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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.

Professor Rae Frances
Dean, CASS
Welcome to ANU, and to the College of Arts and Social Sciences (CASS)!

Undertaking a higher degree by research (HDR) program is a significant but very rewarding undertaking, and one which will shape your future academic and professional life.

The HDR programs offered by CASS facilitate research in a broad range of disciplines in the humanities, the creative and performing arts, and the social sciences.

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 the humanities and social sciences. The outputs of this research range from the traditional thesis and theses by compilation to those that incorporate performances and recordings, exhibitions or the creative use of language.

As an HDR student within CASS, you are now part of the intellectually stimulating environment of the ANU, with access to numerous opportunities for engagement with world-class researchers and research.

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 processes to finding information on the various ANU services and support that are available to you.

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

Dr Douglas Craig
CASS Associate Dean (HDR)

Level 3, Beryl Rawson Building 13
The Australian National University
Canberra ACT 0200 Australia
T 6125 2712
E assocdeanhdr.cass@anu.edu.au
THIS GUIDE is designed to explain the formal rules, policies and procedures that govern the lifecycle of your HDR program. While the Guide is written from a student perspective, it is not intended to cover student experience, nor is it a portrait of College HDR in general. Instead, the Guide offers a one-stop shop for essential information that current HDR candidates and staff need to support the successful completion of CASS HDR degrees.

The text contains some College-specific guidelines that elaborate on University rules and policies. These and other guidelines undergo refinement over time; policies may change and new procedures come into effect. The Guide is regularly updated three times per year, but where timely dissemination of new information is required, it is updated as needed.

The latest version of the Guide is found at:
http://cass.anu.edu.au/resources-current-hdr-students

Please note:

The legislative instrument governing the rules of your program is the ANU Research Awards Rule 2018, which you can access here:

Another essential resource site is ANU’s HDR Policies & Procedures page and associated links:
http://www.anu.edu.au/students/program-administration/assessments-exams/hdr-policies-procedures

Please follow the links within this Guide for further ANU policy and procedural details.

HDR Staff especially are encouraged to stay informed about current and planned service improvement initiatives at ANU’s HDR Administrative Support site:
https://services.anu.edu.au/planning-governance/project-management/hdr-administrative-support
# KEY DATES 2020

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>1</td>
<td>Research Semester 1 and Quarter 1 (Summer) session commence</td>
</tr>
<tr>
<td>February</td>
<td>24</td>
<td>Semester 1 coursework begins</td>
</tr>
<tr>
<td>February</td>
<td>28</td>
<td>CASS HDR Orientation</td>
</tr>
<tr>
<td>March</td>
<td>31</td>
<td>CENSUS DATE&lt;br&gt;Last day for:&lt;br&gt;  - Dropping Semester 1 courses without incurring HECS/HELP or Domestic Tuition Fees/International Student Fees and be withdrawn non-effectively, i.e. the course will not be on the student's official transcript &lt;br&gt;  - Adding a Semester 1 course Research Quarter 1 session ends</td>
</tr>
<tr>
<td>April</td>
<td>1</td>
<td>Research Quarter 2 (Autumn) session commences</td>
</tr>
<tr>
<td>May</td>
<td>31</td>
<td>Deadline for thesis corrections for July graduation</td>
</tr>
<tr>
<td>June</td>
<td>30</td>
<td>Research Semester 1 and Research Quarter 2 session end</td>
</tr>
<tr>
<td>July</td>
<td>1</td>
<td>Research Semester 2 and Quarter 3 (Winter) session commence</td>
</tr>
<tr>
<td></td>
<td>15-17</td>
<td>July graduation ceremonies</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>ANU 3MT Final</td>
</tr>
<tr>
<td></td>
<td>27</td>
<td>Semester 2 coursework begins</td>
</tr>
<tr>
<td>Month</td>
<td>Day</td>
<td>Event</td>
</tr>
<tr>
<td>-----------</td>
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<td>----------------------------------------------------------------------</td>
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<tr>
<td>August</td>
<td>31</td>
<td>CENSUS DATE&lt;br&gt;Last day for:&lt;br&gt;  - Dropping Semester 2 courses without incurring International Student Fees and be withdrawn non-effectively, i.e. the course will not be on the student’s official transcript&lt;br&gt;  - Adding a Semester 2 course&lt;br&gt;Closing date for International Semester 1, 2021 (commencing) HDR scholarship applications</td>
</tr>
<tr>
<td>October</td>
<td>30</td>
<td>Research Quarter 3 session ends</td>
</tr>
<tr>
<td>October</td>
<td>1</td>
<td>Research Quarter 4 (Spring) session commences</td>
</tr>
<tr>
<td>31</td>
<td></td>
<td>Closing date for domestic Semester 1, 2021 (commencing or in 1st year of candidature) HDR scholarship applications</td>
</tr>
<tr>
<td>December</td>
<td>16-18</td>
<td>December graduation ceremonies</td>
</tr>
<tr>
<td>31</td>
<td></td>
<td>Research Semester 2 and Research Quarter 2 session end</td>
</tr>
</tbody>
</table>
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.

AREA ADMINISTRATORS
All School/Centres have a designated HDR Administrator (this may be a shared role). Their HDR role includes orientation for new students, organising office and workspaces, seminars and student presentations (TPR and Oral Presentations), and providing contact assistance with academic staff and information on local-area procedures and events.

Area administrators are the first point of contact for general enquiries regarding your program; for detailed matters, staff may refer you to the college student office (CASS SEO) – or you can contact the SEO directly. Technical/access issues with ISIS and eForms will be referred by the CASS SEO.

COLLEGE STUDENT & EDUCATION OFFICE (CASS SEO)
The college student office is an important point of contact for administrative HDR matters. CASS HDR Advisors are tasked with ensuring the timely and accurate administration of the CASS HDR programs, including troubleshooting on eForms and advising on ANU HDR policies, rules and procedures.

In addition to facilitating eForm and hardcopy applications, and coursework and thesis-related processes, Anh and Russ provide information and advice on rules, policies, guidelines, procedures and their application to individual circumstances. The SEO manages eForm issues. They are also the administrative point of contact for the Associate Dean (HDR).

ASSOCIATE DEAN (HDR)
Dr Douglas Craig is the CASS Associate Dean (HDR). The Associate Dean oversees the recruitment, education and training of HDR candidates in the College; and monitors the progress and candidature of HDR students – including Approval of Award after thesis examination and thesis corrections.
The Associate Dean also approves coursework offerings and exemptions, leave and extension applications (including scholarship extension), program transfers and termination, as well as nomination of thesis examiners.

