

Faculty of Life and Social Sciences
Higher Education

Postgraduate Research Programs Handbook



SWINBURNE UNIVERSITY
OF TECHNOLOGY

Table of Contents		page
1	Introduction	3
2	Guidelines to Candidature	
	2.1 Duration of Candidature	4
	2.2 Exceeding Maximum Candidature	4
	2.3 Additional Units of Study	4
	2.4 Time Commitments	5
	2.5 Changing Status	5
	2.6 Change of Project	5
	2.7 Leave of Absence	5
	2.8 Withdrawal from the Degree	6
	2.9 Advice to Candidates about Problems during Candidature	6
3	Research Supervision	
	3.1 Definitions	7
	3.2 Responsibilities of your Supervisor	7
	3.3 Your Responsibilities	8
4	Progress Review	9
5	Research Support	
	5.1 Study Carrels	10
	5.2 Student Resources Funding	10
	5.3 Photocopying	11
	5.4 Postgraduate Conference Scheme	11
6	Further Information and Helpful Links	12
7	Appendix 1	14

1. Introduction

Welcome to Research in the Faculty of Life and Social Sciences!

The Faculty of Life and Social Sciences is the biggest and most diverse Faculty within Swinburne University, with approximately 250 research candidates currently enrolled.

Research within our Faculty is organised into four research centres and three research groups of staff and candidates with similar areas of expertise and research interest. These research centres and groups bring staff and candidates together to exchange knowledge and develop new projects in the areas of Biotechnology and Life Sciences, Neurosciences and Psychology, and Humanities and Social Science.

Our Tier One research centres are:

- ***Brain & Psychological Sciences Research Centre (BPsyC)***
BPsyC conducts basic and applied research aiming to improve understanding of brain and psychological processes. Specifically, research is conducted in the areas of psychology, cognitive neuroscience, psychopharmacology, and statistics. The themes pursued within these fields include behaviour, emotion, cognition, and brain processes, and the practical application of findings in clinical, health and social settings.
- ***Institute for Social Research (ISR)***
The ISR conducts research which advances our understanding of the social world.

Our Tier Two research centre is:

- ***Environment and Biotechnology Centre***
The EBC conducts research in both environmental sciences and biotechnology.

Other centres and groupings include:

- ***Bio-S***
Bio-S is an interdisciplinary and multi-faculty grouping of Swinburne's biotechnology, bioengineering and biomedical science researchers.
- ***Complex Processes Research Group***
The Complex Processes group strives to advance cross-disciplinary research into complex processes.
- ***Sensory Neuroscience Laboratory***
The Sensory Neuroscience Laboratory undertakes research into a variety of sensory-related aspects of physiological performance.

2. Candidature: Undertaking a Research Program at Swinburne University of Technology

Research Higher Degrees candidates have a responsibility to be aware of, and abide by, the policies and regulations that govern their candidature.

2.1 Duration of Candidature

Candidature commences on the first day of enrolment in your research program.

The period of candidature for the PhD program and the Professional Doctorate of Psychology programs is four years full time equivalent (FTE). For Masters by Research programs, the period of candidature is two years FTE.

The part time duration of candidature is double that for full time candidates. Please note that International candidates cannot normally be enrolled on a part time basis.

In special circumstances, you may apply for a maximum period of extension of twelve months. There is no guarantee that this extension will be approved and it is important to note that international candidates on student visas are expected to complete within the duration of their initial candidature.

Candidature ends on the date

- that the examinable outcome is submitted for examination;
- that the maximum period of candidature is reached;
- of withdrawal; or
- of termination.

2.2 Exceeding Maximum Candidature

Your candidature will be terminated by the Research Higher Degrees Committee on the date that maximum candidature is reached, if you have not submitted your thesis to Swinburne Research for examination, or if no extension has been approved.

Swinburne Research will notify you, and your coordinating supervisor, six months before the expiry of your candidature. Extensions beyond the maximum candidature may be applied for, but these will only be approved in very limited circumstances.

