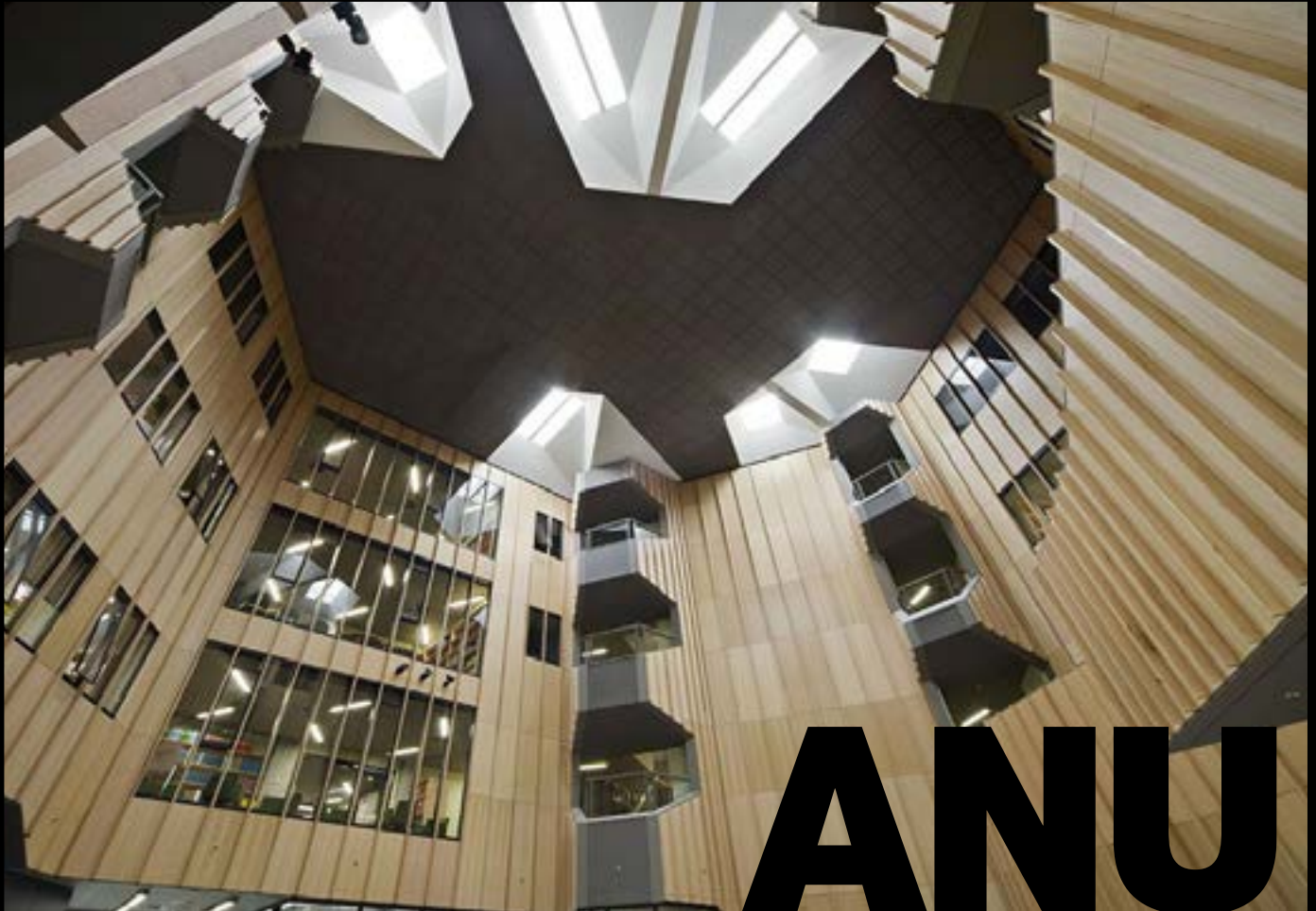




Australian  
National  
University

ANU College  
of Asia and  
the Pacific



CORAL BELL SCHOOL OF  
ASIA PACIFIC AFFAIRS  
HIGHER DEGREE BY RESEARCH  
2021 HANDBOOK

# KEY DATES 2021

## Teaching periods

Summer Session	1 January – 31 March
Orientation Week	15 – 19 February
Semester 1	22 February – 22 June
Autumn Session	1 April – 30 June
Semester 1 Teaching Break	5 – 16 April
Semester 1 Examination Period	3 – 19 June
Winter Session	1 July – 30 September
Semester 2 Orientation Week	19 – 23 July
Semester 2	26 July – 29 October
Semester 2 Teaching Break	6 – 19 September
Spring Session	1 October – 31 December
Semester 2 Examination Period	4 – 20 November

