

Faculty of
Business and Law

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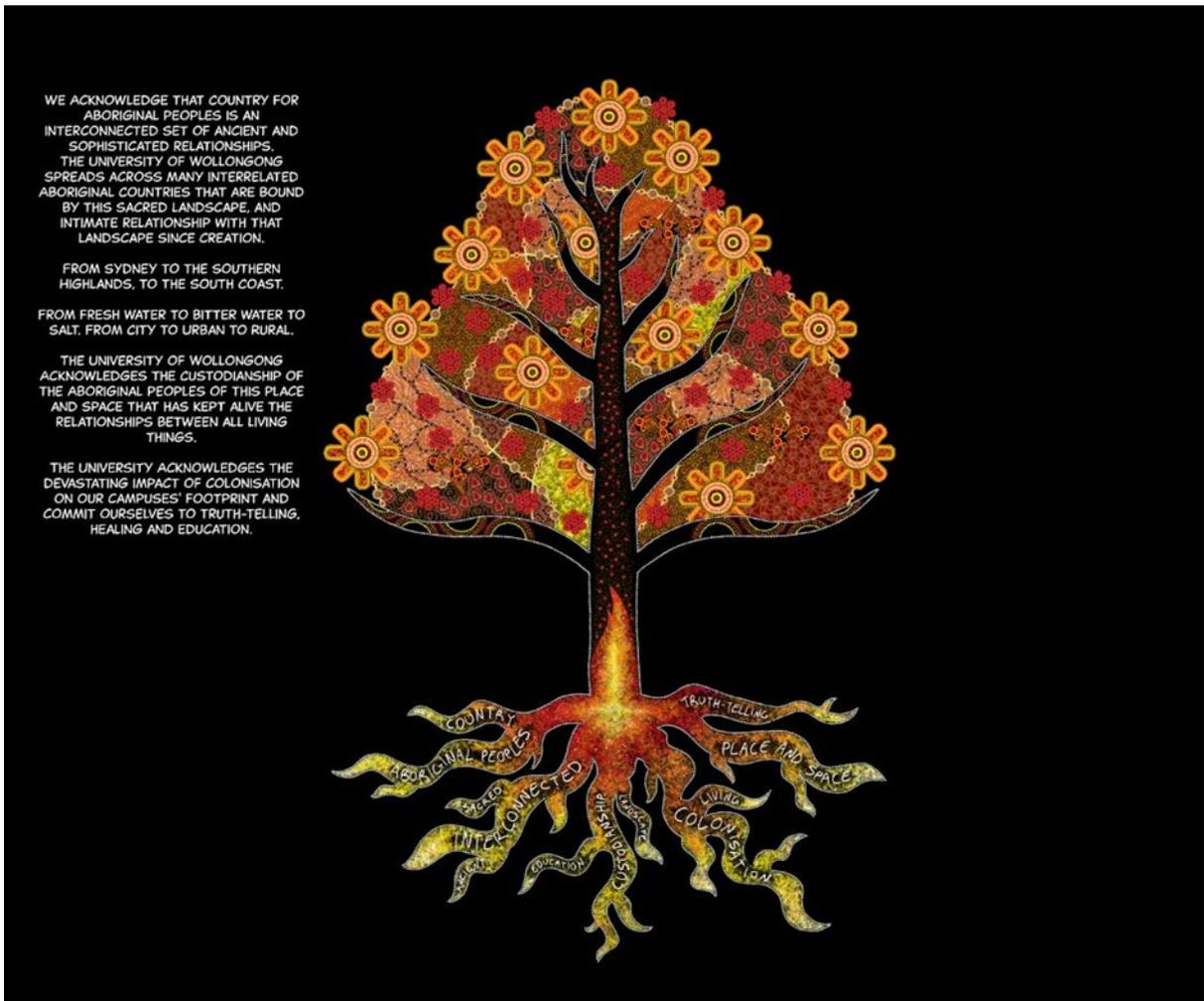
Higher
Degree
Research
Student
Handbook
2023

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UNIVERSITY
OF WOLLONGONG
AUSTRALIA

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This handbook provides HDR students of the Faculty of Business and Law with information about their course, administration, academic policies and procedures and an overview of student services and facilities available on campus.

It contains a summary of the University and Faculty rules, policies and practices of which students should have an understanding and with which they need to comply. Students are required to read the information carefully and ask for assistance if clarification is required.

The information in this handbook was correct at the date of publishing; however, this information may change. Students should check the relevant website for the most current information. This handbook should be read in conjunction with the University rules available on line at <http://www.uow.edu.au/about/policy/rules/index.html>.

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WELCOME TO THE FACULTY OF BUSINESS AND LAW

Message from the Executive Dean

Congratulations on choosing to do a Higher Degree Research (HDR) degree with the Faculty of Business and Law at the University of Wollongong (UOW). UOW is one of Australia's leading research institutions and the Faculty of Business and Law offers HDR students a challenging and rewarding environment, and links them with a large pool of world-leading thinkers in diverse fields of study.

You have taken on a major commitment to study and research and I congratulate you on your determination to succeed. A research degree is a demanding qualification, requiring commitment to applying the highest standards of scholarship to your area of interest. But, do not worry, for your supervisors will help, guide and encourage you through your innovative and impactful research, while helping you overcome the inevitable challenges that you will face.

Best wishes for the success of your studies. May your research enrich you, and may it result in findings that add value both to the academic community and the professional world.

Professor Colin Picker
Executive Dean

Message from the Associate Dean (Research)

I am delighted that you have been offered admission to our HDR program, and we look forward to welcoming you to our research-intensive university. You will be both a student and a junior research colleague. You are an important part of our vibrant research community that supports intellectual openness, professional development, and personal well-being. You will work closely with your inspirational supervisors to investigate your research questions and develop a thesis on a novel and cutting-edge topic. It is an important relationship that is shaped by the spirit of respect, collaboration, and inclusion. The success of our HDR program is evidenced by real-world impacts and leading academic journal papers. I encourage you to join cross-disciplinary seminars, training events, conferences, and workshops to nurture your love of discovery. I am confident that you will find UOW a truly exciting place to advance your educational and career goals.