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.

The Dean 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

GRADUATE RESEARCH OFFICE
The Graduate Research Office (GRO) is the hub for centralised HDR support in coordination with schools and colleges, from application stage to examination and degree completion.

The GRO administers HDR Scholarship payments through the ANU Central HR Remunerations office, processes central HDR forms/eForms, enrolments and thesis examinations.

The GRO team also emails HDR students confirmation of their processed HDR forms (eForm reminders and notifications are sent from a do-not-reply address: eforms@anu.edu.au).

Further details are at: https://services.anu.edu.au/business-units/dean-higher-degree-research/graduate-research-office

The GRO is at 121 Marcus Clarke St. (entrance facing Childers St.).

General Enquiries
T: 6125 5777
E: gro@anu.edu.au

HDR Candidature
E: hdr.candidature@anu.edu.au

Thesis Examination
T: 6125 5777
E: hdr.examinations@anu.edu.au
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 in 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:  
http://www.anu.edu.au/students/program-administration/enrolment/student-cards

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 members 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 and Primary 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 that 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 your candidature.
Your Primary Supervisor determines whether your thesis is approved for submission, and nominates your thesis examiners.

**Associate Supervisor(s)**

Associate Supervisors often provide specialised expertise appropriate to your thesis project, and are an important resource to draw on in your research and writing.

With the approval of the Associate Dean (HDR), and as appropriate to your project, Associate Supervisors may include industry advisors, performing musicians, and other non-academic positions.

Keep your panel chair informed of your work with other panel members, especially if you are submitting chapter drafts or revising your topic in consultation with an Associate Supervisor on your panel.

**Candidature Details**

Students should check ISIS (see “Using ISIS” below) to ensure that their Graduate Research Field (under Research Candidature/Information) and thesis enrolment code (under Enrolment/Enrolment Details) is correct. Contact the CASS SEO to request a change in your record.

**CANDIDATE RESPONSIBILITIES**

Your relationship with your primary supervisor/chair of panel is one of mutual responsibility and shared expectations.

Research candidates are expected to:

- 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.
- Insofar as it is in your control, submit a thesis within the program duration.
- Produce material in accordance with the schedule agreed on with your Chair of Panel/Primary Supervisory.
- Consider advice seriously. If their advice is not taken, the Chair of Panel and Primary Supervisor should be informed and given reasons for your 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.

A Panel Update form is required to amend your supervisory panel (your School or College HDR administrators can direct you to the form).

You will need approval from the Associate Dean (HDR) to add an external panel member. These will normally only be approved for an Associate Supervisor role.

**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. Convenors may exercise delegation over eForm applications, travel approvals, and serve on college-level scholarship committees.

They may also organise activities such as student inductions, seminars, retreats, Thesis Proposal Reviews (TPRs), student conferences, workshops 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 valuable academic contact outside of your supervisory panel.
PROGRAM REQUIREMENTS
PROGRAM LENGTH

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.

COURSEWORK

HDR coursework provides academic and methodological training to qualify candidates for thesis work or its equivalent; to enhance diversity in the candidate’s scholarly competence; and to provide the support and structure required for students to complete high-quality HDR degrees within a reasonable timeframe.

HDR Coursework and Milestone results will appear on official transcripts.

The College has introduced 9000-level courses designed specifically for HDR students.

The 2020 coursework requirement for a CASS HDR degree is the following, depending on the School/Centre to which you are attached:

**Either:**

- A minimum 12 units of 9000 level HDR coursework courses, which will consist of courses covering training in research methods, discipline foundations and other topics as endorsed by your Chair and approved by the HDR Convenor.

**OR:**

- A minimum 24 units of 8000 or 9000 level HDR coursework
courses, which will consist of courses covering training in research methods, discipline foundations and other topics as endorsed by your Chair and approved by the HDR Convenor. You may be approved to take additional courses, but the above is the required minimum. Additional courses can only be approved if they are directly serve/useful for your research project.

Pre-2020 students may opt for the new coursework requirement or continue with their school/centre’s previous requirement.

Schools and centres have developed a number of new courses; some courses may not be available until 2nd semester 2020, or 1st semester 2021.

Coursework Milestone
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 12-18 months of candidature.

You cannot change the milestone to Completed; SEO manually monitors and changes the milestone status the coursework requirement has been met.

You 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.

Coursework content and assessment are designed to contribute directly to the conceptualisation and research of MPHIL or PhD theses.

See the Coursework by School/Area section below.

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 XXXXF or XXXXP, preceded by the program code (e.g. PHIL for Philosophy, ANTH for Anthropology, HUMN for the ICCR program, etc.).

The unit value of thesis enrolment depends on your 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.
**Maximum Current Enrolment**

Full-time students are enrolled in 24 units per study period (Jan – June (Quarter 1, Semester 1 and Quarter 2) or Jul to Dec (Quarter 3, Semester 2 and Quarter 4)) Thesis enrolment units will be reduced to reflect courses taken in any session of the period.

For example, a student enrolled in a 6-unit Winter (Quarter 3) 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 HDR Convenor. Only courses 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. Because 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 number of 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.

Some courses are assessed on a pass/fail basis, with students receiving a grade of CRS (course requirement satisfied) when they pass.

**ENROLLING IN COURSES**

You cannot enrol in courses yourself, you must instead apply to enrol in courses. This is done 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 Courses.
4. Select the term of course on offer
5. Select the Type as “Postgraduate” or “Research”
6. Find the course in the drop-down menu.

Your request will go to your Chair of Panel for endorsement, then to the HDR Convenor for approval, via SEO office. 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.
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 enrolls in a course which is incompatible with a course they have already taken, they are not entitled to credit for both courses.

HDR Students do not request permission codes to enrol in courses. If required, you need to upload written permission of the course convenor to your eForm Course Add application.

Enrolling in Non-Standard Sessions
For HDR students only, ANU has two main study periods:
Semester one: (1 Jan to 30 June)
Semester two: (1 July to 31 December)

There are also four shorter sessions:
Summer (Quarter 1): 1 January to 31 March
Autumn (Quarter 2): 1 April to 30 June
Winter (Quarter 3): 1 July to 30 September
Spring (Quarter 4): 1 October to 31 December

Late-Commencement & Adding Courses
Students commencing well after the start of a research semester will have a significantly reduced unit load for that semester, e.g. if you commence in late February, your unit load will only be 15 or 16 units (a full-time load is 24 units). In this case, you can only apply via ISIS for up to 12 units of course enrolment in that research semester. You will have to use an Enrolment Variation form to add additional courses. If you do overload in this way, your thesis unit enrolment will be reduced in the following semester to equal 48 units (full-time) for that year.

