



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

School of Arts & Sciences

A Guide for Higher
Degree Research
Students

2020



Fremantle

Broome

Sydney

Welcome from the Dean



Welcome or welcome back to the School of Arts and Sciences. We are proud that you have chosen to pursue your Higher Degree by Research with us. We look forward to working with you as you make the journey from responding to questions and debates established by other scholars to defining your own field of research, making significant contributions to knowledge or practice and becoming an expert in your chosen field.

As a Catholic University, UNDA is committed to the integration of knowledge, and in Arts and Sciences you are engaged in a rich interdisciplinary research culture. This means that not only are you supervised by academics who are experts in your field, but that you also regularly get the opportunity to share your research with academics and peers from other disciplines. It is a chance to sharpen your ideas in dialogue with a diverse and supportive community of scholars as well as to develop transferable and highly valued skills in communicating your research clearly and accessibly.

With my best wishes for an enriching HDR experience,

A handwritten signature in black ink, appearing to read 'Cate Thill'.

Dr Cate Thill, Dean and Professor

Welcome from the Arts and Sciences HDR Coordinator



Congratulations on beginning your academic journey into Higher Degree Research at the University of Notre Dame Australia. No matter which degree you've chosen, your experience is sure to be filled with both rewards and challenges. We, in Arts and Sciences, are here to share those experiences with you and to support you in this new stage of your academic career.

As an HDR candidate, you are a valued part of the research community at Notre Dame. It is with the greatest pleasure that I welcome you on board and I look forward to working with you over the course of your degree.

A handwritten signature in black ink, appearing to read 'Karen McCluskey'.

Dr Karen McCluskey

Table of Contents

How to use this Guide.....	4
How do I begin?	6
Step 1: Meet your principal supervisor	6
Step 2: Attend the HDR Research and Professional Development workshops.....	6
Step 3: Complete your Research Proposal	6
Submitting a HDR Research Proposal in the School of Arts and Sciences – the Flowchart.....	9
Step 4: Complete your ethics application.....	13
Data Retention.....	13
Applying for Ethics Clearance in the School of Arts and Sciences – the Flowchart.....	15
Sharing in, and contributing to, a rich research culture.....	18
HDR Research and Professional Development Workshop Program	20
Arts & Sciences Research Seminars.....	22
Research Proposal Oral Presentations	22
External conferences	23
Publishing your research	23
The Monthly Update.....	23
Artefact.....	24
The HDR Representative.....	24
What happens at the end?	25
Submitting a HDR Dissertation in the School of Arts and Sciences – the Flowchart.....	27
Enjoy the journey!	28
Key contacts.....	28
Appendices	29
School of Arts and Sciences Research Proposal Guide.....	30
HDR Research Proposal Cover Sheet.....	32
HDR Draft Research Proposal Report	34
HDR Final Research Proposal Report.....	38
Arts and Sciences Sydney Researcher Metadata Form	39

How to use this Guide

Whether you are completing an 18-month Master of Philosophy or a 3-year PhD, you will be faced with many challenges and opportunities on your journey towards the completion of your thesis. However, you are not alone on this journey. Research can often feel isolating; but it is also a collaborative endeavour. It is important to remember that, at UNDA, you have not just one but two homes to support you on this journey.

1. The Sydney Research Office

As a Higher Degree Research (HDR) student, you are enrolled into UNDA via the Sydney Research Office (SRO), your first home. The SRO oversees research matters on behalf of UNDA's Pro Vice Chancellor – Research (PVC-R), including most of the administration. This includes Progress Reports, enrolment matters, funding, confirmation of candidature, and submission of the final thesis. The SRO has an HDR Education Coordinator who can advise you on many matters related to your candidature, runs postgraduate coursework courses (eg Research Methods courses), and organises campus wide HDR events (eg morning teas, conferences, writing bootcamps). It also has HDR workspaces where you can do some research and engage with other HDR students from across the campus.

For more information about the SRO, please see the *Research Student Handbook* provided with your enrolment documents and visit <https://www.notredame.edu.au/research/research-at-notre-dame/postgraduate-research>.

2. The School of Arts and Sciences, Sydney

The School of Arts and Sciences (Arts & Sciences) plays a supporting role to the SRO on your postgraduate journey. While it is your second home, you will find the larger part of your time will be spent here due to the discipline-specific context of research. In the School, you will interact with staff and other HDR students throughout the term of your candidature. Some of the staff you will come across in the School include:

- a) **The Dean of Arts & Sciences.** The Dean advises the SRO on your progress and is required to approve and sign many important documents, including Progress Reports, Research Proposal Reports, and thesis submission documents.

- b) The Associate Dean, Academic Development and Research.** The Associate Dean, Academic Development and Research (Associate Dean) oversees all research and the progress of HDR candidates in Arts & Sciences and advises the Dean on HDR matters. They usually chair the School Research Committee (SRC).
- c) The HDR Coordinator (Arts and Sciences).** The HDR Coordinator in the School liaises with the HDR Education Officer in the Sydney Research Office and the Associate Dean about HDR matters. They organise HDR workshops and events in the School. You can see the HDR Coordinator to talk about any matters related to your candidature and research progress. The HDR Coordinator will likely be your first point of contact in the School, other than your supervisors.
- d) The School Research Committee members.** The School Research Committee (SRC), which meets on a monthly basis, is made up of usually seven members from Arts & Sciences staff and the Institute for Ethics and Society (IES), who are experienced researchers from a variety of Humanities, Social Science and Behavioural Science disciplines. The SRC is responsible for research quality assurance and strategic development in the School. For instance, the SRC assesses HDR applications, ethics applications, Research Proposals, and thesis readiness for submission. The SRC is usually chaired by the Associate Dean, and includes a student HDR representative to present any HDR concerns or ideas to the SRC.
- e) The Principal Supervisor.** The Arts & Sciences staff member you will work most closely with is your principal supervisor. They will be an expert in your research discipline and work with you from the initial application through to the final submission of the thesis. You should hold regular meetings with your principal supervisor to stay on top of your research project (at least fortnightly to monthly, depending on the stage of your research).

All HDR students/candidates at UNDA are required to have **at least two supervisors**. Your second or **co-supervisor** may be in Arts & Sciences, in another UNDA School, or external to UNDA. No matter the case, make sure you also have regular contact with and feedback from your co-supervisor/s too (eg face-to-face, Skype, telephone, email).

This guide, then, is designed to help you understand the role of Arts & Sciences in your personal research journey and to navigate the various School-related policies and processes. These processes support those of the SRO and UNDA more widely (see also: <https://www.notredame.edu.au/about/policies>). The guide also informs you about the School's research culture, of which you are a welcome and integral part. Our HDR students are the future of Humanities, Behavioural Science and Social Science research at UNDA, and thus we want to help you to become the most successful researcher you can be.

How do I begin?

