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WELCOME FROM THE DEAN

I am delighted to welcome you to the College of Arts and Social Sciences. I hope you will see this as an exciting and defining time in your life.

As an HDR student, you have committed to undertaking a challenging and rigorous course of study. This handbook will provide you with useful advice and tips to assist and guide you through your research program. It outlines a structured component of coursework that is designed to enhance your HDR experience. This coursework will ensure that all students receive formal recognition for the work they undertake. It is also an opportunity for you to meet your fellow students. Sometimes being a HDR student can feel like a solitary experience and making the effort to build meaningful relationships with colleagues and friends that you can engage with can provide the encouragement and support that you need during challenging moments.

Undertaking a research degree requires enormous dedication, hard work, and discipline. It also requires innovation and creativity of thought, method and expression. I hope that while you are studying in our research intensive community of scholars, our staff facilitate, encourage and support you to achieve something that will make a unique contribution to your field. So much of our experiences come down to our expectations. By choosing the ANU you have set your expectations high. I hope your time studying with us will be as fun as it is challenging, and you will find staff and fellow students who inspire you to continue along this road of discovery.

Congratulations on having been accepted into our research program and I wish you all the best in your journey at ANU.

Dean, CASS
Professor Rae Frances

This guide should be read in conjunction with the Federal Research Awards Rule 2016:

ANU Higher Degree Research policy pages:
www.anu.edu.au/students/program-administration/assessments-exams/hdr-policies-procedures
Embarking on a program of higher degree research is a significant undertaking, and one which can shape your academic and professional life. The research you will undertake, and the skills you will develop, will provide a foundation for future careers, whether in academia or other professions or industries. For many, a period of study in an MPhil or PhD program is formative. At the cutting edge of research, as an HDR student you are part of a cohort which contributes intellectual energy and ingenuity to an institution, with the research conducted contributing to the legacy of the University.

The HDR programs offered by the College of Arts and Social Sciences facilitate research in a broad range of disciplines in the humanities, the creative and performing arts, and the social sciences. The disciplinary diversity contained within the College offers a range of opportunities, both in terms of discrete fields of research and, through their connection, interdisciplinary research.

Research conducted within CASS HDR programs ranges from the theoretical and historical to the practical and applied, thus affording a wide range of opportunities for training in research skills in both the humanities and the social sciences. The outputs of this research range from the traditional thesis to those that incorporate creative outputs such as performances and recordings, exhibitions, or the creative use of language. Across the breadth of these approaches, the innovative research of HDR students serves as a site of interaction between the University and the broader community, both locally and internationally.

As an HDR student within CASS, you are part of the intellectually stimulating environment of the Australian National University, with the numerous opportunities this affords for engagement with world-class researchers and research. Visiting scholar programs at the ANU routinely attract leading researchers from around the world, and there are also numerous programs designed to support research-based travel for HDR students.

This HDR Guide is designed as a practical handbook to assist you in all facets of your program and to help you make the most of your time as a research student. The information in the Guide will assist you in everything from administrative process to finding information on the various ANU services and support that is available.

We look forward supporting your through your research program, and helping you realise your academic objectives to the full.

Associate Dean (HDR), CASS Dr Stephen Loy
Level 3, Beryl Rawson Building 13
The Australian National University Canberra ACT 0200 Australia
T 6125 5914
E assocdeanhdr.cass@anu.edu.au
### KEY DATES 2017

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<tr>
<td>Feb</td>
<td>Mon 20</td>
<td>Semester 1, 2017 begins</td>
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<td>March</td>
<td>Fri 31</td>
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<td>- Dropping Semester 1 courses without incurring HECS/HELP or Domestic</td>
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<td>- Adding a Semester 1 course</td>
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<tr>
<td>April</td>
<td>10-21</td>
<td>ANU School holiday program</td>
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<td>Wed 26</td>
<td>CASS HDR Induction</td>
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<td>May</td>
<td>Wed 3</td>
<td>School of Archaeology &amp; Anthropology HDR Induction</td>
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<td>June</td>
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<td>July</td>
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<td>Wed 19</td>
<td>3-Minute Thesis (3MT) Launch with PARSA</td>
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<td>Mon 24</td>
<td>Semester 2, 2017 begins</td>
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<td>August</td>
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<td>CASS 3MT Finals</td>
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<td>Thurs</td>
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<td>- Commencing students to change study intensity (i.e. from full-time to</td>
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<td>part-time) or to apply to defer/withdraw their study for Semester 2</td>
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<td>- Dropping Semester 2 courses without incurring International Student</td>
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<td>- Adding a Semester 2 course</td>
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<td>- Closing date for International Semester 1, 2018 (commencing) HDR</td>
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<td>Sept</td>
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<td>Oct</td>
<td>Tue 31</td>
<td>Closing date for domestic Semester 1, 2018 (commencing or in 1st year</td>
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<td>of candidature) HDR scholarship applications</td>
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KEY PEOPLE

In addition to your Supervisory Panel and HDR Convenor, a number of people will facilitate your studies and we recommend that you take the time to identify your research ‘community’; get to know the lines of communication and who you can turn to for guidance when you need it.

OTHER HDR STUDENTS
You are a member of a HDR student cohort. You may already know some of them; others you will get to know during the coming years. Each student is different, as are their chosen topics. Your fellow students are your colleagues and are among your most important resources at HDR level. They will share the highs and lows of the journey and will often become part of your future social and professional networks.

SCHOOL/CENTRE HDR ADMINISTRATOR
Each School/Centre has a designated HDR Student Administrator who is your first administrative point of contact. Any matters of a general nature should be referred to them first, including advice on School/Centre level procedures, and matters relating to fieldwork or conference travel and funding. Most HDR-related hard-copy forms are to be submitted directly to your School/Centre HDR administrator after first discussing and gaining approval from your Chair of Panel.

COLLEGE STUDENT & EDUCATION OFFICE (CASS SEO)
The HDR Program Coordinators (Anh Nguyen & Russ Kerr) are the second point of contact for administrative HDR matters; they provide advice on ANU and College level rules, policies, guidelines, procedures, and their interpretation and application to individual circumstances.

ASSOCIATE DEAN (HDR)
Dr Stephen Loy is the current CASS Associate Dean (HDR). The associate dean oversees the recruitment, education and training of HDR candidates in the College; and monitors the progress (including approving milestone completions and eForm applications) and candidature of HDR students.

STUDENT CENTRAL
Central ANU office for all current international and domestic general student enquiries including enquiries relating to enrolments, fees & scholarships. Located at the Student Exchange Building (121 Marcus Clarke St) email: student@anu.edu.au or phone 135ANU (135 268).

STUDENT ADMINISTRATION & RECORDS OFFICE (STAR)
A central back end administration office that (among many other responsibilities) administers HDR Scholarships (together with payments through the ANU Central HR Remunerations office) and processes central HDR forms and enrolments. They also email HDR students confirmation of their processed HDR forms via email: hdr.administration@anu.edu.au

STAR can also be contacted through Student Central.

