RESEARCH

ACU
Research
Candidate
Guide

Candidature
& Research
Services

ACU
AUSTRALIAN CATHOLIC UNIVERSITY

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Research Candidate Guide 2019

WELCOME FROM THE PRO VICE-CHANCELLOR RESEARCH

By enrolling as a research higher degree candidate with the Australian Catholic University (ACU) you have taken the first step in what we hope will be an exciting, challenging and rewarding journey.

ACU values the significant contribution that research candidates, such as you, make to its research profile, both nationally and internationally. Our aim is to provide all research candidates with a superior learning experience.

It is essential that you read this Guide early in your candidature and familiarise yourself with the regulations governing your degree, and the various milestones you need to achieve. The Guide is also a useful resource for supervisors of research higher degree candidates and professional staff within academic units.

Finally, I would like to wish you all the very best with your research endeavours at ACU.

Professor James McLaren

Pro Vice-Chancellor Research

USEFUL CONTACTS

There are many different people that you may have to contact whilst at ACU. For most academic matters, your Principal Supervisor should be your first port of call. Each Faculty also has an Associate Dean Research, who provides academic and research leadership across the Faculty. For administrative matters, the Candidature Services team will be your main point of contact.

CONTACT NAME	AREA OF EXPERTISE	RELEVANT EXAMPLES	CONTACT INFORMATION
Supervisor / Faculty	Academic matters	· Candidature Milestones: requirements, scheduling · Supervision matters · Discussion of Thesis Title · iThenticate access · Postgraduate Research Student Support Scheme (PRSSS)	· Supervisor's personal email. · Faculty of Education and Arts FEA.HDR@acu.edu.au · Faculty of Health Sciences FHS.ADR@acu.edu.au · Faculty of Law and Business LawBusinessResearch@acu.edu.au · Faculty of Theology and Philosophy ADRes.FTP@acu.edu.au
Candidature Services (Student Administration)	Administrative matters for candidature and scholarships	· Variations to candidature · Questions regarding administrative process · Scholarship payments	· Res.cand@acu.edu.au
Research Services Office of the Deputy Vice-Chancellor, Research (ODVCR)	Non-administrative candidature matters	· HDR Orientation · 3MT® Competition requirements	· HDR.Projects@acu.edu.au
Research Ethics and Integrity	Ethics and Integrity process, procedure and guidance	· Ethics applications · Integrity questions	· Res.ethics@acu.edu.au · Res.integrity@acu.edu.au
Research Systems	Systems access	· Orion access issues · SPSS licensing	· Res.Systems@acu.edu.au
eResearch	Data Management	· Data collection · Data analysis · Data storage & management · Collaboration	· eResearch@acu.edu.au
Library	Library support for research lifecycle	· Endnote access · Literature review · Publishing/Promoting · Training Seminars & workshops	· http://library.acu.edu.au/research
AskACU & Student Connect	Miscellaneous	· ACU card · Email access issues · Student Portal issues	· https://students.acu.edu.au/ · askacu@acu.edu.au · 1300 Ask ACU (275 228)
ACUPGA	ACU Postgraduate Association	· Professional development · Networking · Social events · Advocate and support	· PGA.NationalHDR@acu.edu.au

UNIVERSITY POLICIES AND GUIDELINES

The University has a number of policies and guidelines which apply to research candidates; it is critical that you read and understand these as soon as possible after the commencement of your candidature and then refer to these throughout the course of your candidature.

You can find a full list of Research policies at:

https://www.acu.edu.au/research/research-ethics-integrity-and-compliance/policies

This Research Candidate guide is available online at:

https://www.acu.edu.au/research/become-a-research-candidate/research-candidate-journey

Key Document	Description
Higher Degree Research Regulations	University regulations for research candidates
Higher Degree Research Supervision Policy	University policy which details best practice and expectations of supervisors and students with regards to the provision of supervision to Higher Degree Research Students.
Research Training Program Scholarship Policy	University policy which details scholarship conditions
Research Code of Conduct	University code for the responsible practice of research
Appointment of Examiners and Examination Process Policy	University policy which details the examination process including the appointment of examiners.
Guidelines on the Preparation and Presentation of a Research or Professional Doctoral Thesis for Examination	University guidelines on how to present a thesis for examination
Acceptable use of IT facilities	University policy on the use of information technology
Intellectual Property Policy	University policy which details how the University manages intellectual property rights
Research Authorship Policy	University policy which details the requirements for attributing authorship for all research outputs
Guidelines for incidents/accidents	University guidelines outlining the process and procedure regarding incidents/accidents arising in the course of research

GETTING STARTED

ACU Login and Password

Your username is your student ID and your default password is your 8 digit date of birth (DDMMYYYY). The first time you login, you will need to update your password.

ACU Student Email

As a research candidate at ACU, you will automatically be provided with a student email account. It is a condition of your candidature that you access this account on a regular basis as important notices will be sent to you.

The University will assume that any correspondence sent to this address will be read. If you do not expect to be able to check your student email for an extended period, please auto-forward all incoming emails to a private account.

(Please note: it is your responsibility to ensure that you have appropriately forwarded your emails if you are unable to check your student account).

To access your student email go to: https://students.acu.edu.au/services_And_support/it_information_And_support/acu_student_email

IT Support

The Service desk (Help Desk) can be contacted as follows: Monday – Thursday, 7:30am – 7: 30pm Friday 7:30am – 6:30pm by calling 07 3623 7272

Workspace

Your Faculty can assist with arranging workspace and resources such as printing.

ACU identification

The ACU Card is your student identification card. Your first card is free, and valid for a maximum of five years.

