

# HDR Advisor Handbook

## Graduate Research School



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## Welcome

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Welcome to the HDR Advisor Handbook. We hope you regularly find time to visit these pages to keep up to date on the latest advice, guidelines and links to the University's Research Education policy documents for Higher Degree by Research (HDR) advisors and candidates.

Each time you commence working with a new HDR candidate you begin a unique experience. It is creative, challenging, emotionally and intellectually demanding, and should be immensely rewarding. I hope this handbook assists you to make the most of your role as an advisor and helps you guide HDR candidates to successful and timely completion.

Please be aware that JCU uses the words supervisor and advisor synonymously. At JCU we believe the term advisor best reflects the nature of the role you will play in supporting your candidates. We acknowledge there are some key documents and reference materials, drawn from beyond the university, that use the term supervisor.

Thank you for your continued engagement and attention to your HDR advisory practice.



*Professor Christine Bruce*  
Dean, Graduate Research

# Application

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## How to attract quality HDR applications

As an HDR Advisor you will want to attract quality HDR candidates. Applicants will be looking globally for the university that provides the best fit and support for their research interests, career goals and lifestyle.

Highlight the range of projects that you are qualified to supervise and have the resources to support.

Be clear about theoretical rationale, aims and methodologies and the likely modes of data collection and analysis if promoting specific projects.

Be clear about the knowledge and skills that are required to successfully complete such projects. Which skills can be acquired during candidature and which skills must the applicant bring with them?

Talk with promising undergraduate and coursework postgraduate students at JCU.

Take the opportunity to sell yourself and your research by giving seminars and presenting at conference at institutions external to JCU.

You can place information on your prospective projects on your Research Portfolio page on the JCU website, or on the GRS [webpage](#). Consider using social media, e.g. ResearchGate, Facebook, LinkedIn or Twitter, to sell your projects and invite prospective applicants to communicate with you and your other candidates. If you have an HDR scholarship opportunity and are looking to [advertise to attract HDR students](#) please see our information page [here](#) for more information.

See also:

- Taylor, Kiley, M., & Humphrey, R. (2018). A handbook for doctoral supervisors (Second edition.). Routledge.
- Online module - 'Attracting and selecting doctoral applicants'
- Advisor Lib Guide – 'Getting the best students: finding and attracting candidates'

## How do prospective HDR candidates apply for entry to a HDR degree?

Visit [How to Apply](#) to learn more about the application process.

## What are the entry requirements?

The Graduate Research School has information pages detailing [entry requirements for HDR candidature](#) and [English language requirements](#).

## English language testing and writing support

JCU's English Language Requirement (ELR) for entry to an HDR degree is based upon the International English Language Testing System (IELTS), although equivalent TOEFL and Pearson tests are also acceptable. JCU HDR applicants from an English as an Additional Language (EAL) background are required to have an overall score of at least 6.5 with no component score below 6. This requirement should be considered firm, and exceptions are not normally made. The writing requirements of the HDR candidate are substantial, and the candidate must have a reasonable proficiency in English for academic purposes before they begin. A candidate may be required to undertake a [Post-Entry Language Assessment \(PELA\)](#) upon commencement, to determine whether they require intensive English language support at the start of their candidature. Depending upon the score a candidate receives in the PELA test, they may be offered a writing support program that includes regular peer writing workshops.

Note that JCU competitive HDR scholarship awardees are required to have an IELTS score of 7 with no band less than 6.5, and this requirement is firm. IELTS recommends that a student is likely to need three months' full-time English language study to increase their score by 0.5.

JCU HDR applicants may be asked to undertake a **Pre-Entry Language Assessment (PrELA)** as part of the JCU application process, if:

- There is a well-founded request to grant equivalence to the English Language Requirements from a prospective advisor or Dean of College
- There is some doubt about English Language competency i.e., competency claims are based on co-authored papers in English.
- An applicant has scored highly on their scholarship application, but does not have a current IELTS score.

**Please note that a PrELA test is not intended to replace a poor IELTS result.** Applicants who undertake the IELTS test but do not reach the benchmark entry scores are encouraged to delay re-applying for entry to a JCU research degree until they have undertaken more English training and successfully re-sat the IELTS test.

The GRS offers the Academic Writing and Editing (AWE) program to provide academic writing and communication support for all candidates (<https://www.jcu.edu.au/graduate-research-school/Workshops-and-training/academic-writing-and-editing>).

### What is a cotutelle or dual award HDR degree?

A [cotutelle or dual award degree](#) is an HDR degree granted by both JCU and another tertiary institution through a Cotutelle or dual award agreement. There are a range of [cotutelle opportunities](#) at James Cook University.

### What tuition fees do HDR candidates pay?

Candidates who are citizens of Australia and New Zealand and Australian Permanent Residents, have their tuition fees supported by the Australian Government in the form of a Research Training Program Fee Offset and are exempt from tuition fees for a defined maximum period (four years full-time equivalent for Doctorate and two years full-time equivalent for Masters by Research awards). Visit the Australian Government's [Research Training Program website](#) for further information.

A proportion of International HDR Candidates (in practice, those who receive competitive stipend scholarships administered by JCU) including those under a cotutelle or dual award degree may receive a Fee Offset or Fee Waiver and will be notified if this is the case. Some other international candidates have their tuition fees paid by sponsors such as their home country government or the Australian Government.

**Note:** If you are advising a candidate who is sponsored by their home country government, encourage them to be aware of any scholarship related penalties they may incur by failing to graduate from their enrolled research higher degree in a timely way. If a candidate is struggling, they may need to seek support from International Student Services in order to manage the social cost of discontinuation and avoid potentially crippling course fee debt of hundreds of thousands of dollars.

All other international HDR Candidates are required by the Australian Government to pay tuition fees. For fee scales, visit the [JCU International Student Centre website](#).

### What stipend support is available for HDR candidates?

Awards for Australian/NZ citizens and permanent residents include:

- Research Training Program Scholarships (RTPS)
- JCU Postgraduate Research Scholarships (JCUPRS)

#### International applicants are eligible to apply for:

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

These awards are administered by the Graduate Research School. There is normally one scholarship round per year. International applications close on July 31 and domestic applications on October 31 of the year prior to when the awards will commence. Applicants who score very highly on the scholarship ranking schema may be given advanced offers.

All full-time HDR stipend scholarships are tax free.

Part-time scholarships are subject to taxation consistent with Australian Taxation Office regulations.

Visit the [GRS Scholarships webpage](#) for further information on stipend, conference travel and research support funding available.

#### Industry scholarships

For information on attracting funding from industry for candidates and what information should be considered please refer to the [GRS website](#) for more information.

#### Infrastructure support for candidates

Please refer to the [HDR Minimum Standard of Resources, Facilities and Other Support Provided for Research Higher Degree Students Procedure](#).

#### What checks should you undertake before agreeing to be the Primary Advisor of an HDR candidate?

'Recruit in haste, repent at leisure' (Kearns and Finn 2017, p. 212)

The checklist below has been modified from Kearns and Finn (2017). The book contains useful suggestions about the questions you might ask a potential HDR candidate.

See also the online module on '[Attracting and selecting doctoral applicants](#)' at the Higher Degree by Research Advisors Organisation on LearnJCU.

#### Suggested pre-acceptance checks

- Interview the applicant (preferably in person but online is okay). Prepare for the interview by checking the JCU selection criteria and requirements and considering research skills and project and disciplinary related capabilities that you need to assess.
- Ask the applicant to make a short presentation to you and consider setting a task to test their skills and capabilities.
- Talk with the applicant about your expectations, research and advisory style and assess whether your approaches to research are compatible.
- Prepare an Advisor Statement ([exemplar](#)) outlining how you operate as an HDR advisor. Ask the applicant to complete the '[Expectation of Candidates and their Advisory Team](#)' and talk through items where your expectations vary.
- Phone, Zoom or Skype their referees. Referees are much more likely to be frank in conversation than in writing.
- Make sure that the project costs are not going to exceed guaranteed available funds. Make contingency plans were there is uncertainty about funding or likely delays to its allocation.