Professor Shahriar Akter
Associate Dean (Research)

Message from the Associate Dean (Higher Degree Research)

Welcome to the Faculty of Business and Law! We are so happy to welcome you to UOW and to the Faculty. HDR students are a strategic priority at UOW and our research training environment seeks to support the development of innovative, socially responsible, and impactful researchers. To achieve these outcomes, we provide you with excellent resources, fabulous study spaces, training and development opportunities, and wonderful supervisors. With these tools to support you, your job is to deliver the research. It is critical that you be accountable from the very beginning – be accountable to your supervisors and, importantly, be accountable to yourself. Read constantly and write every day. Write from the beginning and before you feel ready; the best thesis is one that is finished and you cannot submit blank pages! The happiest duty for me and the BAL Heads of Postgraduate Studies is to report on completed HDR theses and we look forward to congratulating you on yours.

Associate Professor Corinne Cortese
Associate Dean (Higher Degree Research)

ABOUT THE FACULTY OF BUSINESS AND LAW

The Faculty of Business and Law is a strong and dynamic Faculty committed to excellence in research and teaching. It aims to provide students with a motivating and facilitating environment to conduct research. The Faculty has strong partnerships with industry, government and the business community and these partnerships are reflected in its Higher Degree Research (HDR) courses. The Faculty's HDR courses develop scholars, professionals and business leaders that are equipped with critical thinking skills that allow them to succeed and maximise their potential in their chosen fields.

HDR courses offered by the Faculty are informed by research, structured on applied outcomes, and recognised by industry. The courses are delivered by highly qualified and industry-experienced academics and supported by specialised student-learning and development resources. HDR Students have the opportunity to conduct research in a range of business-related disciplines.

The Faculty consists of two Schools and two Research Institutes.

The Faculty's Schools are:

[The School of Business](#) (BUS)

[The School of Law](#) (LAW)

The Faculty's Research Institutes are:

[The Australian Health Services Research Institute](#) (AHSRI)

[The Australian National Centre for Ocean Resources and Security](#) (ANCORS)

Each has a diverse and productive research program and has been successful in attracting research funding and publishing research in top ranked journals. Research conducted by the Faculty has gained an excellent reputation nationally and internationally. The Faculty hopes that students enrolled in its HDR programs will help to grow this reputation throughout the course of their studies and beyond.

FACULTY RESEARCH SUPPORT

The Faculty supports students throughout the duration of their candidature. The Faculty research program is directed by the Associate Dean (Higher Degree Research) (AD-HDR), who has overall responsibility for the Faculty's Higher Degree Research programs and is supported by the Heads of Postgraduate Studies (HPS).

The AD-HDR is the primary contact person across the University for HDR matters related to BAL. Each HPS is responsible for overseeing the HDR matters related to their School or Institute. They are the first point of contact for 'day-to-day' issues and manage the majority of inquiries that might arise in a typical candidature. The HPSs manage approvals for requests like leave and they are responsible for reviewing all of the Annual Progress Reports submitted by students in their School.

SCHOOL OF BUSINESS – Higher Research Degrees

Doctor of Philosophy

The Doctor of Philosophy (PhD) is an advanced postgraduate research degree that develops research skills and provides high achieving candidates with the opportunity to conduct in- depth research in their chosen discipline. Under the guidance of a supervisory team, consisting of two supervisors, candidates will independently plan and execute a research project that will lead to the production of a substantial thesis.

<http://coursefinder.uow.edu.au/information/index.html?course=doctor-philosophy-business>

Doctor of Philosophy (Integrated)

The Doctor of Philosophy (Integrated) is a four-year research degree that incorporates a traditional three-year PhD thesis with one year of coursework subjects, combining generic research training and discipline-specific content into a single degree.

<http://coursefinder.uow.edu.au/information/index.html?course=doctor-philosophy-integrated-business-finance>

Master of Philosophy

The Master of Philosophy provides advanced business research skills through structured learning and independent research. Students are able to select a research topic from a diverse and extended range of business related disciplines.

<http://coursefinder.uow.edu.au/information/index.html?course=master-of-philosophy-business>

Master of Research

The Master of Research degree comprises research and research training, requiring students to complete 96 credit points of subjects. The first year comprises 48 credit points of research training and coursework while the second year comprises a 48 credit point thesis, which is assessed by two external examiners.

<https://coursefinder.uow.edu.au/information/index.html?course=master-of-research-business>

SCHOOL OF LAW – Higher Research Degree

Doctor of Philosophy (Law)

The Doctor of Philosophy (Law) is for candidates who have either an excellent research background in law or equivalent high-level professional experience in a law-related field. The qualification will provide graduates with the opportunity to pursue in-depth research in a specific area of law. Candidates are expected to develop a research thesis that leads to an original and significant contribution to knowledge in that field.

<https://coursefinder.uow.edu.au/information/index.html?course=doctor-philosophy-law>

ANCORS – Higher Research Degrees

Doctor of Philosophy

The Doctor of Philosophy (PhD) is an advanced postgraduate research degree that develops research skills and provides high achieving candidates with the opportunity to conduct in- depth research in their chosen discipline. Under the guidance of a supervisory team, consisting of two supervisors, candidates will independently plan and execute a research project that will lead to the production of a substantial thesis.

<http://coursefinder.uow.edu.au/information/index.html?course=doctor-philosophy-business>

<https://coursefinder.uow.edu.au/information/index.html?course=doctor-philosophy-law>

Master of Philosophy (Maritime Laws)

To complete this course, students are required to complete CMP 902 Law of the Sea, CMP 911 Research Project in Maritime Studies and one other subject from the ANCORS postgraduate coursework program schedule. The thesis involves original research which should make a significant contribution to the field of maritime law.