To order your ACU Card, log in to the online Order your ACU Card https://www.idmobile.com.au/captureme?siteCode=101

Login using your ACU network username and password and follow the steps to upload a photo. Once submitted, you can collect your ACU Card from the AskACU Centre or self-service kiosk within 48 hours. Please ensure you bring photo ID for verification upon collection in the AskACU Centre.

Travel Concession

Full-time research candidates may be eligible for concession rates. Please contact your state public transport body.

Updating Personal Details

Update your personal details via Student Connect at https://www.studentconnect2008.acu.edu.au/ban8/twbkwbis.P_WWWLogin

Orion

Login to Orion https://orion.acu.edu.au/RME6/Login.aspx:

· to access Forms

· request a variation of candidature

· complete an HDR Student Academic Progress Report (APR), as required

Communication with other Researchers

Aside from the general student services offered, there is also an online student learning site. This site has been created as a site for research candidates to collegially exchange resources, ideas and experiences of research at ACU.

The site can be accessed through the following link and we strongly encourage you to use it throughout the course of your candidature: http://www.acu.edu.au/student_resources/elearning

RESEARCH CANDIDATE SUPERVISION

The relationship with your supervisors is an important one. There are a number of tips to assist in pro-actively establishing a good relationship, including:

· making regular appointments with your supervisors and preparing for these meetings;

· taking minutes and marking action items from your meeting with your supervisors, and once these have been completed, forwarding them to your supervisors;

· ensuring that your supervisors are informed of your progress or of any difficulties that you may be experiencing with your research; and

· keeping in regular contact with your supervisors.

The Research Discussion Checklist (Appendix one) should be completed at the first meeting with your supervisors. You, as the candidate, and your supervisors should acknowledge having read and discussed the Higher Degree Research Regulations and the Research Code of Conduct, and having discussed the items in the checklist.

The meeting should also establish a mode of interaction between you and your supervisors, as well as discuss some of the key attributes which you should achieve by the completion of your candidature. An important part of the meeting will involve discussing mutual expectations regarding the roles of the candidate and the supervisors, as well as setting both short term and long term goals for your candidature.

It is important to remember that no two supervisor-candidate relationships are the same and that you should maintain regular and frequent meetings with your supervisors throughout the course of your research higher degree.

Another useful tool which is included in this guide is the Research Term Planner (Appendix two). The planner is designed to assist in planning your goals and activities for each research term, and how you evaluate your progress throughout the course of your candidature. It is recommended that the research term planner be initiated by you and discussed with your supervisors at least twice a year.

It is critical to remember that your supervisors are an important resource and can assist you in the following ways:

· meeting frequently with you to discuss your progress;

· assisting you to devise a skill development plan;

· providing advice on ethics requirements and applications;

· helping to direct your work to meet academic standards in research;

· assisting you in setting project goals and milestones throughout your candidature; and

· acting as the first step in approving candidature changes, prior to formal lodgement of forms with Candidature Services.

Further information about supervision can be found in section 9 of the *Higher Degree Research Regulations* and in the *Higher Degree Research Supervision Policy*

MEASURING YOUR PROGRESS

Each year, ACU will formally assess the progress you are making in your research degree. You will be required to complete either a Candidature Milestone (Confirmation of Candidature, Mid-Candidature Review or Final Year Review) or an HDR Academic Progress Report (APR). The exact format is determined by your individual enrolment circumstances (such as your degree, study-mode and time since commencement) and must be conducted in accordance with the timeframes and requirements detailed in Section 9: Pursuance of Candidature of the Higher Degree Research Regulations.

During your candidature, any questions regarding scheduling of milestones or milestone requirements should be directed to your Principal Supervisor or Faculty ADR office, in the first instance.

It is highly recommended that, at the start of your candidature, you discuss with your supervisory team and then chart all formal assessment requirements and other relevant dates for your individual enrolment.

PURPOSE

Each formal review assesses the ongoing development of the thesis. The candidate's presentations are to be of draft material directly relevant to the thesis, not a separate report about the thesis. The work presented at each review is not expected to be a final product. The assessment of the quality, feasibility and progress of the research is in order to monitor progress toward a timely completion of the candidature.

The confirmation of candidature review will assess the candidate's rate of progress since beginning their higher degree by research. It will assess the quality of the work undertaken to that point, and of the proposed work, and the feasibility of the study (in terms of the scope and timeframe of the work). Where appropriate, the panel will provide advice to further the development of the thesis.

The mid-candidature review will assess the quality and the rate of ongoing thesis development that has been undertaken since the confirmation of candidature, as well as reviewing the feasibility of the timeline. The panel may advise on the development of the conceptualization of the work and offer other support as relevant. Where appropriate, the panel will also provide advice to further the development of the thesis.

The final year review will assess the rate of progress of the research and the quality of the work that has been undertaken since the mid-candidature review. The panel may advise on the development and/or refinement of the conceptualization of the work and offer other support as relevant. The feasibility of the work, with a particular focus on timely completion, will also be assessed.

PROCESS

For each formal review the candidate will provide evidence of the work undertaken since the previous review. Each stage will involve the following components: a sample of writing (one or more draft chapters – see section 10 of the Higher Degree Regulations); a progress report (including an annotated timeline of progress to date and a timeline to completion); and, an oral presentation (normally 20 minutes), followed by Q&A (normally 20 minutes).

The sample of writing to be submitted must be relevant to the discipline (and format) in which the thesis is being undertaken (e.g. in the humanities this may be a draft chapter; in the sciences this may be a report on data collection and/or data analysis).