DEAN OF STUDENTS
The Dean of Students offers confidential, impartial advice, and can help to resolve problems by acting as a neutral intermediary between students and the academic or administrative areas of the University. Associate Professor Paula Newitt is available to all students to discuss any issues that are impeding progress or undermining the student experience at the University. In most cases, problems can be resolved through informal enquiries and discussions. For further information please see www.anu.edu.au/dos
PROGRAM SET-UP

ANU STUDENT CARD
Your ANU student card is your official form of identification on campus and is used for borrowing rights from ANU Libraries, access to printers and copiers, access to buildings on campus, and for student discounts. Once your enrolment is complete (typically the afternoon of your commencement date or the following working day) you can collect your student card from Student Central. Further details are available at: anu.edu.au/students/program-administration/enrolment/get-a-student-card

ANU EMAIL ACCOUNT
All official correspondence is sent to your ANU email address. Students are required to check their ANU email regularly, and to use this account to correspond with university staff and offices.

To set up your email account, go to ANU Information Technology: services.anu.edu.au/information-technology

The same page links to online services including wireless, software & systems, IT security, printing, audio-visual and telephones.

SUPERVISORY PANEL
ANU PhD and MPhil candidates are supervised by a panel. The panel will consist of a Chair of Panel, a Primary Supervisor (who is often also the Chair of panel), and one or more Associate Supervisors who provide additional support.

Students are required to have a Supervisory panel in place within three months of commencement. In the absence of a formally approved Chair of Panel, the Head of School is the default Chair.

Your panel must include at least three people for a PhD program and at least two for an MPhil program. External (non-ANU) panel chairs require the approval of the CASS Associate dean (HDR).

If a Panel Chair and/or Primary Supervisor is absent from the University, or unable to supervise the student, for longer than four consecutive weeks, an acting Chair/supervisor must be formally appointed by the School.

CHAIR OF PANEL
Your Chair of Panel is responsible for the administrative aspects of your candidature such as endorsing leave applications, coursework enrolment, and progress milestones; calling meetings of the supervisory panel, and ensuring you have adequate support and resources.

PRIMARY SUPERVISOR
Your Primary Supervisor is the most important person for your research, providing academic oversight of the research aspects of your candidature. He or she will provide you with academic advice and guidance and assist you to become an independent researcher. Your Primary Supervisor will also identify relevant skills training and ethics approvals, and carry primary responsibility in supporting the completion of candidature. Your Primary Supervisor determines whether your thesis is approved for submission.

HDR CONVENORS
Each School or Centre will have one or more HDR Convenors who provide advice to prospective and new students on research topics and possible supervisors. They may organise activities such as student induction, seminars, retreats, Thesis Proposal Reviews (TPRs), student conferences and social events that enrich the educational experience of HDR students. HDR Convenors will be a key contact for information about HDR coursework in your discipline and can also be a key academic contact outside of your supervisory panel.

CANDIDATURE DETAILS
Students should check ISIS (see Using ISIS) to ensure that their Graduate Research Field (under Research Candidature/Information) and thesis enrolment code (under Enrolment/Enrolment Details) is correct. Contact your School HDR administrator to request a change in the record.

If details of your supervisory panel and/or thesis title need to be added or changed, the accepted form is here: http://cass.anu.edu.au/current-students/higher-degree-research/forms-higher-degree-research-students
RESPONSIBILITIES AND EXPECTATIONS

The relationship between a research candidate and primary supervisor/chair of panel is one of mutual responsibility and shared expectations.

Research Candidates

- Know the rules and procedures of the program in which you are enrolled.
- Fulfil all the requirements of the program including the coursework component and all milestones prior to their respective due dates.
- Submit a thesis within the program duration.
- Produce material in accordance with the schedule agreed on with the Chair of Panel/Primary Supervisory.
- Consider advice seriously. If advice is not taken, the Chair of Panel/Primary Supervisor should be informed and given reasons for the decision.
- Consult regularly with the supervisory panel. Students should prepare in advance for consultations, by determining the help they require and the areas in which advice would be useful.
- Take responsibility for progress overall, and seek advice early if problems arise.
- Where necessary prepare an ethics submission.
- Maintain regular communication with Panel Chair/Primary Supervisor and inform them of changes in circumstance relevant to your program.

Chair/Primary Supervisor

- Assist the student in selecting and defining the scope of a suitable thesis topic or problem; devising a schedule/learning plan for the thesis work; and building an appropriate panel.
- Guide the student in selection of and enrolment in appropriate coursework, advise on data collection and analysis procedures, and advise on solutions to any difficulties that arise.
- Advise on matters of thesis content, organisation and writing; including the timely provision of comments, written and oral, on drafts or portions of the thesis.
- Meet frequently with the student to discuss and evaluate each stage of the thesis project.
- Monitor student progress and advise the student when progress is unsatisfactory.
- Maintain regular contact with student and respond in a timely manner to student communications.
- Complete Panel Chair portion of student eForms and other paperwork in a timely and satisfactory manner.
- Assist students in gaining ethics clearance.
- Provide timely and substantive feedback on student submissions of material.
- Provide advice on academic career development opportunities (such as conference participation) and support and mentor the student in relation to writing and submitting journal articles etc. (as relevant).
- Assess whether your thesis can be approved for submission (Primary Supervisor).
- In consultation with other panel members, select appropriate examiners for the student thesis.
PROGRAM REQUIREMENTS

PROGRAM DURATION

The standard duration for a Doctor of Philosophy requires the student to be enrolled for:

(a) a minimum of 96 units (equivalent to enrolment for 2 years full-time or 4 years part-time); and
(b) a maximum of 192 units (equivalent to enrolment for 4 years full-time or 8 years part-time).

Completion of a standard program for a Master of Philosophy requires the student to be enrolled for:

(a) a minimum of 48 units (equivalent to enrolment for 1 year full-time or 2 years part-time); and
(b) a maximum of 96 units (equivalent to enrolment for 2 years full-time or 4 years part-time).

The Maximum Submission Date for full-time HDR candidates is set at 4 years (PhD) or 2 years (MPHIL) from commencement of your program.

MAXIMUM COMPLETION TIME

For students commencing from 1 January 2016, the maximum duration for completion of a program for a Doctor of Philosophy (PhD) or professional doctorate by a student is:

(a) by full-time study—5 years from the day the program commences (4 years study + up to 1 year of leave); or
(b) by part-time study—10 years from the day the program commences.

The maximum period for completion of a program for a Master of Philosophy (MPHIL) by a student is:

(a) by full-time study—3 years from the day the program commences (2 years study + up to 1 year of leave); or
(b) by part-time study—6 years from the day the program commences.

The College Association Dean may approve Program Extension up to a maximum of two years for students commencing from 1 January 2016. Such extension must be justified on grounds of illness or other circumstances outside the student’s control.

Personal leave will not extend the maximum completion date for students already on program extension.

IMPORTANT:

From 1 January 2019, all active students will be subject to the new completion timeframes and rules. The change in program duration will be especially significant for active students who commenced their programs prior to 2016.

COURSEWORK

In CASS, successful completion of 24 units of coursework is a requirement of the PhD and MPhil programs. Formal HDR coursework provides academic and methodological training at the highest level in order to qualify candidates for dissertation work or equivalent; enhance diversity in the candidate’s scholarly competence; and provide the support and structure required for students to complete high quality PhDs within a reasonable timeframe.

HDR Coursework and Milestone results now appear on official transcripts.

COURSEWORK STRUCTURE

The coursework milestone in CASS is set at the two year mark from commencement, however it is expected that students will complete their coursework in the first 12-24 months of candidature.

