastructure Entitlement</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internet access and email</td>
<td>Up to $480</td>
<td>Up to $240</td>
</tr>
<tr>
<td>Printing</td>
<td>Up to $400</td>
<td>Up to $200</td>
</tr>
<tr>
<td>Work-related phone, fax, and stationery</td>
<td>Up to $200</td>
<td>Up to $100</td>
</tr>
<tr>
<td>Photocopying</td>
<td>Up to $400</td>
<td>Up to $200</td>
</tr>
<tr>
<td><strong>To be applied for to the School and justified</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research and Travel funding</td>
<td>Up to $4000</td>
<td>Up to $2000</td>
</tr>
<tr>
<td>One-off conference travel grant</td>
<td>Up to $740</td>
<td>Up to $740</td>
</tr>
<tr>
<td><strong>Total maximum funding for candidature</strong></td>
<td>Up to $6220</td>
<td>Up to $3480</td>
</tr>
<tr>
<td>Annualised funding (full-time)</td>
<td>Up to $1555</td>
<td>Up to $1740</td>
</tr>
<tr>
<td>Annualised funding (part-time)</td>
<td>Up to $777</td>
<td>Up to $870</td>
</tr>
</tbody>
</table>
Any student, part-time or full-time, enrolled in a postgraduate degree by research who publishes academic work may qualify for a Publications Grant. The work must be published during their candidature or within 2 years subsequent to graduation, and be based on research done during their candidature. The audited work must receive UWA Points in the Minerva Annual Audit to qualify:

- $500 for a first publication
- $250 for each succeeding publication.

The aim of the grant is to reward excellent research, to encourage postgraduates to publish their thesis research during or after their candidature, and to support further research work.

Your publication(s) must be submitted for the annual publication audit. If eligible, and on approval of the GRC, the faculty postgraduate administration officer will organise payment of the grant. For details and an application form see: [http://www.sscs.arts.uwa.edu.au/students/postgrads/fund-opps/publications-grant](http://www.sscs.arts.uwa.edu.au/students/postgrads/fund-opps/publications-grant)

It is important to note that this process can take considerable time – up to 18 months in some cases, due to the annual nature of the auditing process.

A UWA by-line is required on your publication in order for it to qualify for the Grant. To list a by-line you need to ensure with the publisher that UWA, or University of Western Australia is listed after your name on the publication or in the contents. Some publishers like to include a small statement about you, in which case you should state that you are a Higher Degree Research Candidate at The University of Western Australia.
POSTGRADUATE FACILITIES AND ACCOMMODATION

WORK SPACE

Desk accommodation is available in the Faculty's postgraduate rooms. Contact Jenny Pynes, room G.42 of the Arts Building. The School will also support students who prefer space in the Reid Library’s Postgraduate Study Area. See the administration desk of the Reid Library. This study area operates on a ‘hot-desk’ basis with coin-operated lockers for your belongings. Desk availability is limited in the Faculty, so please apply for space as soon as possible in your candidature.

For specific locations and information on PhD study rooms please see: http://www.arts.uwa.edu.au/students/postgrads

All HDR candidates are also welcome to use any of the arts undergraduate computer labs and computes. There are 4 general access labs in the arts building - see the Arts IT office (2.30 top floor of the Arts Building) for access and assistance.

SOCIAL MEETING ROOM

Postgraduate students are welcome to use the staff tea rooms located on most floors in the main Faculty buildings. There is also a dedicated Postgraduate Common Room available for small gatherings, and lunch etc. It is located in room G.29A at the northwest corner on the ground floor of the Arts building. It has a PIN pass code door access. Please see either Jenny Pynes or Evelyn Ho for the code. Jenny and Evelyn can both be found in the Arts Building, Faculty Student Office.

COMPUTER, EMAIL AND NETWORK ACCESS, IT SUPPORT

For information on Faculty computing accounts giving access to computing facilities and associated support, please see http://www.arts.uwa.edu.au/students/computing.

For access to the postgraduate computer labs in the Arts Building, the Social Science Building and the Music Building, apply in person to the student helpdesk (Arts building room 2.32).

PHOTOCOPYING AND PRINTING

You can use your UWA campus card to pay for photocopying and printing. The standard A4 page costs 10 cents. Your campus card is automatically loaded with a monthly credit for printing and copying on campus machines. Web-printing is available through all 120 printers and copiers on campus.

A sum of $8.40 for printing and $8.40 for copying per month is updated on the first day of each month. This amount is cumulative across the course of your candidature but is not able to be cashed out or used for any other purchases. You can also add personal credit to your UWA campus card using an autoloader machine available in every library. The system is designed to use the School credit amount before it uses your personal cash for printing and copying.

Please see instructions on how to print, copy or scan on Campus. http://www.is.uwa.edu.au/current-students/it-help/print-copy-scan
LAPTOP INTERNET NETWORK ACCESS (UNIFI)

You can access UWA and external web sites from your own laptop or mobile device using Unifi. Unifi requires a 'Full Internet Access' account which is activated through Pheme (https://www.pheme.uwa.edu.au/). More information and registration is available from the Unifi website: http://www.is.uwa.edu.au/it-help/access/wireless/unifi

As a postgraduate student you will have access to all Arts computer labs and use of the MAC computers and the printers supplied. HDR students also have specific access to:

- Room G.31, ground floor, Arts Building
- Room 2.42, second floor, Social Science Building
## MECHANICS OF HIGHER DEGREE STUDY

### STAGES OF POSTGRADUATE STUDY

### PATHWAYS TO COMPLETION

#### Ph. D. and Doctor of Musical Arts (DMA) full-time study

<table>
<thead>
<tr>
<th>START</th>
<th>0 - 1 months</th>
<th>6 months</th>
<th>12 months</th>
<th>24 &amp; 36 months</th>
<th>Max 4 years</th>
<th>COMPLETION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Complete checklist</td>
<td>Orientation &amp; research proposal</td>
<td>Annual report &amp; confirmation of candidature (DMA Music performance)</td>
<td>Annual report</td>
<td>Thesis submission (DMA creative object)</td>
<td></td>
</tr>
</tbody>
</table>

#### Ph. D. and Doctor of Musical Arts (DMA) part-time study

<table>
<thead>
<tr>
<th>START</th>
<th>0 - 6 months</th>
<th>9 months</th>
<th>12 months</th>
<th>18 months</th>
<th>24 &amp; 36 months</th>
<th>Max 8 years</th>
<th>COMPLETION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Complete checklist &amp; Orientation</td>
<td>Research proposal</td>
<td>Annual report</td>
<td>DMA only: Music performance</td>
<td>Annual report &amp; confirmation of candidature</td>
<td>Thesis submission (DMA creative object)</td>
<td></td>
</tr>
</tbody>
</table>

#### Masters by Research full-time study

<table>
<thead>
<tr>
<th>START</th>
<th>0 - 1 months</th>
<th>4 months</th>
<th>12 months</th>
<th>Max 2 years</th>
<th>COMPLETION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Complete checklist</td>
<td>Orientation &amp; research proposal</td>
<td>Annual report</td>
<td>Thesis submission</td>
<td></td>
</tr>
</tbody>
</table>

#### Masters by Research part-time study

<table>
<thead>
<tr>
<th>START</th>
<th>0 - 4 months</th>
<th>8 months</th>
<th>12 months</th>
<th>24 &amp; 36 months</th>
<th>Max 4 years</th>
<th>COMPLETION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Complete checklist</td>
<td>Orientation &amp; research proposal</td>
<td>Annual report</td>
<td>Annual report</td>
<td>Thesis submission</td>
<td></td>
</tr>
</tbody>
</table>
ROLES OF YOUR SUPERVISORS AND WORKING WITH YOUR SUPERVISORS

**PRINCIPAL, COORDINATING, CO- AND EXTERNAL SUPERVISORS**

Your coordinating supervisor carries the primary responsibility for the administrative side of your supervision, including the coordination of all communication between your other supervisors and you, as well as signing all your forms as and when needed. He/she will be a member of the academic staff of your School, and will have a proven and current record of research in your field. The principal supervisor can be the same as your coordinating supervisor, but often these roles are divided between your main two supervisors. The principal supervisor has the responsibility for ensuring the academic quality and integrity of your research topic, and will have significant experience in supervising research students.

Any additional members of your supervisory panel are referred to as ‘co-supervisors’ or ‘external supervisors’. Co- and/or external supervisors act as a source of independent advice, or add specialised expertise and balance to your supervisory panel. They need not be discipline experts, but will be sufficiently familiar with your topic area to be able to follow the progress of your research. Each co- or external supervisor on your supervisory panel will have a varied percentage of responsibility for the supervision process. Co-supervisors are based at UWA, whereas external supervisors are based at other institutions.

In broad terms, the role of your supervisors is to help guide your research and assist you to develop the skills and knowledge that you will need to complete your research project within the time allowed for the degree. In the early stages of your candidature, your supervisors are likely to know more about your chosen field of study than you do and can therefore offer valuable advice on preparing a realistic research proposal, together with instruction in the methodology and any technical skills that are necessary for your project. As you progress in candidature and your expertise grows, their role will increasingly be to act as a sounding board for your ideas, to review and comment on your written work and to provide you with feedback on your progress towards completion.

In addition to the academic guidance they provide, your supervisors can also help you with any personal difficulties you may be experiencing with your candidature - either by referring you to support services provided by the University or assisting you themselves. As each student and supervisor relationship is unique, it can be beneficial for students and supervisors to discuss their mutual expectations at an early stage of candidature to avoid future misunderstandings.

