

HIGHER DEGREE RESEARCH

HANDBOOK AND GUIDE FOR CANDIDATES AND SUPERVISORS

2018–2019



HIGHER DEGREE RESEARCH HANDBOOK AND GUIDE FOR CANDIDATES AND SUPERVISORS 2018-2019

This Higher Degree Research (HDR) Handbook and Guide contains information of relevance to candidates and supervisors interested in, enrolled in or involved in any of Macquarie University's research training or higher degree research programs.

The topics listed below are linked to the most up to date information maintained on webpages; most usually information at MQ's website. The list of topics and links is not exhaustive and some of the links may lead you to search for other information contained on our webpages and elsewhere. We encourage you to explore those links.

Furthermore, your search for information may well lead you to questions you cannot find the answer to through these links. By all means contact us at the Higher Degree Research Office (HDRO) or get in touch with relevant Faculty contacts to ask questions. In the meantime, we hope you will look through the topics listed in this Handbook and Guide to find the likely answers to your questions.

Obligations of Candidates in HDR Programs

Candidates in HDR programs at Macquarie University are required assume responsibility for:

1. COLLABORATION

- (a) Work in collaboration with all supervisors to produce a thesis which fulfills course requirements and is presented in a form consistent with the policies of the University.
- (b) Undertake research activity as agreed with your Principal Supervisor and Supervisory Panel.

2. TRAINING

- (a) Become familiar with the HDR rules and expectations as set out in the [Degree Rules](#), the Higher Degree Research Handbook and Guide for Candidates and Supervisors and associated faculty and departmental publications.
- (b) Note that participation in both the [Central Commencement Program and Faculty Commencement programs](#) is mandatory for all HDR candidates.

3. RESPONSIBILITIES

HDR candidates are responsible for:

- (a) becoming an autonomous researcher who can make independent judgments about their research, drawing on guidance from your Supervisory Panel
- (b) being proactive in setting up meetings with your Supervisory Panel and individual supervisors (either face to face, or using electronic media)
- (c) completing all required induction and training courses as soon as possible
- (d) assisting the Principal Supervisor to secure all necessary Ethics approvals
- (e) attending regular formal and informal reviews of progress with supervisors
- (f) providing formal [progress reports](#) as required, through your Principal Supervisor, at periods specified by the University
- (g) research quality and practices, safety, and personal ethical responsibility
- (h) developing a research budget in consultation with your Principal Supervisor
- (i) acquiring information about relevant research funding schemes
- (j) submitting a thesis that fulfills the degree requirements in the form agreed with the Supervisory Panel and within the period of candidature.
- (k) obtaining an awareness of the authorship and co-authorship conventions of your discipline, and implementing as appropriate
- (l) adhering to the [Macquarie University Code for the Responsible Conduct of Research](#).
- (m) actively participating in the research life of the Department and the Faculty.

4. COMPLAINTS

- (a) Ensure awareness of, and implement as necessary, complaint resolution procedures for research related issues.

Failure to meet responsibilities may result in a review of progress.

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GENERAL INFORMATION

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[HDR Rules](#)

[HDR Policies](#)

[Schedule of Degrees](#)

[Research and Research Training Committee](#)

[HDR Frequently Asked Questions \(FAQs\)](#)

[Providing Feedback](#)

RESEARCH INTEGRITY AND RESEARCH MISCONDUCT MANAGEMENT

[Research Integrity and Research Misconduct Management](#)

[The Australian Code for the Responsible Conduct of Research](#)

RESEARCH DEGREES

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[Master of Philosophy \(MPhil\) - introduction and admission](#)

[Areas of Research](#)

RESEARCH TRAINING DEGREES

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[Bachelor of Philosophy/Master of Research \(BPhil/MRes\) for domestic students](#)

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COTUTELLE/JOINT PHDs

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[Cotutelle Agreements](#)

[Cotutelle vs Joint PhD](#)

[Cotutelle Scholarships](#)

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[Macquarie University Supervisor Register
\(MQSR\)](#)

[HDR Supervision Website \(information
for supervisors\)](#)

[HDR Policies and Procedures](#)

[The Candidature Management Plan \(CMP\)](#)

[Research Integrity and Research Misconduct
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[Managing Supervisor/Candidature Conflict](#)

SCHOLARSHIPS

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international students](#)

[HDR Scholarships - for indigenous
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[Cotutelle Scholarships](#)

[Research Training Scholarships and
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COMMENCING YOUR RESEARCH DEGREE

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[Faculty Commencement Program \(FCP\)](#)

[International Student Orientation](#)

[Enrolment Information for HDR](#)

[Candidates Enrolling in Additional Units](#)

[Using eStudent](#)



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INFORMATION FOR CURRENTLY ENROLLED CANDIDATES

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Continuing Students](#)

[Enrolment Codes for HDR Programs](#)

[Annual Progress Reports \(online\)](#)

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[Extensions to Candidature](#)

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[Thesis Preparation](#)

[Presentation and formatting](#)

[Thesis Submission](#)

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[HDR Thesis Examination Portal](#)

[HDR Thesis Preparation, Submission and
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[HDR Thesis Preparation, Submission and
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[Macquarie University Digital Theses
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[Copyright Information for HDR Students](#)

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[Research Writing Groups](#)

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UNIVERSITY SERVICES AND FACILITIES FOR HDR CANDIDATES

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[Transport and Parking](#)

[Student Loans and Grants](#)

[The Co-Op Bookshop](#)

[Food & Shopping](#)

