# Key Dates 2019

## Teaching periods

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Summer Session</td>
<td>1 January – 31 March</td>
</tr>
<tr>
<td>Orientation Week</td>
<td>18 – 22 February</td>
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<tr>
<td>Semester 1</td>
<td>25 February – 22 June</td>
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<tr>
<td>Autumn Session</td>
<td>1 April – 30 June</td>
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<tr>
<td>Semester 1 Examination</td>
<td>6 June – 22 June</td>
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<tr>
<td>Winter Session</td>
<td>1 July – 30 September</td>
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<td>Semester 2</td>
<td>22 July – 16 November</td>
</tr>
<tr>
<td>Spring Session</td>
<td>1 October – 31 December</td>
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<tr>
<td>Semester 2 Examination</td>
<td>31 October – 16 November</td>
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## 2019 ACT Public holidays

<table>
<thead>
<tr>
<th>Holiday</th>
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<tbody>
<tr>
<td>Australia Day</td>
<td>Friday 26 January</td>
</tr>
<tr>
<td>Canberra Day</td>
<td>Monday 12 March</td>
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<tr>
<td>Good Friday</td>
<td>Friday 30 March</td>
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<tr>
<td>Easter Monday</td>
<td>Monday 2 April</td>
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<tr>
<td>ANZAC Day</td>
<td>Wednesday 25 April</td>
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<tr>
<td>Reconciliation Day</td>
<td>Monday 28 May</td>
</tr>
<tr>
<td>Queen’s Birthday</td>
<td>Monday 11 June</td>
</tr>
<tr>
<td>Labour Day</td>
<td>Monday 1 October</td>
</tr>
<tr>
<td>University closed</td>
<td>Saturday 22 December – 2 January 2020</td>
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</table>

See the University Calendar for all key 2019 dates and more at anu.edu.au/directories/university-calendar
This publication is intended as a guide only. The University, the College of Asia and the Pacific, and the School may vary admission and program requirements, content and availability of courses, and the student and assessment policies and procedures outlined in this Handbook. No undertakings are binding on the School or the University unless they are obtained in an official letter from the School or the Registrar.

Please refer to anu.edu.au/students/information-for/postgrad-research-students
I have recently joined ANU as the new Director of the Coral Bell School of Asia Pacific Affairs. I cannot imagine a more dynamic or prestigious place to study International and Asia-Pacific Politics, Security, Diplomacy and Strategic Affairs. This is an exciting place to be. And, given what is happening in the world around us – from social media being used to disrupt democracies, tensions in the Korean Peninsula, ‘climate chaos’ (to borrow a phrase coined by the World Wildlife Fund), to nuclear weapons proliferation, the steady rise of China and the advent of an artificial intelligence ‘arms race’ (one of my own research interests) – this is a crucial time to understand and help shape international affairs.

The Bell School has an impressive record of doing just this. Dr Coral Bell, after whom the School was recently re-named, was Australia’s most distinguished analyst of contemporary international affairs. Known for her pragmatism in the face of Cold War uncertainty, she was just one of the discipline-leading scholars who has been associated with the School. Coral Bell School is made up of five vibrant units: the Asia-Pacific College of Diplomacy; the Department of International Relations; the Department of Pacific Affairs; the Department of Political and Social Change; and the Strategic & Defence Studies Centre. Each one has established its own reputation for excellence. Together, they build on and extend the legacy of the prominent figures who have defined the School’s unique history.

As you may already know, ANU is ranked #1 in Australia and #8 in the world (between Yale and the University of California, Berkeley) in Politics and International Studies according to the 2018 QS World University Rankings. We take the responsibilities that come with this reputation seriously. We realise that our students will lead and change the world when they leave us, and we make sure that our programs prepare them for this challenge.

As a student in the Bell School you will have the opportunity to discuss and debate regional and international strategy, politics, security, and diplomacy with more than 70 specialists and academics. You will learn from lecturers who are world leaders in their respective fields. The School’s proximity to government and our engagement with policymakers will provide you with unrivalled opportunities – through our internship programs for example – to develop a career and build a professional network.

The Bell School is internationally recognised for its outstanding teaching, for its world-leading research, and for its positive influence on regional and global policy and practice. In short, being associated with the Bell School at ANU is a mark of excellence.

Professor Toni Erskine
Director
Coral Bell School of Asia Pacific Affairs
Dedicated to excellence in research and education, the Coral Bell School of Asia Pacific Affairs provides graduate research training of the highest quality. Completing a PhD program in the Bell School will not only equip you to pursue a career as an independent researcher or academic, it can provide you with the skills required for senior leadership positions in commercial organisations or government.

The School respects diverse perspectives on, and methodological approaches to, research. The breadth and depth of research undertaken by our research students reflects the diversity of our departments. Our research students are vital members of our interdisciplinary research community. We are committed to developing the next generation of scholars by providing a stimulating and supportive research environment that is conducive to learning and the free exchange of ideas.

Our graduate research program provides students with the opportunity to work alongside world-leading researchers to conduct and publish academically rigorous and conceptually innovative research on Asia Pacific politics, international relations, strategic studies, history, and diplomacy.

This document is a short guide to the formal requirements for the Higher Degree by Research (HDR) programs – the PhD and MPhil – and to the facilities provided by the School during your candidature. It also includes a summary of the key University and College policy documents on HDR candidature.

You should note the University’s policies, guidelines and procedures surrounding HDR matters are both complex and evolving. You can consult the University’s latest details on these issues at anu.edu.au/students/information-for/postgrad-research-students and you should also discuss these matters with your Departmental HDR Convenor who can help explain and clarify them with you.