## 2021 ACT public holidays

Australia Day	Tuesday 26 January
Canberra Day	Monday 8 March
Good Friday	Friday 2 April
Easter Monday	Monday 5 April
ANZAC Day	Monday 26 April
Reconciliation Day	Monday 31 May
Queen's Birthday	Monday 14 June
Labour Day	Monday 4 October
University Closed	24 December – 2 January 2021

See the University calendar for all key 2021 dates and more [anu.edu.au/directories/university-calendar](https://anu.edu.au/directories/university-calendar)

# CONTENTS

Key Dates 2021	2	Thesis Submission	12
Introduction	4	Thesis Examination	12
Key Contacts	5	Prizes	13
Key Information	6	Additional Important Information	14
HDR Programs	6	Supervision	14
Thesis	6	Topic	14
Duration	6	Thesis Style	14
Residency	6	Annual Leave	14
Coursework	6	Program & Scholarship Leave	14
Fieldwork	6	Changing Program Intensity	15
PhD Scholarships	6	Extension of Research Program	15
Employment	6	Extension of Scholarship	15
Enrolment	6	Maximum Time for Completion	15
Lifecycle	7	Unsatisfactory Progress, Termination & Withdrawal	16
Commencement	7	Appeals	16
Coursework	8	ANU Policies, Forms, Procedures & Guidelines	16
First Annual Plan	9	Expectations	16
Annual Report & Plan	9	Absence of Chair	16
Thesis Proposal Review	9	Seminars & Training Workshops	16
Research Integrity Training	10	Issues	16
Human Research Ethics Approval	10	HDR Bullseye Poster	17
Research Integrity Advisors Network	10	Dean of Students	18
Fieldwork & Conferences	11	Facilities	18
Mid-Term Review	11	Frequently Asked Questions	19
Oral Presentation	11		
Bell School Research Seminar Series	11		

This publication is intended as a guide only. The University, the ANU College of Asia and the Pacific, and the Coral Bell 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](https://anu.edu.au/students/information-for/postgrad-research-students)

# INTRODUCTION



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 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.

Students should note the University's policies, guidelines and procedures surrounding HDR matters are both complex and evolving. Departmental HDR conveners can help explain and clarify these issues.

W [anu.edu.au/students/information-for/postgrad-research-students](http://anu.edu.au/students/information-for/postgrad-research-students)

There are over 120 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

Associate Professor Cian O'Driscoll  
Rm 2.17, Level 2, Hedley Bull Building  
T +61 2 6125 2684  
E [cian.odriscoll@anu.edu.au](mailto:cian.odriscoll@anu.edu.au)



## Administrator, HDR

Asanthi de Zoysa  
Rm 3.07, Level 3, Hedley Bull Building  
T +61 2 6125 9329  
E [cap.hdr@anu.edu.au](mailto:cap.hdr@anu.edu.au)



## Departmental HDR Conveners

Department of Political & Social Change (PSC)  
Associate Professor Marcus Mietzner  
Rm 4.29, Level 4, Hedley Bull Building  
T +61 2 6125 5501  
E [marcus.mietzner@anu.edu.au](mailto:marcus.mietzner@anu.edu.au)



Department of International Relations (IR)  
Dr Joseph MacKay  
Rm 2.16, Level 2, Hedley Bull Building  
T +61 2 6125 7242  
E [joseph.mackay@anu.edu.au](mailto:joseph.mackay@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](mailto:thiago.oppermann@anu.edu.au)



Strategic & Defence Studies Centre (SDSC)  
Dr Iain Henry  
Rm 3.24, Level 3, Hedley Bull Building  
T +61 2 6125 0928  
E [iain.henry@anu.edu.au](mailto:iain.henry@anu.edu.au)



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. They represent the School to the College and serve as an alternative point of contact for students needing advice or support.

