Handbook for HDR Candidates
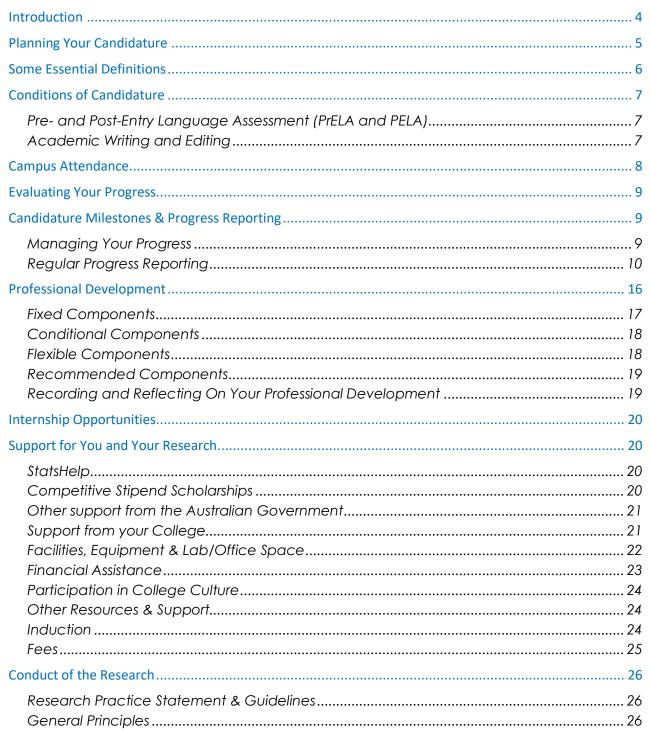
Graduate Research School

Contents

'HDR graduates go onto a range of research and non-research careers in business, academia, government, community and not-for-profit sectors. The skills developed through HDR training need to be appropriate for graduates to succeed right across the spectrum of the economy'.
ACOLA Review of Australia's Research Training System 2016

'All HDR candidates should develop a program of transferable research skills training and professional development activities within the first six to eight months of candidature.'

COVID-19 advice for HDR candidates

During the COVID-19 pandemic, the Graduate Research School will continue to manage all aspects of your candidature, as usual. Flexible options have been introduced for many of our activities, including Induction and other GRS workshops. We are also reintroducing some face-to-face activities, under strict safety protocols. We will update you regularly via email.

What should you do if you are impacted by the Coronavirus?

1. Please familiarise yourself with the JCU COVID-19 Advice
2. Travel and project issues should be discussed with your advisory panel
3. Any project delays should be documented in your next Progress Report

Graduation ceremony enquiries should be emailed to graduations@jcu.edu.au

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Introduction

Undertaking a research degree is a unique experience. It is creative, challenging, emotionally and intellectually demanding, and should be immensely rewarding.

This Handbook provides advice, guidelines and links to the University's Research Education Policy documents for Higher Degree by Research (HDR) candidates at JCU.

I hope that this Handbook assists you to complete your degree successfully and I look forward to congratulating you at your graduation.

This handbook is a living document and suggestions for improvement are always welcome.

Professor Christine Bruce
Dean, Graduate Research

Planning Your Candidature

'If you fail to plan, you are planning to fail!'

Benjamin Franklin

'In preparing for battle I have always found that plans are useless, but planning is indispensable.'

Dwight D. Eisenhower

Completing your Master of Philosophy (MPhil) or PhD should not be a battle, although it may feel like that at times. Nonetheless, it will likely be the biggest project you have ever attempted, so effective planning is essential.

Planning your candidature requires special approaches and tools that work. The book 'Planning your PhD' by Hugh Kearns and Maria Gardiner provides excellent advice and planning tools. It is written for PhD candidates but is also highly relevant to research masters and professional doctorate candidates. The book describes how to develop your 'master plan' – an overall plan for your degree – and then provides advice on planning for the major phases of your candidature, including:

- Getting off to a good start

- Preparing your proposal and successfully completing the Confirmation of Candidature milestone

- The middle phase

- The final year

- Responding to the examiners' reports

Even though the maximum duration (full time equivalent) of an MPhil is 2 years (4 years part time) and a doctorate is 4 years (8 years part time), it is important to plan to complete your degree in **less** than these times for several reasons:

- **Most HDR candidates underestimate the time required to complete their research degree.** Thus if you aim to complete a masters in two years or a doctorate in four years, you have no buffer for contingencies.

- **You should aim to submit your PhD thesis at 3.5 eftsl (Equivalent full time student load) or your MPhil at 1.75 eftsl (3.5 years part time), to allow the thesis examination to happen within the maximum duration of the degree.** At JCU, doctoral scholarships are offered for a maximum of 3.5 eftsl and you will not have the funds to support yourself beyond this period. If you are an international candidate, you are likely to be liable for the cost of tuition fees and visa extension. Even worse, you may be required to return to your home country before your thesis is finished, greatly increasing the likelihood that you will never finish it.

- **Employers may use the time taken to complete a research degree as an indication of the efficiency of a prospective employee.** Every extra month taken after a threshold of about four years for a doctorate and two years for a research masters can be seen as a career minus.

- **The longer you take** beyond 2 years (4 years part time) for a research masters and 4 years (8 years part time) for a doctorate, **the more likely you are to drop out.**

Another source of wise advice is 'Doctorates Downunder: Keys to Successful Doctoral Study in Australia and New Zealand'[1] by Denholm and Evans. This book is a comprehensive collection of essays designed to guide current and prospective doctoral candidates through the twists and turns of doctoral study. 'Doctorates Downunder' includes chapters on beginning the candidature, selecting advisors, countering isolation and engaging with support structures, working with industry, ethics, research skills and strategies, personal obstacles to completion, and maintaining an effective study, work and life balance. The book is comprehensive in coverage and provides Indigenous and international candidate perspectives, reflecting a diversity of voice and experience.

Some Essential Definitions

'College': JCU has six colleges; however, for the purposes of this document the term 'College' also includes JCU Singapore, the ARC Centre of Excellence for Coral Reef Studies and the Indigenous Education and Research Centre, as they are organisational units that are able to enrol HDR Candidates.

'Candidature Committee' is the Committee approved by the Associate Dean Research Education (ADRE) of the College. This Committee comprises the Chair, the Independent Academic and the Advisory Panel. The Chair and the Independent Academic are appointed by the ADRE from a pool of nominees who have been trained in the responsibilities associated with the role.

'Advisory Panel' means the panel of advisors nominated by the ADRE on behalf of the College Dean and approved by the Dean, Graduate Research (or nominee) to undertake the day-to-day supervision of the HDR candidate. The Advisory Panel will usually comprise a Primary Advisor, between one and three Secondary Advisors, and an Advisor Mentor not experienced (i.e. have no record of at least one PhD completion).. The Advisory Panel must meet regularly with the candidate, preferably jointly. Such meetings may be in person or by telecommunications as agreed with the candidate.

'Primary Advisor'

Each Advisory Panel should include one Primary Advisor who is a member of the academic staff (or adjunct staff) of the College in which the candidate is enrolled or is otherwise formally contracted and accountable to the provider for supervisory duties and is on the JCU Register of Advisors with Primary Advisor or Advisor Mentor Status. The Primary Advisor will chair the Advisory Panel and take the lead in the day-to-day supervision of the candidate.

'Advisor Mentor'

The role of the Advisor Mentor on the Panel is to help develop the advisory capacity of the members of the Advisory Panel, individually and collectively. In some colleges, the Advisor Mentor is usually the Primary or a Secondary Advisor of the candidate. On campuses/disciplines where there is a shortage of advisors who have supervised HDR candidates to successful completion, the Advisor Mentor may not be the Primary or Secondary Advisor of the candidate. In such circumstances, the Advisor Mentor may 'develop the advisory capacity of the members of the Advisory Panel, individually and collectively' by meeting with the Advisors (and preferably also the candidate) occasionally, say once every three months, to monitor how the supervisory arrangement and the candidature are progressing and to provide advice.

These roles are more comprehensively explained in the HDR Supervision Procedure

https://www.jcu.edu.au/graduate-research-school/forms-and-policies/hdr-supervision-procedure

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[1] Denholm, D. and Evans, T. (eds.) (2012) *Doctorates Downunder: Keys to Successful Doctoral Study in Australia and New Zealand.* 2nd Edition, Australian Council of Education Research.

Conditions of Candidature

In addition to the degree requirements that apply to all HDR candidates, some candidates are required to successfully complete *conditional* course components. Such components will have been specified in the conditions of candidature provided to you in your letter of offer and/or in correspondence from the Graduate Research School or your College. These components must be completed as specified. They may be counted towards the completion of the elective components of your Professional Development Program (see section on Professional Development, this Handbook) and may comprise modules such as, but not limited to:

- Academic Writing and Editing (**AWE**) Program
- English language development resulting from a Post- Entry Language Assessment (**PELA**)
- Safety courses required to conduct your research
- Ethics workshops required to obtain the ethics approvals required for your research
- Cohort programs
- 'StatsHelp' pre-requisites

Language and communication programs including PrELA, PELA and AWE requirements are detailed below because of their relevance to significant numbers of JCU HDR candidates. Information about the Doctoral Studies Cohort Program conducted by the Division of Tropical Health and Medicine is at:

https://www.jcu.edu.au/division-of-tropical-health-and-medicine/research/cohort-doctoral-studies-program

Pre- and Post-Entry Language Assessment (PrELA and PELA)

If you are from an English as an Additional Language (EAL) background, you may have been required to undertake a Pre-Entry Language Assessment (PrELA) as part of the JCU application process and/or be required to do a JCU Post-Entry Language Assessment (PELA) soon after the start of your candidature. These short tests are designed to gauge your ability to think critically and write in an academic style in English. The **PrELA** assists in decision-making about your application for admission to the JCU research degree and/or scholarship. The **PELA** determines whether you require a writing support plan, and what form that plan should take.

The **PELA** must be undertaken by any EAL HDR candidate entering JCU who:

- Received an IELTS (International English Language Testing System) score **below** 7.0 overall or for any sub-skill (writing, reading, speaking or listening)
- Has undertaken (or is undertaking) an English for Academic Purposes pathway course
- Received a writing score of below 23 for the Internet-based TOEFL (or 5.5 for paper-based)
- Received a score below 65 for a Pearson test
- Was granted a waiver of the English Language Requirement, including via a PrELA.

Further details about PELA are available on the GRS website.

Depending on your PELA results, you may be required to complete a writing support plan as a condition of your HDR candidature. This plan will be tailored to your research interests and schedule as much as possible.

Academic Writing and Editing

The Academic Writing and Editing (AWE) program is offered to assist all HDR candidates to complete their degree in a timely manner by providing training in professional academic writing and critical thinking. AWE is *not* an English language program, but instead provides a supportive environment to help candidates from all language backgrounds develop their academic writing skills. AWE is not compulsory, although in some

cases advisory teams may make attendance a Conditional Component of candidature for candidates requiring this kind of support.

AWE is available both by Zoom for all candidates, including those in Singapore and external locations, and in face-to-face format in Townsville. Contact the Convenor (elizabeth.tynan@jcu.edu.au) for details. Further information about these workshops is available in the Workshops and Training section of the GRS website.

Topics covered include:

- An introduction to great academic writing: outlining and drafting, introductions and conclusions.
- Literature reviews
- Confirmation of candidature: proposal and seminar
- Technical and stylistic correctness: grammar, punctuation, concision and concreteness
- Strategies for writing journal papers
- Candidate Conferences to practise oral research presentation
- Revision, redrafting, style and self-editing.