There are over 130 PhD students currently enrolled across the School undertaking research on Asia Pacific politics, international relations, strategic studies, history, diplomacy, aid and development and more.
KEY CONTACTS

**Deputy Director - HDR**
Dr Feng Zhang  
Rm 2.09, Level 4, Hedley Bull Building  
T +61 2 6125 3341  
E feng.zhang@anu.edu.au

**School HDR Administrator**
Di Storey  
Level 3, Hedley Bull Building  
T +61 2 6125 9329  
E cap.hdr@anu.edu.au

**Departmental HDR Convenors**

**Department of Political & Social Change (PSC)**
Associate Professor Marcus Mietzner  
Level 4, Hedley Bull Building  
T +61 2 6125 5501  
E marcus.mietzner@anu.edu.au

**Asia-Pacific College of Diplomacy (APCD)**
Professor Geoffrey Wiseman  
Level 2, Hedley Bull Building  
T +61 2 6125 5216  
E geoffrey.wiseman@anu.edu.au

**Department of International Relations (IR)**
Dr Ben Zala  
Rm 2.19, Level 2, Hedley Bull Building  
T +61 2 6125 0906  
E benjamin.zala@anu.edu.au

**Department of Pacific Affairs (DPA)**
Dr Thiago Cintra Oppermann  
Rm 5134, Coombs Building  
T +61 2 6125 9083  
E thiago.oppermann@anu.edu.au

**Strategic & Defence Studies Centre (SDSC)**
Dr Meighen McCrae  
Rm 3.33, Level 3, Hedley Bull Building  
T +61 2 6125 1540  
E meighen.mccrae@anu.edu.au

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The Deputy Director HDR oversees the implementation of University HDR policy and procedures in the Bell School and coordinates the HDR activities of its component units. He represents the School to the College and serves as an alternative point of contact for students needing advice or support.

The School HDR Administrator is the first point of contact for Bell School HDR students and staff for administrative advice and support on all matters relating to HDR candidature.

The Departmental HDR Convenors take the lead in managing all the academic requirements of students enrolled in HDR programs in their respective departments. They hold the authority to manage milestones, extensions and examinations for students. They also provide additional support to students within their departments when needed.
Higher Degree by Research programs

A Doctor of Philosophy (PhD) is a supervised research degree in which you carry out independent research on a topic developed by you in consultation with your supervisor(s). Your thesis will be an original piece of work incorporating an account of the research done during the program and its results.

A Master of Philosophy (MPhil) is a supervised research degree in which you carry out research under the guidance of your supervisor.

Thesis

The thesis or dissertation is the key product of the PhD and MPhil programs offered in the Coral Bell School. A PhD thesis should be between 80,000 and 100,000 words in length and an MPhil thesis up to 60,000 words. In both cases this word count does not include footnotes or the bibliography.

Duration

The standard duration of a full-time PhD degree program in the School is four years and the standard duration of a full-time MPhil program is two years.

Residency

In most circumstances the Bell School expects that HDR students will reside in Canberra throughout their studies except when undertaking field research or on officially approved exchanges.

Coursework

All PhD students are required to take a minimum of 12 units of coursework in their first year of study. The requirements vary between departments.

Fieldwork

Within the limits of its budget your department will support fieldwork where it is judged necessary for the completion of the thesis. It is important to note that there is no automatic entitlement to fieldwork funding or to a specific amount of funding.

Each department employs a different procedure and criteria for determining the allocation of fieldwork funding for HDR students. You should liaise with the Departmental HDR Convenor regarding those details.

PhD scholarships

Scholarships are provided with the expectation that PhD programs will be completed within three years. PhD scholarships have two components – a stipend to cover a student’s living expenses during their candidature and a fee offset that pays their tuition fees. The stipend is paid for three years, but extensions may be granted for up to six months.

For domestic students a fee offset has a duration of four years. For international students the fee offset scholarship has a duration of three years but extensions of up to a year may be granted in six-month lots.

Both stipends and fee offsets can only be extended ‘where the research has been delayed by circumstances beyond the scholar’s control’.

How to apply

Step 1: Identify a potential supervisor

Identifying a potential primary supervisor is an important first step of your Higher Degree by Research application. Browse the ANU Researchers Database (researchers.anu.edu.au) to find and contact a potential supervisor to support your application. In most cases the location of your potential supervisor will determine which Department you will be enrolled.

Step 2: Submit an Expression of Interest

See the web page for the department you are applying to for details of their EOI process.

Step 3: Submit a formal application

Applications for research degrees at ANU are made online. You can find instructions for completing the application form and the answers to some frequently asked questions at http://www.anu.edu.au/study/apply/anu-postgraduate-research-domestic-and-international-applications

Applications can be submitted at any time during the year. If you would like to be considered for a scholarship a full and complete application must be received by the ANU by 31 August for international students or 31 October for domestic students. To meet these deadlines and EOI should be submitted well in advance of these dates. Scholarship must be taken up by 31 August in the following year. However it is preferred that students start by 31 March.

Find out more

Ms Di Storey
School Higher Degree by Research Administrator
Level 3, Hedley Bull Building
T +61 2 6125 9329
E cap.hdr@anu.edu.au

Dr Feng Zhang
Deputy Director, Higher Degree by Research
E feng.zhang@anu.edu.au
LIFE CYCLE

Your time as an HDR student is strictly monitored by the University through your departments. The way this monitoring occurs is through a variety of different activities, tasks and reports that you will need to complete on schedule. The most important of activities are called milestones. The University mandates that by certain points in your candidature you will have completed certain tasks.

It is each student’s responsibility to monitor their own progress through their candidature. Personalised information about your milestones, and the forms necessary to complete them, are always available in ISIS (isis.anu.edu.au): navigate to > ISIS > Degree Management> Manage My Degree.


This section provides an overview of a typical HDR candidature highlighting the key requirements that students must meet in the order they will encounter them. The timeline below is indicative only and is designed for a PhD student taking three years to complete.

Commencement

Preparation
1. Check your enrolment is correct – you need to check your own enrolment details at isis.anu.edu.au.
2. Collect your ANU student card from the ANU Student Centre, see anu.edu.au/students/program-administration/enrolment/student-cards.
3. Meet the Bell School HDR Administrator and your local HDR Convenor for an induction to your local research area.
4. Meet your interim Chair. At this meeting you will discuss the formation of your supervisory panel and clarify the shared expectations between student and supervisory panel.
5. Finalise coursework requirements for your first year if not already agreed.
6. Attend induction programs.