When considering the schedule of courses, students and panels need to consider which courses are best suited to which phase of the PhD program; for example ARTS8101 Research Methods and Techniques can give structure in the early stages of candidature by assisting with research design and planning, whereas ARTS8102 Situating the Thesis is valuable preparation for the Thesis Proposal Review.

Students should meet with their Panel Chair/Primary supervisor very early in the program to decide on the appropriate courses to meet the needs of the student and their research project.
Students should consult their School and Programs & Courses for relevant course offerings and schedules.

Coursework is expected to help students meet major milestones, and assessment is designed to contribute directly to the PhD or related activities. Some courses will require students to generate material for the Thesis Proposal Review (TPR), while others offer knowledge and skills development opportunities ranging from thesis chapter writing workshops, to developing a conference paper or journal article, while still others focus on the acquisition of more fundamental skills or prepare students for careers in the higher education sector.

STUDY LOAD
A full-time study load consists of 24 units per semester. HDR candidates are automatically enrolled in their thesis each semester. Depending on the program and full-time/part-time status, the course code will be 9000F or 9000P, preceded by the program code (e.g. POLI for Politics, ANTH for Anthropology, HUMN for the ICCR program, etc.).

The unit value of thesis enrolment depends on full-/part-time status, and the number of courses taken. For example, the unit value of the thesis is 18 units in a semester where a full-time student is enrolled in one 6-unit course.

Detailed information on postgraduate and research courses is at: programsandcourses.anu.edu.au/

MAXIMUM CURRENT ENROLMENT
Full-time students are enrolled in 24 units per semester, and a maximum of 36 units per study period (e.g. semester 1 + Autumn and/or Summer session). The maximum permissible enrolment in non-standard (Summer, Autumn, Winter, Spring) sessions is 12 units per session. Thesis enrolment units will be reduced to reflect courses taken in these non-standard sessions. For example, a student enrolled in a 6-unit Winter session course will be enrolled in 18 units for their Thesis in 2nd semester to maintain a maximum of 24 units in study period 2.

COURSEWORK APPROVAL
All courses requested must be approved by the Panel Chair and Associate Dean. Only courses demonstrably significant and at a suitable level to support the student’s research project will be approved.

No more than one-third of the total units required for the program (i.e. ten 6-unit courses or equivalent in a PhD or five in an MPHIL) can be taken as coursework. As additional courses reduce the time available to research and write the thesis, Panel Chairs will require a strong case for the necessity of extra coursework additional to the required 24 units.

HDR Students are expected to pass all courses taken; failure to do so is an indication of unsatisfactory progress, and may require supplementary review.

Upon completion of 24 units, students should request that their School HDR administrator assess and confirm that the CASS coursework is complete.

Note that some postgraduate and HDR level courses are assessed on a pass/fail basis, with students receiving a grade of CRS (course requirement satisfied) when they pass.

Coursework exemption applications must be made in writing, supported by your Chair of Panel and Head of School. Supporting documentation for courses claimed as equivalent to a relevant course in your program is required. This may include course outlines and official transcripts.
ENROLLING IN COURSES

HDR students are not able to enrol themselves. For any courses you wish to enrol in (or drop out of), you need to request for a change of enrolment through your ISIS account (see Using ISIS):

1. Go to Useful Links on the left of your home page and click Manage My Degree.
2. Select MMD-HDR – Manage My Degree – HDR.
3. In the Action Selection tab: Change enrolment - Add/Drop coursework.

Your request will go to your Chair of Panel for endorsement then to the Associate Dean (HDR) for approval. If you are planning to participate in a course with formal contact hours, your Application for Enrolment Change should be submitted well in advance of the start date of the course.

Note: If a course requires permission from the course convenor, students must attach this approval to their enrolment request. Failure to do so may result in being unenrolled from the course. Similarly, if a student enrols in a course which is incompatible with a course they have already taken, they are not entitled to credit for both courses. Check Programs and Courses for Requisites and Incompatibility before applying to add a course.

ENROLLING IN NON-STANDARD SESSIONS

For HDR students, ANU has two main study periods:

- Semester one: (20 Feb to 26 May)
- Semester two: (24 July to 27 October)

There are also four shorter sessions:

- Summer (Quarter 1): starts 1 January
- Autumn (Quarter 2): starts 1 April
- Winter (Quarter 3): starts 1 July
- Spring (Quarter 4): starts 1 October

HDR students are only activated for course enrolment in Semester 1 and Semester 2. To enrol in courses in one of the four quarters, you should contact the HDR administrator at your school/centre.

For example, students in Visual Arts will need to enrol in ARTV8107 – Arguing Objects in Quarter 2 or 4 (Autumn or Spring session on the Programs & Courses website). The HDR administrator at the School of Arts & Design can arrange session activation. Once activated, students request to enrol in the course through ISIS.

The College HDR courses (ARTS8000 courses) are commonly recommended courses: ARTS8102 and ARTS 8103 are offered in all sessions.

There may be required courses in your program. For example, students in the Interdisciplinary and Cross-Cultural Research (ICCR) program are required to take HUMN8001 Interdisciplinary Humanities Research: Methods, Theories and Skills (offered semester 1).

RETROSPECTIVE COURSE ENROLMENT

Retrospective course enrolment requests can only be considered in extraordinary circumstances beyond the student’s control. Any such request requires a written explanation from the student and course convenor approval, which is then sent to the College Student & Education Office (SEO) for approval.

COURSEWORK EXEMPTIONS

Exemptions can be sought for specific ANU Postgraduate courses approved for your program. The application for Coursework Exemption must include documentary evidence (e.g. official transcripts, course outlines) and a case supported by the Panel Chair and Head of School, subject to the CASS Associate Dean HDR’s approval.

UNRESOLVED GRADES

Deferred Assessment (DA) or Result Pending (RP) grades will be changed to NCN (Not Completed/Fail) final grades after six months. Exceptions occur only where School approval and a required completion date is entered onto the student’s record.
USING ISIS
ISIS [https://isis.anu.edu.au](https://isis.anu.edu.au) is your main online ANU interface. You should become familiar with its features, and where to locate information, as early as possible.

Once you have logged in to ISIS you will see a list of Useful Links on the left of your home page. If you don’t find what you are looking for, click the compass icon on the top right of your page. You will then see the **NavBar** tab above.

Nearly everything you will be looking to do, e.g. complete a milestones (‘Research Reports’) or use an eForm for leave (‘Degree Management’) is in the ISIS tab. (Self-Service, People Tools and Fluid Home are currently empty and can be removed using the Personalise function.)

The **Research Candidature** icon is a quick link to essential information, e.g. your supervisory panel and program start & end dates.
Under **Enrolment**: Check that your thesis enrolment code (Enrolment Details) is correct. You cannot add courses from this link: use Manage My Degree eForms.

The **Research** link takes you to:

- Research Candidature
  Clink ‘Information’ in here, and you will have the Formal Description of your program, Candidature Dates, Academic Plan and Graduate Research Field, as well as your Supervisory Panel.

- Research Reports
  This is where your Milestone eForms live.

- Scholarship Details
  This link also includes any domestic fee offset, or Australian Government Research Training Program Fee-Offset Scholarship (AGRTPFOS).