<https://coursefinder.uow.edu.au/information/index.html?course=master-of-philosophy-maritime-laws>

KEY CONTACTS

Academic Staff

For all academic matters, students should consult with their supervisor(s) in the first instance. Depending on the nature of the issue, the next point of contact is likely to be the School HPS. If the issue remains unresolved, it may be escalated to the AD-HDR.

Name & Title	Email	Phone
Associate Professor Corinne Cortese <i>Associate Dean (Higher Degree Research)</i>	corinne_cortese@uow.edu.au	4221 3697
Dr Gabriel Garcia <i>Head of Postgraduate Studies LAW</i>	ggarcia@uow.edu.au	4221 4272
Dr Camille Goodman <i>Head of Postgraduate Studies ANCORS</i>	cgoodman@uow.edu.au	42215476
Associate Professor Xiaofei Pan <i>Head of Postgraduate Studies BUSINESS</i>	business-hps@uow.edu.au xpan@uow.edu.au	4252 8915
Associate Professor Amir Arjomandi <i>Head of Postgraduate Studies BUSINESS</i>	business-hps@uow.edu.au amira@uow.edu.au	4252 8823

Graduate Research School (GRS)

The GRS manages administrative matters relating to HDR candidatures at UOW as well as candidature support including training support, wellbeing services, and mentoring programs. The BAL HDR team is your conduit to the GRS; if we cannot help you, we will direct you to someone at the GRS who can.

Find further information about the GRS and their services at <https://www.uow.edu.au/research-and-innovation/graduate-research/>

Email	Phone	Location
graduate_research_school@uow.edu.au	4221 5452	Building 20, Main Campus

Other UOW Services (Student Central, IT, Library, Moodle)

There are several key services offered by the University. Staff at Student Central can help with issues such as fees and accommodation. UOW's IT department, IMTS, manages the Faculty's IT equipment. Students should contact IMTS if they experience technical difficulties at: <https://www.uow.edu.au/its/support/>

The Faculty has a dedicated librarian at both the Wollongong and Sydney Campus. HDR students are encouraged to make an appointment with the Faculty librarian soon after commencing their studies. The Faculty librarian can provide guidance and assistance using the Library facilities, locating publications and information about journals relevant to the student's discipline. A library guide is also available for HDR students at <https://uow.libguides.com/higher-degree-research-students>

Moodle is a learning management system that is used by the university to host course materials, to submit or complete assessments, and to participate in discussions. When you study at the university, you will be able to access Moodle sites for each of your subjects and for some extracurricular activities.

You can use Moodle to access important documents (like subject outlines, assessment rubrics, lecture slides and recordings), to submit assessments, to complete assessments like quizzes, to check your grades for assessments and to participate in discussion forums. For more information visit <https://www.uow.edu.au/student/learning-co-op/technology-and-software/moodle/>

We have a dedicated BAL HDR Moodle space available at <https://moodle.uowplatform.edu.au/course/view.php?id=32418> (or log in to the Moodle platform and search for site code RSCH004_22). The BAL HDR Moodle space holds information about candidature management, upcoming events, award rules, and relevant forms. There is also a student forum for making connections and asking questions.

LOCATIONS

UOW Wollongong Campus (Main Campus)

Northfields Avenue
North Wollongong NSW 2500

Most teaching and research training takes place on Main Campus. Business and Law Academic supervisors are also located at Main Campus.

All Business HDR students have access to workstations located in Building 40A on the Main Campus. These are mostly arranged as 'hot desks' to facilitate sharing as equitably as possible. Access to the building is via swipe card. Swipe cards are organised by the GRS.

All Law HDR students are Located in Building 67.

UOW Innovation Campus

Squires Way
Fairy Meadow NSW 2500

All ANCORS HDR students are located on the Innovation Campus in Building 233, Level 2 (please contact your ANCORS HPS for more details).

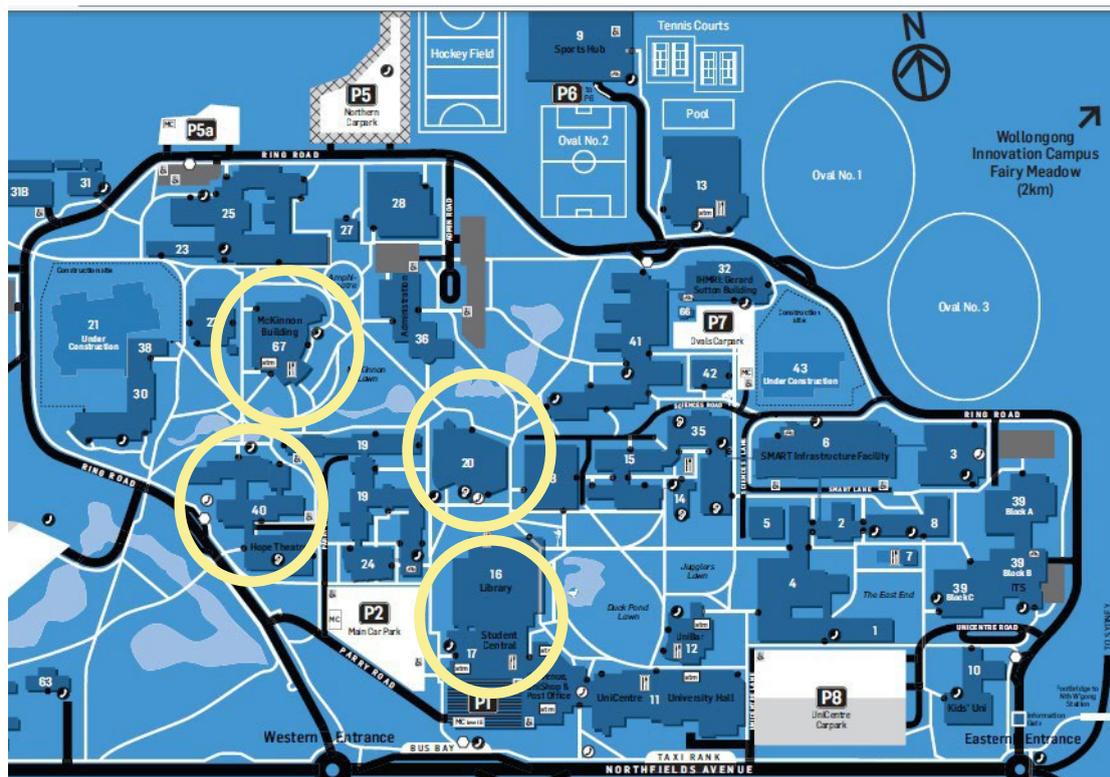
UOW Sydney Campus

The Gateway Building Level 8, 1 Macquarie Place
Sydney NSW 2000

Hot Desks only are available at the Sydney Campus. The campus manager will organise wipe cards (on request) for students who wish to access to the building.