- In response to email queries from prospective candidates, do not promise funding beyond the [HDR Minimum Resources Procedure](#) unless there are specific funds available to support the project.
- Check with your College to see if there are any limits on using your Individual Research Account (IRA) or Discretionary Budget Allocation (DBA) funds to support HDR candidates.
- Ask the prospective applicant if they have worked out how they will survive with the funds available to support themselves and their family, especially if they (or their partner) fail to find work (very important for international applicants). Encourage international applicants to review the [JCU International Students site](#) to learn more about the supports available to them as they prepare to make application. Remind them that doing a full-time research higher degree is at least a 40 hour a week job. Advise them to consider carefully the feasibility of conducting HDR studies, accounting for their work and personal circumstances.
- Remember that when you take on a weaker HDR candidate you are also accepting the responsibility to ensure that they receive the additional support required to be able to complete within the limits of scholarship funding available.
- Consider with marginal applicants the range of pathway options such as a lesser award or additional training or development to best prepare them for their enrolment at JCU.

# Accepted for Entry

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## After acceptance – next steps

### Who are the key people supporting an HDR candidate and what are their roles?

Review the [HDR Supervisor Procedure](#) to learn more about the range of JCU stakeholders involved in supporting you and your candidates, and be aware of the [HDR Candidate Induction Processes](#).

Online and face-to-face resources are available centrally from the Graduate Research School (GRS) and from colleges, centres and institutes to support the HDR candidate beginning their enrolment at JCU:

- The GRS runs [induction](#) for HDR candidates twice per year, generally in March-April and September-October via Zoom and online.
- Orientation or induction sessions are also organised by Colleges and the Cohort and held at times convenient to their HDR candidates.
- The GRS provides enrolling HDR candidates with a welcome pack of [information](#). This information is increasingly supplied in electronic format on the GRS website and includes a comprehensive Handbook for HDR Candidates.
- A similar handbook produced by each College may be available – contact your ADRE for details.

Important forms for Advisors and Candidates to complete jointly early in the candidature include:

- [CAA-FORM-01 Candidate & Advisor Agreement](#)
- [IPA-FORM-01 HDR Candidate Intellectual Property Agreement](#)

## What services are available to help candidates settle in?

### HDR Ambassador Program

HDR candidates arrive at any time of the year: meeting and inducting them individually can be challenging. HDR Ambassadors are HDR candidates employed by the Graduate Research School on a casual basis to meet commencing candidates new to JCU and show them around. An ambassador, from the Commencing HDR candidate's campus/College, will make contact offering to arrange to meet the new candidate when they arrive at JCU for the first time.

### HDR Events

Invitations are sent via email from Townsville and Cairns GRS staff to events funded by the Student Services and Amenities fee.



# The Candidature

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## Commencing Candidature

### What should you do when the candidate commences?

Supervising PhD students: a practical guide and toolkit (Kearns and Finn 2017) has a detailed guide to structuring the first few weeks of candidature, including the actions you should take before and when the candidate arrives.

At the very first meeting ensure that the candidate:

- Is introduced to key people (some of this may have been done by the [HDR Ambassador](#));
- Completes the [CAA-FORM-01 Candidate & Advisor Agreement](#);
- Is aware of the Candidature timeline (see [Generic Timeline](#));
- Has a schedule for future meetings – when and where they will be held, relevant readings, a candidature plan (see [Generic Timeline](#)), and
- Has advice on activities that will structure their first few weeks.

**Note:** The Advisory Panel and the candidate are required to complete a [CAA-FORM-01 Candidate & Advisor Agreement](#) and submit it to the Graduate Research School within 6-weeks of the candidate's commencement. The living document will help establish expectations between the candidate and their Advisory Panel, and can be updated at key points during candidature. A copy is held by GRS for reference.

Policies and guidelines on [authorship](#) and preparation of a [research data management plan](#) are also available.

## Candidature Milestones

[Milestones](#) are a key part of the research education experience, providing the Advisor and Candidate with the chance to receive formative and summative feedback on progress to date. The goal of these milestones is to support timely progress, engage the candidate and their research with a broader research community and to highlight the value of peer review, a core practice within any healthy research culture. At each milestone Advisory Panel and Candidate are encouraged to revisit the [CAA-FORM-01 Candidate & Advisor Agreement](#) to confirm that it is reflective of their current approach to meetings, feedback and management of candidature and the research.

### The JCU HDR milestones are:

As outlined in the HDR Milestone and Reporting [Procedure](#) the milestones are:

- Confirmation of Candidature Assessment [form](#) and COC-Proposal [Template](#)
- Mid Candidature Review and [MCR-FORM-01](#)
- Pre-Completion Seminar [Template](#) and [PCE-FORM-01](#)
- Thesis Submission & examination [guideline](#) and [SUB-FORM-01](#)
- Progress Report [Form](#)

### Resources and procedures to assist a candidate whose progress is impeded:

- [HDR Progress Support Decision Tree](#)
- [HDR Progress Support Procedure](#)
- [Progress Support Flowchart](#)

- [HDR Progress Support Form](#)
- [HDR Under Review Procedure](#)
- [HDR Candidature Management Plan and Evaluation](#)
- [Under Review Flowchart](#)

### Milestones require the candidate to:

- Submit research related written work, and in some cases oral presentations;
- Demonstrate having met pre-defined professional development requirements;
- Provide a current timeline for completion;
- Confirm the Advisor and Candidate agreement is current, and
- Use [iThenticate](#) to check referencing in written work prior to submission.

Most milestones culminate in submission of the work for recommendation to a Candidature Committee. That Committee will make a recommendation to the Dean, Graduate Research, for approval. A candidate can appeal the decision made in relation to any milestone.

### Milestone 1: Confirmation of Candidature

*Work with your candidates with a view to meeting this milestone within 6 months full-time equivalent of candidature commencement. This milestone culminates in submission and presentation of work to a Candidature Committee. The Committee will determine if the proposed project is suitably scoped for the award and the capacity of the candidate to meet the challenges of the award and the project.*

*Candidature Committee recommendations that require Dean Graduate Research approval range from Confirmation of Candidature to the option to grant the candidate a second and final attempt. Only after a second attempt would there be potential to recommend that a candidature be discontinued. If you are concerned about how to deal with a candidate who is not progressing with the Confirmation of Candidature Process, see [How to help a candidate who is not progressing?](#) and Resources and procedures to assist a candidate whose progress is impeded.*

### Milestone 2: Mid-Candidature Review (Doctoral only)

*Work with your doctoral candidates to meet this milestone within 1.5 to 2 years full-time equivalent of candidature commencement. This milestone culminates in submission and presentation of work to a Candidature Committee. This milestone provides a chance to review the quality of work completed to date, confirm the candidate is progressing toward timely completion, and facilitate skills development. It may be a moment to celebrate completion of a presentation or poster, or build confidence and capacity through a formal presentation. The Committee will also review thesis work to date to evaluate progress.*

### Milestone 3: Pre-Completion Evaluation

*This is the final quality assurance milestone, ideally it is an opportunity to review a draft of the thesis document prior to submission for examination. It is a time to reflect on potential examiners, future publications, and any obligations to sponsors or industry partners. Other considerations may include compliance requirements such as appropriate data storage and acknowledgement of copyright materials and intellectual property. The milestone is usually a time to celebrate the approaching submission for examination and the presentation may be attended by friends and family. The Committee recommendations range from a timeframe for completion to consideration of alternative pathways.*

## Progress Reporting

*Progress Reporting demonstrates that JCU is honouring its duty of care to the candidate, advisory panel and sponsoring bodies. Reviewing and providing guidance to resolve any issues or concerns in a timely way is essential. Actions resulting from progress reporting may include directing the candidate to support services, placing the candidate Under Review (see below) or talking to the GRS to resolve candidature issues. In the majority of cases feedback will be a light touch with acknowledgement of progress made to date by the candidate with support from their advisory panel.*

## Thesis Examination

*The thesis is sent to two examiners, who are asked to ascertain if the thesis conforms with learning outcomes relevant to the degree as described in the Australian Qualifications Framework and detailed in the relevant Guidelines for Examiners. Examiners are asked to report within six weeks of receipt of the thesis. The candidate will then finalise the thesis subject to reports. The Dean, Graduate Research will check that the “Detailed Response to Examiner Comments” has been completed and notify the candidate in writing that their degree can be awarded and provide instructions on how to graduate.*