At Commencement
> Enrolment and appointment of provisional Chair of Panel
> Agreement of specific courses to be taken as part of coursework
Within 1 month
> Confirmation of supervisory panel Chair
Within 3 months
> Confirmation of supervisory panel membership and topic
Within 6 months
> Completion of local area induction programs
> Submission of Annual Plan for the 12 months ahead
Within 12 months
> Submission of Thesis Proposal Review
> Completion of Research Integrity Training
> Submission of first Annual Report
> Submission of research proposal for ethics approval
> Undertake ethics approval procedure where required
> Completion of required coursework
Within 12-18 months
> Fieldwork if required
Within 18-24 months
> Completion of Mid-Term Review if required
> Research paper presentation at conference (if applicable)
At 24 months
> Submission of second Annual Report
6 months before submission
> Oral Presentation
At 34 months
> Notification of intent to submit (at least two months before submission)
At 36 months
> Submission of third Annual Report
> Submission of thesis for examination
> Completion of the final ANU Doctoral Experience Questionnaire
Coursework

All newly commencing PhD students (MPhil students are not expected to complete coursework) are required to take a minimum of 12 units of coursework over their first year. For most students coursework commences in early April (immediately after the last date that students can enrol for Semester 1 doctoral studies).

The coursework offered by the Bell School is comprised of two parts. The first part, running in the Autumn session, is a School wide course designed to orient students around shared issues and concerns when engaging in doctoral studies. The second component, which may take place in either first or second semester, targets specific disciplinary, research and methodological issues that students in differing departments will face.

In general, each department has an expectation about which courses their students should take based on disciplinary and training requirements. A student should expect to take the Bell School wide introductory course (ASIA9075) in the autumn session, along with the specific course offered by their home department in either first or second semester.

The standard suite of courses may not suit all PhD students due to their discipline or topic. While it is expected that all Bell School students complete ASIA9075, it is possible to undertake another course from elsewhere in the University in the place of the Bell School offerings in semester two. Such a variation to the standard program must be approved by the Departmental Convenor in consultation with the Chair of Panel and the convenor of the course.

As a priority, when you commence your doctoral studies, you must discuss with your interim Chair which courses you will be taking. You are required to complete an enrolment variation form, available at isis.anu.edu.au, to ensure your enrolment in those courses.

Coursework occurs alongside your thesis enrolment and does not affect the due dates for the Thesis Proposal Review or other milestones. Coursework has been designed to complement and enhance your ability to meet these requirements in both a timely and sophisticated manner.

Assessment within the courses you take has been designed to match the various pieces of work that you would produce for your supervisor where possible.

Each piece of assessment will be accompanied by feedback and a grade (0-100) and you are encouraged to integrate this into your conversations with supervisors.

Successful completion of the coursework is the necessary pre-requisite for passing the Thesis Proposal Review (details of this are available below).

Pre Semester 1

<table>
<thead>
<tr>
<th>DPA ONLY</th>
<th>PAIS9001 Introduction to Research in the Pacific: Methods and Research Design (Only if required by DPA as made clear in letter of offer)</th>
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Autumn Session

<table>
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<tr>
<th>ALL BELL STUDENTS</th>
<th>ASIA9075 Research Design and Writing in International, Political and Strategic Studies</th>
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Semester 1

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<tr>
<th>SDSC</th>
<th>STST9010 Strategic Studies Concepts and Methods</th>
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Semester 2

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<tr>
<th>APCD</th>
<th>DIPL9000 Research Methods in Diplomacy</th>
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<tr>
<td>IR</td>
<td>INTR9072 Approaches and Methods in International Relations</td>
</tr>
<tr>
<td>PSC</td>
<td>ASIA9017 Comparative Politics of Asia and the Pacific</td>
</tr>
<tr>
<td>DPA</td>
<td>PAIS9001 Postgraduate Fieldwork in the Pacific</td>
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First Annual Research Plan

Within six months of commencement HDR students are required to submit a detailed plan for the first year of their candidature. The First Annual Research Plan is submitted via e-form from ISIS (navigate to ISIS > Research > Research Reports).

This initial Annual Plan will include details of:

- supervisor–student contact;
- project research funding;
- any required graduate coursework;
- details of whether ethical clearance will be required; and
- a list of specific research and writing goals with completion dates.

The Annual Plan needs to be endorsed by the Chair of Panel and the student, and included in your student file.

HDR students are required to complete a similar plan for each year of their candidature. After the initial plan, these are included in the Annual Report.

Annual Report

Students are required to complete an Annual Report every year, which includes a progress report and annual plan for the forthcoming year.

The Annual Report is submitted via e-form from ISIS (navigate to ISIS > Research > Research Reports), and must include:

- commentary on their progress with reference to the goals set out in the previous annual plan;
- a list of specific research and writing goals with dates for completion;
- a projected submission date for the overall thesis;
- reference to any unresolved or challenging conceptual or research problems;
- the status of field research (either underway or completed);
- the extent to which the project’s fieldwork has strengthened or transformed the research design;
- concerns about supervision; and
- any delays predicated on illness, personal circumstances, work/tutorial responsibilities, absence of key panel members due to leave etc.

The Annual Report is reviewed by the Chair, who assesses the student’s progress against previous Annual Reports and comments if required. The Chair will deem progress to be satisfactory, unsatisfactory or marginal and in the latter two cases make recommendations for remedial action.

You will be given access to comments made on your Annual Report by your Chair. The Annual Reports are important documents that help to track progress of the thesis. They can be crucial in determining the outcome of any submission for extension of scholarship or program. Annual Reports need to be balanced, indicating both the potential problems as well as achievements. Students who do not submit their thesis within the maximum period must continue to submit Annual Reports every 12 months.

The Annual Report constitutes the primary mechanism through which your progress is monitored during your candidature. It must be filled out in appropriate detail by both you and your panel Chair, and approved by your departmental Delegate Authority.

Thesis Proposal Review

A Thesis Proposal Review (TPR) is a formal University requirement. The TPR consists of three components:

- submission of a written paper (the thesis proposal) of approximately 7,000-8,000 words;
- a meeting of the full supervision panel; and
- a departmental seminar attended by academic staff and students.

The University requires the TPR to be completed within the first year of enrolment, but to best help HDR students meet milestones, the Bell School works towards presentation approximately nine months after enrolment. The thesis proposal should lay out concisely the nature of the research project, its significance, how it relates to existing literature in the field, and the principal research issues that the thesis will address. The thesis proposal must contain a survey of the relevant theoretical literature, an outline of expected fieldwork, an indicative list of the proposed chapters of the thesis, and a preliminary bibliography.