2.3 Additional Units of Study

Research candidates cannot be enrolled in more than one program at a time. However, on occasion, research candidates may request permission to enrol in a single unit of study. These requests are made to the Research Higher Degrees Committee, and the unit must be considered a necessary part of your overall research program in order for approval to be granted.

If you are approved to undertake a single unit of study, you will be required to pay the full fees of that unit.

No extensions to your candidature will be granted in the case of enrolment in a single unit of study.

2.4 Time Commitments

Full time candidates are expected to commit a minimum of 40 hours per week on average to their research. Part time candidates are expected to commit a minimum of 20 hours per week on average.

Your employment commitments are not to affect the overall progress of your research project, and this will be monitored by your supervisor.

2.5 Changing Status: From Full time to Part time, or Part time to Full time

You can choose to study on a full time or part time basis except in the following instances:

- the program is offered on one basis only;
- you are an International student;
- your scholarship or other agreement requires full time or part time enrolment.

If you decide to change your enrolment from full time to part time, or vice versa, you must have the support of your supervisor, and the Faculty Research Committee. Requests will then need to be approved by the Research Higher Degrees Committee.

To change your enrolment status, you will need to complete an amendment to enrolment form and forward it to the Research Administration Coordinator. This form must note that you have the support of your coordinating supervisor, and must be signed by your supervisor.

The Research Administration Coordinator will forward your form to the Associate Dean Research for endorsement. If endorsed, your request will then be forwarded to the Research Higher Degrees Committee for approval.

The amendment to enrolment form is available online at:

<http://www.research.swinburne.edu.au/higher-degrees/documents/EnrolmentAmendment.doc>

2.6 Change of Project

If the topic of your research project changes from the topic which was approved at the beginning of your candidature, you must submit a change of thesis title form to the Research Administration Coordinator. This form must note that you have the support of your coordinating supervisor, and must be signed by your supervisor.

The Research Administration Coordinator will forward your form to the Associate Dean Research for endorsement. If endorsed, your request will then be forwarded to the Research Higher Degrees Committee for approval.

To change your thesis title, you will need to complete a change of thesis title form. This is available online at: http://www.research.swinburne.edu.au/higher-degrees/documents/change_thesis_title.doc

2.7 Leave of Absence

You may apply for two periods of leave of absence of up to six months each (for full time candidates, equivalent for part time candidates) for any of the following reasons:

- illness;
- carer responsibilities;
- parental responsibilities (including pregnancy, child care and adoption);
- relocation of place or work or residence;
- participation in the Commercialisation Training Scheme;
- other reasons at the discretion of the Research Higher Degrees Committee.

Leave will not usually be granted in the first twelve months of candidature (for both full and part time candidates) except in the case of parental leave.

International candidates on a student visa are only permitted to take leave of absence in compassionate or compelling circumstances, in accordance with Commonwealth legislative requirements.

Periods of approved leave are not included for purposes of calculating your candidature end date; for example, if you take six months leave of absence, your end date will be extended by six months.

Be aware that facilities such as computer access, email and library access are not provided during periods of leave of absence. Access to supervision is also limited in these periods. Candidates receiving scholarships will have their payments suspended during periods of leave of absence.

To apply for a leave of absence you will need to complete the request for leave of absence form and forward it to the Research Administration Coordinator. This form must note that you have the support of your coordinating supervisor, and must be signed by your supervisor.

The Research Administration Coordinator will forward your form to the Associate Dean Research for endorsement. If endorsed, your request will then be forwarded to the Research Higher Degrees Committee for approval.

The request for leave of absence form is available online at:

<http://www.research.swinburne.edu.au/higher-degrees/documents/LeaveofAbsence.doc>

2.8 Withdrawal from the Degree

Withdrawal from a research higher degree refers to the formal relinquishment of candidature by the candidate.

You may withdraw from candidature at any time, by completing the Withdrawal form for Doctoral and Masters candidates. This form will need to be co-signed by your coordinating supervisor, and submitted to the Research Administration Coordinator.