**ESTABLISHING THE SUPERVISORY RELATIONSHIP**

Candidates should make every effort to build and maintain a supervisory relationship in line with the principles outlined in the Guidelines for Graduate Research Supervisors, specifically points 7 and 8. [http://www.postgraduate.uwa.edu.au/supervisors/policies/supervisors](http://www.postgraduate.uwa.edu.au/supervisors/policies/supervisors). Both the supervisor and the candidate have specific responsibilities within their roles and towards each other and their working relationship.

**SPORS (STUDENT PERCEPTION OF RESEARCH SUPERVISION)**

Undertaking the SPORS survey early on in your candidacy is a really useful way to facilitate discussion between yourself and your supervisor, and to ensure that you both have shared expectations of the...
supervisory process. You do not need to submit the survey if you don’t wish to (although by doing so you would be assisting the CATL’s aims (Centre for Advancement of Teaching & Learning)) but it is an invaluable, impersonal, established format to focus your conversations with your supervisor. 

**MEETING WITH YOUR SUPERVISORS**

Regular meetings are vital to keep you motivated and focused and to ensure that your supervisor is kept up-to-date. The type and amount of contact between supervisors and students varies within and between Schools, and depends on a variety of factors including developing experience and expertise of the students and the stage of candidature. However, the recommended minimum amount of formal contact is fortnightly, especially in the first and third years.

Meetings and communication with your supervisors are essential to ensure that you have frequent opportunities to raise any concerns or problems and to receive feedback on your research progress.

You should take brief notes at these meetings (the Postgraduate Supervision Proforma form can be useful – appendix D) and circulate them to all your supervisors afterwards so that everyone remains fully informed about the progress of your research and its future directions. If you are studying remotely, part-time or are on study leave, meeting with your supervisor(s) in person can be more difficult. However, it is still essential that you maintain frequent contact: phone calls, Skype and email discussions about your research are all regarded as interactive forms of communication and these can usefully supplement your less frequent face-to-face meetings.

Where you have more than one supervisor, all parties should meet together regularly if possible, and notes of all formal meetings and agreements must be circulated to all parties. While it may be appropriate in some cases for supervisors to hold supervisory meetings with several students in a group, all students should have regular opportunities to meet with their supervisors individually.

**POSTGRADUATE SUPERVISION PROFORMA (APPENDIX D)**

The Postgraduate Supervision Proforma (appendix D) is an ideal way to record and confirm the outcomes of your meetings/discussions, and we encourage your regular use of this format.

It is normal for most students to meet more frequently with their principal supervisor than with their co- or external supervisor(s). However, it is expected that all members of the supervisory team will meet together with you periodically to ensure that all parties have a common understanding of and approach to the development of the research.

It is worth remembering that your supervisors are busy people who have many demands on their time and may not always be immediately available to advise you. However, you are not expected to wait until you are approached by your supervisor(s) before you can raise a problem or have a discussion about your research. Don’t be afraid to ask for help. Your supervisor(s) will make time for you as soon as they are able; it’s their job! Other members of the research group may also be able to assist you with technical or methodological problems, and don’t forget your GRC is there to help.

A useful tool to ensure that regular meetings with your supervisor(s) proceed is to take the lead early on in your candidature for scheduling a regular timetable of meetings with your principal supervisor and with your whole supervisory panel.
HELP WITH MY SUPERVISOR

For any concerns about your supervision relationship your first approach is to discuss it with your principal and/or co-supervisors directly.

Your GRC is also available for knowledgeable support, as well as the Associate Dean (Research and Training) or your Head of School. The Graduate Research School can also provide independent guidance.

In the case of grievances or appeals, candidates must apprise themselves of the relevant sections contained in the University Policy on Student Complaint Resolution.


If issues arise which cannot be resolved by informal discussion, candidates must make every effort to follow School procedures to deal with unresolved conflicts or issues with their supervisors. If a formal application of a grievance is lodged, candidates are expected to cooperate fully with the University’s procedure to work together towards a solution.

SUBMITTING DRAFTS OF WRITTEN WORK

You should submit written work to your supervisor(s) at regular intervals in order to gain constructive feedback in relation to content and style. Submitting work on a regular basis will not only help you to hone your writing skills but will also help you to submit articles and complete your thesis. In draft writing, supervisors may prefer you to submit work double-spaced so that suggested corrections and comments can be written next to the text. Some supervisors like to receive draft work in electronic form, using the Track Changes facility in Word or different coloured text to mark proposed alterations. Discuss presentation with your supervisor.

In the final period of writing you are likely to be fully focused on your work. This can be an intense and draining experience, so having ample time to work and time to rest and regenerate is essential. At particularly intense periods, some relief may be gained by completing some work outside of regular hours, but there is certainly a relationship between productivity and rest time.
CANDIDATURE – MILESTONES / FORMS AND PAPERWORK

POSTGRADUATE MILESTONES

Students are expected to achieve set candidature milestones within their degree. Milestones not only provide a clear indicator of progression, but also help the supervisor(s) and student to highlight difficulties as they may arise.

Milestones are specific points during your degree program at which you will be required to complete a task. Through the process of completing the various milestones, you, your school and the University will be able to monitor your progress and ensure that your research is proceeding at a rate that will enable you to complete in time.

See the Pathways diagram under Stages of Postgraduate Study, to view the milestones applicable for your candidature. You can check the due date of your milestones, Annual Reports and Confirmation of Candidature on StudentConnect at http://www.studentadmin.uwa.edu.au/page/72195. It is especially important to do this if you have suspended or varied from part-time to full-time modes during your enrolment.

CANDIDATURE: REGULATORY OBLIGATIONS AND QUALITY ASSURANCE

- Candidates are expected to become familiar with the rules governing the course in which they are enrolled.
- It is expected that candidates will be aware of, and read where appropriate, University rules, regulations, policies, and procedures.
- Candidates must present to the supervisor a research proposal and an annual progress report in accordance with the relevant rules and guidelines. For more information concerning the research proposal see http://www.postgraduate.uwa.edu.au/students/proposals.
- Candidates are expected to devote at least 30 hours per week (or equivalent if the candidature is part-time) to research higher degree studies.
- Candidates are expected to advise their coordinating supervisor of any significant change in their commitments likely to affect the progress of the research course, and if required ensure that this is communicated to the Head of School and/or the Board of the Graduate Research School. See http://www.postgraduate.uwa.edu.au/students/candidature.
- Candidates who have been advised by a supervisor that they need assistance in communicating orally or in writing in English using the vocabulary and conventions of the discipline must seek assistance as directed.
- In conjunction with supervisors, candidates must make every effort to ensure that they fulfil all academic and administrative requirements promptly and satisfactorily.

DURATION OF CANDIDATURE

The maximum period of candidature is four years full-time equivalent (FTE) for a PhD and two years FTE for a Master’s by Research degree. This must be taken into account in planning your research project and candidates should not expect extensions of candidature to be granted except under the most exceptional circumstances. You should aim to complete the entire research, writing-up and examination process within your candidature.
CONFIRMATION OF CANDIDATURE

The GRS have a formal Confirmation of Candidature process for PhD students. Students are enrolled as conditional students for the first year. Confirmation of Candidature, and thus continued enrolment after a year (full-time equivalent), is conditional on you having completed designated tasks within an agreed time frame. These tasks are to be agreed between yourself, your supervisor and School, and submitted with your Research Proposal for approval by the GRS. Students must show in their Confirmation of Candidature document that these tasks have been accomplished.

http://www.postgraduate.uwa.edu.au/students/candidature/confirmation

NB: If you have incurred a debt to the University such as a parking fine, library fine, or Student Services and Amenities Fee (SSAF) etc., your re-enrolment cannot be processed even if you have lodged the appropriate forms.

ANNUAL ENROLMENT

For students in courses administered by the Graduate Research School, re-enrolment each year is conditional on a student’s milestones being up to date (including Research Proposals, Confirmations of Candidature, Annual Reports and Travel Reports) by the re-enrolment period at the end of each year. If all milestones have been submitted to the Graduate Research School as required your re-enrolment for the following year will be automatically processed. However, please note that the Graduate Research School is unable to re-enrol you if you have any financial encumbrances like unpaid parking fines or library fees. In this case you will need to pay the debt and re-enrol yourself before the cut-off date for re-enrolments. The Office of Student Administration charges a late fee for late re-enrolments.

ACE

It is compulsory for all postgraduate students to complete the unit AACE1000 Academic Conduct Essentials (ACE). ACE is a compulsory online module (available through the Learning Management System – LMS) for all students about ethical scholarship and the expectations of correct academic conduct that UWA has of its students. Further information is available at www.ace.uwa.edu.au. Note that this compulsory unit does not incur any fees. Failure to complete the unit will be recorded on your official academic record, and may affect your ability to officially graduate.

We recommend that you complete the ACE unit as early as possible within the first few months. It is a short, online unit.

ORIENTATION

It is compulsory for all Arts postgraduate students to attend the Arts Orientation session before their Confirmation of Candidature to ensure that they are familiar with the people and rules affecting their candidature. Orientation is run once per semester in an effort to be available and relevant to new candidates.

External candidates may apply for an exemption from orientation if they are unable to attend campus. Please contact the faculty postgraduate administration office for an exemption form.
RESEARCH PROPOSAL

Your Research Proposal is your first major piece of written work to be submitted. It is usually due within 6 months of your commencement (depending upon your degree and enrolment - see the Pathways to Completion Guide).

The GRS have a detailed step-by-step process to guide you and your supervisor through the development and submission of your Research Proposal:
http://www.postgraduate.uwa.edu.au/students/proposals/preparing

Choosing the right topic: it is really important that you are passionate about your proposed area of research. The specific topic details, however, must be discussed and developed in conjunction with your supervisor(s). The longevity of the research topic also requires consideration: that is, whether the topic will maintain your interest over an extended period of 18 months or more. At this level an important consideration is also originality: e.g. to consider where work on a particular topic may already be published by another researcher.