Whether you are an MPhil, Masters by Research or PhD student, the first thing you should do is meet with your principal supervisor and establish a regular meeting schedule. While the number of meetings you have with your supervisors might vary according to the stage of your candidature, in the early stages you should meet regularly to complete the initial demanding stage of defining your research project. This can be a complex and time-consuming process involving a number of steps and stages.

Step 1: Meet your principal supervisor

At your first meeting with your principal supervisor, you should complete two forms that are required to be lodged with the SRO. These are the **Research Student Study Program** (an overall plan for when you will achieve the major milestones of your candidature) and the **Supervisor Research Student Expectation Questionnaire**. Your principal supervisor will guide you on completing these, and the SRO will likely email you a copy of each document. In addition to the Research Student Study Program, you and your supervisor may work out more detailed, shorter-term goals and timelines. It is also good to get into the habit of taking notes (Minutes) at each meeting you have with your supervisors (main points of discussion, goals to achieve before the next meeting, etc) and email a copy to your supervisors afterwards. That way you all have a record of each meeting, which will come in handy when completing the SRO's Progress Reports.

Step 2: Attend the HDR Research and Professional Development workshops

All HDR students in the School of Arts and Sciences, whether Masters or PhD, in their first semester or their last year, attend the HDR workshops. This may be in addition to MPhil or other coursework courses. The first workshop will be held early in the first semester and will run on a monthly basis throughout the year. The workshops will develop your research and professional skills, and you will have the opportunity to meet and interact with other HDR students. The workshops are integral to creating a research community and support network. See more about the HDR workshops on pp. 20-21.

Step 3: Complete your Research Proposal

The first major milestone for research students is the **Research Proposal**. The Research Proposal is also the second most important milestone next to submitting your final thesis as it sets out your research goals, which must go through a vigorous internal and external validation process. The

Research Proposal is completed in the first six months of candidature (or part-time equivalent) and includes such things as your research question and aims, a review of the literature, research methodology and design, and proposed timelines. There is an UNDA guideline related to the Research Proposal, which can be found here:

https://www.notredame.edu.au/_data/assets/pdf_file/0007/2005/GUIDELINE-Format-and-Presentation-of-a-Research-Proposal-for-Higher-Degrees-by-Research.pdf. Arts and Sciences also has a guide based on the UNDA guideline and other supporting documents, which will be provided by your principal supervisor and/or the HDR Coordinator (and can be found in the appendices in this Guide).

The Research Proposal process can be a little daunting, but its aim is to make sure you have a viable research project that is suitable for your level of research. If you are undertaking an MPhil, you will complete your Research Proposal as part of the SRO course RSCH7003 (one of four courses of study you will complete) as well as in consultation with your supervisors. If you are enrolled in a Masters by Research or PhD, you will complete the Research Proposal in close consultation with all of your supervisors.

There are two components to this process. The first is an **oral presentation** of your Research Proposal, organised by your principal supervisor and the HDR Coordinator. In 2020 these will likely be held on **Wednesday 10 June** and **Wednesday 11 November** (note: may be subject to change so please confirm dates with your supervisor and HDR Coordinator). Arts & Sciences staff, SRO staff and fellow students will be present and offer supportive feedback on your Proposal.

The second component is the **written proposal**, which, while completed around the same time as the oral presentation, is a more complex process and is outlined below:

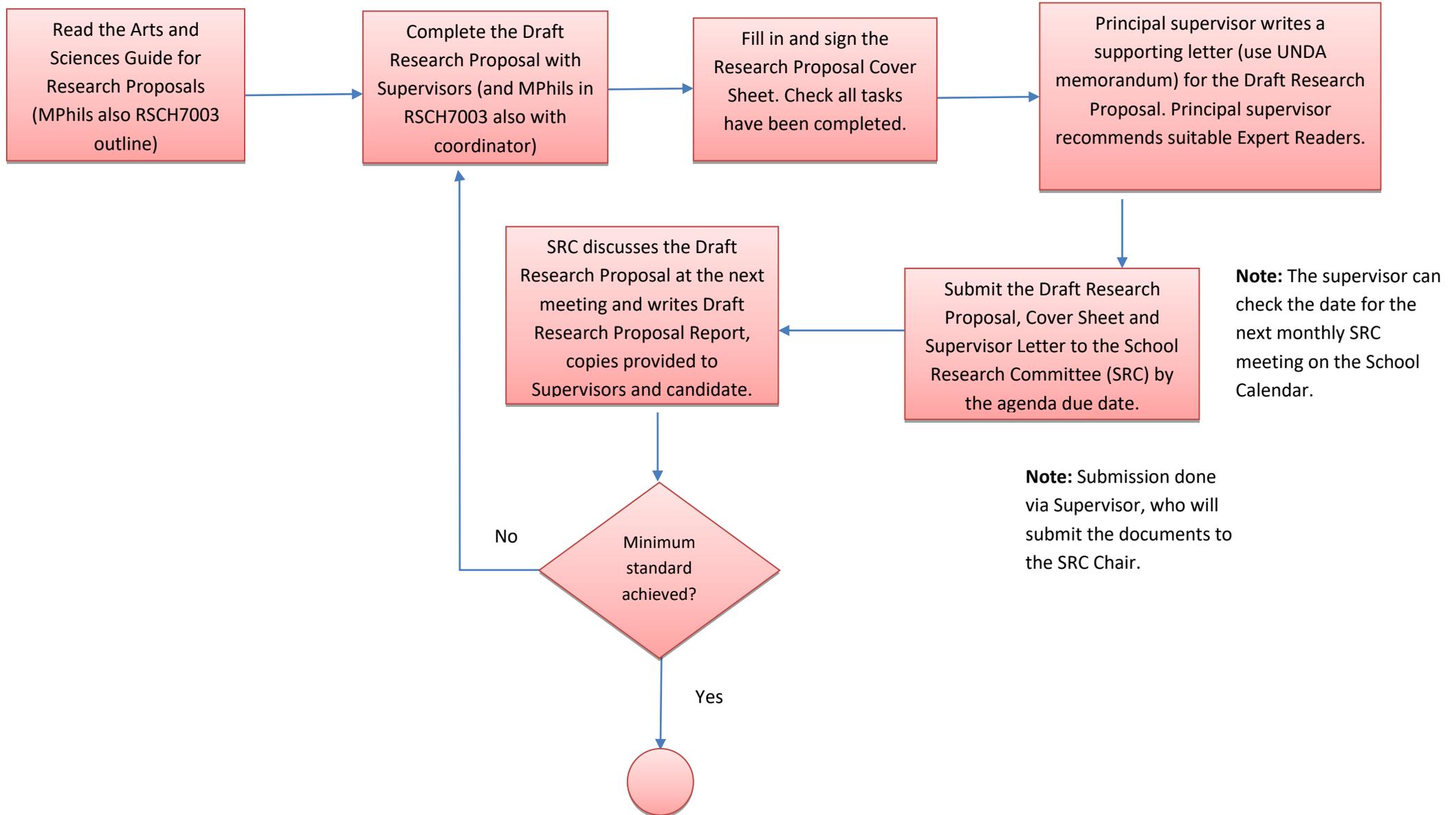
1. Once you, your supervisors and, where relevant, the SRO RSCH7003 course coordinator agree that the written Research Proposal is ready to be submitted, it is sent to the Chair of the School Research Committee (SRC) with supporting documents (Cover Sheet, Letter of Support from Principal Supervisor).
2. The SRC makes a decision on whether the Research Proposal is ready to be sent to Expert Readers in the research discipline area for review. It is quite usual for the SRC to request changes and resubmission as part of this process. This is to ensure that your Research Proposal is sent to the Expert Readers in the best possible shape. You will receive a **Draft Research Proposal Report** (see appendix) from the SRC detailing its recommendations.
3. When the SRC agrees that the Research Proposal is ready for review, the Chair will send it to **one internal and one external Expert Reader**. The Expert Readers are usually recommended by the principal supervisor but can be appointed by the SRC or the Dean.

