The HDR Guide

Your guide to completing a Higher Degree by Research at the University of Sydney

SUPRA
Sydney University Postgraduate Representative Association

Introduction

Welcome to the new, completely updated edition of the SUPRA's *HDR Guide,* formerly known as the *Thesis Guide*. The information provided in this guide is to help you from the beginning to end of your HDR journey. The *HDR Guide* is a comprehensive publication designed specifically for students undertaking a Higher Degree by Research qualification at the University of Sydney. While this publication covers a broad range of important topics, we also encourage you to access our free and confidential Student Advice and Advocacy Service if you require further assistance, advice and support. SUPRA employs qualified professionals who can give you specialised advice and assistance on all types of issues.

Acknowledgement of Country

SUPRA acknowledges the Gadigal people of the Eora nation as the traditional owners of the land on which we work.

We pay respect to Elders past, present and emerging, and extend that respect to all First Nations people.

We acknowledge that the land upon which we live and work is stolen land, and that sovereignty was never ceded.

This is, was and always will be Aboriginal land.

Credits

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Chapter 1.
PhD at a Glance

Applications for postgraduate research are accepted all year round. Once you are accepted and commence your candidature at the University of Sydney there are mandatory requirements and expected milestones. For information on finding a supervisor go to see Chapter 5: Choosing a Topic and Supervisor.

Below is a timeline of research requirements and milestones from commencement to submission of your PhD.

See also: Chapter 6: Supervision Rights and Responsibilities

☐ Create your individual research progress plan:
https://sydney.edu.au/students/research-progress.html

☐ Complete Mandatory University Milestones:

- Work Health & Safety Induction (within 2 months from commencement)
- Responsible Research Practice (within 6 months from commencement)
- Consent Matters (within 6 months from commencement)
- Ethics online training: Human – General (within 6 months from commencement): Architecture, Design and Planning, Business, Education, Law and Health Science
- Ethics online training: Human Ethics – Health and Medical (Within 6 months from commencement): Health Sciences. Optional Dentistry, Nursing, Pharmacy, Medicine
- Ethics online training: Animal Ethics (within 6 months from commencement): all students conducting research which involves animal ethics approval
- Chemical safety training (within 6 months from commencement): as directed by supervisors
- Laser Safety awareness (within 6 months from commencement): as directed by supervisors
- Radiation safety within 6 months from commencement): as directed by supervisors

☐ First year integrity check – required to submit your work for review by your supervisor (see *Research Code of Conduct 2013*)

☐ Progress Review (PR) – typical milestones for your first PR are: finalise your research proposal, finalise your research data management plan and have adequate written English skills to write your thesis (12 months from commencement and annually until submission)

Apply for required ethics approval

 Writing your thesis outline, researching and/or reading (see also: Chapter 6. Supervision: Your Rights and Responsibilities)

 Planning structure of chapters

 Drafting and redrafting chapters

 Thesis title and thesis abstract (6 months prior to submission)

 Authorship attribution (6 months prior to submission). See also: Chapter 12. Intellectual Property

 Notice of Intent to Submit (3 months prior to your latest date for submission)

 Prepare your thesis using the correct style and format

 Write your abstract, key words, table of contents and figures, acknowledgements, reference list, appendices

 Get your supervisor's final approval

 Editing and proofreading

 Submitting an electronic copy of your thesis to HDRAC: https://sydney.edu.au/students/thesis-submission.html

 Examination

 Results See also: Chapter 21. Submit Your Thesis

It's important to remember that higher degree research requirements may change. Your supervisor should keep you informed on any important changes. If you are uncertain make sure you contact the Higher Degree Research Administration Centre (HDRAC) or SUPRA. If you have experienced unexpected delays during your studies ensure you follow the proper procedures for requesting an extension of your candidature.

Chapter 2.
Thesis, Treatise or Dissertation?

A thesis is broadly defined as the whole of the assessable work submitted for HDR examination. It is a generic term that covers a range of different types of works. A candidate must submit their thesis for examination in the form prescribed by the Academic Board of the University for their degree. However, 'thesis' is a term that also relates to a specific type of assessable work.

The main types of assessable work students may be expected to produce at the University of Sydney are theses, treatises and dissertations. These are all unique publications with different requirements. Faculties may also have particular structuring and formatting requirements.

Although the expected length will always vary according to the approach and the subject matter, it is anticipated a dissertation will usually be no longer than 20 000 words; a treatise will be up to 25 000 words; and a thesis will be up to 50 000 words for a Master's Degree by Research, and 80 000 words for a Doctoral Degree.

Relevant policy:

Thesis and Examination of Higher Degrees by Research Policy 2015
Download here: https://bit.ly/2r2Wtql

Or view on the University of Sydney Policy Register

Chapter 3.
University of Sydney HDR Policies

Research students are required to follow all relevant University policies, procedures and rules throughout their candidature. These policies include:

Essential Resources for Higher Degree by Research Students Policy 2016
Progress Planning and Review for Higher Degree by Research Students Policy 2015
Progress Planning and Review for Higher Degree by Research Students Procedures 2015
University of Sydney (Higher Degree by Research) Rule 2011 (as amended)
Supervision of Higher Degree by Research Students Policy 2013
Thesis and Examination of Higher Degree by Research Policy 2015
Thesis and Examination of Higher Degree by Research Procedures 2015

For a complete list of all University policies and procedures search the University Policy Register: http://sydney.edu.au/policies/

Research Facilities

The University has over 30 shared research facilities available for diverse disciplines. To access any of the facilities, HDR students need to provide detailed information about their projects and be granted approval. Approved students are entered into the Access System and guided through any necessary ethics approval and mandatory training:
https://sydney.edu.au/research/facilities.html

Research Centres

The University's research centres offer unique opportunities for multidisciplinary initiatives. As well as faculty-based research centres, there are national and international centres that are partnered with the University:
https://sydney.edu.au/research/centres/research-centres.html

Scholarships and funding

There are several ways to receive funding to advance your research, such as Research Fellowships, Research Grants and University of Sydney funding. The Research Training Program Stipend Scholarship and the University of Sydney Postgraduate Awards (UPA) are offered to domestic HDR students only. International HDR students are encouraged to review the list of scholarships offered at the

University of Sydney as well as from their home country.

Relevant links and resources:

Research Fellowships & Grants:
https://sydney.edu.au/research/research-funding.html

Research Training Program (RTP):
http://sydney.edu.au/scholarships/research/research-training-program.shtml

Postgraduate International Scholarships:
http://sydney.edu.au/scholarships/postgraduate/international-postgraduate-scholarships.shtml

Chapter 4.
Master's Degree by Research

Please note, the information below is specific to degrees at the University of Sydney.

A Master's degree by research is considered a gateway to study at the PhD level. A master's degree by research is the second-highest qualification on the Australian Qualifications Framework. Depending on the course and Faculty the Master's degree by research may have a coursework component. Check with your Faculty.

Transfer to PhD

If you are doing a Master of Philosophy (MPhil) or another Master's degree by research, the ability to transfer to a PhD during the course varies according to each course and Faculty. In most cases an application to transfer needs to be approved by your supervisor, meet progression requirements, and demonstrate that your research is of a sufficient scope and depth to sustain a doctoral thesis.

During a Master's by research

Satisfactory progress to a PhD standard within the first year. Granted credit for research work completed.	Architecture Design & Planning Dentistry Faculty of Health Sciences Medicine Pharmacy Nursing
Satisfactory completion of probationary period + 3 coursework units + thesis proposal defence. Granted credit for research work completed.	Business School
Satisfactory progress to a PhD standard within the first year + already completed Honour's or equivalent.	Science Agriculture Veterinary Sciences

On completion of a Master's degree

| MA (Research) | Arts and Social Sciences (FASS) |
| Master of Laws (Research) | Law |

If you are a candidate in the Master of Surgery by research or Master's by research degree at The Conservatorium of Music you cannot transfer to a PhD.

Duration

The Master's by Research degree will generally have a duration of one to two years full-time, or up to four years' part time study. Part-time enrolment is available to domestic students only.

Scholarships and tuition fees

As of 2017, domestic students undertaking a Higher Degree by Research (HDR) including Master's by research are covered by the Research Training Program (RTP), formally the Research Training Scheme, and exempt from fees. RTP Stipend Scholarships are awarded to domestic HDR students to assist with general living costs. The University also provides University of Sydney Postgraduate Awards (UPA), which are merit based. All eligible RTP Stipend applicants are automatically considered for the UPA.

As of 2017, meritorious international HDR students may be fee exempt by being funded through the Research Training Program (RTP) Fee Scholarship scheme. This scheme replaces the International Postgraduate Research Scheme (IPRS). The University of Sydney also awards an RTP Stipend Scholarship to all International RTP Fee Scholarship recipients to assist with general living costs.

If you are studying full-time and are receiving an RTP scholarship, employment hours outside of your studies are restricted to 20 hours per week. If you are studying part-time, employment hours are restricted to 10 hours per week. If your employer is the University, you can hold a maximum of 50% of a full-time appointment if you are a full-time student. These hours include weeknights and weekends.

Further information about postgraduate research scholarships can be accessed on the University website: http://sydney.edu.au/scholarships/research/current_faq.shtml

Probation and Progress Review

In some Faculties candidates proceed through probation of no more than 4 Research Periods before being confirmed or transferred to a PhD. All HDR

candidates including Master's degree by research undergo an Annual Progress Review approximately every 12 months.

Supervision

A Master's by research candidate must have a minimum of 2 supervisors, although in practice, some Faculties may have only one research supervisor for a Master's by research candidate.

Thesis

The Master's thesis must be a supervised thesis and represent a genuine contribution to the subject field. It must be between 30,000 to 80,000 words depending on the course resolutions of your Faculty. An extension of up to 10,000 words can be given with permission by the Dean, Associate Dean of Research, or Chair of the Faculty Committee. Course resolutions can be found on your Faculty website or check with the Higher Degree by Research Administration Centre (HDRAC). The maximum word length excludes appendices.

Examination

The submission and examination process for a Masters' thesis is governed by the same policies as for PhD, except that for Master's the minimum number of examiners is two, and one examiner may be internal.

Master of Philosophy (MPhil) as early exit from PhD

PhD candidates may exit earlier with an award of Master of Philosophy when they have met the relevant Master's degree by research requirements; as well as any course resolutions; and as approved by the Faculty (normally the Postgraduate Research Coordinator or Head of School). Award of an MPhil may also be one outcome of a PhD thesis examination.

Chapter 5.
Choosing a Topic & Supervisor

Getting your topic right

The process of choosing a topic requires a lot of research in itself. While you may have already developed a deep interest in an area, additional reading within and around that area of interest will usually be required before you arrive at the 'right' topic or project.

Useful online resources

The Thesis Whisperer:

http://thesiswhisperer.com
Many research students have found this blog useful, especially for developing research questions:

https://thesiswhisperer.com/2017/02/22/using-diagrams-as-research-aides/

You can follow this blog which links members to other research students around Australia and the world. The blog is dedicated to helping research students and is edited by Dr Inger Mewburn, director of research training at the ANU.

The Research Whisperer:

https://theresearchwhisperer.wordpress.com/
Another online resource, which includes a specific focus on research in professional academia and funding.

The University of Sydney's Learning Centre:

The Learning Centre provides a publication called Writing a Thesis Proposal, which outlines how to develop a thesis proposal, as well as providing information regarding differences between disciplines in terms of issues such as:

• Students' range of topic choice
• Students' degree of freedom in choosing specific research questions
• The overall timing of research projects

Be aware that your thesis topic may change over time as you get further in to your research. This is not uncommon.

http://sydney.edu.au/stuserv/learning_centre/resour.shtml
http://sydney.edu.au/stuserv/documents/learning_centre/Thesis_Proposal_2012.pdf

Choosing a supervisor

Now that you have a research topic, you are ready to approach potential supervisors. If you do not have an immediate idea for a research supervisor the best way forward is to look at the University of Sydney's Research Supervisor Connect webpage: http://sydney.edu.au/research-opportunities.shtml

This lists all academics eligible for either Master's or Doctorate research, or auxiliary supervision according to Faculty and areas of research interest.

When deciding who you want your supervisor to be, consider which is the relevant Faculty for your research area and whether your research area lends itself to an interdisciplinary approach. You will need to decide on your 'home' Faculty where your coordinating supervisor is located, while potentially having a co-supervisor or auxiliary supervisor guidance from an academic or expert from a different Faculty, or even from a different institution, industry or field.

It is best to contact an academic who has researched and written in the area you are interested in, to determine whether they have the interest, time and capacity to take on supervision of a research student. It is recommended that you write a concise summary of your research area/topic (utilising the Learning Centre's resources), send it to the academic, and then meet to discuss your proposal.

If the academic is interested and gives a positive response, it's a good idea to check with them how many research students they currently supervise. While having many HDR students suggests a popular and possibly successful supervisor, you deserve to have sufficient time and support. University policy specifies that the maximum number of research students each supervisor should have is five, unless special approval is given to take on more.

What qualities do you look for in a supervisor? Most students prioritise an academic who has good knowledge of their area of interest, and ideally also has good "people" skills. The role of supervisor requires a reasonable grasp of the academic and administrative policies and processes involved in supervising a research student. Ask other research students about their experiences with different supervisors in the Faculty. Knowing yourself and especially your limitations may also mean you require a supervisor who can provide the appropriate level of support for you. There will be situations where you are assigned a supervisor from commencement and you are spared the joys of looking for a supervisor. Often this works well.

If you develop doubts about the quality of your supervisory relationship, consider what is important to you and consider contacting your Faculty postgraduate research coordinator to talk through your issues. Sometimes a student and their

supervisor become incompatible for reasons including but not limited to change in research area or direction, or personality clashes. Seek early advice from your Faculty postgraduate research coordinator and identify if you need to change supervisors.

Bear in mind a PhD student may opt for supervisory arrangements such as co-supervisors or a panel. Although University policy states you must have at least a research supervisor and an auxiliary supervisor, you will be expected to work intensively with your research supervisor and in many cases students do not receive active supervision by an auxiliary unless they are appointed as co-supervisor, or as an expert supervisor, and have a delegated supervision role.