Students are able to access the building from 8.00am using their access card. Weekend access is via swipe card only. Library facilities are not available on weekends.

Below is a UOW Main Campus Map



Faculty of Business
and Law

Student Central
(Building 17)

Graduate Research School
(Building 20)

This map can also be found at

<http://www.uow.edu.au/content/groups/public/@web/@unia/documents/doc/uow029186.pdf>

Faculty of Business and Law – The School of Business is located in Building 40, which also includes the AD-HDR, and Business HPSs. The School of Law is located in Building 67, which also includes the Law HPS.

Graduate Research School – Building 20, the GRS is the UOW unit responsible for the overall enrolment management of all UOW HDR students.

Student Central – Building 17, student central staff assist with a wide range of enquiries including fees, accommodation and career advice.

SUPERVISION

Each HDR student who undertakes a research project will be allocated a suitably qualified supervisory team comprising of at least two supervisors. The supervisory team will offer guidance and advice on research activity and progress. The student's principal supervisor must be a UOW employee and will be a Faculty of Business and Law staff member. In some cases, additional supervisors, internal or external to the Faculty (or University), may be appointed. All supervision arrangements or changes are to be approved by the Head of Postgraduate Studies.

Student supervision is a challenging and highly specialised undertaking based on a sound working relationship and mutual trust between the student and supervisor. It is highly recommended that students and supervisors thoroughly discuss the proposed topic and their respective roles during their first meeting. Supervision is subject to the agreement of both parties.

Students are to meet with their supervisors on a regular basis (fortnightly is recommended) to discuss research progress and any related problems. In the initial meeting between students and supervisors' the frequency of meetings, roles of supervisors and the expected contributions of each supervisor will be decided.

If a student's supervisor is absent from UOW for an extended period of time (e.g. study leave) alternative supervision arrangements will be made by the School HPS.

For further details on HDR student supervision, please refer to the University's HDR Supervision and Resources Policy <http://www.uow.edu.au/about/policy/UOW058665.html>

Students must read the HDR Supervision and Resources policy. All decisions and agreements made between students and their supervisors at their first meeting must be recorded on the Commencement of Candidature form. The completed form is to be sent to the School HPS.

STUDENT RESPONSIBILITIES

Arrival and Induction

Some important things that students should do upon arrival include:

- Visit the Graduate Research School (building 20) to enrol in their course (unless enrolment has been managed online or remotely).
- Make contact with their supervisors to arrange regular meetings.
- Contact the Graduate Research School for information about accessing study spaces and other general information.

Two important events to attend on arrival are:

- UOW Orientation Day (compulsory for all new students) (note that this may be attended remotely).
- Faculty of Business and Law, HDR Student Induction and Welcome (note that this may be attended remotely).

Students who miss the UOW Orientation day should go to the GRS to finalise any enrolment details.

The Faculty's HDR Student Induction and Welcome will introduce key Faculty staff members and provide information regarding services and support offered by the University and the Faculty. The Induction also provides an opportunity to meet fellow students.

Diligence and Commitment

The primary responsibility of any HDR student is to pursue their course of study with the utmost diligence and commitment. HDR students engaged in research should meet regularly with their supervisors' to discuss the progress of their project.

UOW HDR Students must:

- Complete the Commencement of Candidature and First Interview Checklist form within the first month of starting their course.

- Meet with their supervisors regularly as agreed in the Commencement of Candidature form.
- Make a written record of each meeting they have with their supervisors to ensure a shared understanding of what has been discussed.
- Complete the Research Proposal Review (RPR) as advised by the HPS.
- Complete the Annual Progress Report (APR) by deadlines set by the GRS (information about these requirements will be distributed by the GRS in September each year).
- Consider presenting at the Faculty of Business and Law HDR conference.
- Notify supervisors of any leave required, i.e. fieldwork, conference attendance, holidays or an extended break from study (this should be in writing).
- Use UOW email for all communications related to their candidature.
- Adhere to the principles outlined in UOW's Academic Integrity Policy and seek training to develop skills in this area if required.
- Engage with research ethics training to ensure that research is conducted in accordance with UOW ethics policies and procedures.

Observance of Course Duration

HDR students have a responsibility to plan their HDR program within the set time limits. Periods of approved leave of absence (see 'Taking Leave' below) are not included as part of the total course duration. Overseas students studying on student visas have specific requirements and should read their visa conditions and the course rules for details.

Domestic HDR students who are overtime will pay fees. Domestic students will be charged fees on enrolment periods greater than 4 years full-time (or part-time equivalent), for doctoral students, and greater than 2 years (or part-time equivalent) for MPhil students. (note: Equivalent Full Time Student Load, or EFTSL, is another way of expressing candidature duration. For example, a domestic HDR student will be charged fees once enrolment reaches 4 EFTSL).