## Under Review and Progress Support

*At any point in candidature Under Review or Progress Support may be required to support a candidate where progress to timely completion is in doubt. Under Review provides for a specified program of work to be planned out for the candidate. JCU support services may be engaged to work with the candidate in meeting requirements. A detailed plan scaffolds the candidate to refocus and make progress during the period of Under Review. Where satisfactory progress is not made during the Under Review period, there is the option to recommend to the Dean, Graduate Research, that the candidature be discontinued.*

## Discontinuation

*About 70% of those who commence a Higher Degree by Research actually complete their course and are awarded their Doctorate or Masters by Research. Most of those who discontinue their candidature voluntarily withdraw because of circumstances beyond their control that impacts on their commitment or capacity for completion. In rare cases discontinuation is related to academic concerns raised about the quality of work generated and time available for completion of the thesis. The HDR Discontinuation of Candidature Procedure is intended to support the candidate’s transition out of their course of study, acknowledging it as a positive and necessary next step.*

The Graduate Research School goes through the list of candidates with apparently moribund candidature (e.g., the candidate is no longer maintaining contact with their advisory panel) at regular intervals, and initiates the discontinuation process for them. Advisors are required to notify the GRS if: a candidate fails to respond to contact made over a 6 week period; or a significant change to

circumstances likely to impact candidature (e.g., illness, carer responsibilities, etc.). Options for the HDR candidate include discontinuation, extension or Leave of Absence. Reassure the candidate discontinuation can lead to a future request for readmission when life circumstances change. Encourage candidates to be aware of the academic, financial and personal cost of being enrolled without making progress. Data suggests that few candidates successfully transition back to continue their original thesis topic after an extended period of leave. If a candidate wishes to initiate discontinuation of their candidature, they should advise the Graduate Research School by email. Discontinuation is usually granted without academic or financial penalty.

## Campus Attendance

### How often are candidates expected to attend campus?

Unless on approved field work or travel, candidates enrolled internally are expected to attend a recognised campus of the University on a regular basis as negotiated with their Advisory Panel to fulfil degree requirements.

### What are the attendance requirements for external candidates?

An externally enrolled candidate is expected to be on campus for **at least five working days** per year as negotiated with their Advisory Panel to fulfil their degree requirements. Exceptions to this practice must be approved by the Dean, Graduate Research, as a Condition of Enrolment or via the [HDR Variation of Candidature Procedure](#). Arranging for the first on-campus period to coincide with any on-campus induction requirements would be helpful to the candidate.

The Dean, Graduate Research will only grant external enrolment where it is clear the required support is available, as the external cohort has a higher attrition rate than other cohorts.

## Professional Development

### What Professional Development Activities are available?

*Skills required to complete the degree and fulfil career aspirations*

All HDR candidates must complete fixed [professional development](#) components. PhD candidates must also complete the subject RD7003 Professional Development, while MPhil candidates may opt into RM7003 Professional Development. Professional development is an essential component of best practice in HDR programs because it assists candidates:

- To develop and/or acquire the skills needed to successfully complete their thesis; and
- To fulfil their individual career aspirations as internationally competitive research professionals (Note: half of all current candidates are likely to progress to careers outside of academia).

A guide to the fixed and flexible components can be found [here](#).

A summary of each doctoral candidate's professional development appears on their Australian Higher Education Graduation Statement (AHEGS). The AHEGS is provided to candidates as they graduate. It contains information about the graduate's higher education qualification, the institution at which the qualification was obtained, and the Australian higher education system in one easy to read document. The material included in the statement is reviewed as part of the Pre-completion Evaluation.

### What English language support is provided by JCU?

The [Post-Entry Language Assessment \(PELA\)](#) is a short academic writing test that is designed to gauge the academic writing abilities of research degree candidates who have English as an Additional Language (EAL). The test helps understand how best to support candidates in developing their writing skills. Those who do require assistance receive targeted and flexible support tailored to their requirements. Candidates undertaking a PELA are asked to write an academic paragraph in response



to a statement. The outcome of this assessment determines each candidate's writing support plan. The most intensive level of support involves regular contact with writing support staff and attendance at compulsory seminar sessions, as well as further writing assessment and a re-test.

### What statistics support is provided for HDRs by JCU?

#### *StatsHelp*

The [StatsHelp program](#) provides consultancies and workshop support (e.g. on *R*). AIMS@JCU also offers statistical workshops, conducted by AIMS statisticians, that are usually open to non-AIMS@JCU candidates. Online modules on statistics are available on LearnJCU and highly recommended. Additional online support is available via [LinkedIn.com](#).

### Internship opportunities

#### *What internship opportunities are there/for HDRs?*

The graduate research school encourages advisors to talk with their candidates in the early stages of candidature if they feel an internship maybe useful as part of their studies. Independent internships at JCU are self-sourced and all the information on progressing arrangements can be found [here](#) and on the [internships](#) web page. Independent internships can be attributed 7 of the 10 points in the leadership and initiative category of the professional development program.

The federal government is encouraging industry internships for research PhD candidates by weighting completions that involve internships more highly in the RTP funding calculations. Eligibility criteria for the weighting are that the **PhD** complete having undertaken a three-month or longer industry internship, agreed within the first 18 months of enrolment. More information can be found [here](#)

### Varying conditions of candidature

#### How can a candidate make changes or updates?

- Changes to candidature such as periods of leave of more than four weeks and changes to study mode or advisory panel can be approved using the VOC-FORM-01 Variation of Candidature: [PDF Version or Word Version](#).

### Conduct of the Research

#### Under which code must the research be conducted?

The University requires staff and students to be familiar with and comply with the [Code for the Responsible Conduct of Research](#) adapted from the *Australian Code for the Responsible Conduct of Research*.

#### Does the project require ethics clearance?

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, are required to have the ethical aspects of the project considered by the Advisory Panel and the Dean of the College. These projects must always be approved by the appropriate University Ethics Committee. This requirement applies even if the research occurs in a country that does not require such approvals. Research that employs known pathogens/carcinogens or ionising radiation must also be cleared with the 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 [JCU Connect](#).

### What responsibility does a Primary Advisor have for a candidate's data?

Please work with your candidate in developing and maintaining a data management plan using the available [Toolkit](#).

The College on behalf of JCU retains responsibility for the management of a student's data and primary materials after the student's departure.

Unless a student has executed a relevant intellectual property assignment to the University, s/he will own copyright in their data'.

### Confidentiality Agreements & Contractual Arrangements

Any contract with an external company or agency relating to the HDR program must be referred to and processed through [JCU Connect](#).

### What do advisors need to know about Intellectual Property with respect to HDR candidates?

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 JCU's [Intellectual Property Policy and Procedures](#).

### What are 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](#), including Iran, Syria and North Korea. Assessment is to ensure that neither the applicant nor the proposed or conducted research will be in breach of the conditions of the sanctions. If the HDR applicant or candidate is from a sanctioned country they may be subject to restrictions regarding the project. If in doubt, please contact the [grs@jcu.edu.au](mailto:grs@jcu.edu.au).

### Obtaining Help

#### How can a candidate obtain the help they need when they have a problem?

As an advisor please encourage your candidates to seek help as soon as emerging problems and issues for an HDR candidate are identified, whether they relate to their University or personal life. Open and honest discussions can usually resolve most issues. Appendix 3 lists some of the problems that commonly arise for HDR candidates and provides some suggested avenues of support.

A key time of difficulty in a candidature is the phase of '**making sense of the data**' in order to actually complete the thesis. Advisors can work with the candidate to identify and enable their attendance at relevant [workshops](#) that may support them through various phases of their research education.

# Thesis Submission and Examination

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## What is an HDR Thesis?

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

JCU thesis word limits:

- Masters by Research – 60,000 words
- Professional Doctorate – 50,000 words
- Doctor of Philosophy – 100,000 words

## What is the editorial standard required?

The editorial standard of a thesis is seen as an indicator of the care taken by the candidate with the research. As an Advisor ensure that your candidate is scrupulous about eradicating from their work:

- All typographical and other errors;
- Plagiarism, including self-plagiarism. [iThenticate](#) should be used to check referencing is adequate.
- Spelling, grammar, punctuation and choice of language inappropriate to disciplinary standards; and
- Incomplete or inaccurate referencing.