See also: Chapter 6. Supervision Rights and Responsibilities

Chapter 6.
Supervision: Your Rights and Responsibilities

All HDR students must have a minimum of two supervisors, and their roles are defined, depending on their responsibilities, as either Research or Auxiliary supervisor. Your Research Supervisor assumes the main supervisory duties, and in the rest of this section when we refer to your 'supervisor', we mean your Research Supervisor.

Your supervisor's role is to offer advice, assistance and direction to support you in completing your project. Your relationship with your supervisor can be complex, intense, and immensely rewarding. However, like any relationship, it is bound to have highs and lows and it is important to be realistic in your expectations of your supervisor.

How do I know if my supervisor is right for me?

Talk with other research candidates about their experience of supervision. You will learn that each experience is unique, and what works for another student may not work for you. However, a fundamental principle for a productive supervisory relationship is mutual respect.

For an understanding of what the University considers as a standard supervisory relationship, and to know more about your supervision rights:

- The University's *Supervision of Higher Degree by Research Policy 2013*, available on the Policy Register
- The University's website on Research Supervision
- The Thesis Whisperer

Establish what you need

This is likely to change during your candidature. What level of direction or guidance do you need? What is your supervisor's role in your acquisition of skills? Do you expect your supervisor to be a mentor, critic, supporter, director, facilitator, provider or teacher? How does your supervisor see their role? The only certainty is that the supervisory relationship is *your* relationship, so take charge of it from the outset. If you feel uncomfortable or unsure about any aspect of your supervisory relationship, speak with someone you trust. You have a right to change your supervisory arrangements.

Every student's needs are different, and comparing your relationship with your supervisor to someone else's may not be useful. While there are guidelines, your supervision needs are contingent on many factors, such as workload, location and the nature of your project. Some students only need to see their supervisor a few times a year and supplement that contact with email, video chat, or phone; other students require more frequent face-to-face consultation. It is your responsibility to know what you need from your supervisor and the direction you want to take with your research. It is your supervisor's responsibility to respond in accordance with the Supervision Policy and sometimes communicate (and explain the reasons for) a different research direction.

Good communication

The most important part of your relationship with your supervisor is good communication. Establishing and nurturing good communication from the start is essential to ensuring you receive the support you need, especially at times when things – your research or life generally – are not going so well. Your research may dominate your life, while your supervisor may have many students to supervise in addition to teaching and research responsibilities. As a result, it is important to clarify expectations of both parties about aspects of your candidature early on. Negotiate where you differ, and review the effectiveness of the arrangement periodically, such as at the beginning of each semester, or just before each Progress Review.

At the beginning of your candidature, discuss with your supervisor the process for resolving problems if they arise. It is important that you are given the opportunity to address any of your supervisor's concerns before a Progress Review.

Intellectual property

It is useful to clarify your expectations regarding authorship of publications with your supervisor, and to document this agreement in writing. The University does not assert any claim over intellectual property (IP) created by a student, unless prescribed otherwise by law, or you agree otherwise. Note that the University cannot force a student to assign their IP rights to the University as a condition of enrolment. Some students agree to assign their IP rights in order to be involved in a project, but this must be your choice.

See also: Chapter 12. Intellectual Property

Feedback on writing

You have the right to feedback that is timely and constructive. Written work up to the equivalent in length of a chapter must be returned with feedback within one month, unless otherwise negotiated. Identify with your supervisor how progress will be monitored (written work, seminars, progress reviews etc). At commencement and

within 3 months of your candidature (or 6 months for part time enrolment), you are responsible for having a progress plan in place, in consultation with your supervisor.

See also Chapter 8. Annual Progress Review

Resources

Research students are entitled to have adequate facilities and other resources available in your department. Such facilities normally include all-hours access to appropriate work space, lab space and equipment, and appropriate access to technology. Support resources should be discussed with your supervisor at all stages of the candidature, but particularly in the early stages. It is your supervisor's responsibility to ensure that facilities identified as necessary to your candidature are available to you. Each Faculty and School varies in the level and type of resource support they offer, but if you need something, you have a right to ask your supervisor for assistance. Note that exclusive access to a desk or computer are not available in all cases.

Library HDR Resources

One-on-one consultations for HDR students: each Faculty has one or more Academic Liaison Librarians who can help you to identify the best information resources for your research. Book an appointment here https://library.sydney.edu.au/contacts/subjectcontacts.html

Research support: e.g. advice on strategic publishing, how to make your research more discoverable, social media, researcher profiles, etc. The Library also runs a Quick Bites training series that is aimed at HDR students. You can view previous sessions via YouTube: https://www.youtube.com/playlist?list=PLyWl8Bu1nJ6yIXqbaR1ZifNqqibksF7rV

Access 100s of research databases: log in with your UniKey and password for 24/7 access: https://library.sydney.edu.au/databases/

Request items from other libraries: the Library can source articles/books for your research that aren't held at the University of Sydney.

EndNote training and support:learn how to manage your references.

Absences and leave

If you supervisor is away for a month or more, they should make suitable arrangements to ensure that you have ongoing supervision. This may mean increased contact with you while they are away. Where the absence is foreseeable, the supervisor must notify the Head of School, other supervisors and you at least one month before their date of departure. If a supervisor is intending to retire or resign, you should be consulted and actively involved in the planning arrangements regarding supervision. If you require some time away from your research project it is your responsibility to let your supervisor know. Remember, you are entitled to annual

leave of up to four (4) weeks per year, so plan to have breaks and give advance notice to your supervisor.

Know your Faculty (your supervisor does not know everything)

There are many things your supervisor can't do for you. At commencement of candidature it's advisable for you to attend Faculty and Department inductions and spend some time familiarising yourself with your Faculty's structure, culture and 'personality'. It will save you time and effort later on if you know how to work with the Faculty office; how to access workshops, conferences, seminars and networking information, scholarships, funding and employment information, and support or social opportunities. Your Faculty must comply with University of Sydney policies and procedures, so it is a good idea to understand relevant policies on research supervision, as well as your Faculty's practices.

Voice your career aspirations

Let your supervisor know your career aspirations - it may help them facilitate opportunities for you. If you are hoping for an academic or research career, publishing papers will be a priority. However, if you are considering managerial, business or government roles, it may be more important for you to network with relevant groups. Research students are expected to take advantage of opportunities to meet other academics and researchers in the field, and your supervisors have a role in facilitating and supporting such opportunities.

Research budget, ethics approval, and Progress Review

Your supervisor is expected to provide you with assistance in developing important applications, research plans and reports on progress.

When problems arise

To prevent the escalation of problems, take the initiative to raise any issues – no matter how trivial they seem - early on with your supervisor. Many HDR students will encounter some problems with their supervisor or arrangements at some point during their candidature. Act quickly to sort them out, first by yourself, and if you require assistance, with you Faculty Postgraduate Research Coordinator. The Progress Review aims to uncover difficulties in your candidature, and supervisory problems are often addressed at this time. Some supervisory relationships become abusive or bullying in nature, and this is never acceptable: you deserve to be treated with respect, and have the right to raise a complaint against your supervisor

to the Faculty of the University. If you experience problems with your supervisor that cannot be addressed within your Faculty, contact SUPRA for support.

Model of supervision

The Head of School or Postgraduate Research Coordinator appoints a team of supervisors to each individual student, with a minimum of two supervisors per student. The model can be Research or Auxiliary supervisors, Co-Supervisors, or a Supervisory Panel. It is your right to ask for a different model if you prefer, and you may approach the Faculty Postgraduate Research Coordinator to discuss this.

Changing supervisors

You have a right to change your supervision arrangements. Many students think about changing their topic or supervisor. Sometimes changes are justified. It is important to carefully consider such decisions and the consequences. How will a change affect your wellbeing, scholarship, project, publications etc? Can the problem be resolved without changing supervisor?

For some candidates, it becomes obvious that their supervisor cannot give them the guidance that is required or, at times, there are cases of a supervisory relationship that is either not productive, or has broken down. When changing your supervisor is not an option, movement to another Faculty or institution may be possible, but you should be very clear that your intention for leaving is based on circumstances that cannot be resolved through negotiation. Seek advice from SUPRA before making any final decisions.

Take care of your supervisory relationship

If you want to have a productive and respectful relationship with your supervisor, you need to take equal responsibility in nurturing that relationship. Changing supervisors can be stressful, awkward, or simply not an option. If your supervisor chooses to end the supervisory relationship, be aware that the Faculty may not be able to appoint a replacement. In such a situation, the expectation will be for you to find a new supervisor. If your research topic or area is narrow, this may be difficult.

Research Supervisor Connect

The University maintains a website called Research Supervisor Connect, a register of all individuals approved as research and auxiliary supervisors for HDR students: https://sydney.edu.au/research-opportunities.shtml

Chapter 7.
Higher Degree Research Administration Centre (HDRAC)

The HDR Administration Centre (HDRAC) provides administrative services to all Higher Degree by Research candidates at the University of Sydney, and it supports staff and HDR students with all candidature administration requirements. The HDRAC is the point of contact from enrolment through to graduation, and provides support around:

- Progress Reviews
- Candidature Variations
- Thesis Examinations
- PRSS
- Stipend payments

Faculties are organised under the following structure:

Portfolio One: Agriculture, Science, Vet Science and Health Sciences
hdrac@sydney.edu.au

Portfolio Two: Arts and Social Sciences, Education and Social Work, Business, Law, Sydney College of the Arts
hdrac.2@sydney.edu.au

Portfolio Three: Conservatorium of Music, Architecture, Engineering and IT
hdrac.3@sydney.edu.au

Portfolio Four: Medicine, Dentistry, Pharmacy, Nursing
hdrac.4@sydney.edu.au

Location: Level 3, Jane Foss Russell Building (G02)
Opening hours: Monday-Friday, 9am-5pm
Phone (02) 8627 4343

If students are unsure about any of the relevant policies and how these impact on them, we would encourage them to contact the appropriate portfolio. The HDR Administration Centre is also an excellent source of information regarding other services provided at the University and can direct you as needed.

Chapter 8.
Making Progress

Progress Reviews

The University of Sydney requires that every Higher Degree by Research student, whether full time or part time, has a Progress Review (PR) in the form of a face-to-face interview at least once every 12 months. Until recently this was known as an Annual Progress Review (APR), and you are likely to still come across this term.

Your PR is a critical opportunity for you to constructively discuss your achievements, areas of concern, or any challenges you are facing, to ensure you are heading in the right direction in your candidature, and to receive beneficial feedback. Your PR is designed to assist you to successfully complete your candidature by assessing:

- whether you have adequate support and resources in accordance with your progress plan
- whether your supervisory arrangements are satisfactory
- feasibility of the current progress plan
- assess your progress and rating to make sure you are on track with your timeline
- ensure you are getting the support you need.

Students re-enrolling for a period of more than six (6) months to revise and resubmit must also participate in a Progress Review between 3-6 months from the date of re-enrolment.

Progress Plan

All HDR students must have a progress plan within three (3) months of commencement of candidature (within six (6) months of candidature for part-time HDR students). Students are responsible for creating and maintaining their progress plan, in consultation with their supervisor. Your progress plan must follow the University's template, and will typically include all activities and milestones required to achieve the award of the degree. Progress plan templates for each Faculty are available at: https://sydney.edu.au/students/research-progress.html

See also: Chapter 7. Higher Degree Research Administration Centre (HDRAC)

You are encouraged to regularly review your progress plan with your supervisor and certainly before a Progress Review. Variations to your plan can include: attendance mode; leave or suspension; achievement or failure in a milestone; extension; other unanticipated barriers or major changes to the research project. You may have

unexpected health issues or require academic adjustments due to a short-term or permanent disability. Remember, a clear and updated progress plan that is agreed upon by your supervisor will make for a smoother Progress Review.

Progress Review panel

Your PR panel will usually consist of at least one or two academic staff and your Postgraduate Coordinator. PR panel members may not necessarily have disciplinary expertise, and your supervisor will not be on the panel.

Progress Review form

All postgraduate research students must complete the PR form, which will also be completed by your supervisor. The Higher Degree by Research Administration Centre (HDRAC) will notify you when your PR is due. The HDRAC will provide instructions on completing the PR form online and uploading relevant support documentation, such as your progress plan and thesis abstract. This form will then go to your supervisor to complete, and should come back to you so you can read the comments made by your supervisor prior to your interview. The panel will read your PR form and documentation before your interview. The completed PR form is an important part of your performance evaluation and provides a record of your work progress.

At the end of your interview the panel will discuss and evaluate your performance and prepare a written report for the Head of School or Postgraduate Coordinator. At this stage, you will have an opportunity to respond to the panel report before the Head of School or Postgraduate Coordinator determines the final outcome. The deadline to provide a response will be listed in the PR form online.

Progress Review interview

Your interview will typically be for 15-30 minutes. The interview will focus on your progress plan and any required variation to the plan as presented by you or your supervisor. The interview is an opportunity for you to demonstrate your level of knowledge relating to your research and your degree. Your progress review interview is normally conducted without your supervisor being present. Any of your supervisors may be invited to attend an interview, but you will be notified if this is the case. If there are or will be variations to your progress plan, the panel may need to interview your supervisor. You must be given the opportunity to speak with the panel without any of your supervisors being present.

Confidentiality and raising your concerns at your Progress Review

If you are having an issue with your supervisor or any other member/s of staff, or if you are experiencing a personal difficulty, you may want to raise the issue for discussion at your Progress Review interview. You may be able to raise sensitive issues by writing to your panel chair, who is normally your postgraduate coordinator, to arrange a confidential discussion at the interview. Be aware that complaints about supervision should be raised in a professional manner and if possible with evidence. SUPRA advises you contact HDRAC first for advice on how your Faculty manages requests for confidentiality in your Progress Review interview. If you are going to bring up a serious issue, you may want to seek advice from SUPRA first. Remember that anything you write on your PR form will not be confidential.

You have the right to bring a support person to your interview, and this could be a SUPRA SAAO. You will need to notify HDRAC or the postgraduate coordinator prior to your interview that you will be bringing a support person.

Preparing for your Progress Review interview

Some students may feel anxious, nervous or even overwhelmed by their Progress Review, and particularly the interview. Remember this is not an examination - it is a review of your progress.