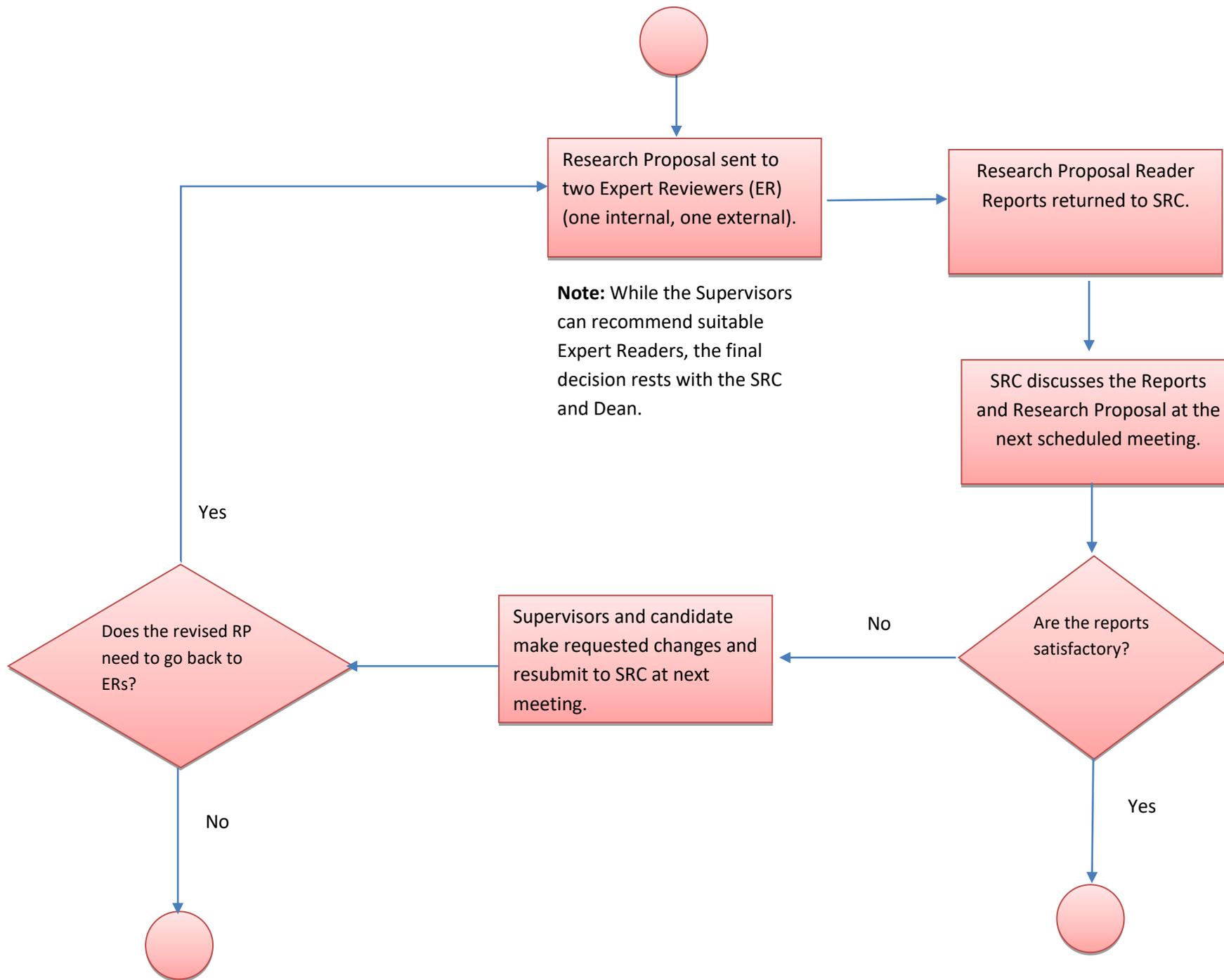
4. The Expert Readers will each send a report to the Chair of the SRC, usually within four weeks. The SRC then views these reports at its next meeting to decide whether to recommend progression to full candidature. Depending on the reports, the SRC may require amendments to be made to the Research Proposal and request resubmission to the SRC.
5. When the SRC is satisfied with the reports and any requested changes, it will make a recommendation to the Dean of the School to proceed to full candidature. You will receive a **Final Research Proposal Report** (see Appendix) detailing its recommendations.
6. If the Dean agrees that the Research Proposal can be accepted, a recommendation will be made to the SRO to proceed to full candidature (else further changes may be requested).
7. The SRO will make a recommendation on acceptance of candidature to the PVC-R at UNDA. You will receive a letter advising of the final outcome and, if accepted, will move from being **a research student to a full research candidate**. You might like to think of it as fulfilling a period of research probation. (NOTE: movement to full candidature may also depend on being granted ethics clearance – see more about ethics on p. 13.)

A flowchart showing the Research Proposal process in the School starts on p. 9.