Once you do find what you are looking for, it is wise to bookmark it to your My Favourites list by consulting the I Ch’ing trigram to the left of your compass:
THESIS
The maximum PhD thesis length at ANU is 100,000 words; in general, CASS expects the maximum length to be around 80,000 words. Candidates should discuss the expected thesis length and format with their Primary Supervisor early in their program.

THESIS BY COMPILATION OR CREATIVE WORK
Students can choose to complete a Thesis by publication such as a compilation of publishable or published journal articles and book chapters or a Thesis by Creative Work such as incorporating a film, composition, exhibition or other alternative format.

Students should consult their Primary Supervisor early in their candidature if they are considering either of these options.
If you intend to submit your PhD in an alternative creative format or by publication, the format must be approved by your panel Chair/Primary Supervisor, Head of School and Associate Dean (HDR). It should be recorded at the time of your first annual review of progress (Annual Report milestone).

For current guidelines Thesis by Compilation or Creative Work, see policies.anu.edu.au/ppl/%20document/ANUP_003405

THESIS SUBMISSION
PhD and MPHIL thesis are due by the maximum submission date for their program. A thesis cannot be submitted after that date (see Program Extension above). HDR candidates must submit a Notification of Intent to Submit their thesis to the Examinations, Graduations & Prizes office at least two months before their intended submission date.

The thesis submission and examination process is managed by the Examinations, Graduations & Prizes office, located at the lower end of Melville Hall (Building #12; external access only):

T 6125 2266
E researchthesis.eng@anu.edu.au

Essential links and general thesis information is available at:
www.anu.edu.au/students/program-administration/assessments-exams/submitting-a-thesis

The guidelines and procedure for Thesis Submission and Examination – including Thesis Format – is detailed at:
policies.anu.edu.au/ppl/document/ANUP_012815

THESIS EXAMINATION
CASS follows ANU policy on the number of examiners for PhD and MPHIL theses: at least two examiners of the thesis who have international standing and do not hold an academic or honorary academic appointment in the University. In cases deemed appropriate to the nature and requirements of the thesis, a third examiner may be employed.

The examination process is confidential. Queries about the status of a thesis under examination should be directed to the Examinations, Graduations & Prizes office.

The CASS Associate Dean HDR’s recommendation for the outcome of a thesis examination is one of the following:

(a) that the student be granted the research award;
(b) that the student be granted the research award subject to the student making specified corrections or revisions, to the satisfaction of the Delegated Authority, in the copy of the thesis to be deposited with the University Library;
(c) that the student be re-examined by resubmission of thesis or that some or all of the student’s coursework during the program be re-examined (or both);
(d) that the student be failed.

Key considerations in making a recommendation of award include:

1) All examiners’ reports must be considered when making a recommendation on award. In no circumstances is one report dismissed and a decision made only on the other reports that have been received.

2) In the event of a divergence in examiners’ reports, the least favourable recommendation is the default. For example, where recommendations differ between a student being granted the award, granted the award with minor corrections or revisions, and revise and resubmit, the first consideration is the arguments and basis for the ‘revise and resubmit’ recommendation.
The ANU guideline on examiners’ reports recommendations is at: policies.anu.edu.au/ppl/document/ANUP_012807

SUBMISSION WITHOUT SUPERVISOR ENDORSEMENT
Where a primary supervisor does not endorse the submission of a thesis and a student still wishes to submit, the Head of School will organise for the thesis to be reviewed by another academic member. The Head of School will discuss the matter with the student, and provide written advice to the student with the reasons that the thesis is not endorsed.

If the student still wishes to submit without the endorsement of their supervisor, the submission and examination process proceeds as per the standard process. Examiners are not informed that the thesis has been submitted without primary supervisor approval, until the final recommendation of award has been approved.

CORRECTIONS & RESUBMISSION
Candidates have one year from the time of notification in which to complete and submit final corrections or a resubmission of the thesis for further examination. With panel chair and Head of School endorsement, submitted to the Examinations, Graduations & Prizes office, this period can be extended a maximum of one year, giving a total allowable time of two years to submit corrections/resubmit thesis.

Note that candidates are not enrolled during this final submission period; international students should be aware of their visa conditions after the cessation of their ANU enrolment.

ANU DIGITAL COLLECTION
The ANU’s Open Access Policy has a commitment to the dissemination of research findings through ANU Digital Collections: openresearch-repository.anu.edu.au/community-list

Any student can submit their thesis to the Collection: http://openresearch.anu.edu.au/contribute/contribute-your-digital-theses

NON-DISCLOSURE/RESTRICTED ACCESS TO THESIS
Candidates may request that access to their thesis be restricted for up to 12 months without requiring approval. Restriction periods from 12 months to three years require a supporting case, and the approval of the Deputy Vice-Chancellor (HDR), based on the recommendations of your Head of School and College Association Dean. Contact the Examinations, Graduations & Prizes office for further details.

A helpful article providing insight into what examiners are looking for when they assess theses or dissertations is “It’s a PhD, not a Nobel Prize: how experienced examiners assess research theses”, at: services.anu.edu.au/research-support/tools-resources/its-a-phd-not-a-nobel-prize-how-experienced-examiners-assess

THESIS REIMBURSEMENT
Students may be entitled to an allowance for reimbursement of thesis production costs. Students are eligible where with a thesis allowance entitlement is expressly stated in their scholarship conditions of award. The allowance must be claimed within 12 months of submission of the thesis and not more than two years after the termination of the applicable scholarship.

For further details, see: anu.edu.au/students/program-administration/assessments-exams/theses-reimbursement

ANU College of Arts & Social Sciences
MILESTONES

PhD and MPHIL candidates are required to complete milestones. Students commencing in 2017 are required to complete all milestones below. Students commencing earlier are required to complete some or all milestones, depending on when your program commenced:

- Thesis Proposal Review (TPR): all commencements
- Annual Plan: all commencements
- Annual Report and Plan: all commencements
- 24 units coursework: CASS students from 1 Jan. 2011
- Research Integrity Training: from 1 Jan. 2009
- Oral Presentation: from 1 Jan. 2008

The University’s policy on milestones and candidate progression is here: policies.anu.edu.au/ppl/document/ANUP_012810

Further advice on completing milestones is at: www.anu.edu.au/students/program-administration/assessments-exams/research-student-milestones

MILESTONE TIMELINE

Below are expected completion times for milestones.

**PhD Candidates**

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Plan</td>
<td>After 3 months</td>
</tr>
<tr>
<td>Research Integrity Training (RIT)</td>
<td>After 6 months</td>
</tr>
<tr>
<td>Annual Report &amp; Plan</td>
<td>Annually</td>
</tr>
<tr>
<td>Thesis Proposal Review (TPR)</td>
<td>After 9-12 months</td>
</tr>
<tr>
<td>24 Units Coursework</td>
<td>After 18 to 24 months</td>
</tr>
<tr>
<td>Oral Presentation</td>
<td>12-3 months before submission</td>
</tr>
</tbody>
</table>

**MPHIL Candidates**

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Plan</td>
<td>After 3 months</td>
</tr>
<tr>
<td>Research Integrity Training (RIT)</td>
<td>After 3 months</td>
</tr>
<tr>
<td>Annual Report &amp; Plan</td>
<td>Annually</td>
</tr>
<tr>
<td>Thesis Proposal Review (TPR)</td>
<td>After 6-9 months</td>
</tr>
<tr>
<td>24 Units Coursework</td>
<td>After 18 to 24 months</td>
</tr>
<tr>
<td>Oral Presentation</td>
<td>6-3 months before submission</td>
</tr>
</tbody>
</table>

Ethics requirements (if applicable) are due 6-12 months after commencement.