Below are some tips for a successful interview:

- Know your rights and responsibilities by reading the relevant University policies
- Get support if you need it, such as having a support person at your interview
- Approach your PR as a way to gain support and feedback
- Review the responses you wrote in the PR form and prepare examples of achievements, or reasons for any difficulties
- Practice speaking about your research and progress plan. Break down your progress plan into *what*, *how* and *why*, and prepare a concise and developed answer for each area
- Demonstrate interest and passion in your research project and don't be afraid to tell the panel what you find exciting, or even disappointing.
- If you are asked a difficult question, take your time to respond and refer to notes if relevant
- Bring support documents, especially if you have experienced delays and have not made the progress you want. These include medical certificates, draft papers, emails, etc.
- Ask for additional resources, like training or other assistance, if you need them
- Raise sensitive issues by writing to your panel chair prior to your interview, to arrange a confidential discussion at the interview
- Be aware that complaints about supervision should be raised in a professional manner and with evidence – your supervisor will be informed
- Contact SUPRA if you require advice or support.

Outcomes of your Progress Review

There are 3 possible outcomes:

- Meets or exceeds objectives
- Marginal progress
- Unsatisfactory progress.

If your progress is deemed Marginal you will be given set required actions and deadlines, as well as a supplementary Progress Review between 2-6 months from the date of the previous review. Your research or coordinating supervisor will be responsible for overseeing completion of the required set of actions. A marginal progress rating will be considered satisfactory for continuation of a scholarship (where the terms and conditions of the scholarship are under the University's control). A Marginal progress rating will not trigger the requirement to Show Good Cause.

If your progress is deemed Unsatisfactory, the Head of School may allow you to continue, and set conditions for your continuation. You will also be required to participate in a supplementary Progress Review at a date between 2-6 months from the date of the previous review. Your research or coordinating supervisor will be responsible for overseeing completion of the required set of actions. The Head of School may also recommend to the University that your scholarship be terminated, and recommend to the Associate Dean that you be asked to Show Good Cause as to why you should be allowed to continue your candidature. If this is the second time in consecutive Progress Reviews that you have received an Unsatisfactory progress rating, the recommendation to the Associate Dean will be to ask you to Show Good Cause.

Right to appeal

If your progress is deemed Marginal or Unsatisfactory, you have the right to appeal to the Faculty. The conditions and time frame are set out in your outcome letter.

If the Faculty decides to exclude you for not showing good cause, you have a right to a Faculty-level appeal. The conditions and time frame are set out in the decision letter. If the Faculty rejects your appeal you have an option to appeal to the Student Appeals Body (SAB), which is your final level of appeal.

Probationary period

Candidates may be enrolled in a Master's by Research degree or PhD on a probationary basis for up to two (Master's) or four (PhD) research periods, after which progress is reviewed and the Head of School will then confirm your

candidature or ask you to Show Good Cause as to why your candidature should not be terminated.

SUPRA recommends that you keep your own personal file which includes copies of all progress reports; medical certificates; research plans; meeting minutes or your own notes of meetings; and all emails or other documents (both academic and personal) that relate to or discuss your progress. Remember to record dates of events.

If you require assistance or advice on any aspect of your progression, especially on appealing a progression outcome or exclusion, please contact SUPRA.

Relevant policies on the Policy Register

Progress Planning and Review for HDR Students Policy 2015
University of Sydney (Higher Degree by Research) Rule 2011
University of Sydney (Student Appeals Against Academic Decisions) Rule 2006

Additional Resources

Thesis Editing Guidelines:
http://www.editorscanberra.org/resources/thesis-editing-guidelines/

Sample Thesis at Monash University:
https://www.monash.edu/rlo

The Online Writing Lab at Purdue University:
https://bit.ly/2waOxUw

Chapter 9.
Research Ethics

The University of Sydney Research Code of Conduct 2013 sets out the University's expectations in terms of responsible research practice and research integrity.

HDR students are expected to take responsibility for ensuring that they have the necessary ethics approval for any research projects they are involved in.

Ethics approval is necessary for a range of research activities at the University. If you are doing a research degree, a research component of a coursework degree, or if you are planning to engage in any other activity where you plan to work with either people or animals, it is essential you make inquiries to check whether you need ethics approval before you start your research. If you plan to conduct research for a pre-existing project, you should be sure your name is added to any pre-existing approvals. Do not assume that this has been done.

If you are unsure whether your project requires ethics approval, or you are unsure if your name has been added to an existing research proposal, you should first talk with your supervisor. Ask for confirmation with the Research Integrity Team: research.integrity@sydney.edu.au. There are also Research and Integrity Advisors within many faculties who may be able to provide you with advice. A list of current research integrity advisors can be found here.

IMPORTANT - If you do not seek ethics approval before starting research, you run the risk of being prohibited from using any material and results obtained during that research and having engaged in academic misconduct.

Note – ethics approval and clinical trial approval are separate. For more information about how to apply for clinical trial approval, go to: https://intranet.sydney.edu.au/research-support/managing-research/running-a-clinical-trial.html

Who approves my project?

The University has both Human Research Ethics Committees (HREC) and Animal Research Ethics Committees (AREC). These are often divided into subcommittees, for instance HREC 1, HREC 2. This is purely administrative. The ethics committees approve research proposals. You can find out more about the committees here:

HREC: https://sydney.edu.au/research/our-research/ethics-and-integrity/human-research-ethics-committee.html

AREC: https://sydney.edu.au/research/our-research/ethics-and-integrity/animal-ethics-committee.html

It can be difficult to know what institution to approach for ethics approval. Sometimes a project will only need ethics approval from the University. In other instances, i.e. where a project is being run through a separate institution, you may need ethics clearance both from the University and the institution where you are doing your research.

If an institution has certification, it may be able to grant approval in its own right without you having to also have the University consider your project. If you are unsure, you should make inquiries about what institution is authorized to grant your project ethics approval. Do not assume that you are covered.

Special note for students undertaking external human research

For HDR students conducting research using human participants outside the University of Sydney, it is highly likely that you will require external ethics approval for your research.

If you are doing a human research project through an external institution that has been certified with the National Health and Medical Research Council (NHMRC), then you will not require additional consent from the University. For more information, including a list of institutions with NHMRC certification: https://intranet.sydney.edu.au/research-support/ethics-integrity/human-ethics/approvals.html

All external institutions with ethics oversight have their own processes for seeking ethics approval. Students should make inquiries directly to these institutions if they are unclear about the administrative requirements.

The University policy guiding external human ethics approval procedures is the External Human Ethics Approval Procedures 2013: http://sydney.edu.au/policies/showdoc.aspx?recnum=PDOC2013/327&RendNum=0

Gaining ethics approval through the University

All applications for ethics approvals via the University must be lodged through the Integrated Research Management Application (IRMA). Paper and email applications are not accepted. If you do not already have access to IRMA, you can request access online if you have a Unikey.

The Committees meet at set times, which are diarised throughout the calendar year, along with the date to provide submissions prior to each meeting. Responses to submissions are usually provided within 10 working days after meetings.

- Process of gaining ethics approval via the HREC: https://intranet.sydney.edu.au/research-support/ethics-integrity/human-ethics.html#apply

  There is also a video on how to lodge the application via IRMA, located on the same page and online training modules via your eCommunities page on the Learning Management System (the LMS).

- Process of gaining ethics approval via the AERC: https://intranet.sydney.edu.au/research-support/ethics-integrity/animal-ethics.html

Give yourself sufficient time

Ethics applications require significant paperwork and can take time to prepare. There are resources available to assist you to prepare a solid application: https://intranet.sydney.edu.au/research-support/managing-research/facilities-and-tools.html.

The AERC recommends students should expect to wait at least two months from the point of applying to gaining approval. It is not unusual for students to have to adjust and resubmit proposals, sometimes numerous times, and this can significantly throw out a student's research plan.

Note: Keep in mind that if you experience a substantial delay in obtaining ethics approval, this may be grounds to seek an extension of time of your PhD or Research Masters. Refer to the section Request Extension of Candidature for more information on this process.

What can I do if my ethics approval is rejected?

In all instances where approval is not granted, you will be given an opportunity to discuss the methodological, ethical or administrative issues that led to the committee's decision.

You will be invited to make amendments, or where there are serious issues, submit a new application. If you have been invited to make amendments or to lodge a new application, you should allow for further time for the committee to meet and review.

If you do not agree with the finding of the research committee, you can lodge an appeal. At the University of Sydney, the appeal processes for the two committees vary.

Appealing a decision of the HREC: https://intranet.sydney.edu.au/research-support/ethics-integrity/human-ethics/approvals.html

Your first point of contact should be the Human Ethics Manager: human.ethics@sydney.edu.au

Appealing a decision of the AREC: https://intranet.sydney.edu.au/research-support/ethics-integrity/animal-ethics.html.

Your first point of contact should be the Animal Ethics Manager: animal.ethics@sydney.edu.au

Chapter 10.
Academic Honesty

Higher Degree Research Students are expected to perform to high standards of academic writing, and this includes academic and research integrity. The University has two mandatory integrity checks throughout your candidature to identify possible breaches.

All research students are required to complete a first-year integrity check. This involves submitting of your work to a nominated repository to be reviewed by your supervisor.

Your thesis will also be passed through plagiarism detection software following your submission, prior to being passed onto the nominated examiners. SUPRA recommends you have your supervisor review your thesis prior to submission, to ensure you have adhered to all mandatory procedural steps for submission.

Plagiarism & research misconduct

Postgraduate research students can face allegations of plagiarism, academic dishonesty and research misconduct.

What is plagiarism?

Plagiarism is one form of academic dishonesty. The most common types of plagiarism are: copying another author's work and presenting it as one's own; failing to reference another author's work properly or at all; and paraphrasing another author's text and then failing to properly reference that work. It is very important to understand that the University refers to the above acts as plagiarism regardless of the student's intention, so accidentally forgetting to insert a reference is still plagiarism under the University's definition. A serious form of plagiarism could be considered academic dishonesty or research misconduct.

After you submit your thesis for examination, if it is found to contain significant referencing errors, you may be required to show good cause to provide an explanation. You will only be asked to show good cause if the level of plagiarism does not constitute grounds for an allegation of academic dishonesty or research misconduct. If you are required to show good cause as a result of this process, contact SUPRA for advice and support.

Research misconduct

Research misconduct can involve: falsifying research reports, results or data; failure to declare serious conflicts of interest; misleading ascription to authorship; plagiarism; academic dishonesty; deliberately conducting research without the appropriate ethics approval; and continued breaches of the relevant *Research Code of Conduct 2013 policy.*

The *Research Code of Conduct 2013* sets out the responsibilities of all researchers, academic staff and students at the University. It defines research misconduct and breaches of the code related to plagiarism:

All allegations of research misconduct will be referred to the Director of Research Integrity. Contact SUPRA for support and assistance if you receive an allegation of breaching academic honesty, research misconduct or plagiarism.

Chapter 11.
Harassment, Discrimination and Bullying

In general, in public life people must treat you fairly and ensure that you are not unlawfully harassed, discriminated against or bullied. In Australia there are both Commonwealth (that govern the whole country) and State/Territory laws that apply to harassment and discrimination. Generally, they overlap and prohibit the same type of behaviour, but the laws apply in slightly different ways, and there are some gaps in the protection that is offered between different States and Territories and at a Commonwealth level. It is always best to seek advice.

What is unlawful harassment?

Unlawful harassment is behaviour towards another person/s that offends, insults, humiliates or intimidates them and that, under the circumstances, a reasonable person should have expected would offend, insult, humiliate, or intimidate them.

Harassment can be sexual in nature or it can be behaviour that targets the person on one or more of the following grounds:

- race
- sex
- sexual orientation
- gender identity
- intersex status
- pregnancy
- marital or relationship status
- disability
- age
- carer's responsibilities
- social origin
- political belief or lack of political belief
- religious belief or lack of religious belief.

Unlawful sexual harassment

Unlawful sexual harassment is unwanted behaviour towards another person that has sexual implications, such as sexual jokes or innuendo; touching; threats; repeated invitations to secure sexual involvement; sexual assault; and/or rape. Serious actions, including criminal prosecution, can be taken against anyone trying to force sexual behaviour onto another person.

In what circumstances do laws against harassment apply?

The law against harassment and sexual harassment in NSW applies in five main areas of public life. The exception is discrimination and harassment because of carer's responsibilities, which is only against the law in employment. The five main areas are:

- employment
- purchasing or trying to purchase most types of goods or services
- applying for entry or enrolling in a public educational institution, including a University (and covers interactions between students and between students and staff)
- renting accommodation such as units, houses or flats, a hotel or motel room and commercial premises
- attempting to enter, join or engage in activities in a registered club. A registered club is any club that sells alcohol or has gambling machines.

What is unlawful discrimination?

Unlawful discrimination can be direct or indirect. Unlawful direct discrimination occurs when a person is treated less favourably because of a characteristic than another person without that characteristic would be treated in the same or similar circumstances. The characteristic can be in terms of:

- the person's race (including colour)
- nationality
- descent and ethnic
- ethno-religious or national origin
- sex including pregnancy and breastfeeding
- sexual orientation
- gender identity
- intersex status
- pregnancy
- marital or relationship status
- disability
- age
- carer's responsibilities
- social origin
- political belief or lack of political belief
- or religious belief or lack of religious belief.

Unlawful indirect discrimination occurs when a person requires another person to comply with an unreasonable requirement or condition that the other person is

unable to comply with due to their race, sex, pregnancy, marital status, etc., and with which a substantially higher proportion of persons without that characteristic can or would be able to comply.

For example:

- an employer unreasonably says that they need a person over 180cm tall to do a certain job, which could indirectly discriminate against women and some groups based on race (sex or race discrimination)

- a qualifying body unreasonably excludes everyone living with a physical or mental health condition from registration on safety grounds, which could indirectly discriminate against individuals whose physical or mental health condition is controlled and would not impede them from doing the job safely (disability discrimination).

In what circumstances do laws against discrimination apply?

Apart from discrimination because of carer's responsibilities, which is only against the law in employment, the law against discrimination in NSW generally applies when you:

- apply for a job
- are at work
- get or try to get most types of goods or services
- rent, or try to rent, accommodation
- apply to get into a State educational institution
- are studying in a State educational institution, including a University
- try to join or enter a registered club or participate in its activities.

What are the relevant laws and where do I find them?