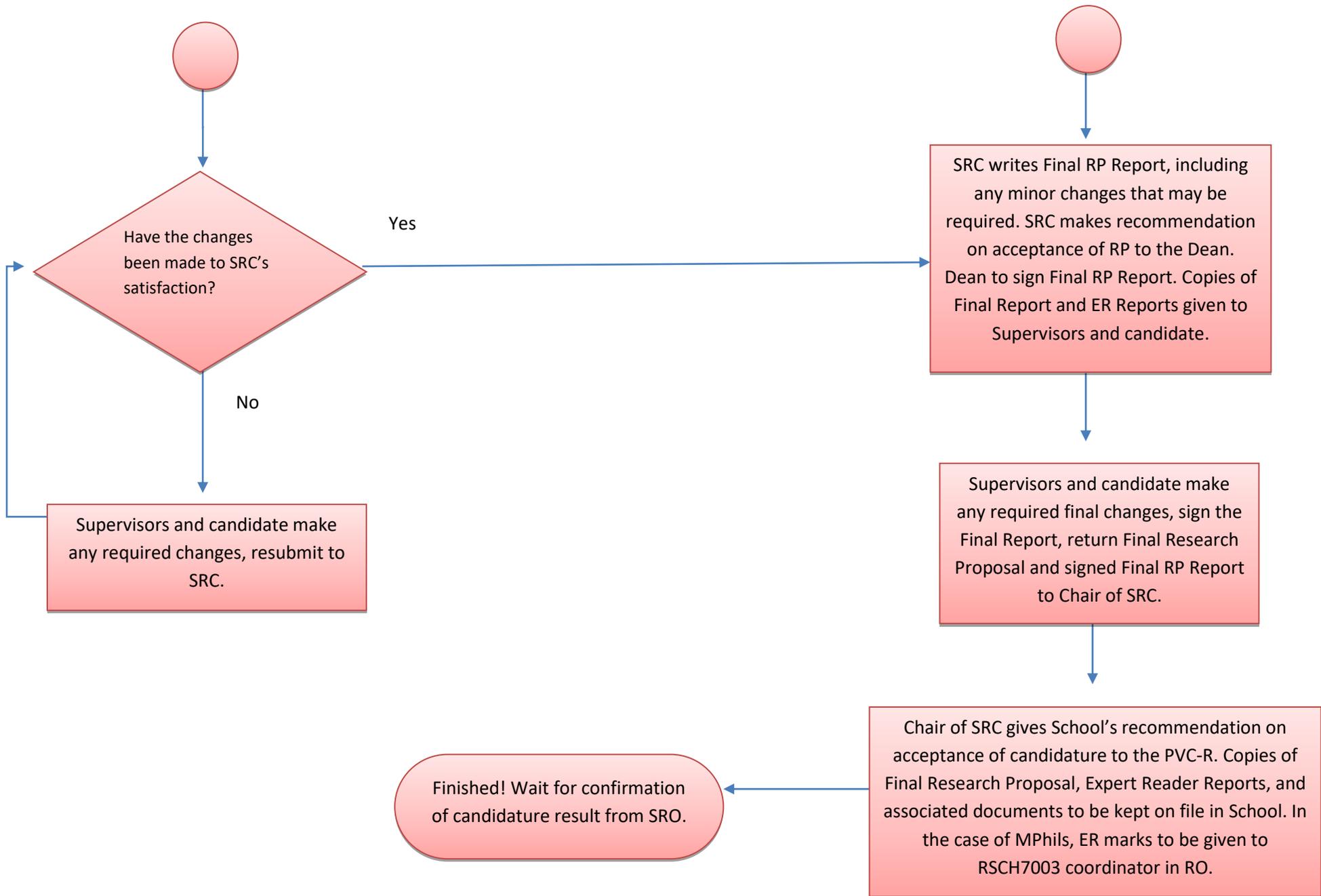


Submitting a HDR Research Proposal in the School of Arts and Sciences – the Flowchart





Note: MPhils (only) receive marks from the Expert Readers. MPhils must achieve a minimum of a Credit grade to be considered satisfactory.



Blank page

Step 4: Complete your ethics application

If you are conducting research that involves human subjects (eg questionnaires, oral testimonies) you will need to have your research approved by UNDA's **Human Research Ethics Committee (HREC)**. While you can submit your ethics application at the same time as your Research Proposal (see above), it cannot receive final approval until the Research Proposal has been accepted. This is because the Research Proposal process may require changes to be made to the research design.

There are two types of ethics review: **Low Risk Ethics** and **Full Review Ethics**. The documents related to ethics can be found at: <https://www.notredame.edu.au/research/research-at-notre-dame/ethics-and-integrity/hre/application-forms>. Your principal supervisor can advise on which one your research falls under (Low or Full), and help you to complete the ethics documentation. You need to allow a lot of time to complete the ethics process as the documentation requires robust and clear information, and it may take several versions to make it through the committees, especially for Full Review applications.

There are two main stages to ethics review, the first in the School and second on the HREC. All ethics applications must first go to the SRC. If the application is **Low Risk**, the SRC, usually after requesting some changes, will send it to the HREC ad hoc committee, which will make a final assessment and further recommendations. If the application is for **Full Review**, the SRC's role is to decide if the application is ready to be submitted to the full HREC, which usually meets on a monthly basis. Once again, changes may be requested by the SRC before it recommends that the application proceeds to final review by the HREC. As it is very important that both the researcher and the research participants are adequately protected, it may take several versions before ethics approval is given.

It is essential not to start doing any research involving human participants until you have received an ethics approval number from the HREC.

The following pages contain the flowchart for Low Risk and Full Review Ethics within the School.

Data Retention

An important part of your ethics application, and research more generally, is the storage, use and sharing of the data you collect. The university has particular policies for data retention, and as a student/candidate you are also expected to abide by these policies. The main policy to read in relation to data retention (and ethical conduct of research more generally) is the **Policy: Code of Conduct for Research**, especially pages 3-4

(https://www.notredame.edu.au/data/assets/pdf_file/0006/2004/CODE-OF-CONDUCT-Research.pdf).

The School has developed procedures for data retention based on the Code of Conduct for Research. This involves:

1. Storing an independent copy of your original data in a protected folder on the School's drive. The data is loaded into this folder by the Senior Administrative Officer (or delegate) in the School or the Associate Dean. Having a copy of the data stored in the School means that:

- there is an independent and secure copy of the data which can be used to verify the accuracy of published data (whether in a thesis or publication);
- there is a back-up copy of your data;
- that the university, as per the Code of Conduct, retains a copy of your data after you complete your program; and
- where it is relevant, and appropriate consent has been given, data can be shared with other researchers as per UNDA data sharing policies and procedures.

