Master of Research

2020 PROGRAM OVERVIEW
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**Disclaimer:** Information in this handbook is current as at 21 January 2020 and subject to change. Please always ensure to refer to the appropriate official Macquarie University websites for current information, policies, procedures, and forms. If you are ever unsure, please contact your Department MRes Director and copy in the Arts MRes office (arts.mres@mq.edu.au).
Welcome

WELCOME TO THE MASTER OF RESEARCH (MRES) PROGRAM IN THE FACULTY OF ARTS!

Congratulations on entering the next exciting phase in your academic journey, during which you will continue to build on your excellent undergraduate record.

The Macquarie MRes degree is described as follows:

“\textit{The Master of Research is a combination of advanced disciplinary coursework and structured research training. In preparation for their individual research projects, candidates will survey key ground-breaking and innovative research issues in their chosen field, while developing skills in research practice and project management. The MRes provides an improved pathway to higher research degrees, equipping candidates with intensive research experience before beginning doctoral study (PhD). As the first Australian program fully compatible with overseas practice, the MRes also provides greater international recognition and opportunities for further study overseas}”

From MRes General FAQs (link here)

The 2020 BPhil/MRes program in the Faculty of Arts was fully updated during 2019. Our renewed degree structure builds on the core principle behind the MRes: to offer a robust research training program that represents a distinct and tailored alternative to traditional pathways to the PhD. This program has been carefully developed to train students to be 21st century research-ready.

The new Year 1 program in Arts is designed to give you the knowledge required to have a successful research career and to provide you with a toolkit of skills and experience that are highly marketable both within and outside of academia. Indeed, research and communication skills are now highly sought-after in the workplace. Alternatively, as your Year 2 thesis will be examined by two experts in your field, you will be able to enter a PhD program in the future confident that you understand fully how to manage a world-class research project, from concept to completion. Your MRes experience can thus be the stepping stone to wherever you want to go to next in your life!

I hope that your MRes journey is personally satisfying, and while the road ahead may be tiring at times and take a few unexpected twists and turns, that you never lose sight of your ultimate goal, which is to be the best that you can be. I wish you all inspiration, energy, and resilience in the months ahead.

Good luck and best wishes,

Dr Linda Evans
Faculty MRes Director
Contacts

If you have any questions about your candidature, please contact your Department MRes Director first before approaching Arts MRes staff!

My Department MRes Director(s) is/are: ______________________________________

HDR Academic Advice
https://www.mq.edu.au/research/phd-and-research-degrees/research-training/hdr-academic-advice

Arts HDR/MRes Office
Email: arts.mres@mq.edu.au

Office
The Arts HDR Office is currently located on the second floor of Building 10 HA (formerly Y3A), in room 225 (9 am – 5 pm, Mon-Fri). In April 2020, the office will re-locate to 12 FW (formerly W6A), Level 1.

Staff
Associate Dean, Higher Degree Research (HDR): Dr Noah Bassil
Faculty MRes Director: Dr Linda Evans
Faculty HDR Manager: Ms Maryanne Hozijan

MRes Team:
- Laura Aubrey  9850 4099 (Mon-Fri)
- Hannah Choi  9850-6894 (Mon-Wed)

HDR Team:
- Beppie Keane  9850-4092 (Mon-Fri)
- Nicholas Strobbe  9850-6810 (Mon-Fri)
- Andrew Dunstall  9850-4431 (Mon-Fri)

When you email MRes staff, please include:
1. What department you are in
2. Your student ID number
3. And use your NAME@students.mq.edu.au or NAME@hdr.mq.edu.au email addresses

Note: all official email communication is directed to your MQ account, and you may wish to set-up email forwarding to any private accounts you use. For more information please review the ‘Access to Office 365’ appendix, which was previously provided in your Enrolment and Registration Advice email.

Other useful contacts
Office of HDR Training and Partnerships (OHDRTP):
- HDR Scholarship: hdrschol@mq.edu.au
- HDR Admissions/Commencement: hdr.admissions@mq.edu.au
- HDR Current: hdrcurrent@mq.edu.au
- MRes Progressions: mres.progression@mq.edu.au
- MRes Examinations: exam.mres@mq.edu.au
- Note: if you are contacting the OHDRTP, please be sure to always copy in arts.mres@mq.edu.au

Campus Wellbeing: https://students.mq.edu.au/support/wellbeing
The Macquarie University MRes program consists of 80 credit points in Year 1, and research experience (equivalent to 80 credit points) in Year 2. In the first year of the program, you are still technically an undergraduate, although the units you complete are more advanced (7000-level instead of 3000-level). In the second year, you will become a postgraduate (Higher Degree Research) student (8000-level).

### Master of Research

#### PROGRAM STRUCTURE (ARTS)

<table>
<thead>
<tr>
<th>Year 1 (BPhil)</th>
<th>SEMESTER 1</th>
<th>SEMESTER 2</th>
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<tbody>
<tr>
<td>DEPT7000: Core Disciplinary unit</td>
<td>DEPT7001: Core Disciplinary unit</td>
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<tr>
<td>FOAR7000: Research Paradigms</td>
<td>FOAR7001: Research Communications</td>
<td></td>
</tr>
<tr>
<td>FOAR7005-7009: Faculty Themed units</td>
<td>Either: FOAR7003: Digital Literacies for Researchers or FOAR7004: Arts Internship for Researchers</td>
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<tr>
<td>FOAR7002: Research Frontiers 1 – Part 1</td>
<td>FOAR7002: Research Frontiers 1 – Part 2</td>
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#### Year 1 (BPhil): Foundation research skills

Students must complete 7 units, for a total of 80 credit points. In the Faculty of Arts, BPhil candidates must complete 2 units at department-level and 5 units at Faculty-level. Within the Faculty-level units, students may choose between either FOAR7003 Digital Literacies for Researchers or FOAR7004 Arts Internship for Researchers, and you must also select 1 unit from 5 themed units (FOAR7005-FOAR7009). Descriptions of these units can be found in the 2020 Handbook and on p. 9-10. In addition, students must complete a year-long, pass/fail unit called FOAR7002 Research Frontiers 1, in which you will be able to complete a range of activities, as approved by your department, to assist with the development of your research training and preparation for your MRes Year 2 project. Please contact your department MRes Director for further details about FOAR7002.

If you do not wish to progress to Year 2, you may exit with a Bachelor of Philosophy (BPhil) degree following satisfactory completion of Year 1.