**MILESTONE DUE DATES**

Please note that milestones are only completed once they have been approved by the Panel Chair, Head of School and Associate Dean. Students must confer with their Panel Chair well in advance of their milestone due date to ensure that sufficient time is allowed for the review and approval process to occur.

Milestone that are in progress (started but not yet signed off) may delay approval of program- and funding-related applications until the milestone has been completed.

**NON-COMPLETION OF MILESTONES**

Satisfactory completion of Milestones by their due date is an expectation of HDR programs in CASS. Only in exceptional circumstances can Annual Report & Plan milestones be abandoned (not completed). If circumstances beyond the student’s control arise, or due dates do not conform to the Milestone Timeline, the HDR administrator can with appropriate approval adjust milestone due dates.

Unsatisfactory completion or non-completion of milestones may be grounds for the Head of School to recommend to the Associate Dean a transfer from a Doctor of Philosophy to a Master of Philosophy or termination from the program.

A Head of School may determine a thesis not be accepted for examination if a required milestone has not been completed.

If a student fails the Research Integrity Training twice, their supervisor meets with the student and completes the Supervisor research integrity course failure checklist prior to the student undertaking a further attempt.

Requests for Personal Leave, Program Extension or School Travel Funds will normally not be approved if a student has any overdue milestones. A VC Travel Grant application will not be considered until overdue milestones are resolved.

Conditions of Award for Scholarships may contain suspension or termination clauses applicable where a required milestone remains outstanding for three months or more after the due date.

See also the Coursework section above.
MILESTONE EFORMS
You can view the status (due dates, completion) of your milestones any time on ISIS. From the ISIS Main Menu, navigate to Research > Research Reports. When you are ready to submit a milestone report, select the appropriate "Begin eForm" link.

You can also access milestone eForms via the ANU eForms site at: https://eforms.anu.edu.au

ANU eForms is also used to make applications for School-funded travel (e.g. for fieldwork and conferences).

THESIS PROPOSAL REVIEW (TPR)
The TPR is a detailed thesis proposal, literature review, report on research activities during the past 12 months, and plan for the next year.

The review indicates the subject of the proposed research, the methodology to be employed, an analysis of the relevant literature on this topic, a description of how the proposed research will make an original contribution to the field of study and where relevant, outline the fieldwork required or undertaken. All members of the supervisory panel participate in a Thesis Proposal Review.

The Chair of the supervisory panel comments on progress. The Head of School endorses the report and may comment.

The Thesis Proposal Review should be completed before undertaking any fieldwork (if fieldwork is applicable to your program).

ANNUAL PLAN
This is your research plan for the coming year. The Annual Plan outlines what the student intends to undertake in the following 12 months, with sufficient detail to allow the supervisory panel and Head of School to assess the appropriateness and feasibility of the plan.

The first Annual Plan is due three months after commencement, and in subsequent years at the same time as the Annual Report.

ANNUAL REPORT & PLAN
This is a report of research activities during the previous year. The Annual Report also provides an opportunity for a student to flag any personal, academic or technical problems which may impact on their research and its timely completion.

The Chair of the supervisory panel comments on progress and a student is given the opportunity to meet and discuss the comments. The Head of School endorses the report and may comment.

Annual progress is assessed against the previous Annual Plan.

MID-TERM (SUPPLEMENTARY) REVIEW
A supplementary review is designed to help your Supervisory Panel assess your progress towards completing your thesis within an approved timeframe and to a satisfactory level. This report is used to identify any issues that may prevent this from happening, and where identified, it is the purpose of this report to provide a formal means for your Supervisory Panel to make recommendations on how to proceed.

The specific requirements for a supplementary review will be determined by your College. It is your responsibility to make an appointment with your primary supervisor to discuss what is expected in this report. The report may include documents as prescribed by your Panel Chair or the Head of School together with both written and oral assessments.

RESEARCH INTEGRITY TRAINING (RIT)
All Higher Degree by Research (HDR) candidates must complete the ANU Research Integrity course and pass the Research Integrity Milestone exam, within 3-6 months of enrolment. Completion of the course and test is a compulsory milestone for all HDR students.

The course can be found on the ANU learning management system, Wattle, and consists of seven short modules:

- Research misconduct
- Authorship, publication, dissemination and plagiarism
- Conflict of Interest
- Supervision
- Human research ethics
- Data management
- Animal ethics and recombinant DNA

The course and milestone test (via ISIS) will take approximately three hours to complete. If the RIT is not successfully completed after two attempts, an alternative assessment is set with your Chair of Panel.
For further information, see: services.anu.edu.au/training/research-integrity-training

Note that the RIT can be completed as part of the course ARTS8102: Situating the Thesis – enrol in semester you intend to complete the RIT.

**ORAL PRESENTATION**

The Oral Presentation occurs 12 to three months before the intended thesis submission date. The presentation is advertised within the University. The Chair of Panel/Primary Supervisor are expected to be present, but all panel members and other interested ANU staff/students must have the opportunity to attend, including via video-link or Skype Oral Presentations.

The presentation includes the major objectives, content, results, and conclusions of the work, allowing the student to demonstrate their work has an appropriate research focus, argument, and depth and contribution of knowledge.

Associated with the presentation, students submit a 2-5 page summary of the material to their supervisory panel.

The supervisory panel participate and make an evaluation. This is documented in a written report. A copy of the written report is provided to the student. The report of the panel is not provided to the thesis examiners.

The preparation of students for the oral presentation will occur throughout their candidature with similar, less formal presentations throughout their candidature.

**PROGRESS REVIEW**

As noted above, annual reports and milestones are key indicators of progress towards completion of your research program. The Research Award Rules (2016) specify these review outcomes:

(a) continuation of the program;
(b) an additional review of progress;
(c) transfer to a Master of Philosophy (MPHIL);
(d) termination of enrolment in the program.
PROGRAM MANAGEMENT

ATTENDANCE

HDR candidates are expected to be in attendance (on campus) for the duration of their program unless on approved leave (medical, recreational, maternity or personal) or travel (fieldwork or conference travel).

HDR candidates must attend a campus of the University for at least:

- (PhD) 72 units (which is equivalent to attendance for 18 months full-time or 36 months part-time)
- (MPhil) 48 units (1 year full-time or 2 years part-time).

Unapproved leave could result in a breach of the conditions of admission or scholarship or an international student’s visa conditions.

If you are unable to attend the ANU as an internal candidate (on campus) you will need to seek approval to be an external candidate.

EXTERNAL ATTENDANCE

External candidates must ensure that they have access to appropriate supervision and resources. External status is not grounds for a later extension of program or scholarship.

External candidates must spend a minimum of 4 weeks (consecutive or non-consecutive) per year of their program at ANU, and note their periods of residence at the ANU in their Annual Reports, as well as email student@anu.edu.au at the time of each visit so that the dates are recorded on the Student System. Written approval of the AD (HDR) is required for any variation to these attendance requirements.