Retrospective Course Enrolment
Requests for retrospective course enrolment can only be considered in extraordinary circumstances beyond the student's control. Any request requires a written explanation from the student and the course convenor's written confirmation that coursework requirements were successfully completed. The request is then sent to the College Student & Education Office (SEO) for approval.

Course Exemptions
Exemptions can be sought for specific ANU courses approved for your program. The request for Coursework Exemption must include documentary evidence (e.g. official transcripts, course outlines) and a case supported by the Panel Chair and HDR Convenor.
Exemptions are subject to the CASS Associate Dean HDR’s approval. Application and approval is by email.

Unresolved Grades
Deferred Assessment (DA) 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.
## COURSEWORK BY SCHOOL/AREA

### Centre for Aboriginal Economic Policy Research (CAEPR): 24 Units

<table>
<thead>
<tr>
<th>Course 1:</th>
<th>INDG8004 Australian Indigenous Policy (6 units)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses 2, 3, 4:</td>
<td>8000/9000-level courses (as per area requirements, e.g., anthropology, political science, economics)</td>
</tr>
<tr>
<td>Or individually tailored coursework assembled from the following:</td>
<td></td>
</tr>
<tr>
<td>INDG8001/2 Australian Indigenous Development (6 units/12 units)</td>
<td></td>
</tr>
<tr>
<td>INDG8003 Understanding Indigenous Wellbeing: Demographic and Socioeconomic Change (6 units)</td>
<td></td>
</tr>
<tr>
<td>INDG8006 International Indigenous Research Project (6 units)</td>
<td></td>
</tr>
<tr>
<td>INDG9002 Readings in Indigenous Studies (6 units)</td>
<td></td>
</tr>
<tr>
<td>CASS methods courses, e.g.:</td>
<td></td>
</tr>
<tr>
<td>SOCR8082 Social Research Practice (6 units)</td>
<td></td>
</tr>
<tr>
<td>SOCR8001 Statistics for Social Scientists (6 units)</td>
<td></td>
</tr>
</tbody>
</table>

### Centre for Arab and Islamic Studies (CAIS): 24 Units

- Courses 1-4: 8000/9000-level courses (24 units) as agreed with the Chair/Primary Supervisor

### Centre for Social Research and Methods (CSRM): 48 Units

<table>
<thead>
<tr>
<th>Course 1:</th>
<th>SOCR8201 Introduction to Social Science Methods and Types of Data (6 units)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course 2:</td>
<td>SOCR8082 Social Research Practice (6 units)</td>
</tr>
<tr>
<td>Course 3:</td>
<td>SOCR9005 CSRM PhD Thesis Proposal (12 units)</td>
</tr>
<tr>
<td>Course 4:</td>
<td>SOCR method course from Advanced Master of Social Research list (6 units)</td>
</tr>
<tr>
<td>Courses 5-7:</td>
<td>8000/9000-level courses as agreed with Chair (18 units)</td>
</tr>
</tbody>
</table>

### Interdisciplinary and Cross-Cultural Research (ICCR): 12 Units

<table>
<thead>
<tr>
<th>Course 1:</th>
<th>HUMN9001 Interdisciplinary Humanities Research: Methods, Theories and Skills (6 units)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course 2:</td>
<td>HUMN9002 Interdisciplinary Research (6 units)</td>
</tr>
</tbody>
</table>
School of Archaeology & Anthropology: **24 Units**

**Anthropology**

- Course 1 ANTH9103 Contemporary Development Theory (12 units)
- Course 2 ANTH9112 Anthropological Field Methods (12 units)

**Archaeology and Palaeoanthropology**

- Course 1 ARCH8106 Research Design and Research Proposal (12 units)
- Course 3 Postgraduate course as agreed with the Chair/Primary Supervisor (6 units)
- Course 4 Masters of Archaeological & Evolutionary Science elective course (6 units)

**Development Studies**

- Course 1 ANTH9112 Anthropological Field Methods (12 units)
- Course 2 ANTH9103 Contemporary Development Theory (12 units)

**Biological Anthropology**

Students are required to complete ARCH8106 and two of the other courses from Courses 3 to 5, or another 8000-level BIAN course as agreed with the Chair/Primary Supervisor.

- Course 1 ARCH8106 Research Design and Proposal (12 units)
- Course 2 BIAN8002 Topics in Human Population Biology/Health (6 units)
- Course 3 BIAN8003 Topics in Primatology/Palaeoanthropology (6 units)
- Course 4 BIAN6520 Primate Conservation Biology (6 units)

School of Art and Design: **12 Units**

- Course 1 ARTH9020 Arguing Objects (6 units)
- Course 2 ARTH9021 Writing about Practice (6 units)
School of Demography: **24 Units**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DEMO8024 Population &amp; Society: Theory and Empirical Perspectives</td>
<td>6</td>
</tr>
<tr>
<td>2-3</td>
<td>8000/9000-level courses</td>
<td>12</td>
</tr>
<tr>
<td>4</td>
<td>SOCR8082 Social Research Practice</td>
<td>6</td>
</tr>
</tbody>
</table>

School of History: **12 Units**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>HIST9101 The Craft of History</td>
<td>6</td>
</tr>
<tr>
<td>2</td>
<td>HIST9102 The Professional Historian</td>
<td>6</td>
</tr>
</tbody>
</table>

School of Languages, Literature, and Linguistics (SLLL): **12 Units**

**Linguistics**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>LING9026 Qualitative Research Methods</td>
<td>6</td>
</tr>
<tr>
<td>2</td>
<td>LING9045 Linguistic Theory and Practice</td>
<td>6</td>
</tr>
<tr>
<td>3</td>
<td>LING9027 Quantitative Research Methods</td>
<td>6</td>
</tr>
</tbody>
</table>

**Literature, Classics, Film**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>HUMN9104 Thesis Writing Workshop: The Five Essential Elements of a Thesis</td>
<td>6</td>
</tr>
<tr>
<td>2</td>
<td>ENGL9002 Writing for Publication, or ENGL9020 Writing the Thesis, or a 9000-level course</td>
<td>6</td>
</tr>
</tbody>
</table>

School of Music: **24 Units**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MUSI8011 Creative Practice as Research</td>
<td>6</td>
</tr>
<tr>
<td>2-4</td>
<td>8000/9000-level courses</td>
<td>18</td>
</tr>
</tbody>
</table>
School of Philosophy: **12 Units**

| Course 1 | PHIL8011/9011 Foundations Seminar (12 units) |

School of Politics & International Relations (SPIR): **24 Units**

| Course 1 | POLS8042 Research Training: Scope and Methods (12 units) |
| Course 2 | POLS8044 Qualitative Research in Politics (6 units) |
| Course 3 | 8000/9000-level course (6 units) as agreed with Chair |

School of Sociology: **12 Units**

| Course 1 | SOCY9001 Social Research Theory and Design (6 units) |
| Course 2 | SOCY9002 Advanced Social Research Methods (6 units) |
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 and you can click on Navigator.