The material submitted for consideration by the panel is work-in-progress that is part of the actual thesis (i.e. draft material). The length and nature of the chapter(s) submitted for review will be discipline specific and depend on the stage of the candidature. It will also vary according to the format by which the thesis is being undertaken (e.g. traditional, by project, by publication). The

candidate is required to submit work of sufficient length and substance that allows informed comment by the panel regarding the quality of the work, the feasibility of the thesis and the rate of progress.

OUTCOME

At each formal review the panel will assess the scope and nature of the work that the candidate has undertaken since the previous formal review. The panel can make a number of different recommendations regarding the candidature. For details regarding the different recommendations available to the panel see Section 9: Pursuance of Candidature of the Higher Degree Research Regulations.

Pursuance of Candidature: Glossary of Terms:

Term	Definition
Commencement Date	When you begin your candidature.
Confirmation of Candidature (CoC)	When you submit a thesis chapter, a progress report and a verbal presentation for assessment to determine if you can be formally confirmed in your candidature.
Mid-Candidature Review (MCR)	When you submit specified written documentation, a progress report and a verbal presentation for assessment to determine if your candidature should continue.
Final Year Review (FYR)	When you submit specified written documentation, a progress report and a verbal presentation for assessment to determine if you can proceed to submit your thesis for examination.
HDR Student Academic Progress Report (APR)	A requirement to assist in measuring your progress.
Thesis Submission date	Date you are expected to submit your thesis for examination. If you are not able to submit your thesis by this date you should ask for an extension in advance after discussing the situation with your Principal Supervisor.
Candidature Expiry Date	The date when the time allowed for the completion of your degree has expired and after which you may be required to pay tuition fees

PURSUANCE OF CANDIDATURE
Confirmation of Candidature (CoC)

You must undergo confirmation of candidature within a specified time period after enrolment.

Any mandated coursework should have been successfully completed prior to confirmation.

Timing

Confirmation of candidature will normally occur:

- for a Doctor of Education candidate, within twelve months of enrolment as a full-time candidate (twenty-four months for a part-time candidate);

- for a Doctor of Philosophy candidate, within six months of enrolment as a full-time candidate (twelve months for a part-time candidate);

- for a Doctor of Philosophy in Social and Political Thought candidate, within twenty-four months of enrolment as a full-time candidate (forty-eight months for a part-time candidate);

- for a Master of Philosophy candidate, within six months for enrolment as a full-time candidate (twelve months for a part-time candidate);

- for a Master of Education (Research) or Master of Health Sciences Research (Discipline), within twelve months of enrolment as a full-time candidate (twenty-four months for a part-time candidate); and

- for a Master of Theology (Research) candidate, within three months of full-time enrolment (six months for a part-time candidate)

Process

The confirmation of candidature process comprises the submission of a chapter, a progress report (including an annotated timeline of progress to date along with timeline to completion) and a verbal presentation that will be assessed by a confirmation of candidature Panel.

The sample of writing (one draft chapter) submitted at confirmation of Candidature, the progress report and the oral presentation must provide appropriate evidence of the beginnings of conceptualisation of the topic, as appropriate for the level of degree being undertaken. This will include one or more of the following:

- identifying the issue/question to be investigated [what is being examined];

- outlining the state of the question in scholarship and possible sources of information [why it is being examined];

- the means of analysis and/or approach to be employed in the investigation [how it is being examined].

The confirmation of candidature panel will assess the quality of the work undertaken since commencement of candidature, the feasibility of the project to be completed in a timely manner and the rate of progress made since commencement of candidature.

Outcome

At the end of the confirmation of candidature process, the Pro Vice-Chancellor Research will either:

- confirm your candidature;
- terminate your candidature; or
- require you to re-present your written submission and/or presentation within three months (or six months for part-time candidates).

Further information about confirmation of candidature can be found in section 9 of the *Higher Degree Research Regulations*: http://handbook.acu.edu.au/handbooks/handbook_2019/general_information/higher_degree_research_regulations

Mid-Candidature Review (MCR)

The Mid-candidature review is a detailed update of the candidate's work since the confirmation of candidature. The panel will have access to material from the confirmation of Candidature and will be able to make comparisons in order to assess the development of the work.

You must undergo mid-candidature review within a specified time period.

Timing

Mid-candidature review will normally occur:

- for a Doctor of Education candidate, within twenty-two months of enrolment as a full-time candidate (forty-four months for a part-time candidate);
- for a Doctor of Philosophy candidate, within eighteen months of enrolment as a full-time candidate (thirty-six months for a part-time candidate);
- for a Doctor of Philosophy in Social and Political Thought candidate, within thirty-six months of enrolment as a full-time candidate (seventy-two months for a part-time candidate);
- for a Master of Philosophy candidate, within twelve months of enrolment as a full-time candidate (twenty-four months for a part-time candidate); and
- for a Master of Education (Research) or Master of Health Sciences Research (Discipline), within eighteen months of enrolment as a full-time candidate (thirty-six months for a part-time candidate).
- for a Master of Theology (Research) candidate, within six months of full-time enrolment (twelve months for a part-time candidate)

Process

The mid-candidature review process comprises the submission of two chapters, separate to the chapter submitted at confirmation of candidature (or papers if planning to undertake a PhD with publication), a progress report (including an annotated timeline of progress since CoC along with timeline to completion) and a verbal presentation that will be assessed by a mid-candidature review panel.

The sample of writing (two draft chapters) submitted at the mid-candidature review, the progress report and the oral presentation must provide appropriate evidence of the development of the conceptualisation of the topic and evidence of the research that has been undertaken in order to investigate the topic, as appropriate for the level of degree being undertaken.