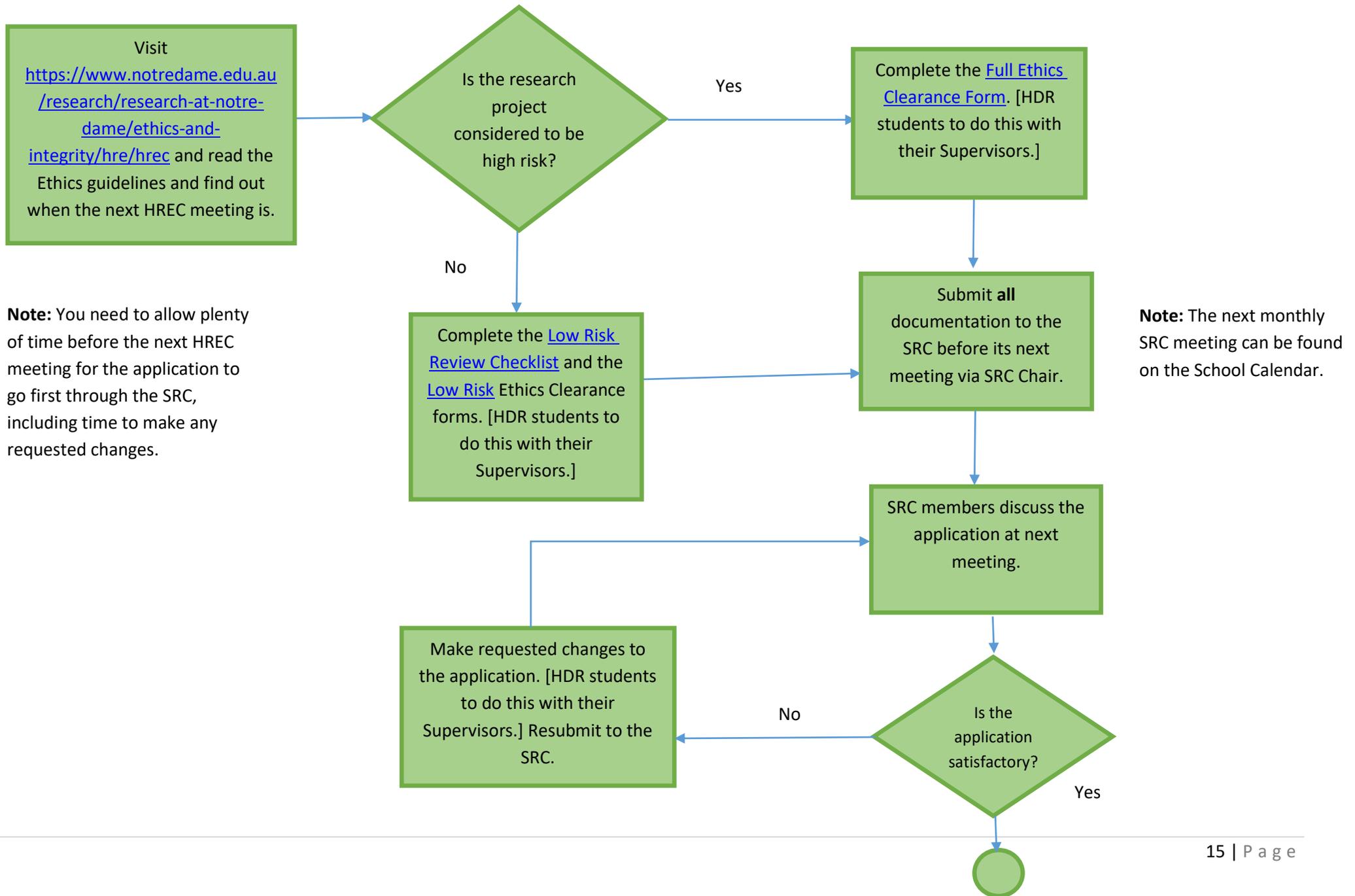
You should arrange to have your data uploaded to the School folder as soon as possible after data collection has been completed. The consent forms, where relevant, should also be uploaded, along with any other documentation you consider important.

2. Storing your copy of the data in a safe and secure place as per the Code of Conduct. The best place to do this is your H drive space (accessible via MyNDPortal), allocated to you as a student of UNDA. Hard copies of data and consent forms should be stored in a locked filing cabinet on campus, for instance in your principal supervisor's office.

3. Completing a form to collect the metadata about your research data. This is stored separate to the data in a database file. A sample of the Researcher Metadata Form has been included in the Appendices section of this Guide.

For further information, ask your principal supervisor, the HDR Coordinator or the Associate Dean for the latest copy of **Procedure: Data Storage and Retention in School of Arts and Sciences (Sydney) for Staff Researchers, Postgraduates and HDRs**, the **Arts and Sciences Sydney Researcher Metadata Form**, and the **Instructions for completing the Arts and Sciences Sydney Researcher Metadata Form**.

Applying for Ethics Clearance in the School of Arts and Sciences – the Flowchart





Blank page

Sharing in, and contributing to, a rich research culture

You are a developing researcher, and an important part of this development is to be embedded in a research culture. This means interacting with more than your principal supervisor. It is through networking and sharing your research, and experiencing the research ideas and outcomes of others, that you can progress to become the best researcher you can be. Sometimes this can be daunting, but it is also extremely rewarding and inspiring.

HDR Research and Professional Development Workshop Program

The Workshop program for HDRs in the School of Arts and run approximately once a month throughout the year and are coordinated by the HDR Coordinator.

In 2020 the Workshops will run on various days and times. See the table below for further information.

The aims of the workshops are to:

1. **Provide a community of peer support for all the School's HDR students and their supervisors.** The workshops will encourage the kind of collegiality that is to be found when working in academe, where staff researchers often work collaboratively and provide feedback to each other on their research projects.
2. **Act as a reading, writing and presentation group.** Part of being an academic is that your work is peer reviewed. While you get some of that from your supervisors, you can also receive feedback from each other and other academics. The workshop will provide a friendly and supportive environment to share written work (thesis chapters, journal articles), or to practice presentations (School seminars, conferences, oral research proposals, 3min thesis). This also forms part of what academics call collegiality.
3. **Gain advice from each other (and the coordinators) on key components of the HDR research cycle,** from the Research Proposal through to Examination. This includes being aware of the Regulations, Policies, Procedures and Guidelines, both UNDA and School, that govern the HDR lifecycle.

4. **Develop profession skills, sometimes with guest speakers.** These may include such things as getting published, impact and engagement in research, giving a conference presentation, developing a research profile or applying for research grants. These sessions will complement those run by the SRO.

5. Perhaps most importantly, **get opportunities to socialise and have fun!**

You are welcome to make suggestions to the HDR Coordinator for ideas to include in the workshop program.

The following table contains the workshop meeting dates for 2020 (note they may be subject to change, so check your student email regularly). Further information will be provided as the year progresses.

Wed 10 June	<p>KEY DATE: HDR ORAL PROPOSAL PRESENTATIONS 10am – 12pm</p> <p><i>(all students are expected to come and support the junior candidates as they commence their journey)</i></p> <p>Since you're here: ½ DAY WRITING BOOTCAMP</p>	TBC TBC
Wed 15 July	<p>MEET AND GREET INCOMING STUDENTS 10 30 – 12 30.</p> <p>Workshop: Positionality (being aware of your own discourse)</p>	NDS2/220
Wed 12 August	<p>Keep the ball rolling – A & S writing bootcamp 9am – 5pm</p>	TBC
<p>WEEK OF 24 AUGUST</p> <p>MENTOR MEETUPS! This week mentors and newbies will meet to discuss (literature reviews)</p>		
Wed 16 September	<p>Preparing for and accepting academic critique 10 30 – 12 30</p>	TBC
<p>KEY DATE: WEEK of 5 OCTOBER</p> <p>SUBMISSIONS TO SRC</p> <p>Students wishing to submit final thesis to the Research Office in Semester 2 2020, must submit their theses to the SRC (Sydney Research Committee) this week for A&S approval. See pp 25 - 27 below for full submission process.</p>		
Wed 14 October	<p>Research Code of Conduct and Data Retention 10 30 – 12 30</p>	TBC
<p>WEEK of 26 OCTOBER</p> <p>MENTOR MEETUPS! This week mentors and newbies will meet to practice/refine (proposals and presentations)</p>		
Wednesday 11 November	<p>HDR oral presentations</p> <p>PLUS: School-only mini-conference</p> <p>End-of-year celebration.</p> <p>10 am – 4 pm</p>	TBC

Arts & Sciences Research Seminars

In conjunction with the School of Philosophy & Theology, Arts & Sciences runs ‘research-in-progress’ seminars during both Semesters. The seminars are relatively informal and friendly spaces to try out research ideas and get feedback from those present. Both staff and HDR students/candidates attend and present at these seminars, usually held at lunchtime on a weekday.¹ For instance, you could present a draft of a paper you wish to present at a larger conference, a chapter of your thesis, or ideas for a journal article.