The withdrawal form is available online at: <http://www.research.swinburne.edu.au/higher-degrees/documents/withdrawal.doc>

2.9 Advice to Candidates about Problems during Candidature

Candidates have the right to have complaints heard about any aspect of their experience at Swinburne University. Throughout your candidature, you can expect support and advice to be readily available; in the first instance, your complaint should be raised with your supervisor. If you are unable to resolve the issue, you may seek guidance from the Research Administration Coordinator and/or the Associate Dean Research.

Very occasionally, it may be found that a complicated problem cannot be resolved at the Faculty level. In these cases, you are welcome to contact any of the staff at Swinburne Research, who will be more than happy to assist you to resolve any concerns.

3. Research Supervision

The research project of each candidate is supervised by academic members of staff who have relevant research and supervisory experience. Supervisors are the primary source of support and expert guidance for research candidates, and each candidate will have at least two supervisors; a coordinating supervisor and an associate supervisor.

3.1 Definitions

Coordinating Supervisor

A coordinating supervisor takes primary responsibility for the supervision of a candidate's research project, and is responsible for ensuring that candidates understand and follow the University's research policy and procedures, as well as managing and reporting on the candidate's progress.

Associate Supervisor

An associate supervisor works with the coordinating supervisor and has a secondary role in the supervision of the candidate's research project.

External Associate Supervisor

An external associate supervisor is an appropriately qualified person who is not an employee of the University, and is appointed to the supervisory team for their ability to provide expertise or industry relevance to the research project.

3.2 Responsibilities of your Supervisor

The following responsibilities apply to all supervisors of research candidates:

- Be familiar with the University's Higher Degree Policies and Procedures and other relevant university rules.
- Comply with the Ethical Codes and the Code of Conduct for Research.
- Discuss with the candidate the type of guidance and comment considered most helpful, and agree to a schedule of meetings (or an appropriate alternative) which ensures regular contact.
- Assist in the development of a research plan with stated goals, justification, scope, methods, timelines and so on.
- Take the initiative in raising problems or difficulties with the candidate.
- Facilitate the candidature by offering expert guidance, direction and constructive criticism.
- Refer the candidate to relevant research support where needed.
- Ensure the candidate complies with the University's ethics requirements.
- Help the candidate to maintain the progress of the work in accordance with the accredited program.
- Read/review and return drafts of the examinable outcome promptly.
- Encourage the candidate to participate in the research culture of the University and the Faculty through involvement in seminars, opportunities for writing and the submission of student support opportunities.
- Prepare supervisors' reports on the progress in keeping with both University and Faculty practices.
- Take appropriate action in the event of acute or persistent difficulties by the candidate in terms of performance, such that the candidate is unlikely to meet the requirements of the degree at the end of the prescribed period.
- Prepare the student for examination and judge when the examinable outcome is fit for submission for examination.

3.3 Your Responsibilities

It is your responsibility to do the following:

- Read and comply with the policies and procedures relevant to your research program.
- Maintain regular contact with your supervisory team.
- Take responsibility for bringing problems or difficulties with your research to the attention of your supervisors, and share the responsibility for seeking solutions.
- Maintain adequate progress, in accordance with the progress review policy, and the milestones set with your supervisor.
- Follow safe research practices at all times, and adhere to health and safety guidelines.
- Obtain necessary ethics approvals prior to commencing your data collection; and collect, analyse and present your data in accordance with ethics requirements.
- Follow University policy on Intellectual Property (IP) and observe any limitations on communication, publication or access to the thesis which have been agreed with the University and any commercial partner or collaborator.
- Become familiar with and utilise the resources, facilities and opportunities provided to you by the University and the Faculty.
- Endeavour to integrate into the intellectual community within the Faculty and the University.
- Acquire or improve the skills and knowledge required for completion of the research project.
- Ensure your data is recorded in a durable and appropriately referenced form, and stored safely for the duration of your project.
- Seek approval from the appropriate source for all changes to your candidature, including leave of absence, change of topic, change of study load, and change of supervisory team.

If you have any further questions about the role of your supervisor, or would like to discuss any issues related to supervision, please contact the Research Administration Coordinator.

4. Progress Review

The Faculty of Life and Social Sciences requires candidates to undergo a minimum of three student progress reviews during their candidature.