The sample of writing (two draft chapters) will be separate to the chapter presented at confirmation of candidature. The format of the sample will be discipline specific and it will vary according to the format of thesis (e.g. a report on data collection and/or initial data analysis; a detailed review of the relevant source material; the draft of an article if submitting by publication).

The mid-candidature review panel will assess the quality of the work undertaken since confirmation of candidature, the feasibility of the project to be completed in a timely manner and the rate of progress made since confirmation of candidature.

Outcome

At the end of the mid-candidature review process, the Pro Vice-Chancellor Research will either:

- confirm your candidature can continue;
- terminate your candidature; or
- require you to re-present your written submission and/or presentation within three months (or six months for part-time candidates).

Further information about mid-candidature review can be found in section 9 of the *Higher Degree Research Regulations*:

http://handbook.acu.edu.au/handbooks/handbook_2019/general_information/higher_degree_research_regulations

Final Year Review (FYR)

The Final year review is a detailed update of the candidate's work undertaken since the mid-candidature review.

It will consider issues relevant to the progress of the candidature toward a timely completion.

The panel will have access to material from the two previous reviews and will be able to make comparisons in order to assess the development of the work.

You must undergo final year review within a specified time period.

Timing

Final year review will normally occur:

- for a Doctor of Education candidate, within thirty-two months of enrolment as a full-time candidate (sixty-four months for a part-time candidate)

- for a Doctor of Philosophy candidate, within thirty months of enrolment as a full-time candidate (sixty months for a part-time candidate)

- for a Doctor of Philosophy in Social and Political Thought candidate, within forty-two months of enrolment as a full-time candidate (eighty-four for a part-time candidate)

- for a Master of Philosophy candidate, within eighteen months of enrolment as a full-time candidate (thirty-six months for a part-time candidate)

- for a Master of Education (Research) or a Master of Health Sciences Research (Discipline) candidate, within twenty-one months of enrolment as a full-time candidate (forty-two months for a part-time candidate)

- for a Master of Theology (Research) candidate, within nine months of enrolment as a full-time candidate (eighteen months for a part-time candidate)

Process

The final year review process comprises the submission of two chapters, or papers (if submitting a PhD with Publication) that have not been previously reviewed at the confirmation of candidature panel or at the mid-candidature review, a progress report (including an annotated timeline of progress since MCR along with timeline to completion) and a verbal presentation that will be assessed by the final year review panel.

The sample of writing (two draft chapters), the progress report and the oral presentation must provide appropriate evidence of the development of the conceptualisation of the topic and evidence of the research that has been undertaken in order to investigate the topic, as appropriate for the level of degree being undertaken.

The sample of writing (two draft chapters) will be separate to the chapters presented at confirmation of candidature and mid-candidature review. The format of the sample will be discipline specific and it will vary according to the format of thesis.

The final year review panel will assess the quality of the work undertaken since mid-candidature review, the feasibility of the project to be completed in the timely manner and the rate of progress made since the mid-candidature review.

Outcome

At the end of the final year review process, the Pro Vice-Chancellor Research will either:

- approve your candidature to continue;
- terminate your candidature; or
- require you to re-present your written submission and/or presentation within three months (or six months for part-time candidates).

Further information about the final year review can be found in section 9 of the *Higher Degree Research Regulations*:

http://handbook.acu.edu.au/handbooks/handbook_2019/general_information/higher_degree_research_regulations

HDR Student Academic Progress Reports (APR)

After confirmation of candidature, a candidate is required to present on an annual basis the progress they have made on their research.

If a candidate is not undertaking a formal milestone review during a particular year, then they must complete a HDR Student Academic Progress Report (APR).

Timing

- Part-Time Doctoral candidates are required, in years 2, 4 and 5 to present the progress they have made on their research since Confirmation of Candidature and Mid-Candidature Review, respectively.

- Part-Time Doctor of Philosophy in Social and Political Thought candidates are required, in years 4, 6 and 7, to present the progress they have made on their research since Confirmation of Candidature and Mid-Candidature Review, respectively.

- Part-Time Doctor of Education candidates are required, in years 3, and 5 to present the progress they have made on their research since Confirmation of Candidature and Mid-Candidature Review, respectively.

- Part-Time Master of Philosophy candidates are required, in year 3, to present the progress they have made in their research since the Mid-Candidature Review.

Process

In August of each calendar year, Candidature Services will notify any enrolled candidates who are required to complete an APR. Notified candidates must complete the APR via Orion https://orion.acu.edu.au/RME6 within the timeframe specified by Candidature Services.

Outcome

If you are required to complete a HDR Student Academic Progress Report and fail to do so, your enrolment may be terminated.

In conjunction with the formal milestones, APRs provide a clear mechanism in which to demonstrate the progress that you have made in your research on an annual basis. APRs also allow you to express any concerns that you have with your candidature or any other extenuating circumstances, and set in place a plan to mitigate the effect of these on your research progress.

Further information about the HDR Student Academic Progress Report (APR) can be found in section 9 of the *Higher Degree Research Regulations*:

http://handbook.acu.edu.au/handbooks/handbook_2019/general_information/higher_degree_research_regulations

Tips for successful research candidature

The following list of tips has been devised by research candidates.