#### Year 2 (MRes): Research project

Year 2 of the MRes is comprised of structured research preparation and training, where candidates will:

- Extend their knowledge of research innovations in their discipline;
- Survey the current literature related to their particular research interest;
- Engage with the latest research methods in their field;
-Complete a significant individual research project of their own design, with the support of a research supervisor.
Year 1 Timeline (2020)

February 12 Year 1 Information Session
February 17 Unit Selection Forms (USF) due to arts.mres@mq.edu.au

February 24 Session 1 begins
March 8 Last day to enrol in Session 1 units
March 19 Census date, Session 1 (withdraw without financial penalty)
April 13-24 Mid-session break
April 28 Last day to withdraw without academic penalty (financial penalty applies)
June 5 Session 1 ends
June 8-26 Session 1 exam period

June 29-July 24 Mid-year break

July 27 Session 2 begins
August 9 Last day to enrol in Session 2 units
August 20 Census date, Session 2 (withdraw without financial penalty)
September 14-25 Mid-session break
September 28 Last day to withdraw without academic penalty (financial penalty applies)
September Email reminder re: progressing to Year 2 from Faculty MRes Director
October Arts MRes office contacts BPhil Y1 students re: progression to Year 2
November 6 Session 2 ends
November 9-27 Session 2 exam period

November (mid-late) Deadline for submitting Year 1 to Year 2 Progression forms

December (mid-late) MRes Year 2 candidature enrolment advice provided
Year 2 Scholarship offers for progressing students

Important deadlines in my department in 2020

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OHDRTT Important Dates Calendar 2020:
https://www.mq.edu.au/research/phd-and-research-degrees/how-to-apply/important-dates
Year 1 Timeline (2020) - Continued

You must complete 7 units (80 credit points) during Year 1 of the MRes degree (your BPhil year).

The units offered in Year 1 are at 7000-level - i.e., at a more advanced level than undergraduate 3000-level units. You should thus expect to be challenged this year and to push yourself harder than you did while undertaking your BA. The compulsory Faculty units are designed to do exactly this, as they will allow you to explore ideas that cross discipline boundaries and stretch you intellectually. They will provide you with both the practical skills and theoretical knowledge required for you to carry out a well-designed and cogent research project in Year 2.

Your selection of elective units (FOAR7003 or FOAR7004; one unit from FOAR7005-7009) should anticipate and be guided by the requirements of your intended research project in Year 2, as well as your interests. You may also choose appropriate activities to complete as part of the year-long unit, FOAR7002 Research Frontiers 1, such as auditing a relevant undergraduate unit (e.g., a language unit) and/or by attending relevant workshops (as available). Please contact your Department MRes Director for details about your options for FOAR7002.

Unit Selection Form (USF)
When accepting your offer, you will have been supplied with a link to the Unit Selection Form (USF) (see Appendices). Your completed USF needs to be signed by your Department MRes Director before being submitted to Arts MRes Office by the deadline (see Year 1 timeline).

Please note that you may change your selection at a later date by completing a Change of Units (COU) form (see Appendices).

Please be sure to refer to HDRO’s Important Dates Calendar:
- https://www.mq.edu.au/research/phd-and-research-degrees/how-to-apply/important-dates
- Academic Year Plan

The Important Dates calendars outline the last day to enrol in a unit for Session 1 & 2, census dates etc.

Special Consideration
A student who has experienced unexpected, unavoidable, and serious circumstances affecting their assessable work may lodge an application for Special Consideration (e.g., for an extension of time to complete an essay).

Applications will only be accepted in the following circumstances:
- where academic work has been hampered to a substantial degree by illness or other cause; and
- the circumstances are serious and unavoidable and beyond the student’s control; and
- the application for Special Consideration is lodged no later than five (5) working days after the assessment task due date, examination or test date.

All Special Consideration applications must be lodged online via the University’s Ask MQ system and must include supporting documentary evidence.

For more information: https://students.mq.edu.au/study/my-study-program/special-consideration

Withdrawal Without Penalty (WWP)
Please contact the Arts MRes office (arts.mres@mq.edu.au) for instructions on how to apply for WWP using the BPhil Year 1 Change of Units form. DO NOT submit a WWP request through Ask MQ.
Core Disciplinary Year 1 Units

Note: Please contact your Department MRes Director or consult the University Handbook for further details about the following units:

**SESSION 1, 2020**

AHIS7000: Advanced Studies in Ancient History  
ANTH7000: Core Issues in Anthropological Theory I  
ENG7000: Research in Literary Studies  
GEOP7000: Dialogues in Geography and Planning  
INDG: Please contact your Department MRes Director for advice  
INTS7000: Critique in Language, Literature, and Culture Studies  
MHIS7000: Introduction to Modern Historiography  
MMCC7000: Media and Social Media  
PHIL7000: Research in Philosophy I  
POIR7000: Key Questions in Political Science and Public Policy  
SOCI7000: Critical Social Theory  
PICT7000: Please contact your Department MRes Director for advice

**SESSION 2, 2020**

AHIS7001: Advanced Studies in Ancient History and Archaeology: Material Worlds  
ANTH7001: Core Issues in Anthropological Theory II  
ENG7001: Textual Analysis, Literary Theory and Creative Practice Research  
GEOP7001: Approaches in Geography and Planning  
INDG7001: Research Ethics in Indigenous Australian Contexts  
INTS7001: Special Topics in International Studies: Languages and Cultures  
MHIS7001: Archives: Sources and Silences  
MMCC7001: Studies in Network Culture  
PHIL7001: Research Topics in Philosophy II  
POIR7001: Key Questions in International Relations  
SOCI7001: Readings in Social Research  
PICT7001: Please contact your Department MRes Director for advice
Faculty-level Year 1 Units

FOAR7000: Research Paradigms
This unit provides a broad overview of the research paradigms that characterize the Arts, Humanities and Social Sciences. Through this unit, the Faculty of Arts seeks to provide students with a constructive framework to recognise the possible contribution of diverse theoretical and disciplinary approaches. By concentrating on a core problem that crosses disciplinary boundaries in their final assessment task, demonstrating how that problem might be confronted under different paradigms, students will become conversant in a range of analytical techniques and theoretical perspectives. Students will learn to better recognise the assumptions that underwrite diverse approaches, their strengths, and their relations to each other, especially to facilitate collaboration and the exchange of ideas. Although much of scholarship today requires focused specialisation, being able to communicate our ideas, recognising the significance of new research, and building meaningful collaborations all require an understanding of the diversity of approaches available in the Arts.

FOAR7001: Research Communications
This unit will prepare students for their transition into the second year of the MRES Degree. Through a combination of faculty-level and departmental seminars it will provide students with advanced disciplinary knowledge about research processes, practice and planning, with a particular focus on research writing and communication. Students will be exposed to leading research in their discipline and learn about the mindsets, habits and practices that shape the experience of becoming a researcher. Through a variety of research-related activities students will have the opportunity to demonstrate competence in the application of generic research skills to their area of research.

FOAR7002: Research Frontiers 1 (Session 1 and Session 2)
This Pass/Fail unit will expose Bachelor of Philosophy students to the range of topics that are currently dominating their chosen disciplines and the Humanities and Social Sciences more broadly, as well as equip them with the skills to critically appraise the research trends defining research in their area of study. Students will acquire disciplinary knowledge at a high level and learn how research is carried out in the disciplinary area of their choice so that by the end of the course they can demonstrate competence in articulating and applying key research skills in their field.

