



Higher Degree Research Program

Never Stand Still

Faculty of Arts & Social Sciences

School of Humanities & Languages

Humanities and Languages Higher Degree Research Program Induction

March 2020

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Welcome – Head of School

It is my pleasure to welcome you to our School and its research community.

The School of Humanities and Languages is one of Australia's leading centres of teaching and research excellence in the Humanities and Languages. Our academic staff members are internationally recognised scholars and leaders in their fields. We host a vibrant research culture with a diverse cohort of Honours and postgraduate research students. We provide students with critical skills, historical perspectives, and language proficiency, preparing you for a thriving career with a global perspective. We are ranked in the top 51-100 universities worldwide for our expertise in History, Philosophy, Modern Languages and Linguistics. In the Excellence in Research for Australia report in 2018, much of our research was rated 'above world standard', and also received the top rating for Impact.

The School has a strong publication record; major monographs and research articles written by staff regularly appear in nationally and internationally recognised journals and publications. We also have a history of success in securing competitive research grants, including Australian Research Council awards. Finally, the School's impressive cohort of HDR students enriches this vibrant research culture.

The School is distinguished by its range of specialty courses and research opportunities in key disciplines and multi-disciplinary research areas. Our scholars engaged with a wide range of contemporary and traditional thought and problems. The diversity of our approaches ensures that our programs and our research challenges, engages and informs.

In short, the School of Humanities and Languages offers a dynamic, multidisciplinary research environment for HDR students. We strive to provide a challenging yet supportive environment for our research students.

I encourage you to read this induction material carefully and if you have any questions, please contact the Post-graduate Coordinator.

I wish you a successful and productive candidature and look forward to reading and hearing about the exciting new research that you contribute to our School.

Professor Timothy O'Leary

Head of School

Contacts

School level

Acting Postgraduate Research Coordinator (PGC)

Until 31 July 2020

Associate Professor Simon Lumsden, Email: s.lumsden@unsw.edu.au

Simon is the first point of contact for queries, problems and all other aspects of HDR life not covered by the Faculty or GRS. Please feel free to make an appointment to talk with Simon if there is any information you need or problems regarding candidature or supervision you need to talk through.

Acting Deputy Postgraduate Research Coordinator:

Until 31 July 2020

Dr Ruth Balint, Email: r.balint@unsw.edu.au

Ruth chairs some of the Research Progress Review Panels, and can be contacted for queries regarding reviews.

Postgraduate Research Coordinator (PGC)

From 1 August 2020

Associate Professor Karyn Lai, Email: k.lai@unsw.edu.au

Deputy Postgraduate Research Coordinator:

From 1 August 2020

Associate Professor Simon Lumsden, Email: s.lumsden@unsw.edu.au

Head of School

Professor Timothy O'Leary, Email: t.oleary@unsw.edu.au

The Head of School follows research students' progress and is happy to talk to you about aspects of your candidature.

HDR Support Administrator

Email: hal-pg@unsw.edu.au

The HDR support administrator Chloe Fong, handles the administrative aspects of postgraduate research, including scheduling Research Progress Reviews (RPRs). Please read all email correspondence that is sent to you and ensure that you have set up your UNSW student email as this is the email that will be recorded on the School distribution lists.

Faculty level

Associate Dean Research Training, Faculty of Arts and Social Sciences

Professor Dorottya Fabian, Email: d.fabian@unsw.edu.au

Dorottya approves all applications for the program and chairs the Higher Degree Committee that oversees all student progress reports and examinations. Dorottya also chairs the committees that provide funding for postgraduates for conferences and research.

HDR Team Leader, Faculty of Arts and Social Sciences

Neha Desai, Email: neha.desai@unsw.edu.au

Neha looks after the administrative side of the Faculty support for Postgraduates, including applications for study space.

Graduate Research School

Candidature Management Officer, Graduate Research School

Laura Derkenne, Email: arts.grs@unsw.edu.au

Laura looks after the administrative side from the perspective of the Graduate Research School. She works closely with Simon/Karyn and the HDR support administrator and is the person from the GRS specially assigned to the Faculty of Arts and Social Sciences for our Postgraduates.

Faculty Research Culture

The Faculty of Arts and Social Sciences brings together a wide variety of workshops, seminars, events, conferences and other opportunities for you as our HDR cohort to participate in the Research Culture of the Faculty and the wider University. The Faculty maintains a monthly-updated website on HDR research events held throughout the faculty: <https://www.arts.unsw.edu.au/current-students/research-students/research-culture/>

HAL Research Culture

HDR students can pursue a Master of Arts by Research or a Doctor of Philosophy in any of the following research areas:

- ⦿ [Asian Studies](#)
- ⦿ [Australian Studies](#)
- ⦿ [Environment and Society](#)
- ⦿ [European Studies](#)
- ⦿ [History](#)
- ⦿ [Interpreting & Translation](#)
- ⦿ [Linguistics](#)
- ⦿ [Philosophy](#)
- ⦿ [Women's and Gender Studies](#)

Research Clusters and Networks

Research in HAL is supported by Faculty interdisciplinary networks. Broaden the scope of your research by moving beyond traditional disciplinary boundaries. The Faculty has a number of significant research clusters listed below. Take your time to find out more about these clusters and feel free to contact their organisers if you wish to attend their seminars:

- [Biopolitical Studies Research Network](#)
- [Children and Youth Research Network](#)
- [Forced Migration Research Network](#)
- [Gendered Violence Research Network](#)
- [Globalisation and Governance Research Network](#)
- [Intellectual Disability Behaviour Support Program](#)
- [Practical Justice Initiative](#)
- [South Asia @ UNSW](#)
- [New Earth Histories Research Program](#)

School Seminars

HAL encourages HDR students to build strong collegial and research relationships with HAL academic staff and beyond. Within our School we offer numerous ways for HDR students to engage in our School research culture. For example, we run seminar series, symposia, and HDR conferences. Attendance at relevant seminars is compulsory for students in the first year of candidature (see “Seminar Requirement” below.)