Tip	Why?
1. **Begin writing early**	Writing from an early stage makes it easier to review your progress and set goals for your research.
2. **Maintain a good relationship with your supervisors**	Remember that no two student-supervisor relationships are the same. However, meet frequently with your supervisor/s and ensure that there are clear action items at the end of each meeting.
3. **Choose an appropriate methodology**	Make sure that your methodology suits your research area and area of expertise. Seek advice from a range of sources.
4. **Time management**	Break your overall goals down into stages. Use milestones and individual task lists to help you achieve your goal of successful completion.
5. **Literature review**	Ensure that you become familiar with the body of knowledge and literature in your field. This will help in identifying what your contribution to the body of knowledge in your field will be.
6. **Document references as you go**	Through the course of your research, you will come across a large variety of references and materials. Documenting the material as you proceed through your candidature helps you refer back to it during the course of your research.
7. **Be persistent**	If everything does not go to plan with your research, reassess and try to work out what could be improved. Be prepared for the occasional set-back which is part of the research process.
8. **Stay focused**	Try to describe your research to a friend or family member with no background in your research area; this will help you stay focused on your topic and its relevance to our society and community.
9. **Think about your future post-research**	It is good to think about your post-research career from an early stage in your candidature. You may want to network at conferences or with research partners and find out what opportunities exist for your post-research career.
10. **Connect, connect, and connect!**	Research can be a solitary and lonely activity. Make sure that you connect with other researchers, fellow students and members of your Faculty to share experiences and discuss research.

RESPONSIBLE CONDUCT OF RESEARCH

Considering the ethical implications of your research is a critical aspect of your candidature. The University must comply with national legislation regarding research with humans, animals and biological material.

The Research Ethics, Integrity and Compliance webpage contains important information and guidance along with links to relevant external sites:

https://www.acu.edu.au/research/research-ethics-integrity-and-compliance/research-ethics

The national guide which provides for responsible research practice in Australia is the Australian Code for the Responsible Conduct of Research:

https://www.nhmrc.gov.au/about-us/publications/australian-code-responsible-conduct-research-2018

At the University level, any research involving human participants must be approved by the Human Research Ethics Committee. It is the formal responsibility of the Principal Supervisor to obtain ethical clearance for each higher degree project that may involve the candidate.

Queries regarding research ethics should be directed to: res.ethics@acu.edu.au

Research integrity refers to adherence with a set of principles that underpin responsible conduct in research. ACU's research integrity framework provides a foundation for research that is accurate, honest and transparent, and ensures community trust in research.

All HDR Candidates will be required to complete Research Integrity training prior to their Confirmation of Candidature.

Queries regarding research integrity should be directed to: res.integrity@acu.edu.au

It is your responsibility to obtain necessary certifications prior to commencing work on the project: e.g. Working with Children or Vulnerable People Checks.

You should also consider the need for other external approvals, e.g. Hospitals & Area Health Services HRECs, Government Departments or other Organisations.

Applications for Ethical Clearance must be submitted via Orion:
https://orion.acu.edu.au

Please note the following important points:

- work on the project must not commence until approval has been received in writing from the Human Research Ethics Committee;

- sufficient time needs to be allowed to obtain all required approvals;

- ethics approval should normally be sought after confirmation of candidature;

- a research higher degree thesis cannot be submitted for examination unless the appropriate ethics approval has been given, where relevant; and

- failure to obtain written ethical clearance in advance of the proposed contact with human participants is a breach of the ACU Research Code of Conduct and may also breach State or Commonwealth legislation. Such a breach could lead to disciplinary action.

Further information can be found in the *ACU Research Code of Conduct:*

https://policies.acu.edu.au/research/general_policies/research_code_of_conduct

CANDIDATURE ADMINISTRATION

The terms of your candidature are communicated to you when your offer of enrolment is made. Any changes to your candidature require discussion with your Principal Supervisor and in some instances other ACU staff, as well as written approval.

Variations to Candidature

You may apply for the following variations using the candidature variation e-form on Orion: https://orion.acu.edu.au

· a course load change from full-time to part-time enrolment (or vice versa) for the whole or any part of your course*;

· sick leave;

· parental leave;

· a suspension of candidature due to illness or other personal issues;

· an extension of thesis submission date;

· an extension of stipend scholarship;

· to change campus of enrolment; and

· approval to conduct research outside ACU (fieldwork)

There are restrictions that apply to research candidates on stipend scholarships who wish to convert from full-time to part-time enrolment. Please refer to the Conditions of Award, Research Training Program Scholarship Policy or contact Candidature Services (res.cand@acu.edu.au) international research candidates are normally required to undertake full-time study under the terms of their visa.

Further information about variations to candidature can be found in section 12 of the *Higher Degree Research Regulations*:

Retrospective variations to candidature

Due to Government Census Dates and reporting requirements, retrospective approvals for variations of candidature cannot normally be granted.

Change of supervision arrangements

If you wish to change your supervision arrangements, you should first discuss proposed new arrangements with your Principal Supervisor and/or the Faculty Associate Dean Research.
Following this discussion, you can submit a request to vary supervision arrangements using the 'Change of Supervision Arrangements' word form: https://orion.acu.edu.au/RME6/ACU/ACUResearch/HDR/HDR.html

Change of topic

If you wish to change your thesis topic, you should first discuss your proposed new topic with your Principal Supervisor.

Suspension of candidature

A request for a suspension of candidature will not normally be approved until you have been confirmed in your candidature and will not exceed a total of 12 months of full-time enrolment (or part-time equivalent) for a doctoral candidate, and a total of six months of full- time enrolment (or part-time equivalent) for a master-by-research candidate.

Further information about suspension of candidature can be found in section 12 of the *Higher Degree Research Regulations*:

Re-enrolment

As a continuing research candidate at ACU, you will be required to indicate whether you wish to opt out of re-enrolment at the end of each year. Candidature Services will by default re-enrol you each year for the duration of your candidature, unless you indicate that you wish to withdraw.