Doctoral and MPhil candidates may count AWE hours towards RD/RM7003 Professional Development and will receive a certificate confirming their completion of the course. To successfully complete the program and receive a Certificate of Completion, candidates are expected to:

a. Attend all scheduled sessions;

b. Provide a small sample of work (such as an extract of a research proposal or literature review, no more than five pages) for editorial appraisal and feedback; and

c. Participate in a presentation to the class (usually a Confirmation of Candidature seminar rehearsal) during the AWE Candidate Conference

Editing Assistance

Candidates who have successfully completed AWE are entitled to expert editing help: up to three hours of free individual thesis editing assistance from the Program Convenor for each full-time-equivalent year of candidature. Note that this free service is not available to candidates who have not completed AWE. If you require additional editing assistance, further help may be arranged with an external editor at an hourly rate. The Graduate Research School does not meet the costs of an external editor. Such costs are to be paid by you or your College.

Campus Attendance

Unless on approved field work or travel, candidates enrolled as internal candidates are expected to attend a recognised campus of the University regularly as negotiated with their Advisory Panel to fulfil the degree requirements. Ideally, a candidate enrolled as an external candidate should be on campus for at least five working days per year as negotiated with their Advisory Panel to fulfil their degree requirements. Exceptions must be approved by the Dean, Graduate Research as a Condition of Enrolment or via the HDR Variation of Candidature Procedure.

Candidates must remain enrolled until submission of the thesis for examination, unless Leave of Absence has been obtained. [Note: The University considers that candidates on Leave of Absence are not undertaking activities that contribute to their candidature.]

Evaluating Your Progress
Candidature Milestones & Progress Reporting
Managing Your Progress

Candidature Milestones

One of the major challenges associated with undertaking a higher degree by research is the apparent lack of structure relative to your undergraduate or graduate coursework degree. Whereas coursework degrees are structured around subjects, assignments and examinations, most Australian research masters and doctoral degrees have a single major output – the thesis. The exception is for candidates who undertake practice-based degrees in disciplines such as the Creative Arts who produce a major creative output and a written exegesis.

As you progress through your candidature, you will pass through five milestones. These milestones, together with some additional progress reporting requirements, are designed to help you to navigate your degree, obtain feedback on progress, and keep you on track for a timely completion.

The milestones and reporting requirements are summarised below. Detailed advice on what you need to do to plan for, and pass successfully through, that milestone is available on the GRS website. Candidates will be advised of these dates at enrolment, variation of these dates may be made on the Variation of Candidature form.

Milestone 1: Commencement of Candidature Agreement

You and your advisory panel will meet to establish and formalise a number of roles and expectations. A formal *Candidate and Advisor Agreement* is to be completed in the sixth week following your commencement of candidature (12 weeks for part time candidates).

Milestone 2: Confirmation of candidature

Confirmation of candidature marks the point where you move from provisional candidature into confirmed candidature. To successfully make this transition, you must demonstrate that your project is of a suitable scope and standard; you have the capacity to complete both the project and the degree in a timely manner, at the required level.

If you are a full-time candidate, you should aim to hold your confirmation seminar after six months (full time) of provisional enrolment. Candidates can be granted an extension of up to a further 6 months (PhD) or 3 months (Masters) under special circumstances by Variation of Candidature Form. Part time candidates should double the timeframes.

Milestone 3: Mid candidature review

This milestone is for doctoral candidates only, it does not apply to candidates for the Master of Philosophy. Doctoral candidates are required to do their Mid-Candidature Review Milestone when they have consumed between 1.5 and 2 EFTSL. The date quoted on enrolment is the maximum of these dates.

You will present your written work to-date and will also be required to make a public presentation of your work, to have submitted a paper to a peer-reviewed publication or made a comparable presentation at a conference external to JCU or any oral presentation of the research deemed appropriate by your college ADRE.

Milestone 4: Pre-completion milestone

At Pre-completion, your Candidature Committee reviews current drafts of the materials you have prepared for inclusion in your thesis, and you present a seminar. The seminar gives you an opportunity to receive feedback from your panel and other experienced academics on the readiness of your thesis for

examination. Most HDR candidates gain significant insights from this process that help sharpen focus during the final stages of writing.

To gain the most benefit, you should time the seminar to be completed at 3 months (full time equivalent) prior to your expected date of thesis submission for examination.

Milestone 5: Submission for examination

Doctoral candidates should plan to submit their thesis at 3.5 eftsl to allow time for the examination processes before candidature expires at four eftsl. Master of Philosophy students should be planning to submit at 1.75 eftsl.

Milestone 6: Consideration of Examiners' Reports & Submission of thesis revisions

If your examiners have requested revisions to the thesis (most do request or suggest at least some), you should aim to make these revisions as soon as possible after you receive the reports. A suggested time frame is supplied by GRS staff with your reports depending on the level of corrections requested by your examiners.

Regular Progress Reporting

Progress reports are due every six months at 30 April and 31 October. However, you do not need to complete a Progress Report if, during those six months, you have:

- successfully completed one of the milestones (Commencement agreement, Confirmation of candidature, Mid-candidature review, Pre-completion, Submission for examination); or
- you have been on leave of absence for a substantial portion of that period

If you are having problems with your candidature or progress, be honest about them in your Progress Report. Submit a confidential report if you prefer. Help cannot be provided if you don't tell someone about the problems you're experiencing. See the section *Obtaining Help When You Need It*, in this Handbook.

Note 1: Part time students do not have different requirements.

Note 2: the Dean, Graduate Research or the JCU Research Education Sub-Committee may require you to submit a progress report, provide material and undertake activities in order to evaluate your progress at any time.

Managing your Milestones: Information for Doctoral Candidates

Doctor of Philosophy Timeline

Start

6 weeks
Candidate/
Advisor
Agreement

6 months
Confirmation
of Candidature

12 months
Progress Report
due
April/October

18 months
Progress
Report due
April/
October

18 - 24
months
Mid-
candidature
Review

30 months
Progress
Report due
April/
October

39 months
Pre-
completion
seminar

42 months
Thesis
submission

42 - 48
months
Thesis
Examination

48
months
Degree
awarded

Fixed Components of PD

40 hours of Professional Development or 10 points Leadership & Initiative

Managing your Milestones: Information for MPhil Candidates

Master of Philosophy Timeline

Start

6 weeks
Candidate/
Advisor
Agreement

6 months
Confirmation of
Candidature

12 months
* Progress
Report due
April/October

18 months
Pre-
completion
Seminar

21 months
Thesis
Submission

21 - 24
months
Thesis
Examination

24 months
Degree
awarded

*Progress report due every six months except if a milestone (Confirmation of Candidature or Pre-Completion Evaluation) has been completed successfully in the previous six months

Fixed components of PD Program

Timeline and Planning

To assist with the timely completion of your required milestones and reporting, as well as thesis submission, a generic timeline of requirements is provided in Table 1.

Table 1 Generic timeline for milestone and reporting requirements for a **full time doctoral candidate**. The timeline can be modified for part-time and/or MPhil candidates. This is a timeline of the general requirements for a Higher Degree by Research Candidate at JCU. A research plan specific to your project and your particular goals should be made and used in conjunction with this timeline.				
Years Since Enrolment	Time since enrolment	Candidate to do	Form required	Advisors to do
1	1 week	▪ Consider requirements for candidature including project proposal, ethics application and any required permits and discuss with Advisors (RD7001) ▪ Scope relevant literature with advisors, commence literature searches (consult relevant librarian) and reading (RD7002)	COC-Proposal Template	▪ Meet with candidate to discuss plan for candidature, especially expectations of one another
	2 weeks			▪ Continue to meet with candidate re scoping and development of significant piece of work, research proposal, ethics application (if required) ▪ Conduct Professional Development Audit of candidate and think about Professional Development Plan ▪ Contact nominated Expert Reviewer to check availability and willingness to review research proposal in week 20
	3 weeks			
	4 weeks	▪ Brainstorm/mindmap ideas for research questions and methods with Advisors ▪ Start developing outline of substantive written work with advisors; read relevant literature		
	5 weeks	▪ Meet with your advisory panel for your Candidate and Advisor Agreement. Complete CAA-FORM-01 and submit to GRS 6 weeks after your enrolment. ▪ Work on research proposal (COC-Proposal), ethics permit application (if required) and other permit applications (if required) with input from Advisors and multiple drafts. ▪ Continue reading and development of substantive written work with Advisors. You are likely to require multiple drafts. ▪ Work with advisors to develop Professional Development Audit and Plan using the required pro-forma (COC-Proposal) ▪ Plan to have all Fixed Professional Development Components completed by Confirmation of	CAA-FORM-01 COC-Proposal Template	▪ Contact relevant administrator to plan for seminar date and meeting/s of candidature committee ▪ Help candidate conduct and develop Professional Development Plan
	6 weeks			
	7 weeks			▪ Continue to meet with candidate re development and revision of substantive written work, research proposal and ethics application (if required); provide timely feedback on revisions
	8 weeks			
	9 weeks			
	10 weeks			
	11 weeks			

		Candidature Milestone (Appendix 1 - COC-Proposal Template)		
	12 weeks	▪ Continue work on research proposal and ethics application (if required) with input from Advisors and multiple drafts ▪ Do final revision and amendments to substantive written work ▪ Finalise substantive written work and submit to Advisory Panel		
	13 weeks			
	14 weeks			
	15 weeks			
	16 weeks			
	17 weeks	▪ Finalise Confirmation of Candidature Research Proposal with input from advisors including checklist of compliances.	COC-Proposal Template	▪ Complete evaluation of substantive written work using RM7002/RD7002 subject outline as guideline for Substantive Piece of Writing
	18 weeks			
	19 weeks			
	20 weeks	▪ Submit Confirmation of Candidature Research Proposal to Primary Advisor for Expert Review (doctoral students only)	COC-Proposal Template COC-Expert Reviewer	▪ Submit Candidate's Confirmation of Candidature Research Proposal to Expert Reviewer along with Expert Reviewer's assessment form COC-Expert reviewer
	21 weeks	▪ While Confirmation of Candidature Research Proposal is with Expert Reviewer, develop seminar		▪ Help candidate plan seminar
	22 weeks	▪ Make amendments to Research Proposal (update Confirmation of Candidature Research Proposal) and seminar in response to the Expert Review.	COC-Proposal Template	▪ Assist candidate with amendment of proposal as required, or if necessary, suspend seminar
	23 weeks	▪ Provide revised Confirmation of Candidature Research Proposal to Advisors	COC-Proposal Template COC-Assessment Form	▪ Consider the amended Confirmation of Candidature Research Proposal template and the Expert Reviewer's Report on Proposal and prepare the Advisory Panel Report using Assessment form
	24 weeks	▪ Practice seminar with Advisors		▪ Submit revised Confirmation of Candidature Research Proposal, Expert Reviewer's Report, Advisory Panel Reports on Proposal and Substantive Piece of Writing to all members of Candidature Committee and Provide feedback to candidate on seminar by attending several rehearsals