For more information on time limits and Domestic overtime fees, please refer to <https://www.uow.edu.au/research-and-innovation/graduate-research/enrolment-management/>

Research Proposal Reviews

The Research Proposal Review (RPR) is a key milestone for HDR students enrolled in the Faculty of Business and Law. It is also the University's initial formal process for monitoring the progress of research undertaken by its HDR students. The RPR has two components, a written research plan (including a preliminary literature review) and an oral research presentation to the RPR Committee. Students should work closely with their supervisors to develop their research plan and oral presentation. The RPR is an important step in ensuring that:

- the research project is based on a strong academic footing
- the aims and objectives of the research as outlined in the original research proposal are being met
- the student has the skills required to complete the project at the required standard
- the supervisory arrangements are appropriate for the project
- the project can be undertaken adequately with the resources available.

The RPR should be completed early in the candidature, as follows:

- a) between 1.0 and 1.5 EFTSL (1-1.5 year full-time enrolment or equivalent) of the thesis component of the degree for doctoral students.
- b) between .5 and 1 EFTSL of the thesis component of the degree for Master of Philosophy students.

Note that the EFTSL associated with coursework in the MPhil and PhD (Integrated) should not be counted when calculating when the RPR should take place.

All HDR students are required to complete an RPR, with the exception of those undertaking the Master of Research degree.

RPRs are organised by the HPSs in conjunction with the AD-HDR. The written proposals are submitted to the assessing RPR Committee two weeks in advance of the oral presentation. Students can find information

about the RPR on the BAL HDR Moodle site and other guidelines are listed below.

The Faculty's RPR guidelines can be found at <https://www.uow.edu.au/business-law/research/students/current/> The GRS's RPR information can be found at <https://documents.uow.edu.au/about/policy/uow238026.html>

In preparation for the RPR, the following videos may be useful:

Research Topics

1. Topic Generation – <http://youtu.be/EWUEtrPfxoc>
2. Topic Selection – <http://youtu.be/VJ1YIXw41fY>
3. Relationship to Methodology – <http://youtu.be/660GDZnQQEo>
4. Unacceptable Projects – <http://youtu.be/ZsjtaYe6iig>

Research Process

1. Research Process Overview – <http://youtu.be/EJSq9ZLDhIY>
2. Research as a Process – <http://youtu.be/Hde9ZbY5yWw>
3. Research Process Questions – <http://youtu.be/y-xqTAGkvjc>
4. Research Contributions – <http://youtu.be/8UslkLnSP1M>

Dissertation Writing

1. Dissertation Writing Overview – <http://youtu.be/-00m94aTh6M>
2. Use Writing to Think – <http://youtu.be/-1XQp3ve-zY>
3. When you can't Write – <http://youtu.be/wLMcsR7oA2Y>
4. Publication as a Way of Writing – <http://youtu.be/ZAbEyZ43kY8>
5. Use Structure to Think – <http://youtu.be/wqcG5--JEF0>
6. Planning and Structure – <http://youtu.be/QvXHKmiMY1k>
7. In-depth Structure & Content – <http://youtu.be/YrE-LMn3Bvg>

NOTE: *All students are encouraged to support their fellow students by attending RPR presentations as an audience member.*

Annual Progress Reports

All HDR students must complete an annual review of their work. The Annual Progress Report (APR) process starts in September each year. The primary aim of the APR is to monitor student progress in their research work. It allows students to highlight achievements and challenges faced throughout the year. The APR also provides an opportunity to set goals for the following year and identify resources that may be required. The APR provides supervisors with the opportunity to comment on their student's progress, acknowledge achievements and challenges, suggest ways of improving future performance and confirming the goals set out for the following year are achievable. ***It is important that students and supervisors complete the APR honestly in order to support productive progress.***

The APR is completed via Student Online Services (SOLS). The GRS will contact each student prior to the due date of the report. Students should check SOLS mail regularly for information and updates.

All reports are passed onto the School's HPS, who makes recommendations on the basis of the contents disclosed. The report is then forwarded, depending on the comments, to the AD-HDR for final approval/comment before being sent to the GRS for processing.

This annual review procedure is a constructive means of reviewing a student's progress. However, any poor performance that is revealed may call for serious consideration at any time during the year. In extreme cases the AD-HDR can recommend that the student be placed on probation, be downgraded to a lower degree or have their candidature terminated.

ALL HDR students, including those on Leave of Absence (LOA), must complete an APR each year before they can be re-enrolled for the following year. Students who do not meet the deadlines set out by the GRS can have their candidature discontinued. For details, please refer to the link below. Students should contact the GRS immediately if they have problems completing their APR or are unable to meet a deadline.

Once a student reaches their second to last session of study, they will be required in the APR to include a detailed plan for thesis completion and submission, including chapter titles, descriptions of the percentage of work completed against each chapter, and any associated papers or presentations prepared from the thesis. The Nomination of Examiners form should also have been considered at this point. Without evidence of this level of progress, the APR will be returned to the candidate and the supervision team for reconsideration.

The guidelines for completing the APR can be found at <https://www.uow.edu.au/research-and-innovation/graduate-research/frequently-asked-questions-grs/>

Disseminating Research

The Faculty encourages HDR students to share the findings of their research. The most common ways for students to do this is through presenting at seminars or conferences or through publishing their work in journals.

Presentations are an essential part of any research program. They build public speaking skills and allow students to receive feedback and critique from their peers. Supervisors may recommend that a student who is in the early stages of their candidature present at a Discipline, School or Faculty forum whereas they may recommend that a student in the final stages of their research present at a national conference in their discipline. All postgraduate students undertaking research should aim to give a presentation of their work at least once each year, the Faculty's HDR conference also provides students with an excellent opportunity to present their research and hone their presentation skills.

In addition, students are also encouraged to publish their research findings in relevant journals. Students should develop a publication strategy with their supervisors and are encouraged to publish their findings as early as possible.

Thesis Preparation, Submission and Examination

Prior to thesis submission, students should visit the following link to obtain the relevant information: <https://documents.uow.edu.au/about/policy/uow228986.html>

Thesis Editing

Academic supervisors of HDR students will provide editorial advice to their students. This type of advice is covered in Standards C, D and E of the [Australian Standards for Editing Practice](#) as per the following:

- Standard C, Substance and Structure
- Standard D, Language and Illustrations
- Standard E, Completeness and Consistency.