Research terms and census dates

It is critical that any changes that you wish to make to your enrolment are submitted to Candidature Services via email on (res.cand@acu.edu.au) prior to the census date for each research higher degree term. The research terms are listed on the Important Dates page of the ACU website.

RESOURCES FOR HDR CANDIDATES

ACU Postgraduate Research Association (PGA)

The ACUPGA is a national association of coursework and research postgraduates. Membership is free, and activities are run by postgraduates for postgraduates.

The ACUPGA aims to enhance the postgraduate experience at ACU by creating support networks among current postgraduates, providing educative workshops and seminars, and, ultimately, advocating for the needs of postgraduates.

The ACUPGA also:

- Provides support to all postgraduate students in their studies and study-related matters
- Advocates on behalf of postgraduates through assisting with the communication of student issues to the University
- Provides opportunities to postgraduate students for career development, professional development, and social networking

PGA representatives are located on most of ACU's Australian campuses. Becoming a campus representative is a great way for HDR candidates to gain some leadership experience and enquiries about representative opportunities are always welcome.

Visit the ACUPGA Facebook page for further details https://www.facebook.com/ACUPGA/

or email PGA.NationalHDR@acu.edu.au

Services and Support

ACU offers the following services and support through the Office of Student Success:

- academic skills development;
- campus ministry;
- counselling services;
- disability services;
- indigenous student communities and support;
- student advocacy service; and
- IT information and resources.

For further information, visit: http://www.acu.edu.au/student_experience /support_services

Student Life-DiscoverU

The University offers a broad range of activities designed to make your experience fulfilling, including 'arty' clubs; social, team and representative sporting activities; fitness classes and medical services; and opportunities to get involved in volunteering and leadership development activities, as well as student associations.

Careers and Opportunities

Develop your career opportunities through ACU's dedicated careers service.

For further information:

https://students.acu.edu.au/careers_And_o pportunities

LIBRARY, ENDNOTE & eRESEARCH

Library

The Library provides a range of services and resources to support your research.

Access resources including Library Search, My Library, Quicklinks, Guides and Databases. For further information:

https://library.acu.edu.au

Liaison Librarians are your link with the Library:
http://library.acu.edu.au/about_the_library/contacts_and_locations/liaison_librarians

Liaison Librarians are information specialists who will:

- offer advice on research strategies, identify resources and effective use of online databases;

- suggest techniques for keeping up-to-date;

- provide information about impact factors and rankings for key journals to help you decide where to publish;

- provide information and training in cited reference searching;

- advise on managing research data and information with Endnote; and

- maintain a library collection relevant to your research needs

Endnote®

EndNote® is software designed to help store and organise bibliographic references in "libraries" (collections) on the user's own computer equipment. Users can create separate bibliographies or insert citations from their libraries into papers they are writing by using the "cite while you write" feature. Users can also enter references into the libraries manually or download them from online databases.

Researchers, scholars, writers, students and librarians use EndNote® to search online bibliographic databases, organise their references, images, and PDFs, in any

language, and create bibliographies and figure lists quickly.

ACU has negotiated a site licence for EndNote®, which permits all members of the University to use the software both at work and at home. Academics, postgraduates and honours students, who need to deal with multiple references, will benefit most from this software.

eResearch

ACU has an eResearch analyst who works closely with Research Systems and ACU Library and IT to provide guidance, support and access to various technology options for each stage of the research lifecycle. This includes data collection (eg survery tools or social media and web harvesting), responsible data management (eg storage) as well as options for collaborating with other researchers. The eResearch analyst also runs workshops and webinars which HDR candidates are recommended to attend.

For further details on eResearch services see: https://www.acu.edu.au/research/resources-for-researchers/eresearch

To request guidance or support, contact: eResearch@acu.edu.au

INTELLECTUAL PROPERTY AND COPYRIGHT

Intellectual Property and Research Publications

The ACU Intellectual Property policy provides information regarding the research candidate's responsibilities in relation to the creation/invention or acquisition of Intellectual Property during their studies: https://policies.acu.edu.au/library/intellectual_property
Information regarding reporting requirements for candidates producing peer-reviewed publications are included in the ACU Research Publication policy:
http://www.acu.edu.au/policies/research/general_policies/research_publication_policy
The attribution of authorship policy covers the requirements for all research outputs, and is available at:
http://www.acu.edu.au/policies/research/general_policies/research_authorship

Copyright

Quick guide on copyright for research/study and publication of thesis in ACU repository

As research candidates use a variety of resources for study/research, and/or publication of their thesis, those resources used may be subject to copyright. Copyright deals with rights assigned to creators/copyright owners of original works (literary, artistic, creative or musical, computer software/programs, etc). Copyright is part of Intellectual Property and matters not covered under copyright may be dealt with under Trade Marks and Patents.

What can be copied without infringing copyright?
· Resources where the copyright has expired
· Using insubstantial portions of a "work"
· Resources used under fair dealing.

For more information please refer to the Print and Graphic Copying and Communication Guidelines:

Publication of your thesis to the University online repository

While you can rely on fair dealing provisions for research and study, including submission of the thesis for the examination process, these provisions cannot be relied upon when you 'publish' your thesis to the University's online repository or submit parts of your work for publication.

If you have included third party material in your thesis, you may need to request permission from the copyright owner before the thesis can be placed online. As you work towards completion of your thesis, you should consider seeking permission from the copyright owner for third-party materials. If you receive permission from a copyright owner, you must retain the records.