In NSW state-based legislation the grounds for complaints of unlawful harassment and discrimination are set out in the NSW *Anti-Discrimination* Act 1977. For more information, including access to the law, examples of what might constitute unlawful harassment or discrimination under NSW law, and information about making a complaint to the Anti-Discrimination Board of NSW (ADB):

Anti-Discrimination Board of NSW (ADB)
www.antidiscrimination.justice.nsw.gov.au/or
(02) 9268 5554

Grounds for complaints of unlawful harassment and discrimination under Commonwealth legislation are set out in the following Acts:

Age Discrimination Act 2004
Racial Discrimination Act 1975
Sex Discrimination Act 1984
Disability Discrimination Act 1992
Human Rights and Equal Opportunity Commission Act 1986.

For more information, including access to the laws, examples of what might constitute unlawful harassment or discrimination under Federal law, and information about making a complaint to the Australian Human Rights Commission (AHRC)

Australian Human Rights Commission
www.humanrights.gov
(02) 9284 9600

SUPRA can also help in this area through either our Legal Service or our Student Advice and Advocacy service.

What are the University's responsibilities?

The University has a legal obligation to protect you from harassment, discrimination and bullying by another student or staff member. To this end, the University also has a responsibility to provide effective procedures for preventing such behaviour and for reporting and resolving any complaints. These are set out in:

Bullying, Harassment and Discrimination Prevention Policy 2015
Bullying, Harassment and Discrimination Resolution Procedures 2015
Resolution of Complaints Policy 2015
Student Complaints Procedures 2015.

Other relevant policies are the *Student Code of Conduct* and *Staff Code of Conduct*.

All policies can be downloaded from the Policy Register.

In summary, University policies require that all staff, students, and affiliates not promote or engage in unlawful harassment or discrimination. All managers and supervisors, including academic staff in relation to their students, are responsible for intervening to prevent unlawful harassment and discrimination. Breaches of the policy including any victimization of, or detrimental action towards any person who makes a complaint under the policies, can result in disciplinary action.

Making a complaint against harassment or discrimination

Most complaints concerning other students at the University can be resolved under the *Resolution of Complaints Policy 2015* and *Student Complaints Procedures 2015*.

If you are also employed by the University or are a student on placement, your complaint may be dealt with under the *Bullying, Harassment and Discrimination Resolution Procedures 2015*. If raising your concerns with the person responsible for the behaviour, or with a workplace manager or supervisor, has not been satisfactory or is inappropriate, you should make a complaint in a timely manner to the Case Management Group where the matter will be assessed by a specialist member of the University's Human Resources unit. You do not need to disclose your name.

Where the subject of the complaint is a staff member or other worker, such as an external placement educator, the case coordinator will attempt a local resolution that may include convening discussions with relevant parties before deciding.

Where attempts at a local resolution are unsuccessful, or considered inappropriate, the case coordinator (in consultation with the Case Management Group) must determine if the complaint should be referred to either or both of the University's Security Service or the police, or for other further action. The complaint may also be dismissed. Where the complaint by a student involves another student, it must be referred to the Student Affairs Unit (SAU), and follow procedures under the *Student Complaints Procedures 2015*. Complaints to the SAU will normally not be investigated if the complainant does not disclose their name.

SUPRA recommends you contact us for advice if you are considering making a complaint of harassment, discrimination or bullying; or if you are the subject of a complaint.

What complaint options do I have outside the University?

You can complain to the NSW Anti-Discrimination Board (NSW ADB) or the Australian Human Rights Commission (AHRC). You normally have to lodge the complaint within 12 months of the incident of unlawful harassment or unlawful discrimination. In the case of serious vilification, and if you are lodging such a complaint with the NSW ADB, it may be referred to the NSW Attorney General and prosecuted as a crime, so you should lodge your complaint as soon as possible. This is because prosecution must commence within six months from the date when the vilification occurred.

As you cannot have your complaint heard by both bodies, you will also need to choose which complaint route to take. The best option for you will depend on the

nature of your complaint, so you should seek advice on your matter before starting the complaint process. The SUPRA legal service can provide you with advice about your options.

What is bullying and what can I do about it?

Bullying is repeated, unreasonable behaviour that is directed towards a person or a group of people, and may create a risk to their health and safety. Bullying includes: repeated physical or verbal abuse; yelling, screaming or offensive language; exclusion from a community; spreading of rumours or innuendo; psychological harassment; unjustified criticisms; and interfering with personal property or equipment. Single instances of sufficient severity can also constitute bullying. Any student who wishes to lodge a complaint against bullying by another student or University staff member should read the above policies and procedures and contact a Student Advice and Advocacy Officer at SUPRA for support and advice.

Where can I go for more help?

SUPRA can provide free, confidential, professional and independent advice in relation to making a complaint of unlawful harassment or discrimination or in regard to bullying; or for seeking advice if you are the subject of a complaint.

Disclaimer

This information is current as at June 2018 and is intended as a guide to the law as it applies to people who live in or are affected by the law as it applies in NSW. It does not constitute legal advice.

Chapter 12.
Intellectual Property

Intellectual property (IP) refers to a wide range of ownership/economic rights and moral rights that result from the creation of original works, scientific inventions and discoveries, as well as other areas. IP rights are the rights that the owner/creator have over how their IP is used. Ownership/economic rights and moral rights are separate and distinct. All ownership/economic rights can be assigned or transferred. Moral rights cannot be assigned or transferred to a third party and remain with the creator/s, even if the ownership/economic rights have been assigned or transferred to another party, such as the University. While you cannot assign or transfer your moral rights to a third party, you can consent to waive recognition of your moral rights, or to allow your moral rights to be infringed.

In Australia, intellectual property is divided into distinct categories, which are each afforded different types of legal protection. These categories are as follows:

- copyright (literary, artistic, dramatic or musical works, films, broadcasts, multimedia and computer programs)
- patents (new or improved products or processes)
- trademark
- designs
- circuit layout rights
- plant breeder's rights
- confidentiality/trade secrets.

Copyright and circuit layout rights are automatic. For all other forms, IP rights must be formally applied for/registered.

There are three moral rights recognised under Australian law:

- the right to be named as the author of a work
- the right not to be falsely attributed as the creator of a work
- the right to integrity of authorship (that is, the right not to have your work subjected to derogatory treatment, or treated in a way that damages your honour or reputation).

Intellectual property at the University of Sydney

Since 10 May 2016, intellectual property at the University has been regulated by the Intellectual Property Policy 2016 (IP Policy). The old *University of Sydney (Intellectual Property) Rule 2002* (IP Rule) was rescinded by the University Senate as of 2 May 2016.

The IP Policy deals with the following areas:

- ownership rights of staff, students, and visitors
- reporting, development, and commercialisation of IP
- distribution of proceeds resulting from commercialisation
- moral rights associated with IP
- dispute resolution processes.

Under the policy, students own the copyright in their theses and scholarly works in the absence of any agreement to the contrary. While the policy states that students will own all other IP they create, there are exceptions in the policy, so the University will own IP created by students in the following circumstances:

- where the student has entered into an Agreement to that effect
- where the supervisor or any other staff member has made a substantial intellectual contribution (defined for this purpose as being a contribution of 35% or more) to the creation of the IP
- where the IP has been created using the University's background IP.

While students will own all other IP they create, they can be required to assign this to the University in order to be able to participate in any project that already has IP, or may create IP in the future; or which has funding provided by a third party. In these situations, it is the responsibility of both the chief researcher and the student's supervisor to notify the student of the requirement for the student to transfer their IP, or to give consent with respect to any moral rights, before they begin work on that project. They also need to ensure that the student has a reasonable amount of time to obtain legal advice (which generally should not be less than 14 days) before signing the agreement. Students who transfer their IP rights are entitled to a share of any commercial benefits, subject to any third-party agreement.

SUPRA strongly recommends you do not sign any such document until you gain independent advice from our Legal service, who can assist you in understanding/negotiating any conditions on your involvement in research projects.

Why does IP matter to me?

Under the IP Policy, students hold the copyright rights in their own thesis and scholarly works, unless they have made an agreement otherwise. They also retain IP rights unless the supervisor has made a substantial intellectual contribution to the creation of the IP (which is defined as 35% or more). However, in a collaborative or supervisory relationship that lasts over a period of years, it may become difficult to delineate and quantify respective contributions, meaning that issues may arise.

SUPRA has seen a lot of research students in this position, and so we strongly recommend that all students keep records, emails, drafts, etc. so they are able to clarify their ownership of IP if needed. Here are some ways you can do this:

- read about your IP rights and moral rights in the *Intellectual Property Policy 2016*, which you can download from the University of Sydney Policy Register

- read the University's Research Code of Conduct 2013 (the Code). The Code sets out the responsibilities of researchers of the University (both staff and students), including clarifying the requirements for a claim of authorship (see below for more information on this); defining research misconduct; and setting out the processes and procedures for complaint handling in relation to research misconduct or code breaches. Please note: allegations relating to matters that occurred prior to 27 May 2013 will be assessed against the definitions and code of practice as set out in the former policies, (the Code of Conduct for Responsible Research Practice and Guidelines for Dealing with Allegations of Research Misconduct 2001 (the old Code)) but will be dealt with pursuant to the dispute resolution provisions of the current Code. If you would like to see a copy of the old Code, or need any advice about either the current or old Code, please contact SUPRA

- be familiar with the Research Data Management Policy 2014 (Data Policy) and the Research Data Management Procedures 2015, particularly clause 11 of the Data Policy which deals with ownership of research data and primary materials

- discuss IP arrangements with your research supervisor and auxiliary supervisors

- consult the solicitor at SUPRA's Legal Service

- contact the University's commercial IP management arm, the CIDP: https://sydney.edu.au/about-us/partnerships/industry-and-business-partners.html

Finally, if you have created IP capable of protection and want to commercialise that IP, the University encourages students to approach CDIP to do so. Initial advice is confidential and free, although any action taken by the University to develop the IP may require a student to enter into an agreement with the University. This usually requires the assigning of ownership of the IP created in return for a share of income.

Disputes

Sometimes disputes can arise about ownership and other issues relating to IP so the policy sets out a dispute resolution procedure. If a dispute arises regarding

interpretation or application of the IP Policy, notify the other originators where applicable, and the Director of the CDIP. The Director will try to resolve the dispute first through alternative dispute resolution (ADR) procedures. If needed they can retain an external advisor to advise them about the dispute and the subject matter. If not resolved, the matter will be referred to the Deputy Vice-Chancellor (Research) who will appoint an external, independent expert to determine the matter. That determination will be final and binding on all parties.

Authorship Credit

The law relating to IP, and the moral rights that each author has in their IP, requires that each author be acknowledged appropriately as the author of their works.

The Code states that in order to be listed as an author (irrespective of the question of order, which is dealt with below), a person must have made a substantial intellectual contribution to the published work, in one or more of the following:

- the conception and design of the project;
- the analysis and interpretation of the research data, or of the eligibility or suitability of potential subjects of research; and/or
- drafting significant parts of the work, or critically revising it, so as to contribute to the interpretation.

It is important to note that unlike the IP Policy, the Code does not quantify a minimum level for the substantial intellectual contribution to give rise to these rights.

It is important to note that authorship requirements may also vary according to discipline, journal requirements, and funding provisions, meaning they may be more stringent in some cases. Generally, examples of substantial intellectual contributions include the following:

- developing the research design
- writing parts of the manuscript
- contributing or integrating theoretical perspectives
- developing conceptual models
- designing assessments
- analysing data
- interpreting results.

Among other things, the provision of funding, materials, equipment; access to research participants; routine assistance in some aspect of the project; general supervision of the research team; or taking the measurements on which the publication is based, without also having had some other intellectual contribution to the research or publication, do not constitute a substantial intellectual contribution, and therefore are not deemed to justify authorship status. In addition, editorial

services do not generally justify authorship credit; however, editors of a significant collective work or anthology who have responsibilities analogous to those listed for authorship can claim authorship.

It is also a requirement of the Code that researchers offer authorship to all people, including research trainees, who meet the criteria for authorship listed in the Code (see clause 12.5). Further, it is a requirement of the Code that contributions other than authorship must be properly acknowledged. Such contributors may include, for example, research assistants and technical writers. As such, a student must be acknowledged appropriately if they have contributed as outlined.

Order of authorship of credit

The question of order of authorship credit is a difficult one. There is no reference in the Code to authorship credit and order decisions. However, as a general guide it is recommended authorship credit and order decisions be based on the scholarly and professional contributions of the collaborators, and that these abilities are assessed according to the specifics of each writing project. In other words, the order of authorship credit should reflect the relative contributions to that specific publication, regardless of an author's role in the overall project. As publications require ongoing development such as re-writes, circumstances often change during the time between the initiation of an article and its final publication which may necessitate the changing of the order of authorship. On a multiple-authored article that is based primarily on a student's thesis or Masters research report, the student ordinarily is listed as principal author.

An author can withhold consent to publication. The Code states a person who qualifies as an author must not be included or excluded as an author without their permission. Where a person who qualifies as an author is deceased, or cannot be contacted, publication can proceed provided there are no grounds to believe the person would have objected to inclusion as an author. In addition, most publications have a requirement that authors must ensure they have named all people who could claim authorship credit, all their co-authors consent to submit the article for publication, and that they have the right to sign the Contributor Agreement with the publication on their behalf.

As a result, if an author proceeds to publication without both crediting all those who qualify as an author and having their consent (or in the case where the author cannot be contacted, having no grounds to believe they would object to publication), they open themselves up to an allegation of research misconduct being made against them. Allegations of research misconduct should be made to the Director of Research Integrity at the University. However, prior to making an allegation of this nature, students are expected to raise any concerns about the conduct of research including authorship complaints with their Faculty's Research Integrity Adviser, or the Head of Department, Supervisor, or Chair of the relevant Faculty Research Committee.

Note: The solicitor at SUPRA's Legal Service can assist you if you require advice in relation to a matter that occurred before 27 May 2013, where the definitions and requirements that apply will be those set out in the old Code.

Use of other peoples' intellectual property in your work

As well as ensuring you comply with the Code, it may be necessary during the course of your candidature to seek permission from a copyright holder, if you wish to reproduce part or all of a work subject to copyright in your thesis. Situations where this may be necessary include lengthy quotes or excerpts of text from published books and journal articles; entire works such as a journal article, a graph, or a figure; material on the internet; artworks; diagrams; illustrations; maps and photos; extracts from recorded music; or clips from TV programs and movies.