Students may use a professional editor in preparing their thesis for submission, but they should discuss this with their supervisors and provide the editor with a copy of the UOW policy before they commence work.

Professional editorial intervention should be restricted to:

- Standard D
- Standard E

Where a professional editor provides advice on matters of structure (Standard C), examples only should be given.

The University recommends that material for editing or proof reading should be submitted in hard copy. In electronic copy it may be too easy for the student to accept editorial suggestions without thinking about their implications.

When a thesis has had the benefit of professional editorial advice, of any form, the name of the editor and a brief description of the service rendered, in terms of Australian Standards for Editing Practice, should be printed as part of the list of acknowledgements or other prefatory matter. If the professional editor's current or former area of academic specialisation is similar to that of the candidate, this too should be stated in the prefatory matter of the thesis.

Prior to engaging the services of a professional editor, students need the approval of the AD-HDR. To seek approval, students need to provide:

1. A statement from their supervisors indicating support for external editing.
2. Quotes from three professional editors.
3. A chapter of the student's thesis.

This information should be sent to the School HPS who will then pass the information on to the AD-HDR for assessment. The AD-HDR will consider the documentation and decide if the request should be supported.

RESEARCH ASSISTANCE AND TEACHING OPPORTUNITIES

From time to time the Faculty has opportunities for students to participate in research assistant roles and the delivery of undergraduate and postgraduate subjects in the area of their expertise. Due to the nature of a HDR candidature, the capacity for students to undertake casual employment will fluctuate. The maximum number of hours a HDR student is able to undertake research assistance/teaching is 8 hours per week. As such, any research assistant and teaching responsibilities are to be discussed with and approved by all members of the student's supervisory team.

ENROLMENT CHANGES

Enrolment Status or changing enrolment details

Census dates are the last day students can vary and/or change their enrolment. See the census dates at <http://www.uow.edu.au/student/dates/index.html>

Students wanting to make any changes to their candidature must inform the GRS in writing about their reasons in appropriate detail no later than the appropriate census date in the session they wish to make the change.

Students may wish to change their status from full-time to part-time or vice versa. The decision to do this will depend mainly on their circumstances. Students should meet with their supervisors and the HPS of their School to discuss the change. When a decision has been made, written notification signed by the supervisor(s) and HPS, is to be sent to the GRS no later than the census date.

It should be specifically noted that student visa regulations require that international students are enrolled on a full time basis and must ensure that they complete as per the timeframe of their Confirmation of Enrolment (COE).

Students that do not follow a full time load and consequently exceed their timeframe on their COE will be given warnings via SOLS Mail.

Changing Degree

MPhil students sometimes wish to change to the PhD program. This decision requires careful consideration and the support of the student's supervisors. Any candidate aspiring to change must have completed the required coursework component of their degree and approximately nine months of equivalent full time candidature in their thesis component.

To demonstrate their ability to undertake independent research, candidates must produce evidence of competence and commitment to a research program of PhD standard. This will be done by completing the course transfer process which is similar to the RPR process.

A student wishing to transfer should discuss the matter with their supervisors and School HPS first. Arrangements will then be made for the candidate to give an oral presentation of their research. The presentation will be made to a committee consisting of:

- The Associate Dean (Higher Degree Research) and/or Head of School (as required)
- The School Head of Postgraduate Studies (HPS)
- The Head of Discipline
- An independent academic staff member with appropriate disciplinary expertise to appraise the research and the requested transfer, appointed by the AD-HDR
- The student's Supervisors

A written proposal similar to that produced for the RPR is also required. The proposal should also include a progress report to date and the written recommendation of the student's supervisors. The proposal should be sent to the HPS at least three (3) weeks prior to the oral presentation.

Following the presentation, a report will be sent to the GRS by the HPS informing them of the Committee's decision. If the oral presentation and the written proposal are assessed as appropriate for the desired change, the GRS will then process the transfer.

RESOURCES AND SUPPORT SERVICES

Work space and computers

The University HDR Supervision and Resources Policy sets out the Faculty's obligations in regard to the facilities it provides for HDR Students. Section 13 of the Policy outlines the infrastructure that is provided to HDR Students. These resources are:

1. Shared office or desk space and access to computer equipment.
2. Lockable filing cabinet and bookcase facilities.
3. An e-mail account and on-campus Internet access. Units should provide access to specialist computing facilities and software, appropriate to the project requirements of the individual student. It is expected that all students own their own laptop.
4. Access to reasonable levels of office supplies, printing and photocopying. Access to the internal phone network, tea rooms and other shared facilities.
5. Access to all library services including journal databases, interlibrary loans and document delivery.
6. With regard to safety and security, after hours office and laboratory access.
7. Access to a range of remedial and professional development opportunities: Where possible, units should offer suitably qualified HDR candidates the opportunity to tutor, demonstrate or engage in other professional development activities.
8. Representation in relevant forums at School, Faculty and University levels.
9. Access to University support and counselling services.

Accessibility and Inclusion

Accessibility and Inclusion Services at UOW provides reasonable adjustment advice and support for current and prospective students with a disability or health condition. Their aim is to ensure that students with a disability realise their full academic potential despite their disability.

If you have a disability, register with Accessibility and Inclusion Services as soon as possible in order to receive additional support and advice. If you have complex requirements it is even more important to make contact early so that support can be arranged in a timely manner.

Accessibility and Inclusion Services is committed to creating a safe and productive environment for registered students. Please contact their office for further advice or information or to make an appointment by emailing disability_services@uow.edu.au.

Email and Internet Access

The University provides all HDR students with an email account, username and password upon enrolment. The username and password grant access to UOW systems such as SOLS, as well as access to the Internet from any computer on campus. For more information, refer to UOW Information Management & Technology Services (IMTS) pages at <http://www.uow.edu.au/its>

HDR Student Funding

Faculty of Business and Law HDR Students are eligible to apply for funding to help support research related

activity throughout their candidature following the successful completion of their RPR. PhD and PhD(I) students can apply for up to \$3,000 and MPhil students can apply for up to \$1,500.