For more information, please see the OakLaw's Copyright Guide for Research Students: What You Need to Know about Copyright Before Depositing Your Thesis in an Online Repository.
https://libguides.acu.edu.au/higher-degree-students-and-early-career-researchers

This Guide also includes a template for securing permission from a copyright owner. Please contact a library staff member if you need further help with copyright matter.

RESEARCH SCHOLARSHIPS

A listing of current scholarships and information on how to apply is available at: https://www.acu.edu.au/research/become-a-research-candidate/research-scholarships

To be awarded a scholarship you must be a full-time research candidate. If you are currently enrolled on a part-time basis, you must indicate that you are willing to enrol on a full-time basis in making an application.

Australian Government Research Training Program Stipend (RTP) Scholarships are available each year, usually with two rounds of applications. Other scholarships are advertised throughout the year. Late applications will not be accepted under any circumstances.

Students can be offered RTP scholarships to assist with one or more of the following expenses:

- tuition fees offset
- stipend for general living costs
- allowances related to the ancillary cost of research degrees

RTP scholarships may be available to both domestic and international candidates.

PRSSS: POSTGRADUATE RESEARCH STUDENT SUPPORT SCHEME

The PRSSS is open to all enrolled ACU HDR candidates to support the costs essential to the successful progress of research. The scheme is designed to supplement the support provided by supervisors, schools, faculties and research institutes.

PRSSS funding is *not* an entitlement and is subject to faculty endorsement and approval by the Deputy Vice-Chancellor, Research. The maximum amount of PRSSS support that may be allocated over a student's entire candidature lifecycle is $5,000 for a doctoral student, and $3,000 for a master-by-research candidate. The support is restricted to five funding categories and is subject to eligibility criteria and provision of supporting documentation.

For full details of PRSSS, including instructions and assistance with submitting applications, contact your Faculty ADR office.

The PRSSS Guidelines and application form are also available on the HDR forms section of Orion.

INTERNATIONAL RESEARCH CANDIDATES

International research candidates have special conditions which are imposed by the government through the provision of student visas.

Under government legislation, including the ESOS Act, the University has the responsibility to generate a Confirmation of Enrolment (CoE) for international research candidates. The University is also obliged to report on any changes to a research candidate's enrolment pattern to the Department of Immigration and Border Protection. It is critical if you are an international research candidate that you consider the impact that any changes in your candidature may have on your visa status. Candidates requiring further information can contact their local international student adviser.
http://www.acu.edu.au/international/why_choose_acu/international_student_advisers

3MT® COMPETITION

The 3MT® is an opportunity for you to showcase your research, develop your communication skills, and potentially win prize money.

The competition is run annually across the ACU campuses, with the overall winner representing the University at the Asia-Pacific finals in Queensland.

Further details about the 3MT® Competition are available at: https://www.acu.edu.au/research/become-a-research-candidate/three-minute-thesis

Any questions regarding the 3MT® Competition can be submitted to Research Services (Email: HDR.Projects@acu.edu.au)

HEALTH, SAFETY & WELL-BEING

Work Health & Safety

ACU operates under harmonised work health and safety laws across all States and Territories in which campuses are located, with the aim of providing a safe working and learning environment.

Commencing research higher degree candidates may be required to undertake WH&S training if using specific facilities. This training will be delivered by your School, Institute or Faculty. Some Faculties may also require you to complete training via the Learning Environment Online (LEO): https://leo.acu.edu.au/login/start.php

WH&S requirements are included in the list of items to be addressed at the initial Principal Supervisor meeting (see Appendix 1).

In recognising that safety is everyone's responsibility, ACU has recently released a reporting portal for students to submit reports of incidents, injuries and hazards. If you are injured or become unwell on campus you are encouraged to submit an incident report as a record of the event. ACU uses Riskware to log health and safety injuries, illnesses and incidents.

You can find it on the intranet http://www.acu.edu.au/staff/human_resources/working_@_acu/health,_safety_and_wellbeing/reporting_accidents_and_incidents or using the search tool.

Reports are sent to academic and professional staff who are instructed to apply corrective actions to incidents or resolve hazards.

SafeZone

SafeZone is a free app for all ACU staff and students that connects you with ACU Security when you need help on campus. You can download the app from the website:

http://www.acu.edu.au/staff/campuses/melbourne/emergency_and_safety

If you or a friend are injured or unwell you can call Concierge on 03 9230 8333 or, if after hours, by calling Security on 1300 729 452 or activate the SafeZone App.

Further information is available via the below weblink:

http://www.acu.edu.au/staff/campuses/emergency_and_safety

· What to do in an Emergency:

http://www.acu.edu.au/staff/campuses/emergency_and_safety

· Safety Procedures:

http://www.acu.edu.au/policy/hr/health_safety_and_well-being

· First Aid information:

http://www.acu.edu.au/policy/hr/health_safety_and_well-being/first_aid

· Campus specific services and contact information: http://www.acu.edu.au/staff/campuses

APPENDIX ONE: ACU University Research Discussion Checklist

Research candidate's name:	
Student ID:	
School/Research Institute:	
Research candidate's status:	Domestic ☐ International ☐
Name of degree:	
Principal supervisor's name:	
Date and time of meeting:	
Present at the meeting: (please list all people present)	

We confirm that we have discussed this Research Discussion Checklist, and have read and discussed the *Higher Degree Research Regulations* and *Research Code of Conduct*.

Research Candidate signature:	**Principal Supervisor signature:**
Date:	**Date:**

The purpose of the Research Discussion Checklist is to outline expectations from both the principal supervisor and research candidate in order to ensure a successful candidature.