Preparing the Research Proposal: your proposal outlines the key aims, research design, contextual study, references, contacts, draft budget and a proposed timeline for completion of your research or creative work. Close collaboration with your supervisor(s) at this stage is essential. The proposal form and guidelines for preparing the Research Proposal can be found at http://postgraduate.uwa.edu.au

THE ANNUAL PROGRESS REPORT

Your Annual Progress Report is a compulsory milestone and is due on a date corresponding with the date of your initial enrolment. Completing an Annual Progress Report is a necessary requirement even if you are suspended and/or based off-campus. In preparing for this submission you should assess your progress in the light of goals set in your Research Proposal or previous Annual Progress Report forms.


Sufficient information must be included in the Annual Progress Report to assist supervisors with their evaluation of your progress. This information could include copies of papers/abstracts submitted/accepted, a list of presentations (e.g. postgraduate seminars), and a timeline of study for the year ahead. When filling in your Annual Progress Report form it is very important that you read through the links that are highlighted in the form. They provide necessary and helpful information.

After submitting your Annual Report to your supervisor, they will assess your progress. If deemed necessary, you may be asked to make some changes or improvements to your Annual Report. Following this, you will be asked to meet with your GRC who will discuss your progress and sign your report. Postgraduate administration staff will then process and forward the report to the GRS. You will receive a letter from GRS confirming or refusing your enrolment for another year, or requesting an Interim Progress Report at an earlier date.

WORK-IN-PROGRESS SEMINARS

Most Arts Disciplines run regular Work-in-Progress Seminars, or Research Proposal presentations. These events are a highly valuable opportunity to meet with other HDR candidates, learn what work is going on in your Discipline, and have a chance at presenting your own research.

Faculty of Arts HDR Candidate Guide 2014
If your Discipline runs these programs you are greatly encouraged to attend regularly and participate. You will also be very welcome at other Disciplines presentation days.

Please check with your Discipline Chair to find out when these are run, and whether attendance is compulsory. School administrative staff will usually have a contact name, mail list and schedule of dates and subjects.

Music: It is a requirement of your music program that you attend the weekly Tuesday Seminar at 4.50pm in G05. You will benefit from the stimulus of the presentations, contribute to discussion, support your peers and, in due course, acquire your own initial experience of research presentation as a means of sharing your ideas and benchmarking progress through your degree.

The schedule for each semester is available through Music administration. Tuesday afternoon is a good time to meet other students and meet with the Postgraduate Coordinator.

There is will also be a weekly open session in the Staff Room from 4.00-4.25pm, led by students in Years 2 and 3 of their studies, to offer support and provide information about specific topics and challenges involved in a research degree.
EXTENSION OF CANDIDATURE

You can extend your candidature beyond the maximum period of enrolment only in exceptional circumstances. Employment commitments are not normally accepted as a reason for extension.

All requests for extension of candidature must be endorsed by your GRC and supervisors. Requests must be submitted to the GRS for approval using the Extension of Candidature Form.

EXTENSION OF SCHOLARSHIP

Holders of awards or scholarships should consult the scholarships office or a Scholarships Officer regarding extension of their scholarship.
http://www.scholarships.uwa.edu.au/students

EXTENSION OF INTERNATIONAL STUDENTS

International students should consult the International students office regarding extension of their candidature/scholarship as this may have Visa implications and/or restrictions
EMployment and Other Commitments During Full-Time Candidature

**Full-Time Students**

As a full-time candidate you are expected to devote the majority of your time to your research program. Make sure that any work or activities you undertake that are unrelated, or peripherally related to your research project will not impede the progress of your research. Full-time research candidates are expected to keep the same hours as a member of University staff, (nominally, 37 hours per week).

A maximum of eight hours per week of work/activity unrelated to your research project is recommended for a full-time candidate.

For a PhD candidate your completion timeframe is within 3 to 3.5 years, and 1.5 to 2 years if you are a Master’s by Research student. In order to achieve this goal and to maintain your work–life balance, you will need to carefully consider your commitment to activities outside of your research, including paid employment.

Keep in mind your goal of completing your doctorate or master’s degree as soon as possible and don’t be afraid to remind your supervisors too! If you are struggling, speak to your supervisor and/or any of the counselling services that are available.

**Scholarship Holders**

UWA scholarship holders are subject to strict limits on paid employment. This is set out in the official conditions of award for Australian Postgraduate Awards and other scholarships – which can be found on the Scholarships, Prizes and Endowments website.

As a scholarship holder, the maximum amount of paid employment that you may undertake during normal working hours (Monday to Friday, 9:00am to 5:00pm) is eight hours per week. There is no limit on the amount that you can earn for employment that is not directly related to the research that you are undertaking. However, if your employment is directly related to your research in any way, the maximum earnings allowed will be up to 75% of the value of your (major) scholarship award.

Outside of normal working hours, there is no restriction on the number of hours of paid employment that may be undertaken, providing that your supervisor is satisfied that it will not interfere with your progress.

Scholarship holders who are interested in undertaking employment (paid or voluntary) within the above time restriction need to advise the GRS before commencing work.

**International Students**

International students may also have visa restrictions and rules regarding undertaking work of any kind – voluntary or paid. Please make sure that you discuss any plans with the International Students Office prior to undertaking any work in case it may jeopardise or conflict with your visa.
LEAVE – LOCAL STUDENTS

ANNUAL AND LEAVE OF ABSENCE

You do not need to apply to take annual leave of four weeks or less, if taken within Australia, but you do need to notify your School and supervisor.

If you intend to travel overseas, you are required to notify the GRS and apply for Overseas Leave approval.

Other types of leave:
- Maternity leave
- Parental and paternity leave
- Overseas leave and travel
- Sick leave

If you are in receipt of an award or scholarship, discuss all applications for leave exceeding four weeks with a Scholarships Officer. If you are applying for a travel award, you will automatically be considered to have applied for leave. Any period of leave will be included in the total period of candidature.

If you wish to apply for leave of absence, first discuss your situation with your supervisors and then complete the form ‘Application for leave’, attaching a medical certificate if you are applying for leave on medical grounds. Your supervisors and the Head of School or GRC must support your application. You will need to state the date your leave is to commence and the date you are due to return.

Upon your return your supervisor should email GRS to confirm that you have returned from leave. If you were receiving a Scholarship you will need to submit new Stipend forms.

Note that domestic students are entitled to take four weeks of annual leave per year without submitting an application for leave of absence. When leave of absence is approved, your candidature will be extended by the period of time for which the leave was granted.

SUSPENSION

We strongly encourage HDR students to progress their research programs without interruption as far as possible. However, in some circumstances such as illness, financial or family difficulties, it may be sensible to take a leave of absence until the problems have been resolved.

When leave of absence is granted, the ‘clock’ stops ticking, which means that precious candidature and scholarship times are not being eroded during a period when you are not able to work at full capacity.

If you have not exceeded your time limit, but need to spend time dealing with matters other than study, you can request a standard suspension.
- You can request a suspension on the basis of personal or unforeseen difficulties, which may disrupt consistent work on a thesis.
- You cannot suspend enrolment for more than 12 months during your candidature, but the Board may approve an extension of this limit in exceptional circumstances.
- You will remain enrolled during the suspension, but will have a ‘discontinued’ status.
- You will still lodge an Annual Progress Report during your suspension.
All requests must be endorsed by your supervisors and GRC using the Suspension of Candidature or Scholarship and Candidature form. 
http://www.postgraduate.uwa.edu.au/schools/forms - suspend

When Suspension is approved, your candidature will be extended by the period of time for which the Suspension was granted.

VISITOR CAMPUS CARDS

The visitor campus card is a useful tool for times such as post-enrolment, while you are on suspension or if you have withdrawn intending to submit. It applies when you are not technically enrolled but still need rights to the Library and access to specific buildings. Building access is activated upon personal application to Arts IT – office 2.30 in the Arts Building.

You need to fill out the application form and have it supported and signed by your GRC. 
http://www.campuscard.uwa.edu.au/obtain-card/visitors

SCHOLARSHIP HOLDERS

For scholarship holders, application on the Suspension of Candidature or Scholarship and Candidature form will be interpreted as seeking approval for any changes from the Scholarships Committee. Enrolment and scholarships must be suspended simultaneously.

Please consult the Scholarships Office for more information about special conditions that may apply to your scholarship or award. 
http://www.scholarships.uwa.edu.au/students

Scholarship holders must submit a stipend claim form upon their return so scholarship payments will recommence.

ANNUAL PROGRESS REPORT WHEN ON SUSPENSION

Even on Suspension you must submit your Annual Progress Report by its due date. Under normal circumstances you are given a grade of 'AC' (assessment continuing) based on your progress report.

You may not have a great deal to put in the report when you are suspended, but the act of lodging a report:

- Ensures we have your correct contact and other details
- Reassures the Board and the School that you are intending to resume study when your suspension is over
- Acts as your application for re-enrolment
LEAVE – INTERNATIONAL STUDENTS

International students are required to maintain a full-time attendance status while studying in Australia.

If you are an international student, make sure you discuss the implications of an application for
- Suspension,
- Withdrawal
- Extension
- Termination

with the International Centre and the Department of Immigration and Border Protection before you undertake an application.

ANNUAL LEAVE

International students are entitled to take four weeks of annual leave per year. However, if you wish to travel overseas or interstate during your recreation leave you must complete the Overseas Travel form. http://www.postgraduate.uwa.edu.au/schools/forms#leave

SUSPENSION (LEAVE OF ABSENCE)

Leave of absence (beyond the annual recreation leave entitlement) can only be granted in exceptional medical or compassionate circumstances and for a maximum of 12 months. If you wish to apply for a leave of absence, it is advisable to check the visa and fee implications with the International Student Centre before lodging your application. To allow time for any visa/sponsorship issues to be addressed and for any scholarship payments to be adjusted, your application should be lodged at least 10 working days in advance of the planned leave, or 15 working days in advance if you are a scholarship holder.

http://www.international.uwa.edu.au/students/intstudents/leave

You will need to lodge the GRS Suspension of Candidature or Scholarship and/or Candidature Form.