	25 weeks	▪ Present seminar ▪ Review and refresh CAA-FORM-01 Candidate and Advisor Agreement is still current; update if necessary	COC-Proposal Template COC-Assessment Form CAA-FORM-01	▪ Attend seminar and meet with independent members of Candidature Committee to provide input to their decision; provide feedback to candidate. ▪ Candidature Committee provide final recommendation for milestone on Assessment form and Chair of Candidature Committee submits assessment forms to their College Academic Services officer who sends them to the GRS for sign off by the Dean, Graduate Research.
	6 to 9 months	▪ Check your Professional Development Plan established at your Confirmation of Candidature and book any planned workshops/courses to ensure that you have a total of 40 hours of Flexible Component Professional Development (or 10 Leadership and Initiative points) completed by Mid-Candidature Review (18 months post-enrolment) – doctoral candidates only.		▪ Continue to meet regularly with the Candidate to provide guidance and feedback.
	10 to 12 months	▪ Submit Progress report in April/October when a milestone has not been completed in the previous 6 months.	PRO-FORM-01	▪ Meet with Candidate regarding Progress Report.
2	13 to 15 months			▪ Continue to meet regularly with the Candidate to provide guidance and feedback.
	16 to 18 months	▪ Mid-Candidature Review Milestone due 18 months (1.5 years ft/3 years pt) after enrolment. Doctoral Candidates only ▪ Review and refresh CAA-FORM-01 Candidate & Advisor Agreement is still current; update if necessary	MCR-FORM-01 CAA-FORM-01	▪ Meet with candidate to support successful completion of the Mid-Candidature Review
	19 to 21 months	▪ Check your Professional Development Plan established at your Confirmation of Candidature and book any planned workshops/courses in the Recommended category (36 months post-enrolment). MPhil candidates who have opted into RM7003 Professional Development should ensure		▪ Continue to meet regularly with the Candidate to provide guidance and feedback.

		they are on track to complete 10 hours of Flexible professional development (or 3 Leadership and Initiative points) by the Pre-Completion milestone.		
	22 to 24 months	▪ Submit Progress report in April/October when a milestone has not been completed in the previous 6 months.	PRO-FORM-01	▪ Meet with Candidate regarding Progress Report.
3	25 to 27 months			▪ Continue to meet regularly with the Candidate to provide guidance and feedback.
	28 to 30 months	▪ Submit Progress report in April/October when a milestone has not been completed in the previous 6 months.	PRO-FORM-01	▪ Meet with Candidate regarding Progress Report.
	31 to 33 months	▪ Finalise data analysis required for thesis. ▪ Prepare to present findings at Pre-Completion and in thesis.		▪ Continue to meet regularly with the Candidate to provide guidance and feedback.
	34 to 36 months	▪ Pre-Completion Milestone 6 months prior to thesis submission. ▪ Review and refresh CAA-FORM-01 Candidate & Advisor Agreement is still current; update if necessary.	PCE-FORM-01 CAA-FORM -01	▪ Meet with candidate to support successful completion of the Pre-Completion Evaluation Milestone
4	37 to 39 months	▪ Thesis writing	NEX-FORM-01	▪ Discuss potential examiners with candidate and submit Nomination of Examiners to GRS. ▪ Review thesis drafts
	40 to 42 months	▪ Finalise thesis writing, submit to advisors for feedback. ▪ Submit thesis ▪ Scholarship expiry	**SUB-FORM-01** **PUB-FORM-01**	▪ Review thesis drafts and final version of thesis
	43 to 45 months	▪ Thesis Examination		
	46 to 48 months	▪ Completion, and Graduation depending on timing of Graduation Ceremonies		

Professional Development

Obtaining the skills required to complete your degree and fulfil your career aspirations

A research degree from James Cook University is designed to prepare graduates for a wide variety of careers by building professional development activities into the degree program. Most HDR candidates will go on to have careers outside academia, and career opportunities expand if they use their candidature for skills development. The first professional appointment after graduation will be determined not only by the research-specific technical skills gained during candidature but also transferable generic skills and personal attributes. The GRS therefore makes available a skills development program intended to provide a framework for skills acquisition. Candidates, in consultation with their advisors, will be supported to undertake professional development activities that will ensure they are well equipped for careers in the knowledge economy and that accord with our HDR Graduate Attributes. Attainments as part of RD7003 or RM7003 Professional Development are recorded on the Australian Higher Education Graduate Statement (AHEGS), enabling future employers to see the nature and scope of professional development undertaken by the candidate. Doctoral candidates are required to undertake RD7003 Professional Development, while MPhil candidates may *opt into* RM7003 Professional Development. Both doctoral and MPhil candidates must complete the Fixed Component (see below). Please refer to the subject outlines RD7003 and RM7003 Professional Development for further details.

The requirements for RD7003 Professional Development are recorded at the Confirmation, Mid-Candidature Review and Pre-Completion milestones. The doctoral candidate's Candidature Committee will evaluate progress in meeting the requirements of RD7003 through review of the candidate's HDR Professional Development Audit and Plan Appendix 1 of the COC-Proposal Template Form), supporting evidence that includes the Evaluation of RD7003 Record of Professional Development (part of the Mid-Candidature Review and Pre-Completion forms) and a brief (1-2 page) Professional Development Career Statement, which is a synthesis of candidates' professional development written in the genre of a job application (examples) due at Pre-Completion. MPhil candidates who opt into RM7003 will have their Flexible Component finalised at Pre-Completion.

At commencement, candidates should discuss their Professional Development Audit and Plan with their Advisory Panel to determine what professional skills may be required in addition to those specified in the Fixed component, below. The Audit and Plan must be established at the Confirmation of Candidature degree milestone (Appendix 1 of the COC-Proposal Template Form). By Mid-Candidature Review doctoral candidates should have completed a total of 40 hours of professional development activities or 10 Leadership and Initiative points in the Flexible component, and evidence of this will be required to pass this milestone. By the Pre-Completion milestone candidates who wish to undertake the Recommended component will have their activities formally recorded, although they are not obliged to undertake this component. MPhil candidates who opt into RM7003 will need to complete 10 hours of Flexible professional development activities or 3 Leadership and Initiative points by Pre-Completion.

All commencing candidates must participate in an Induction session on Zoom as soon as possible after commencement. Inductions are held regularly. Singapore-based candidates should check with their Associate Dean Research Education for information about Induction at JCU Singapore. RD/RM7003 also has other Fixed modules, all of which are carried out flexibly, online. See below for details.

NOTE: Significant changes to the HDR Professional Development Program were approved in June 2021. All doctoral candidates are now under the new rules, and are no longer required to undertake 120 hours of Professional Development, no matter when they commenced.

The GRS Professional Development program encourages you:

      a) To develop and/or acquire the skills needed to successfully complete your thesis; and
      b) To fulfil your individual career aspirations as internationally competitive research professionals.

The average age of a commencing doctoral candidate in Australia is ~ 33 years. Thus you are likely to already possess extensive professional skills. You have the option of applying to the GRS for Recognition of Prior Learning (RPL) of the Fixed Components of the development activities specified below. However, you will not be able to obtain RPL for the Flexible Component because of the importance of using your HDR candidature to upskill.

Here are steps to fulfil your professional development requirements:

- Complete the Professional Development Audit and Plan with your Advisory Panel during the early months of your HDR candidature, as part of preparation for Confirmation of Candidature. Note in this document the skills you already possess, and the skills you would like to acquire.
- Both doctoral and MPhil candidates must complete the Fixed Component of professional development as part of the requirements for Confirmation of Candidature. MPhil candidates may also choose to opt into RM7003 by recording their Flexible PD activities at Pre-Completion.
- If you are a doctoral candidate, your Candidature Committee will again evaluate your professional development to ensure that you have completed the requirements for RD7003 Professional Development that are required by Mid-Candidature Review. By the time of Mid-Candidature Review, you will need to have completed any Flexible Components totalling 40 hours overall, or 10 Leadership and Initiative points. MPhil candidates who opt into RM7003 will complete 10 hours of Flexible Component by Pre-Completion.
- Doctoral candidates are required to provide a Career Statement in which they reflect upon their professional development activities and achievements, in the genre of a curriculum vitae (resume).
- Both doctoral and MPhil candidates may opt to do additional professional development in the Recommended category. This category is entirely optional. Candidates who choose to do additional professional development will need to provide evidence of their activities in the Pre-Completion milestone paperwork, if they would like their achievements to be noted on their AHEGS. The Recommended component is offered to ensure that all candidates can have their optional PD activities formally recorded.

Subject to satisfactory completion of: (1) the agreed program of professional development; (2) a Professional Development Career Statement (for doctoral candidates), which is a synthesis of the professional development undertaken during the subject in the genre of a curriculum vitae (resume); and (3) the summary required for your Australian Higher Education Graduation Statement, your Candidature Committee will recommend that you be awarded a grade of *Satisfactory* in RD7003 or RM7003 Professional Development. If you have not undertaken the agreed program of professional development, the Candidature Committee may decide to issue a grade of 'Result Withheld', or RW, for the Professional Development subject for a specified period to enable you to complete the subject requirements, delaying your completion of the Mid-Candidature Review and/or Pre-Completion milestones and potentially your graduation.

Fixed Components

Fixed Components of the Professional Development program for all HDR candidates

Unless the Graduate Research School has formally granted Recognition of Prior Learning, the following Fixed Components must be undertaken by all HDR candidates and comprise participation in Induction and completion of online modules. GRS will keep you informed of when, where and how they are to be held.

Induction, either online or via Zoom
Content includes:

- HDR Ambassadors reflecting on: *What I wish I had known when I started my research higher degree*
- How to access services offered by the Library, eResearch and JCU Connect
- The process for Higher Degree by Research at JCU
- LearnJCU component additional for students attending zoom session - Good Doctorate. Additionally there are eResearch links in this folder for any research data, hardware and software queries you have.

In addition, candidates must participate in the following, either via Zoom or face-to-face:

- Resilient HDR Candidature
- Respectful Relationships Workshop for HDR Candidates

Online Modules available on LearnJCU (unless otherwise specified):

- Epigeum Research Integrity: *Both* the Responsible Conduct of Research and the When Things Go Wrong: Breaches of the Code* modules

- Epigeum: Undertaking a Literature Review Module

- Introduction to Professional Writing and Editing

- Management of Data and Information

- Plagiarism

- Copyright and Open Access

- Online Health and Safety training for HDR Candidates - Not in LearnJCU
https://www.jcu.edu.au/work-health-and-safety/training

- JCU Respect: Recognise, Respond, Refer, Report

*NB the second Research Integrity module listed here, When Things Go Wrong: Breaches of the Code, is only compulsory for candidates who commenced on or after 1 January 2022, although highly recommended for those who commenced before that date. Responsible Conduct of Research is compulsory for all candidates, no matter when they commenced.

Cohort Programs

Some HDR candidates complete some or all of the Fixed Components, or similar, as part of a cohort program e.g. Cohort Doctoral Studies Program, or the Indigenous Education & Research Centre, as will be explained by the director of that program. In those cases, the cohort director will contact the Graduate Research School to confirm attendance in such programs.

Conditional Components

Conditional Components are specified in your Conditions of Candidature and/or in correspondence from the GRS or the College (these count as part of the Flexible Component for RD7003/RM7003).

Conditional Components must be completed as specified in your Conditions of Candidature and/or in correspondence from the GRS or the College. The components may be counted towards the Flexible Component of professional development and may comprise modules such as but not limited to:

- An English language support program resulting from the Post-Entry Language Assessment (PELA)
- Academic Writing and Editing (AWE) Program attendance
- Safety courses required to conduct the research
- Ethics workshops required to obtain the human or animal ethics approvals required for the research
- Cohort programs
- *StatsHelp* program pre-requisites –see *StatsHelp* section of this Handbook

Flexible Components

Minimum of 40 hours of professional development activities or 10 points of Leadership and Initiative activities for doctoral candidates, or 10 hours (or 3 L&I points) for MPhil candidates who have opted into RM7003, including any specified Conditional Components.