The HDR administrator is the first point of contact for HDR students and staff. They offer administrative advice and support on all matters relating to HDR candidature.

The departmental HDR conveners take the lead in managing all 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.

# KEY INFORMATION

## HDR programs

A Doctor of Philosophy (PhD) is a supervised research degree in which students carry out independent research on a topic developed by the student in consultation with their supervisor(s). The 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 students carry out research under the guidance of their supervisor.

## Thesis

The thesis or dissertation is the key product of the PhD and MPhil programs offered in the 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

Usual fieldwork arrangements are suspended pending Covid-19 pandemic. Inquiries should be directed to the respective HDR convener in the department.

Within the limits of its budget, a student's home 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.

Each department employs a different procedure and criteria for determining the allocation of fieldwork funding for students. Students should liaise with the departmental HDR convener 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. Potential supervisors can be found using the ANU Researchers Database. In most cases, the location of the potential supervisor will determine which department students will be enrolled.

W [researchers.anu.edu.au](http://researchers.anu.edu.au)

### Step 2: Submit an Expression of Interest (EOI)

Visit the departments website for details of their EOI process.

### Step 3: Submit a formal application

Applications for research degrees at ANU are made online. Applications can be submitted at any time during the year. To be considered for a scholarship, a full and complete application must be received by 31 July for international students, or 30 September for domestic students. To meet these deadlines, an EOI should be submitted well in advance of these dates. Scholarships must be taken up by 31 August in the following year. However, it is preferred that students start by 31 March.

W [anu.edu.au/study/apply/anu-postgraduate-research-domestic-and-international-applications](http://anu.edu.au/study/apply/anu-postgraduate-research-domestic-and-international-applications)

## Find out more

Ms Asanthi de Zoysa  
Administrator, HDR  
E [cap.hdr@anu.edu.au](mailto:cap.hdr@anu.edu.au)

Associate Professor Cian O'Driscoll  
Deputy Director, HDR  
E [cian.odriscoll@anu.edu.au](mailto:cian.odriscoll@anu.edu.au)

# LIFECYCLE

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

It is the responsibility of the student to monitor their own progress throughout their candidature. Personalised information about milestones, and the forms necessary to complete them, are available at [isis.anu.edu.au](http://isis.anu.edu.au). Navigate to > ISIS > Degree management > Manage my degree.

Instructions on the use of the eForms system can be found here [anu.edu.au/files/resource/MMD\\_HDR\\_Quick\\_Guide\\_Student\\_V3.pdf](http://anu.edu.au/files/resource/MMD_HDR_Quick_Guide_Student_V3.pdf)

This section provides an overview of a typical PhD 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 HDR student taking three years to complete.

## Commencement

### Preparation

1. Check enrolment details are correct.  
W [isis.anu.edu.au](http://isis.anu.edu.au)
2. Collect student card from the ANU Student Centre  
W [anu.edu.au/students/program-administration/enrolment/student-cards](http://anu.edu.au/students/program-administration/enrolment/student-cards)
3. Meet the HDR administrator and local HDR convener for an induction to the home department.
4. Meet the interim Chair. At this meeting, students will discuss the formation of their supervisory panel and clarify the shared expectations between student and supervisory panel.
5. If not already agreed, finalise coursework requirements for the first year.
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 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 18-30 months

- > Completion of Mid-Term Review
- > 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

# LIFECYCLE

## Coursework

All PhD students are required to take a minimum of 12 units of coursework over their first year. MPhil students are not expected to complete coursework. For most students, coursework commences in early April, immediately after the last date that students can enrol for semester one 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 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 students due to their discipline or topic. While it is expected that all 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 convener in consultation with the Chair of Panel and the convener of the course.

As a priority, when students commence their doctoral studies, they must discuss with their interim Chair which courses they will be taking. Students are required to complete an enrolment variation form to ensure their enrolment in those courses.