The thesis proposal must be submitted to the entire panel and discussed with them. The panel will then assess whether it is sufficiently developed for the student to continue. It may also take into consideration the opinion of other staff members present at the departmental seminar. After the seminar, the Chair of the panel presents its assessment to the Departmental HDR Convenor, who makes the final decision as to whether the student will continue and advises them of the result in writing.

If the TPR is regarded as unsatisfactory, the student may be required to repeat the exercise in six months. If the repeat TPR is also unsatisfactory, a department can institute steps to terminate the candidature.

No student will be permitted to undertake fieldwork until a satisfactory TPR has been completed.
LIFECYCLE

THESIS PROPOSAL REVIEW CHECKLIST

Different departments have varying disciplinary requirements when it comes to the TPR, and you should work closely with your Chair of Panel to meet those. The following are some general issues and concerns that are usually part of the TPR.

☑️ Research focus
What is the focus of your research project? How does it relate to the existing theoretical/empirical literature in your discipline or field?
How is your study different from others done in your field?
What is the scope of your study?

☑️ Research purpose
What are you covering in this topic?
What is the big question/puzzle governing your research?
What are your major research objectives?
If you have a hypothesis, how does this relate to your major objective/research question?

☑️ Methodology
How are you going to conduct the research? What is your approach? Historical interpretive? Social scientific?
What is your conceptual framework?
How are you going to conduct the empirical investigation? Archival research? Fieldwork? Comparative case studies? If so, what is your rationale? (Let the question and objectives of your research determine the most appropriate methodology.)

☑️ Significance of the research
What is the nature of the contribution you expect to make to your discipline or field?
What is interesting/important/valueable about your research?

☑️ Structure
Provide a chapter outline.

Research integrity training
During their first year, all students should undertake the online Research Integrity Training. This is not the same as undertaking human research ethics approval (see below). Instructions on how to access the online course are at services.anu.edu.au/training/research-integrity-training.

Human research ethics approval
If your research requires you to collect information from people (by interviews, surveys, questionnaires or observation) it must conform to the National Health and Medical Research Council’s (NHMRC) National Statement on Ethical Conduct in Human Research (2007) - Updated May 2015.
ANU Human Research Ethics Committee (HREC) and local sub-committees have been set up to consider whether research proposals are ethical and conform to the NHMRC’s National Statement.

Who should apply for human research ethics approval?
All staff, visiting fellows, HDR students, and honours level undergraduate students are required to submit a research protocol for any new research project involving human subjects. If in doubt, inquiries can be sent to the HREC Secretary by email to Human.Ethic.Officer@anu.edu.au.

When should I start thinking about human research ethics approval?
Obtaining ethics approval is time consuming and needs to be built into research plans. It can take months, for example, if your proposal is high risk and has to go to the main ethics committee. If you think your proposed research will need ethics approval, you should start the process by reading the National Statement on Ethical Conduct in Human Research (2007) - Updated May 2018, available at nhmrc.gov.au/guidelines-publications/672.

All ANU HDR students are required to complete the ANU Research Integrity course.
Bell School HDR students are required to do so in the first year of candidature and confirm they have done so in their first Annual Report.
For all the details on the Research Integrity course see services.anu.edu.au/training/research-integrity-training

Research integrity advisors network
Research Integrity Advisors assist researchers and give confidential advice to students about what constitutes misconduct in research, the rights and responsibilities of a potential complainant, and the procedures for dealing with allegations of research misconduct within the University. See services.anu.edu.au/research-support/ethics-integrity/responsible-research-practice.
Fieldwork and conferences

Once your Thesis Proposal Review seminar has been satisfactorily completed you are able to apply for approval to conduct fieldwork if it is appropriate for your project. Fieldwork is often an important component of research for a postgraduate program.

Given the wide range of academic disciplines represented in the Bell School, the term ‘fieldwork’ is used to embrace a wide range of activities including archival research, interviews, surveys and participant observation, regardless of duration.

Within the limits of its budget, your department will support fieldwork where this is judged necessary for the completion of the thesis. However, students need to be aware that there is no automatic entitlement to fieldwork funding and certainly no entitlement to a specific amount of funding.

Students are not eligible to receive fieldwork funding until successfully completing the Thesis Proposal Review

Each department employs a different procedure and set of standards or criteria for determining the allocation of fieldwork funding for HDR students, and you should liaise with your Departmental HDR Convenor regarding these details. Students may also apply for funding to attend conferences although this will usually only be approved if the student is giving a paper. In addition, departments will generally provide funding for only a limited number of conferences during candidature. For information on how to apply for fieldwork or conference funding, students should contact their Departmental HDR Convenor.

Fieldwork budgets must be approved by the Head of Department. The plan for fieldwork and its budget must be discussed with the supervisory panel prior to submitting any request. Under no circumstances should students make final arrangements for fieldwork without receiving prior authorisation from the Head of Department in accordance with the departmental process for fieldwork funding.

The University has specific rules for travel to DFAT-identified high risk destinations, including compulsory registration at www.smartraveller.gov.au/

More information is available at: https://policies.anu.edu.au/pp/document/ANUP_000531

All students should begin planning their fieldwork well in advance of their likely departure date.

Before undertaking fieldwork or conference travel for the first time, all students must complete WHHR30 - WHS and Fieldwork Safety. Information on how to apply can be found at services.anu.edu.au/training/whs-and-fieldwork-safety-whhr30.

Students will only be covered by the university’s travel insurance if the university’s OH&S training has been successfully completed and travel approval has been received and authorised by the appropriate authority.

Students returning from fieldwork are normally required to do a post fieldwork seminar or roundtable. This involves discussing the major research findings from the fieldwork as well as highlighting some of the possible implications for the project as a whole, and should elicit helpful feedback on how to apply the data/information gained.

Mid-Term Review (if required)

The Bell School requires students to complete a Mid-Term Review (MTR) 18-24 months after beginning their course of study, and usually shortly after completing fieldwork. The MTR is intended to demonstrate students are satisfactorily managing the evolution of their research project and that they are on track to complete on schedule. MTR arrangements vary among the departments of the Bell School but, like the TPR, the MTR should consist of the submission of a written paper, a meeting of the full supervision panel, and a seminar.