Candidates and their advisory team are encouraged to think broadly about what activities will be of most benefit to both the project and the candidate's career aspirations. You can choose from the courses and workshops offered by the GRS Professional Development Program, which are mostly free of charge, other academic units at JCU, or organisations or agencies external to JCU (e.g. ATN e-Grad School, ACSPRI, Coursera, etc.). Any required payments may be funded by your JCU Research Account, with the approval of your advisory team and College. Please note that you are not required to undertake any GRS elective workshops and may source other relevant professional development activities external to GRS and JCU. Decisions about exactly which Flexible and Recommended components to undertake may be made by candidates in consultation with their advisory team. Advisors must approve these activities, although approval by the GRS is not required. Candidates and advisors are always welcome to consult with the Professional Development Co-ordinator if unsure of any aspect of the program.

Professional Development is defined as activity that increases professional knowledge through guided learning (either in a workshop or class, online or in apprenticeship mode, or in a variety of activities that demonstrate leadership and initiative). See the subject outline for more details: https://www.jcu.edu.au/__data/assets/pdf_file/0004/373360/Subject-Outline-RD7003-Professional-Development-2020.pdf.

MPhil candidates who have not opted into RM7003 are not expected to participate in any Flexible Component activities.

NOTE that while the Flexible category requires a minimum of 40 hours of activities (or 10 Leadership and Initiative points) for doctoral candidates (10/3 for MPhil candidates), no maximum is specified. The GRS does advise candidates, however, to discuss any additional Professional Development commitment with their advisory team to ensure that they are balancing PD with their project activities.

Recommended Components

Both PhD and MPhil candidates are encouraged to think beyond the minimum requirements when it comes to their professional development, which is why we make available the Recommended Component of RD/RM7003. All research candidates are free to undertake this component if they wish, although they are not obliged to do so. In some cases, the activities will be the same or similar to those in the Flexible Component. This component simply allows candidates who wish to do a bit more to have their efforts officially recognised in the AHEGS. GRS approval is not required, although candidates must have the approval of their advisors.

Leadership and Initiative

The Leadership and Initiative category encourages candidates to engage in professionally beneficial activities during candidature, and have these formally acknowledged on their AHEGS. This category operates on a points system, rather than hours. Candidates may choose to fulfil the requirements of either RD7003 or RM7003 through this category. To do so, doctoral candidates must reach the threshold of 10 points, while MPhil candidates must reach 3 points. Points are available on a sliding scale, where some activities (such as undertaking a formal internship (7 points), becoming an HDR Ambassador (3 points), or publishing a scholarly article (3 points) attract more points than attending a conference (1 point).

NOTE that doctoral candidates must reach the threshold of *either* 40 hours of professional development training OR 10 points in the Leadership and Initiative category to fulfil RD7003 requirements. While candidates may undertake activities in both categories, they must reach the threshold in at least one.

Recording and Reflecting On Your Professional Development

While the Flexible Components of Professional Development will be recorded and checked by the GRS, you will need to keep records of your Flexible, Conditional and (if applicable) Recommended Components, if they are not directly available to the GRS. Most candidates provide a certificate of attainment, but in some cases

an email from the organiser/trainer may suffice, if it contains enough information about the activity undertaken and the hours involved. Doctoral candidates should provide evidence of Flexible activities at Mid-Candidature Review, and of Recommended activities at Pre-Completion. MPhil candidates who opt into RM7003 should provide evidence of Flexible and (if applicable) Recommended activities at Pre-Completion.

> To complete RD7003 doctoral candidates also prepare a Professional Development Career Statement, which is a synthesis of the professional development undertaken in the genre of a curriculum vitae (also known as a resume). This statement should be provided at Mic-Candidature Review.

The GRS encourages HDR candidates to undertake an internship during their studies. For further information on our HDR internship program and eligibility criteria please see the Industry Engagement section of the GRS website.

Support for You and Your Research

StatsHelp

Research theses and publications sometimes fail or require substantial revision due to:

- Poor experimental design
- Incorrect application of statistical tests
- Violation of assumptions
- Incorrect interpretation of results

Data collection, analysis and interpretation of statistical output can be an expensive exercise in both time and money. It is tragic if a HDR candidate's thesis is unsuccessful because of flaws such as those listed above, which can be irredeemable. Involving a statistician, preferably before you start collecting data, can minimise the risk of these problems occurring. To access *StatsHelp* see 'Obtaining Help When You Need It" section at the end of this document.

Engaging meaningfully with the StatHelp staff requires at least a basic level of statistical literacy. If you are not confident that your statistical knowledge will be adequate for your HDR degree, you should talk to your advisors about enrolling in one of the statistics subjects offered by JCU. If you are unsure of your level of competency or need a refresher course in basic statistics, you should log into the Higher Degree by Research community in LearnJCU and complete the Epigeum: Statistical Methods for Research. *The StatsHelp staff will expect a level of competence at least equivalent to that provided by the Epigeum module, and if in doubt, will require you to show that you have successfully completed the quizzes in this module before you can obtain their help.*

Competitive Stipend Scholarships

Awards for Australian/NZ citizens and Australian permanent residents include:

- Australian Government Research Training Program Scholarships (**RTPS**)
- JCU Postgraduate Research Scholarships (**JCUPRS**)

International applicants are eligible to apply for:

- Australian Government International Research Training Program Scholarships (**IRTPS**)
- JCU Postgraduate Research Scholarships (**JCUPRS**)

These competitive awards are administered by the Graduate Research School.

Other awards from external sources, such as government agencies and private foundations, may also be available depending on field of study. Scholarships may also be available where the research topic is related to a current research project being undertaken by the Primary Advisor and funded by the Australian Research Council or other outside agency.

All such scholarships are tax free as long as the scholarship is full-time. Some scholarships are available part-time but are liable for income tax. Check with the GRS for details.

Visit the GRS Scholarships webpage to find out about other research degree funding, scholarship opportunities and the JCU HDR scholarships procedure.

Other support from the Australian Government

From 1 January 2017 the Australian Government replaced Australian Postgraduate Awards (APA), International Postgraduate Research Scholarships (IPRS) and the Research Training Scheme (RTS) with a single program, the Research Training Program (RTP). If you are domestic HDR candidate or an international candidate on a IRTPS stipend scholarship (formerly IPRS) and have not exceeded your period of maximum candidature (4 years full-time for a doctorate; 2 years full-time for a Masters) part of the RTP funding to JCU is being used to offset the costs of your fees as a student of the University. This arrangement replaces the funding that was previously used to pay the university to offset your tuition fees through the RTS. Because the RTP offsets scholarship is an indirect payment to the university, it does not constitute income to you and so it will not be subject to income tax.

As part of these arrangements **there is a legislative requirement that you acknowledge the Australian Government's support in any materials related to your HDR published at any time, both during and after completion of your research higher degree. Materials include items such as books, articles, newsletters or other literary or artistic works that relate to your thesis project**.

The acknowledgement must include mention of your support through an "Australian Government Research Training Program Scholarship".

Some International HDR candidates at JCU may also receive fee offset scholarships from the Australian government or (more often) the university on a competitive basis. JCU support must be also acknowledged in any materials related to your HDR published at any time, both during and after completion of your research higher degree.

Candidates who were in receipt of an RTPS or IRTPS are eligible to receive an allowance for the costs of producing the thesis, upon presentation of receipts within 6 months of submission of the bound thesis and 2 years of the termination of the Scholarship.

Support from your College

Generic policy applies to provision of support from your College. For further information, refer to the HDR Minimum Standard of Resources, Facilities and Other Support Provided for Research Higher Degree Students Procedure.

In deciding whether or not to host you as a HDR candidate, your College considered the availability of the resources required for you to conduct your research within the time constraints of your degree and, where applicable, your scholarship arrangements. The following information presents the **generally accepted minimum standard** of resources for on-campus HDR candidates.

However, the Research Education Sub-Committee recognises that HDR candidates also include (the list is not exhaustive):

- Candidates who are precluded from full-time candidature because of their employment or family commitments;
- Full-time candidates who are based at other research institutions in the region for the purpose of completing a research degree;

- Full-time and part-time candidates who are off-campus for a specific research related purpose, such as a field trip;
- Full-time and part-time candidates who elect to complete a proportion of their formal research program overseas;
- Full-time or part-time candidates who are off-campus by virtue of their residence in another city in special cases where this has been allowed if possible; or
- Full-time or part-time candidates who are off-campus and resident in another country and who are undertaking a conjoint program in special cases where this has been allowed if possible, e.g. candidates in Rural Education programs, or enrolled under a cotutelle agreement with another university.

The supervision strategies, minimum resource requirements and Duty of Care responsibilities in the context of fieldwork are likely to differ for each of these categories of HDR candidate and will need to be negotiated on a case-by-case basis if they are not specifically covered by the HDR Minimum Standard of Resources, Facilities and Other Support Provided for Research Higher Degree Students Procedure. The University recognises that equity and Duty of Care must be seen to operate across all categories of JCU HDR candidate.

Relevant Research Costs that your College Should Meet

The following list includes but is not limited to:

- Photocopying costs;
- Thesis costs, including printing if required;
- Internet charges related to your project, including reasonable recompense for charges external to JCU in the case of off-campus HDR candidates. Such recompense must be negotiated in advance on a case-by-case basis between Candidate and College;
- Essential inter-library loans and document delivery;
- Reasonable expenses for undertaking approved research at libraries and archives external to your host campus;
- ISD and STD telephone calls and fax costs related to your project;
- Costs of access to service facilities;
- Data analysis and specialised computer packages;
- Fieldwork expenses appropriate to your research project (sufficient to enable the research to be conducted in accordance with the University's Workplace Health & Safety Policies);
- Training costs to meet the requirements of the University's Workplace Health & Safety Policies;
- Laboratory consumables specific to your research project;
- Postage associated with essential research activities, e.g. postal surveys; and
- Substantial support towards attendance at <u>one</u> conference away from Townsville, Cairns or Singapore during your period of candidature (only for candidates presenting a paper or poster at the conference).

Facilities, Equipment & Lab/Office Space

The resources listed below should be available to all **full-time HDR candidates** while they are based on campus in Townsville, Cairns or Singapore. Part-time and off-campus candidates should negotiate their needs with their College if their circumstances are not covered specifically by the HDR Minimum Standard of Resources, Facilities and Other Support Provided for Research Higher Degree Students Procedure'.

- Guaranteed access to desk or bench space in a secure, shared space that is dedicated to postgraduate and/or Honours students.
- Bench space and access to suitably maintained scientific and technical equipment appropriate to the discipline in which the research is being conducted.
- Access to computing facilities in addition to the laptops that each HDR candidates must provide, appropriate to the project requirements of their HDR candidates, e.g. by having a pool of University-owned computers with specialist software and/or hardware appropriate to the discipline.
- Reasonable after-hours access to facilities, subject to security, health and safety considerations.

Each HDR candidate will require sole access to a desktop or laptop computer for the purposes of writing up their research from the beginning of candidature. Under normal circumstances, JCU expects each candidate to own a computer that has web browsing, email, word processing and spreadsheet capabilities and this requirement was included in your letter of offer.

The University's software licensing agreements does not allow some JCU-licensed software to be installed on computers that are not owned by the university. Please refer to the ICT Acceptable Use Procedures or IT Helpdesk for more information on this matter.

Financial Assistance

The resources listed below should be available to all full-time on-campus HDR candidates (part-time on-campus candidates should receive a pro-rata allocation). Off-campus candidates, where approved, should negotiate their access to resources on a case-by-case basis with their College.