Nearly everything you will be looking to do, e.g., update your personal details, change your study intensity, complete a milestone, apply for leave or program extension, and (soon) submit your thesis for examination, is in ISIS.

ISIS eForms cannot be used for Retrospective Applications (see this section later in the Guide).

Enrolment
Check that your thesis enrolment code (Enrolment Details) is correct. You cannot add courses from this link; use the Manage My Degree Add/Drop course eForm instead.

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. All milestones, from the RIT (Research Integrity Training) to the NoI (Notification of Intent to Submit) are accessed from here.

Scholarship Details
This link also includes any domestic fee offset, or Australian Government Research Training Program Fee-Offset Scholarship (AGRTPFOS). Once you find what you are looking for, bookmark it to your My Favourites list by consulting the three-line I Ch’ing trigram (‘Actions List’) to the left of your compass.

eFORM APPLICATIONS

From the ISIS Main Menu, go to Degree Management > Manage My Degree, then select MMD-HDR. The first Information screen contains external 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 courses
- Change of intensity: full- or part-time
- Change of program level: PhD/MPhil/Professional Doctorate
- Change working thesis details
- Extension of program and scholarship
- Apply for an extension of electronic Confirmation of Enrolment (eCoE)

**MMD Online Guide**
The MMD HDR Quick Guide for Students, available on the student resource page below, has detailed instructions including screenshots.

**MMD Student Resource Page:**
[https://services.anu.edu.au/education-support/student-administration/student-administration-eforms-staff-support](https://services.anu.edu.au/education-support/student-administration/student-administration-eforms-staff-support)

**Staff Resource Page:**
[https://www.anu.edu.au/students/program-administration/program-management/student-administration-eforms](https://www.anu.edu.au/students/program-administration/program-management/student-administration-eforms)
Retrospective Applications

eForms can only be submitted for future dates. Retrospective applications are only accepted where circumstances (e.g. a medical condition or technical issue) prevented an application in advance.

Note that unless there are strong reasons why an eForm could not be lodged in advance, retrospective applications for personal leave will not normally be approved. Retrospective guidelines and forms are found at:

www.anu.edu.au/students/program-administration/program-management/manage-my-degree-mmd-eform-exemptions

TRAVEL & Off-Campus Insurance

Students are required to fill out a travel eFormTravel on university business (e.g. fieldwork, conference attendance); see:


ANU insurance coverage is available for Internships, Community or Practical Placements, Field Assignments, and Research Projects; the form for coverage is at:

https://policies.anu.edu.au/ppl/download/ANUP_000968

THESIS

The maximum allowable PhD thesis length is 100,000 words (excluding footnotes, reference, etc.); 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.

The Examinations Office’ guidelines for Thesis Submission and Examination, including Thesis Format, are detailed at:


Thesis by Compilation or Creative Work

Proposals to submit a Thesis by Creative Work should be made to the Associate Dean (HD) within the first 6-9 months of your candidature.

Initial proposals to submit a Thesis by Compilation should be presented to the AD(HDR) within the first 9-12 months of your candidature.

Although this process is student-initiated, you will need to work closely with your Chair/Primary Supervisor to formulate an application to submit a Thesis by Compilation.
You and your Primary Supervisor will also need to work through this process with the Associate Dean (HDR) as you do so. It is therefore very important that you initiate and undertake your application, and get in touch with the Associate Dean (HDR), as early as possible in your program.

The appropriate publication types, publication locations and number of publications depend mainly on the research project and the overriding requirement that the pieces directly support a single main thesis question.

As a guide, publication types should follow the ANU Publications Collection Guide, e.g. a journal article should be in the C1 category, a book chapter in B1. Peer-reviewed conference papers (E1) should not form a predominant part of the publication total. Works that the Excellence in Research Australia (ERA) defines as “textual works” (e.g. short stories, art reviews, exhibition catalogues and catalogue entries, scholarly editions and scholarly translations) are not accepted. These items should be worked up into a publication for acceptance into a respected peer-reviewed journal.

The quality of journals/publications, including the quality/robustness of peer review, must be considered by the supervisory panel before the application is put forward.

The majority of articles must have been published or accepted for publication (subject to minor grammatical/technical errors being rectified).

The list of publications must not include work researched or written before ANU candidature (with the exception of ANU staff members undertaking an ANU HDR degree).

Co-authorship should also be carefully documented. The required Statement of Contribution covers the percentage contributed by the candidate, but other factors such as multiple pieces co-authored by the primary supervisor (or other panel member) can raise questions about the candidate’s independent contribution.

The expected length of a thesis in this format is not normally significantly less than that of a thesis by standard format (about 80,000 words of body text). Variations in total length will be affected by the scope and quality of the publications.
Co-authored texts will be considered for contribution to length on a pro rata basis (e.g. if the contribution to writing and research is 50%, then half the word count of the work contributes to the total thesis length).

Published work (including work accepted for publication) is not examined in the same way as the top-and-tail/linking text written around the publications; publications will be read for their contribution to the overall thesis presented.

As a guide, the ‘top and tail’ (the introductory and concluding essays) and linking text supporting individual publications ideally takes up no more than around a quarter of the total word count.

Written confirmation of the publication status of each work comprising the thesis must be submitted to the Chair of Panel and approved by the Head of School prior to Notification of Intent to submit the thesis. This documentation is taken into account when the Primary Supervisor approves the thesis for submission.