Generally speaking, copyright law states that if you use or reproduce material that is subject to copyright without permission of the copyright holder, you are infringing their copyright. The Copyright Act does allow for reproduction or use without permission for the purposes of research and study, or by educational institutions. It sets out strict conditions and frameworks for such use - known as the fair dealing provisions. However, if you want your thesis to be made available open access, or if you want your thesis published by a publisher, you will need to obtain permission from the copyright owners of any third-party copyright material included in the thesis. You will not be able to rely on the fair dealing exceptions.

While you don't need permission to reproduce short quotes from others' material (as long as the quotes are correctly cited and are insubstantial parts of the material), you should not assume you are able to reproduce a piece of text, diagram or other image and place it in your thesis without the permission of the copyright holder. This applies regardless of where you sourced the work in question. For instance, items freely available for download from the internet are not necessarily able to be reproduced and placed in your thesis without the requisite permission simply because they are openly available to the public from a website. As a first step you should check the terms of use to clarify whether or not you need to seek permission. For instance, a great deal of copyrighted material is made available under a Creative Commons license that permits the relevant use. Additionally, website owners sometimes give a licence that allows the re-use of their copyright material without further permission. This will be set out in the terms of use for the relevant website.

It is vital that you keep accurate citations as you research so you have the relevant information when you are ready to contact publishers. However, you should not delay this process too long as seeking permission and obtaining clearances to use copyright material can take a long time.

You should also note that if your thesis will include papers or articles you have written that have been published, you will need to check the copyright status of this material with your publisher. You may, for example, have assigned or exclusively licensed all your copyright to the publisher, in which case, you will not be able to use that material in your thesis and make it available open access without their permission. Many journal publishers, will allow an author to include their own articles in their thesis, so you should check this with your publisher.

Finally, if you use other's copyrighted material, you will also need to ensure that you have fulfilled your obligations to comply with their moral rights to be named, correctly attributed, and to the integrity of their work. Failure to do this is an infringement of their intellectual property rights and could also leave you open to allegations of plagiarism. For more information on the University's plagiarism policy, see Chapter 10. Academic Honesty.

Further information

The SUPRA Legal Service can assist you with legal advice about intellectual property. For a more detailed explanation of the IP Policy, the Codes (Current and Old), or advice about your rights under these policies, please contact the SUPRA Legal Service. You can also read the relevant section in the SUPRA Survival Guide.

The University library has a range of online resources relating to Copyright with the publishing section being of particular relevance to Higher Degree Research students: https://library.sydney.edu.au/help/copyright/

The Australian Copyright Council has a wide range of information sheets relating to Copyright: www.copyright.org.au

IP Australia is the Federal Government agency responsible for managing IP rights in Australia - they provide general information on IP: www.ipaustralia.gov.au

Disclaimer

This information is current as at June 2018 and is intended as a guide to the law as it applies to people who live in or are affected by the law as it applies in NSW. It does not constitute legal advice.

Chapter 13.
Confidential Material & Delays in Public Availability

Access to your thesis

When examination of your thesis is complete, a copy is required to be lodged with the University Library for public access. However, if your thesis contains confidential or restricted material, you will need to apply for approval for restricted access to your thesis (if the confidential material is only in your appendix, you can apply to include a restricted appendix). This approval will not be given for more than five years, except in exceptional circumstances. Where the confidential information is intellectual property that is: not yet registered; or could be misused by others; or content that might put your interests at risk, approval will not usually be granted for more than 18 months from when you are awarded your degree.

If you think your thesis might contain confidential or restricted material, you should talk to your supervisor early in your candidature, as you need to apply in writing to your dean for any restricted access. The last opportunity for you to indicate if your thesis contains information that may need to have restricted access is when you complete your Notice of Intent to Submit. Changes cannot be made during or after your examination. If you are close to completion, you should start this process as soon as possible.

See also: Chapter 21. Submitting Your Thesis

Levels of Access

There are two levels of access for your thesis - local access and open access. All unrestricted theses are available for local access, which means they are accessible to staff and students of the University, as well as members of the public who have online access or who visit the library. If your thesis includes any copyright material owned by others, including papers written by you that have been published, you may be able to rely on one of the fair dealing exception provisions of the *Copyright Act* for local access. However, if your thesis includes copyright material and you want it to be made available via open access, you will need to be sure you have obtained the requisite permissions for the use of any copyright material included in your thesis.

See also: Chapter 12. Intellectual Property

If you need further advice in this area, SUPRA can assist you through either our Legal Service or our Student Advice and Advocacy Service.

Disclaimer

This information is current as at June 2018 and is intended as a guide to the law as it applies to people who live in or are affected by the law as it applies in NSW. It does not constitute legal advice.

Chapter 14.
Leave from HDR Studies & Extension of Candidature

HDR candidates are entitled to take leave for a number of reasons, and you should use these entitlements when appropriate. Taking leave can help you to manage certain kinds of challenges, which could otherwise impact on your ability to finish your degree in the requisite time frame.

Candidature time limits

The University requires a doctoral candidate to submit their thesis for examination in a maximum of four years' equivalent full-time study load (EFTSL). Master by Research candidates are required to submit in a maximum of two years' EFTSL. Check out the *University of Sydney (Higher Degree by Research) Rule 2011* for the length of candidature requirements.

Within these maximum time limits, HDR candidates are entitled to take time off for various reasons. If you require more than a few days off, make sure you check with the University whether you should suspend so you don't continue to use up your allocated candidature time.

Research periods

The timeline for HDR candidature is organised around blocks known as Research Periods (RP): https://sydney.edu.au/students/research-dates.html. An academic year comprises of four RPs. RPs are important for calculating tuition fees, scholarship payments, and the amount of time a candidate has left before they should submit their thesis for examination.

Understanding your entitlements to leave

HDR candidates who think they might need to take time off should first consult two sources of information.

- The **Higher Degree by Research Administration Centre** (HDRAC, see: Chapter 3. Higher Degree by Research Administration) will be able to interpret University policy on leave and other entitlements for you. HDRAC will also be able to let you know exactly how much time you have left in your degree for completion.

- If you receive a **scholarship** (from the University or other funding bodies), you should also consult the terms and conditions for each scholarship to determine your leave entitlements. Familiarise yourself with the administrative procedures to notify your funding bodies if you're taking significant time off from your research, as you might need to stop receiving payments during these periods. Likewise, when you return to active candidature you may need to formally notify your funding bodies to re-start payments.

Types of leave

For the University's outline of HDR leave entitlements, see: https://sydney.edu.au/students/request-leave-from-your-research.html.

1. Leave of absence

If you need to take a break for less than one Research Period, apply for a leave of absence. You will need to inform your coordinating supervisor of your intention to apply for the leave, as the application process requires supervisor approval.

A leave of absence does not stop the time on your candidature, meaning you will be considered enrolled for the relevant research period (and will be liable for tuition fees, if applicable). A leave of absence does not change your completion timeline.

2. Suspension

If you need to take a longer period of time away from your research, you can apply to suspend your candidature for one or more Research Periods. A suspension stops the time on your candidature for the approved Research Period, and will therefore change your candidature submission date. This means you will need to adjust your progress plan to amend your latest possible thesis submission date: https://sydney.edu.au/students/research-progress.html.

Usually, an HDR candidate can undertake a suspension only after they have completed 12 months of full-time equivalent study load and have had their candidature confirmed (i.e. passed probation). However, you can request a suspension within your first 12 months for exceptional circumstances (e.g. for health, family, or work matters). If you're in receipt of particular types of scholarships, check for restrictions. For example, the Research Training Program Stipend Scholarship (RTPSS) does not currently permit suspensions in the first six months of candidature - which means that you will continue to receive your stipend. It may be wise to think about saving some of these funds to use at the end of your candidature when your scholarship has ended.

Tip: access to University resources while on suspension

A student who has suspended their studies will lose access to the library borrowing privileges. You will need to apply for a temporary library account. Make sure you do this before your suspension starts. To speed up the registration process, the Library suggests submitting the required form in person to the Student Centre rather than electronically. Contact the library for further information.

3. Annual leave

Holders of a RTP (domestic) or a University of Sydney International Scholarship (USydIS) are entitled to up to 20 working days of recreational leave for each year they receive the award. This leave does accrue, any portion unused by the end of your award will be forfeited. So don't forget to take a holiday!

4. Parental leave

RTP or USydIS holders can apply for a maximum of 12 weeks of paid parental leave if they give birth or adopt during the tenure of the award, and if they have already completed 12 months of their scholarship. Candidates must apply for this kind of paid leave at least four weeks prior to their expected date of delivery. If students want to take a longer period of time off, they can suspend their candidature (see above).

5. Sick leave

RTP or USydIS holders may apply for up to 10 working days of paid sick leave each year of their award. If you need to take off more time than this, you should contact HDRAC to discuss your options. Consult the terms and conditions of your scholarship as well for provisions for longer periods of paid sick leave. If you need to care for sick children or other loved ones, there is the possibility to use some of your annual entitlement of paid sick leave for this commitment. If you're deemed ineligible for paid sick leave of longer than 10 days, you can still try to access leave through a leave of absence or suspension.

Tip: international students are allowed to take leave too!

If you're an international student experiencing exceptional circumstances (like pregnancy, illness, or misadventure), national legislation obligates the University to provide some opportunity for you to take time off from your research. You should contact HDRAC for information on applying for a suspension.

Disclosing the need to take leave to your supervisors

Leave entitlements exist in University policy because the University is legally obliged to look after its workers – which include which HDR candidates.

Health issues

Ignoring a worker's or student's health could mean the University is contravening its responsibility to provide a safe workplace.

Pregnancy

Discrimination against a worker due to pregnancy is illegal in Australia. Making a research student feel like they have done something wrong by becoming a parent during their degree is not behaviour the University wants to see in its supervisory cohort. University staff must adhere to policy and treat all students with respect. HDR supervisors must be responsive and supportive to a candidate's health needs and be prepared to discuss leave entitlements.

Applying for leave

Even if you're accessing the recreational leave allowed by your RTP or USydIS funding, you still need to give your coordinating supervisor notice, or in the case of paid sick leave, inform your supervisor as soon as you reasonably can of your intention. Coordinating supervisors need to agree with (for recreational, sick or maternity leave) or approve (for leaves of absence or suspensions) leave requests. All leave requests should be made via Sydney Student, which will include a step for supervisor approval.

Resuming your research after leave

Just as it's important to officially inform the University of any intention to take leave ahead of time, it's vital that you comply with any necessary administrative obligations to inform the University when you resume active candidature. This is will also ensure any scholarship payments commence again.

Extensions of candidature

Sometimes a candidate works very hard but still runs out of time. Don't despair! You might be able to apply for an extension. Candidates can apply for an extension of up to one year's equivalent full-time study load (i.e. four research periods of full-time enrolment). You'll need to take this step within six months of your latest completion

date. However, University policy makes it clear that HDR candidates don't have an automatic entitlement to an extension. Additionally, extensions beyond the maximum allowable time may be approved by your Faculty Dean or Associate Dean, but only in exceptional circumstances. An application for an extension is more likely to be approved if you can show good academic progress earlier in your candidature and if you have the support of your coordinating supervisor (i.e. if they feel that you would complete your thesis if they granted an extension). If extenuating circumstances such as illness, injury or misadventure have impacted your research completion time, you should include the issues in your request to extend candidature. You should also include any issues with your research, such as equipment, data, change in supervisors etc. It's important you also document and discuss these issues during your Progress Review.

Chapter 15.
Offshore Candidature

Sometimes international students have to finish their thesis in their home countries. Many domestic HDR candidates will spend significant time away from a Usyd campus on research-related travel.

Researching while overseas

Some international students might need to complete revisions to their thesis (post-examination outcome) overseas, or complete their thesis for examination while overseas. Completion offshore might be the solution for an international student who has run out of funds, or is required to return home before they are able to submit.

Counting time away, or completing away

In the language of University policy, periods where a student undertakes HDR degree requirements externally (i.e. not on campus), whether elsewhere in Australia or overseas, is known as **"counting time away"**. This time includes fieldwork, periods of data collection and conference travel. "**Completing away"** is when an HDR candidate completes their remaining degree requirements externally, normally outside of Australia or outside of Sydney.

Obligation to inform the Higher Degree Research Administration Centre (HDRAC)

The University requires HDR candidates to keep HDRAC updated about where you intend to complete degree requirements (**location of candidature**) and if you want to take time off from your studies (**leave from candidature**). It is HDRAC's responsibility to ensure you comply with all administrative procedures when completing away or counting significant periods away overseas.

Your first obligation is to get your research supervisor's approval. When a candidate is not able to submit within time, or their scholarship runs out, approval is generally granted for offshore completion. Other times, you will need to discuss with your supervisor significant personal circumstances, such as the need to care for family members back home. Don't avoid facing these matters before they impact adversely on your thesis completion timeline.

See also: Chapter 17. Dealing with Life Problems

Pre-departure checklist

If you will be undertaking Offshore Candidature, address the following factors well before your departure date:

- **Supervision arrangements.** Try to have clear discussions with each of your supervisors about communication, feedback and support once you're overseas. How often can you expect to hear from them?

- **Communication channels.** Decide on the best method of communication with your supervisors; email, phone and video calls are all options.

- **Internet access.** In many parts of the world internet access can be inconsistent or prohibitively expensive. The University currently provides no assistance with the costs of internet access outside of its campuses. We suggest if you can't get sufficient internet access through your place of employment in your home/destination country, try to see if volunteering at an NGO or community organisation in your research area can provide you with access.

- **Contact points.** It's important to give your supervisory team alternate contact details in case they have trouble reaching you by the usual channels. Don't forget to update the University's records with your contact details as well.

- **Collaborators, co-authors, group and lab members, and research participants.** Your supervisors and University administration aren't the only people who might need to get in touch with you while you're away. Let your research network know your travel plans before potential phone or internet issues come up. If you're used to communicating via social media or forums, check whether your home/destination country permits use of these channels. If your preferred app is banned, decide on alternatives before you leave.

- **Presentations and other non-thesis tasks while away.** Your supervisors or research sponsors may have connections with researchers or research centres in your home/destination country. While this can be great for networking and post-degree job opportunities, this is not great if your co-ordinating supervisor suddenly wants you to present something (e.g. a paper, poster or seminar), while you're overseas. Discuss with your supervisor or research sponsor whether there is likely to be any non-thesis work they want you to complete while you're away.