The candidate may use a professional to copy-edit the thesis. Candidates and editors must comply with the [Guidelines for the Editing of Research Theses by Professional Editors](#).

## What is the required thesis structure?

- The body of a thesis is normally presented as a series of chapters: the natural components 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. As Advisor talk to the candidate early about common disciplinary practices and help them prepare a publication plan, if appropriate.
- The papers on which the data chapters in a thesis are based may be co-authored, however the candidate should be listed as the senior author on at least 75% of them. A statement in the thesis that clearly outlines the contributions of any co-authors to each paper must be included as well as all authors agreement for inclusion of the work in the thesis.
- The intellectual thread of the thesis should be outlined in the introduction and synthesised in the discussion and/or conclusion. These chapters cannot be co-authored.
- The introduction should give the reader a 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 (or papers) in logical and cogent sequence leading to an argument that supports the main findings of the thesis.
- The final chapter should include a general discussion which demonstrates how the objectives were achieved and what the findings mean in theory and practice. It should also acknowledge limitations of the work to date and make recommendations for future research.

## Statement of the Contributions of Others

Research may be jointly published, carried out in collaborative teams, and done and/or written with the technical, theoretical, statistical, editorial, or physical assistance of others.

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 or at the beginning of the chapter as appropriate and any publication details clearly cited.

An exemplar of a [Statement of Contributions of Others](#) is available. Candidates are strongly advised to document the contribution of others in qualitative, rather than quantitative, terms as the latter may be misinterpreted. Advice on Authorship and authorship criteria can be found in [JCU policy](#).

**Note:** Candidates must remain **enrolled** until submission of the thesis for examination, unless Leave of Absence has been obtained.

## What do thesis examiners look for?

In reviewing a thesis, the examiners will generally be looking for evidence that the candidate has met the requirements for the degree. The knowledge learning outcomes for awards detailed in the Australian Qualification Framework ([AQF](#)) are provided for reference:

### Research Doctorate

Graduates of a Doctoral Degree will have:

- A substantial body of knowledge at the frontier of a field of work or learning, including knowledge that constitutes an original contribution
- substantial knowledge of research principles and methods applicable to the field of work or learning

### Research Masters

Graduates of a Masters Degree (Research) will have:

- A body of knowledge that includes the understanding of recent developments in one or more disciplines
- Advanced knowledge of research principles and methods applicable to the field of work or learning

### All Theses

[Procedures for thesis submission and examination](#) include detailed information and requirements, a thesis must demonstrate:

- 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.

It is a good idea to ask the candidate to specify how they have met these requirements in the abstract of their thesis. e.g., for a doctoral thesis: 'My significant original contribution to knowledge is.....'

*Advisors are responsible for confirming the thesis is examinable and for nominating suitable examiners.*



## *Steps to Graduation*

[Conferral of the Degree](#) explains:

- When and how a HDR candidate should apply for graduation?
- When and where are the relevant graduation ceremonies?
- Whether the candidate needs to attend?

Staff members will be invited to take part in the academic procession through an email to all staff prior to the graduation ceremony. Advisors usually make an effort to attend the graduation ceremonies of their PhD graduates as a member of the procession, they will be formally acknowledged during the ceremony.

# Advise for Advisors

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## Advisory Models

JCU encourages advisors to work with their candidates, College ADREs, the GRS and other stakeholders to develop their skills and knowledge. A range of [resources](#) are available to support this development. Just as each candidate and project is unique, your advisory practice will evolve and change over time. Consider [participating](#) in the JCU HDR Advisor professional development events and accessing resources available in [LearnJCU](#) and the [Advisor LibGuide](#) to learn more about advising, JCU's research environment, and different advisory approaches that may suit you, your research and your candidates.

## Advisor Register

The GRS provides advice about requirements for [registration](#) as an advisor.

## Key policy and guidelines

[The HDR supervisor procedure](#) and the [GRS policy and procedures](#) explain requirements associated with being an HDR Advisor at JCU.

## Frequently asked questions

### What workload credit do you get for your advisory activities?

The management of workload, in line with the Enterprise Agreement at JCU, is a matter for the Division and College. Please speak to your line manager for advice on policy or workload models relevant to you.

The number of candidates for whom one staff member can be the Primary Advisor is recommended in the [HDR Supervision Procedure](#). Exceptions to these limits require the approval of the Dean of College. If you are concerned about your advisory load in the context of your overall workload talk to your line supervisor, ADRE or Dean of College. Colleges may vary in their workload models, so please familiarise yourself with your College's model.

### What is the Register of Advisors and how do you get on the Register?

All JCU academic and research staff (including adjunct staff) who wish to advise or are actively advising JCU HDR candidates must apply for admission to the JCU Register of Advisors. Aspiring HDR advisors must apply to be included on the Register using the [Application for Admission to JCU Register of Advisors](#).

An annual review of all members of the Register will be conducted by the [Graduate Research School](#). Experienced HDR advisors who wish to upgrade their level of Advisor Accreditation on the Register must apply by submitting a revised Application for Admission and complete [Elevate](#) requirements. In all cases, the Research Education Sub-Committee reserves the right to solicit confidential reports from candidates who have been advised by the applicant.

### What professional development is available for HDR Advisors?

The Graduate Research School (GRS) offers a comprehensive professional development program for HDR Advisors. There are also Advisor specific resources available on the [Graduate Research School](#) website; the [HDR Advisor Organisation](#) in the LearnJCU site and the [HDR Advisor's Library Guide](#).

### What are the attributes of high performing HDR Advisors?

The attributes of high performing HDR advisors are specified in the [HDR Supervision Procedure](#).

## How can HDR Advisors help a candidate who is not progressing

Talking to your candidate enables you to find out what the candidate considers to be their concerns:

- What are their research challenges?
- What are their challenges as a candidate?

### A seven step script is:

1. I'd like to talk with you about.....
2. For example.....
3. I feel.....
4. There is a great deal at stake here. What's at stake is.....
5. Perhaps I have contributed to the situation by.....
6. This is what I want to resolve with you today. I want to resolve.....
7. What's your take on this.....? How do you see it?

Once you have identified the problem, you and the candidate have to design a solution. See the example below regarding failure to progress in Confirmation of Candidature. You can modify this approach to other stages of candidature.

Remember:

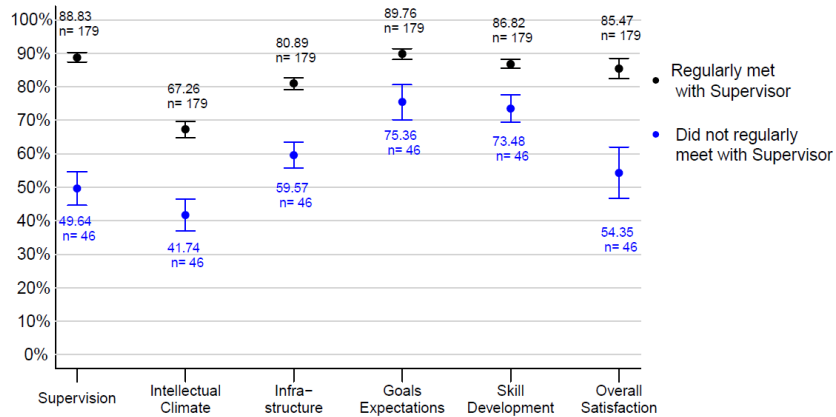
- to make time for regular meetings and return written work in a timely manner,
- ensure you and your candidate have a record of key meeting outcomes. It is important to have a shared record of meetings where you raise progress concerns, discuss options, and resolve next steps, and
- if your candidate fails a milestone on their first attempt, they are eligible for a second attempt.

The online modules in the [HDR Advisor Organisation](#) in LearnJCU include a section on having difficult conversations.

## How important are regular meetings with each candidate?

Having, at least, fortnightly meetings with the primary advisor appears to be strongly linked to candidates' satisfaction levels. This rate of meeting was positively associated with the levels of satisfaction in the 2016 JCU internal survey of HDR. Regular meetings was an indicator of satisfaction on all the dimensions of the 2016 Postgraduate Research Evaluation Questionnaire (PREQ). For example, 85% of candidates who had frequent meetings with their primary advisors were satisfied overall.