Financial allocations will be available to assist in meeting the research costs of individual HDR candidates as listed below:

Each College will receive funding from the RTP and must allocate amounts as indicated below.

1 EFTSL "in time" Low Cost (mainly Humanities and Social Science disciplines) Masters by Research = $1,000 to candidate's Student Support Account (SSA) + $500 competitive funding pool = $1,500

1 EFTSL "in time" High Cost (mainly Science, Engineering and Medical disciplines) Masters by Research= $1,000 to candidate SSA + $1,175 competitive funding pool = $2,175

1 EFTSL "in time" Low Cost PhD = $1,000 to candidate SSA + $1,000 competitive funding pool = $2,000

1 EFTSL "in time" High Cost PhD = $1,000 to candidate SSA + $2,350 competitive funding pool = $3,350

"In time" means <2/4 EFTSL for Masters/Doctorate unless special circumstances have been approved by the Dean, Graduate Research as a result of illness, parenting or carer responsibilities.

The ARC Centre of Excellence in Coral Reef Studies will receive off the top funding from the RTP as per the contractual arrangements between the ARC and the university but must nevertheless ensure that funding is provided for HDR candidates at least at the levels indicated above.

The method of awarding of the funds in the competitive funding pool is at the discretion of the College but must be done according to a transparent plan that must be approved by the Research Education Sub-Committee.

Candidates who wish to undertake research that cannot be adequately funded from the above-mentioned sources or other University research funding must identify the need for, and have a strong likelihood of obtaining, additional funding from external sources for the duration of their degree, before their candidature is formally confirmed. The University discourages candidates from self-funding their research projects unless such funding occurs in the context of their employment. It can be difficult to obtain ethics approval for self-funded research. There is no problem with conference travel being self-funded or for candidates committing to fund food costs associated with field work.

Candidates must be aware that their project may not be viable if appropriate supporting funding is not obtained. Funding matters will be reviewed during the Confirmation of Candidature process and at other Milestones.

Participation in College Culture

These guidelines are mostly implemented for full-time on-campus candidates and/or other candidates resident in Townsville, Cairns or Singapore.

You are encouraged to network with your Advisors and colleagues through email and electronic forms of dialogue such as Zoom meetings, and through face to face social interaction where possible.

HDR candidates should also be:

- Involved in a structured program of research seminars based on research being undertaken by candidates and staff of the College, disciplinary groups or Centre, and/or other initiatives such as postgraduate candidate conferences;
- Provided with opportunities to access any distinguished visitors, either through in-group seminars or on an individual basis;
- Granted entry to any communal space (e.g. reserved tearoom) provided for staff;
- Provided with opportunities for social interaction with other Honours and postgraduate students, as well as staff to provide opportunities for collegial informal interactions.

Other Resources & Support

All JCU students have access to a dedicated JCU email account upon enrolment in their degree. This @my.jcu.edu.au email account must be used for official GRS correspondence Visit the GRS website to activate your JCU email account: https://www.jcu.edu.au/graduate-research-school/hdr-candidates/getting-started

The following resources and support are most easily implemented for full-time on-campus HDR degree candidates and/or other candidates resident in Townsville, Cairns or Singapore. Other candidates should negotiate with their College. Resources will depend on the level of research funding obtained.

- Telephone access;
- Reasonable access to basic office stationery; and
- Reasonable access to use of University vehicles, video and audio recording equipment of relevance to the program of research on certification by the Primary Advisor. Costs associated with access to such resources will incur fees that are payable using the research funding of the candidate or their Advisors.
- An @my.jcu.edu.au email account that you must use for all correspondence. Please note that email is the official communication method with HDR candidate; emails will ONLY be sent to your JCU student email address. Therefore, please ensure that you check your JCU student email account regularly.

Induction

- Both the GRS and the Colleges are responsible for exposing HDR degree candidates to an integrated orientation process.
- The GRS runs Induction sessions for HDR candidates regardless of discipline or field of research as part of the Professional Development Program. These sessions are run multiple times per year by Zoom, with additional Fixed modules available through LearnJCU.
- Orientation or induction sessions should be organised by each College and held at a time convenient to their HDR candidates.
- All HDR candidates should have access where appropriate to a handbook or similar that is produced by their College and which outlines procedures relevant to and entitlements of HDR degree candidates within that College.

The GRS provides enrolling HDR candidates with information about the University's policies pertaining to their candidature including thesis examination and other relevant policies (e.g. research ethics, intellectual property, copyright, sexual harassment, grievance procedures, and sharing of responsibilities for the management of candidature between the colleges, and administration offices).

Colleges will provide specific information about entitlements as described above, and how to access them. An orientation or induction package should also include the following:

- A tour of the facilities;
- An introduction to relevant academic, technical and administrative staff, including the relevant faculty librarian;
- Advice on how to contact the librarian;
- Information on access to relevant training opportunities, e.g. computer training, Workplace Health & Safety;
- Information on procedures to resolve problems;
- Information on opportunities for participation in decision making processes, including arrangements for electing student representatives to relevant committees; and
- Guidelines on ethical and safety procedures appropriate to the discipline. In addition, each College is required to provide relevant training to ensure that HDR candidates comply with these safety procedures and other relevant University safety policies.

Fees

Domestic HDR Candidates (Australian/New Zealand Citizens, Australian Permanent Resident Visa Holders)

As explained above Domestic HDR candidates are allocated a place under the Research Training Program (RTP), which means they are exempt from tuition fees for a defined maximum period (four years full-time equivalent for PhD and two years full-time equivalent for research master degree enrolments).

International HDR Candidates (Anyone who is not a Domestic Candidate)

International HDR candidates should expect to pay tuition fees.

International HDR candidates who are awarded an International Research Training Program Scholarship (IRTPS) or a JCU Postgraduate Research Scholarship (JCUPRS) may be awarded a tuition fee sponsorship or exemption during their candidature. Please refer to the policy. If awarded, fee sponsorships or exemptions are generally for up to two years full-time equivalent study for masters degrees and up to 4 years full-time equivalent study for doctoral degrees subject to satisfactory progress.

Conduct of the Research

Research Practice Statement & Guidelines

The University's *Code for the Responsible Conduct of Research* has been adapted from the *Australian Code for the Responsible Conduct of Research*. As an HDR Candidate, you are encouraged to peruse both documents to ensure you understand the important of research integrity and appropriate management of data. View the JCU Code for the Responsible Conduct of Research here: http://www.jcu.edu.au/policy/allatoh/JCUDEV_009786.html

General Principles

The University assumes that academic and research staff – and you as a HDR candidate – are **committed to high standards of professional conduct.** As a researcher, you have a duty to ensure that your work enhances the good name of the University and the profession to which you belong.

As a researcher, you should only participate in research that conforms to accepted ethical standards and in which you are competent. When in doubt you should seek assistance from your colleagues, peers or Advisory Panel. Debate and criticism of research work are essential parts of the research process.

As part of the Compulsory Components of your Professional Development, you are required to undertake the online research ethics module available on LearnJCU. Refer to the Professional Development Program website for further information: https://www.jcu.edu.au/graduate-research-school/Workshops-and-training/professional-development-program

The University and its researchers have a responsibility to ensure the safety of all those associated with the research in accordance with JCU health and safety policies. It is also essential that the design of your research project takes account of any relevant ethical guidelines. Where applicable, your research must comply with established guidelines, such as the NHMRC Statement on Human Experimentation and Supplementary Notes (1999). Where research procedures are of a kind requiring approval by a human or animal experimentation ethics committee, or by other validly constituted regulatory committees, research must not proceed without such approval. **If the appropriate ethics approvals are not granted before you commence your data collection your thesis may be failed.**

If you use data of a confidential nature, for example from individual patient records or from certain questionnaires, confidentiality must be observed and you must not use this information for your own personal advantage or that of a third party. Secrecy may also be necessary for a limited period in the case of contracted research or of non-contractual research that is under consideration for patent protection. In general, however, research results and methods should be open to scrutiny by your colleagues within the University and, through appropriate publication, by the profession at large.

In general conduct, and in the conduct of research, you should not display bias or prejudice towards other persons based upon their race, creed, gender, physical disabilities, or for any other reason.

Requirements for Ethics Clearance

If you are undertaking projects and teaching activities that involve human participants, tissue or data, or work involving sentient animals (live vertebrates and live cephalopods), or projects using genetic manipulation, you are required to have the ethical aspects of your project considered by your Advisory Panel and the Dean of your College, and these projects must be approved by the appropriate University Ethics Committee. This requirement applies even if you are conducting your research in a country that does not require such approvals. Research that employs known pathogens/carcinogens or ionising radiation must also be cleared with the Biosafety/Radiation Safety Officer. Research must not commence before the required clearances are obtained. **Ethics Approvals cannot be issued retrospectively.** Specific requirements and application forms are available from the JCU Research Services website: https://www.jcu.edu.au/jcu-connect/ethics-and-integrity

Manipulative research on protected fauna or flora, in national parks or in the Great Barrier Reef Marine Park, will require permits from the relevant regulatory agency. If your research is to be conducted on land or sea that is or is likely to be under claim by Indigenous peoples, these agencies will also be required by law to notify the Traditional Owners of those land and/or sea areas before a research permit can be issued. Such permits are likely to take several months to issue and you should factor potential delays into your research timetable.

Confidentiality of Data

In some disciplines, particularly in the social sciences and health fields, you must obtain the consent of individuals to gather and record data concerning them. Those who have made your research possible must be protected from the inconvenience or embarrassment caused by release of personal information. The confidentiality of individual records must be protected during and after your study, and anonymity must be preserved in the publication of results. As a researcher you must not use such information for your own personal advantage or for that of a third party.

To the best of your ability you must conform to the principles laid down in relation to confidentiality by such bodies as the NHMRC, The Helsinki Declaration, and The American Psychological Association.

Retention of Data

JCU researchers, including HDR candidates and early career researchers, should be familiar with the University's JCU Research Repository Policy.

The GRS provides a compulsory online Management of Data and Information module for all HDR candidates as part of the Professional Development Program to ensure that all candidates deposit their research data correctly according to JCU policy.

Training, support and advice as well as guidelines and templates for research data management, including data management plan templates are available from the JCU eResearch Centre website: https://www.jcu.edu.au/eresearch .

Confidentiality Agreements & Contractual Arrangements

Any contract with an external company or agency relating to your HDR program must be referred to and processed through JCU Connect.

As part of your degree program, you may not undertake research that requires you to sign a confidentiality agreement imposing restrictions on the publication of any material resulting from your thesis without prior approval from the Dean, Graduate Research. HDR candidates and their Advisors should make an appointment with the Dean to discuss potential contractual obligations before signing any such agreement.

Intellectual Property

Intellectual property has many facets, including the following areas of particular relevance to research: copyright, patents, authorship, and managing confidentiality within a research project. The Graduate Research School encourages all JCU researchers to familiarise themselves with the Intellectual Property Policy and Procedures.

The thesis submission process requires you as an HDR candidate to sign a statement of originality. Implicit in that statement is that the thesis text has been written by you in your own words. In legal terms, it is you as the HDR candidate who has copyright of your thesis. Section 31(1)(a) of the *Copyright Act* 1968 (Commonwealth) confers on the owner of copyright in a work the exclusive right to reproduce it in any material form, and to publish the work. Generally, the author of a work is the owner of copyright in it. In the same way, an inventor is the owner of a patentable invention. However, there are a number of cases in which these rights are modified or overridden by law or agreement. For example, an agreement to assign copyright can be effected in writing, either before or after work is produced.