- **Completion timeline.** If your possible submission date is likely to be affected by changing the location of your candidature, especially to somewhere outside of Australia, make sure you re-adjust your progress plan and submission date. Seriously reflect on your personal circumstances and avoid underestimating how much more time you need to complete your degree. It might be stressful

to have this conversation with your supervisors, but it is best if everyone is clear about their expectations. If you are later asked by the University to Show Good Cause (**see also – Chapter 16. Show cause and exclusion for HDR candidates**) your supervisors might be more willing to give their continued support of your candidature if there were clear and thorough discussions of how much work you realistically had left to complete.

- **Weekly timetable.** If you return to your home country but still have to complete your thesis for examination, it's likely that your scholarship has run out. This means you will need to find time to finish your writing, find a job, and to work. You will need to contemplate in very realistic and practical terms how many quality hours each week you will be able to devote to finishing your thesis. Before you leave, have a look at the University's resources for time management: https://sydney.edu.au/students/time-management.html

- **Financing your studies.** If you're an international student who is 'completing away', and you're no longer receiving a Usyd Scholarship, you will still be charged the normal rate of onshore international student fees (calculated per research period). This places a huge burden on international students to quickly find paid employment and other scholarships. Start your search for other funding before you head overseas. Ask researchers in your field if they know of funding, and if they can connect you with research centres that might need staff. Start your job search before you leave by reaching out to your social networks. Search for job seeker apps or job boards that have opened up since the last time you lived back home.

- **Compliance issues.** If you're an international student who needs to discontinue your candidature and then re-enrol when you are ready to submit, you can consult migration agents/lawyers if you have questions about visa implications. If you have questions about a new Confirmation of Enrolment (eCoE), make an appointment with of the University's compliance officers while you're still in Sydney: https://sydney.edu.au/students/support-for-international-students.html

- **Desk, equipment, library access.** Tie up any loose ends relating to on-campus resources. Inform the relevant administrative unit that you don't need your allocated desk anymore (as there could be a waiting list of HDR candidates needing a desk). Return lab keys and other University equipment relating to your research. Consult with the Library about which of its services you can access while you're overseas.

- **Data storage.** You probably have several external drives full of your data, references and thesis chapters kept safe in various places. Going overseas is an opportunity to update your data storage strategy. It is worth considering whether cloud-based solutions are an option for you in your destination country. If your thesis is part of larger group research project; or you're using

very large data sets; or storing data on servers belonging to research institutions other than the University; we recommend you seek advice from:

- o your project's chief investigator (who is usually one of your supervisors),
- o the University's research integrity advisors: https://sydney.edu.au/research/our-research/ethics-and-integrity.html,
- o the ICT Service Desk: https://sydney.edu.au/students/student-it.html, and
- o the research data managers of relevant external organisations about any implications for access due to your change in location.

- **Non-University matters.** If you've been renting in Sydney, make sure you're aware of your legal rights and obligations when ending a tenancy. Similarly, if you're involved in any complaints/grievance processes or disputes (e.g. consumer matters, vehicle accidents, relationship breakdowns), make sure you inform the relevant parties of your overseas contact details. Double check you have securely retained all relevant documentation, and confirm deadlines for important actions.

Coping while away

Going overseas can hinder students' ability to complete their degree requirements on time – especially for students who have to find full-time employment, resume family/carer duties, and manage other issues. These demands can cause significant stress. Before you depart, it might benefit you to consult CAPS' resources for stress management: https://sydney.edu.au/students/counselling-and-mental-health-support/types-of-support-available.html#self. Seeing a counsellor (either on or off campus before you head overseas could also empower you with strategies for dealing with stress that you can use in your everyday life.

SUPRA thanks Mark Tan, Postgraduate Student Assist Officer, Murdoch University Guild of Students for his helpful thoughts on this topic.

Chapter 16.
Fieldwork

HDR thesis projects may require you to complete field research and spend time collecting data away from university campus. This could include being outdoors or in a foreign country. Occasionally, researchers have not always had problem-free experiences with fieldwork. HDR candidates are entitled to feel safe while carrying out fieldwork and to access University's support services, even if they are overseas or in a remote or rural location while conducting University research.

Sexual harassment and assault during fieldwork

Before you head to a field site, especially one that is remote or rural, ask your department whether the field site or research team has rules for conduct. Start this conversation early in your candidature. If you feel your department is not being open about what supports are available in the field, you can contact SUPRA for assistance and advice.

When in a remote or rural field site in Australia or overseas, keep records of any incidents of harassment. Sign and date them. If necessary, these can be used as evidence in the future. If you are overseas and experience an assault you may be able to access local support services. Your affiliate university or research centre should be able to provide you with advice on how to contact local support services, even pre-departure.

The nearest Australian embassy, consulate, or high commission can also assist Australian citizens who experience sexual assault overseas: https://smartraveller.gov.au/guide/all-travellers/when-things-go-wrong/pages/sexual-assault.aspx. If you are an international student, consult with your home government on what assistance they can provide if you experience sexual harassment or assault in a field site outside of Australia.

If you experience any form of harassment or assault, there are support services available in each Australian state for people who experience sexual assault: https://au.reachout.com/articles/sexual-assault-support.

If you cannot or don't feel ready to report an incident of sexual harassment or assault while still in the field, you have the right to report an incident or file a complaint to the University once you have access to phone or internet or have returned to your home. You can also contact SUPRA for further advice and assistance.

Trauma and fieldwork

When you begin the process of obtaining university's approval to conduct fieldwork, you will learn about university policies on travel insurance for the purposes of university business, which includes field research, conferences, and work and health and safety (WHS) standards. You will be asked to complete paperwork to demonstrate you have assessed your field research for potential risks to safety, especially regarding physical injury to yourself and others and environmental damage.

If you are finding it difficult to understand the requirements in these reporting mechanisms, you should consult your supervisors or postgraduate coordinator for advice. Universities usually provide good information on protocols around fieldwork injury and environmental hazards.

Fieldwork-related injury, emergencies and misadventure often have a mental health impact that HDR candidates may not have anticipated. Being injured or exposed to stressful conditions is difficult when you are in your usual setting, and even more difficult when you are far from home, mentors, and loved ones. When problems happen in the field they can have a long-lasting psychological impact on well-being.

HDR candidates may feel they need to be 'tough' in order to be a good researcher. However, dealing with a stressful experience can have a significant impact on your health. All HDR candidates have the right to feel safe and respected. If you return to your usual university campus and you find yourself feeling unsure or worried about what happened while in the field, it is your right to access appropriate, professional assistance to help you process what you experienced.

You can find useful resources and support here in the SUPRA Survival Guide. These resources are private and confidential.

Chapter 17.
Show Cause & Exclusion for HDR Candidates

The University of Sydney's Show Good Cause process can seem daunting. If you receive a stage 3 notification asking you to Show Good Cause, try to remain calm and carefully work through the required steps.

What does 'to show (good) cause' mean?

A Faculty may ask an HDR candidate to Show Good Cause if they deem that academic progression requirements have not been met. The candidate is required to defend their progress and capacity to complete their degree successfully. To Show Cause means to explain why you did not meet your progress requirements. You must support your claims with evidence if possible and demonstrate to your faculty why you should be allowed to continue in your degree.

When are show cause notices issued?

A Show Good Cause notice will be issued after an unsatisfactory Progress Review (see - Chapter 8. Making progress). However, SUPRA has also seen HDR candidates being asked to Show Cause after receiving an allegation of a potential breach of academic honesty or research misconduct (see also: Chapter 10. Academic Honesty). A Show Good Cause notice can also be issued when a candidate has not submitted their thesis for examination by the latest possible date to do so.

What do show cause notices say?

You will be required to provide your response by a specific date. The notice should set out:

- the reasons that you have been asked to Show Good Cause
- the actions that might have to be taken in regards to your candidature
- your entitlement to seek independent advice (e.g. from SUPRA) in preparing your response.

Checklist for an HDR show cause response

- o **Read the Show Good Cause notice very carefully.** Make sure you correctly note the deadline for lodgement.
- o **Gather your supporting documents early**. It can take time to collate documents for lodgement. If you encounter problems in your personal life throughout your candidature, e.g. illness, we advise you gather documentation (e.g. medical certificates) at the time the issue arises, and file them in case you need to submit them to the faculty at a later date. See Chapter 18. Dealing with Life Problems for further advice on supporting documents.
- o **Start writing your response letter early**. It might take a few drafts before you are able to effectively explain your circumstances. Don't leave your writing your response to the last minute. There is no need to rush to submit your show good cause response before the due date. An early submission won't be a factor in the Faculty's decision making.
- o **Reflect seriously to find reasonable grounds for why your progress has not met the required standards.** Your ability to meet milestones might have been impacted by ill health, injury or misadventure, or lack of access to appropriate resources or effective supervisory support.

    1. Explain how these circumstances were exceptional, meaning why you could not predict or control how they would impact your research progress.
    2. **Wherever there were circumstances that you felt were out of your reasonable control, explain in detail** even if seems obvious to you how they impacted on your academic progress. Don't just list things that went wrong in your personal life. In your letter, elaborate on how your issues impacted your progress and prevented you from having enough time, energy, motivation, funding, or knowledge etc. to achieve your candidature milestones.
    3. If it applies, explain why you did not access entitlements to take leave or to consult support services which could have helped you address problems. For example, if you did not apply for a suspension, or inform your supervisors that you were struggling with health or other personal issues, outline why.

- o **Develop a new progress or completion plan for your remaining degree requirements.** Seek advice from your supervisors and other mentors or senior Faculty staff, like Postgraduate Research Co-ordinators, on preparing a new timeline for completing your thesis. Be realistic about your capacity to resolve all of the issues that have hindered your progress so far. Reflect on your publication and conference goals. You might find that your Faculty would prefer for you to concentrate on your thesis, rather than devote time to these other academic endeavours.

- **Think about whether providing a weekly plan (like a timetable) would make your case more persuasive.** This might be helpful where your challenges are ongoing (e.g. carer's duties, managing chronic health conditions) or if you're an international student who will have to complete your thesis in your home country (see also: Chapter 15. Offshore Candidature). Address concerns from your Faculty by clearly outlining how much time you can devote to writing your thesis amid other commitments.
- **Consult appropriate support services**. It's important to do this before you finalise your Show Cause submission, to demonstrate your commitment to successfully completing your degree. Include evidence that you are consulting appropriate professionals, if you have an ongoing health issue. Attach evidence like medical certificates, psychologist reports, or medical appointment bookings.
- **Commit to developing your academic and research skills.** You might feel that only poor supervision, or non-academic factors, like tenancy problems or relationship matters, have hindered your research progress. Demonstrate to your faculty that you are making every attempt to improve your research skills so you can complete on time. Seek out resources such as one-on-one appointments with lecturers in the Learning Centre or Mathematics Learning Centre, or attend a CAPS workshop on avoiding perfectionism. Think about whether you need a private tutor, or look up Massive Open Online Courses (MOOCs) for online courses relevant to your research topic.
- **Start writing your draft Show Cause letter**. See our advice on formatting your Show Good Cause letter.
- After preparing your first draft, and gathering some supporting documents, **consult a SUPRA Student Advice and Advocacy Officer (SAAO)** for advice on strengthening your Show Cause response.
- **Finalise your supporting documentation.** If you don't have official evidence of a claim you're making in your Show Cause letter, you might need to complete a Statutory Declaration: http://www.jp.nsw.gov.au/justices-of-the-peace/information-for-jps/performing-your-role-as-a-jp/nsw-statutory-declaration.
  This is a written legal document, which must be witnessed and counter-signed by an authorised person (a Justice of the Peace, or lawyer). A Statutory Declaration is used to demonstrate the validity of your claims, in the absence of other independent, documentary proof.
- **Submit your final response.** Make sure you upload all of your supporting documents to the correct email address as stated on the notice to Show Cause (PDF of Word document). Retain a copy for your records. If a SUPRA Student Advice and Advocacy Officer assisted you in preparing your Show Cause response, email them a copy of the full submission version of your package.
- **Keep a copy of the confirmation email that your faculty has received your Show Cause package.** This might take some time to receive, depending on how many student cases your Faculty has to process.

- o **While waiting for the University's decision, try to remain focused on your studies.** Continue with your research (if you're not currently suspended), or otherwise continue working on addressing any issues impacting your personal or academic progress.
- o **Once you receive the decision about your Show Cause response, send a copy to the SAAO who assisted you**, even if you are satisfied with the University's decision.

Issues to address in your show cause letter

Here are our suggestions for points to address in your letter. You don't have to set them out in the order below, but we encourage you to address all these issues and back them up with supporting documentation.

1. **A brief explanation of why you are being asked to Show Cause.** This is to demonstrate that you understand the process the University has asked you to go through.
2. **A clear explanation of the reasons that you have not made satisfactory progress.** Include an explanation of why each factor has hindered your capacity to meet your research requirements.
3. **An outline of strategies you have started to develop to overcome issues**, whether personal matters, or areas for improvement in your research skills.
4. **An outline of your academic history (especially Progress Reports), prior to the period in which you started struggling.** Highlight reasons why you felt you made satisfactory progress during these times, to demonstrate that you have the capacity to achieve the required academic standards.
5. **A reasonable explanation of why, if allowed to continue, you can complete your candidature successfully.**
6. **A concise highlighting of the strength of your ongoing interest in your research topic.** You can briefly mention the value you think it will give to the University's research output and reputation.
7. After your signature, at the end of the letter, **list attachments.** Give each attachment a number and short title, and be consistent in these titles whenever you mention a supporting document in your letter. Remember to refer to the relevant supporting document at the appropriate point(s) in your letter. Don't simply write a letter and hand in some supporting documents without explanation about how they relate.

Possible outcomes to your response to show cause

The Faculty will consider: your letter and supporting documents; Progress Reports; and reports by your co-ordinating supervisor, associate supervisors or other senior

academics, such as a Postgraduate Co-ordinator. A decision will be made by senior academic(s). These are the possible decisions permissible in University policy:

- Your Faculty could form the opinion that you have Shown Good Cause, and permit you to continue your candidature
- Your Faculty could form the opinion that you have not Shown Good Cause. In their letter outlining their decision, they must explain the reasons why they have made such a determination

If they decide that you have not Shown Good Cause:

- Your Faculty Dean could decide to terminate your candidature, or
- The Dean could impose conditions or restrictions on the continuation of your candidature
- The Dean might also offer you the opportunity to transfer to another course within the Faculty. They might impose conditions or restrictions on that offer to transfer course

If your candidature for a Higher Degree by Research (HDR) is terminated, you might be excluded for applying for admission to a research degree at the University of Sydney for up to two academic years. While excluded from USyd, a person cannot receive an award like an RTP Stipend Scholarship.