For further information on examination policy and procedure, see ANU Guidelines on Thesis by Compilation or Creative Work:

policies.anu.edu.au/ppl/%20document/ANUP_003405

Thesis details managed in ISIS (MMD):

- Thesis title or abstract
- Thesis format
  (You cannot modify this after you have submitted your Notification of Intent to Submit milestone.)
- Intended submission date

**Thesis Submission**

Thesis submission, nomination of examiners and examination process is managed by the HDR Examinations team in the Graduate Research Office.

Thesis submission is now done online via the Thesis Submission milestone eForm in ISIS. For an overview of thesis submission procedure, see:

http://www.anu.edu.au/students/program-administration/assessments-exams/submitting-a-thesis

Candidates are no longer required to provide a hardbound copy of their final thesis to the university prior to conferral. In order to be eligible to receive your degree you are required to upload a digital thesis to the library's website following the receipt of final approval.
PhD and MPHIL theses are due by the maximum submission date of the program. A thesis cannot be submitted after that date (see Program Extension above).

HDR candidates must submit an eForm Notification of Intent to Submit (NoI) in ISIS at least two months before their intended submission date (3 months for School of Art & Design).

**Thesis Submission & Enrolment**

For students submitting a standard format or thesis by compilation, your enrolment – and university scholarship – ends on the date of submission.

For students submitting by creative works – a combination of exegesis and exhibition or performance – the two components are treated as an integrated whole in the examination process.

The School will notify the HDR Examinations team of your exhibition/performance date: this, rather than your exegesis date, becomes the date on which your enrolment and scholarship payment end.

NOTE: The exegesis is required to be submitted at least 4 weeks prior to the exhibition/performance. Make sure that your NoI due date is at least 3 months prior to your exhibition/performance date.

**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.

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

The Associate Dean (HDR)’s decision on 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.

The recommendation of award includes these procedural rules:

1) All examiners’ reports must be considered when making an award recommendation. 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 report that must be addressed.

For further detail on examination guidelines, please refer to: 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 eForm process.

Examiners are not informed that a 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 HDR Examinations team, this period can be extended a maximum of one year, giving a total allowable time of two years to submit corrections/resubmit thesis.

To apply for an extension to time allowed for corrections, you must make a written case to your Primary Supervisor, who will make a recommendation and forward it to the Head of School, and on to the CASS Student Office for approval by the Associate Dean (HDR).
Candidates are not enrolled during this final submission period unless the recommendation is for thesis revision and resubmission for examination. International students should be aware of their visa conditions after the cessation of their ANU enrolment.

ANU Digital Collection
The Open Research Collections portal realises ANU’s commitment to the dissemination of research findings through ANU Digital collections. You can browse or upload documents here: https://openresearch.anu.edu.au/

Non-Disclosure/Restricted Access to Thesis
Candidates may request that access to their thesis be restricted for up to 12 months without requiring approval. The request is part of the Notification of Intent to Submit eForm (see above).

Restriction periods from 12 months to three years require a (strong) supporting case, and the approval of the ANU Dean (HDR), based on the recommendations of the Head of School and College Association Dean. Contact the HDR Exams team for further details.

Pending or future publication in an academic press is not grounds for restriction of access. Thesis authors are already duly protected by copyright.

Thesis Reimbursement
Scholarship students may be entitled to an allowance for reimbursement of thesis production costs, including editing (bearing in mind that only soft copies of the thesis are normally required for submission). Check the conditions of award in your scholarship offer.

The allowance must be claimed within 12 months of submission of the thesis and not more than two years after the end of the applicable scholarship.

Further details are available at: https://www.anu.edu.au/students/program-administration/assessments-exams/theses-reimbursement
MILESTONES

PhD and MPHIL candidates are required to complete milestones. Students commencing from 2017 onward 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
- Oral Presentation: from 1 Jan. 2008
- Research Integrity Training: from 1 Jan. 2009
- Coursework requirement (12 units, 24 units or above): CASS students from 2011

The University's policy on milestones and candidate progression is here: [https://policies.anu.edu.au/ppl/document/ANUP_01281](https://policies.anu.edu.au/ppl/document/ANUP_01281)

Advice on completing milestones is at: [www.anu.edu.au/students/program-administration/assessments-exams/research-student-milestones](http://www.anu.edu.au/students/program-administration/assessments-exams/research-student-milestones)

Milestone Timeline

Expected completion times:

**PhD Candidates**

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Completion Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Integrity Training (RIT)</td>
<td>within 3 months of commencement</td>
</tr>
<tr>
<td>Annual Plan</td>
<td>After 3 months, for the following year</td>
</tr>
<tr>
<td>Annual Report &amp; Plan</td>
<td>Annually, commencing from a year on</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>
<tr>
<td>Notification of Intent to Submit Thesis (NoI)</td>
<td>2 months before submission</td>
</tr>
<tr>
<td>Thesis Submission</td>
<td>/Automatically Available once the NoI has been acknowledged by the Primary Supervisor, and is set at the same date as maximum submission</td>
</tr>
</tbody>
</table>

**MPHIL Candidates**

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Completion Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Integrity Training (RIT)</td>
<td>within 3 months of commencement</td>
</tr>
<tr>
<td>Annual Plan</td>
<td>After 3 months, for the following year</td>
</tr>
<tr>
<td>Annual Report &amp; Plan</td>
<td>Annually, commencing from a year on</td>
</tr>
<tr>
<td>Thesis Proposal Review (TPR)</td>
<td>After 6-9 months</td>
</tr>
<tr>
<td>Milestone</td>
<td>Due Date</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>24 Units Coursework</td>
<td>After 9 to 12 months</td>
</tr>
<tr>
<td>Oral Presentation</td>
<td>6-3 months before submission</td>
</tr>
<tr>
<td>Notification of Intent to Submit Thesis (NoI)</td>
<td>2 months before submission</td>
</tr>
<tr>
<td>Thesis Submission</td>
<td>Automatically Available once the NoI has been acknowledged by the Primary Supervisor, and is set at the same date as maximum submission</td>
</tr>
</tbody>
</table>

Ethics requirements/approvals (if applicable) are normally due six to 12 months after commencement (after TPR completion).

**Milestone Due Dates**

Please note that milestones are only completed once they have been approved by the Panel Chair and Head of School.

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.

If circumstances beyond the student's control arise, or due dates do not conform to the Milestone Timeline, area HDR administrators or the CASS SEO can with panel chair endorsement adjust milestone due dates. Note that, with the exception of the Notification of Intent to Submit (NoI), milestone due dates are not amended unless the adjustment is for more than four weeks.