The Faculty may support the following types of research activities:

- **Regional Conferences** - Students are encouraged to present their preliminary work and develop professional networks at their discipline's premier conference in the Australia-New Zealand region. The Faculty will support travel costs, conference fees and accommodation costs.
- **Regional data collection** – Students will be supported if they need to travel within Australia to collect data for their research. The Faculty will support travel and accommodation costs.
- **Other research related activities** – The Faculty may provide support for activities such as visiting expert scholars or attending specialised research training courses.

As funds are limited, requests to travel abroad to conferences or to collect data will only be supported under particular circumstances. The Faculty may also support students travelling to meet with leading scholars in their discipline or to attend specific courses that are relevant to their studies. In all cases, a well-presented case that is supported by the student's supervisors needs to be made in writing to the AD-HDR via the HPS.

Students and supervisors should carefully plan the utilisation of the available funding. These plans should be presented during the student's RPR and reinforced in their APR. It is strongly recommended that students reserve a portion (ie. \$1,000) of their allocated funds for editing costs prior to submission.

To access funding, students need to complete the Faculty's HDR Student Research Support application form and submit it to the School HPS. The application should be accompanied by the supporting documentation outlined in the Faculty's HDR Research Funding Guidelines. Relevant forms are available on the Moodle space.

Statistical Consulting

The Statistical Consulting Service provides students of UOW with consulting assistance for research. The service aims to improve the statistical content of research carried out.

Currently the Statistical Consulting Service provides each HDR candidate with up to ten hours per calendar year of consulting time without charge. Further information can be found at <http://eis.uow.edu.au/smas/statistical-consulting/index.html>

Workshops & Seminars

The Faculty of Business and Law and its Disciplines hold workshops and seminars that HDR students may attend (at least four per annum). Students will receive communication about Faculty events through their student email.

Additionally, the GRS also administer an HDR Seminar Series which cover a range of thesis topics including planning your research, finding the literature for your thesis, thesis structure, literature reviews, RPR, oral presentations, referencing, organising chapters and developing critical arguments along with workshops on research integrity, EndNote and career and resume building.

The seminars and workshops are available to any student enrolled in one of the research degrees and automatically show up in their timetabling if they are a THES912 or THES924 student. Students can register for the workshops via Career hub following the links on the webpage about the series (below). The workshops are run during session and they are repeated each Autumn and Spring session. Further information can be found at: <https://www.uow.edu.au/research/grs/seminars/UOW008987.html>

Peer to Peer Mentoring Program

The Higher Degree Research Peer-to-Peer Student Mentors have been appointed by the Graduate Research School to provide advice and support across a wide range of HDR related areas including academic and thesis writing, research proposals and methodologies, ethics application processes, presentation skills, research software and IT issues, work-life balance and adjusting to cultural change. Two mentors have been appointed and are located at the main UOW campus and the Innovation Campus. For more information or to book an appointment with a mentor contact hdr-mentors@uow.edu.au.

English Conversation Groups

English Conversation Groups are a place where international students can practice their English speaking skills in an informal atmosphere. They provide students with an opportunity to network with other students. No bookings are required and everyone is welcome, including domestic students, volunteers and staff.

Further information can be found at:

<http://www.uow.edu.au/student/services/SSA/international/UOW110591.html>

HDR Careers Advisor

UOW's HDR Careers Advisor will work with HDR students, employers, academic staff, and staff of the GRS to deliver career development services and initiatives to enhance HDR students' employability and career outcomes. Services include:

- One to one career counselling appointments to discuss career plans and searching for jobs
- Tailored career development workshops
- Job search, resume and interview preparation advice.

All HDR students can make a free appointment with the HDR Careers Advisor to discuss career direction and planning, resumes and other job preparation skills. Contact Careers Central to make an appointment.

Additionally, our Faculty Careers Advisor is regularly available at the Innovation Campus to meet with students. Further information can be found at: <http://www.uow.edu.au/careers/myconsultant/hdr/index.html>

Scholarships

The University of Wollongong supports a number of HDR scholarships for students enrolling in research degrees. Further information can be found at <https://www.uow.edu.au/research-and-innovation/graduate-research/hdr-scholarship-information/>

MANAGING DIFFICULTIES DURING CANDIDATURE

It is almost inevitable that a problem of some sort will arise during a doctoral candidature. The very reason for a Faculty team of HPSs and an Associate Dean-Higher Degree Research is to support students throughout their doctoral journey. Problems may arise with supervision teams, research projects, subject sequencing, accommodation services, scholarships, HDR training needs, ill health, family needs, or any other number of things. It is important that you reach out to us; we are ready to help. If we do not know how to solve your problem, we will direct you to the person who can.

Issues with Supervisors

Most supervisors develop satisfying and rewarding relationships with their students. However, in some cases problems may emerge between the candidate and the supervisor.

There may be moments of uncertainty, misunderstanding, tension and even conflict. Some students may find it difficult to discuss such problems with their supervisor. As research projects progress, the supervisory team may need to be adjusted as the need for particular expertise changes. This is a completely normal and acceptable part of the higher degree research journey. It can be difficult to raise these matters with supervisors though, especially as a student!

Most issues and problems can be managed successfully by:

- Listening to the other's point of view. Good listening requires being open to the other's point of view, and providing feedback on what they have said.
- Stating a point of view respectfully but assertively. Being assertive means being able to stand up for individual rights while respecting the opinions of others.

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

In the case where disagreements between the student and supervisor cannot be easily resolved they are referred, by either the student or supervisor, to the HPS, in the first instance, and then to the AD-HDR and Executive

Dean as set out in the HDR Academic Complaints Policy for Higher Degree Research students.