What can you do if you're unhappy with the outcome?

1. Faculty level appeal

You can lodge an appeal to your Faculty if you disagree with the outcome or parts of the outcome. The letter notifying you of the University's decision regarding your Show Good Cause response should outline your entitlement to appeal. You have 20 working days from the date on the outcome letter to lodge your Faculty appeal. PhD candidates may bypass this level of appeal if they chose and lodge an appeal straight to the Student Appeals Body (SAB). Contact SUPRA for assistance with your faculty level appeal.

2. Student Appeals Body (SAB) level appeal

If you are dissatisfied with the result of your Faculty-level appeal, or you decide to bypass the faculty level appeal, you can apply to appeal to the University's Student Appeals Body (SAB). In order for your appeal to be successful at this final level, your application must demonstrate that your Faculty breached due academic process. For advice on this, contact SUPRA.

If you appeal to the SAB, your case may be referred to a hearing. You can take a representative or support person to the hearing with you, such as a SUPRA Student Advice and Advocacy Officer (please contact SUPRA in advance of your hearing date to ensure availability). Your Faculty will also be invited to send a representative, usually a senior academic. Your appeal will be considered by a three-person panel, consisting of: a chair of the panel, senior academic staff from a faculty other than your own, and a postgraduate student from another Faculty. A staff member from the Student Affairs Unit (SAU) will take minutes. During this hearing, the SAB panellists may ask you and the Faculty representatives questions to clarify any points in your appeal or the faculty response to your appeal. After the hearing, you will be informed in writing of the SAB's decision and the reasons for this decision, as soon as is practicable. The SAB's decision is final within the University.

What if you're unhappy with the outcome of the University appeals process?

You can consider lodging a complaint with the NSW Ombudsman: https://www.ombo.nsw.gov.au/complaints. For domestic student, however, recommendations made by the NSW Ombudsman are non-binding on the University. For international students, legislation requires the University to implement any decision and/or corrective action the NSW Ombudsman recommends.

Chapter 18.
Dealing with Life Problems

While all students would like to breeze through their degrees without any problems, it's good to remember that life does not stop because you have to meet a deadline. For instance, someone close to you might fall ill and require your attention and care; or you may experience a serious illness or relationship breakdown, resulting in a delay in your research progress or meeting your required milestones. Many candidatures will be trouble free, but if not, consider the following tips.

6 tips to stay on top of non-academic problems

1. Consider taking leave or suspending

You may want to resolve issues impacting your studies without informing the University, applying for leave or suspending. The University will be less understanding of any requests to extend your candidature if you have not already accessed your leave entitlements, if you have eligible leave entitlements. Don't let your candidature clock run on while you try to resolve personal problems. Stop the clock if necessary, by suspending or accessing your leave entitlements. See Chapter 14. Leave from HDR Studies for more information.

2. Don't be afraid to speak up

HDR candidates often worry that their position in their department or their academic record will be affected if they speak up about personal matters that are impacting their research commitments. However, what is important to Faculties is that students complete their degrees, and do so with minimal amounts of stress. Don't be embarrassed. Seek out support in your Faculty from the senior academics who are responsible for providing guidance to HDR candidates, such as Postgraduate Coordinators or Associate Deans (Research). If you're really worried about your reputation or your privacy, explain in writing that you would like your issue to remain confidential.

3. Keep good records

No candidate likes to think they are going to miss a milestone. However, since life is not always predictable, SUPRA advises that you keep copies of important documentation about personal circumstances in case issues arise. Keep all documents, such as:

- medical certificates: https://sydney.edu.au/dam/students/documents/professional-practitioner-certificate.pdf

- psychologist reports
- statutory declarations:
  https://sydney.edu.au/students/special-consideration-and-arrangements/supporting-documents.html
- contracts
- official evidence of family bereavement, financial hardship, tenancy disputes, visa issues and other legal matters

These are all important to support any claim of unforeseeable problems or misadventure that you may have to demonstrate.

4. Familiarise yourself with University policy and procedure

As a researcher you already have quite a long reading list, but you should consider the benefits of knowing the rules that govern your candidature. These can be found in the University's policy register:

http://sydney.edu.au/policies/default.aspx?mode=glossary&word=Ph.D

and the student administration pages dedicated to HDR candidates:

https://sydney.edu.au/students/browse.html?category=your-studies&topic=higher-degree-by-research.

Understanding how the University normally interprets a policy clause is very important to properly understanding how a rule or process can affect your candidature. For assistance in interpreting University policy, approach the Higher Degree by Research Administration Centre (HDRAC). If you're still confused by how a particular provision applies to your candidature, contact SUPRA for assistance.

5. Access appropriate support services

You don't need to face every personal challenge by yourself. Under University policy, an HDR candidate is responsible for informing their Faculty early of any obstacles to their academic progress - especially through regular updates with their supervisory team, or at their Progress Reviews. This responsibility does not mean you have to disclose sensitive information. Rather, it's a reminder that the University can provide support for HDR candidates facing personal challenges, or refer them to appropriate services.

6. Conscientious skill development

Even the most dedicated HDR candidates can improve their research skills. By improving your academic, project and organisational skills, you can help to minimise the impact unexpected personal problems have on your research progress. Consult the free services the University provides for research students, especially in the Learning Centre, Counselling and Psychological Services (CAPS), and the Open Learning Environment (OLE).

Participate actively in any seminars, symposia or workshops held in your Faculty regarding discipline-specific research skills. For more free assistance, check out the offerings of the big providers of Massive Online Open Courses (MOOCS): Coursera, Udacity, and edX. Ask academics in your field about which MOOCS might be useful. Read the many blogs, websites and social media accounts and forums that are dedicated to giving advice to research students. We have included links to some of the most well-known of these throughout this guide.

Relevant Links

Learning Centre:
http://sydney.edu.au/stuserv/learning_centre/workshops.shtml

CAPS:
https://sydney.edu.au/students/counselling-and-mental-health-support.html

Open Learning Environment (OLE):
http://sydney.edu.au/education-portfolio/ei/teaching@sydney/welcome-open-learning-environment/

Coursera:
https://www.coursera.org/

Udacity:
https://www.udacity.com/

edX:
https://www.edx.org/

Chapter 19.
Building Connections

Importance of networking

Undertaking a PhD or Masters dissertation often means doing independent research, which can be an isolating experience. In addition, many research students are choosing to study part-time or to work off-campus due to insufficient HDR workspaces, which can make it difficult to build relationships within Faculties. This, combined with increasing pressures on research students to complete their degree within a minimum time frame, often being pushed to publish journal articles prior to submission, means it has never been more important to actively build connections within your Faculty, peers and research community. Making these connections can not only open doors for you in the future, but also give you a sense of belonging and support during your candidature.

Where to start

Starting research can be incredibly daunting. Whether you have come to Australia from overseas; have moved interstate to pursue your research; or are doing research in an unfamiliar Faculty, knowing where to start can be challenging. One of the first steps is to contact the Postgraduate/HDR Research Coordinator from your Faculty. Usually there is an email bulletin specifically for postgraduate students you can sign up to. These emails will let you know about upcoming events, conferences, seminars, social events, and other activities happening in your department.

Additionally, each Faculty/School/Department will have a Postgraduate Student Representative who can help you with issues you may experience during your candidature. Often Postgraduate Student Representatives will attend staff meetings or sit on committees, providing feedback from the postgraduate community to University staff. If you do not know who your Postgraduate Rep is, ask your Postgraduate/HDR coordinator.

The value and importance of networking and making connections within academia and industry cannot be underestimated. Students with an expanded network of connections have an edge when it comes to applying for grants, co-authoring publications, award nominations, conference participation and even job offers. Being well connected in your Faculty/Department/School also means you are able to better navigate the full extent of the facilities, funding and services provided to you by the University.

Connecting with other students

SUPRA organises a range of events throughout the year specifically for postgraduate students. All events are announced in our fortnightly newsletter, *eGrad*. You can sign up to *eGrad* when you join SUPRA online: http://www.supra.net.au/subscribe/

It's worthwhile having a look at blogs and other online research communities to find like-minded students and friends online. Great blogs for research students include:

Dr. Sustainable:
https://drsustainable.wordpress.com

Phd2Published:
http://www.phd2published.com/

Acahacker:
https://twitter.com/acahacker?ref_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwgr%5Eauthor

Professor Barabazon has created a 'Podcast and Youtube' channel on issues research students pitch in the comments:
http://tarabrabazon.libsyn.com/webpage/category/podcasts

https://www.youtube.com/user/TaraBrabazon

Developing a social footprint

Social media is becoming more important for academic life. Whether you are in the first or fifth year of your thesis, the importance of having a digital footprint in the current postgraduate climate is considered by many to be essential to your academic success.

Social media engagement provides you with more than just a platform to share your research. It is a gateway for you to seek out academics and other postgraduates with similar research interests, find out about upcoming academic conferences and workshops, and join in conversations with research communities globally.

But where to start?

Developing an online presence can be done quickly once you know where to start. We have put together a summary of three popular online platforms academics and postgraduates are currently using in Australia. The power of social media and developing online networks can be useful for developing your own personal brand, and also for recruitment and job seeking. It enables you to develop global connections through ongoing 24/7 networking, and increases your ability to be known and be found by similar-minded research students and academics. Social media works best when different channels promote each other.

Twitter

https://twitter.com

Many academics and academic institutions use Twitter to engage with broad audiences. The University of Sydney, and specific Faculties are on Twitter. By following them, you can read all about upcoming events happening in your Faculty https://twitter.com/Sydney_Uni

The Conversation

http://theconversation.com

The Conversation is a website that was built to connect academic researchers with the general public. It is an independent source of commentary that can provide you (or you and your supervisor) with the opportunity to write an interest piece or topical discussion that can have a much further reach that an academic blog.

Once registered on the website you will be able to pitch ideas to the editorial committee. If your idea is accepted you can submit a draft and receive feedback. This process is similar to submitting an article to an academic journal, but the piece itself is a lot shorter, enabling you to get valuable writing experience without a large time commitment. Most articles are between 600-800 words but have a readership of over 35 million, according to The Conversation's website. For this reason, it is important that you write for a general audience and avoid jargon.

LinkedIn

https://www.linkedin.com/?originalSubdomain=au

A social networking site commonly used by academics and research students. The site works like an online CV where you have the opportunity to put in detailed information about your research outputs, teaching and professional experience.

LinkedIn is a great portal for you to attract the attention of future employers, research or business partners. Your LinkedIn profile has unique features, including your being able to upload a photo, and to create a "headline" that reflects your skills/research interest and work experience. Be sure to use keywords and phrases in your headline that a search engine will recognise.

Through LinkedIn, you can list publications you have completed, conferences you have attended or any current research projects you are working on. If you have co-published a paper with another researcher/academic who is registered on the site you can add them as a co-author. You can also list any funding or grants you have been awarded.

A key feature of LinkedIn that is commonly utilised by researchers is the Jobs section. Jobs relating to research (either qualitative or quantitative) are common on the site, as well as many full and part time positions in the business/research sector.

Individual advice & support

If you are feeling isolated; or you are concerned about your studies and don't know who to talk to, contact SUPRA to talk with a Student Advice and Advocacy Officer (SAAO). SUPRA is independent of the University and provides a professional and confidential service. SUPRA can provide advice in person, over the phone, or via email so we can assist you wherever you are - if you are enrolled as a student in a postgraduate research degree, SUPRA can help.

The University Counselling and Psychological Services (CAPS) can help if you are feeling isolated or finding it hard to connect with others in the academic community and want to talk to someone CAPS provide workshops and resources for postgraduate research students.

The Learning Centre provides workshops on getting the most out of your supervisory relationship: http://sydney.edu.au/stuserv/learning_centre/

Chapter 20.
Additional Strategies to Complete Your HDR Degree

Completing a Higher Degree by Research Degree (HDR) is an achievement, and being admitted into HDR candidature is an accomplishment in itself. However, the high cultural value placed on these endeavours mean HDR candidates put a lot of pressure on themselves. HDR candidates may feel they need to be 'perfect' in everything they think, write and say. When students inevitably fall short of this impossible goal, they commonly start thinking that they don't deserve to be researching at a university.

You may find it useful to reframe the HDR journey as more about developing a discipline than striving for 'perfection'. Your thesis project is where you hone your research and writing skills; where you develop your tools to edit and refine; where you build relationships and become immersed in your field; and eventually, by the end of that process, you become an expert in that field.

Getting over crisis in confidence or impostor syndrome

'Impostor Syndrome' – the feeling of being an incompetent fraud – is very common among HDR students. It brings a dreadful feeling of inadequacy, and often manifests in anxiety about your ability to complete a pass-worthy thesis and find a good job after your degree. And of course, the perpetual fear that, despite your abilities and accomplishments, you will be 'found out'. SUPRA can assure you that every HDR candidate at some stage of candidature experiences this, even if they might not admit it at the time.

5 tips on managing feelings of inadequacy

1. Try not to think of academia as a competition. Yes, it can often seem like one, when other students mention which journal has accepted their work for publication; or you hear about supervisors missing out on grants; or when you follow academics arguing on Twitter. You don't need to give in to this competitive worldview. Instead, recall why you wanted to conduct research in your area of interest to begin with. We're certain your primary objective was not about "winning". Similarly, don't spend too much time comparing yourself to your peers' academic profiles.
2. Write down the reasons why you became interested in your discipline or project in the first place, and refer to this list regularly. Similarly, and though it

may seem cheesy, a list of inspiring quotes, images or memes could be very handy for when you're struggling with your writing or data analysis. Put these quotes or images where you study. Alternatively, download apps that automatically send you motivational quotes.

3. Remember it is okay to talk with others. Make the effort to attend seminars and workshops for HDR students that are organised by your Faculty or school. It is likely that in these circles you will hear how your fellow researchers (whether staff or students) are struggling with their own feelings of inadequacy. Many HDR students find that having a group of fellow students who are going through similar experiences to be a good support system to helps them through the HDR process.