The purpose of these reviews is to:

- Ensure that candidates are making progress towards a timely completion of their theses;
- Ensure that the Faculty is providing adequate supervision, training and resources for the research project, where applicable;
- Ensure that the research has the ability to make a contribution to knowledge in the field; and
- Provide high quality feedback to the candidate on their completed and planned thesis work.

Student reviews will be undertaken in the format of conference presentations, and will be completed annually at the relevant Postgraduate Research Conference. Candidates will be divided into three groupings: Humanities and Social Sciences; Biosciences; and Neuroscience, Psychology and Statistics.

Student presentations need to fulfill particular progress review requirements, and these will differ according to your stage of candidature.

A copy of the Faculty's progress review policy is appended to this document for your information. It is also available on the Faculty Research web page:

<http://www.swinburne.edu.au/lss/research/policies/progressreviewpolicy.html>

If you have any questions or concerns regarding your progress, you should speak to your Coordinating Supervisor in the first instance. If you are unable to resolve the issue, you are welcome to speak with your Associate Supervisor/s, the Research Administration Coordinator, or the Associate Dean Research.

5. Research Resources and Funding

The Faculty of Life and Social Sciences provides access to a desk, computer and telephone to all full-time research candidates undertaking studies at the postgraduate level. In addition, a limited amount of funding for resources and conference attendance is available to each candidate.

5.1 Study Carrels

All currently enrolled research candidates in the Faculty of Life and Social Sciences are eligible for access to a study carrel for study purposes. Carrels are equipped with a computer, shelving and lockable drawers.

Study carrels are assigned at the discretion of the Client Liaison Officer (Research) and/or the Technical Resources Manager, and assignment is based on availability.

Study carrels are assigned for a maximum period of one year. You will be required to contact the Client Liaison Officer (Research) at the end of each year if you would like your allocation to continue during the following academic year.

Study carrels may be allocated on a shared basis. In particular, part time candidates will be allocated a shared carrel. Full time candidates may be allocated a shared carrel, depending on availability. If you do not regularly use your allocated study space, it may be reallocated to another candidate.

All other things being equal, full time candidates will be given priority over part time candidates. Once you have exceeded the normal candidature period, you will not be allocated a study carrel.

Your study carrel allocation will end upon submission of your thesis. If amendments are required to the thesis as a result of examination, a desk will be made available to you for that purpose. In special circumstances you may apply to continue use of the study carrel during the period of examination for purposes of preparing work for publication.

You will be provided with a swipe card and/or key to ensure you can access your desk at all times.

Please contact the Client Liaison Officer (Research) if you wish to be allocated a study carrel.

5.2 Student Resources Funding

The Faculty provides a limited amount of funding to support candidates undertaking research studies at the postgraduate level, in cases where your research is not financially supported by an external source.

The **standard** level of support is as follows:

- PhD: up to \$1200 over the duration of the thesis.
- DPsych, MA, MSc: up to \$780 over the duration of the thesis.

A **higher** level of support is available for candidates to purchase **consumables only** in resource-intensive areas of research. This support takes into account different cost structures in different disciplines across the Faculty. It will normally be warranted in Biomedical Science, Biotechnology, Biochemistry and Psychophysiology only. It cannot be used for non-consumables, such as payment of subjects or conference attendance.

The **higher** level of support is as follows:

- PhD: up to \$1800 per annum for a maximum of 3 years of full-time study (or equivalent).
- MSc: up to \$1800 per annum for a maximum of 2 years of full-time study (or equivalent).

Please note that funds are only available on application, and are subject to the availability of Faculty funds in any given year. Funds may also be subject to the requirements of the relevant research area or Centre.

To access these funds, you will need to complete a request for student support funds form. All applications for funding must be supported by your Coordinating Supervisor. Final approval of funding requests rests with the Dean.

<http://www.swinburne.edu.au/lss/currentstudents/forms/documents/StudentResearchFundsApplicationForm.pdf>.

5.3 Photocopying

Candidates may apply for a code to access the photocopiers in the Applied Sciences or Business and Arts building. You will need to lodge your application with the Faculty Finance Office, and allow three (3) working days for processing.