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/Centre may decide that your thesis not be accepted for examination if a required milestone has not been completed. Requests for Personal Leave, Program Extension or School Travel Funds will not normally be approved if you have overdue
milestones. A Vice Chancellor 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 its due date.

**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 are also used to make applications for School-funded travel (e.g. for fieldwork and conferences).

**Research Integrity Training (RIT)**

All Higher Degree by Research (HDR) candidates who commenced from 2009 must complete the ANU Research Integrity course and pass the Research Integrity Milestone exam.

The RIT course can be accessed on Wattle, the ANU learning management system. The online course consists of seven 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 you fail the RIT test a second time, the eForm goes to your Chair of Panel with the questions that you failed. You and your Chair will meet to discuss the principles of the code (recorded using the eForm). Upon submission, your milestone is set to Satisfactory/Complete in SAS. For further information, see:

services.anu.edu.au/training/research-integrity-training
Annual Plan

The Annual Plan outlines what you intend to undertake in the following 12 months, with sufficient detail to allow your supervisory panel and the Delegated Authority in your school/area to assess the feasibility of the plan.

The first Annual Plan is due three months after commencement, and in subsequent years is combined with the Annual Report.

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 completion of your thesis.

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

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

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

The TPR may be required before research travel funding can be awarded or disbursed.

Upon successful completion of your TPR presentation, you must log on your ISIS to start your TPR milestone to have it formally approved in the system by your Chair and Head of School.

Successful completion of the TPR is a condition of continued enrolment in the HDR program.

Annual Report & Plan

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

The Chair of the supervisory panel comments on progress and you will have 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 Report & 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 the 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.

**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 is/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, Skype, etc.

Similar to the TPR procedure, once you have successfully completed your Oral Presentation seminar, you must initiate the Oral Presentation milestone eForm.

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

**Notification of Intent to Submit**

This eForm is used to notify the university (especially your Primary Supervisor and School) of your intent to submit your thesis. It is set up as a milestone in ISIS. See “Thesis Submission” (above) for details.

Once the NoI has been submitted, your Primary Supervisor has to acknowledge your submission by either supporting or not supporting the submission. In either case, once the Acknowledgement has been lodged, the Thesis Submission eForm is automatically created on your record. And you can submit your thesis.
at any time up to your maximum submission date.

PROGRESS REVIEW

As noted above, milestones are key indicators of progress towards completion of your research program. The Research Awards Rule (2018) specifies these review outcomes:

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

ATTENDANCE

Internal HDR candidates should be available to attend campus for the duration of their program unless on approved leave (medical, recreational, maternity or personal) or travel (fieldwork or conference travel).

Over the course of the program, internal 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).

Internal HDR candidates may be asked to maintain a regular pattern of attendance. This is important for resource allocations such as office space.

Campus Attendance Guidelines

CASS Guidelines on campus attendance during the required period across the program (see above) include the following:

- Unless circumstances preclude it, candidates are expected to be available to attend campus events (seminars, workshops etc.) required by their School or Centre. Valuable workshops and events are also available through the university’s Research Skills & Training unit.
- Candidates are expected to attend campus on a regular basis. The pattern of office use should be agreed with the School/Centre, who will take into account a candidate’s obligations (family and carer’s, teaching, employment, Access & Inclusion-related, etc.), as well as study requirements.
- As the first 9-12 months of the CASS HDR program is effectively probationary – until the Thesis Proposal Review (TPR) is...
successfully completed – a School/Centre may ask candidates to be on campus as much as is reasonable and feasible during this time in order to assist with the settling in process and to provide support for early research and coursework progress.

If you are unable to attend the ANU as an internal candidate, 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 20 working days (consecutive or non-consecutive) per year of their program in attendance at ANU. Candidates must note their periods of residence at the ANU in their Annual Reports, as well as email hdr.candidature@anu.edu.au at the time of each visit so that the dates are recorded on the Student System.

Written approval from the Associate Dean (HDR) is required for any variation to these attendance requirements.

To gain formal approval to be externally based, you must complete the Application for External Attendance in Research Program form and return it to the CASS Student Office:

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 more 40 hours per week to their program, part-time students to 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.

You are required to disclose your hours of employment to your panel, who may not approve full-time study status if it deems that your employment commitment is adversely affecting, or potentially will impact on, your program progress.
PROGRAM LEAVE

Students who are unable to pursue their program for personal, work-related, maternity/carer's 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.

The maximum submission date for your thesis will move once leave is approved, but if you are already on program extension, only medical/carer’s leave will extend that date.

A single leave of absence must not be granted to the student for more than:

(a) for a full-time student—48 units
(b) for a part-time student—24 units (which is equivalent to leave of absence on a part-time basis for 48 weeks).

In exceptional circumstances the College Association Dean (HDR) may approve a long period of leave.

Approved leave does not extend the maximum period you have for completion of the program.

Students are not on program leave while doing fieldwork or attending program-related conferences. Please see the Scholarships section below for information on scholarship leave.

Program leave reduces your unit load by one unit and extends your maximum submission date by one week for each week of leave taken (for full-time; it's two weeks for part-time) (this does not apply to students who are already on extension of program [except for medical or maternity reasons]).

Personal leave cannot be used to extend a program. Program leave means you are not working on your thesis; otherwise you are in breach of program rules.

**It is important to remember that students on leave do not have access to ANU resources (except libraries), and are not covered by ANU insurance during this time.**

In short, if you have a case for additional time, you should treat it as what it is: an extension application.

International student visa holders must seek advice from the Academic Standards & Quality Office (ASQO) – on the implications for their electronic
Confirmation of Enrolment (eCoE) and student visa before applying for program leave.

Keep careful track of the total amount of leave that you have taken. Be aware that unapproved leave is a breach of the conditions of admission, scholarship and student visa.

**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 recreational leave cannot be accrued and carried forward to the next year.

Recreation leave should be taken at a time that is convenient to you and your Chair of Panel/Primary Supervisor. No application is needed for this kind of leave.

**Return from Leave**

Students must notify the university of the date you are returning from leave. This is done on the day through a simple eForm notification via MMD in ISIS.

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**Late Return from Leave on Scholarship**

Take care to return from leave on time, regardless of whether you intend to apply for a new leave period. ANU scholarship holders on unapproved leave may forfeit this period from their scholarship. Moreover, a scholarship could be terminated under the Conditions of Award:

> The Scholarship terminates...on the date on which the scholar ceases to attend the University other than for approved absences.