ANNUAL PROGRESS REPORT WHEN ON SUSPENSION

Even on Suspension you must submit your Annual Progress Report by its due date. Under normal circumstances you are given a grade of 'AC' (assessment continuing) based on your progress report.

You may not have a great deal to put in the report when you are suspended, but the act of lodging a report:
- Ensures we have your correct contact and other details
- Reassures the Board and the School that you are intending to resume study when your suspension is over
- Acts as your application for re-enrolment
RETURN FROM LEAVE

On return from leave, it is important that you notify the GRS as soon as possible so that your enrolment and any scholarship payments can be reactivated. You may be required to submit a new Stipend form.

WITHDRAWAL

If you are considering withdrawing from your candidature, you should first discuss the matter with your supervisors to discuss the options available to you. In some cases, it may be more appropriate to, for example: take a period of leave of absence; convert to a half-time attendance status; apply to study remotely, or to transfer your candidature to a Master of Philosophy rather than to withdraw completely. If you do decide to withdraw, you will need to formally notify the GRS on their form: http://www.postgraduate.uwa.edu.au/students/candidature/?a=22725

TERMINATION OF CANDIDATURE

Your candidature may be terminated at any time by a resolution of the Board of the GRS.

You candidacy may be terminated because you failed to:
- Meet prescribed conditions, including satisfactory progress
- Submit an Annual Progress Report or your Research Proposal.

VARIATIONS

VARYING THE CONDITIONS OF YOUR CANDIDATURE

The application forms for any change to candidature that you may need to make are available on GRS website at http://www.postgraduate.uwa.edu.au/students/forms

There are 2 VAR forms which apply to different changes. Please make sure you select the correct one.

CHANGING FIELD OF STUDY

Your research topic is detailed on your academic transcript and therefore it is important to ensure that the description of your topic is an accurate reflection of your area of research. The title for the research topic should be quite broad so that it is accessible to a general reader, written in title case and limited to 250 characters.

After you have commenced your research, you may find that there is a need to amend your research topic. Minor amendments that have no effect on your expected completion date, such as a refinement of the wording of your research topic are readily processed. An application to change your research topic description should be made on the ‘Application for Variation of Term (2)’ form: http://www.postgraduate.uwa.edu.au/students/forms
If the change in your research topic is major, it is likely to influence the submission date of your thesis and may involve a change in supervisor(s), school or even a new candidature. Use the same form, but you are encouraged to contact the GRS for advice before proceeding. Major changes may affect your enrolment (and Scholarship if applicable).

### CHANGING SUPERVISOR(S)

There are many reasons why you may need, at some point in your candidature, to change one or more of your supervisors, or their percentage of engagement; for example, a change in the direction of your research, a supervisor no longer being available to supervise, or a supervisor having left the University. The supervisory arrangement may also be changed if the relationship between you and your supervisor(s) has broken down because of a personality conflict.

Proposed changes to your supervisory arrangements should be discussed and preferably agreed with all members of your supervisory panel before completing and submitting the Application for Variation of Term (1) form. [http://www.postgraduate.uwa.edu.au/students/forms](http://www.postgraduate.uwa.edu.au/students/forms)

### CHANGING ATTENDANCE STATUS (FULL-TIME/PART-TIME)

Research students are permitted to enrol as either full-time (1.0) or part-time (0.5) candidates.

With the approval of your supervisors and School, you may change your attendance status from full-time to part-time or vice versa at any time during candidature, using the Application for Variation of Term (2) form. [http://www.postgraduate.uwa.edu.au/students/forms](http://www.postgraduate.uwa.edu.au/students/forms)

Make sure that when you change your enrolment type that you check StudentConnect for your updated milestone dates.

### COURSEWORK UNITS

Course work Units can be included in your candidature at no cost if your supervisor feels that you would benefit from some guided learning in a particular field – such as a specific language if you need to read original source material, or perhaps some Historiography training or statistics.

To add a coursework unit(s) complete the VAR 2 form with your supervisor and the GRS will actually enrol you in the Unit. The VAR2 form is a GRS form found at: [http://www.postgraduate.uwa.edu.au/schools/forms - chancand](http://www.postgraduate.uwa.edu.au/schools/forms - chancand)
RESEARCH CONDUCT

The University's 'Code of Conduct for the Responsible Practice of Research' policy summarises the standards of conduct and performance required of all those engaged in research at the University. Students and staff members engaged in research are expected to be committed to exemplary standards of professional conduct and integrity.

Code of Conduct for the Responsible Practice of Research:

The broad principles that guide research have long been established. Central to these are the maintenance of high ethical standards, and validity and accuracy in the collection and reporting of research data. This policy provides a framework for sound research practice and for the protection of individual research workers, including staff and postgraduate research students, as well as contracted agents, from possible misunderstandings.

GENERAL PRINCIPLES OF THE CODE

- It is a basic assumption of the University that academic and research staff, and postgraduate research students, are committed to high standards of professional conduct.
- Researchers have a duty to ensure that their work enhances the good name of the University and the profession to which they belong.
- Researchers must only participate in work which conforms to accepted ethical standards and which they are competent to perform. When in doubt they must seek assistance with their research from their colleagues or peers.
- Debate on, and criticism of, research work are essential parts of the research process.
- The University and its researchers have a responsibility to ensure the safety of all those associated with the research.
- It is essential that the design of the research project takes account of any relevant ethical guidelines and legislative requirements.
- Research must comply with established guidelines such as the National Statement on Ethical Conduct in Human Research (2007) and the Australian Code of Practice for the Care and Use of Animals for Scientific Purposes (2004).
- Where research procedures are of a kind requiring approval by a human or animal experimentation ethics committee, a biosafety committee, or by other validly constituted regulatory committees, research must not proceed without such approval.
- It is acknowledged that research with Aboriginal and Torres Strait Islander peoples spans many methodologies and disciplines.
- There are a wide variety of ways in which Aboriginal and Torres Strait Islander individuals, communities or groups are involved in, or affected by, research. Such research must comply with Values and Ethics: Guidelines for Ethical Conduct in Aboriginal and Torres Strait Islander Health Research (2003) and the Guidelines for Ethical Research in Indigenous Studies (2000).
- Appropriate consumer involvement in research is encouraged and must comply with the Statement on Consumer and Community Participation in Health and Medical Research (2002).
- If data of a confidential nature is obtained, for example from individual patient records or from certain questionnaires, confidentiality must be observed and researchers must not use this information for their own personal advantage or that of a third party.
Confidentiality may be necessary for a limited period in the case of contracted research or of non-contractual research which is under consideration for patent protection. In general, however, research results and methods must be open to scrutiny by colleagues within the institution and, through appropriate publication, by the profession at large.

**ETHICS IN RESEARCH**

The Human Research Ethics Office (HREO) coordinates and manages a wide range of services for staff and student researchers undertaking research involving people as research participants. Your supervisor will let you know if you need Ethics approval for your research.

Original research, undertaken in research degrees, is subject to the University's Code of Ethics; this includes research with human beings. For general information relating to UWA's code of research ethics, as well as the necessary forms to include in a dissertation upon submission, please see: [http://www.research.uwa.edu.au/staff/human-research/welcome-to-HREO](http://www.research.uwa.edu.au/staff/human-research/welcome-to-HREO)

The ethical conduct of research involving humans is governed by a number of guidelines and by legislation. In particular, the *National Statement on Ethical Conduct in Human Research* embodies the key values, principles and guidelines for the design and conduct of human research.

The University, and its staff and student researchers, must comply with the principles and guidelines contained in the *National Statement* when designing and conducting human research. In addition to ethics guidelines contained within the *National Statement*, information and guidance relating to research governance issues is provided in the *Australian Code for the Responsible Conduct of Research*.

The HREO web pages are intended to assist researchers in addressing a wide range of requirements, including:

- information about human research ethics principles, guidelines, procedures and responsibilities
- forms and procedures required to submit an application

Other sites to visit for information concerning the process of applying for Ethics include:


**ETHICAL SCHOLARSHIP**

Ethical Scholarship entails the pursuit of scholarly enquiry marked by honesty and integrity. It is reflected both in individual and group approaches to study and assessment tasks, and is part of a broader institutional commitment to maintain and extend robust, defensible and transparent educational standards and practices.
UWA's policy on Academic Conduct: Ethical Scholarship, Academic Literacy and Academic Misconduct is intended to assist faculty and other staff in teaching and supervision roles to understand the academic conduct expected of students. It promotes ethical scholarship, academic literacy and the minimising of academic misconduct (including plagiarism and other forms of cheating). The University believes that success in promoting ethical scholarship and developing skills in academic literacy will help reduce instances of academic misconduct. Whilst this policy's academic misconduct provisions pertain to postgraduates as well as undergraduates, it should be read in the context of the existing 'Guidelines on Research ethics and Research conduct' for postgraduate students.

http://www.postgraduate.uwa.edu.au/students/policies

COPYRIGHT

Students using works of others: under provisions of the Copyright Act (1968), students are able to reproduce copyright material without permission providing the material is for research or study and that the copying is 'fair'.

Copyright, in the University environment, normally refers to written works and artistic works but also includes software. Copyright also applies to other things like sound recordings, broadcasts and film and video works. The basic rule is that you may not copy any significant or important portion of work belonging to somebody else without that person’s permission. Material on the internet may be subject to copyright. http://www.is.uwa.edu.au/repository/copyright

Copyright of your own thesis: usually, the author of a work will own the copyright. You will retain the copyright to your thesis. The University takes steps to ensure that your copyright remains with you.