The University Library can supply a copy of your thesis to a person who requires it for study/research purposes. The Australian Copyright Council believes that if a university wishes to supply a thesis copy to a person who intends to use it for business purposes, then the permission of the author must be obtained. The GRS provides a compulsory Intellectual Property and Copyright online module for all HDR candidates as part of the Professional Development Program.

If you are a HDR candidate who is also **employed** by the University and you make an invention in the course of your paid work as a staff member, the University will have rights over that invention.

Ownership of copyright or a patent will also depend on contributions made by others to your work. In cases where the ideas or other work of an advisor contribute significantly to a project, the candidate may have only a joint interest or, in some cases, no interest in the underlying intellectual property referred to in the candidate's written work. However, a candidate will own copyright in his or her thesis on the basis that it must be the candidate's own work in order to qualify as a thesis.

Ownership of copyright and inventions may be transferred by agreement. HDR candidates are encouraged to undertake their research in collaboration with industry partners (industry is defined as research and non-research partnerships with the business, government, community and not-for-profit' sectors). In addition, internship with industry partners are becoming increasingly available, especially during the period of thesis examination.

All such arrangements are beneficial to HDR candidates as they provide resources, research topics and experience relevant to future employment outside academia. However, industry parties may require rights to intellectual property in return for their input. In such cases, candidates need to be aware of the implications of undertaking research supported by third parties in that there may be restrictions on or transfer of their rights. For example, publication from a thesis may be subject to a period of restriction. However, the University will use its best efforts to ensure that candidates retain copyright. In rare cases, difficult decisions may have to be made by the candidate and the University about the impact of such conditions and whether to accept the support.

UN and Autonomous Sanctions

JCU has a responsibility to assess the applications and projects of HDR applicants and candidates from countries that are subject to United Nations and Australian Autonomous Sanctions. This requirement is to ensure that neither the applicant nor the proposed research will be in breach of the conditions of the sanctions. If you are from a sanctioned country you may be subject to restrictions regarding your project. If in doubt, contact the Graduate Research School (grs@jcu.edu.au).

Managing Changes

Varying Conditions of Candidature: How to Make Changes or Updates

Undertaking a research degree takes several years, during which circumstances can change. It may be possible to make consequential changes to your candidature arrangements by completing the required Variation of Candidature form (VOC-FORM-01).

You are also encouraged to take some holidays during your candidature, though a holiday of greater than four weeks must be registered as 'Leave of Absence'.

Please remember that:

a. Changes to your candidature arrangements should not be made lightly.

b. There are limitations as to how many changes you can make to your candidature without special permission from the Dean, Graduate Research.

c. You must obtain the necessary permissions before you can make a change to your candidature. Most changes **cannot be made retrospectively** because the University has to report regularly to the Australian Government and these reports cannot be changed.

d. All changes to candidature require approval, usually from at least your Primary Advisor and in some circumstances your Secondary Advisor and ADRE, as well as the Dean, Graduate Research. Refer to the Variation of Candidature form for details.

e. International candidates should check with JCU International Student Support as some changes are restricted by visa conditions.

f. Some changes may be precluded by the conditions of your scholarship. Reading the fine print is a good idea.

g. Repeated changes are often a sign of a candidate at risk of non-completion. Refer to dot-point (a) above.

Table 2: Summary of potential changes to HDR candidature arrangements and their limitations.

Proposed change	Description	Limitations (check with the Graduate Research School and JCU International Student Support (if applicable) if you are unsure what a limitation means for you)
From full-time to part-time or vice versa	Candidates may vary their enrolment from semester to semester to be enrolled at a full-time rate which is 0.5 EFTSL (Equivalent Full Time Study Load) per semester or a part-time rate (0.25 EFTSL per semester)	▪ International candidates have to be enrolled full-time under Australian law as a condition of their visa. ▪ Candidates receiving scholarships often need be enrolled full-time as a condition of their scholarship or visa and are unable to enrol as part-time candidates. ▪ The amount of EFTSL remaining for your candidature. ▪ Enrolment in coursework subjects.
Internal to external (off-campus) based candidature	Candidates may seek approval to be enrolled externally in instances where geographical distance will prevent them from being in regular	▪ Requires special approval from the Dean, Graduate Research. ▪ Candidate must be able to demonstrate why it is necessary for them to be based off campus, how sufficient support will be

Proposed change	Description	Limitations (check with the Graduate Research School and JCU International Student Support (if applicable) if you are unsure what a limitation means for you)
	attendance on campus. This restriction does not include periods of approved field work as part of the research.	• provided by their Advisors, and how they will have access to the resources necessary for successful candidature. • Some candidates receiving scholarships and/or international candidates may not be permitted to be enrolled as an external candidate as a condition of their scholarships or visa.
International to domestic	Candidates who commenced as an international candidate may be able to change their enrolment to a domestic candidate where Australian permanent residency or citizenship has been granted.	• Must be able to prove residency or citizenship status change. • Can only take effect from the date JCU is notified of the change of residency or citizenship (cannot be backdated).
Tuition Fees exemption or sponsorship	Under specific conditions international candidates may be eligible to have part or all of their tuition fees exempted or sponsored by their College.	• Only applies in limited situations. • Deans of Colleges are typically very reluctant to approve fee exemptions of sponsorships for candidates who are not performing well. • Additional form may be required if candidature not in time
Transfer/Change of Course	Dependent on what course the candidate wishes to transfer to (e.g. change to a different PhD course), or if the candidate wishes to transfer their enrolment to a different university	• There can be difficulties in claiming credit for research work if transferring to a coursework degree from a research degree. • Transfer to another university is not normally approved if the candidate is in the last year of their candidature. • Some candidates receiving scholarships may not be permitted to transfer their enrolment as a condition of their scholarships. • International candidates will likely require a new Certificate of Enrolment which may affect their visa. Check with International Student Support. • If changing to another College within JCU, approval of the Dean of the new College will be required
Withdrawal from Course	If a candidate wishes to discontinue their enrolment, they need to formally notify the University through the required process, which includes notification of their Advisors and College.	• No restrictions on withdrawal, other than following process for formal notification. • Candidates who do not formally withdraw may continue to be liable for fees

Proposed change	Description	Limitations (check with the Graduate Research School and JCU International Student Support (if applicable) if you are unsure what a limitation means for you)
Add or remove coursework subjects	Candidates may choose to undertake additional coursework subjects if they are considered appropriate and/or necessary for their candidature e.g. biostatistics.	- Maximum of 15 credit points for Masters and 21 credit points for doctorates. RD/RM7001 and RD/RM7002 do not count in these subjects as they are considered research; RD7003 does count as coursework. - Must normally be undertaken during the first half of candidature. - Must be appropriate to degree and research project. - Must be completed as per the subject requirements. - University policy and procedures apply (e.g. withdrawing with academic penalty). - Must advise GRS via appropriate form at least five working days prior to wishing to enrol in or withdraw from a subject. - Candidates must know the start date, requirements and attendance times for the subject in which they wish to enrol. **You must not be enrolled in a certificate, diploma of degree course at JCU or another university in addition to your JCU Higher Degree by Research without written permission from the Dean, Graduate Research.**
Leave of Absence	Full-time candidates normally work on their research and thesis for approximately 48 weeks/year. Candidates are entitled to take Leave of Absence from their candidature if required. During Leave of Absence, candidature is in effect 'suspended', no EFTSL are consumed and no fees accrued. Only periods of leave greater than four weeks need to be applied for formally.	- Applies to periods of absence greater than four weeks. - Must apply prior to taking the leave - Normally not granted prior to successful completion of Confirmation of Candidature Milestone. - Normally not granted for more than a total of six months throughout candidature. - Retrospective applications for Leave of Absence are normally not approved. - Taking Leave of Absence without prior approval may lead to a candidate being placed on Progress Support or Under Review.
Change of Thesis Title	Where the thesis title no longer accurately reflects the nature of the project, the candidate may apply to change it in their official University record	Restrictions apply to candidates from countries subject to United Nations and Australian Autonomous Sanctions.

Proposed change	Description	Limitations (check with the Graduate Research School and JCU International Student Support (if applicable) if you are unsure what a limitation means for you)
Change of Advisor/s	A candidate may apply to make alterations to the members of an Advisory Panel (addition and/or removal of members), for example, where additional advisory assistance is required, or there is a change in the direction of the research, or staff have left or joined JCU.	- All members of the Advisory Panel must normally agree to the changes, including the Advisory Panel member being added or removed - The Advisory Panel must be and remain compliant with the University's Advisory Panel requirements when alterations are made. - More than two changes to the Primary Advisor will only be approved in exceptional circumstances. 'Advisor Shopping' is generally a sign of a candidate at risk. - If changing Advisors also involves a change of Discipline/College, the approval of the Dean of the new Discipline/College will be required.
Extension to due date for completion of a Milestone - Confirmation of Candidature, Mid-Candidature Review and Pre-Completion	If unforeseeable, unavoidable or exceptional circumstances arise prior to a candidate undertaking a required milestone they may apply for an extension to the due date for that milestone.	- Application must be lodged at least five working days prior to due date. - Application must provide sufficient justification and have Advisory Panel support and approval for extension. - Application must include a plan as to how the candidate will complete relevant milestone by new due date if approved.
Extension to duration of Candidature	If exceptional circumstances have arisen during candidature that have prevented a candidate from submitting their thesis for examination by the due date, they may apply for an extension to the due date of thesis submission.	- Application must be lodged at least one month prior to due date. - Application must justify why an extension is sought and have Advisory Panel support and approval. - Normally no more than 12 months of extension (in total) will be granted. - Failure to submit thesis by new due date will lead to being placed Under Review. - If an extension is not granted, candidature will be discontinued.
Extension to period for making revisions to thesis	Following examination of the thesis, candidates are required to make amendments as appropriate in line with the recommendations and grades given by the examiners. The GRS will notify candidates of the time permitted to make	- Requests for extension must be sufficiently justified (i.e. there must be a reason why the amendments cannot be made in the allowed time). - The Advisory Panel must support and approve the extension period requested. - The period requested must be reasonable and the request must include a plan of how

Proposed change	Description	Limitations (check with the Graduate Research School and JCU International Student Support (if applicable) if you are unsure what a limitation means for you)
	these amendments and submit the thesis either for graduation or reexamination	the amendments will be made by the new date specified. ■ Failure to submit the amended thesis by the new date specified may result in discontinuation of candidature.

Obtaining Help When You Need It

Seeking help as soon as you identify emerging problems and issues relating to your HDR candidature is extremely important, whether related to your University or personal life. Open and honest discussions with your advisors can usually resolve most issues. This section lists some of the problems that commonly arise for HDR candidates and provides some suggestions for assistance.