To gain formal approval to be externally based, complete the Application for External Attendance in Research Program form: cass.anu.edu.au/sites/default/files/documents/student-admin/CASSApplicationForChangeOfAttendanceInResearchProgramFormv2.pdf

EMPLOYMENT

If you are in receipt of a HDR scholarship, you should consult your conditions of award as they may restrict your hours of paid employment.

Full-time HDR students are required to commit 40 hours per week to their program, part-time students 20 hours per week.

Paid employment is not grounds for a later extension of program or scholarship. Note that you will be required to report on the average number of hours of employment in your annual report milestones.

eFORM APPLICATIONS

From the ISIS Main Menu, navigate to Degree Management > Manage My Degree, then select MMD-HDR. The first Information screen contains links information only. The eForms are accessed from the third screen: Action Selection.

These applications can be made via eForms:

- Apply for leave
- Return from leave
- Program Withdrawal/Voluntary Discontinuation
- Change enrolment - add/drop coursework
- Change of intensity - full-time or part-time
- Change of program level - PhD/MPhil/Professional Doctorate
- Apply for an extension of program - including scholarship extensions
- Apply for an extension of electronic Confirmation of Enrolment (eCoE)

RETROSPECTIVE APPLICATIONS

eForms must be submitted prior to due dates. Retrospective applications should be made with an explanation for the late submission of a form.

If you are making an application covering a period before the current date (i.e. a backdated or retrospective request), you must fill out an eForm Exemption application.

Exemption forms are also used for:

- Internal sponsorship of tuition fees
- Program extension after maximum submission date has passed

Exemption guidelines and forms are found at: www.anu.edu.au/students/program-administration/program-management/manage-my-degree-mmd-eform-exemptions
PROGRAM LEAVE
Students who are unable to pursue their program for personal, work related or medical reasons for more than 5 consecutive working days (full time students), or 10 consecutive working days (part-time students) should apply for program leave after discussing the leave with their Chair/Primary Supervisor. Please see the Scholarships section below for information on scholarship leave.

Program leave reduces your unit load by one unit and pushes back your maximum submission date by one week for each week of leave taken (note this does not apply to students who are already on extension of program (except for medical or maternity reasons), and with the implementation of the new Research Awards Rule this may stop at the point of reaching the 5 year full time equivalent mark). For further details please see: anu.edu.au/students/program-administration/program-management/research-program-leave

International student visa holders must seek advice from the Academic Standards & Quality Office (ASQO) (see below contact details) on the potential implications for their Electronic Confirmation of Enrolment (ECoE) and student visa before applying for program leave.

Academic Standards & Quality Office (ASQO)
T 6125 1436
E policy regs@anu.edu.au

RESEARCH ENROLMENT & RECREATION LEAVE
Students are expected to pursue their program for 48 weeks of the year, with an allowance of up to 20 days of recreation leave, calculated on a pro-rata basis. Periods of unused leave cannot be accrued and carried forward to the next year.

Recreation leave should be negotiated and taken at a time convenient to you and your Chair of Panel/Primary Supervisor. No formal records of recreation leave are kept on the Student System (so will not appear on ISIS), but will be noted at the School/Centre level, who may require you to complete an absence form for their records.

There is no need to submit the online Application for Program Leave for this type of leave.

RETURN FROM LEAVE
Students must notify the university of the date they are returning from leave, before the period of leave has expired. This is done through the MMD eForm system in ISIS.

Personal Leave will not be approved for students enrolled in one or more courses during the requested leave period. If a student requires more than two weeks’ leave while enrolled in courses, they must drop their current course enrolment.

PROGRAM EXTENSION
PhD candidates may apply for up to six months extension (full-time) or 12 months (part-time) at each request. MPhil candidates may apply for three months extension (full-time) or six months (part-time) at each request.

Note that for students commencing from 1 January, 2016 and for all active students from 1 January, 2019, the maximum total extension period is two years.

Research Training Scheme funding for domestic students ceases once a student is on program extension. Currently, no domestic tuition fee will be charged for domestic extension of program students, but you should note that the University reviews this policy annually.

Milestones must be up-to-date and fees paid before an extension application is considered.

INTERNATIONAL STUDENTS
International students resident in Australia for the period of extension are required to pay an international student fee (ISF). This fee is significantly less than the standard program fee, but you should note that it is a fixed fee for six months or any part thereof. The difference between the fee you will be charged and the standard program fee is carried by your area. The Student Central office is responsible for fee- and visa- related matters involving ANU students.

International students who are resident overseas for the period of extension are not required to pay an ISF. You should note that your electronic confirmation of enrolment (eCoE) will be cancelled in this instance. A new eCoE will be issued once you have paid the fee stated in the letter you receive from your ANU College, and met any other conditions listed in the letter.
You will be enrolled as an extension of program student when you submit your new visa to Student Central.

Further information on Research Program extensions can be found at:

anu.edu.au/students/program-administration/program-management/extension-of-a-research-program

PROGRAM WITHDRAWAL
You may withdraw from your program at any time before you submit your thesis; however, you should discuss the withdrawal with your supervisor and Head of Department first to cover all possible alternatives and support available to you including taking a leave of absence.

If you decide to proceed with withdrawing from your candidature you will need to submit the Voluntary Discontinuation form available via Manage My Degree on ISIS.

If you stop your research but do not notify the University that you wish to withdraw, you will remain an enrolled student and will be charged fees.

Program withdrawal is final. Readmission to a withdrawn program requires a new application to the University.

Note: if you withdraw after the commencement of a research semester, you will still be liable for any fees due for that semester.

INTERNATIONAL STUDENTS
International students withdrawing from ANU must notify the Academic Standards & Quality Office (ASQO). As an international student visa holder, withdrawing from your program may have significant visa implications for you and you may be at risk of being non-compliant with your visa conditions.

Further details on withdrawal from a Research Program are at:

anu.edu.au/students/program-administration/program-management/withdraw-from-a-research-program

TERMINATION OF PROGRAM
The Research Awards Rules allow a Head of School to recommend that program candidature be terminated on the grounds that a student has failed to satisfactorily pursue the program. Grounds for termination also include failure to comply with other provisions in the Award Rules, or with a condition of admission to candidature.

The recommendation to terminate will come after all reasonable efforts have been made to engage and assist the candidate. If termination is recommended the candidate is advised in writing. The candidate has 20 days to make a written or oral representation to the College Dean.

For further details, see the Research Award Rules 2016, and this webpage:

anu.edu.au/students/program-administration/program-management/termination-of-your-research-program

SCHOLARSHIPS
From 1 January 2017, the Australian Government is replacing Australian Postgraduate Awards (APA) with a single program, the Australian Government Research Training Program (AGRTP).

Details on this scholarship, including a link to the 2017 Conditions of Award, are found at:

www.anu.edu.au/students/scholarships/australian-government-research-training-program-agrtp-stipend-scholarship

For general information on research scholarships:

www.anu.edu.au/students/scholarships-support/research-scholarship-information

For various scholarship Conditions of Award, see:

www.anu.edu.au/students/scholarships/anu-phd-scholarships

PART-TIME STUDY ON SCHOLARSHIP
Holders of an AGRTP scholarship are required to be enrolled full-time, unless circumstances beyond the control of the candidate (e.g. medical) can be demonstrated to require part-time study. Scholarships are terminated if a student commences part-time study without approval on medical or similar grounds.