**Personal Leave**

Personal leave will not be approved for students enrolled in coursework during the requested leave period. If you require more than two weeks’ leave while enrolled in a course, you must withdraw from the course.

**Retrospective Personal Leave**

Retrospective Personal Leave applications will not normally be approved. Exceptional circumstances, such as the death of a close family member, can be supported. Personal leave should be applied for in advance (via eForm). All leave applications must be approved by the CASS Associate Dean (HDR).
Medical/Parental & Carer’s Leave

Medical and parental/carer’s leave must be supported by documentation for the dates requested.

Grandparent leave to act as primary caregiver for a grandchild may also be taken for up to 12 months.

Scholarships may have limitations on the amount of supported medical or maternity/parental leave that is available. Students on scholarship must ensure that the Conditions of Award support the leave request. The standard period for these types of leave while on RTP scholarship is 60 working days.

For students on an AGRTP stipend scholarship, the 60-day eligibility can only be applied for after you have used the 10 days of medical leave to which you are entitled.

This (paid) medical leave is granted without application to the university: you only need the approval of your panel chair to take it. For further information, see:

https://policies.anu.edu.au/ppl/document/ANUP_016008

Medical and carer’s leave can only be applied for in one- or two-week blocks in the eForm system. As a result, you may not be able to match your leave request exactly to the dates on your medical documentation. Please approximate the dates as closely as possible.

If the eForm (for future dates) does not match your certificates, a retrospective leave application will allow you to apply for the leave period that your documentation recommends.

Medical and parental/carer’s leave require a separate application, and will not be considered if leave types are combined: do not submit one application for medical or maternity and personal leave.

Ongoing Medical Conditions

If an ongoing medical condition means that you are unable to study for intermittent, unpredictable periods (say, a few days a month), the best way to manage the administrative side is to apply for retrospective leave.

Add up the total days you were unable to study in a certain period, and apply for it as single duration (e.g. if you were unable to study for 10 days in total over a two-month period, apply from 10 days continuous leave, and explain the situation in your application).
PROGRAM EXTENSION

PhD candidates may apply via ISIS eForm 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.

A detailed completion plan discussed with and approved by your primary supervisor must be submitted with your extension application.

The plan will give completion dates for all outstanding work, taking time for revisions, editing, etc. into account. It should also include an account of research/draft chapters completed to date, as well as any circumstances that contributed to delays in completing your program.

Note that you can only apply for an eForm extension within three months of your maximum submission date.

If your maximum completion date has passed, you must submit a Retrospective Application with your completion plan and any supporting documentation:

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 exempted from paying an international student fee (ISF). However, they are required to pay an extension fee, which is AUD 3,000 for CASS students for up to six months of extension. 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.

International students who are resident overseas for the period of extension are not required to pay the extension fee.

You should note that your electronic Confirmation of Enrolment (eCoE) will be cancelled in this instance. A new eCoE for onshore students 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 the HDR Candidature team.
Further detail 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. If you withdraw after the commencement of a research semester, you will still be liable for any fees due for that semester.

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

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

Discontinuation/Termination

The Research Awards Rule (2018) allows a Head of School to recommend that your program candidature be terminated on the grounds that you have failed to satisfactorily pursue the program.

Grounds for termination also include failure to comply with other provisions in the Awards Rule, 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 you.

If termination is recommended, the candidate is advised in writing by the
CASS Associate Dean (HDR). The candidate has five working days to make a written or oral representation to the AD(HDR).

Program termination is finally determined through the Registrar’s office following a recommendation from the AD(HDR). This decision is appealable (within 20 working days of notification of intended termination).

For further details, see the Research Awards Rule 2018, and this webpage:
[anu.edu.au/students/program-administration/program-management/termination-of-your-research-program](anu.edu.au/students/program-administration/program-management/termination-of-your-research-program)

**JOINT/DUAL DEGREE PROGRAMS**

The College supports a number of joint PhD candidates. Joint/dual programs offer unique research and training opportunities. These programs also have distinct administrative procedures and policies.

Current ANU Policy on Joint/Dual and Cotutelle degrees is at:

Joint PhD students must adhere to the conditions and requirements of the signed Joint PhD Terms & Conditions or Joint PhD Agreement Candidate Schedule. Of particular importance are the following:

- A candidate must apply for a Joint or Dual Award PhD within six months of commencing at one of the institutions, and must commence a Joint or Dual Award PhD within the first 12 months at one of the institutions;
- Candidates must meet the HDR degree requirements of both institutions;
- Joint HDR candidates must have a Primary Supervisor formally registered from both institutions;
- Candidates must spend a minimum length of enrolment (normally 12 months full-time unit load) at each institution;
- Candidates are responsible for maintaining the correct unit load at both institutions; normally if you have a unit load (courses and/or thesis,) at one institution during a semester, you should not have any unit load at the other during that time. Students should not apply for program leave to reduce unit load; unit load arrangements should be made via
your Chair of Panel in the first instance;

- Candidates must be enrolled at their Home institution in the semester they intend to submit their thesis – the thesis must be submitted through the Home Institution for Examination;
- Candidates must plan their course enrolments at the two institutions with their supervisory panel;
- Any course enrolment at either institution must be approved by your panel prior to enrolment;
- With approval, courses taken at the other institution can be credited at ANU as part of the CASS 24-unit coursework requirement;
- Applications for program leave or program extension must be approved by both institutions.

**CREDIT FROM PREVIOUS STUDY**

ANU HDR students who have undertaken study in a PhD or MPHIL program at a different university in the previous three years may apply to the Associate Dean (HDR) to have RTP (Research Training Program) time in that program applied to their ANU degree.

Credit must not be granted to a student for a course or other studies, or for clinical or professional experience, completed more than five years before the day the student first applied.

Any RTP credit applied will reduce the minimum date at which you may submit your thesis for examination at ANU, as well as the maximum time allowed for completion of year ANU program.

CASS does not normally grant credit from previous study in order to satisfy HDR coursework requirements. Students may apply for course exemptions (please see that section of the Guide).