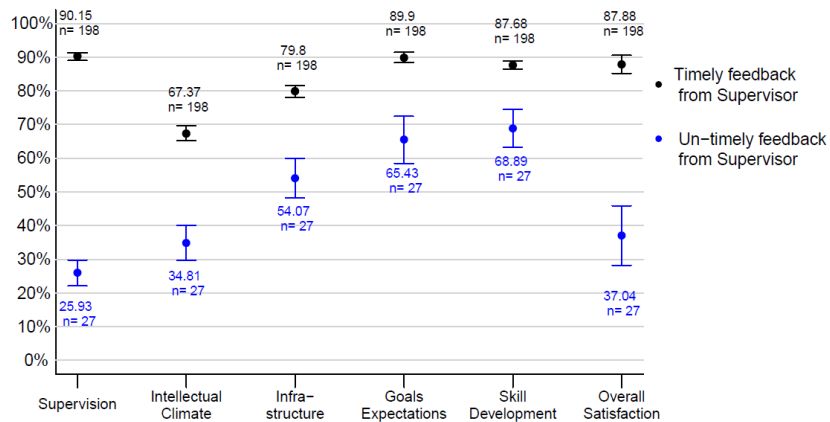
### Fortnightly Meeting with Primary Supervisor 2016



### How important is timely feedback to Candidate satisfaction?

Timely feedback appears to be strongly linked to candidates’ satisfaction levels. The 2016 JCU internal survey of HDR considered the satisfaction levels of candidates across the various PSEQ scales. HDR candidates who considered that their advisor provided timely feedback (black) were more satisfied across all scales compared to those who did not receive timely feedback (blue). All results are presented as means + standard errors.

### Timely Feedback from Supervisor 2016





The table below outlines some strategies that you might like to try with a candidate experiencing progress issues. The table is framed in the context of Confirmation of Candidature but could be adapted for a later stage of candidature.

<b>Problem</b>	<b>Suggested solutions</b>
Unrealistic expectations	Undertake the <a href="#">expectation survey</a> on the GRS website with your candidate; explain verbally and in writing about expected work hours, how much time each task will take, how many drafts are likely to be required; encourage candidates to speak with other candidates about this.
Critical thinking	Ask the candidate to outline their argument using dot points, a PowerPoint presentation or a story board. Help the candidate order the elements of their argument. Help the candidate identify gaps in logic.
Capacity to synthesise information	Provide exemplars of published and HDR literature reviews in your area Ask your liaison librarian to assist the candidate with literature searches Ask the candidate to do a deep reading of a good quality review (looking at how it has been structured and written) and discuss what they find. Monitor the candidate's progress, perhaps setting explicit weekly goals.
Writing	Ask the candidate to: Outline argument (see also Critical Thinking). Make headings for every paragraph (to check the logical flow and the inform topic sentence). Read only the first sentence of each paragraph and see if they flow and capture the argument. Write the reason why every paragraph is important (informs topic sentence). Check that the concluding sentence in each paragraph explicitly links to the opening sentence of the next paragraph. Encourage or require participation in writing workshops, peer support programs, and use of key writing resources available in LearnJCU.
Perfectionist	Ask to see specified small sections of writing, regularly. Encourage the candidate to join a writing circle or find a writing mentor or buddy.
Project planning and management	Access online resources on conflict <a href="http://studentconflict.org.au/">http://studentconflict.org.au/</a> Show the candidate how to develop a plan and provide examples of timeline templates. Encourage them to do the project management course as part of their professional development. Require the candidate to prepare points for discussion and notes of meeting to frame your meetings (provide exemplars).
Knowledge essential to project	Direct the candidate to coursework or online offerings or workshops or JCU service providers who will help them address knowledge gaps.
Problems with data collection/analysis	Identify and discuss key literature, talk through the analytical process in depth; encourage discussion between HDR candidates and their researcher networks about data collection and analysis. Encourage or require participation in coursework, workshops and seminars offered by StatsHelp or others, and use of key writing resources available in LearnJCU.
What if there is no substantive progress?	
<b>1-3 months:</b> Detail the problem in writing and ask the candidate to respond in writing. Break down the written tasks into discrete pieces, and work with them through each progressively to achieve a satisfactory standard of work within a reasonable time.	

<b>3-6 months:</b> Call a meeting of the full Candidature Committee to review progress. Detail the problem in writing and ask the candidate to respond in writing
<b>4-8 months:</b> Ask that the candidate be placed 'Under Review' with a Candidature Management plan ending at 11 months
<b>6-11 months:</b> Complete the Under Review process requesting discontinuation if necessary.

## Generic Timeline

Milestone and reporting requirements for a full-time doctoral candidate. The timeline can be modified for part-time and/or Research Masters Candidates.

This is a timeline of the general requirements for a Higher Degree by Research Candidate at JCU. A research plan specific to the candidate's project and particular goals should be made and used in conjunction with this timeline.			
Time since enrolment	Candidate to do	Form required	Advisors to do
<b>First Year</b>			
1 week	<ul style="list-style-type: none"> <li>Consider the requirements for RD7001 – discuss the project proposal, ethics application, data plan and any other required permits with Advisors.</li> <li>Consider requirements for RD7002 – literature review. Scope relevant literature with Advisors, commence literature searches (consult your liaison librarian and attend workshops) and complete reading</li> <li>Brainstorm/mindmap ideas for research questions and methods with Advisors.</li> <li>Start developing an outline of substantive written work with Advisors; read relevant literature.</li> <li>Work on the research proposal (using the Confirmation of Candidature Research Proposal template), ethics permit application (if required) and other permit applications (if required) with input from Advisors. This will involve multiple drafts.</li> </ul>	COC-FORM-01	<ul style="list-style-type: none"> <li>Meet with the candidate to discuss the candidature plan, especially your expectations of one another.</li> </ul>
2 weeks			<ul style="list-style-type: none"> <li>Continue to meet with the candidate to scope and develop the research proposal, literature review and if required ethics application.</li> </ul>
3 weeks			<ul style="list-style-type: none"> <li>Conduct a Professional Development Audit with candidate to support development of their Professional Development Plan.</li> </ul>
4. weeks			<ul style="list-style-type: none"> <li>Contact a nominated Expert Reviewer to check their availability and willingness to review the research proposal in week 20.</li> <li>Use agreed timelines when reviewing written work and providing feedback, encourage discussion of feedback at regular meetings.</li> </ul>
5 weeks			<ul style="list-style-type: none"> <li>Contact the relevant administrator to make arrangements for a seminar date including the Candidature Committee.</li> </ul>
6 weeks			

	<ul style="list-style-type: none"> <li>Continue reading to support the development of the substantive written work with Advisors, submitting progressive drafts as work develops.</li> </ul>		<ul style="list-style-type: none"> <li>Help the candidate conduct and develop their Professional Development Plan.</li> </ul>
7 weeks	<ul style="list-style-type: none"> <li>Work with your Advisors to develop the Professional Development Audit and Plan (available in the Appendix of the Confirmation of Candidature Research Proposal Template).</li> <li>Plan to have all fixed Professional Development Components completed by Confirmation of Candidature Milestone date.</li> </ul>		<ul style="list-style-type: none"> <li>Continue to meet with your candidate to help them to develop and revise their literature review and research proposal, data management plan and ethics application (if required); provide timely feedback on revisions.</li> <li>In discussion with the candidate consider the value of their having mentors from industry or an internship with external bodies later in candidature. Contact the GRS Manager Partnerships Development for advice or visit the internship website for more information.</li> </ul>
8 weeks			
9 weeks			
10 weeks			
11 weeks			
12 weeks	<ul style="list-style-type: none"> <li>Continue to work on your research proposal, data plan and ethics application (if required) with input from Advisors on multiple drafts.</li> <li>Do final revision and amendments to your substantive written work.</li> <li>Finalise substantive written work and submit it to your Advisory Panel.</li> </ul>		
13 weeks			
14 weeks			
15 weeks			
16 weeks			
17 weeks	<ul style="list-style-type: none"> <li>Finalise your Confirmation of Candidature Research Proposal with input from Advisors.</li> <li>Identify sites for a possible internship later in candidature.</li> </ul>	COC-FORM-01	<ul style="list-style-type: none"> <li>Complete the evaluation of substantive written work, and give explicit advice on how to prepare the draft for Expert Review.</li> </ul>
18 weeks			
19 weeks			
20 weeks	<ul style="list-style-type: none"> <li>Submit your Confirmation of Candidature Research Proposal to your Primary Advisor for Expert Review.</li> </ul>	COC-FORM-01	<ul style="list-style-type: none"> <li>Submit Candidate's Confirmation of Candidature Research Proposal to Expert Reviewer along with RD/RM Expert Reviewer's Report.</li> </ul>