Note that AGRTP scholarships are taxable income during part-time study.
SCHOLARSHIP LEAVE
If you hold a scholarship administered by ANU and are unable to pursue your program for more than 5 (full time students), or 10 consecutive working days (part-time students), you should seek leave of absence from both your program and scholarship after discussing the leave with your Chair of Panel/Primary Supervisor.

Each scholarship has specific Conditions of Award, which you should read carefully, as leave provisions may vary according to the type of scholarship and year of award. It is important to check your entitlements before applying for leave, particularly regarding the provision of paid leave.

OVERPAYMENTS
A student taking leave from their program must submit a Program Leave eForm in a timely manner in order to avoid receiving an overpayment of their scholarship. If an overpayment is made, the overpayments will be recovered in line with the ANU Overpayments Procedure: policies.anu.edu.au/ppl/document/ANUP_000599

ETHICS APPROVAL
Any research involving human subjects (including surveys and interviews) requires review by the University’s Human Research Ethics Committee to comply with the national guidelines, published the National Health and Medical Research Council (NHMRC): nhmrc.gov.au/guidelines-publications/e72

If you think your proposed research will need ethics clearance, you should start the process by reading The National Statement on Ethical Conduct in Research (2007 updated 2015) and considering the implications for your research: www.nhmrc.gov.au/guidelines-publications/e72

You should factor in the process of gaining approval for your project early in the development of your research project and consider the lead-time in the development of a timetable for your research. As a guideline, an ethics application should have been approved prior to you commencing your thesis semester. Be sure to discuss ethics issues and the timing of your application with your Supervisor when you first discuss your project.

Please contact the Human Ethics Manager within the ANU Ethics Office for information:

T 6125 3427
E human.ethics.officer@anu.edu.au
ACADEMIC INTEGRITY

INTELLECTUAL PROPERTY
All students need to be aware of ANU policies surrounding intellectual property. You should carefully read through the following key documents:

ANU Code of Research Conduct Policy:
policies.anu.edu.au/ppl/document/ANUP_007403

Procedure for Student Intellectual Property:
policies.anu.edu.au/ppl/document/ANUP_003604

Policy on Intellectual Property:
policies.anu.edu.au/ppl/document/ANUP_003603

Procedure for IP Protection, Commercialisation and Sharing of Income:
policies.anu.edu.au/ppl/document/ANUP_00360

ACADEMIC HONESTY
Students enrolled in the College are expected to be able to express themselves and to sustain an argument in their own words. You may not submit written work containing improperly acknowledged transcription or excessive quotation of the work of others. The University considers academic dishonesty a most serious academic offence and severe penalties may be imposed on anyone found guilty of it. The University’s policy and other important information and advice can be found here. You must familiarise yourself with this material.

Academic honesty embodies the principle that a student's work is original and authentic and completed only with the assistance allowed according to ANU rules, policies and guidelines.

In particular, the words, ideas, scholarship and intellectual property of others used in the work must be appropriately acknowledged.

Breaches of academic integrity include plagiarism, collusion, the fabrication or deliberate misrepresentation of data, and failure to adhere to the rules regarding examinations in such a way as to gain unfair academic advantage. Breaches of academic integrity may result in exclusion from the University.
ACADEMIC & ADMINISTRATIVE HELP

Academic Problems
Students who encounter academic difficulties should first attempt to resolve them with their Chair of Panel/Primary Supervisor. If this does not produce satisfactory results, they should then consult the HDR Convenor. Students experiencing ongoing difficulties are encouraged to make an appointment with their Head of School who may refer the matter to the Associate Dean (HDR).

Administrative Problems
After reading this guide, the ANU HDR web resources and your School/Centre guide (if available), students who encounter administrative issues or have any administrative questions should first contact their School/Centre HDR administrator for advice and assistance. If this does not resolve the issue, they should then contact the College Student & Education Office (CASS SEO). The HDR team will be able to advise on ANU and CASS rules, policies, and procedures and their interpretation and application in a range of circumstances. If applicable they will direct your enquiry to the correct ANU central office or other relevant office. If necessary they may refer your issue to the Associate Dean (HDR).

IT Issues
For any IT issues including resetting passwords, please contact the IT Service Desk.

You can call on 6125 4321, log a job online or go to Level 2 of the Chifley Library for face to face support see: services.anu.edu.au/information-technology/help-support/accessing-help-support

PARSA (Postgraduate and Research Students' Association)
PARSA is the student representative body for postgraduates at the ANU. PARSA provides a range of services aimed at providing support for the specific needs of postgraduate students in relation to both their studies and daily life. The primary focus of PARSA is the interests and welfare of all research and coursework postgraduate students at ANU.

All postgraduate students at the ANU automatically become members of PARSA. PARSA is run by students, for students and represents postgraduates both collectively and individually.

PARSA hosts a 'Shut Up & Write!' group which meets regularly on campus at the ANU School of Music Cafe. They also host online sessions on a Tuesday and regular all day intensive sessions. See: services.anu.edu.au/training/shut-up-write

There are two College representatives for CASS. For further details, see: parsa.anu.edu.au
STUDENT SUPPORT SERVICES

ACADEMIC SKILLS & LEARNING CENTRE
The Academic Skills and Learning Centre works with all ANU students on the development of the academic language and learning strategies necessary to achieve their academic potential.

FREE INDIVIDUAL LEARNING ADVISOR TUTORIALS
Students can make appointments for free, confidential one on one tutorials with a learning adviser. Each appointment is for up to 50 minutes in duration and you may book up to 5 appointments per semester at least 4 days a part. At the beginning of the semester their appointments are very popular and can often book out, so book early to secure your appointment or check regularly for cancellations.

Drop in appointments (15-20 mins) are also available at the Chifley Library from 12-2pm Monday to Friday throughout the semester with no appointment necessary.

Your appointment can be a general discussion on issues such as adjusting to university study, referencing practices, time management, reading and note-taking strategies, exam strategies or supervision issues; or a specific piece of writing such as a journal article, thesis chapter or literature review.

For further information, as well as booking an appointment see:
anu.edu.au/students/contacts/academic-skills-learning-centre

WORKSHOPS AND OTHER ONLINE RESOURCES
Students can also attend free workshops that cover topics such as thesis proposal writing, thesis evaluation, journal article publication, writing literature reviews, or reading critically. These are often requested by the College and advertised to CASS students during the year.

Other online resources they provide cover areas such as time management, thesis writing, and referencing.

Visit the ASLC website for further details:
academicskills.anu.edu.au

CAREERS CENTRE
The Careers Centre offers free consultations and workshops to assist students with applications, resumes and interview preparation for positions inside and outside academia. They have a careers resource library, a collection of on-line career resources and advertise a range of graduate jobs on CareerHub their online electronic notice board. Please see their website for further details: careers.anu.edu.au/postgraduate

DISABILITY ACCESS & INCLUSION
The Access and Inclusion office assists students with a disability to participate fully in their program of study by providing advice, supports and adjustments that minimise the impact of disability in education. Students are required to register with Access and Inclusion before services can be provided. This process involves the verification of the disability through the provision of appropriate documentation, the discussion of needs and the preparation of an Education Access Plan.