RESTRICTED ACCESS

If your research requires restricted access, a confidential examination, or you think it might generate intellectual property issues, you must advise the GRS before you submit your thesis for examination. This is often the case if you intend to publish some or all of your thesis.

After you lodge a form with the GRS, it will arrange appropriate approvals and notify the Scholars Centre.

AUTHORSHIP

Candidates must discuss with their supervisor(s), at the commencement or during the course of candidature, any publication likely to arise during or on the basis of the research project, to ensure appropriate and adequate recognition of the contributions by the candidate and supervisor(s) to the publication. Any agreement should be recorded in the Supervision Proforma (see appendix D).
THE STATEMENT OF AUTHORSHIP

THESIS

When submitting your thesis for examination you must include a copy of the Statement of Authorship in the front of each copy. There is a standard statement, which can be found in the GRS Submission of Thesis for Examination Form. You may write your own Statement if you prefer as long as it covers the same information.

PUBLICATIONS

Many students publish papers outside of their thesis based on their research. Sometimes this is done in conjunction with their supervisor and often with other HDR students.

The University’s Policy on Determining authorship and resolving disputes between authors applies the general principles that:

- It is a basic expectation of the University that academic and research staff and students commit to high standards of professional conduct.
- A framework for sound authorship practice must begin with a dialogue between researchers at an early stage in a research project.


To be named and recognised as an author, it is essential to have made a substantial scholarly contribution to the published work. While specific practices may differ from discipline to discipline, there are a number of overarching ethical principles and procedures to which all researchers are expected to adhere. The Policy sets out formal procedures to assist researchers to determine the appropriate authorship of papers and to minimise potential disputes over authorship issues.

It is advisable to discuss and agree upon the matter of authorship/co-authorship with your supervisors in the early stages of your research project and to revisit the issue as necessary throughout candidature to avoid any misunderstanding that may delay the completion of your research project or publication(s).

In many research projects a number of participants are involved, each undertaking different tasks: it is acceptable in such circumstances for you to use the data/ information derived collectively for publication(s) provided that each person’s contribution is duly acknowledged.

In recognition of the fact that your supervisors contribute to the development of your research by providing direction and guidance and by contributing ideas, it is normally appropriate that they be named as co-authors in publications, providing that each has made a substantial contribution to at least two of the following three activities:

- conception and design of the project; or analysis and interpretation of data;
- drafting significant parts of the article or critically revising it so as to contribute to the interpretation
- final approval of the version to be published
THE IMPORTANCE OF ACKNOWLEDGING THE UNIVERSITY OF WESTERN AUSTRALIA IN YOUR RESEARCH PUBLICATIONS

Research publications are very important to the University; the more publications our staff and students generate, the more funding we receive to support research activities and research training at the University. Consequently, it is vital that you acknowledge the University of Western Australia, in the form of a by-line, in your publications whether you are a sole or co-author, staff member or student. This also applies after you have left the University, where the publication is a result of your research at UWA. Researchers must also acknowledge any additional funding grants that enabled the research that led to the publication.

To list a by-line you need to ensure with the publisher that UWA, or University of Western Australia is listed after your name on the publication or in the contents. Some publishers like to include a small statement about you, in which case you should state that you are an HDR Candidate at The University of Western Australia.

A by-line is required for any successful payment of the Publications Grant – see the section : Student entitlements/funding/publications grants, in this guide.
THE TRADITIONAL THESIS

It is recommended that you discuss the length, composition and format of the thesis with your supervisor at an early stage of candidature and that you take the time to review both the relevant academic program rules and the GRS specifications for thesis, which describe in detail the current requirements for the preparation and presentation of a higher degree by research thesis. Generally, theses submitted for examination comprise a substantial written narrative of around 80,000 words in the case of a doctorate, 40,000 words in the case of a 100% Masters by Research thesis.

MAJOR CREATIVE WORK

In creative disciplines, the thesis submitted for examination may include a major work in the form of exhibition, music composition or performance, literary work or film, together with a shorter written thesis.

Music students undertaking a Master's of Music (Research), a Doctor of Musical Arts, or any other HDR with a performance component should clarify the requirements for composition duration and thesis word count with their supervisor or GRC.

THESIS AS A SERIES OF PAPERS

Many candidates organise their thesis as a series of papers. These may be papers that have been published, manuscripts that have been submitted for publication but not yet accepted, manuscripts that could be submitted, or any combination of these. http://www.postgraduate.uwa.edu.au/students/thesis/series

PRESENTATION OF THE THESIS AND EDITING ASSISTANCE

Though your supervisor will assist, you are required to accept responsibility for producing the final copies of the thesis, for the content of the thesis, and for ensuring that it is in accordance with the relevant requirements, including the standard of presentation.

Professional editing can be very helpful in improving your thesis. However, there are strict guidelines about the kind of editing assistance that is acceptable. For further details see: http://www.postgraduate.uwa.edu.au/students/policies/expectations/editing_of_research_thesis_by_professional_editors

When hiring an editor, you should ensure that they have appropriate professional experience in the area of thesis editing. The easiest way to do this is to select a professional editor who is accredited by the Institute of Professional Editors. The Society of Editors (WA) has a list of suitable local editors on its website: www.editorswa.com

Your faculty postgraduate administration staff can supply you with contact details for professional editors.
**PREPARING FOR THESIS SUBMISSION**

Students should consult their supervisor for exact details of the required layout of the thesis, but it is normal to leave at least a 2cm margin on the top, bottom and right of each page, and 3cm on the left. Use 1.5 to 2 line spacing, with 12pt text in a clear font, e.g. Times New Roman or Arial.

http://www.postgraduate.uwa.edu.au/students/thesis/style

The responsibility for the writing, preparation and submission of the thesis rests with you - the student - although it is expected that the supervisor(s) will read and comment on the draft, with a view to enabling the student to produce a thesis which is coherent, well documented and written in good English. It is the student’s rather than the supervisor’s responsibility to decide when to submit, taking into account the supervisor’s opinion.

**EXAMINATION**

There are rules and forms applicable to preparing your thesis for examination – including early notification timeframes and nominating examiners prior to submission. When you are ready your supervisor will guide you through the process. The GRS have a clear step-by-step instruction page with associated forms:

http://www.postgraduate.uwa.edu.au/students/thesis

**NOMINATION OF EXAMINERS**

Examiners are normally appointed in advance of the thesis being submitted and it is important, therefore, that the student should make his/her supervisor aware of the expected submission date so that a recommendation for the appointment of examiners can be approved. Students are not to have contact with their examiners as this is a breach of ethical practice. It is the role of the supervisor to contact and nominate prospective examiners. You and your supervisor will need to fill in the nomination form, which also then acts as a notification to the GRS that you are getting ready to submit.

http://www.postgraduate.uwa.edu.au/schools/nominating

The GRS requires this form to be completed with a MINIMUM of 3 weeks’ notice prior to submitting a thesis.

**CONFLICTS OF INTEREST**

At the University of Western Australia, examination of theses prepared for Higher Degrees by Research is wholly external. The process for examination and classification of theses assumes that examiners undertake the task independently, without bias. Professional and personal relationships between examiners and a student and their supervisor/s, and relationships between examiners and the University, have the potential to introduce bias and thus reduce the independence of the examination, in fact or perception. Sometimes it is not clear to examiners and their nominees what might constitute a declarable conflict of an examiner’s interest. This policy sets out the principles for independent thesis examination.

THE EXAMINATION PROCESS

There are 10 steps in the thesis examination process. Your supervisor will guide you through these. The GRS website has a very clear step by step instruction list to explain the process:

http://www.postgraduate.uwa.edu.au/students/thesis/examination

CERTIFICATION OF THESIS FOR EXAMINATION

There are rules and forms applicable to this final stage of your candidature. When you are ready your supervisor will guide you through the process. The GRS have a clear step-by-step instruction page with associated forms:

http://www.postgraduate.uwa.edu.au/students/thesis/examination/submission

The Student Declaration form is particularly important and can be found within the Thesis Submission Form. With each copy, include a signed thesis declaration form, which should be inserted directly after the thesis cover page. You are also allowed to write your own version of the Declaration if you prefer.

PRINTING AND BINDING COSTS

Your School will pay for the printing of your thesis for both examination and for permanent binding. You need to see the postgraduate administration staff for printing authorisation. It is recommended that you do this in advance of your submission date and not leave it until the last minute. The School provides you with one copy of the final bound version – if you wish to have additional copies you will need to pay for these yourself. Administration staff can advise you on the process.

If you have been in receipt of an APA, UPA or specified other Scholarships during the last two years before submission then your printing and final binding is paid for by your Scholarship, including additional personal copies. See the GRS web site for the Thesis Allowance Claim form before submission, and return the signed form to the Faculty postgraduate administrator.
ADJUSTING TO LIFE AS A RESEARCH STUDENT

The relatively unstructured nature of research is very different from the study mode that you might have experienced as an undergraduate or postgraduate coursework student; there are fewer fixed deadlines to meet and much longer periods of time between them.

While individual students will have different experiences of undertaking research, it is important to realise that some of the hurdles to completion will be emotional and these may be more difficult to conquer than the practical problems. Hours and hours spent alone, focused and reading can become an isolating experience for some and it is important to recognise that this is not uncommon and that a balanced life is the key to success.