The MTR paper should answer the following questions:
> How has the project evolved since the Thesis Proposal Review?
> What challenges have been posed by the research undertaken so far?
> How have you had to redefine the project?
> Where are you currently at in the overall project/thesis as it was planned?
> What goals need to be accomplished to successfully complete?

Following your review you will receive a report from your supervisory panel that will be incorporated into your MTR as a measure of your progress. If your progress is deemed unsatisfactory, your panel will implement a remedial action plan.

Oral presentation

Students are required to deliver an oral presentation advertised to the University and open to the public, within six months of their thesis submission date. Students are expected to demonstrate their:
> Independent command of the material;
> Ability to communicate clearly and concisely the analysis of the material and findings; and
> Ability to respond appropriately to constructive comment and criticism.

MPhil students are not required to deliver an oral presentation.
Thesis Submission

At least two months before the thesis is completed, students must email the Examinations Office advising:

- their name;
- student ID;
- the approximate expected date of submission; and
- title of the thesis.

This is a vital step as it tells university administration to produce the paperwork necessary for the selection of examiners by your department.

When ready to submit, the student must make an appointment with the Examinations Office to do so.

HDR students must make their own arrangements for the thesis to be copied and to be soft bound; students should NOT have their thesis hard bound at this stage. The University printing service can provide a quote for either or both of these services: fbs.anu.edu.au/printing. It is not the responsibility of HDR administrative staff to provide assistance printing the thesis.

Contact the Examinations Office: researchthesis.enq@anu.edu.au

Initiate a Notification of Intention to Submit (NOI) milestone. This will trigger a Nomination of Examiners eForm for your Primary Supervisor to complete and open up a Thesis Submission milestone. This will commence the electronic thesis submission process. If you have a scholarship the University will reimburse the direct costs of preparing the thesis for submission – printing, binding etc., up to a maximum amount of $840 – upon production of receipts. Certain conditions apply and students should check with the HDR Examinations Office prior to submission to determine whether they are eligible to make such a claim.

The Chair of the supervisory panel will be asked to certify that the thesis complies with the appropriate rules and regulations of the University. The Chair may also comment that the thesis is not suitable for submission to examiners. This comment is for the University’s record only and will not be made available to examiners.

It is the student’s responsibility to ensure that their thesis conforms to the University’s guidelines and policies.

For further information please refer see policies.anu.edu.au/ppl/document/ANUP_012815

Thesis examination

The University’s Research Awards Rule provides that students may be invited to suggest or comment on the suitability of possible examiners but students must not participate in the final decision about appointed examiners. The Research Awards Rule also states that the identity of examiners should not be revealed to students. Once examiners have been approached by the department, students and supervisors must have no contact with them until the examination process is complete. The Research Awards Rule provides for the appointment of two or three examiners.

All examiners must be external to the University, and must be experts of international standing.

After reading the thesis, examiners can make one of four recommendations:

- The student should be granted the degree unconditionally;
- The student should be granted the degree subject to nominated corrections or revisions;
- The student should not be granted the degree but should be permitted to resubmit a revised thesis for re-examination; or
- The student should not be granted the degree.

The Chair of the supervisory panel will be asked to certify that the thesis complies with the appropriate rules and regulations of the University. The Chair may also comment that the thesis is not suitable for submission to examiners. This comment is for the University’s record only and will not be made available to examiners.

It is the student’s responsibility to ensure that their thesis conforms to the University’s guidelines and policies.

For further information please refer see policies.anu.edu.au/ppl/document/ANUP_012815

LIFECYCLE

ORAL PRESENTATION CHECKLIST

☑ Preparation
The preparation of graduate research students for public presentation will occur throughout their candidature with similar, though less formal, presentations at different stages of your training.

☑ Timing
The Oral Presentation is expected to take place about 3 months before your intended thesis submission date.

☑ Format
The presentation format will allow one hour for your presentation, plus question time. One month prior to the presentation, you will be required to submit a 2-5 page summary of your material to your supervisory panel.

☑ Focus
The presentation is to include the major objectives, content, results and conclusions of the work. You will be expected to demonstrate your:

- Independent command of the material
- Ability to communicate clearly and concisely the analysis of the material and findings; and
- Ability to respond appropriately to constructive comment and criticism.

Thesis Submission

At least two months before the thesis is completed, students must email the Examinations Office advising:

- > their name;
- > student ID;
- > the approximate expected date of submission; and
- > title of the thesis.

This is a vital step as it tells university administration to produce the paperwork necessary for the selection of examiners by your department.

When ready to submit, the student must make an appointment with the Examinations Office to do so.

HDR students must make their own arrangements for the thesis to be copied and to be soft bound; students should NOT have their thesis hard bound at this stage. The University printing service can provide a quote for either or both of these services: fbs.anu.edu.au/printing. It is not the responsibility of HDR administrative staff to provide assistance printing the thesis.
Examiners are required to prepare a detailed report giving reasoned arguments for their recommendation and are required to return this to the University within two months. The departmental HDR Convenor reviews the reports once they are received. All reports are considered when reaching a decision. The departmental HDR Convenor may seek advice from other experts or appoint additional examiners to resolve major disagreements or where reports are not received within three months.

The departmental HDR Convenor then makes a recommendation to the Associate Dean to accept the reports. Any corrections and minor revisions that are required must be made to the satisfaction of the departmental HDR Convenor before the final version of the thesis is deposited in the University library. Only at this stage should hard bound copies of the thesis be produced.

Prizes
The College of Asia and the Pacific Student Centre calls for prize nominations for the best thesis submitted in the previous year. Supervisors and academic members of staff are asked to nominate students’ theses which demonstrate outstanding scholarship and are, therefore, worthy of a prize. A list of all prizes available at the ANU can be found at anu.edu.au/students/program-administration/prizes
Supervision

Every HDR student will have a supervisory panel, consisting of three members for PhD and two for MPhil. The panel brings together key members of staff with relevant experience to facilitate your independent research. Members of the panel will take on different roles:

- The Chair, who is most often also formally the primary supervisor, is responsible for arranging your panel meetings, monitoring your progress, and ensuring compliance with required milestones and other University rules and policies. The Chair will be a member of the Bell School whose appointment does not expire before the end of your program of study and, in almost all circumstances, will be from the same department you are enrolled in.