Students intending to register should make an appointment with a Disability Adviser by phoning 6125 5036 and allow one hour for the initial consultation. Documented evidence of disability should be brought to the initial consultation for copying and inclusion in a confidential file.

The Access and Inclusion office is on the ground floor of the Copland Building.

For further information please see:
disability.anu.edu.au
T 6125 5036 (ext 55036)
E access.inclusion@anu.edu.au
COUNSELLING CENTRE

The ANU offers a free and confidential counselling service to all current ANU students. The Centre also provides group programs for common issues, public seminars, and a paired walking program called 'Get Up and Go'.

A significant proportion of their clients are graduate students doing either research or coursework. Some of the common concerns graduate students bring to counselling include:

- Stresses in managing employment, family life and study
- Concerns relating to supervision
- Confidential issues regarding academic work and oral presentations
- Motivation or procrastination problems
- Being a mature age student
- Adjustment to living in a new location
- Stresses relating to fieldwork
- Important life choices
- Health concerns for self or a family member
- Relationship issues.

To make an appointment you can visit the Centre, located above the Health Service on North Road (near the Coffee Grounds Cafe) open weekdays from 9-4.45pm, closed 1-2pm for lunch.

T 6125 2442 (ext 52442)
E counselling.centre@anu.edu.au
W www.anu.edu.au/students/contacts/counselling-centre

For further information and details of their many services, please see:
www.anu.edu.au/students/health-wellbeing/counselling

ABORIGINAL & TORRES STRAIT ISLANDER STUDENTS

The Tjabal Indigenous Higher Education Centre provides a meeting place for Aboriginal and Torres Strait Islander students studying at the ANU in Canberra. Here you will find Indigenous students and staff strongly committed to improving education outcomes that benefit Australian Indigenous communities.

The Tjabal Centre offers:

- Pastoral care and personal support
- Advice on cadetships and scholarships
- Access to ANU services, such as counselling services, health centre and academic skills and learning
- Academic & Studies Coordinator to assist students on campus
- Access to local Indigenous services and community events.

The Tjabal Centre is on the ground floor of Melville Hall (BDLG #12)
T 6125 2363
E tjabal.centre@anu.edu.au

The Centre has a number of support programs, including tuition assistance, scholarships, Centrelink study payment (ABSTUDY), tutoring support, and accommodation sponsorships. For more details, see:
www.anu.edu.au/students/communities-events/indigenous-communities/support

Further information and links can be found on the Tjabal website: indigenous.anu.edu.au/contact-us

STATISTICAL CONSULTING UNIT

The Statistical Consulting Unit is a research collaborative unit that specialises in statistical applications in research.

The Unit is staffed by experienced practising statisticians who maintain regular contact with other statisticians at the ANU, CSIRO and elsewhere. They have expertise in experimental design, survey design, data management, statistical software packages, exploratory data analysis, statistical modelling and data presentation.

Research students can get statistical advice through:

- Face-to-face consultations
- Online courses in introductory statistics, experimental design, and statistical modelling
- Targeted courses and workshops upon request.
Please see the Statistical Consulting Unit website for further information and to request a free consultation:

services.anu.edu.au/business-units/statistical-consulting-unit

UNIVERSITY HEALTH SERVICE
The Australian National University Health Service is a fully accredited primary health care facility that provides comprehensive health services to current students and staff of the University. They offer daily appointments for urgent conditions and standard appointments.

For further information see: health.anu.edu.au
Please call 6125 3598 for bookings.

RESEARCH TRAINING
The Research Skills and Training team hosts training sessions and other events throughout the year to assist HDR students with their research and networking.

On their web site are training events, community activities, news, opportunities, as well as resources to help with everything from thesis writing to wellbeing. See:

services.anu.edu.au/business-units/research-training

The Research Training unit offers:

- a monthly HDR “Research Digest” newsletter
- Thesis Bootcamp
- Seminars & Webinars such as:
  - ‘Top tips for starting your research project’
  - ‘How to survive your PhD’
  - ‘Working with your supervisor’
  - ‘Write that journal article in 7 days’

You can also browse a database of research training resources here:
https://services.anu.edu.au/research-support/tools-resources

THREE MINUTE THESIS (3MT)
The 3MT is an international competition for research students to showcase their research. Students have to talk about what their research is and why it is important in plain language for three minutes, with only a single PowerPoint slide.

The Research Skills and Training team offers workshops in June and July to assist students to communicate their research and prepare for the 3MT competition such as ‘How to win the 3MT competition’, pitching and performance workshops, speech writing, and designing effective presentations.

An invitation is sent in June to CASS HDR students to register for the College level competition, which is held in August each year. The ANU final is held in September and the Grand Final in October.

All CASS HDR students can participate in the College level competition and those who have completed their Thesis Proposal Review milestone can continue on to the ANU finals. There are many prizes to be won at each level of the competition.

For further details, see:

services.anu.edu.au/training/3mt-the-three-minute-thesis-competition
A-Z USEFUL CONTACTS

**Academic Skills & Learning Centre (ASLC)**
T 6125 2972
E academicskills@anu.edu.au
W academicskills.anu.edu.au

**Academic Standards & Quality Office (ASQO)**
T 6125 1436
E policy.regs@anu.edu.au
W drss.anu.edu.au/asqo

**Access & Inclusion**
Copland Bldg
T 6125 5036
E access.inclusion@anu.edu.au
W disability.anu.edu.au

**Admissions Office**
T 6125 5594
E hdr.admissions@anu.edu.au

**Australia Awards Liaison Office**
T 6125 3602
E AustraliaAwards@anu.edu.au

**Careers Centre**
T 6125 3593
E careers@anu.edu.au
W careers.anu.edu.au

**Central Switchboard**
T 6125 5111

**Counselling Centre**
T 6125 2442
E counselling.centre@anu.edu.au
W counselling.anu.edu.au

**Dean of Students**
T 6125 4184
E dean.students@anu.edu.au
W anu.edu.au/dos

**Examinations, Graduations & Prizes**
Below Melville Hall
T 6125 2266
E researchthesis.enq@anu.edu.au
W www.anu.edu.au/students/graduation

**Health Service**
T 6125 3598
E nurse@anu.edu.au

**IT Service Desk**
T 6125 4321
E itservicedesk@anu.edu.au
W itservicedesk.anu.edu.au

**Library**
T 6125 4428
E library.info@anu.edu.au
W anulib.anu.edu.au

**PARSA**
T 6125 4187
E parsa@anu.edu.au
W parsa.anu.edu.au

**Research Skills & Training**
T 61257555
E research.training@anu.edu.au
W researchstudents.anu.edu.au

**Security**
T 6125 2249
E security@anu.edu.au

**Statistical Consulting Unit**
T 6125 4428
E scu@anu.edu.au
W scu.anu.edu.au

**Student Business Systems (SBS)**
T 6125 5467
E sbs.help@anu.edu.au
W services.anu.edu.au/business-units/student-business-systems-0

**Student Central**
For general enquiries such as enrolments, fees, & scholarships, Student Central is located at:

Ground floor, 121 Marcus Clarke St (Childers St Entrance) Building X-005
The Australian National University
Canberra ACT 0200 Australia

Open 9am-5pm Monday to Friday

T 135ANU (135 268)
E student@anu.edu.au
W www.anu.edu.au/study