Most students find research to be a rewarding experience, but for those times when you are feeling overawed by it all, the top five strategies for survival are to:

- Seek the support of others, be they friends, family, other research students in your School, your supervisor(s) or a University counsellor. The more people that you can talk to the better.
- Develop self-management techniques that work for you
- Learn and understand the research process and what to expect at each stage of your candidature
- Engage with the research culture of your School and the University
- Have a life outside of research! Make time for yourself, your friends and family and the activities that you enjoy.
ENGAGING WITH THE RESEARCH CULTURE OF THE UNIVERSITY

Whatever your discipline, there will be many opportunities for you to be an active part of the engaging research culture of the University.

Within your School and Discipline there will be seminar programs for you to attend and present at; this will provide you with valuable opportunities to engage with a broader cross section of research, develop your presentation skills and receive feedback about your own research.

Whenever possible it is recommended that you participate in conferences, network with your peers and research collaborators and get involved with University life. Volunteering to be a postgraduate student representative is a great way to get to know staff and other students. Undertaking workshops and professional development course(s) provided free of charge to research students will boost your knowledge, contacts and look good on your CV!

There are many opportunities to become involved in the UWA postgraduate community, and many benefits to being involved. These include, but are definitely not limited to:

- Making friends with like-minded people
- Social/professional networking
- Social facilitation
- Opportunities for help, especially opportunities available through the School
- Committee/organisation involvement to enhance your CV
- Participating in experiments
- Finding out about conferences

In order to build a graduate research community:

- Candidates are expected to participate in the intellectual life of their School through activities such as attendance at the research seminars, conferences and Work-in-Progress seminars
- Candidates are encouraged to present their work at these opportunities
- Candidates are encouraged to participate in training activities, such as workshops and courses offered within the University;
- Candidates should, where possible, attend University and/or Guild activities.

POSTGRADUATE STUDENTS’ ASSOCIATION (PSA)

The Postgraduate Students’ Association (PSA) is the peak representative body for postgraduate students at UWA. Their core functions for HDR students are:

- advocacy and equity for UWA postgraduate students
- professional development
- planning and promoting social events aimed at helping postgraduates network.

Upon enrolment every postgraduate is automatically a member of the UWA Postgraduate Students’ Association (PSA). PSA committee members represent postgraduates on UWA Committees from the Senate down to the faculty level.

The aim of the PSA is to make HDR students at UWA more visible, to each other, to administrators, and to those outside of the University. In conjunction with this, they work to improve communication between postgraduates and relevant services at UWA. They believe that some of the most important work for HDR candidates happens outside of the office or lab - at conferences, networking events, and social evenings. The PSA helps postgraduates to attend these events, and to make the most of them and their time at UWA.
The PSA organises a number of informative and social events throughout the year in order to keep postgraduates up-to-date and to foster a sense of community amongst the postgraduate cohort. The PSA also provides a free lounge to all postgraduates. The PSA is a department of the UWA Guild and postgraduates can access Guild advocates if they find themselves in need of advice or representation, as well as consulting their Committee members, or the Graduate Research Officers, within the Graduate Research School. For more information, please visit the website: http://www.psa.guild.uwa.edu.au/

The PSA is a department of the UWA Guild. Most postgraduate students are unaware of the associated benefits of this, from subsidised coffee and food on campus to financial assistance in times of hardship. The PSA President can be contacted at psa@guild.uwa.edu.au

FACULTY/SCHOOL POSTGRADUATE REPRESENTATIVES

Acting as a School or Faculty Postgraduate Representative is a great way to meet your other students and be proactive in improving the research experience for all Arts HDR candidates. Being a representative is a voluntary position that is intended to take no more than a few hours a week. Nominations are requested annually for at least one representative for each School and one for the faculty.

As a faculty or school postgraduate representative you get to participate in committees such as the Arts Faculty Board, Arts Research Committee, Arts Safety Committee and Information Services, you may assist with judging the annual Teaching & Learning Awards, and you liaise closely with the other representatives, candidates and academic staff to that sufficient representation, advocacy and resources are available to Arts Faculty postgraduates.

Nominations are usually called via the mail list emails early each year for the upcoming year.
STUDENT SERVICES

HEALTH, SAFETY AND WELLBEING

IN AN EMERGENCY

In case of emergency at UWA, please dial 6488 2222, NOT 000

REPORTING PROBLEMS, HAZARDS AND INCIDENTS

Please contact your School administration to report any problems/minor incidents or hazards. If an emergency occurs, please contact Security directly on 6488 2222.

First Aid

- If you are injured, seek medical attention from your School First Aid Officer (see appendix B administration contact map for contact details). If they are not available or if the incident happens out of office hours, please contact Security on 6488 3020
- For serious injuries or incidents requiring an ambulance, ring 6488 2222 do not ring 000 direct as this may cause unnecessary delays.
- For less urgent assistance ring the UWA Medical Centre on 6488 2118 (during office hours).
- Report all serious medical incidents or injuries to the building's Safety Officer or your supervisor without delay.

For specific information regarding the Faculty of Arts including a list of current Safety Officers, First Aid Officers and Building Wardens with contact details please see the current Faculty of Arts Safety and Health Handbook on the Arts website:

PERSONAL SAFETY AND SECURITY ON CAMPUS

Postgraduate students are able to access School facilities 7am - 11pm. Students working outside office hours should take extra security precautions as follows:

- Know the location of the nearest telephone and the security emergency number (6488 2222) and pre-program security speed dial numbers into mobile phones.
- Ensure that you have your swipe card/keys with you at all times.
- Never prop external doors open.
- Report all incidents/suspicions to the Security Office immediately (6488 2222)

Students leaving out of hours should take extra care. Personal safety advice is available on the security and parking website here: http://www.security.uwa.edu.au/personal-safety

Please note that after-hours escorts (to car parks, colleges etc.) can be arranged. Please contact Security on telephone 6488 3020 half an hour prior and a uniformed officer will respond.
SMOKE FREE

Smoking is prohibited in, or at, all of the University's buildings, properties and workplaces.

HEALTH AND SAFETY

Safety and health information for students, including the Student Guide to Safety and Health, can be found by visiting the Safety and Health website: http://www.safety.uwa.edu.au/students

There is also valuable information about security and personal safety on campus available on the Facilities Management website: http://www.fm.uwa.edu.au/about/security_safety

CHARTER OF STUDENT RIGHTS

The Charter of Student Rights upholds the fundamental rights of students who undertake their education at The University of Western Australia. It recognises that excellence in teaching and learning requires students to be active participants in their educational experience. It upholds the ethos that in addition to the University's roles of awarding formal academic qualifications to students, the University must strive to instil in all students independent scholarly learning, critical judgment, academic integrity and ethical sensitivity.

Details of the Student Charter can be found at: http://www.aps.uwa.edu.au/home/policies/charter.

SEXUAL HARASSMENT

The University of Western Australia is committed to maintaining a work and study environment which is free from sexual harassment. Sexual harassment is unacceptable behaviour. It conflicts with the University's Equal Opportunity Policy and with the rights of staff and students to receive fair treatment. This policy is aimed at deterring sexual harassment, increasing awareness that such behaviour is unacceptable, and ensuring that complaints are dealt with fairly and promptly.

Visit the askUWA FAQ's for explanation and guidance http://staff.ask.uwa.edu.au/app/answers/detail/a_id/1739/~/sexual-harassment-explained

Procedure for Resolving Complaints of Sexual Harassment: the University has established procedures to assist staff and students who may have experienced sexual harassment. No action will be taken unless requested by the complainant, and at all stages, confidentiality will be preserved. Anyone concerned about sexual harassment may approach an Equity and Diversity Officer on an informal basis. Equity and Diversity Officer are located both in Human Resources or in your faculty and will provide assistance and support as well as information on the University's policy, relevant legislation and options available to deal with the problem.
Student Services supports all aspects of the student experience.

**ROLE AND STRUCTURE**

Student Services functions are divided into six main areas
- Student Administration (fees, exams, transcripts, graduation etc.)
- Student Support services (careers, counselling, finance, housing, spiritual life)
- Admissions
- Medical Centre
- Health Promotions Unit
- Other Services (SIMS support, childcare, academic policy etc.)

Specific subheadings for the services provided by each section, their locations and contact details can be found through the main webpage: [http://www.student.uwa.edu.au/contact/studentservices - support](http://www.student.uwa.edu.au/contact/studentservices - support)

**COUNSELING SERVICE**

Our Counselling and Psychological Service provides a professional and confidential service free of charge to students of The University of Western Australia.

We recognise there is a range of personal and academic concerns which can have an impact upon your ability to study effectively. Our aim is to help you better manage these concerns and continue to succeed with your studies.

Depression and anxiety are not uncommon in HDR students, and can be the result of unrealistic expectations and intensive isolated research. Regular networking and communication with peers and colleagues is important in this regard. It is also important to access avenues of help when it is required; there is plenty of support and assistance available to you through your School, and the University’s services.

Student Services offer a range of services to enhance student life at UWA, including individual counselling, skills development resources and self-help modules. [http://www.student.uwa.edu.au/life/health/counselling](http://www.student.uwa.edu.au/life/health/counselling)

**DISABILITY SERVICE**

UniAccess provides free services and support to UWA students who want to disclose a disability or a medical condition and request assistance.

UniAccess staff are equipped to recommend the best options to enable your participation. Our approach is to provide an individual assessment of your needs and then work with you to plan the approach that will work best. A Disability Officer can also provide information to prospective students and their families [http://www.student.uwa.edu.au/life/health/uniaccess](http://www.student.uwa.edu.au/life/health/uniaccess)
WORKSHOPS AND TRAINING

There are numerous opportunities to undertake workshops and training courses to support your research and learning. These are offered by:

- Libraries
- Student Services
- GRS
- CATL
- UWA Online learning options

Access the Student Learning webpage [http://www.student.uwa.edu.au/learning/resources](http://www.student.uwa.edu.au/learning/resources) to get started, or follow links from any of the web pages of the above listed services.