- The Primary Supervisor is responsible for major research matters. S/he will be available for regular consultation and will maintain regular contact with you. The Primary Supervisor is expected to read and comment on your written work.

- Associate Supervisors provide additional advice and guidance regarding students’ research projects. Associate supervisors are normally expected to have a PhD and be employed by ANU or have an honorary academic status. The level of support provided by an associate supervisor varies depending upon the stage of the research project, the needs of the student, and the supervisor’s expertise and other commitments. As a minimum, associate supervisors should attend two panel meetings each year and be involved in the consideration of your milestones. You should discuss the extent of the support your associate supervisors will provide early in your candidature, and you may need to do so again as your research progresses.

Every supervisory relationship is different and it is important to have open and honest discussions with your panel regarding both your and their expectations. It is important to establish good working practices. This includes meeting writing and other relevant deadlines, set and agreed in consultation with the supervisory panel. In all circumstances the panel is there to advise and comment. They are not co-authors of your work. Members of staff are required to implement university rules, policies and procedures.

In the first few months of candidature, it is expected that an HDR student will regularly meet with their Chair/Primary Supervisor. After this period, the frequency of meetings will depend upon the particular student’s needs and the Chair’s workload. As a general guide, students should expect to meet their Chair formally at least once a month and at other times as needed. Toward the end of the HDR program more frequent meetings can be expected. Full panel meetings usually occur twice a year and the Chair organises these meetings.

The relationship between the HDR student and their supervisory panel varies depending on the individuals involved, the nature of the project, and the different phases of its development. The Chair of Panel and the HDR student are expected to arrive at an agreed set of expectations, in line with ANU policy on supervision and practice, early in the candidature. These should be periodically reviewed.

Topic

The first few months are crucial to the development of a viable thesis topic (i.e. one that is original, academically viable, and can be completed within the required timelines). During the first year of an HDR candidature, a research topic is likely to evolve. It may continue to do so, in response to research results, following the TPR. If, however, a student desires to change their topic in a significant way following their TPR they will need to undergo the TPR process again and no extension to the candidature will be provided. Such a change should thus be carefully considered and discussed in detail with the panel.

Thesis Style

Adhering to the correct thesis style while writing is important. The ANU provides guidelines on the format, style and production of a thesis. These can be found at https://policies.anu.edu.au/ppl/document/ANUP_012815

Annual leave

Students must advise their department of any likely absence during their candidature; this includes their annual leave entitlement of four weeks, fieldwork and conference attendance. Any absences must be formally approved by the student’s department and must be submitted to the department in a timely manner.

Students should be aware that unapproved leave could constitute a breach of their admission and/or scholarship award conditions - for international students, unapproved leave may breach their Australian visa conditions.

Any scholarship a candidate is in receipt of continues over the period of annual leave.

Program and scholarship leave

Program leave is where a student formally pauses their candidature, in effect stopping the clock and moving their deadlines backwards by the amount of time they take leave for. PhD scholarships cannot, in most circumstances, be received whilst on program leave and so are paused as well. The exceptions are medical grounds, carer’s responsibilities, and maternity leave, for which a maximum of 60 days of paid leave of absence for the entire candidature are available to students in receipt of stipend scholarships. Paid maternity leave is not available in the first twelve months of a scholarship. Total program leave taken by students in receipt of stipend scholarships cannot exceed two years in total.

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Any program scholarship leave must be formally approved and an application should be submitted well in advance of the date at which leave is envisaged to commence.

Applications for program/scholarship leave must be accompanied by appropriate supporting documentation, such as a medical certificate in the case of illness or pregnancy.

Students should write, in the first instance, to their Chair explaining why they wish to suspend their course, and this should be endorsed by the Chair. Students should not assume that any request for leave will necessarily be supported. Once they have their Chair’s support, students should submit an application for program leave via the Manage My Degree portal.

International students

International students who hold a student visa are encouraged to first seek advice from the Academic Standards & Quality Office (ASQO) policy.reg@anu.edu.au before applying for program leave. ASQO can advise you on the effect leave may have on your electronic Confirmation of Enrolment (eCoE) and the possible consequences for your student visa.

You can also find more useful information on these issues at anu.edu.au/study/information-for/international-students

Extension of program and extension of scholarship are separate processes. Please take this into account if you are looking to extend either or both.

Changing program intensity

Students may transfer from full-time to part-time study and vice versa. Commonly this occurs for health, family or employment reasons. A change in program intensity should be discussed with the Chair of your supervisory panel.

International students cannot normally change their program intensity.

Applications for program intensity change are considered and managed by the Departmental HDR Convenor. Students in possession of an Australian Governance Research Training Program (AGRTP) or University scholarship must remain full-time students or forfeit their scholarship.

Applications for a change in program intensity should be submitted via the Manage My Degree portal.

Extension of research program

An HDR student whose dissertation will not be completed by the maximum submission date must request an extension of program. This should be requested two to three months before the end-of-program date.

A request for extension of program can be made only on academic grounds, related to progress of the research and students should not assume that a request for extension will be automatically granted. Indeed, a request for extension of program is unlikely to be granted unless you have completed all the relevant progress milestones to date; evidence has been provided of substantial progress on the thesis; and there is a strong indication that the thesis will be completed and submitted within the period of extension requested.

In most cases, the maximum extension which may be sought is six months full-time or 12 months part-time for PhD students, and three months full-time or six months part-time for MPhil students.

HDR Students on extension cannot expect the same entitlements as HDR students on program, they may, for example, receive less supervisory support.

There is no right to an extension, and students must show a clear reason as to why an extension is required.

Extension of scholarship

Stipend scholarships such as AGRTP and ANU PhD stipend scholarships are usually awarded for a period of three years in the first instance, and may be extendable by another six months.

If you have another Australian government or ANU-funded scholarship, then you need to check the conditions of the award.

Three months before expiry of the scholarship, an awardee must discuss with their chair whether or not they are likely to submit within this period, and if necessary begin the progress of applying for a scholarship extension without delay.