Type of Problem	Types of Problem or Symptom	Written, Online or Telephone Advice	Face-to-Face Advice
■ Candidature and Enrolment Matters	■ Due dates for candidature milestones ■ Variation of candidature ■ Names of members of your Candidature Committee ■ Scholarship matters ■ Examination matters	Contact grs@jcu.edu.au +61 7 **4781 5861** +61 7 **4781 4735**	Contact grs@jcu.edu.au for an appointment
■ Unsure how your candidature is progressing	■ Take the "How are you doing? https://www.jcu.edu.au/graduate-research-school/hdr-candidates/managing-your-candidature. Found under Contacts for advice, grievances and Assistance		
■ Research Project	■ Unsure about what's required at JCU	Contact the Associate Dean, Research Education in your College Contacts are found on the GRS website here: https://www.jcu.edu.au/graduate-research-school/contacts	

Type of Problem	Types of Problem or Symptom	Written, Online or Telephone Advice	Face-to-Face Advice
	- Project too big - Question unclear - Lack necessary skills - Progress impeded by politics - Required resources not available	Kearns, H. and Gardiner, M. (2013) *Planning your PhD. All the tools and advice you need to finish your PhD in three years*. ThinkWell, Adelaide, South Australia **http://www.ithinkwell.com.au/planning-your-phd**	Contact Associate Dean, Deputy Dean or Dean GRS as outlined above
	Require additional funds for project	JCU Connect can provide advice regarding external opportunities for competitive and other grants: **https://www.jcu.edu.au/jcu-connect/grants**	
	Require help with statistics	JCU's 'StatsHelp' Program provides HDR candidates with access to a qualified statistician. Appointments are required and HDR candidates should allow up to five working days before meeting with statistician. **https://www.jcu.edu.au/graduate-research-school/hdr-candidates/managing-your-candidature/grs-statshelp-program** SINGAPORE: stanley.loo@jcu.edu.au learningsupport-singapore@jcu.edu.au	
	Need help with written English and/or editing	Consider participating in writing workshops or online modules offered by the GRS Professional Development Program.	Contact GRS Coordinator Professional Development Program Associate Professor Liz Tynan elizabeth.tynan@jcu.edu.au +61 7 4781 6278
	Literature searching and referencing	Research Librarians at the JCU Library: **https://www.jcu.edu.au/library/about/contacts**	
	Computer and equipment matters	JCU IT Help Desk Townsville Campus +61 7 4781 5500 Cairns Campus +61 7 4232 1777 ithelpdesk@jcu.edu.au SINGAPORE: itr-singapore@jcu.edu.au	Staff on the desk in each campus library on the ground floor https://www.jcu.edu.au/library
Advisory Panel	- Meetings tough to organise – unavailable - Advisors disagree - Slow feedback	Kearns, H. and Gardner, M. (2013) *Planning your PhD. All the tools and advice you need to finish your PhD in three years*. ThinkWell, Adelaide, South Australia	Contact Associate Dean, Deputy Dean or Dean, Graduate Research as outlined above

Type of Problem	Types of Problem or Symptom	Written, Online or Telephone Advice	Face-to-Face Advice
	▪ Relationship deteriorating ▪ Lack expertise you need ▪ Too busy	http://www.ithinkwell.com.au/planning-your-phd http://studentconflict.org.au/	JCU Student Association Freecall 1800 330 021 Townsville Campus studentassociation@jcu.edu.au Cairns Campus admin.ccsa@jcu.edu.au
	▪ Authorship issues	JCU Code for Responsible Conduct of Research **https://www.jcu.edu.au/policy/research-management/code-for-the-responsible-conduct-of-research**	JCU Connect **https://www.jcu.edu.au/jcu-connect**
▪ Administrative matters within College	▪ Need access to physical resources: office, desk, equipment, etc. ▪ Need someone to organise milestone meetings of Candidature Committee and milestone seminars ▪ Where to submit progress reports; thesis; forms	Academic Services Officer contacts for HDR candidates in your College. ▪ JCU Singapore researchsupport-singapore@jcu.edu.au ▪ Arts, Society and Education (CASE) caseresearch@jcu.edu.au ▪ Public Health, Medical & Vet Sciences (CPHMVS) cphmvs.hdr@jcu.edu.au ▪ ARC Centre of Excellence (ARC) janet.swanson@jcu.edu.au ▪ Medicine & Dentistry (CMD) cmd.research@jcu.edu.au ▪ Health Care Sciences (CHCS) chs@jcu.edu.au ▪ Science & Engineering cse.postgradservices@jcu.edu.au ▪ Business Law & Governance cblgresearch@jcu.edu.au ▪ Indigenous Education & Research Centre Ierc.hdr@jcu.edu.au	
▪ Personal	▪ Anxious, depressed, fearful ▪ Lack motivation ▪ Easily distracted ▪ Getting ever further behind	*Lifeline* Free over-the-phone counselling 13 11 14	JCU Counselling Service Townsville Campus +61 7 4781 4711 Room 103, Level 1, Building 18 (Library)

Type of Problem	Types of Problem or Symptom	Written, Online or Telephone Advice	Face-to-Face Advice
	▪ Going round in circles – easily distracted		Cairns Campus +61 7 4232 1150 Level 1, Building B1 (Library) Singapore Campus +65 6709 3671 Email: studentwellbeing@jcu.edu.au https://www.jcu.edu.au/student-equity-and-wellbeing
	▪ Don't want to meet with Advisors and fellow candidates		
	▪ Overwhelmed by personal problems		
	▪ Financial advice	*Centacare* ▪ Townsville: centacarenq@centacarenq.org.au ▪ Cairns: admin@centacarecairns.org *Student Services* ▪ Singapore: https://www.jcu.edu.sg/student-life/student-support-services/student-services-directory	
	▪ Advice on international student matters	*JCU International* ▪ Email: internationalsupport@jcu.edu.au ▪ Townsville +61 7 4781 5601 ▪ Cairns +61 7 4232 1558 ▪ Singapore https://www.jcu.edu.sg/student-life/student-support-services/student-services-directory	
	▪ Advice on accommodation	▪ Singapore **https://www.jcu.edu.sg/student-life/accommodation**	
	▪ Help with finding part-time job	▪ JCU Careers & Employment https://www.jcu.edu.au/careers-and-employment	
	▪ Disability support	▪ JCU Access*Ability* Services http://www.jcu.edu.au/disability/	
▪ Career	▪ Need advice on career options	▪ JCU Career Development Program careers@jcu.edu.au ▪ **https://www.jcu.edu.au/careers-and-employment**	
	▪ Need assistance with job applications		

Planning Your Thesis

What is a Thesis?

A thesis is a substantive description of the research undertaken for the purpose of obtaining a higher degree by research; or

A critical interpretation of creative work, together with any associated material that is also subject to examination (practice-based disciplines such as the Creative Arts).

Thesis Examination

In reviewing your thesis, the examiners will look for evidence that you have met the requirements for the degree:

Research Doctorate

- Capacity to apply a substantial body of knowledge to research, investigate and develop new knowledge, in one or more fields of investigation, scholarship or professional practice.

Research Masters

- Capacity to apply an advanced body of knowledge in a range of contexts for research and scholarship and as a pathway for further learning.

All Theses

- Originality of the research data and/or analysis of the data;

- Coherence of argument and presentation;

- Technical and conceptual competence in analysis and presentation; and

- Critical knowledge of the relevant literature.

> **The generic information provided here does not cover all the specific requirements of every discipline. You should consult with your Primary Advisor regarding matters such as the style and requirements particular to your field of research before preparing the final draft of your thesis. Various style manuals are used within the University and most are held by the Library. Examining other theses in your discipline from JCU and other universities is good practice. Many are available online. As well as using a recognised Style Manual it is good to create your own rubric to ensure consistency in textual detail. Inconsistencies can really interfere with flow of your text for a reader**

Bigger is not necessarily better:

Thesis word limits:

- MPHil – 60,000 words

- Professional Doctorate – 50,000 words

- Doctor of Philosophy – 100,000 words

These word limits are maximums, but your thesis does not need to be this long. Many PhD theses are around 80,000 words. If your thesis is approaching the relevant word limit, check with your Advisors that your thesis is not too wordy. Examiners generally do not appreciate receiving a thesis that exceeds these limits.

Editorial Standard

The editorial standard of your thesis is an indicator of the care you have taken with your research. Be scrupulous about ensuring:

- All typographical and other errors have been corrected;

- You have adopted clarity as a guiding principle for explaining your research;

- Spelling, grammar, punctuation and choice of language are of an appropriate standard; and

- The referencing is complete and exact.

You may use a professional proof-reader/editor to help you with copy-editing your thesis but you must declare that they have read and complied with the Guidelines for the Editing of Research Theses by Professional Editors. You should not be using a professional proof reader to help you with structural editing. Your advisors should advise you about that.

Thesis Structure

- The body of a thesis is normally presented as series of chapters: the natural divisions of the research.

- It may be appropriate, indeed highly desirable, to prepare thesis chapters in a format that will facilitate publication as a series of journal articles or as a book. However, this practice is more common in some disciplines than others. Seek the advice of your Advisors in the first instance.

- The papers on which the data chapters in a thesis are based may be co-authored, however you should be listed as the senior author on at least 75% of them. **You must also include a statement in your thesis that clearly outlines the contributions of any co-authors to each paper (see below).**

- The intellectual thread of the thesis should be outlined in the introduction and synthesised in the general discussion. These chapters cannot be co-authored.

- The introduction should introduce the reader to the rationale for the research, the objectives of the research and outline the structure of the thesis.

- The introduction should be followed by a series of chapters (which may be in the form of papers) in logical and cogent sequence leading to an argument that supports the main findings of your thesis.

- The final chapter should be a general discussion that demonstrates how you achieved your objectives and what your findings mean in theory and practice. It should also make recommendations for future research.

The 'Examiner Friendly' Thesis

If your data chapters are presented as series of papers (published or unpublished), the chapters should preferably be presented in coherent format (reprints bound together are generally not reader friendly). Talk to your advisors about the conventions in your discipline and look in the Library and online for examples of examiner-friendly theses in your discipline.

Statement of the Contributions of Others

Contemporary research, including the work of HDR candidates, is increasingly collaborative or team-based. Thus contributions to the research project by others are inevitable in almost every case. Research may be jointly published, may be carried out in collaborative teams, and may be done and/or written with the technical, theoretical, statistical, editorial, or physical assistance of others.

In all cases, the candidate must acknowledge the work of others appropriately. A statement precisely outlining the contributions of others to the intellectual, physical, and written work must be set out at the beginning of the thesis. When the thesis contains work that is also part of jointly-published papers, the contribution of the candidate and of others must be clearly stated at the beginning of the chapter and the publication details clearly cited as described below.

The statement of the contribution of others at the beginning of the thesis should include (as appropriate):

- Tuition Fee Support including acknowledgement of fee sponsorships, waivers, and fee offset scholarship from the Australian Government.
- Stipend support
- Supervision
- Other collaborations
- Statistical support
- Editorial assistance
- Research assistance
- Any other assistance
- Project costs
- Use of infrastructure external to JCU
- Use of infrastructure external to organisational unit within JCU
- Australian government (required for all domestic candidates and international candidates on IRTP scholarships)

An example Statement of Contributions of Others is available below. Candidates are strongly advised to document the contribution of others in qualitative, rather than quantitative, terms as the latter may be misinterpreted.

Nature of Assistance	Contribution *(specify only those contributions that are applicable to your thesis; the list below is not exhaustive)*	Names, Titles *(if relevant)* and Affiliations of Co-Contributors
Intellectual support	Proposal writing Data Analysis Statistical support Cartography and GIS Editorial assistance	
Financial support	Fee offset/waiver Research costs Stipend Write-up Grant	
Data collection	Research assistance Interview design and transcription Boat drivers	

If your thesis contains data chapters that were written for publication or have been submitted or published a statement of the contribution of each of the co-authors should be included along the lines below (*Smith is the HDR candidate in this example):

Chapter No.	Details of publication(s) on which chapter is based	Nature and extent of the intellectual input of each author, including the candidate
3	Smith*, J., Jones, R, and Brown, G. (date). Paper title, journal, volume, and page numbers.	The authors co-developed the research question. Smith collected the data and performed the data analyses with assistance from Jones and Brown. Smith wrote the first draft of the paper, which was revised with editorial input from Jones and Brown. Smith developed the figures and tables.