FOAR7003: Digital Literacies for Researchers
This unit explores cross-disciplinary approaches to research that fall under the rubric of eResearch, the aim of which is to use technology to solve scholarly problems in humanities, arts and social science disciplines. We will begin by asking what forms eResearch can take, specifically how digital approaches can help answer particular research questions. Students will learn how to frame questions, find appropriate tools and solutions, acquire the knowledge required to deploy those solutions and present results in an accessible way. In short, students will cultivate their ability to ‘learn how to learn’ digital approaches and software tools. The main output of this class is a proof-of-concept deployment of a digital tool or approach that advances each student’s provisional thesis topic.

FOAR7004: Arts Internship for Researchers
FOAR7004 will give BPhil students the opportunity to complete a research project as part of a team in an academic or industry setting. The project will be aligned with the host’s strategic research priorities, and both managed and delivered by the student in consultation with their host supervisor. Students will also receive practical information about research careers in academic and non-academic settings and will reflect on what it means to be a researcher in the 21st century. Students must complete 100 hours as an intern in addition to written assessments and an in-class presentation.

FOAR7005: Living in the Anthropocene
Geologists are investigating whether we have entered a new geological epoch known as the Anthropocene in which humanity is a driving force of global environmental change. With human activities increasingly connected to processes of planetary degradation there is an urgent need for multidisciplinary research that overcomes traditional divides between physical scientists, social scientists and environmental humanities researchers. This unit offers an interdisciplinary and critical introduction to Anthropocene studies, an important area for current and future research. The unit focuses upon how we should live in the Anthropocene and respond to the knowledge that current socioecological practices are not sustainable. Some key themes include: histories of the Anthropocene; human-nature relations; social and environmental justice; Indigenous knowledges; non-human agency; environmental governance; activism and impacts. The unit is team taught involving leading thinkers from across the university. It is designed to be accessible to students from a wide range of backgrounds and incorporates considerable flexibility to steer assessments towards your research interests.
Faculty-level Year 1 Units – Continued

**FOAR7006: Feminism, Queer Theory and the Problem of Identity**
This unit examines the ways in which various contestations (over postmodernism, poststructuralism and queer theory) challenged the foundational categories of feminist theory in the 1980s and 1990s. The unit will ponder whether the call for a contingent feminist theory and practice undermined or, in fact, invigorated feminist critical thought and practice. Through an engagement with the various critical frameworks that emerged in the wake of these contestations, the unit will then examine the reformulations and reframing that feminist scholars have produced in the decades since these interventions. What do these new critical frameworks seek to explain? Do they represent a return or a critical rupture? Are we living in a post-feminist moment? This unit will be framed as a cross-disciplinary unit, students are encouraged to bring their diverse disciplinary perspectives to the discussion and assessment.

**FOAR7007: Neoliberalism and its Discontents**
This unit introduces key themes and theorists in contemporary social and political theory. In particular, it will explore competing diagnoses and responses to the winding back of the post-war compromises between democratic states and corporate capitalism. Rather than taking a serial approach to a study of social and political theories, the unit will focus on their, at times diametrically opposed, configurations of this broad problem complex. In an epoch in which neoliberal agendas have both provoked, and perhaps also been facilitated by, the surge of populist politics across the globe, we look to contemporary social and political theories to help us make sense of new developments, to diagnose their costs and unravel future potentials. Can social democratic reformism survive the era of Trump, Brexit and Hanson? Organised as a workshop series, the unit will draw from leading theorists such as: Agamben, Balibar, Boltanski, Brown, Chakrabarty, Fraser, Foucault, Habermas, Honneth. Examining a problematic that is of foundational importance in much current social and political research, this unit is relevant to students across the humanities and social sciences.

**FOAR7008: Globalising Cultures**
Faced with an increasingly interconnected world, disciplines across the humanities and social sciences have taken a “transnational turn” in recent decades. This unit introduces students to transnational and global approaches to the study of global cultural texts. We will examine the competing theoretical frameworks associated with the study of texts and cultures across national borders, including globalisation, postcolonialism, transnationalism, internationalism, diaspora, and world literature. In the process, we will analyse how culture relates to global systems and networks, from the transnational avant-garde to popular culture, from the CIA-funded Congress for Cultural Freedom to revolutionary internationalism, and from “little magazines” to the internet. This unit will adopt a transdisciplinary approach, combining social and political theory, analysis of a wide range of cultural texts and artefacts, and archival research, using both local and digital collections. Students will work towards the development of an independent research essay, and are encouraged to bring their own disciplinary backgrounds to bear in both class and assessments. It will be taught by scholars from across the faculty, and is associated with the World Literatures and Cultures research cluster, whose fortnightly meetings students are invited to join.

**FOAR7009: Quantitative Research Methods**
Quantitative methods are used widely in policy-making, public debate, and social research. This unit provides students with a practical and theoretical guide to the use of quantitative methods in social research. The unit provides a comprehensive overview of quantitative methods in the social sciences. It looks closely at how to measure human behaviours empirically, how to write good survey questionnaires, how to collect survey data and the debates about the potentials and limits of this methodology. Also, quantitative methods involve the statistical analysis of survey data, so the second part of the unit is dedicated to introducing students to a range of statistical models, including multiple regression model. In this unit, students will learn R language for analysing survey data.
Year 1 Scholarship

Domestic candidates enrolled **full time** and **onsite** (i.e., living in wider Sydney-metro area) in the BPhil/MRes program in Year 1 who meet the eligibility criteria outlined below will receive scholarship stipend(s).

<table>
<thead>
<tr>
<th>Year, Session</th>
<th>Value</th>
<th>Minimum eligibility requirement</th>
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<tbody>
<tr>
<td>BPhil Year 1, Session 1</td>
<td>$4,000</td>
<td>Domestic candidates who enter the program with a Macquarie University GPA (or equivalent) of 6/7, who are enrolled full time and onsite in Session 1 of the BPhil/MRes Year 1</td>
</tr>
<tr>
<td>BPhil Year 1, Session 2</td>
<td>$4,000</td>
<td>Domestic candidates who receive a minimum combined Session 1 BPhil/MRes GPA of 6/7, who are enrolled full time and onsite in Session 2</td>
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Domestic candidates meeting the eligibility criteria above entering the BPhil/MRes program in Session 1 of Year 1 will receive a scholarship stipend of $4,000, paid as a single lump sum payment. Eligibility for the stipend is confirmed following the session **Census date**.

Domestic candidates meeting the eligibility criteria above progressing into Session 2 of BPhil/MRes Year 1 will receive a scholarship stipend of $4,000, paid as a single lump sum payment. Eligibility for the stipend is confirmed following the session **Census date**.

Once eligibility has been confirmed via the OHDRTA all BPhil/MRes candidates eligible for the stipend will receive a notification advising the date on which the stipend will be paid. The date of payment may vary depending on the pay cycles in the said year and other factors, such as public holidays.