**PROGRAM TRANSFERS**

Applications to transfer to another ANU HDR program are done through this process:

[http://www.anu.edu.au/students/program-administration/program-management/research-program-change-and-research-program](http://www.anu.edu.au/students/program-administration/program-management/research-program-change-and-research-program)

Applications to transfer HDR program levels within the same area – from a PhD to an MPHIL, or vice versa – are made through Manage My Degree (MMD) in ISIS.
If you apply to transfer from MPhil to PhD, your application will be checked against the following criteria:

- If you meet the minimum academic requirement to a PhD program: H2A Honours or equivalent;
- A brief description of the current MPhil project;
- An assessment of how the proposed PhD project will differ from the current MPhil project, with a view to the greater depth/breadth of a PhD project over an MPhil, and
- An assessment (by the Chair) of the student’s progress so far (on the project, and on the coursework)

You will need to discuss with your Chair well in advance if you wish to transfer from MPhil to PhD.

**SCHOLARSHIPS**

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

Details on this scholarship are found at: [www.anu.edu.au/students/scholarships](http://www.anu.edu.au/students/scholarships)

For general information on research scholarships: [www.anu.edu.au/students/scholarships-support/research-scholarship-information](http://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](http://www.anu.edu.au/students/scholarships/anu-phd-scholarships)

Domestic HDR students are not charged tuition fees (however, all students are charged a Services & Amenities fee).

The Federal government now covers tuition fees with an ‘**RTP Fee Offset Scholarship**’, which all domestic HDR students are entitled for up to four years. Domestic HDR students on extension are not charged extension fee, as international students.

**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, disability or carer’s) 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:
AGRTP scholarships are taxable income during part-time study.

Scholarship Leave
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 essential to: 1) check your entitlements before applying for leave, particularly regarding the provision of paid leave; and 2) submit a Return from Leave notification before your approved leave ends.

Overpayments
Where possible, a student taking leave from their program must submit a Program Leave eForm in advance 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:


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.

The guidelines are published by the National Health and Medical Research Council (NHMRC):

nhmrc.gov.au/guidelines-publications/e72

If your project needs ethics clearance, you might start the process by reading The National Statement on Ethical Conduct in Research (2007, updated 2015) and considering the implications for your research. The Statement is at:


You should factor in the process of gaining approval for your project early in the development of your research project and consider its lead-time in the development of a timetable for your research.

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
PROGRAM RULE BREACHES

Academic Integrity and Honesty (see the section on the following page) usually refers to important issues such as plagiarism. However, there are also procedural breaches that can have serious implications for students and staff: Students and staff must adhere to program rules and accurately report the candidate’s status.

Students on program leave – personal, medical, maternity/carers’ – must not be engaged in formal work in their program. Students are in breach of program rules if they are submitting thesis documents to panel members, receiving feedback on work or preparing thesis work for publication, exhibition etc.

Late notification of return from leave puts a student on unapproved leave. Only in extraordinary circumstances will a retrospective leave application be approved to cover the unapproved leave. This breach can also have financial consequences for scholarship holders.

Similarly, administrative and academic staff must not advise candidates to use leave or part-time status as a means to extend their program duration. Candidates must go through the normal process of application for program extension unless there are compelling reasons for a change in enrolment status. If a student cannot undertake full-time study, the case must be made to the satisfaction of the Associate Dean (HDR).

Part-time enrolment has definite parameters: the Research Awards Rule 2018 defines part-time as half-enrolment. If a student is enrolled part-time, they must not be using ANU resources – studios, office space, supervision, libraries, etc. more than 2 ½ days per week. Students changing to part-time status may have to change office or study-desk arrangements.

Where egregious breaches of leave rules are demonstrated, candidates could be excluded from submitting their thesis for examination. Academic staff too may be subject to disciplinary action by the University.
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:


Academic Honesty

Students enrolled in the College are expected 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:

http://www.anu.edu.au/students/program-administration/assessments-exams/academic-honesty-plagiarism

As an ANU student, you are responsible for knowing and following this policy.

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 or the failure of a dissertation – even if the degree has already been awarded.
ACADEMIC & ADMINISTRATIVE HELP

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

Administrative Problems
After reading this guide and ANU HDR web resources, students who encounter administrative issues or have any administrative questions should contact the College Student & Education Office (CASS SEO).

The college 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 it 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 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. Located on Level 2 of the Di Riddell Student Centre, 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/HDR 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. They also host online sessions and regular all-day intensive sessions. For details, see: services.anu.edu.au/training/shut-up-write

CASS has two HDR representatives on PARSA. For further details, please visit: 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.

Learning Advisor Tutorials
You can make an appointment for a free, confidential one-on-one tutorial 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 apart.

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:
https://www.anu.edu.au/students/contacts/academic-skills

Workshops & other online resources
You can also attend free workshops that cover topics such as thesis proposal writing, thesis evaluation, journal article publication, writing literature reviews, or reading critically.

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

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 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 (allow one hour for the initial consultation).

Documented evidence of disability should be brought to this initial consultation for copying and inclusion in a confidential file.

The Access and Inclusion office is now on Level 3 of the Di Riddell Student Centre.

For further information please see: disability.anu.edu.au

COUNSELLING CENTRE
The ANU Counselling Centre promotes, supports and enhances mental health and wellbeing within the University student community. ANU Counselling Centre is a free, confidential and non-diagnostic service available to all currently enrolled ANU students. No referral or Mental Health Treatment Plan from a General Practitioner is required to attend appointments.

For further information, please see: www.anu.edu.au/students/contacts/counselling-centre

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 Centre offers:
- academic support and advice
- pastoral care and personal support
- access to quality tuition
- advice on internships and scholarships
- links to ANU services, such as health centre, careers and academic skills
- outreach programs to prospective ANU students
- study spaces

Please visit: https://www.anu.edu.au/students/contacts/tjabal-indigenous-higher-education-centre

The Tjabal Centre is on the ground floor of Melville Hall (BLDG #12).
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

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

For further information, see: services.anu.edu.au/business-units/research-training

THREE MINUTE THESIS (3MT)
The team offers workshops to assist students to communicate their research and prepare for the 3MT competition.

For further details, see: services.anu.edu.au/training/3mt-the-three-minute-thesis-competition

ANU HEALTH & MEDICAL FACILITIES
ANU’s on-campus health services provider is the National Health Co-op (NHC). The ANU covers the cost of NHC membership for all enrolled ANU students.

The NHC operates a health and wellness clinic on levels 2 and 3 of the Health and Wellbeing Centre (Building 156) in the Kambri District.

The clinic offers a comprehensive range of health services.
Urgent Support

Contact details for a range of services and resources, including crisis support, is at:

https://www.anu.edu.au/students/health-safety-wellbeing/counselling/urgent-support

CASS STUDENT & EDUCATION OFFICE

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