The process for dealing with Grievances is set out in the HDR Student Academic Complaints Policy (see <http://www.uow.edu.au/about/policy/UOW058652.html>).

Taking Leave

There are many reasons why a student may need to take leave during a doctoral candidature. An extended break from study is termed a Leave of Absence and is used when the break is equivalent to the duration of a session or a year for medical, compassionate or other acceptable reasons. See the form and more information at <https://www.uow.edu.au/business-law/research/students/handbook-and-policies/>

HDR candidates who wish to take a shorter period of leave of less than a session should discuss this leave with their supervisor(s) and their School HPS. The supervisor(s) and HPS will review and make decisions regarding leave requests. Students will remain enrolled when taking short periods of leave and written documentation will be kept in the Faculty or on the student's file. Students wishing to take recreational leave must seek written approval from their supervisor. Sick leave of one (1) week or more must include a medical certificate.

Scholarship recipients should refer to the scholarship "Conditions of Award" and their supervisor before making decisions on periods of leave. Scholarship holders are advised to check with the HPSs and AD-HDR regarding the effect of leave on their scholarship.

Probation

Probation is a formal university process that is a consequence of unsatisfactory or borderline progress. In BAL, this process is also considered an opportunity to get HDR candidatures 'back on track'. Probation, therefore, should be seen by BAL HDR students as a remedial measure aimed at putting in place supportive structures that will provide the tools necessary to get the research project on the path to completion.

SAFETY AND GENERAL CAMPUS INFORMATION

Campus Security

Details of Campus Security can be found at <http://www.uow.edu.au/about/security/about/>

SafeZone

SafeZone is a free location-based App for smart mobile devices making it easier to contact UOW Security if help is needed whilst on campus. It also enables UOW Security to respond if direct assistance is required.

SafeZone also covers the nearby local street network pathways of the Wollongong Campus. SafeZone is a significant security enhancement to our campus operations (see <http://www.uow.edu.au/about/security/UOW129635.html> for more information).

If you have a smartphone we would encourage you to download and make use of the SafeZone App, especially if you are studying on main campus or at iC late at night.

Parking

There is a range of parking options at UOW. Information can be found at <http://www.uow.edu.au/parking/index.html>

Working Out of Hours

Full time students are issued with a key/card to their office. When working out of hours, it is imperative that students are security conscious and lock doors and windows when they leave their office and/or the building.

UOW Security Staff are available and very willing to provide safety escorts to students. Safety escorts are provided to ensure safe passage to public transport and/or vehicles. Once the shuttle bus has ceased for the

night UOW Security will be happy to provide safety escorts to the North Wollongong Train Station, back to UOW Main Campus or to residences close to the campuses. They have asked that any requests for a safety escort to meet trains/buses etc be requested with sufficient notice, ie. 10-15 minutes, so that you are able to arrive in time.

Safety escorts can be organised by calling 4221 4555 and we strongly encourage you to make use of this facility.

First Aid

Emergency Contact numbers

SERVICE	CONTACT NUMBER
UOW Security	4221 4900 or dial 1 at any Security phone
Ambulance	000 (or 112 from a mobile phone)
Police	000
Fire department	000

For all numbers external to UOW please dial 0 first before entering the phone number. Forexample, dial 0-000 for an ambulance.

Contact UOW Security in all emergency situations.

In the event of a medical emergency, a First Aid officer and UOW Security should be alerted (all Security Officers are First Aid trained). If needed, an ambulance should be called. Whenringing for an ambulance, the campus and building should be named.

POLICIES FOR HDR STUDENTS

The University has a comprehensive list of policies and procedures that cover all students. A list of UOW policies and guidelines is found at <http://www.uow.edu.au/about/policy/students/index.html>

Graduate Research School

For all HDR specific Forms, Policies and Guidelines:

<http://www.uow.edu.au/research/grs/UOW103235.html>

Higher Degree Research Award Rules

These rules govern registration, enrolment, progression through, and qualifications for HDR courses offered by the University, and are to be read in conjunction with other rules, codes of practice and policies. The Higher Degree Research Award Rules can be found at

<https://documents.uow.edu.au/about/policy/UOW262891.html>

Code of Practice – Supervision

This code of practice outlines the expectations and responsibilities of HDR students, their supervisors and the Faculty within which they are based, to ensure that research is conducted in the most beneficial, efficient and effective manner.

Information about Higher Degree Research Students Code of Practice Supervision can be found at www.uow.edu.au/about/policy/UOW058665.html

Authorship Policy

Research and other academic outcomes are often distributed via publications, such as journal articles, books and reports. To be an author of such material is an important measure of an individual's involvement in research and scholarship. It is therefore important that all authors are correctly identified in a publication and that they agree to their authorship status. This is to ensure that both the responsibility for the publication and the prestige of the publication are accorded correctly.

The full policy can be viewed at <http://www.uow.edu.au/about/policy/UOW058654.html>

Intellectual Property Policy

UOW recognise that the purpose of the scholastic activities of Students is to gain the award of a degree. It is an important core function of UOW to provide research opportunities to Students for that purpose. Therefore, UOW encourages Students to participate in and to contribute to UOW's research projects. As a result of this

participation, Students may be involved in the development of IP.

The full policy can be viewed at <https://documents.uow.edu.au/about/policy/UOW058689.html>

Academic Integrity and Plagiarism

The University has a clear policy on academic integrity and plagiarism that it takes very seriously. The purpose of this policy is to set out the University's commitment to Academic Integrity, with particular reference to:

- the importance of acknowledgement practice
- responding to plagiarism and other forms of academic misconduct in a consistent and equitable manner
- the roles and responsibilities of staff and students in upholding the values of Academic Integrity.

The full policy can be viewed at <https://documents.uow.edu.au/about/policy/UOW058689.html>

Research Misconduct Policy

This policy provides a clear and transparent process for dealing with alleged research misconduct and establishing inquiries to determine whether research misconduct has occurred. The full policy can be viewed at <http://www.uow.edu.au/about/policy/UOW058715.html>