For more details, see: **BPhil/MRes scholarships for domestic candidates only**.
BPhil Award Exit Option

Candidates who pass 7 units during Year 1 (i.e., achieve 80 credit points) may apply to exit the MRes program at that point and be awarded a Bachelor of Philosophy (BPhil) degree.

Why choose this path?
There are many reasons why exiting with a BPhil may be the right choice for a candidate. Circumstances in your life may have changed, making it difficult for you to focus intensely on a research project in Year 2. Your passion for the subject or for carrying out a research project may have decreased. If you have struggled to complete your units in Year 1 or to perform satisfactorily in these, then this may not be the right time in your life for pursuing a higher degree. This certainly does not mean that you cannot do so at a later date! Indeed, we would urge students who choose to exit with a BPhil to consider returning to Macquarie in the future, to advance to Year 2 when they feel better prepared.

Process
Once it is confirmed that you have met the unit requirements for the Bachelor of Philosophy (Year 1) in the Faculty of Arts, you must complete the following steps if you wish to exit with a BPhil degree:

- **Change of Units (COU) Form** (see Appendices)
  - Question 1: indicate your intention for a total withdrawal from the program and provide a reason/s for your withdrawal.
  - Sign under candidate acknowledgment
  - Obtain your Department MRes Director’s approval (either signature or email sign-off is accepted)

- **Exit with BPhil Award form** (see Appendices)
  - Obtain your Department MRes Director’s recommendation
  - Arts MRes office will obtain the AD/HDR’s endorsement
  - **Note:** this form is not available online and you must contact Arts MRes office to be provided the PDF or Word versions.

Career advice and options
If you choose to exit with a BPhil degree, you may wish to make an appointment to see the [MQ Careers and Employment Service](#) staff, who can assist you with career planning, share a range of resources with you, and help you to refine your CV.
Entering Year 2

As you approach the end of Year 1 you will be contacted by the Arts MRes office (normally in late October).

Please note: you are not required to submit a new application in order to progress to Year 2. However, you will need to complete two forms:

- MRes Year 1 to Year 2 Progression form
- Assignment of Student Intellectual Property (IP) form

These will be sent to you by the Arts MRes office.

What must you do?

1) Complete Section 1 and 2 of the MRes Year 1 to Year 2 Progression form in consultation with your Supervisor and Department MRes Director.
2) Complete the Assignment of Student Intellectual Property (IP) form.
3) Return both completed forms to the Faculty of Arts MRes Office by the deadline specified.

Note: The Arts MRes Office will complete Section 3 of the MRes Year 1 to Year 2 Progression form. Once the Faculty has completed Section 3, they will forward the completed progression and IP forms to OHDRTP for final processing.

What will happen next?

OHDRTp will process your forms and enrol you into Year 2 of the MRes program.

Your enrolment into Year 2 is likely to be finalised by the end of December into January of the following year. When finalised you will be sent an ‘MRes Year 2 Candidature Enrolment Advice’ email from OHDRTp, which will provide directions on how to find your Expected Work Submission (EWS) date and other information relating to your candidature in eStudent.

Please be aware that if your research involves:

- children under 18: you need to apply for clearance prior to conducting your research
- animal, human or biosafety: together with your supervisor, you will apply for ethics clearance prior to conducting your research.

Scholarship for Year 2 – Domestic candidates only

Your eligibility for a Year 2 scholarship will be considered on a competitive ranking based on the performance of all BPhil/MRes Year 1 units towards the end of December (after Year 1 results are available). The final weighted average of every candidate will be ranked and the top ranked candidates will be awarded the MRes Year 2 scholarship. The total number of scholarships awarded will depend on the scholarship budget and the competitiveness of the cohort (including direct entry Year 2 candidates). Students who are awarded a Y2 Scholarship will be notified in late December, before the University closes for the holiday period.

Part-time candidates who will not complete all the required Year 1 units this year

If you are a part-time candidate or you will not be completing all the required Year 1 coursework by the end of Session 2, you are not required to complete the MRES Year 1 to Year 2 Progression form at the end of the calendar year. The Arts MRes office will contact you again when you have completed all the required units.
### Year 2 Timeline (2020)

**FOAR8990 iLearn site**  
All Year 2 students, their Supervisors, and Department MRes Directors have access to the MRes Year 2 iLearn site (see under ‘Full Year’). Check the FOAR8990 iLearn site regularly for Faculty events, updates and announcements.

<table>
<thead>
<tr>
<th>Event</th>
<th>2020 Dates</th>
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<tbody>
<tr>
<td><strong>RF2 Information Sessions</strong></td>
<td>January 22 and 23</td>
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<td><em>(compulsory for all Year 2 students)</em></td>
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<tr>
<td><strong>Research Intensive Workshops</strong></td>
<td>February 11 and 17</td>
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<td><em>(compulsory for direct-entry Year 2 students only)</em></td>
<td>11 am to 12:30 pm</td>
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<td><strong>The Pro Vice-Chancellor's (HDR) Welcome</strong></td>
<td>February 19</td>
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<td>This face-to-face event occurs once a semester, and caters for all</td>
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<td>new BPhil, MRes and PhD candidates [link here].</td>
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<td><strong>Central Commencement Program (CCP)</strong></td>
<td>Online [link here]</td>
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<td><em>(compulsory program for all Year 2 students and is completed online)</em></td>
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<tr>
<td><strong>Confirmation of Candidature (CoC)</strong></td>
<td>3-months from enrolment (or part-time equivalent)</td>
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<td><em>(compulsory for all Year 2 students)</em></td>
<td>TBA</td>
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<td><strong>Seminar: The Art of Presentations</strong></td>
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<td><em>(optional for all Year 2 students)</em></td>
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<tr>
<td><strong>Abstract</strong></td>
<td>June 1</td>
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<td>for June RF2 Conference - Submit online</td>
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<td><em>(compulsory for those Y2 students)</em></td>
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<tr>
<td><strong>RF2 Conference - June 2020</strong></td>
<td>June 15-19</td>
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<tr>
<td>*(compulsory for all F/T students who started Year 2 in January 2020</td>
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<td>and P/T students who started in July 2019)*</td>
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<tr>
<td><strong>Abstract</strong></td>
<td>November 1</td>
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<td>for November RF2 Conference - Submit online</td>
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<td><em>(compulsory for those Y2 students)</em></td>
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<td><strong>RF2 Conference - November 2020</strong></td>
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<td><em>(compulsory for F/T mid-year entry or P/T January 2019 start students only)</em></td>
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<tr>
<td><strong>THESIS SUBMISSION</strong></td>
<td>As per eStudent [link here]</td>
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<tr>
<td><strong>Important:</strong> please check eStudent for your specific Expected Work Submission (EWS) date.</td>
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<tr>
<td><strong>Progression to PhD form</strong></td>
<td>1-month post-thesis submission</td>
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<tr>
<td><em>(for those students who wish to progress only)</em></td>
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</table>
Year 2 Overview (2020)

Every MRes Year 2 must complete 5 activities in order to pass Research Frontiers II. The first 2 are known as **milestone tasks**, while the last 3 are **assessment tasks**.