21 weeks	<ul style="list-style-type: none"> <li>While the Confirmation of Candidature Research Proposal is with the Expert Reviewer, develop your seminar presentation.</li> </ul>	COC-FORM-01	<ul style="list-style-type: none"> <li>Help the candidate plan the seminar. Arrange for a practice presentation in Week 24 in the designated room, invite other HDR students to attend and ask questions.</li> </ul>
22 weeks	<ul style="list-style-type: none"> <li>Make amendments to Research Proposal (update Confirmation of Candidature Research Proposal) and seminar presentation in response to feedback from the Expert Review.</li> </ul>	COC-FORM-01	<ul style="list-style-type: none"> <li>Assist the candidate to respond to Reviewer feedback and if necessary, reschedule the seminar date.</li> </ul>
23 weeks	<ul style="list-style-type: none"> <li>Provide the revised Confirmation of Candidature Research Proposal to your Advisors.</li> </ul>	COC-FORM-01	<ul style="list-style-type: none"> <li>Consider the amended Confirmation of Candidature Research Proposal and the Expert Reviewer's Report on Proposal and prepare the COC-FORM-01</li> </ul>
24 weeks	<ul style="list-style-type: none"> <li>Do a practice seminar with your Advisors and other HDR candidates.</li> </ul>		<ul style="list-style-type: none"> <li>Submit the 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. Provide feedback to the Candidate on the practice seminar.</li> </ul>
25 weeks	<ul style="list-style-type: none"> <li>Present the seminar to the Candidature Committee.</li> </ul>	COC-FORM-01	<ul style="list-style-type: none"> <li>Attend the seminar and meet with independent members of Candidature Committee to provide input to their decision; provide feedback to the Candidate.</li> <li>The Candidature Committee provide the final milestone recommendation on COC-FORM-01. The Chair of Candidature Committee submits the completed Confirmation of Candidature form to the College Academic Services Officer who sends it to</li> </ul>

			the GRS for sign off by the Dean, Graduate Research.
6 to 9 months	<ul style="list-style-type: none"> <li>Check your Professional Development Plan that was established at your Confirmation of Candidature and book any planned workshops/courses to ensure that you progress fixed and flexible Professional Development requirements by Mid-Candidature Review (18 months post-enrolment).</li> </ul>		<ul style="list-style-type: none"> <li>Continue to meet regularly with the Candidate to provide guidance and feedback.</li> </ul>
10 to 12 months	<ul style="list-style-type: none"> <li>Submit a Progress report in April/October if a milestone has not been completed in the previous 6 months.</li> </ul>	PRO-FORM-01	<ul style="list-style-type: none"> <li>Meet with the Candidate to complete the Progress Report.</li> </ul>
<b>Second Year</b>			
13 to 15 months			<ul style="list-style-type: none"> <li>Continue to meet regularly with the Candidate to provide guidance and feedback.</li> </ul>
16 to 18 months	<ul style="list-style-type: none"> <li>Complete the Mid-Candidature Review Milestone due 18 months (1.5 years) after enrolment.</li> </ul>	MCR-FORM-01	<ul style="list-style-type: none"> <li>Meet with the candidate to support successful completion of the Mid-Candidature Review.</li> </ul>

19 to 21 months	<ul style="list-style-type: none"> <li>Check your Professional Development Plan which was established at your Confirmation of Candidature and confirm Professional Development requirements for the Pre-Completion Evaluation (36 months post-enrolment)</li> </ul>		<ul style="list-style-type: none"> <li>Continue to meet regularly with the Candidate to provide guidance and feedback.</li> </ul>
22 to 24 months	<ul style="list-style-type: none"> <li>Submit a Progress report in April/October if a milestone has not been completed in the previous 6 months.</li> </ul>	PRO-FORM-01	<ul style="list-style-type: none"> <li>Meet with the Candidate to complete the Progress Report.</li> </ul>
Third Year			
25 to 27 months			<ul style="list-style-type: none"> <li>Continue to meet regularly with the Candidate to provide guidance and feedback.</li> </ul>
28 to 30 months	Submit a Progress report in April/October if a milestone has not been completed in the previous 6 months.	PRO-FORM-01	<ul style="list-style-type: none"> <li>Meet with the Candidate to complete the Progress Report.</li> </ul>
31 to 33 months	Finalisation of data analysis required for thesis. Prepare to present your findings at your Pre-Completion Seminar.		<ul style="list-style-type: none"> <li>Continue to meet regularly with the Candidate to provide guidance and feedback.</li> </ul>
33 to 36 months	Pre-Completion Milestone 3-6 months prior to submitting for examination – this involves an oral presentation and submission of a draft thesis. Consider activities to do while under exam including: preparation of publications, an internship, job applications, etc.	PCE-FORM-01	<ul style="list-style-type: none"> <li>Meet with candidate to support successful oral presentation and review of the draft thesis.</li> <li>Consider with candidate activities to do while awaiting examiner reports e.g., publications, internships, RA work, etc.</li> </ul>
Fourth Year			

37 to 39 months	Complete thesis revisions further to feedback provided in the Candidature Committee's Pre-Completion Report.	NEX-FORM-01	<ul style="list-style-type: none"> <li>▪ Discuss potential examiners with the candidate and submit the Nomination of Examiners to GRS.</li> <li>▪ Review thesis drafts, noting Committee feedback.</li> </ul>
40 to 42 months	Finalise thesis writing, submit the thesis to your Advisors for feedback. Submit the thesis for examination. Scholarship expiry is likely at this time.	SUB-FORM-01	<ul style="list-style-type: none"> <li>▪ Review thesis drafts and the final version of the thesis.</li> </ul>
43 to 45 months	Await finalisation of Thesis Examination. .Perhaps engaging in a previously planned internship Consider preparing publications, an internship, job applications etc.,		<ul style="list-style-type: none"> <li>• Engage as mentor in any agreed internship arrangements as appropriate.</li> </ul>
46 to 48 months	Respond to Examiner reports and prepare for Graduation.	Online graduation application form.	

## Summary of Potential HDR Candidature Changes

<i>Proposed change</i>	<i>Description</i>	<i>Limitations (check with the Graduate Research School and JCU International (if applicable) if you are unsure what a limitation means for you)</i>
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) or a part-time rate (0.25 EFTSL per semester)	<p>International candidates normally have to be enrolled full-time under Australian law as a condition of their student visa while in Australia.</p> <p>Candidates receiving scholarships often need to be enrolled full-time as a condition of their scholarship and may be unable to continue the scholarship as a part-time candidate.</p> <p>The amount of EFTSL remaining for your candidature may limit study mode options.</p> <p>Coursework subject enrolments may determine study mode.</p>
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 attendance on campus. This restriction does not include periods of approved field work as part of the research.	<p>Requires special approval from the Dean, Graduate Research.</p> <p>Candidate must be able to demonstrate why it is necessary for them to be based off campus, how sufficient support will be provided by their Advisors, and how they will have access to the resources necessary for successful candidature.</p> <p>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.</p>
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.	<p>Must be able to prove residency or citizenship status change.</p> <p>Can only take effect from the date of change of residency or citizenship (cannot be backdated).</p>
Tuition Fees exemption or sponsorship	Under specific conditions international candidates may be eligible to have part or all of their tuition fees	<p>Only applies in limited situations.</p> <p>Deans of Colleges approve fee exemptions of sponsorships for candidates making</p>