CAREERS SERVICE

The Careers Centre develops students' awareness, capacity and skills to manage their careers and make a successful transition to employment. This is achieved through services to students, strong links with employers, collaborative programs with University staff and labour market research. [http://www.careers.uwa.edu.au/](http://www.careers.uwa.edu.au/)

INFORMATION SERVICES (LIBRARY AND IT)

Information Services is responsible for six subject libraries, IT infrastructure and services, telephone and audio-visual services, a range of research and learning support services and special collections. [http://www.is.uwa.edu.au/about](http://www.is.uwa.edu.au/about)

IS offer a wide range of services to students including support for and access to:

- Student email and IT Accounts
- Communications and collaborations services
- Desktop and printing services
- Teaching and Learning support services
- Research support services
- Wireless access

CATL

In addition to expert and attentive supervision in a wide range of fields, students have access to a range of research training seminars and activities to support and strengthen research practice, advance discipline knowledge and equip students for a future beyond their higher degree. The workshops cover a range of topics and skills from writing to publishing and teaching programs.

CATL also run two teaching workshops aimed specifically at postgraduate students to support them through developing teaching and tutoring skills for career development.

The Introduction to University Teaching program is part of a comprehensive set of professional development programs offered by CATL.
The program is specifically designed for postgraduate students who are teaching at UWA, particularly in seminars, tutorials or laboratories. The program will provide a solid introduction to the body of research around student learning and effective teaching.

Postgraduate Teaching Internship: this is a formal annual program which offers successful applicants a series of professional development activities during the course of their PhD candidature.

The Internship allows promising doctoral research students, including professional doctoral students, to develop teaching skills in their fields and to undertake a program of professional development activities during the course of their PhD candidature.

LIST OF APPENDICES

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<th>Description</th>
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<td>New Researcher Checklist</td>
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</table>
Welcome to the Faculty of Arts. This checklist is designed to get you off to the best possible start and to ensure that you are aware of all necessary processes and/or procedures, that should be undertaken to enable you to integrate into the School as quickly and as smoothly as possible. You should review and discuss the checklist with your supervisor(s) during the first few weeks of arrival if there is anything you need assistance with.

More detailed instructions for the below items, include links and contact details, are included in your Postgraduate Candidate Guide.

<table>
<thead>
<tr>
<th>Task</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you confirmed enrolment at the Graduate Research School?</td>
<td></td>
</tr>
<tr>
<td>Have you met with your Supervisor(s)</td>
<td></td>
</tr>
<tr>
<td>Have you met your Graduate Research Coordinator?</td>
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<tr>
<td>Have you met your Discipline Chair?</td>
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<tr>
<td>Have you received a Postgraduate Candidate Guide?</td>
<td></td>
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<tr>
<td>Have you identified your Head of School and School Manager?</td>
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<tr>
<td>Have you met your School Administrative Staff?</td>
<td></td>
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<tr>
<td>Have you contacted the Graduate Research School to register for the next GRS orientation?</td>
<td></td>
</tr>
<tr>
<td>Have you contacted the School Postgrad Admin to register for the next Faculty orientation?</td>
<td></td>
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<tr>
<td>Have you read the policies and rules regarding Graduate study at UWA?</td>
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<tr>
<td><a href="http://www.postgraduate.uwa.edu.au/students">http://www.postgraduate.uwa.edu.au/students</a></td>
<td></td>
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<tr>
<td>Have you activated your Pheme? <a href="http://www.student.uwa.edu.au/learning/it/pheme">http://www.student.uwa.edu.au/learning/it/pheme</a></td>
<td></td>
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<tr>
<td>Have you activated your email account/Internet access?</td>
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<tr>
<td><a href="http://www.its.uwa.edu.au/student">http://www.its.uwa.edu.au/student</a></td>
<td></td>
</tr>
<tr>
<td>from March 2014 you will be able to request a personalised email address such as <a href="mailto:firstname.surname@research.uwa.edu.au">firstname.surname@research.uwa.edu.au</a></td>
<td></td>
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<tr>
<td>Are you familiar with Arts I.T. support?</td>
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<tr>
<td><a href="http://www">http://www</a> Arts.uwa.edu.au/staff/computing</td>
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<tr>
<td>Have you signed up for the Postgraduate Student email list?</td>
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<tr>
<td><a href="mailto:postgrad-ss@maillists.arts.uwa.edu.au">postgrad-ss@maillists.arts.uwa.edu.au</a></td>
<td></td>
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<tr>
<td><a href="mailto:postgrad-hum@maillists.arts.uwa.edu.au">postgrad-hum@maillists.arts.uwa.edu.au</a></td>
<td></td>
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<tr>
<td><a href="mailto:postgrad-music@maillists.arts.uwa.edu.au">postgrad-music@maillists.arts.uwa.edu.au</a></td>
<td></td>
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<tr>
<td>Have you visited the Research Journey page from GRS?</td>
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<tr>
<td><a href="http://www.postgraduate.uwa.edu.au/students/journey/managing">http://www.postgraduate.uwa.edu.au/students/journey/managing</a></td>
<td></td>
</tr>
<tr>
<td>Have you completed the online Safety Induction?</td>
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</tbody>
</table>
Have you accessed MyUWA through the following link: [http://www.uwa.edu.au/myuwa](http://www.uwa.edu.au/myuwa).

*You can personalise this webpage for your benefit.*

Do you have a campus card?

*If not, you can obtain it from Enquiry Counter, Student Administration, Hackett Hall.*

Information about the UWA campus card: [http://www.campuscard.uwa.edu.au](http://www.campuscard.uwa.edu.au)

Has your card been activated for after hour's access?

Visit Arts IT 2.30 - 2nd floor Arts Building.

Have you been allocated a desk or workspace? *See Jenny Pynes Arts G.42*

Do you know where you can print and copy?

Information on printing, scanning, copying and adding value to your student card: [http://www.is.uwa.edu.au/current-students/it-help/print-copy-scan](http://www.is.uwa.edu.au/current-students/it-help/print-copy-scan)

Have you visited the Reid Library and tried out the online resources including Workshops and online courses?

[http://www.is.uwa.edu.au/information-resources/guides/skills](http://www.is.uwa.edu.au/information-resources/guides/skills)

Are you aware of the *short courses* available through the Graduate Research School?

Have you visited the Student Services website through the following link to see what is available?

[http://www.student.uwa.edu.au/contact/studentservices](http://www.student.uwa.edu.au/contact/studentservices)

Have you contacted UniPark if you need student parking?


Are you aware of the Postgraduate Student Association and the PSA Facebook group?


PSA Facebook group: [https://www.facebook.com/uwapsa](https://www.facebook.com/uwapsa)

UWA Faculty of Arts postgraduate Facebook group:

[https://www.facebook.com/groups/175293819267279/](https://www.facebook.com/groups/175293819267279/)

Have you met your School Postgrad Representative? *Contact PG Admin for name*

Have you diarised the postgraduate Monthly Mentorship Meetings organised by the Arts Faculty and the PSA? *- last Thursday of each month*

Useful web links to Bookmark:


Faculty home page [http://www.arts.uwa.edu.au/](http://www.arts.uwa.edu.au/)

University contact directory [http://www.directory.uwa.edu.au/](http://www.directory.uwa.edu.au/)
**APPENDIX B**

**UWA Faculty of Arts, Postgraduate Administration Contacts**

- **Associate Dean (Research Training):** Winthrop Professor Benjamin Smith, Social Science Building, office 1.23, ph: 6488 2097
- **Graduate Research Co-ordinators:**
  - **Humanities** - Kieran Dolin, Arts Building, office G.12, ph: 6488 2072
  - **Social Science** - Jo Elving-Hwang, Social Science Building, office G22, ph: 6488 3522
  - **Music** - Nicholas Bannan, Music Building, office 1.12, ph: 6488 2058
- **Faculty Postgraduate Administration** - Jessica Brunner/Lisa Rozentals, Social Science Building, office 1.26, ph: 6488 3706/2853

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**School of Humanities – Arts Building**

- **Head of School** – Jenny Gregory
- **School Manager** – Toni Johnson

**School Admin Office:** ph 6488 2174
- Arts Building, office 2.47

**Building Warden:**
- Evelyn Ho - 6488 2068

**First Aid Officer:**
- Tanya Tuffrey – 6488 7983

**Safety Representative:**
- Richard Small - 6488 2165

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**School of Social Science – Social Science Building**

- **Head of School** – Alistair Paterson
- **School Manager** – Tim Stewart

**School Admin Office:** ph 6488 7249
- Social Science Building, office G72

**Building Warden:**
- tbc - call Karen Eichorn - 6488 7249

**First Aid Officer:**
- David Bourchier - 6488 2074

**Safety Representative:**
- Karen Eichorn - 6488 7249

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**School of Music – Music Building**

- **Head of School** – Alan Lourens
- **School Manager** – Sarah Brittenden

**School Admin Office:** ph 6488 2051
- Music Building, office 1.10

**Building Warden:**
- Pip White – 6488 7835

**First Aid Officer:**
- Pip White – 6488 7835

**Safety Representative:**
- Pip White – 6488 7835

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**SECURITY OFFICE – 6488 2222**

For Fire, Emergency or Ambulance
Travel and Research Funding is a benefit – not a right – and you must request and justify the approvals. Faculty strongly supports valid and beneficial research, but procedures must be properly followed. Applying for and receiving approval to travel does not automatically approve funding. You MUST also apply for funding.