Please note that photocopying costs are deducted from your student resources funding. Once you have reached the limit of your funding allocation, your photocopy code will be cancelled.

5.4 Postgraduate Conference Scheme

The Postgraduate Conference Scheme is designed to support conference attendance among postgraduate research candidates in the Faculty, as part of providing a high-quality postgraduate experience.

Candidates can claim up to \$300 for conferences where registration is equal to, or less than, this amount. Where registration is more than \$300, candidates can claim the cost of registration up to \$800. All money must be spent within the year it is allocated.

Applications will be judged on a competitive basis by the Faculty Research Committee.

The Assessment criteria will include:

- The relevance of the proposed conference to the thesis currently being undertaken
- Whether the student is delivering a paper at the conference (especially a refereed paper)
- Whether the conference will contribute to refereed publications over and above the thesis.

The Postgraduate Conference Scheme is run twice annually, in February/March and in July/August. All postgraduate research candidates will be notified of application opening and closing dates, and provided with an application form.

6. Further Information & Helpful Links

Swinburne Research

For general information about research and research programs at Swinburne University, please visit the Swinburne Research web page.

<http://www.research.swinburne.edu.au/>

This page also contains the majority of forms that you will need to make changes during your candidature.

<http://www.research.swinburne.edu.au/higher-degrees/postgraduate/index.html>

Research Higher Degrees Policy

The Swinburne University Research Higher Degrees Policy outlines the requirements and processes applicable to all Research Higher Degrees programs across the University. It is essentially a guide to the rules and regulations of undertaking a research program, and also explains the entitlements of research students.

It is strongly recommended that you take the time to read and become familiar with the policy. It is available online at the link below; please retain this web link below for your future reference.

<http://www.swinburne.edu.au/corporate/registrar/ppd/docs/RHDpolicy&procedure.pdf>

Swinburne Research Events

Swinburne Research runs a number of seminars and information sessions for research students. These include topics such as Effective Stress Management, Working with your Supervisors, Incorporating Sources into your Writing and How to Publish: Some Insights and Suggestions.

For a full list of events, and to book your place, please visit the Swinburne Research Events web page.

<http://www.research.swinburne.edu.au/events/>

Research Ethics

Swinburne Research is responsible for the University meeting its commitment to high professional and ethical standards with respect to human research activity, the care and use of animals for scientific purposes and in relation to genetically modified organisms.

Swinburne Research provides advice to researchers and other members of the University community on research ethics policy and procedures to ensure compliance with internal and external regulatory and funding requirements, including proper monitoring and reporting.

For information related to ethical guidelines, submitting an ethics application, and Ethics Committee meeting dates, please visit the Research Ethics webpage.

<http://www.research.swinburne.edu.au/researchers/ethics/>

The Research Bulletin

The Swinburne Research Bulletin is an online bulletin that provides regular updates and news items on all things that are of importance to researchers at Swinburne. It is Swinburne Research's primary means of conveying information concerning the major funding bodies (the Australian Research Council and the National Health and Medical Research Council), and it is the principal method of advertising internal grant schemes administered by Swinburne Research.

The Research Bulletin regularly features news items concerning research in Australia, although the majority of the publication is advertisements for grants, fellowships, awards and prizes, travel opportunities and scholarships.

The Research Bulletin can be accessed online, and will be emailed to all research students on a fortnightly basis.

<http://www.research.swinburne.edu.au/researchers/bulletin/>

Jason Scholarships Database

The Jason Scholarships Database is a national database of postgraduate scholarships. The database includes scholarships offered by local, national and international Universities, the Federal and State Governments, foundations and private sector organisations. Students can search the database for scholarships and other funding opportunities. You can also subscribe to have information about new scholarships emailed to you.

For more information about the Jason Database, or to review the opportunities available, please visit the Jason web page.

www.jason.edu.au

Swinburne Research Contacts

The contact information for all staff within the Swinburne Research (Graduate Studies) office is available at the web address below.