1) **Milestone tasks**
   i. **Methods Report**: A description and defence of the methodology to be applied in the research project
   ii. **Research Planning task**: Preparation or refinement of a research proposal

The specific requirements for these tasks varies from department to department, so please check with your MRes Director for advice and instructions. These tasks are not graded, but must be deemed ‘satisfactory’.

2) **Assessment tasks**
   i. **Literature Review / Confirmation of Candidature**: A review of the literature pertinent to the research project (worth 5%).
   ii. **Research Frontiers II presentation**: Conference talk (worth 5%)
   iii. **Thesis**: 20,000 words (worth 90%)

**Note**: the breakdown of your final MRes grade is Thesis (90%) + Literature review (5%) + RF2 conference presentation (5%).

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i) **Literature Review / Confirmation of Candidature**:

Students undertaking the MRes Year 2 program in the Faculty of Arts are expected to demonstrate the capacity to write a **Literature Review**. A Literature Review is a vital stage of every research project and successful completion of this task at the 3-month (or part-time equivalent) stage will provide evidence of your ability to:

- synthesise and examine a particular research problem; and
- identify gaps in a field of research that may warrant further examination; and
- determine whether the research question/s and approach are feasible.

Individual disciplines may have specific expectations of how to approach a Literature Review; however, it is well established that the above components of a Literature Review are common across the disciplinary divides. It is for this reason that the Faculty of Arts has selected this research activity to be a Confirmation of Candidature (CoC) task that each student must pass to continue with their thesis.

Three months after your enrolment date (or part-time equivalent), students must submit a Literature Review of **not less than 2,000 words** to their Department MRes Director who will assign two academic members in their Department, usually the Supervisor and one other academic staff member in the research area relevant to the thesis, to mark your submission. The assessors will each provide a mark and feedback to the Department MRes Director.

If you receive an average mark of **50 or above** you will be **Confirmed**: i.e., able to continue with your project.

If you receive an average mark of **less than 50**, your status will be **Pending**: i.e., you will be asked to revise and resubmit your Literature Review 4-weeks (or full-time equivalent) after you receive notification of your grade. **Note**: the mark you initially receive for your Literature Review is **final**. However, the assessors will consider your resubmitted work and decide whether to:

1. **Confirm candidature**: make a recommendation to the Faculty Associate Dean, Higher Degree Research, that your academic progress is satisfactory and that you can proceed with your research project; or
2. **Not confirm candidature**: make a recommendation to the Faculty Associate Dean, Higher Degree Research that your candidature be terminated.
Year 2 Overview (2020) – Continued

Important

Students who fail to submit their Literature Review by the due date or by the deadline for their revised Literature Review (without an approved extension) will be deemed to have failed the task and termination of candidature process will commence.

For further information about the Confirmation of Candidature procedure, please contact your Department MRes Director.

ii) Research Frontiers II Conference Presentation:

Due: early June (for candidates commencing in January and enrolled full-time)
Length: 10 minutes + 5 minute Q&A period

Structure:

1. Briefly describe the topic of your MRes project (i.e., the problem that you are addressing).
2. Identify how this project is situated in relation to relevant published scholarly research (that is, contextualise your topic in relation to existing critical discussions) (i.e., the scholarship that your project is based on)
3. Outline the research design and the methods you are using to answer your research question, explaining why these are appropriate and highlighting any limitations that you have encountered in your study (i.e., what you are doing specifically to address the problem)
4. Describe your findings to date and the potential implications of these for your discipline (i.e., what you have found so far and why it’s important)

Marking:

- Your presentation will be marked out of 100 by either the Faculty MRes Director or the Associate Dean HDR.
- The following marking criteria will be applied (see Appendices for the rubric):
  - Topic and research question
  - Research context
  - Research design
  - Research methods
  - Structure and timing
- A mark will be agreed upon in consultation with your department MRes Director.
- You will receive written feedback and your mark approx. one week after the RF2 conference.

Thesis:

- Length: 20,000 words (±10%)
- Structure: See ‘Thesis preparation’
- Marking: See ‘Thesis examination’

Due: Please see your eStudent account for your Expected Work Submission (EWS) date. This is the date you must submit your thesis. If you are still unsure, then email Arts MRes office to confirm.
Year 2 Scholarship

Domestic candidates progressing from BPhil Year 1 to MRes Year 2, are enrolled full time and onsite (i.e., living in wider Sydney-metro area) and who meet the eligibility criteria outlined below may receive a scholarship stipend*.

<table>
<thead>
<tr>
<th>Program Year</th>
<th>Value</th>
<th>Minimum eligibility requirement</th>
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</table>
| MRes Year 2 - BPhil to MRes progressions | $28,092 per annum (2020 RTP rate). Year 2 stipends are paid on a fortnightly basis. | • Be a domestic candidate, enrolled full time and onsite  
• Reside within the wider Sydney Metropolitan area  
• Request in the progression paperwork to be considered for a scholarship stipend  
• Be a top ranked* candidate as determined by the competitive ranking process by Macquarie University OHDRTP. |

*Eligibility for an MRes Year 2 stipend is determined by competitive ranking based on the performance of all BPhil Year 1 units. Exempt units will not be counted for calculation of the 'weighted average'.

The final weighted average of every candidate will be ranked and the top ranked candidates will be awarded the MRes Year 2 scholarship. The total number of scholarships awarded each year is dependent upon the scholarship budget approved by the University.

Conditions

If you receive an MRes Year 2 Scholarship, please ensure that you are familiar with the 2020 Scholarship Conditions of Award, specifically:

Leave 19. Scholarship leave is subject to approval of leave from candidature. Please refer to the Variations to Candidature Policy.

Annual Leave 20. Scholarship holders receive up to 20 working days paid annual leave for each year of full-time study. The supervisor's agreement must be obtained before leave is taken. Annual leave does not extend a candidate's Expected Work Submission (EWS) date.

We strongly advise that all scholarship recipients plan their annual leave following their thesis submission. If you request leave prior to submission, annual leave is calculated on a pro-rata basis. Additionally, if you take leave without prior permission, you may be required to refund scholarship payments made to you during the unauthorised leave period.

Scholarship conditions of award and funding information

https://www.mq.edu.au/research/phd-and-research-degrees/scholarships/scholarship-conditions-of-award
Forms – Year 2

Note: before completing and submitting any of the below forms it is your responsibility to ensure that you read the guidelines and seek out advice from your Department MRes Directors in the first instance. You may also contact the Arts MRes office (arts.mres@mq.edu.au) if you require further clarification.