<i>Proposed change</i>	<i>Description</i>	<i>Limitations (check with the Graduate Research School and JCU International (if applicable) if you are unsure what a limitation means for you)</i>
	exempted or sponsored by their College.	satisfactory progress toward timely completion.
Transfer/Change of Course	Dependent on what course the candidate wishes to transfer to (e.g. upgrade to PhD, change to a different PhD course), or if the candidate wishes to transfer their enrolment to a different university.	<p>There can be difficulties in claiming credit for research work if transferring to a coursework degree from a research degree.</p> <p>Candidates may apply to enter the PhD if they meet criteria at any point during their MPhil. Time elapsed in the MPhil may be deducted from the PhD candidature.</p> <p>Transfer to another university is not normally supported if candidate is in the last year of their candidature, and is conditional on admission being granted by the other university.</p> <p>Some candidates receiving scholarships may not be permitted to transfer their enrolment as a condition of their scholarships.</p> <p>International candidates will likely require a new Certificate of Enrolment which may affect their visa. Check with the International Student Centre.</p> <p>If changing to another College within JCU, approval of the Dean of the new College will be required.</p>
Withdrawal from Course	If a candidate wishes to discontinue their enrolment in the course, they need to formally notify the University through the required process, which includes notification of their Advisors and College.	<p>No restrictions on withdrawal, other than following process for formal notification.</p> <p>Candidates who do not formally withdraw may continue to be liable for fees including the Student Services and Amenities Fee. *</p>
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.	<p>Maximum of 15 credit points for Masters and 21 credit points for doctorates. RD/RM7001 and RD/RM7002 do not count as coursework, reflecting research work completed; RD7003 does count as coursework.</p> <p>Must normally be undertaken during the first half of candidature.</p>

Proposed change	Description	Limitations (check with the Graduate Research School and JCU International (if applicable) if you are unsure what a limitation means for you)
		<p>Must be appropriate to degree and research project.</p> <p>Must be completed as per the subject requirements.</p> <p>University policy and procedures apply (e.g. withdrawing with academic penalty).</p> <p>Must advise GRS via appropriate form at least five working days prior to wishing to enrol in or withdraw from a subject.</p> <p>It is up to the candidate to ensure they know the start date, requirements and attendance times for the subject in which they wish to enrol.</p> <p>You must not be enrolled in a certificate, diploma or degree course at JCU or another university in addition to your JCU Higher Degree Research Higher Degree without written permission from the Dean, Graduate Research.</p>
Leave of Absence	<p>It is assumed that full-time candidates will work on their research and thesis for approximately 48 weeks/year.</p> <p>Candidates are entitled to take a period or periods of Leave of Absence from their candidature if required.</p> <p>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.</p>	<ul style="list-style-type: none"> <li>▪ Applies to periods of absence greater than four weeks.</li> <li>▪ Must apply prior to taking the leave</li> <li>▪ Normally not granted prior to successful completion of Confirmation of Candidature Milestone.</li> <li>▪ Normally not granted for more than a total of six months throughout candidature.</li> <li>▪ Retrospective applications for Leave of Absence are normally not approved.</li> <li>▪ Taking Leave of Absence without prior approval may lead to a candidate being placed Under Review.</li> <li>▪ International students leave options are limited by student visa conditions.</li> </ul>

\* The [Student Services and Amenities Fee \(SSA Fee\)](#) was introduced by the Australian government to improve university services and facilities for students both on and off campus. JCU students must pay this fee (except for a small number of exempt students). The income from the fee is used to provide a range of student support services and facilities that students can access including specific initiatives for HDR candidates.

## Where can a Candidate get Help?

Candidates are strongly advised to seek help as soon as problems and issues relating to their HDR candidature are identified, whether they relate to their University or personal life. Open and honest discussions 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, or Telephone Advice	Online	Face-to-Face Advice
<ul style="list-style-type: none"> <li>Candidature and Enrolment Matters</li> </ul>	<ul style="list-style-type: none"> <li>Due dates for candidature milestones</li> <li>Variation of candidature</li> <li>Names of members of your Candidature Committee</li> <li>Scholarship matters</li> <li>Examination matters</li> </ul>	Contact <a href="mailto:GRS@jcu.edu.au">GRS@jcu.edu.au</a> +61 7 4781 5861 +61 7 4781 4735		Contact <a href="mailto:GRS@jcu.edu.au">GRS@jcu.edu.au</a> for an appointment
<ul style="list-style-type: none"> <li>Unsure how the candidature is progressing</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Check</a> requirements</li> </ul>			
<ul style="list-style-type: none"> <li>Research Project</li> </ul>	<ul style="list-style-type: none"> <li>Unsure about what's required at JCU</li> </ul>	Dean, Graduate Studies and Associate Dean Research Education <a href="#">contact</a> details		
	<ul style="list-style-type: none"> <li>Project too big</li> <li>Question unclear</li> <li>Lack necessary skills</li> <li>Progress impeded by politics</li> <li>Required resources not available</li> </ul>	Modules and resources in <a href="#">HDR Advisor</a> Organisation in LearnJCU  Resources in Advisor <a href="#">LibGuide</a>	<ul style="list-style-type: none"> <li>Contact Associate Dean, Deputy Dean or Dean GRS as outlined above</li> </ul>	
	<ul style="list-style-type: none"> <li>Require additional funds for project</li> </ul>	JCU's Connect can provide advice regarding external opportunities for competitive and other grants: <a href="https://www.jcu.edu.au/jcu-connect/grants">https://www.jcu.edu.au/jcu-connect/grants</a>		
	<ul style="list-style-type: none"> <li>Require help with statistics</li> </ul>	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. <a href="http://www.jcu.edu.au/grs/JCU_097309.html">http://www.jcu.edu.au/grs/JCU_097309.html</a>		
	<ul style="list-style-type: none"> <li>Need help with written English and/or editing</li> </ul>	Consider attending one of several writing workshops or	<ul style="list-style-type: none"> <li>Contact GRS Professional Development Coordinator</li> </ul>	

Type of Problem	Types of Problem or Symptom	Written, or Telephone Advice	Online	Face-to-Face Advice
		series offered by the GRS Professional Development Program.		Associate Professor Liz Tynan <a href="mailto:Elizabeth.Tynan@jcu.edu.au">Elizabeth.Tynan@jcu.edu.au</a> +61 7 4781 6278
	<ul style="list-style-type: none"> <li>Literature searching and referencing</li> </ul>	Research Librarians at the JCU Library: <a href="https://www.jcu.edu.au/library/about/library-contact-details">https://www.jcu.edu.au/library/about/library-contact-details</a>		
	<ul style="list-style-type: none"> <li>Computer and equipment matters</li> </ul>	JCU IT Help Desk Townsville Campus +61 7 4781 5500 Cairns Campus +61 7 4232 1777 <a href="mailto:ithelpdesk@jcu.edu.au">ithelpdesk@jcu.edu.au</a>		<ul style="list-style-type: none"> <li>Staff on the desk in each campus library on the ground floor <a href="https://www.jcu.edu.au/library">https://www.jcu.edu.au/library</a></li> </ul>
<ul style="list-style-type: none"> <li>Advisory Panel</li> </ul>	<ul style="list-style-type: none"> <li>Meetings tough to organise – unavailable</li> <li>Advisors disagree</li> <li>Slow feedback</li> <li>Relationship deteriorating</li> <li>Lack required expertise</li> <li>Too busy</li> </ul>	<p>Modules and resources in <a href="#">HDR Advisor</a> Organisation in LearnJCU</p> <p>Resources in Advisor <a href="#">LibGuide</a></p> <p><a href="#">Email/phone/meet with HDR Advisor Development, GRS</a></p> <p><a href="#">Conflict Management and Resolution</a></p>		<ul style="list-style-type: none"> <li><a href="#">Contact</a> Associate Dean, Deputy Dean or Dean, Graduate Research</li> <li>JCU Student Association Freecall 1800 330 021 Townsville Campus <a href="mailto:studentassociation@jcu.edu.au">studentassociation@jcu.edu.au</a> Cairns Campus <a href="mailto:admin.ccsa@jcu.edu.au">admin.ccsa@jcu.edu.au</a></li> </ul>
	<ul style="list-style-type: none"> <li>Authorship issues</li> </ul>	JCU Code for Responsible Conduct of Research <a href="https://www.jcu.edu.au/policy/research-management/code-for-the-responsible-conduct-of-research">https://www.jcu.edu.au/policy/research-management/code-for-the-responsible-conduct-of-research</a>		JCU Connect <a href="https://www.jcu.edu.au/research-services">https://www.jcu.edu.au/research-services</a>
<ul style="list-style-type: none"> <li>Administrative matters within College</li> </ul>	<ul style="list-style-type: none"> <li>Need access to physical resources: office, desk, equipment, etc.</li> <li>Need someone to organise milestone meetings of Candidature Committee and milestone seminars</li> </ul>	Administrative Services Officer contacts for HDR candidates in your College. <ul style="list-style-type: none"> <li>Arts, Society and Education (CASE) <a href="mailto:caseresearch@jcu.edu.au">caseresearch@jcu.edu.au</a></li> <li>Public Health, Medical &amp; Vet Sciences (CPHMVS) <a href="mailto:cphmvs.academicsservices@jcu.edu.au">cphmvs.academicsservices@jcu.edu.au</a></li> <li>ARC Centre of Excellence (ARC) <a href="mailto:olga.bazaka@jcu.edu.au">olga.bazaka@jcu.edu.au</a></li> </ul>		