All Funding: (Travel and Non-Travel)

- The first avenue for travel funding is the $1850 available from the GRS [http://www.postgraduate.uwa.edu.au/students/funding/travel](http://www.postgraduate.uwa.edu.au/students/funding/travel)
- In addition, you may apply for School funding for either Travel or non-travel.
- **Research Funding** - Your School will fund justified research costs up to a maximum of $4,000 for a Ph.D. and $2,000 for an MA. *Music Performance Students please refer to the Music website for further details.*
- **Conference travel funding** - The School encourages its postgraduates to attend conferences, and will provide stand alone funding of up to $740 to cover conference travel and attendance costs when the candidate is presenting a paper. If you are not presenting but still wish to attend then you should apply for Research Funding.
- **Budget** - you need to draft a budget to include all anticipated expenses such as transport, accommodation, conference fees, Archive access etc. You must do this in order to know how much money you are applying for. A copy of the budget must accompany the application form.
- When traveling, be sure to keep receipts for all expenses; if no receipt is offered, make a note of date, amount spent, and purpose. You will be required to produce these with your Travel Report.
- For the rules surrounding GRS Funding please see: [http://www.postgraduate.uwa.edu.au/students/policies/travel-award](http://www.postgraduate.uwa.edu.au/students/policies/travel-award)
- GRS may refuse your application if you have outstanding Milestones.


**Step 1: Getting started**

**Timing:** You must start the process of applying for funds and seeking travel approval at least two months prior to travel, preferably even earlier, particularly for overseas travel.

**Booking:** DO NOT book or pay for airfares yourself. Doing so may nullify your application and the School may not pay for your trip.

**Due diligence:** Be sure to read forms and instructions carefully and patiently. They are provided in order to help, but if you skip sections or miss-read questions it will cause considerable delays in processing and may prevent you from traveling.

Funding for research travel comes from TWO separate sources: some funding comes from the Graduate Research School and other funding comes from the Faculty through your own school (School of Humanities, School of Music, or School of Social Sciences). You must seek travel funding from the Graduate Research School first, before seeking travel funding from your school.

**Step 2: Supervisor support.**

Discuss your travel plan with your supervisor and be sure you have supervisor support. Approval and funding for travel are only granted where you can demonstrate that the trip will be beneficial to your research.

**Step 3: Compile your GRS Forms**

Apply for the first stage of funding by working carefully through the checklist below; this will ensure that you provide the Graduate Research School with all the information that it requires to support and approve your research travel.

- **a)** Does your research travel involve air travel (National or International)?
  If yes, download a “Travel Grant Application Form (TAA)” from GRS Forms. YOU MUST NOT BOOK OR PAY FOR THE TRAVEL ITSELF. (*nb: GRS will not usually support travel costs within WA. You must apply for School funding instead*)

- **b)** When you have downloaded and read the “TAA” form, you must obtain a detailed travel quote from either TERTIARY TRAVEL or CAMPUS TRAVEL (these are UWA’s only approved travel providers; do not use other travel agents or book on line).
  Please ensure that you inform the travel providers that “**this is a quote and travel will be booked & paid for by the University through Trobexis**”.

- **c)** Will your research travel take you overseas? If yes, download an “Overseas Travel Form (OST)” from GRS Forms. * GRS only offer limited funding for travel within Australia

- **d)** Will you be taking any personal leave while you are away? If so, download an “Application for Leave Form (LV)” from GRS Forms (Note that the inclusion of personal leave will complicate your travel insurance arrangements. Contact the Faculty Postgraduate Administrator for more information).
If you have previously used your GRS funds, or the trip will cost more than your GRS funds then continue to step 4.

**Step 4: School Funding**

Apply for the second stage of funding from your own school (School of Humanities, School of Music, or School of Social Sciences). Work carefully through the checklist below; this will ensure that you provide your School with all the information that it requires to support and approve your research travel.

a) Prepare a full budget showing all anticipated costs.
   - airfare costs,
   - conference costs;
   - accommodation costs;
   - other anticipated travel costs such as access to archives, local travel purchase of materials etc (*please explain these clearly*).
   *A sample budget is shown at the end of this document.*

b) Download a copy of the Postgraduate Funding & Travel Approval Form (available from [http://www.sscs.arts.uwa.edu.au/students/postgrads/?a=2456128](http://www.sscs.arts.uwa.edu.au/students/postgrads/?a=2456128)).

c) This form can be used for both travel and non-travel funding requests; it must be completed and signed by yourself and your Supervisor and then returned to the Faculty Postgraduate Administrator be approved by the Graduate Research Coordinator. The form is designed to cover different sorts of funding requests, as well as Travel Approval so work through it patiently and determine which sections are relevant to your needs. Make sure you tick all relevant boxes and provide all required information. If you have any queries, contact your supervisor in the first instance.

When traveling, be sure to keep receipts for all expenses; if no receipt is offered, make a note of date, amount spent, and purpose. You will be required to produce these with your Travel Report.

**Step 5: Travel Approval only**

- If you are traveling but using your own money, Scholarship Funds, Research Grant funds etc then **you still need to apply for Travel Approval.**

- Use the same *Postgraduate Funding & Travel Approval Form* and only tick the box for Travel Approval. You will still need to attach an itinerary and fill in relevant dates etc.

- You **MUST** email a copy of the signed approval form and itinerary to [travel@uwa.edu.au](mailto:travel@uwa.edu.au)

- You may book and pay for your own flights through any provider.

- You may still require GRS Travel Approval, GRS Overseas Leave approval and /or GRS Personal Leave approval. Check with GRS or Arts Postgrad Administration.
Travel Funding and Approvals Checklist

○ Milestones are all up to date (if you are not sure please check with GRS)

○ Discuss your plans with your Supervisor. Your Supervisor will support your application if they feel it will add to and benefit your Research. They must support your application for it to be accepted.

○ Funding is available for purposes other than travel. Please discuss your plans with your Supervisor, and use the same application form and attach quotes and budgets where relevant.

○ Have you used your GRS funding?  
  - if No then you must apply for those funds first or simultaneously.

○ Are you presenting a paper at a Conference?  
  - if Yes then you may apply for Conference funding first or simultaneously

○ If it is Conference Funding then attach a copy of your invitation to present at the conference.

○ Check your available funding with the Arts Postgraduate Administration officer. We keep records of student expenditure.

○ Draft a Budget – you need a budget to include all anticipated expenses.  
  This must be attached to your application.

○ Draft a supporting statement – This should include why you wish to travel and how you will benefit from the research. The statement may be written into the application form or attached as a separate document.

○ Arrange a quote from either Campus Travel or Tertiary Travel.  
  This must be attached to your application.

○ Are you traveling Overseas? – if yes then you must also apply for GRS Overseas Travel Approval.

○ Are you including Personal Leave?  
  -if yes then you may need to apply for GRS Annual Leave Approval.  
  -if yes then you will need to arrange private Travel Insurance for leave dates.

○ Fill in the Application form online and print out to sign. Submit the Form with all of the required attachments to your Supervisor.
## SAMPLE BUDGET

**Destination:** University of the South Pole, Antarctica  
**Dates of travel:** February 30 to March 10, 2020

- **Airfares** .......................................................... $1500  
  *(Source: quote from Tertiary Travel/Campus Travel)*

- **Conference registration** .................................. $100  
  *(Source: conference brochure)*

- **Conference final dinner** ................................... $30  
  *(Source: conference brochure)*

- **Accommodation:** 10 nights @ $125 per night ........ $1250  
  *(Source: AntarcticHotels.com)*

- **Other travel costs**  
  - Train from airport to hotel ................................ $20
  - Bus to conference site: 10 x $5 ............................ $50

- **Cost of Entry to Archives/Museum/etc** .............. $40

- **Etc** ................................................................. $??

**TOTAL:** $2990

**Sources of funding:**

- From Graduate Research School ........... $1850
- From my School ................................. $1140
Faculty of Arts Research & Travel Funding Flow Chart

Travel Funding

1st - GRS

Overseas?

Yes

Non - Travel Funding
School Research Funding is available for other requirements
Speak to your Supervisor first.

School Funding only (no GRS)

School Form

Attachments required
- Justification/request
- Budget / quotes

Approvals
1. Supervisor
2. PG Admin
3. GRC

Attachments required
- Travel Quote & Budget
- Justification/request

Approvals
1. Supervisor
2. PG Admin
3. GRC

* Keep all receipts for GRS Travel Report due upon return

2nd - School Travel Funding &/or Travel Approval

Research Funding
Total Max $4000
For Fieldwork, Travel, Music specialists

School Form

Attachments required
- Justification/request
- Budget / quotes
- Flight Itinerary
DO NOT PAY OR BOOK

Approvals
1. Supervisor
2. PG Admin
3. GRC
Admin will liaise with travel agent and arrange Tripexis booking

Approvals
1. Supervisor
2. GRC
3. PG Admin
* Overseas? – GRS GST Form
* Itinerary to travel@unsw.edu.au

Conference Funding
- Once off Funding

Non-Funded Travel
Self / Private funded travel

School Form

Attachments required
- Itinerary

Approvals
1. Supervisor
2. GRC

Approvals
1. Supervisor
2. PG Admin
3. GRC

Attachment required
- Flight quote
- Accommodation Quote

Are you Presenting?

No

School Form

Yes

Apply for Research Funding

Attachments required
- Invitation to Present
- Conf Registration Info
- Flight quote
- Accommodation Quote

Approvals
1. Supervisor
2. PG Admin
3. GRC

* You may also require GRS Overseas Travel Approval
APPENDIX D

Faculty of Arts - Postgraduate Supervision Discussion Report

Supervisor(s) name: __________________________________________________________

Student name: __________________________ Date: __________

Summary of today’s discussion points:

Recommendations for progress:

Agreed tasks for next meeting:

Date and time of next meeting:

Deadline for draft writing /supervisor review prior to next meeting:

Signed: Supervisor(s) __________________________ Student: _________________