Change of Program (COP) Form
Use this for when want to:

- Withdraw from the degree
- Change your attendance (to/from full/part time) *Census dates apply, please see Important Dates
- Change your Supervisor
- Add to or change your tentative thesis title

Extensions (EXTN) Form
You should complete an Extension form (see Appendices) if you have experienced unavoidable delay and will not be able to submit your thesis by your current Expected Work Submission (EWS) date. Extension of a candidate’s EWS date will only be approved under exceptional circumstances and must be supported by your Supervisor and the department MRes Director. There is no guarantee that an application for Extension will be approved by the Faculty MRes Director or the University’s Higher Degree Research Office.

All Extension requests must be accompanied by relevant supporting documentary evidence – applications without supporting documents will not be considered.

An extension of candidature may be granted for a period between 2 weeks and a maximum of 3 months depending on each case. A maximum of two extensions may be allowed.

Acceptable reasons include (for example):

- Illness that lasts more than two weeks.
- Family illness that lasts more than two weeks where you are the primary carer.
- Substantial carer responsibilities (e.g., disabled or aged family members).
- Relocating your home.
- Accidents/misadventure.
- Substantial, unanticipated problems related to the research project (e.g., delay in receiving ethics approval, data access problems, unanticipated change of supervisor, etc.)

Unacceptable reasons include (for example):

- Normal levels of stress or anxiety associated with completion of the thesis.
- Normal or daily family duties, which were in place before starting your thesis year.
- Research-related issues that should have or could have been anticipated – e.g., designing a project that was unlikely to be completed in the allocated time frame.
- “I started a new job and this has affected my ability to focus on my thesis.”
- “I just need a couple more days!”

Important notes on EXTN:

- You must lodge an application for Extension at least 2 weeks before your current Expected Work Submission (EWS) date. Late applications may be rejected.
- If your Extension is approved, you will receive a new EWS date.
- If your extension request is not approved, you will need to submit your thesis by your original EWS date. If you submit your thesis late, penalties will apply.
- You will continue to have access to the Library and to your Supervisor.
- If you are receiving a scholarship stipend, your payments will continue during your Extension period (but only until the end of the scholarship period on December 31).
- You are expected to continue working on your thesis throughout the Extension period.
**Forms – Year 2 – Continued**

### Leave of Absence (LOA) Form

A Leave of Absence (see Appendices) may be granted from 2 weeks up to 3 months for the following reasons:

- Serious illness or injury (a medical certificate must be provided).
- Bereavement of close family members such as parents or grandparents (supporting documentation must be provided).
- Major political upheaval or natural disaster in home country requiring emergency travel and this has impacted on your studies.
- A traumatic experience – for example involvement in or witnessing a serious crime or accident which has impacted you (documentary evidence such as a police report for the event must be provided).

#### Important notes on LOA:

- LOA requests must be submitted at least two weeks prior to the requested leave period. Requests submitted within 3 months of your EWS date may not be approved. In these cases, candidates should consider applying for an EXTN.
- If your LOA is approved, you will receive a new EWS date.
  - A leave of absence is a period of non-enrolment.
  - Access to the Library and to your Supervisor will be suspended during your leave.
  - If you receive a scholarship, your payments will be suspended during your Leave of Absence period.
  - You are not expected to work on your thesis during the Leave of Absence period.

### Offsite Research (OSR) Form:

You must complete an OSR form (see Appendices) if you need to engage in any research-related activity offsite (i.e., off-campus), for example, to carry out fieldwork, conduct interviews or archival work, attend a conference, etc. The OSR form must be submitted and approved before conducting any research-related activities offsite.

This is to ensure that you are fully covered by the University’s insurance while off-campus.

If you are engaging in any international research related activities, you are also required to submit an Travel Risk Checklist.

### Important

As the procedure for conducting OSR is currently under review in the Faculty of Arts, we suggest that you contact the Arts MRes office (arts.mres@mq.edu.au) for detailed instructions well before your offsite research period.
Student-Supervisor Relationship

All MRes Year 2 students are assigned a Research Masters Supervisor to guide them through the research process. However, it can be quite challenging making the transition from the student-lecturer relationship to student-supervisor relationship.

Student expectations

- What kind of role do you see your Supervisor playing in your research experience this year?
- How often do you think you should be in contact?
- What will be the purpose of your meetings?
- How much help do you expect your Supervisor to give you with the writing and editing of your thesis?

To avoid confusion, you need to talk to your Supervisor early in your candidature, in order to answer these questions and clarify your roles.

The Macquarie HDR Supervision Policy states that you should expect the following from your Research Masters Supervisor:

- Meet the minimum standards of appointment
- Collaborate with the candidate to provide research training, timely feedback, and candidature management in line with University expectations of commencement, confirmation, progression, examination, and completion
- **Meet the candidate at least fortnightly** (face-to-face or using digital tools) in addition to any laboratory or bench consultations, unless otherwise agreed by the parties
- Ensure the candidate’s research data and materials are managed in line with the Research Data Materials Handling Toolkit
- Seek the appointment of an HDR Advisor and/or an HDR Cultural Advisor and/or an HDR Supervisor (End-User Partnership), and/or an Adjunct HDR Supervisor where appropriate, in support of the candidate’s research training
- Support the candidate to access and develop real-world research opportunities as part of their candidature
- Support the candidate to develop digital literacies as part of their research training for real-world engagement.

Supervisor expectations

HDR students are also required to stay in touch with their Supervisor regularly, and to keep them apprised of any concerns they may have or important issues as they arise (e.g., such as periods of illness or other impediments to progress).

Please copy in your Supervisor to any email messages you send to your Department MRes Director or to the Arts MRes office.

The Macquarie HDR Supervision Policy states that HDR students are expected to:

- Produce a thesis (or equivalent) which fulfils the degree requirements and is presented in a form consistent with the accepted practices of the University including the HDR Thesis Preparation, Submission and Examination Policy.
Thesis Preparation

Scope

The Higher Degree Research Thesis Preparation, Submission and Examination Policy states that:

“The Master of Research is partly awarded for a research project that critically responds to or reflects on current research in the relevant field by producing clearly justified empirical outcomes or analytical evaluations.”

Note: This is different from a PhD thesis, which is described as follows:

“Research Doctorates enable candidates to undertake extensive, independent research which forms a distinct contribution to the knowledge of a chosen subject, and which affords evidence of coherence and originality shown either by the discovery of new facts or by the exercise of independent critical power.”

Format

Length

- 20,000 words (±10%); or
- 10,000 words + creative component (if applicable)

Note: The word length does not include footnotes, references or appendices.

Presentation

- The written component of your thesis should be presented in A4 PDF format with double or 1.5 spacing.
- Margins should be no less than 3cm on the left border, 1.5cm on the right border and 1.5cm on the top and bottom.
- Pages must be numbered consecutively.

If one of your examiners requests a printed hard copy of your thesis, you will be required to submit a copy with a temporary binding of a stitched and glued soft cover or in hard back form (spiral binding or a loose-leaf binder of the spring-type or screw-type is not acceptable). During binding the edges should be trimmed.