Coursework occurs alongside thesis enrolment and does not affect the due dates for the TPR or other milestones.

Coursework has been designed to complement and enhance student ability to meet requirements in a timely and sophisticated manner.

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

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

Successful completion of the coursework is the necessary pre-requisite for passing the TPR.

## Pre-semester 1

**DPA ONLY** PAIS9001 Introduction to Research in the Pacific: Methods & Research Design  
(Only required if made clear in letter of offer)

## Autumn session

**ALL STUDENTS** ASIA9075 Research Design & Writing in International, Political & Strategic Studies

## Semester 1

**SDSC** STST9010 Strategic Studies Concepts & Methods

## Semester 2

**IR** INTR9072 Approaches & Methods in International Relations

**PSC** ASIA9017 Comparative Politics of Asia & the Pacific

**DPA** PAIS9001 Postgraduate Fieldwork in the Pacific





# LIFECYCLE

## First Annual Research Plan

Within six months of commencement, students are required to submit a detailed plan for the first year of their candidature. The First Annual Research Plan is submitted via eForm in ISIS.

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 student, and included in the student file.

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 eForm in ISIS (navigate to ISIS > Research > Research Reports), and must include:

- > Commentary on student 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.

Students will be given access to comments made on their Annual Report by their 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. Failure to submit an Annual Report within three months of its due date are grounds for the review of a student's candidature and may lead to their removal from the program.

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

## Thesis Proposal Review (TPR)

A TPR is a formal University requirement and consists of three components:

- > Submission of a written paper (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 help 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 and discussed with the entire panel. 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 convener, 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

## TPR CHECKLIST

Each department has unique disciplinary requirements when it comes to the TPR. Students should work closely with their Chair of Panel to meet these requirements. 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 research

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

### Structure

Provide a chapter outline.

## Research integrity training

All students should undertake the online Research Integrity Training during their first year. This is not the same as undertaking human research ethics approval. Instructions on how to access the online course can be found at [services.anu.edu.au/training/research-integrity-training](https://services.anu.edu.au/training/research-integrity-training)

## Human research ethics approval

If research requires a student 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 which can be found at [nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2007-updated-2018](https://nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2007-updated-2018)

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.

W [services.anu.edu.au/planning-governance/governance/human-research-ethics-committee](https://services.anu.edu.au/planning-governance/governance/human-research-ethics-committee)

## 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 research project involving human subjects. If in doubt, inquiries can be sent to the HREC Secretary. E [human.ethic.officer@anu.edu.au](mailto: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 a proposal is high risk and has to go to the main ethics committee. If students think their proposed research will need ethics approval, they should start the process by reading the National Statement on Ethical Conduct in Human Research.

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.

Details on the Research Integrity course can be found at [services.anu.edu.au/training/research-integrity-training](https://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. W [services.anu.edu.au/research-support/ethics-integrity/responsible-research-practice](https://services.anu.edu.au/research-support/ethics-integrity/responsible-research-practice)

# LIFECYCLE

## Fieldwork and conferences

Once the TPR seminar has been satisfactorily completed, students are able to apply for approval to conduct fieldwork if it is appropriate for their 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, a student's home 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 TPR.

Each department employs a different procedure and criteria for determining the allocation of fieldwork funding for HDR students. Students should liaise with their departmental HDR convener 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 convener.

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 a 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.

ANU has specific rules for travel to DFAT-identified high risk destinations, including compulsory registration at [smartraveller.gov.au/](http://smartraveller.gov.au/)  
More information is available at [policies.anu.edu.au/ppl/document/ANUP\\_000531](http://policies.anu.edu.au/ppl/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, 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](http://services.anu.edu.au/training/whs-and-fieldwork-safety-whhr30)  
Students will only be covered by ANU travel insurance if the

University's OH&S training has been successfully completed and travel approval has been received and authorised.

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 (MTR)

The Bell School requires students to complete an MTR 18-30 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 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 TPR?
- > 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 the MTR, students will receive a report from their supervisory panel that will be incorporated into their MTR as a measure of your progress. If progress is deemed unsatisfactory, panels 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.