<http://www.research.swinburne.edu.au/higher-degrees/contacts/>

Faculty of Life and Social Sciences Research Contacts

Research Administration Coordinator

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Associate Dean Research (Acting)

Prof Denise Meredyth

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7. Appendix One

SWINBURNE UNIVERSITY OF TECHNOLOGY

Faculty of Life and Social Sciences

Progress Review Policy for Research Higher Degree Candidates

Application: This policy and procedure applies to the Faculty of Life and Social Sciences

Issue status: Version 3.0

Approval Date: 17 June 2008

Approved by: Faculty Executive

Managerial Responsibility: Deputy Dean (Research), Faculty of Life and Social Sciences

Other responsibility

The progress review policy is managed by the following staff members:

Faculty Research Administration Coordinator

Australian Centre for Emerging Technologies and Society Centre Director

Brain Sciences Institute Centre Director

Environment and Biotechnology Centre Director

Institute for Social Research Centre Director

Swin-PSYCHE Centre Director

Academic Head Biosciences

Academic Head Media, Multimedia and Communications

Academic Head Psychological Sciences and Statistics

Academic Head Social and Policy Studies

Policy

Purpose

The purpose of this policy is to provide a mechanism to:

- Ensure that students are making progress towards a timely completion of their theses;
- Ensure that the Faculty is providing adequate supervision, training and resources for the research project, where applicable;
- Ensure that the research has the ability to make a contribution to knowledge in the field; and
- Provide high quality feedback to the student on their completed and planned thesis work.

Scope

This policy defines the parameters for progress reviews conducted for research higher degrees students within the Faculty. This policy fits within the University's Research Higher Degrees Policy and progress review requirements, and does not exempt students or supervisors from the University requirement to complete bi-annual progress review documentation as administered by Swinburne Research.

Applicable to

This policy / procedure is applicable to all research higher degrees (PhD, Professional Doctorate and Masters by Research) students within the Faculty, including staff members of the Faculty who have been allocated research load to undertake research higher degrees within the Faculty, and to all Faculty academic staff who have supervisory responsibilities.

Procedure

Student reviews are managed by the Deputy Dean (Research), and implemented by the relevant research centres of the faculty. Where a student is not part of a research centre, the role of the Centre Director is filled by the relevant Academic Head, and the role of the centre is filled by the Faculty Research Committee. The Faculty Research Administration Coordinator is responsible for administration of the reviews.

Student reviews will be undertaken in the format of conference presentations, and will be completed annually at the relevant Postgraduate Research Conference. Students will be divided into three groupings: Humanities and Social Sciences; Biosciences; and Psychological Sciences and Statistics. Each academic grouping will be responsible for organising their own Postgraduate Research Conference, with the assistance of the Research Administration Coordinator.

The purpose of the Postgraduate Research Conference is to oversee the progression of students and ensure they remain on track throughout their candidature. All students will be expected to give a presentation on their research project, and will receive feedback on their progress from the session Chair.

Full time students will be expected to attend the Conference for the full day. Supervisors of postgraduate research students are also expected to be available to attend the full day of presentations.

Notwithstanding the review process, a supervisor can notify the Faculty Research Committee of a potential problem with a student's progress at any time.

Timing of reviews

Students will be reviewed at regular intervals during the period of candidature according to the following timetable:

Degree	1st Review	2nd Review	3rd Review	Subsequent Reviews
PhD/Prof Doc <i>Full time</i>	6 -12 months	18 -24 months	30 – 36 months	Annually from 3 rd review
PhD/Prof Doc <i>Part time</i>	12 - 18 months	36 – 42 months	60 - 66 months	Annually from 3 rd review
Masters <i>Full time</i>	4 – 6 months	12 - 14 months	20 - 22 months	Annually from 3 rd review
Masters <i>Part time</i>	8 - 12 months	24 – 28 months	40 – 44 months	Annually from 3 rd review

Session Chair

Each session will be chaired by a staff member accredited by the University as a coordinating supervisor and not on the student's supervisory team. Where possible, the staff member will have expertise in the area of research the student is undertaking.