The content of this discussion/checklist is guided by the following principles:
(a) that the discussion/checklist is not legally binding;
(b) that the discussion/checklist seek to clarify the expectations of the role of Principal Supervisor and research candidate;
(c) that the discussion/checklist clarify the research training objectives of the research candidate; and
(d) that the discussion/checklist be subject to review and, if necessary, revision at any stage of its term.

Section 1: Discussion Checklist

The Principal Supervisor and research candidate should address the following and indicate with a ☒ when the issue has been discussed

- ☐ 1. The nature of the proposed research area and its contribution to new knowledge.

- ☐ 1.1 The attributes (below) that the research candidate is expected to achieve prior to the completion of their research degree;

  - a strongly developed ability to initiate research and construct research questions;
  - an ability to construct, monitor and document research work;
  - the capacity to critically evaluate and utilise scholarly literature;
  - the ability to identify the place of their research within the international field of study within which they are situated;
  - a keenly developed ability to solve problems with an innovative approach;
  - the ability to effectively communicate oral and written work in a number of different forums;
  - a capacity to work in collaboration with other researchers to advance the knowledge in the field of study;
  - a strongly developed understanding of intellectual property, integrity and ethical issues;
  - an advanced understanding of information management relevant to the field of individual study; and
  - an understanding of the potential commercialisation of any research findings.

- ☐ 1.2 Specific activities that can be undertaken to assist the candidate in meeting the attributes listed? (E.g. literature searches, courses, group presentations, reading groups etc.)

- ☐ 1.3 The particular research skills, research methods, data-gathering and analysis techniques which will need to be acquired by the candidate.

- ☐ 1.4 The specific standards that the candidate is expected to meet for the degree.

- ☐ 1.5 The specific expectations regarding the ethical conduct of research.

- ☐ 1.6 Potential issues that may arise and interfere with progress in the project and research training objectives (these may include employment, personal or technical problems which may be encountered by the candidate) and strategies for the early identification of such issues.

- ☐ 1.7 Contingency plans or mitigations for the above-mentioned risks.

- ☐ 1.8 The requirements surrounding leave and absences.

Section 2: Operational Matters

The Principal Supervisor and the research candidate should discuss and complete the following questions.

Roles and responsibilities

2.1 What are the expectations regarding the role of the Principal Supervisor from the candidate's perspective?
2.2 What are the expectations regarding the candidate's responsibilities from the Principal Supervisor's perspective?
2.3 Is this an inter-disciplinary project? If so, what are the special requirements of such a project?
2.4 What are the expectations regarding the nature and frequency of supervisory meetings (i.e. face to face, email etc)?
2.5 What are the expectations regarding the proposed hours of study for the candidate?
2.6 What are the expectations regarding Work, Health and Safety?

Publications

2.7 What is the expectation regarding authorship order on any arising publications?
2.8 What are the expectations regarding the number and nature of publications arising during the candidature (i.e. conference or journal papers)
2.9 What are the expectations regarding the standard of the candidate's communication skills (verbal and written)? What steps, if any, can be taken to improve these skills?
3.0 What steps, if needed, can be taken to improve these skills?

APPENDIX TWO:
ACU Research Term Planner

Term (please circle):   A   B   C   D

Year:

Research candidate's name:

Student ID:

N.B. It is recommended that this section (Questions 2 – 7) be completed at the end of the research term where the goals and key tasks were set.

Q1. Goals and key tasks for this term

a) Goals and key tasks for this term (add additional points as required)

    i)

    ii)

    iii)

b) With what frequency do you plan to meet with your Principal Supervisor?

c) Are there any publication submissions planned for this term?

d) Any workshops, training or development activities planned for this term?

e) Timeline of key activities and tasks for this term

Month/Week	Activity

f) Deadlines/due dates (e.g. ethics, presentations, APR) this term (please provide date details):

N.B. It is recommended that this section (Questions 2 – 5) be completed at the end of the research term where the goals and key tasks were set.

Q2. Progress this semester

a) Please describe the progress that has been made in regards to the research goals and tasks which were listed at the start of the research term?

i)

ii)

iii)

Q3. Did you achieve the proposed goals or tasks?
a) If yes, please advise of the steps which assisted in their successful completion

b) If no, please comment on the aspects which impeded your progress and suggestions for addressing these in the next research term

Q4. Comment on the involvement (where appropriate) of external supervisors, other colleagues, etc and /or participation in research activities, such as candidate group meetings

Q5. Goals and activities for the next term
a) Goals and key tasks for next term

   i)

   ii)

   iii)

b) With what frequency do you plan to meet with your Principal Supervisor with, in the next term?

c) Are there any publication submissions planned for next term?

d) Any workshops, training or development activities planned for this term?

e) Timeline of key activities and tasks for the next term

Month/Week	Activity

f) Deadlines/due dates (e.g. ethics, presentations, APR) this term (please provide date details):

Research Candidate and Principal Supervisor Agreement

Please sign this document at the end of the agreement term, to acknowledge that this report is correct and the goals and comments have been agreed on by the candidate and their Principal Supervisor.

Research Candidate signature: **Principal Supervisor signature:**

Date: **Date:**

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APPENDIX THREE:
Principal Supervisor/Research Candidate Meeting Record

Title of research project:

Research Candidate:

Principal Supervisor:

Co-supervisor:

Date of meeting:

Time started:

Time finished:

Summary of progress since last meeting::

Issues from last meeting(s):	Action taken:

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Current issues:	**Agreed actions:**
`	

Other:
`

Research Candidate signature: **Principal Supervisor signature:**

Date: **Date:**