4. Keep a gratitude journal. Regularly taking time to reflect on your positive qualities has proven to be beneficial for many people who are experiencing low confidence in their abilities. The aim is to write a few very concise points on what you have been grateful for recently. Try to make at least one of these points about a quality you possess. There is no one "right" way of keeping a gratitude journal. You can set yourself a target to write three points every day, or once or twice a week. The main point is to recognise your self-worth. For more tips, check out this article: https://greatergood.berkeley.edu/article/item/tips_for_keeping_a_gratitude_journal. You can even download a gratitude journal app to track your progress.

5. Retain interests outside of the world of research. And by "interest", we don't mean paid employment, parenting, or caring duties, even though these obligations might leave you with little energy for recreation. Join a monthly or weekly meetup group or a student society or club that is not dedicated to your research field. https://www.meetup.com/en-AU/; http://www.usu.edu.au/Clubs-Societies.aspx. Try to regularly do something completely unrelated to your work goals, especially something physical that takes you out of your head, like a sport, or craft, or even cooking a dish you've never tried before. Remember there are a huge number of social worlds out there that won't judge you based on the number of grants your project has, or who your coordinating supervisor is.

Avoiding perfectionism

Think back to when you were considering undertaking a research postgraduate degree. Chances are you viewed this project as one early step on a longer journey, whether this is an academic career, a chance to explore one of your passions, or post-degree employment in sectors outside of higher education. Your project is not meant to be the last thing you achieve as a researcher. Remember your HDR thesis or publications are not your 'final word' on a topic. One tip that experienced researchers and writing tutors give to postgraduates is to stop imagining the end product (i.e. the completed thesis), and instead break down your writing goals into weekly and daily blocks.

The University's Counselling and Psychological Services (CAPS) and Learning Centre offer a whole suite of free workshops on HDR skills, including how to avoid the pitfalls of having a perfectionist mindset. If you attend these workshops and are still struggling with finishing drafts or submitting them to supervisors because you're worried that your work is not good enough, book an individual appointment with one of the Learning Centre's lecturers and/or one of CAPS' counsellors for support.

Breaking down procrastination

Wanting your writing to be "perfect" is often a paralysing attitude. This can lead to procrastination, or losing your energy and focusing tasks that aren't priorities.

1. **Learn about effective habits and routines.** Both the University's Learning Centre and CAPS run free workshops on establishing practices conducive to avoiding procrastination. You can also check out guides and resources online like blogs, vlogs, and social media forums. Some examples are https://finishyourthesis.com/perfectionism-procrastination-graduate-student/, https://www.youtube.com/channel/UChI8hFnlCcKDk-U3au4uCvA, and https://stackexchange.com/.

2. **Get used to writing in short blocks of time.** Obviously, the goal is to write something every day, but often an HDR candidate will find that they are working on every kind of writing – like reviews, grant applications or marking – instead of their thesis. You won't always have the luxury of hiding away for eight hours of uninterrupted writing time. On some days, you will have to make do with thirty-minute blocks before you have to move onto something else. Consult the resources and services we mention above for how to improve your time management.

3. **Join others in the same situation.** Many HDR candidates benefit from participating in *Shut up and Write!* groups or structured writing days.

   a. Shut Up and Write! groups might come together for a shorter period, say a couple of hours.

   b. Structured writing days may start with goal setting and then schedule several short bursts of writing around breaks.

   If your Faculty does not have similar groups or events, consider organising one. Contact your Postgraduate Research Co-ordinator for assistance in booking a room on campus and for promoting this initiative to students in your Faculty.

   c. Online. Consider participating in Academic Writing Month (AcWriMo). Some universities even promote this annual event to their HDR candidates. AcWriMo http://www.phd2published.com/acwri-2/acbowrimo/about/ began as a way to use online networks to encourage academic writers to stop procrastinating and achieve their

writing goals. Participants log how many words they have written and share these figures via social media.

4. **Use technology wisely.** Social media is an important part of HDR research and networking, but it can also suck up many hours of your day. A popular option is to use productivity software, like social media blockers: https://www.findaphd.com/advice/blog/blog-post.aspx?bpid=1566. Ask around your Faculty/field to see what apps/programs people have found useful.

Coping with feelings of isolation

Thesis writing is often an isolating experience and can have adverse impacts on a researcher's mental and physical wellbeing. Lack of collegiality is a significant concern for many HDR candidates: https://docs.education.gov.au/system/files/doc/other/the_research_education_experience.pdf. If feeling isolated from other researchers is impacting your satisfaction with your HDR experience, consult our advice on connecting with the academic community (see: Chapter 19. Building Connections).

Keep up to date via SUPRA's *eGrad* newsletter. Opt in to receive *eGrad* when you join SUPRA on our website (www.supra.net.au), or contact SUPRA admin to be added to the mailing list. We promote how your fellow research postgraduates are trying to build more beneficial connections.

Attend SUPRA events. At our free monthly Wine and Cheese and Free Lunch events you may find other HDR candidates who are similarly keen to set up social networks and events. Team up and share the workload of organising meet ups and forums specific to a particular cohort (e.g. research postgraduates in a particular Faculty).

Reach out to SUPRA Council. (http://www.supra.net.au/about/supra-council/supra-council-governance/) Council members are happy to hear any concerns or ideas you may have about building community, and SUPRA can support events for postgrad students. SUPRA councillors can also raise your concerns about engagement with the academic community directly to University committees.

Managing stress

Undertaking a Higher Degree by Research could be one of the most stressful endeavours you experience in your working life. Acknowledging this, however, should not mean that you glorify self-sacrifice or engage in punishing self-talk and other self-punishment behaviours. Feeling guilty you are not working hard enough is a problem commonly cited:
https://www.insidehighered.com/blogs/gradhacker/grad-student-guilt.

At times, certain levels of stress can be motivating. However, high and prolonged levels of stress can have serious psychological and physiological impacts:
https://www.betterhealth.vic.gov.au/health/healthyliving/stress.
The sign of a great academic is not someone who ignores their stress. To enhance your capacity to be a productive scholar, manage your stress levels by consulting appropriate support services like your GP and a counsellor:
https://sydney.edu.au/students/counselling-and-mental-health-support.html If you can't get to a face-to-face appointment with a counsellor, get immediate support from telephone services like Lifeline: https://www.lifeline.org.au/get-help/topics/stress

When you can't 'snap out' of a low mood

The challenges inherent in completing a high-level research project in a relatively short period of time can sometimes cause HDR candidates to feel unhappy, helpless or lacking hope. If these periods of low mood become prolonged and you're no longer sure why you feel the way you do, you could be experiencing depression. ReachOut has a clear and comprehensive explanation of the symptoms of depression: https://au.reachout.com/articles/what-is-depression. Depression is not something you can "snap out of". Instead you need the support of the appropriate trained health professionals. If you have been experiencing any of the symptoms listed by ReachOut over the last month, make an appointment with a GP. They can provide support to you themselves as well as refer you to a counsellor or clinical psychologist and support groups.

Anxiety is the most common mental health issue

Leading mental health organisation Beyond Blue has found that anxiety will affect, on average, one in four people in Australia. Symptoms of anxiety don't affect only one societal group. After taking the Anxiety Checklist, follow Beyond Blue's advice for finding the right support for what you're experiencing.

Support for your mental health

Many studies, surveys, and blog posts (by former and current academics and postgraduates) show that **the majority** of HDR candidates will experience a significant mental health issue or event during their studies. Such research indicates over half to two thirds of PhD candidates experience psychological distress, and around a third are at risk of a common psychiatric disorder. One in ten contemplate suicide. If you're experiencing psychological distress, seek appropriate help now:

Counselling or psychological services are confidential. They won't disclose to the University that you are consulting them.

If therapy with one counsellor or psychologist isn't working, don't give up: use the resources available in our website to find a suitable health professional.

When you feel like quitting

Considering the great demands placed on HDR candidates, many students consider discontinuing their candidature. Issues students face include: no longer having the motivation to complete a thesis project; changes in professional or personal needs; or new priorities in life. Discontinuing candidature is a significant step, and you should discuss your thoughts and concerns with your supervisors, Postgraduate Co-ordinator, other research colleagues and mentors, as well as loved ones and friends, before making your decision. Other sources of advice to consult:

- A counsellor may be able to help you process why you're feeling like you can't continue. They can also suggest strategies for dealing with people in your life who are pressuring you to decide one way or another.
- A careers counsellor can assist you to evaluate what you want from your working life.
- To further help you address any concerns about your career chances, follow debates online about alternative academic careers. Below are a few places to start:

  https://twitter.com/hashtag/altac?ref_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwgr%5Ehashtag

  https://www.insidehighered.com/careers-topics/alt-ac-careers

  http://www.slate.com/articles/life/education/2014/09/a_changing_view_of_alt_ac_jobs_in_which_ph_d_s_work_outside_of_academia.html

Chapter 21.
Submit Your Thesis

Your thesis must be submitted electronically to the Higher Degree Research Administration Centre (HDRAC). You are required to give three months' notice of your intention to submit so that the University can arrange your examination. If you have any examiners you would like to recommend, you should inform your supervisor in writing. There is no guarantee, however, that any of your recommended examiners will be selected.

Before you submit your thesis, you should do a thorough check to ensure that your thesis has adhered to the requirements for composition and frontispiece sections. Your thesis will be run through plagiarism detection software before it is handed to the examiners.

Below are the clear instructions provided by HDRAC for submitting your thesis.

- Log in to CloudStor

  o   Select 'The University of Sydney' in the list of providers
  o   Log in with your UniKey and password

- Upload your thesis

  o   Click on the orange upload icon
  o   Navigate to and select your thesis file. Once uploaded it will appear in the list of documents immediately under the upload icon.

- Create a link to your thesis

  o   Hover your mouse over the file, select 'Share' and then check the 'Share link' box (you can set an optional expiration date for the link).
  o   Copy the link that has been created under the 'Share link' heading.

- Email hdrac.thesis@sydney.edu.au (from your University student email address)

  o   In the email title, include your student ID, family name, given names and faculty.
  o   Paste the link into the body of the email. No other information is required.
  o   Attach your signed Supervisor's Statement form.

This information is taken directly from the University website, and can be found in full at:

Oral examination

You may submit a request – or the Chair of Examination may request you – to undertake an oral examination, also known as an oral defence or 'viva'.

Visual Arts examination

If your thesis includes a creative work, your examination will need to include the submission of your thesis, an exhibition and an oral exam. Your exhibition and oral examination will be scheduled for the exhibition period closest to your latest date for submission of your thesis.

A comprehensive explanation of a Visual Arts exhibition and oral examination can be found here: https://sydney.edu.au/students/thesis-submission.html

Examination process

After you have submitted your thesis and it has been passed through plagiarism software, it will be sent to the appointed examiners for assessment. The examination process is confidential and is monitored by HDRAC. If you have concerns with delays you should first get in contact with HDRAC for an update. Occasionally there are unforeseen delays, and HDRAC is committed to monitoring and corresponding with the examiners to ensure your examination is timely as possible.

Outcomes

Examiners are required to submit a detailed written report and recommendation for award of your thesis. Sometimes there will be substantial differences between the examiners' recommendations. If this happens the University will consider all reports and make a recommendation in consultation with an academic committee and your supervisor.

The examiners reports could recommend one of the following outcomes:

- Award
- Award with corrections
- Award with revisions
- Revise and resubmit for a second examination
- Not to be awarded a doctoral degree but be awarded another eligible degree
- No award

Examination results are an academic decision. These decisions are subject to appeal in accordance with the University of Sydney (Student Appeals Against Academic Decisions) Rule 2006.

Lodging your thesis with the library

HDRAC will send you clear guidelines on how to lodge your thesis with the University library once your degree has been awarded. It is important to understand that once your thesis is lodged at the library no further edits can be made.

After you've received your examination outcome and made any necessary edits, you'll need to submit your final thesis to the Library via the HDRAC. When doing this, there is some essential information that you need to know:

1. **Thesis access level choices**. You must select one of two access levels for your thesis:

   a. *Open access* means that the thesis PDF file is freely available online without restriction. Selecting open access means that a thesis is available to readers world-wide.

   b. *Local access (UniKey restricted)* means a record of your thesis is publicly available (author, title and abstract information), however access to the thesis file is only available to staff and students of the University of Sydney through UniKey access.

2. **Remove all signatures**. Don't include any signatures in the final copy of your thesis that you lodge with the Library. Signatures which are included in your thesis, your own and others, can appear in internet search results.

3. **If you notice a mistake or error in your thesis after submission it can't be edited**. Instead you can submit an errata notice outlining any corrections. The errata notice needs to be approved by the Chair of the Graduate Studies Committee and, after approval, is appended to your thesis.

4. **Include all appendices that you submitted for examination**. The final marked version of your thesis must be submitted for final lodgement, including any appendices that you wrote or created that were submitted for examination. Appendices can include video, audio, text and data files. The Library can provide advice on selecting file formats that ensure preservation and long-term accessibility of your appendices: https://library.sydney.edu.au/research/archiving-data.html.

Theses including publications

If the body of your thesis includes published work, you are still required to present a thesis that is a consistent and unified whole. In this sense there is a form of 'thesis with

publications' available at the University of Sydney. Note, this differs from a 'thesis by publication' available at some other Universities.

You must provide evidence to show that you are the author of the publication(s), or where there is joint authorship, identify the parts for which you are responsible. It is acceptable to provide a signed written statement from all authors of a joint work that sets out the contribution made by you.

Published works are required to be placed critically in the context of the thesis. You cannot bundle together a large number of journal articles, write an introduction and conclusion and call it a thesis. You need to check with your department to see if a thesis including publications is possible and find out their specific requirements.

A student is entitled to insist on being allowed to submit their thesis once the form of presentation is adequate, even if the supervisor does not agree the thesis is ready for examination. This includes a thesis with publications. If you have concerns about your supervisor providing a certificate to state the form of thesis is acceptable, you may consider speaking with the Associate Dean, Research in your department, or with your Head of School.

The University has information on submitting a thesis with publications here: https://sydney.edu.au/students/prepare-thesis.html

Refer also to the University *Thesis and Examination of HDR by Research Policy 2015*

SUPRA Support & Advice

If you receive a formal allegation of plagiarism or research misconduct, we advise you to contact SUPRA immediately. If you are unsatisfied with the awarded outcome of your thesis and wish to appeal, please contact SUPRA for support and advice.