Before including the work of co-authors in the thesis, the candidate must obtain their written confirmation that they consent to the inclusion of the paper in the thesis and accept the candidate's contribution to the paper. These agreements must be appended to the forms submitted by the candidate with the thesis using the following format:

Thesis Title:			
Name of Candidate:	Details of publication(s) on which chapter is based	Nature and extent of the intellectual input of each author, including the candidate	I confirm the candidate's contribution to this paper and consent to the inclusion of the paper in this thesis
Chapter No.			Name: Signature: Name: Signature:

The candidate should appreciate that the motivation of the examiner of a thesis will differ from the reader of research paper. The examiner of a thesis is interested in the evidence that the candidate has met the requirements for the degree. Thus it is essential to outline the rationale for the approach taken. It may be desirable to include more methodological detail than in a publication, such as comprehensive descriptions of methodologies or statistical treatments, in a general methods chapter or appendices.

Tips for Success

- Start planning the outline of your thesis as part of the Confirmation of Candidature process in synchrony with a plan to publish your work. These plans will inevitably change but the planning process itself is very important.

- Write early and often. Leaving the 'writing-up' to the end is poor practice. Develop good writing habits from the start of candidature that take into account your other commitments and your particular preferences (some people write best in the early morning, others late at night)

- Seek regular feedback on your writing from your Advisors.

- Be clear on what you want when you ask for feedback. If you want feedback about your argument, rather than your writing, it may be more effective to ask your advisors to comment on the argument presented as a series of dot points. This approach will focus their attention on the issue of concern to you and reduce the risk that they will focus on copy-editing. Copy-editing is important but not when your primary concern is the logic of your argument.

Examination Process

In accordance with Australian Government requirements, JCU requires doctoral theses to be examined by at least two external examiners, and masters theses by one external and one internal examiner. Doctoral theses can be examined by up to three examiners, although most JCU theses are examined by two examiners.

Each examiner is normally provided with an electronic copy of the thesis.

Examiners are requested to make a summative recommendation to the University and provide a formative narrative evaluation of the thesis. Thus, the examination of a thesis is rather like the review of a paper submitted to a scholarly journal: the thesis must stand alone as a document. However, unlike the reviewer of a paper, the examiner of a thesis needs to know exactly what the candidate actually did so they can judge whether the candidate has met the requirements for the degree. **This is why the Statement on the Contribution of Others is so important.**

The University requests that examiners submit their response within six weeks of receipt of the thesis and makes every effort to ensure that this happens. However, at times the process can take longer, and you should not be alarmed if you encounter a delay. The GRS will keep you informed in these circumstances.

Choosing Examiners

Around the time of your Pre-Completion milestone, you and your Advisory Panel should jointly identify a pool of four to five possible examiners from which the final examiners can be selected. We do recommend, however, that you begin *thinking* about prospective examiners much earlier than this, even if your views change over time. Writing with particular examiners in mind can help you focus your work.

The identity of the actual examiners is to be kept from the candidate until after the examination has been concluded. Nomination of examiners forms submitted by candidates will not be accepted.

If you have concerns about any person as a potential examiner, you should advise the Graduate Research School of your concerns in writing. Examiners about whom you have legitimate concerns will not be used.

Your Advisory Panel is required to confirm in writing that the nominated examiners have **no conflicts of interest with you, your Advisory Panel or the University.** In addition, thesis examiners are asked if they have any conflict of interest in the formal letter from the University inviting them to be a thesis examiner.

The final examiners are approved by the Dean, Graduate Research and the Graduate Research School will also make checks for conflict of interest.

The approved examiners will also be approached formally by the Graduate Research School prior to the thesis being sent to them.

Including an Oral Component in the Examination Process

You may request an oral component as part of the normal examination process. In addition, if you wish to submit your thesis before the relevant minimum period of candidature, you will normally be required to undertake an oral examination by the Dean, Graduate Research.

The advantages of an oral component include:

- An educationally rewarding and personally satisfying finale to your candidacy;
- The benefit of advice from an external expert in the field of the thesis who has read your thesis in detail;
- Clarification of points of principle or of detail in your thesis;
- Assessment of your contribution to the content and presentation of the thesis (important if you include multi-authored papers);
- Establishment of a firm deadline for the preparation of examiners' reports, to decrease the time taken for the examining process.

If you choose to include an oral component, at least one examiner must agree to participate in the oral examination on a designated date prior to agreeing to examine the thesis.

A copy of your thesis will be sent to the examiners as per standard procedure. The examiners are requested to include a series of questions that they will ask during the oral examination at the time they return their reports to the University, these questions will be provided to you prior to the oral examination. The oral examination will be attended by a trained facilitator, at least one of the external examiners and you, and normally lasts one to two hours and can be conducted in person or by technology such as Zoom.

What's Required for the Thesis to be Examined?

You should submit an electronic copy (PDF) of your thesis to the Academic Services Officer responsible for HDR candidates in your College. There are several forms that must also be completed and submitted with the thesis.

The College Academic Services Officer responsible for HDR candidates will forward the thesis and completed forms to the Graduate Research School, which will then formally approach the nominated examiners.

You will be advised by the Graduate Research School when your thesis has been sent to the examiners.

From the time your thesis is submitted to the Graduate Research School for examination (or re-examination), all communication regarding the examination(s) of the thesis must be conducted through the Graduate Research School. You must not contact any of your thesis examiners during the thesis examination period.

When all examiners' reports are received, they will usually be released immediately to you unless one or both of the examiners recommends 'revise and resubmit', whereupon the reports will usually be released after approval from the College to you via your Primary Advisor, who will need to talk to you about them. If an examiner recommends 'fail' (very rare), the reports will go to the Research Education Sub-Committee first.

Responding to Examiners' Comments

If all examiners recommend that your thesis is of appropriate standard and can be passed, you will be required to make any recommended amendments prior to submitting a final thesis copy to your Dean of College (or designated authority) for checking and signoff. You should record a summary of the amendments you make. The summary should be organised in a table with the following columns: examiner's recommendation, referenced page number in original thesis copy, candidate's response, and referenced page number in revised thesis copy. A framework for responding to examiners' comments is available from the HDR Consideration of Examiner Reports Procedure.

If you disagree with a recommendation of an examiner you can refute it. It is best to talk to your Advisors in the first instance. Your response should be expressed in a neutral tone.

In approximately 5% of examination cases, one or more examiners may request that the thesis be revised and resubmitted for further examination. Under these circumstances, your Candidature Committee will be invited to work with you to develop a response to the examiners' reports for the University's Research Education Sub-Committee, who will consider the examiners' reports and your response before deciding on the next steps.

In most such cases, the candidate is required to revise and resubmit their thesis for further examination. In these circumstances, the response should be carefully crafted as it will be sent to the examiner(s) with the revised thesis and table of revisions. It is usual in these circumstances for the thesis to be sent back to the examiner(s) requesting 'revise and resubmit', unless they advise that they will be unavailable.

If the examiners make different recommendations and these discrepancies cannot be resolved, the University's Research Education Sub-Committee may invite an adjudicator to evaluate the examiners' reports. The role of the adjudicator is that of an arbiter rather than an additional examiner. If you and your Advisors would like the Research Education Sub-Committee to consider this option, you and your Advisors must make a case to that Committee as explained at the HDR Consideration of Examiner Reports Procedure.

The University will normally seek an additional examiner only if one or more examiners submit an inadequate report. Under these circumstances the Research Education Sub-Committee may decide that the inadequate report(s) be set aside. These circumstances are extremely rare.

Tips for Success

- In most disciplines try to publish your research as you go. It is much harder for examiners to be highly critical of published work and your research will benefit from peer review before you submit your thesis.

- Check your thesis very carefully before you submit it for examination. Examiners are much less likely to recommend your thesis be passed if it is poorly presented, unclear, contains incorrect grammar or has not been properly copy edited.

- Plan for time to **revise** your thesis. Most candidates will be asked to make revisions to their thesis before it is accepted and the degree awarded. Some revisions can take several weeks.

Discontinuation

About 70% of those who commence a Higher Degree by Research actually complete their course and are awarded their PhD or MPhil. Most of those who discontinue their candidature voluntarily withdraw because they no longer have the time, commitment or money to complete their thesis. Other reasons for candidature discontinuation include a failed HDR thesis or discontinuation by the University for reasons outlined in the HDR Discontinuation of Candidature Procedure (both very rare).

The GRS goes through the list of candidates with apparently inactive candidature at regular intervals, and initiates the discontinuation process for them. In these circumstances, the GRS is reluctant to grant an extended Leave of Absence if the inactive candidate requests it, because few candidates successfully complete their thesis after extended leave. If a candidate wishes to initiate discontinuation of their candidature, they should advise the GRS by submission of Variation of Candidature form. Your College ADRE may contact you for an exit interview/feedback.

Complaints about candidature matters

To appeal a decision regarding their candidature, a candidate should refer to the Student Complaint Management Policy and Procedure https://www.jcu.edu.au/policy/student-services/student-complaint-management-policy-and-procedures. A candidate has the right to contact or lodge a complaint with external organisations at any time. The University notes that many external bodies advise that, ordinarily, students should first attempt to resolve their grievances internally using the procedures of the University before seeking external assistance.

Bullying and harassment

Bullying and harassment are repeated, unreasonable and unwelcome behaviours directed towards a person or group that humiliates, offends or intimidates a person or group.

JCU is committed to all members of the University community having a right to an environment free from discrimination, bullying, and harassment while engaged in activities undertaken as part of their study, research and work, or other association with JCU. The university expects all members of the JCU community to be treated with dignity, courtesy and respect. Discrimination, bullying, and harassment will not be tolerated under any circumstances and JCU will take all reasonable steps to eliminate such conduct by any member of the JCU community.

HDR candidates concerned about discrimination, bullying, and harassment should refer to https://www.jcu.edu.au/safety-and-wellbeing/bullying-and-harassment for options.

Discrimination, bullying, and harassment in employment and education are unlawful under various human rights and equal opportunity legislation. Sexual Assault, in particular, is a serious criminal matter and staff, students and affiliates will be supported in their decisions around options for medical and legal action available when thinking about reporting to police and/or JCU, getting medical assistance or counselling. **If you have been assaulted see** https://www.jcu.edu.au/safety-and-wellbeing

Use of social media

JCU has policy and procedures to guide Staff, Students and Affiliates in how to manage, monitor and maintain the use of social media to make a meaningful and high-quality contribution to public debate on issues at a local, national and international level.

This policy outlines the University's expectations of staff, students and affiliates with respect to the use of social media where there is an identifiable connection with the University (regardless of whether the posting is on a JCU Social Media site or on an external site).

The expectations articulated in this policy are not intended to detract from the University's commitment to intellectual freedom as outlined in the University's Enterprise Agreements (as amended or replaced from time to time).

See https://www.jcu.edu.au/policy/corporate-governance/social-media-policy for details

Relationships between HDR candidates and their advisors

The JCU Code of Conduct states that staff must "avoid placing [themselves] in direct positions of responsibility relating to the employment or studies of a person, where they have, or had, a close personal relationship with that person."

Hence Advisory Panel members must not have a marital, de facto, intimate or close family relationship with the candidate, nor should there be any reason to believe that there is such a relationship between an advisor and a HDR candidate. In addition, the Primary Advisor must not be the immediate line manager of a candidate who is a continuing employee of JCU.

If any of these circumstances arises during the candidature, both parties must inform one of the ADRE, Dean of College or Dean, Graduate Research within 10 working days to make consequential changes to the Advisory Panel and any other necessary arrangement. Failure to divulge such information will be considered a breach of the JCU Code of Conduct.