All HDR students are **expected to attend** the Research Seminars as part of their candidature and their development as a researcher. They are also **expected to present** their research at least once before submission of their thesis (twice for PhD candidates). Even if a seminar presentation is not in your particular discipline area, a cross-disciplinary perspective can prompt new ideas to emerge, or you might be inspired to use new formats to present your research. And it is just interesting and exciting to see what other researchers are doing. Supporting the research of others is what we call collegiality and is an important part of working in an academic environment.

Speak to your principal supervisor or the HDR Coordinator to find out more about the Research Seminars. The Research Seminar program is organised by the Associate Dean (or delegate) and is usually advertised on the Arts & Sciences website. You will be notified of upcoming Seminars via your student email account.

Research Proposal Oral Presentations

One of the most important early steps you will take in your journey will be to develop a formal Research Proposal (see more on pp. 6 - 11). In addition to a written component, there is an oral presentation of the Research Proposal organised by the HDR Coordinator. Rather than just present your own, you should also **attend those of your Arts & Sciences HDR colleagues**. If you are yet to give your oral presentation, going to one by another student will give you an idea of what it is all about. If you have already presented, you can show your support and offer feedback. By doing this you are participating in and contributing to the School’s research culture, and once again demonstrating collegiality. Provisional dates for the oral presentations in 2020 can be found in the table on pp. 20 - 21.

¹ This can be changed to suit individual circumstances, when necessary.

External conferences

In order for your research to have real and visible impact, it is important to circulate it beyond your enrolled institution. The next step, therefore, is to present your research at an appropriate national or international conference. Your principal supervisor can advise on the best conference in your discipline area for this purpose. Some conferences publish a conference proceedings, which might allow you to publish some aspect of your research. Conferences are also great for networking with key scholars in your discipline – perhaps someone you might co-publish with, or even a future employer. You can use some of the funds provided to you as an UNDA HDR student to help pay for conference costs and travel (see the SRO for advice on this funding).

All Masters by Research and PhD candidates are expected to present at an external conference at least once during their candidature, and MPhil students are encouraged to do so where possible.

Publishing your research

The thesis is the ultimate aim of HDR candidature, but another way to disseminate your research along the way is to publish in conference proceedings (see above) and/or in academic journals. Normally these publications would be based on a small section of your wider research or be something related to but not directly part of your thesis. Seek advice from your principal supervisor on what and where you can publish in your discipline area. You can also co-publish with your supervisor/s. It is a great advantage to publish during your candidature as it will make you more competitive in the job market after you graduate. It also offers external validation of your research project and skills.

All Masters by Research and PhD candidates should aim to publish at least one article during their candidature, and MPhil students are encouraged to do so where possible.

The Monthly Update

Each month, the Associate Dean (or delegate) sends out a research bulletin called the *Monthly Update*. This is a shorthand way to see what is happening related to research in the School, and a place to include your own research achievements. The *Update* includes recent publications, key dates, upcoming conferences, grant opportunities, and a column for students written by the HDR Representative to the SRC. Be sure to let the Associate Dean know about any of your publications so they can be celebrated in the *Update*.

Artefact

The companion research publication to the *Monthly Update* is *Artefact*. This magazine is usually published once a Semester (twice yearly) in Arts and Sciences and is overseen by the Associate Dean. *Artefact* offers more in-depth research news from the School and is disseminated to the wider UNDA and external community. It includes researcher profiles, extracts from recent publications, and conference reports. The link to the latest issue of *Artefact* can be found on the Arts & Sciences web page:

https://www.notredame.edu.au/data/assets/pdf_file/0014/44501/Artefact_issue07.pdf.

As an HDR student/candidate in Arts and Sciences, you can contribute to *Artefact* in a number of ways. For instance, each issue profiles one HDR candidate, or you can submit a conference report. You can also find out who has recently submitted their thesis in the HDR Snapshot section. See the Associate Dean if you would like to know more about contributing to *Artefact* – or even getting involved in its publication.

The HDR Representative

The School Research Committee invites one HDR candidate to represent the diverse voices of the School's HDR students/candidates at their monthly meetings. The representative is usually a PhD candidate in at least their second year of study, or a Masters candidate in their second year (or part-time equivalent for both). However, the HDR Representative plays a larger role than this. As stated above, for example, they write a column for HDRs in the *Monthly Update*. Other activities they may be involved in include coordinating HDR academic and social activities, running HDR groups such as a Writing Group, or maintaining a social media space to enable Arts and Sciences HDRs to connect.



What happens at the end?

So, you have survived your candidature, attended workshops, seminars and conferences, published a paper or two, and made lots of new friends and professional contacts. And finally, you achieve your ultimate goal and complete your MPhil, Masters or PhD thesis. How is the thesis then submitted?

As with other research procedures in the School, there are a number of steps to the submission process.

1. Make sure that the format of your thesis, including the referencing system, conforms to the UNDA guidelines. The guideline for the format of a thesis can be found here: https://www.notredame.edu.au/_data/assets/pdf_file/0009/2007/GUIDELINE-Preparation-and-Presentation-of-a-Research-Thesis.pdf; or, if completing a thesis by publication, see: https://www.notredame.edu.au/_data/assets/pdf_file/0011/2009/GUIDELINE-Thesis-by-Publication.pdf (note that if you are completing NTRO with a creative artefact and exegesis, you will need to check with your supervisors for the appropriate format). UNDA currently supports three referencing systems, which you can find on the UNDA Library website: <http://library.nd.edu.au/referencing>. Consult with your principal supervisor as to the most appropriate system for your discipline. You should allow time to edit your thesis very carefully to remove all typographical errors, including in the references.
2. When you and your principal supervisor agree that the thesis is ready for submission, you should contact the SRO and the HDR Coordinator to find out the current processes and get the most up-to-date documents. These will likely include the **Thesis Submission Checklist**, the **Declaration of Authorship** (which needs to be included in the actual thesis), the **Thesis Declaration** form, and the **Examiner Nomination** form. You will be part of the discussion about the selection of examiners for your thesis, but the final decision rests with your principal supervisor, the Dean of Arts and Sciences and the Director of the SRO. There are three examiners for a PhD thesis (all external to UNDA and at least one from outside of Australia), and two examiners for a Masters or MPhil thesis (both external to UNDA).
3. The thesis must first be presented to the SRC to independently determine readiness for examination. The SRC may request further changes before recommending proceeding to examination. The SRC will also make a recommendation to the Dean on the suitability of the proposed examiners.