Presentations

Presentations need to fulfill particular progress review requirements, and these will differ according to the stage of candidature. The requirements for each review stage are outlined below:

First review

The student should be familiar with the subject area of the thesis and have a clear idea of the specific contribution their work will make to the field. Accordingly the student is required to discuss the following in their presentation:

- A general introduction to the research topic, including the research question;
- A summary of work completed to date;

- A draft literature review; and
- A plan for the course of the thesis, or an overview of the research design.

The presentation is to be prepared in consultation with the supervisor. Students may use visual aids, such as overhead slides, to help keep their presentations on track. Students who choose not to prepare overhead slides should prepare a handout of their thesis plan for the session Chair.

Presentations will be scheduled for 20 minutes. Students should aim to speak for approximately 15 minutes and allow 5 minutes for questions.

Second review

This is a key review point for the student, coming at a time when the course of their thesis should be clear and the research well under-way.

The exact format of the presentation will depend on the course of the thesis and can be determined in consultation with the supervisor, however in general it should address the following points:

- An overview of the literature relevant to the research topic;
- A detailed description of the research question, scope and approach/methodology;
- A draft ethics application (if required);
- A detailed summary of the work undertaken over the previous twelve months (including papers published and conferences attended); and
- A detailed plan for future work including a plan of the thesis structure and an estimated completion date.

Students may use visual aids, such as overhead slides, to help keep their presentations on track. Students who choose not to prepare overhead slides should prepare a handout of their thesis plan for the session Chair.

Presentations will be scheduled for 20 minutes. Students should aim to speak for approximately 15 minutes and allow 5 minutes for questions. The seminar should be based on a normal colloquium format.

Third (and subsequent) reviews

The third and subsequent reviews should focus most closely on monitoring and guiding progress towards completion of the written thesis. In preparation for the review, the student will prepare a presentation summarising their progress.

The exact format of the presentation will depend on the course of the thesis and can be determined in consultation with the supervisor, however in general it should address the following points:

- A detailed summary of the work undertaken over the previous twelve months (including papers published);
- A detailed overview of any conference or seminar presentations given over the previous twelve months, including feedback received and how their project has changed as a result of this feedback;
- A comprehensive plan for future work including a precise plan of their thesis structure and a timeline for the completion of remaining work; and
- Estimation of the thesis submission date – if this has changed since the previous review the student will be required to explain the reason.

Students may use visual aids, such as overhead slides, to help keep their presentations on track. Students who choose not to prepare overhead slides should prepare a handout of their thesis plan for the session Chair.

Presentations will be scheduled for 20 minutes. Students should aim to speak for approximately 15 minutes and allow 5 minutes for questions. The seminar should be based on a normal colloquium format.

Feedback

All students will be provided with a short feedback sheet from the session Chair. Feedback sheets will be distributed by the Research Administration Coordinator in a timely manner after the conclusion of the Postgraduate Research Conference. A copy of this feedback will be retained on the student's file as maintained by the Research Administration Coordinator and Swinburne Research.

Additional feedback sheets will be available at the Conference for other staff and/or students to provide their feedback to student presenters. These feedback sheets will also be collected by the Research Administration Coordinator at the conclusion of the presentations.

All feedback sheets will be forwarded to the relevant coordinating supervisor for distribution to the student presenters.

Follow-up

Progress Review

When a review identifies issues or concerns relating to a student's progress, the session Chair is responsible for notifying the Deputy Dean (Research). The Deputy Dean (Research) will facilitate the development of an action plan to address all issues raised. The Deputy Dean (Research) should work in consultation with the session Chair, the student and the supervisory team to develop the action plan, which will be implemented and monitored by the relevant Centre Director/Academic Head. The Research Administration Coordinator will take official minutes of any progress review meetings held, and a copy will be retained on the student's file as maintained by the Research Administration Coordinator. In the case of a staff research student, a copy of the report will also be disseminated to the relevant Centre Director or Academic Head.

Retention of records

The Research Administration Coordinator has responsibility for

- Maintaining a Register which will comprise student names, dates of reviews conducted and names of the session Chairs.
- Retaining a copy of the feedback sheet produced by the session Chair following each review conducted.
- Providing a report to the Faculty Research Committee on reviews completed and any required follow-up action.

Forms

Operations Manual for Research Higher Degrees Students Progress Review.