## Bell School Research Seminar Series

All HDR students are expected to attend and contribute to the Bell School Research Seminar Series. All Year 2 and 4 students are obliged to present their work at this forum. This is the central event in the School HDR calendar and the main showcase for the School's PhD research culture.

# 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 student training.

### Timing

The oral presentation is expected to take place about 3 months before a student's intended thesis submission date.

### Format

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

### Focus

The presentation should include the major objectives, content, results and conclusions of the work.

Students will be expected to demonstrate:

- > 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
- > Thesis title.

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

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

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. It is not the responsibility of HDR administrative staff to provide assistance printing the thesis.

W [fbs.anu.edu.au/printing](https://fbs.anu.edu.au/printing)

## Contact the Examinations Office

Students should formally indicate their intent to submit their thesis by initiating a Notification of Intention to Submit milestone. This will trigger a Nomination of Examiners eForm for their primary supervisor to complete, and open up a Thesis Submission milestone. This will start the electronic thesis submission process.

If students have a scholarship, ANU 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 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.

## 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.

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.



# LIFECYCLE

The departmental HDR convener reviews the reports once they are received. All reports are considered when reaching a decision. The departmental HDR convener 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 convener 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 convener 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 ANU 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](http://anu.edu.au/students/program-administration/prizes)



# ADDITIONAL IMPORTANT INFORMATION

ANU HDR policy and procedures can be found at [anu.edu.au/students/program-administration/assessments-exams/hdr-policies-procedures](http://anu.edu.au/students/program-administration/assessments-exams/hdr-policies-procedures)

## Supervision

All HDR students 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 students' 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 panel meetings, monitoring student 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 the students candidature, and in almost all circumstances, will be from the same home department.
- > The primary supervisor is responsible for major research matters. They will be available for regular consultation and will maintain regular contact. The primary supervisor is expected to read and comment on students' 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 milestones. Students should discuss the extent of the support their associate supervisors will provide early in their candidature, and students may need to do so again as their research progresses.

Every supervisory relationship is different and it is important to have open and honest discussions the panel regarding expectations. It is important to establish good working practices which 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 students regularly meet with their Chair and primary supervisor. After this period, the frequency of meetings will depend upon the 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 are organised by the Chair.

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 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. ANU provides guidelines on the format, style and production of a thesis.

W [policies.anu.edu.au/ppl/document/ANUP\\_012815](http://policies.anu.edu.au/ppl/document/ANUP_012815)

## Annual leave

Students must advise their department of any likely absence during their candidature. This includes annual leave entitlement of four weeks, fieldwork and conference attendance.

Absences must be formally approved by the student's department and must be submitted in a timely manner.

Students should be aware that unapproved leave could constitute a breach of their admission and 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.

PhD scholarships cannot, in most circumstances, be received whilst on program leave and are also paused. 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

# ADDITIONAL IMPORTANT INFORMATION

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.

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 start.

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 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) before applying for program leave. ASQO can advise on the effect leave may have on students electronic Confirmation of Enrolment (eCoE) and the possible consequences for student visas.

E [policy.regs@anu.edu.au](mailto:policy.regs@anu.edu.au)

W [anu.edu.au/study/information-for/international-students](http://anu.edu.au/study/information-for/international-students)

The Research Office must be notified upon return from program/scholarship leave.

E [research.scholarships@anu.edu.au](mailto:research.scholarships@anu.edu.au)

## 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. International students cannot normally change their program intensity.

Applications for program intensity change are considered and managed by the departmental HDR convener. 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

Students 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. A request for extension of program is unlikely to be granted unless students 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.

Students on extension cannot expect the same entitlements as 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 program and extension of scholarship are separate processes. Students must take this into account if they are looking to extend either or both.

## 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 students have another Australian government or ANU-funded scholarship, then they 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 process 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 CAP Associate Dean (Research).