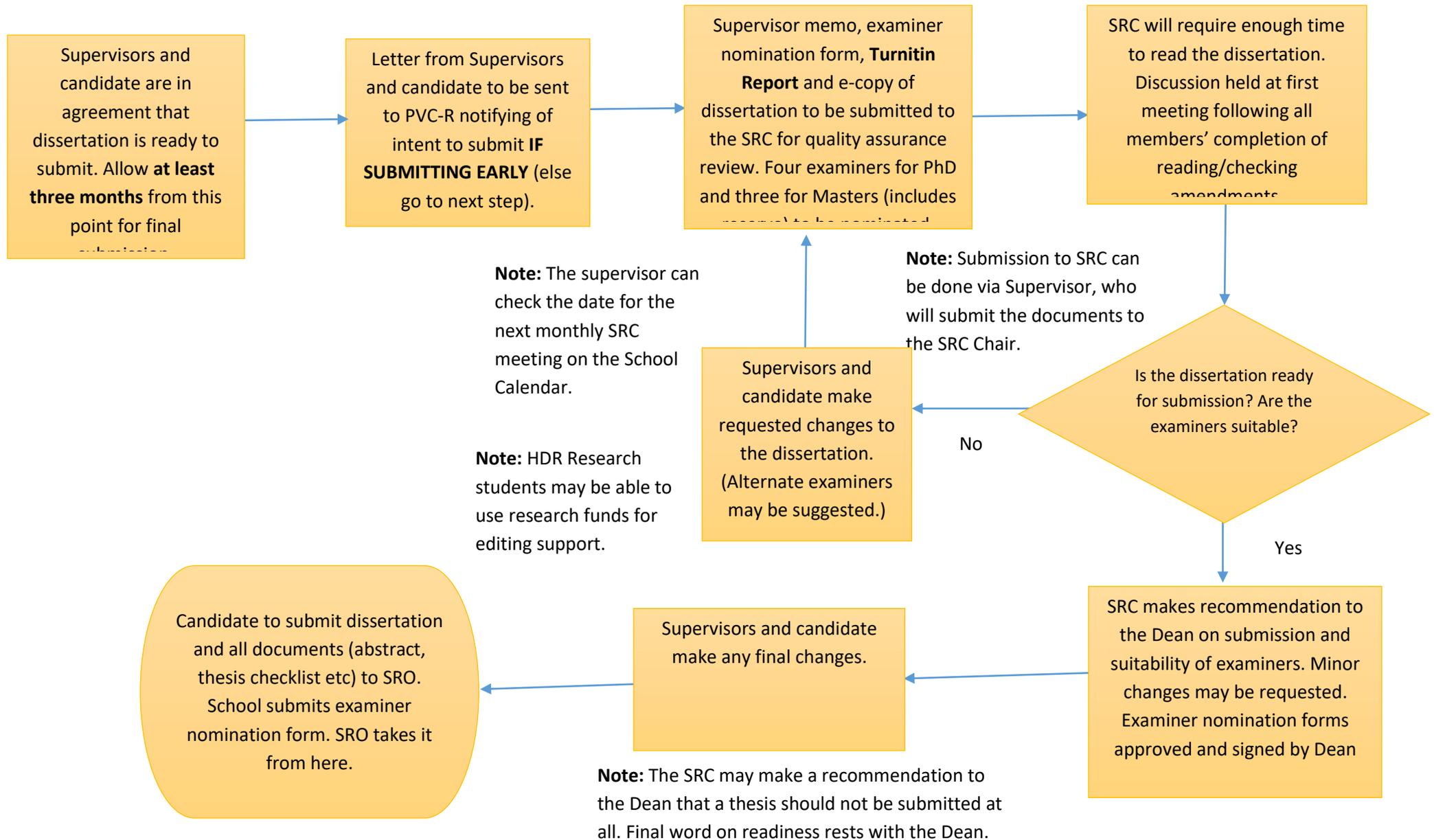
4. Once the SRC members are satisfied that the thesis is ready for examination, they will make a recommendation to the Dean of Arts and Sciences. The Dean will make a final decision on the readiness of the thesis and the suitability of the proposed examiners. When satisfied, the Dean will approve the Examiner Nomination form and all documents will be forwarded to the SRO.

5. The Director of the SRO and the PVC-R have the final word on both the readiness of the thesis and the suitability of the proposed examiners. From this point the SRO, along with the UNDA Research Degrees and Scholarships Committee (RDSC), will oversee the process of examination. Please note that, while UNDA will do all it can to expedite matters, the examination process can take many months to complete. You may need to make further changes to your thesis, based on the examiner reports, before you can be awarded your degree.

A thesis submission flowchart can be found over the page.



Submitting a HDR Dissertation in the School of Arts and Sciences – the Flowchart



Enjoy the journey!

The most important thing of all is to make the most of your time as a HDR candidate in the School of Arts and Sciences. As well as achieving your research outcomes, the postgraduate journey is one you will remember and value for the rest of your life – the trials and, most of all, the triumphs.

All the staff in Arts and Sciences would like to wish you the very best on your personal HDR journey, and never forget that we are all here to help you, and to celebrate your achievements, along the way.

Key contacts

The Sydney Research Office sydney.research@nd.edu.au

The School of Arts and Sciences sydney.artssciences@nd.edu.au

Dean of the School of Arts and Sciences cate.thill@nd.edu.au

Prof Cate Thill

Associate Dean, Academic Development
and Research, Dr Christine de Matos christine.dematos@nd.edu.au

HDR Coordinator (Arts and Sciences), karen.mccluskey@nd.edu.au

Dr Karen McCluskey

Links:

UNDA Research Degree and Course Regulations:
<https://www.notredame.edu.au/about/governance/regulations>

UNDA Policies, Procedures and Guidelines: <https://www.notredame.edu.au/about/policies/list>

Appendices

Please note that these are edited samples to use as a guide only, correct at the time of publication. Please check with your principal supervisor or the HDR Coordinator for the most recent (and fillable) versions.

1. Arts and Sciences Research Proposal Guide
2. SRC Research Proposal Cover Sheet
3. SRC Draft Research Proposal Report
4. SRC Final Research Proposal Report
5. Researcher Metadata Form

*School of Arts and Sciences Research Proposal Guide for
HDR Students and Supervisors*

**School of Arts and Sciences
(Sydney)
School Research Committee**

The written Research Proposal is an important step in the progress of all Higher Degree Research students. Together with the oral presentation, it is used to confirm the candidacy of the student. The proposal helps determine if the project is feasible and of an acceptable scholarly standard, and that the student has the skills and resources necessary to complete the project with the guidance of their supervisors in a timely manner.