Preliminary pages

Your MRes thesis must incorporate the following pages in order:

- A title page with the thesis title, your names and degrees, your university department and the date of submission/re-submission.
- A table of contents.
- A summary of approximately 200 words.
- A signed statement (see Appendices for an example) indicating the work has not been submitted for a higher degree before, that you have references all sources and the extent to which you used them, as well as your Ethics Committee approval and protocol number (if applicable).
- Acknowledgements (if applicable).
- The written component of the thesis.

Thesis preparation, submission and examination

https://students.mq.edu.au/study/my-research-program/before-submission-and-prep

Editing

If you choose to engage a professional editor, please note that the editing process for HDR candidates is governed by the ‘Guidelines for Editing Research Theses’ as set out by the Institute of Professional Editors Limited (IPEd). You can search for an editor who offers the services you need and has expertise in the subject you are writing about at 'Find an editor'. You must consult your supervisor before engaging an editor.
Thesis Examination

Submission: you must email your MRes thesis to: arts.mres@mq.edu.au on or before your EWS date.

If one or more of your examiners has requested a printed hard copy:
- You must deliver any printed copies to the Arts HDR office as soon as possible and no later than 5 days after your EWS date.
- Note: an electronic copy must be submitted by the EWS date regardless.

Documents to be submitted
- Thesis – single PDF
- Form: Submission of a MRes Thesis for Examination form (see Appendices)

Late penalty
- 1% will be deducted from the final thesis grade per calendar day until the thesis is submitted electronically to the Arts HDR office.

Examination process
1. Your thesis is sent to 2 external, independent examiners (i.e., examiners must not be employed by Macquarie University).
2. The identity of the examiners is not revealed to students (however, these are selected carefully by your Supervisor and must be approved by the department MRes Director and Faculty MRes Director). Your Supervisor must give you the opportunity to discuss the names of any persons you do not wish to examine the thesis and ensure they are not nominated as an examiner.
3. Associate Dean, HDR recommends thesis grade and examination outcome (in consultation with Supervisor and Department MRes Director)
   a. In cases where an outcome on the basis of two reports cannot be determine, including where one of the examiners recommends Revise and Resubmit or Not Award, the thesis is sent to a third examiner.
   b. Once the mark is received from the third examiner, a moderation panel (comprising the AD/HDR and 3 academic staff: one from a related discipline, one from an outside discipline, and the department MRes Director) is convened to discuss the grades and recommend a final mark.

Marking criteria
The criteria on which examiners are asked to evaluate an MRes thesis are as follows (see Appendices for the Examiner's Report form):
- That it has adequately delineated the topic of concern by critically reflecting on current research in the relevant field;
- That the research undertaken produces empirical outcomes or analytical evaluations that are clearly justified and that respond to or reflect on the relevant literature;
- That, in the case of creative theses, as well as (2), the creative component is able to sustain critical scrutiny; and
- That the thesis is satisfactory as regards its literary presentation.

How long does the examination process take?
- Usually c. 4-6 weeks.
- If it is required to send your thesis to a third examiner, you will be informed by Arts MRes office.

MRes Examination FAQs:
https://students.mq.edu.au/study/my-research-program/candidature-management/before-submission-and-prep/mres-examination-faqs

MRes - Thesis Preparation, Submission and Examination Procedure:
**Post-Examination**

**Submitting a digital copy of your thesis to the Library**
Completing HDR candidates are required to submit a digital copy of their final thesis so that it may be added to the Macquarie University ResearchOnline.

You will be instructed to forward the final version of your thesis and a completed Digital Thesis Submission form to the HDRO within 14 days from receipt of the outcome email to: exam.mres@mq.edu.au.

**Final Hardbound Thesis**
The submission of one hardbound copy to the Faculty of Arts is voluntary at this time; however, if you do choose to submit a final hardbound copy of your MRes thesis it would be displayed in the new Arts Precinct.

**If you do not wish to progress to PhD**
If you are not considering progressing to a PhD/MPhil, please contact your Department MRes Director(s) to discuss submission of the alternative milestone component (reflective essay), which is equivalent to the research proposal.

**If you wish to progress to PhD**
- If you wish to progress to a PhD or MPhil degree, you will be asked to complete Part A of the Progression/Expression of Interest form (see Appendices) and submit this along with your research proposal to the Arts MRes office. The progression form and instructions will be provided to you after you submit your MRes thesis for examination.
- If you are undecided of whether you wish to progress you have up to a maximum of 12 months from completing your MRes program to lodge Part A of the progression form. For more information please refer to the progression form guidelines.
- Candidates who completed their MRes program more than 12 months ago, and wish to progress to a HDR program must submit a new online application for admission.

**Scholarships for MRes Year 2 candidates progressing to a PhD (domestic candidates only)**
PhD scholarships for MRes Year 2 graduates progressing to a PhD will be awarded through a competitive ranking process. This is also subject to Faculty approval.

The 3-year scholarship covers a living stipend at the rate of the Research Training Program (RTP) scholarship. Tuition fees for domestic students are covered by the Australian Government's Research Training Program (RTP) tuition fee offset.

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<tr>
<th>Program Year</th>
<th>Value</th>
<th>Minimum eligibility requirement</th>
</tr>
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<tbody>
<tr>
<td>PhD for 3 years</td>
<td>$28,092 per annum (2020 RTP rate). Stipends are paid on a fortnightly basis.</td>
<td>• Be a domestic candidate, requesting to enrol full time and onsite • Reside within the wider Sydney Metropolitan area • Request in the 'Expression of Interest/Progression Form for MRes Year 2 candidates for progression to PhD/MPhil’ paperwork to be considered for a scholarship stipend • Be a top ranked~ candidate as determined by the competitive ranking process by Macquarie University Higher Degree Research Office (HDRO)</td>
</tr>
</tbody>
</table>

Eligibility for a PhD 3-year stipend is determined on a competitive ranking process based on the final MRes Year 2 result. Progressing MRes to PhD applicants will need to select 'Yes’ on Section 3, Part A of the progression form.

All applications will be competitively ranked and the top ranked candidates will be recommended to receive the PhD scholarship. All applicants will be reviewed and approved by the Deputy Vice-Chancellor (Research) and the total number of scholarships awarded each year is dependent upon the scholarship budget approved by the University.
Career Advice

If you decide to exit the degree with a BPhil or do not wish to advance to a PhD after completing Year 2, you may be undecided or concerned about “what next”? What sort of jobs should you consider applying for? What has your degree prepared you for?

Skills

The most important thing to consider - and to highlight in your CV - is the **skills** you have acquired as a BPhil/MRes student.