Applications for extension of scholarship should be submitted via the Manage My Degree portal.

As noted above, with respect to extensions of program, requests for extension of scholarship can only be made on academic grounds related to progress of the research, and students cannot assume that a request for extension will be automatically granted.

Maximum time for completion

The maximum time for submission is five years, with the possibility of two extensions under extenuating circumstances. Students must meet all milestones, be recorded as performing satisfactorily in annual reports and follow the required rules of candidacy. Extensions beyond the maximum completion time are approved only by the Associate Dean (Research) in the College of Asia and the Pacific.
Unsatisfactory progress, termination and withdrawal

In the event that the Chair, in consultation with the supervisory panel, deems a student's progress to be marginal or unsatisfactory, the student will be advised of this assessment in writing and notified that a failure to remedy this situation could result in the termination of their candidature. The Chair will then work with the student to develop an action plan to assist them to get back on track. This plan should be put in writing and feature clearly defined tasks and associated delivery dates.

The Chair will then closely monitor progress towards the accomplishment of these tasks. If a student's progress is being affected by personal issues the Chair and the student should consider whether the candidature should be suspended for a period to allow these issues to be addressed.

If a student meets the requirements of the action plan then they will return to the standard progress monitoring cycle utilising the Annual Report & Plan. If they do not, the School HDR Convenor will then make a recommendation to the College Dean that their candidature be terminated.

Upon receipt of a recommendation for termination of candidature, the College Dean will provide the student concerned with 20 working days to present a case, orally or in writing, as to why this should not occur. The Dean will then decide if the termination is to be put into effect. Following the Dean's decision to terminate a candidature, a student has two further rights of appeal through the Deputy Vice Chancellor.

A student can withdraw from their HDR program at any time by providing notice in writing to the University Registrar.

Appeals

For guidance on how to appeal a decision relating to a HDR program, you should consult the policy on Higher Degree Research Guide anu.edu.au/students/program-administration/ assessments-exams/academic-problems-appeals-complaints-procedure.

ANU POLICIES, FORMS, PROCEDURES AND GUIDELINES

Most HDR student related ANU policies, forms, procedures and guidelines can be found at policies.anu.edu.au/ppi/document_list/index.htm?audience_id=Students-Graduate-Researchand the comprehensive list of all ANU policies, forms, procedures and guidelines can be found at policies.anu.edu.au/ppl/index.htm.

Forms need to be correctly completed, signed and submitted for everything at the ANU. The School HDR Administrator can assist with information and advice on ANU policies, forms, procedures and guidelines.

Expectations

It is important that you take your PhD or MPhil candidature seriously. The Bell School looks on these as the equivalent of full-time employment, and expects that you approach your research in a professional manner. Full time students should expect to work some 40 hours a week whilst on program.

The School is also keen to ensure you enrich our academic community. Our expectations are that you will:

- participate fully in department and School events
- attend meetings of HDR students when necessary
- undertake coursework (please discuss this with your Chair)
- work in the department when not on fieldwork - usual expectation is for a full-time Canberra-based HDR student to spend at least two and a half days in the office each week
- regularly check your ANU email account - The University, College, School and department will use this account only for all communication once you are enrolled.

While you will be guided by your panel and the School and Departmental HDR Convenors, ultimately it is your responsibility to meet deadlines and work within the milestone structure outlined by the University.

Absence of Chair

If a Chair of Panel is absent for more than four weeks then a substitute will be appointed. In the case of shorter absences, arrangements should be made to maintain contact and/or for another member of the panel or of the Department to be available for consultation.

Seminars and training workshops

HDR students have the opportunity to participate in numerous academic seminars and skills development workshops within their department, at the School and College level, and elsewhere across ANU.

Check your ANU email account regularly for departmental, School and College notices about seminars and HDR training workshops and related opportunities. Further information about research training opportunities across the University is available at ANU Skills & training, see services.anu.edu.au/training/anu-research-skills-training-program.

ISSUES

Students who encounter difficulties should first attempt to resolve them with their panel Chair. If this does not produce satisfactory results, they should then consult their Departmental HDR Convenor and then, if the matter remains unresolved, the Head of Department.

If the student feels unable to approach anyone in their department they may instead approach the Deputy Director-HDR.

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 ANU. The Dean can be consulted at any time the student feels it necessary, but students may wish to pursue solutions at the departmental and School level first as described above if they feel it is appropriate and possible in their case.
Facilities

Offices
HDR students enrolled in the Bell School will normally be provided with a desk, computer and chair in a shared office. Students who have not completed their theses within four years full-time study will no longer be entitled to office space. There is no entitlement to a particular type and/or location of office, or other specific and/or specialised office features.

Students should keep their area tidy and remain conscious of the needs of their office mate(s). Unless approved by the Head of Department, students who do not work in their offices for at least 2.5 days in a working week will forfeit their right to office space.

There is no capacity for storing personal items on the School premises, and upon submission of the thesis for examination, a student is no longer entitled to office space.

Computers
Each HDR student is provided access to a computer and receives an ANU email account. All student computers are linked to networked printers located in their departments.

Photocopyer
HDR students may use their local area photocopying facilities in support of their research. At present there are no limits on the number of photocopies that HDR students can make but records are scrutinised and abuse of photocopying privileges may lead to their suspension, or to a limit being imposed.

Students are responsible for observing copyright and fair dealing rules.

Stationery
HDR students also have access to stationery held in their department for purposes related to their research. Students may use departmental letterhead only for correspondence relating to their research. On all occasions when departmental letterhead is used, students must identify themselves as an HDR student in the department and must not represent themselves (directly or indirectly) as a member of staff. In no circumstances may departmental letterhead be used to correspond with the media. Any email correspondence with the media must show clearly that the writer is an HDR student in the department. Failure to observe these rules will lead to a withdrawal of letterhead privileges.

Mail
It is ANU policy that HDR students may use the mailing service only for correspondence related to their research. Similarly, students may send faxes for research purposes using departmental fax facilities.

Business cards
Where necessary, ANU business cards may be ordered through your department. This requires approval by your Head of Department and business cards are usually not issued to students until they have satisfactorily completed their Thesis Proposal Review.