# ADDITIONAL IMPORTANT INFORMATION

## 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 and Plan. If they do not, the HDR convener 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

Guidance on how to appeal a decision relating to a HDR program can be found at [anu.edu.au/students/program-administration/assessments-exams/academic-problems-appeals-complaints-procedure](http://anu.edu.au/students/program-administration/assessments-exams/academic-problems-appeals-complaints-procedure)

## ANU POLICIES, FORMS, PROCEDURES AND GUIDELINES

HDR student related ANU policies, forms, procedures and guidelines can be found at

[policies.anu.edu.au/ppl/document\\_list/index.htm?audience\\_id=Students-Graduate-Research](http://policies.anu.edu.au/ppl/document_list/index.htm?audience_id=Students-Graduate-Research)

A comprehensive list of all ANU policies, forms, procedures and guidelines can be found at [policies.anu.edu.au/ppl/index.htm](http://policies.anu.edu.au/ppl/index.htm)

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

## Expectations

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

Students are expected to enrich the School's academic community by:

- > Participating fully in department and School events;
- > Attending meetings of HDR students when necessary;
- > Undertaking coursework (discussed with Chair);
- > Working in the department when not on fieldwork. The 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; and
- > Regularly checking their ANU email account. The University, College, School and department will use this account only for all communication.

While students will be guided by their panel and departmental HDR convener, ultimately it is their 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

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.

Students should check their ANU email account regularly for departmental, School and College notices about seminars, HDR training workshops, and related opportunities. Further information about research training opportunities is available via ANU Skills & Training [services.anu.edu.au/training/anu-research-skills-training-program](http://services.anu.edu.au/training/anu-research-skills-training-program)





> **Academic Skills and Learning Centre** can help you improve your writing skills.  
 W [academicskills.anu.edu.au](http://academicskills.anu.edu.au)

> **Access and Inclusion** provide advice, support and adjustments for those with different abilities.  
 W [disability.anu.edu.au](http://disability.anu.edu.au)

> **Careers Centre** provide free consultation and advice on careers in and outside of academia.  
 W [careers.anu.edu.au](http://careers.anu.edu.au)

> **Counselling Centre** can help you manage stress, procrastination and relationship issues.  
 W [counselling.anu.edu.au](http://counselling.anu.edu.au)

> **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.  
 W [anu.edu.au/dos](http://anu.edu.au/dos)

> **Examination Office** will send your thesis for examination and record your results.  
 W [anu.edu.au/pg/hdr/exam-office](http://anu.edu.au/pg/hdr/exam-office)

> **Library (Information Literacy Program)** can help you improve your learning skills and boost your research impact.  
 W [anulb.anu.edu.au/research-team](http://anulb.anu.edu.au/research-team)

> **Postgraduate and Research Students' Association (PARSA)** advocate for postgraduate students and organise social events.  
 W [parsa.anu.edu.au](http://parsa.anu.edu.au)

> **Research Office** will process your ethics approval.  
 W [anu.edu.au/pg/hdr/research-office](http://anu.edu.au/pg/hdr/research-office)

> **Research Training Unit** runs the SMT and PhD to Present events and professional development programs.  
 W [anu.edu.au/pg/hdr/rtu](http://anu.edu.au/pg/hdr/rtu)

> **Statistical Consulting Unit** can help you design and analyse your data collection.  
 W [anu.edu.au/pg/hdr/stats](http://anu.edu.au/pg/hdr/stats)

> **CHELT** provides professional development to recognise excellence in teaching and learning at ANU.  
 W [services.anu.edu.au/business-units/centre-for-higher-education-learning-teaching](http://services.anu.edu.au/business-units/centre-for-higher-education-learning-teaching)

> **NECTAR** connects early career academics and the ANU Executive, helping to ensure ANU continues to be an attractive workplace for early career academics.  
 W [nectar.anu.edu.au](http://nectar.anu.edu.au)

> **University House** is a space where brings the postgraduate community can socialise and develop networks.  
 W [unihouse.anu.edu.au](http://unihouse.anu.edu.au)

[anu.edu.au/research/postgrad-research-students](http://anu.edu.au/research/postgrad-research-students)

# ADDITIONAL IMPORTANT INFORMATION

## 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 convener, 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 if they feel it is appropriate and possible in their case.

## Facilities

### Offices

Bell School HDR students 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 an office space. There is no entitlement to a particular type or location of office, or other specific 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 two and a half days in a working week will forfeit their right to an 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

Students are provided access to a computer and an ANU email account. All student computers are linked to networked printers located in their departments.