If you are exiting with a **BPhil degree**, you can emphasise your:

- advanced knowledge in your discipline area
- advanced writing skills
- advanced communication skills

If you are exiting with the **MRes degree**, you can emphasise the above as well as your:

- project management skills (including design, implementation, and reporting skills)
- specialist knowledge or competencies that you have acquired or developed (e.g., fieldwork skills; database design and management; advanced language skills, etc.)

Career advice

Make sure that you take advantage of the Career services offered by the university. The Macquarie Career and Employment Services website notes the following:

“Macquarie’s Career and Employment Service is offered to all current students during their studies and up to 12 months after they graduate. We aim to help students in researching organisations and opportunities, searching and applying for jobs, preparing application documents and provide a platform where students can acquire the skills and experience to get them career-ready.

**Career events** are updated in the calendar on a weekly basis. You can register for our presentations, fairs, and seminars through CareerHub and access a range of tools and resources through CareerWise.

The service runs several industry-specific fairs and events throughout the year to assist students in understanding the range of career outcomes they can achieve with their course and help grow their professional network. The service is dedicated to empowering students to take control of their career aspirations through providing guidance, tools and support to help them succeed.”

Graduate Capabilities - Master of Research (Years 1 and 2)
Stress and Wellbeing

Undertaking a major degree is very stressful at times. This is quite normal. There is so much to do and so little time to do it in! Of course, life often gets in the way of even the most organised researchers, potentially making things even more fraught.

It is inevitable that you will experience some degree of anxiety, particularly in Year 2 as your thesis deadline approaches. However, if you find that the stress is becoming excessive and beginning to interfere with your progress, first of all, know that you are not alone. Many students have similar experiences during their degree, so do not feel that you are the only one who cannot cope!

Unmanaged stress is unhealthy, so it’s important to seek ways to help improve the situation and restore some balance in your life.

First, the most important thing is to talk to others about your concerns: your Supervisor, family, friends, fellow students – and your friendly department MRes Director too. You may be surprised to discover how much good advice is out there.

There are also many simple ways to de-fuse your stress before it becomes too overwhelming. Just taking a short break periodically during the day will do wonders for both your stress and your concentration. Even a few minutes away from the keyboard can have an energising effect (especially when writing). Do something you really enjoy for just a short while - but set yourself a time limit so that you aren’t distracted for too long!

Mindfulness techniques are also a great way to get things back into perspective. Stress is when your brain is being led by your emotions; mindfulness releases your mind, allowing you to be fully present and in control. These two very short videos give you some idea about the power of meditation:

- **Video 1: Mindfulness** [https://www.youtube.com/watch?v=w6T02g5hnT4](https://www.youtube.com/watch?v=w6T02g5hnT4)
- **Video 2: Meditation** [https://www.youtube.com/watch?v=rqoxYKtEWEc](https://www.youtube.com/watch?v=rqoxYKtEWEc)

Campus Wellbeing

Campus Wellbeing offers a whole range of useful services, including counselling, health, welfare, and disability assistance. Please take advantage of their expertise and to also register with them if you have a pre-existing condition. The more help you have at your disposal, the more supported you will be on your MRes journey.
Frequently Asked Questions (FAQs)

For a full list of FAQs please visit OHDRTP’s website:
https://www.mq.edu.au/research/phd-and-research-degrees/faqs
Glossary

**AD/HDR**: Associate Dean, Higher Degree Research

**AHDRO**: Arts Higher Degree Research Office (synonymous with Arts MRes office)

**BPhil**: Bachelor of Philosophy (Year 1)

**CCP**: Central Commencement Program

**CoC**: Confirmation of Candidature

**COP**: Change of Program

**COU**: Change of Unit

**EFTSL**: Effective Full-time Student Load

**EOI**: Expression of Interest

**EWS**: Expected Work Submission

**EXTN**: Extension

**FAQ**: Frequently Asked Question

**FoA**: Faculty of Arts

**HDR**: Higher Degree Research

**IP**: Intellectual Property

**LOA**: Leave of Absence

**MRes**: Master of Research (usually refers to Year 2)

**NoE**: Nomination of Examiners

**OHDRTP**: Office of HDR Training and Partnerships (University’s central HDR office)

**OSR**: Offsite Research

**RF2**: Research Frontiers 2

**RPL**: Recognition of Prior Learning

**USF**: Unit Selection Form

**Y1**: Year 1

**Y2**: Year 2
Appendices

YEAR 1 FORMS
- Unit Selection Form (USF)
- Request for Recognition of Prior Learning (RPL) form
- Change of Units (COU) form
- BPhil Award Exit form (please email arts.mres@mq.edu.au for a copy of this form)

YEAR 1 TO YEAR 2 PROGRESSION FORMS
- Assignment of Student IP form
- MRES Year 1 to Year 2 Progression form (please email arts.mres@mq.edu.au for a copy of this form)

YEAR 2 FORMS
- Change of Program (COP) form
- Extension (EXTN) form
- Leave of Absence (LOA) form
- Offsite Research (OSR) form

CONFIRMATION OF CANDIDATURE FORMS
- Assessor rubric (please visit the FOAR8990 iLearn site)

RFII CONFERENCE
- RFII conference presentation rubric (rubrics are available from the FOAR8990 iLearn site)

THESIS EXAMINATION FORMS
- Submission of a MRes Thesis for Examination
- Statement of Originality (to be included in your MRes thesis preliminary pages)
- Examiner’s Report form
  - MRes Confidential Report for Examiners
  - MRes with Creative Component – Confidential Report for Examiners
- MRes Thesis Corrections Report - Award (Corrections)
- Digital Thesis Submission (for final version after examination)

PROGRESSION TO HDR (PHD/MPHIL) FORMS
- Part A – Expression of Interest/Progression to PhD/MPhil form
- Research Proposal template
  - Note: please email arts.mres@mq.edu.au for a copy of the above form and template

HDR FORMS
- https://students.mq.edu.au/study/my-research-program/candidature-management/changes-to-candidature
- https://www.mq.edu.au/research/phd-and-research-degrees/hdro-forms
Macquarie University is a vibrant hub of intellectual thinkers, all working towards a brighter future for our communities and our planet.

A PLACE OF INSPIRATION
Macquarie is uniquely located in the heart of Australia’s largest high-tech precinct, a thriving locale which is predicted to double in size in the next 20 years to become the fourth largest CBD in Australia.

Our campus spans 126 hectares, with open green space that gives our community the freedom to think and grow. We are home to fantastic facilities with excellent transport links to the city and suburbs, supported by an on-campus train station.

RENOWNED FOR EXCELLENCE
We are ranked among the top two per cent of universities in the world, and with a 5-star QS rating, we are renowned for producing graduates that are among the most sought after professionals in the world.

A PROUD TRADITION OF DISCOVERY
Our enviable research efforts are brought to life by renowned researchers whose audacious solutions to issues of global significance are benefiting the world we live in.

BUILDING SUCCESSFUL GRADUATES
Our pioneering approach to teaching and learning is built around a connected learning community: our students are considered partners and co-creators in their learning experience.