Type of Problem	Types of Problem or Symptom	Written, or Telephone Advice	Online	Face-to-Face Advice
	<ul style="list-style-type: none"> <li>Where to submit progress reports; thesis; forms</li> </ul>	<ul style="list-style-type: none"> <li>Medicine &amp; Dentistry (CMD) <a href="mailto:cmd.research@jcu.edu.au">cmd.research@jcu.edu.au</a></li> <li>Health Care Sciences (CHCS) <a href="mailto:chs@jcu.edu.au">chs@jcu.edu.au</a></li> <li>Science &amp; Engineering <a href="mailto:cse.postgradservices@jcu.edu.au">cse.postgradservices@jcu.edu.au</a></li> <li>Business Law &amp; Governance <a href="mailto:cblgresearch@jcu.edu.au">cblgresearch@jcu.edu.au</a></li> </ul>		
<ul style="list-style-type: none"> <li>Respectful Relationships</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of Bullying, Sexual Harassment and Assault</li> </ul>	<a href="#">JCU Safety and Wellbeing</a> <a href="#">JCU Respect now always</a>		<ul style="list-style-type: none"> <li><a href="#">JCU Sexual Misconduct Officer</a></li> <li><a href="#">JCU Student Equity and Wellbeing</a></li> </ul>
<ul style="list-style-type: none"> <li>Personal</li> </ul>	<ul style="list-style-type: none"> <li>Anxious, depressed, fearful</li> <li>Lack motivation</li> <li>Easily distracted</li> <li>Getting ever further behind</li> <li>Going round in circles – easily distracted</li> <li>Don't want to meet with Advisors and fellow candidates</li> <li>Overwhelmed by personal problems</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">JCU Mental Health Program for HDR Candidates and their Advisors</a></li> <li><i>Lifeline</i> Free over-the-phone counselling 13 11 14</li> </ul>		<ul style="list-style-type: none"> <li>JCU Counselling Service <ul style="list-style-type: none"> <li>Townsville Campus +61 7 4781 4711 Room 103, Level 1, Building 18 (Library)</li> <li>Cairns Campus +61 7 4232 1150 Level 1, Building B1 (Library)</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>Financial advice</li> </ul>	<i>Centacare</i> <ul style="list-style-type: none"> <li>Townsville: <a href="mailto:centacarenq@centacarenq.org.au">centacarenq@centacarenq.org.au</a></li> <li>Cairns: <a href="mailto:admin@centacarecairns.org">admin@centacarecairns.org</a></li> </ul>		
	<ul style="list-style-type: none"> <li>Advice on international student matters</li> </ul>	<i>JCU International</i> <ul style="list-style-type: none"> <li>Townsville <a href="mailto:international@jcu.edu.au">international@jcu.edu.au</a> +61 7 4781 5601</li> <li>Cairns <a href="mailto:isccairns@jcu.edu.au">isccairns@jcu.edu.au</a> +61 7 4232 1558</li> </ul>		
	<ul style="list-style-type: none"> <li>Advice on accommodation</li> </ul>	<ul style="list-style-type: none"> <li>JCU Student Accommodation <a href="#">Guide</a></li> </ul>		
	<ul style="list-style-type: none"> <li>Help with finding part-time job</li> </ul>	<ul style="list-style-type: none"> <li>JCU Careers &amp; Employment <a href="https://www.jcu.edu.au/careers-and-employment">https://www.jcu.edu.au/careers-and-employment</a></li> </ul>		

<i>Type of Problem</i>	<i>Types of Problem or Symptom</i>	<i>Written, or Telephone Advice</i>	<i>Online</i>	<i>Face-to-Face Advice</i>
	<ul style="list-style-type: none"> <li>▪ Disability support</li> </ul>	<ul style="list-style-type: none"> <li>▪ JCU AccessAbility Services <a href="http://www.jcu.edu.au/disability/">http://www.jcu.edu.au/disability/</a></li> </ul>		
<ul style="list-style-type: none"> <li>▪ Career</li> </ul>	<ul style="list-style-type: none"> <li>▪ Need advice on career options</li> <li>▪ Need assistance with job applications</li> </ul>	<ul style="list-style-type: none"> <li>▪ JCU Career Development Program <a href="mailto:careers@jcu.edu.au">careers@jcu.edu.au</a></li> <li>▪ <a href="https://www.jcu.edu.au/careers-and-employment">https://www.jcu.edu.au/careers-and-employment</a></li> </ul>		



## Suggested Resource Materials

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### LibraryGuide

Please consider visiting the [HDR Advisor LibGuide](#). It includes resources on various aspects of supervision, stages of candidature and cohorts of candidates.

### HDR Advisor Organisation (LearnJCU)

A series of nine on-line modules for Higher Degree by Research Advisors can be found under "Organisation" on [LearnJCU](#). There is also access to recordings of past HDR Advisor events and a range of tools to support you in running advisor workshops within your research group or college.

### Face to face and virtual meetings and website resources

[Events](#) are held throughout the year for Advisors for registration and professional development purposes. Email invitations are issued every 2-3 months by GRS to all advisors.

### Advisor Team (Microsoft Teams)

Considering [joining](#) the JCU Advisor Team. This is an online team where you can ask questions, share ideas and access information on activities and resources available to advisors draw from around the university and more broadly.

### Some key advisor publications available online from the library

Denholm, C., & Evans, T. (2007). *Supervising Doctorates Downunder: Keys to Effective Supervision in Australia and New Zealand*. ACER Press. [Supervising Doctorates Downunder: Keys to Effective Supervision in Australia and New Zealand | Non-serials \(jcu.edu.au\)](#)

Eley, & Jennings, R. (2007). *Effective Postgraduate Supervision*. McGraw-Hill Education. [ProQuest Ebook Central](#)

Kearns, H., & Gardner, M. (2013) *Planning your PhD. All the tools and advice you need to finish your PhD in three years*. ThinkWell, Adelaide, South Australia

Lee. (2020). *Successful Research Supervision: Advising Students Doing Research* (1st ed.). Routledge. <https://doi.org/10.4324/9781351234986> [ProQuest Ebook Central - Detail page](#)

Manathunga. (2014). *Intercultural Postgraduate Supervision: Reimagining time, place and knowledge*. Routledge. <https://doi.org/10.4324/9780203111956> [ProQuest Ebook Central - Detail page](#)

Nyika. (2018). *Postgraduate Handbook: A Comprehensive Guide for PhD and Master's Students and Their Supervisors*. Caister Academic Press. [ProQuest Ebook Central - Detail page](#)

Robertson. (2019). *Power and doctoral supervision teams: developing teambuilding skills in collaborative doctoral research*. Routledge. [ProQuest Ebook Central - Detail page](#)

Taylor, S., Kiley, M. & Humphrey, R. (2017) *A Handbook for Doctoral Supervisors*. Second Edition. Routledge. Taylor and Francis Group. London and New York.

Taylor, Kiley, M., & Holley, K. A. (2020). *The Making of Doctoral Supervisors: International Case Studies of Practice*. Taylor & Francis Group. [ProQuest Ebook Central - Detail page](#)



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