### Photocopier

Students can use their local area photocopying facilities in support of their research. There are no limits on the number of photocopies that 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

Students 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 students may use the mailing service only for correspondence related to their research.

### Business cards

ANU business cards may be ordered through your department. This requires approval by your Head of department. Business cards are usually not issued to students until they have satisfactorily completed their TPR.

### Maps, diagrams and interactive products

CartoGIS create high quality maps, diagrams and interactive products; undertake data analysis in geographic information systems (GIS); and maintain valuable resources. CartoGIS maintain a hardcopy and digital map collection focusing on Asia and the Pacific, and a collection of world and country-specific atlases. CartoGIS' services are in high demand and they require time to produce specialist documents. It is important to have a clear idea of what you need before asking for their support.

W [asiapacific.anu.edu.au/cartogis/](http://asiapacific.anu.edu.au/cartogis/)

Students cannot ask or expect School administrative staff to undertake research or research assistance work for them.



# FREQUENTLY ASKED QUESTIONS

## 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 they are often granted significant discretion to manage how they spend their time.

The first year of a PhD and the first six months of an MPhil revolve mainly around one goal - the TPR. As the proposal also functions as a research agenda, for the following year or two, much of your time will most likely be spent becoming familiar with the relevant literature.

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. You should ask your supervisor for pointers about where to begin with your reading. Use the 'cited by' hyperlink on Google Scholar to 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 their candidature, and less in between. You should discuss this when first meeting with your supervisor. It is the University's responsibility to provide adequate supervision to students, so be active in making sure that you get it.

## Can I change my supervisor?

Yes, although the process can be complicated. If your student-supervisor relationship is not working you should talk to your departmental HDR convener about making a switch to either somebody in the same department, or in a different College. In most cases, a student's scholarship will stay with them although it is best to check. You are expected to take control of your research program, its completion and direction, this includes who you feel can best provide supervision.

## How do I find and approach potential panel members?

As an ANU student, you have the privilege to email colleagues within the University whose work you are interested in, or whose advice you would value, and ask for an appointment. This is a good way to get pointers on what material you should be reading and also to identify potential panel members.

The Chair will also have ideas about who to approach and this can be discussed at your initial meeting. In all circumstances, you must consult with your Chair about panel composition before contacting anyone else.

## Can I change my topic?

In the first year it is common for students to tweak or totally change their topic. However, once a proposal has been approved, it 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. Topics cannot be changed due to a change in interest in that area of research.

## How much should I read?

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 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. You should 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.

You cannot use the fact that you have undertaken considerable amounts of work - internally or external to ANU - as a reason to ask for an extension of either program or scholarship.

## How do I get financial support or a scholarship?

See your departmental HDR convener and visit [anu.edu.au/study/scholarships/find-a-scholarship](http://anu.edu.au/study/scholarships/find-a-scholarship)



# FREQUENTLY ASKED QUESTIONS

## How many seminars and training workshops should I attend?

You should 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 the thesis. However, 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 at ANU but you cannot go to them all. It's a good idea to find out as much as you can about what's on so that you can prioritise. Make sure that you meet any requirements set by your department, for example, attendance at departmental/School seminars, or participation in HDR induction programs.

ANU training: [services.anu.edu.au/training/anu-research-skills-training-program](https://services.anu.edu.au/training/anu-research-skills-training-program)

ANU events: [anu.edu.au/events](https://anu.edu.au/events)

ANU news: [anu.edu.au/news](https://anu.edu.au/news)

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

The answer to this question 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. 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. You can also sign up for a library tour and ask the librarian to show you how to begin.

## 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 a good source for advice on future employment, particularly if you do not want to stay in academia.

W [careers.anu.edu.au/](https://careers.anu.edu.au/)











# CONTACT US

Coral Bell School of Asia Pacific Affairs  
ANU College of Asia and the Pacific  
Hedley Bull Building  
130 Garran Road  
ACTON ACT 2601 Australia  
T +61 2 6125 9329  
E [cap.hdr@anu.edu.au](mailto:cap.hdr@anu.edu.au)  
W [bellschool.anu.edu.au](http://bellschool.anu.edu.au)