Maps, diagrams and interactive products
CartoGIS can assist HDR students in a variety of ways, they can create high quality maps, diagrams and interactive products; undertake data analysis in geographic information systems (GIS); and maintain valuable resources: GIS data for use in mapping and analysis, a hardcopy and digital map collection focusing on Asia and the Pacific, and a collection of world and country-specific atlases. For further details and to request their assistance see asiapacific.anu.edu.au/cartogis/. Note that CartoGIS’ services are in high demand in the College and they require time to produce specialist documents and it is important to have a clear idea of what you want before asking for their support.

Please note that HDR students cannot ask or expect administrative staff in the School to undertake research or research assistance work for them.
FAQS

I have started my PhD/MPhil and I have spare time. What should I be doing?

The first few months of a PhD or MPhil can be a strange experience for new students in humanities and social sciences as there are relatively few formal classes, even given the coursework requirements, and you are often granted significant discretion to manage how you spend your time. The first year of a PhD and the first six months of an MPhil revolve mainly around one goal – the TPR. Almost everything you spend time doing in your first year should have this target in mind. As the proposal also functions as a research agenda for the following year or two much of your time will most likely be spent familiarising yourself with the relevant literature. As a rule of thumb, you will need to read-up on the topic, theme or question you plan to study, the country or countries you plan to study it in, and the types of methods you will employ to generate findings. In the first instance, ask your supervisor for pointers about where to begin with your reading. Then, follow your nose, or the ‘cited by’ hyperlink on Google Scholar, and see who else is doing work in that area.

How often should I see my supervisor?

There is no right answer to this question as it entirely depends on both the supervisor and the student. Commonly, students see their supervisor more in the first and last six months of an HDR program and less in between. However, when you do meet your supervisor for the first time this is an important question to ask. Remember, if you do not feel that you are getting enough time with your supervisor do not hesitate to raise this with them. It is the University’s responsibility to provide adequate supervision to HDR students so be active in making sure that you get it.

Can I change my supervisor?

Yes, although the process can be complicated. If you feel the student-supervisor relationship is not working, and is beyond repair, then talk to your Departmental HDR Convenor about making a switch either to somebody in the same area, or even in a different college (in most cases your scholarship will stay with you although it is best to check). Ultimately, it is your research program and you are primarily responsible for its completion so, again, actively take control of what direction you want it to go including who you feel can best provide supervision.

How do I find and approach potential panel members?

As an HDR student you have the privilege to email people around the University whose work you are interested in, or whose advice you would value, and ask for an appointment. It is highly unlikely you will be refused. This is a good way to get pointers on what material you should be reading and also to identify potential panel members. The Chair of your supervisory panel will also have ideas about who to approach so ask them when you first meet. In all circumstances you need to consult with your Chair about panel composition before contacting anyone else.

Can I change my topic?

In the first year it is very common for students to tweak or even totally change their topic. However, once you have had your proposal approved that becomes much harder. Unforeseen circumstances do occur, for example, if you are refused a research permit or cannot access key informants you may have to rethink your study – but these are exceptions. You cannot change your topic just because you are no longer interested in that area of research.

How much should I read?

Again, there is no right answer to this question. Some theses reference more literature than others but this does not necessarily denote quality – if you are breaking entirely new ground there may not be much existing material in the field. The best rule of thumb for literature reviews is to cross-check what you have read with other recent publications in the field. Current scholars are the gatekeepers of your discipline and so they shape the literature, future publications and job opportunities. Consequently, it is a good idea to be across what they are reading and writing about.

How much employment should I take on?

This is a tough question that many students struggle with. On the one hand, you may need to take a part-time job for financial reasons. Also, tutoring and research assistance work is important experience that may assist you in getting a job later on. On the other hand, you have to finish your thesis. Supervisors can also place pressure on students to help them with tutoring or research assistance work because they are busy and face their own deadlines. For some students, managing both a research degree and part-time employment won’t be a major problem but everybody has limits. In the first instance, discuss with your Chair how much work you should be doing – it will also depend on your research progress and what else is going on in your life. A maximum of 20 hours paid work a week is a good rule of thumb. Note that you cannot use the fact that you have undertaken considerable amounts of work (either internal to the university such as tutoring or external) as a reason to ask for an extension of either program or scholarship.
How many seminars and training workshops should I attend?

Another tough question. On the one hand, you should try to make the most of the opportunities you have as a student at ANU to learn from world-class scholars and to develop a range of valuable skills that will help you write your thesis and in life beyond and after the thesis. On the other hand, you do not want to take too much time out of knuckling down to your research and writing, or you’ll never finish your thesis.

There are a range of high quality seminars and workshops held at ANU, and you cannot go to them all. It’s a good idea to find out as much as you can about what’s on. To do this, you can go in the first instance to the Research Skills and Training web page at services.anu.edu.au/training/anu-research-skills-training-program.

In addition to a calendar of training sessions for HDR students, that page includes links to other useful sites, like ANU Events and ANU News. But then you need to prioritise.

First of all, make sure that you meet any requirements set by your department, for example for regular attendance at departmental seminars, or participation in HDR induction programs.

Other students are getting training in research software packages, should I?

The answer to this question really depends on your research project and questions. Some research, particularly if it relies on quantitative data, will require software training. Others will not need anything at all. In the first instance, wait until you have your proposal more or less ticked off before signing up for lots of classes.

How do I find out more about research methods?

Methods training is part of your required coursework and will help orientate you in the disciplinary methods appropriate for your project.

The library has numerous books on research methods. Look online to find out who the people in your field are referencing and then go and find their books or articles. If this sounds too daunting, sign up for a library tour and ask the librarian to show you how to begin this task.

How do I position myself to get a job at the end of the HDR program?

The answer to this question is discipline specific but writing an excellent thesis is a good place to start. Talk with your supervisor about this early on and in particular ask them about possible thesis examiners – it is never too early to identify possible candidates – as they are the people you will primarily be writing for.

The ANU Careers Centre is also a good source of advice on future employment, particularly if you don’t want to stay in academia, see careers.anu.edu.au/.

How do I get financial support or a scholarship?

Again, your first point of contact should be your Departmental HDR Convenor. More information is also contained at http://www.anu.edu.au/study/scholarships/find-a-scholarship