The first step is to submit the Draft Research Proposal to the School Research Committee (SRC) for approval. Once approved, expert Readers will be appointed, and arrangements can be made for the oral presentation.

The SRC is made up of experienced research academics from a variety of Disciplines. It is therefore of utmost importance that the proposal is **written in a way that can be easily understood by non-specialist reviewers**. Avoid using too much jargon in the Proposal.

While Research Proposals may vary between the different Disciplines, please use the following as a guide to formatting and structuring your document. Students are to be advised by their supervisors on which sections are most appropriate to include in accordance with the norms of the Discipline area. Further details on Research Proposals can be found in UNDA **Guideline: Format and Presentation of a Research Proposal for Higher Degrees by Research**, found on M drive: Arts and Sciences/Research/Information for Supervisors or at https://www.notredame.edu.au/data/assets/pdf_file/0007/2005/GUIDELINE-Format-and-Presentation-of-a-Research-Proposal-for-Higher-Degrees-by-Research.pdf

Margins:	2.54cm margins all around (left, right, top and bottom)
Font:	Use one of the following fonts in black for the main text: <ul style="list-style-type: none">• Calibri, font size 11 (now the default font in Microsoft Word); or Times New Roman, font size 12;• Use font size 10 for footnotes (Chicago only)—which is the footnote default in most word processing programmes
Justification:	Left (excluding the title, which can be centred)
Spacing:	Double line spacing Single-sided A4 paper, insert page numbers bottom right
Length:	c. 6000 words (or as long as it needs to be)
Title Page:	Containing the name of the student, the title of the thesis, discipline, the name of the degree, the name of the university, all supervisor names, and the year

Structure (as per UNDA Guideline: *Format and Presentation of a Research Proposal for Higher Degrees by Research*). **Note that not all sections will be relevant for all disciplines in A&S, and the order can be changed to suit. NTRO students should especially consult with their supervisors about the best format.**

1. Title
 2. Summary/Abstract
 3. Introduction
 - a. Overview
 - b. Aims and objectives
 - c. Research question/s
 - d. Potential significance
 4. Review of the significant literature
 5. Methodology (*may include any of the following*)
 - a. Theoretical perspectives (*if more appropriate to discipline, can also go in lit review*)
 - b. Research design
 - c. Site or population selection
 - d. Data collection methods
 - e. Data analysis methods
 - f. Limitations of the research
 - g. Ethical considerations
 - h. **FOR Non-Traditional Research include a sample of your creative component.**
 6. Appendices
 - a. Timeline (*table format preferred*)
 - b. Draft chapter outline
 - c. Budget/funding (*table format preferred*)
 - d. References (*should be one of UNDA's three referencing formats*)
 - e. Research Instruments (*where applicable*)
-

Submission checklist

Along with the Draft Research Proposal, please submit the following:

1. The completed and signed **School of Arts and Sciences HDR Research Proposal Cover Sheet**
2. A **letter from the principal supervisor** stating that they:
 - a. agree the Research Proposal is of the required standard;
 - b. accept that the student can achieve the work outlined; and
 - c. agree that the student has the necessary resources and support to complete their research. In addition, the supervisor should include recommendations to the SRC for **suitable internal and external Readers** for the Research Proposal.
3. (Optional) An application for ethics approval. **NOTE:** ethics approval *cannot* be given before the acceptance of the Research Proposal and confirmation of candidature. The application can also be submitted subsequently to and separately from the Research Proposal.

The student and supervisor may be requested to make further amendments to the Research Proposal before it is submitted to expert Readers. Please complete these in a timely manner and submit before the deadline given by the SRC. In the event of a resubmission, a **new Cover Sheet** (detailing the changes made) and **Supervisor Letter** must be provided.

If this is a RESUBMITTED version of your Research Proposal, please complete the following table.

Date of last submission to SRC:

Requested Amendment	How has this amendment been addressed?	Page Number

Review Version: 1 2 3

Candidature Commencement Date: Date of this review:

1. Candidate Details

Title: Student ID:

Type of Degree:

Full Name:

Principal Supervisor: Title of Thesis:

Co-Supervisor/s:

2. Presentation and Format

a. Writing is of an acceptable standard and is thoroughly proofread.

Ready for Review Needs further development

b. Overall standard of presentation, formatting and organization is acceptable.

Ready for Review Needs further development

c. Referencing style is appropriate for discipline and is correctly formatted.

Ready for Review Needs further development

d. Abstract or summary is adequate.

Ready for Review Needs further development Not Provided

Further comments:

3. Research Question and Aims

a. Research question and aims are appropriate to the degree.

Ready for Review **Needs further development** **Not Provided**

b. The potential significance of the project has been addressed.

Ready for Review **Needs further development** **Not Provided**

c. Limitations of the project have been addressed.

Ready for Review **Needs further development** **Not Provided**

d. Sound knowledge of research field is displayed.

Ready for Review **Needs further development** **Not Provided**

Further comments

4. Literature Review and Methodology

a. The Literature Review demonstrates a satisfactory understanding of the research topic.

Ready for Review **Needs further development** **Not Provided**

b. The conceptual framework(s) is appropriate.

Ready for Review **Needs further development** **Not Provided**

c. Methods of data collection and analysis are appropriate.

Ready for Review **Needs further development** **Not Provided**

Further comments:

5. Ethics Approval

Has an ethics approval been achieved?

Yes **No** **Pending** **Not Applicable**

Further comments:

6. Research Plan and Resources

a. The draft outline of the thesis is appropriate.

Ready for Review **Needs further development** **Not Provided**

b. The draft timeline is achievable.

Ready for Review **Needs further development** **Not Provided**

c. Budget and funding is feasible and adequate.

Ready for Review **Needs further development** **Not Provided**

d. There is adequate infrastructure available for the project.

Ready for Review **Needs further development** **Not Provided**

e. There is adequate technical and software support for the project.

Ready for Review **Needs further development** **Not Provided**

f. Is there further training required?

Yes **No**

Further comments:

7. Supervisory Arrangements

Is the project adequately supervised?

Yes **No**

Further comments:

8. Comments on Overall Proposal

Please provide comments on the Research Proposal overall, considering the aims, feasibility, significance, originality and readiness to progress:

SRC Research Proposal Recommendation

1. Recommended to proceed to Expert Readers.

2. Recommended to proceed subject to minor amendments requested in section 8.

3. Required to resubmit to the SRC. SRC follow up review date:

Signatures SRC Chair:

Name:

Signature:

Blank page

Arts and Sciences Sydney Researcher Metadata Form

Researcher ID

Researcher Name

Principal Supervisor *(if applicable)*

Name of Program *(if applicable)*

Project Name

Purpose of Research

Ethics Approval Number

Ethics Approval Date

Research Participants

Data Capture Date

Data Collection Method

Data Format

Language

Restrictions on Data Access

FoR Code/s

Research Funding Body *(if applicable)*

Research Funding Amount *(if applicable)*

Keywords