Chinese Studies Seminars

The Chinese Studies Occasional Seminar Series provides a forum for specialized lectures, presentations and interaction with researchers working across a broad range of Chinese Studies. We have had presentations given by international as well as Australia- and Sydney-based experts in a broad range of areas relevant to the study of Chinese literature, culture, language and society.

Coordinator: Prof Jon von Kowallis, j.kowallis@unsw.edu.au

History Seminars

The History seminar series meets on Tuesdays, on a fortnightly basis. The program of each Term is available on the [School website](#). It is also sent as a PDF document to Faculty members and HDR students.

The history seminar is a very valuable forum to get research training and meet external historians (including international scholars). Frequently, the most valuable papers are those that are not related to your area of research. Attending those papers is more interesting than listening to someone talking about a topic you already know about. All research papers are an opportunity to engage with different perspectives and methodologies, to reconsider our own certitudes, to compare various historical contexts and create bridges between them. During a seminar, you also engage with the speaker during question time, you learn how to ask a question in a professional context, how to conduct an academic discussion more generally.

A seminar also provides the opportunity to meet other scholars than your supervisor, to establish contacts and sometimes develop collaborative relations with them, including other members of the seminar.

You should exploit all the opportunities offered by the School to improve your research training and the seminar is a wonderful forum that you should make the most of.

Coordinator: A/Prof Nick Doumanis, n.doumanis@unsw.edu.au

Japanese Studies Seminars and Symposia

The Japanese Studies group hosts occasional Seminars and Symposia often in collaboration with the Japan Foundation, and are advertised by the School of Humanities & Languages through the [School's event page](#), as well as the Japan Foundation's newsletters.

These Seminars and Symposia provide a forum for interacting with researchers working across a broad range of areas in Japanese Studies including language and linguistics, education, literature,

popular culture and others. In these gatherings, papers are given by international visiting academics, as well as local experts, followed by general discussion with the members of the audience. Some of the events held at the Japan Foundation are open to the general public, and provides a venue for a wider discussion with members of the community.

These events are especially informative and useful for post-graduate students and researchers to engage with topics of relevance in the Japanese studies discipline. More information can be found via the [School's event page](#).

Coordinator: Dr Sumiko Iida, s.iida@unsw.edu.au

Linguistics, Interpreting and Translation Seminars

Linguistics, Interpreting and Translation Seminars are typically held during session on Tuesdays from 3pm, and are advertised by the School of Humanities & Languages through the [School's event page](#) and local posters.

The Seminar Series in Linguistics provides a forum for interacting with researchers working across a broad range of areas in linguistics including descriptive, theoretical, applied and experimental linguistics. We also have occasional papers given by international experts in a broad range of areas relevant to the study of language, language acquisition, language technology, bilingualism and language in society.

The Interpreting & Translation Seminar series showcases leading scholars, practitioners, and stakeholders in this rapidly developing field. The Seminar series hosts a range of local and international speakers on a diverse spectrum of topical issues from the Interpreting & Translation discipline of today. The seminars are especially informative and useful for post-graduate students and researchers to engage with the current state-of-the-art and future of I&T, and is exciting and welcoming venue for others, especially HDRs, to also present their work and interact with this expanding community. More information can be found via the [Discipline page](#) and the [School's event page](#).

Coordinator: Prof Ludmila Stern, l.stern@unsw.edu.au

Philosophy Seminars

The Philosophy Seminar meets on alternate Tuesdays, from 12:30-2:00, during regular term time only. Talks run for 40-50 minutes, with the remaining time given over to discussion. Dr Heikki Ikäheimo is coordinating the Philosophy seminar in 2020; please contact him if you would like to be included in the email list for seminars, or to present in the seminar.

Coordinator: A/Prof Melissa Merritt, m.merritt@unsw.edu.au

Support for Student Activities

Students may apply for funds from the School budget for HDR student activities as described:

- HDR seminars
The School can support HDR student seminars by providing coffee/tea, juice/water and biscuits. There is a cap of \$40 for refreshments.

If you would like to apply for the above funding, please email the HDR support administrator, hal-pg@unsw.edu.au, four weeks prior to your event.

HDR Student Representation

School PG representation

HAL has a HDR student representative with a one-year term. Expressions of Interest are called every year, around November. The PG student representative engages with Faculty level support programs for HDR students and liaises with other HDR students in terms of initiatives to enhance HDR presence and engagement on campus and beyond. The HDR representative is invited to the School Board as a non-voting member.

Duties of the HAL HDR student representatives include:

- Liaising with student cohort, and bring any relevant issues of concern to the attention of the PGC or the PGC Deputy.
- Serving as a point of contact for PGC and PGC Deputy in matters directly related to students such as organisation of social activities or other academic or research related activities.
- Actively encouraging student participation in relevant research events organised by the School.

Our current HAL HDR student representative is Muhammed Ourang, m.ourang@student.unsw.edu.au

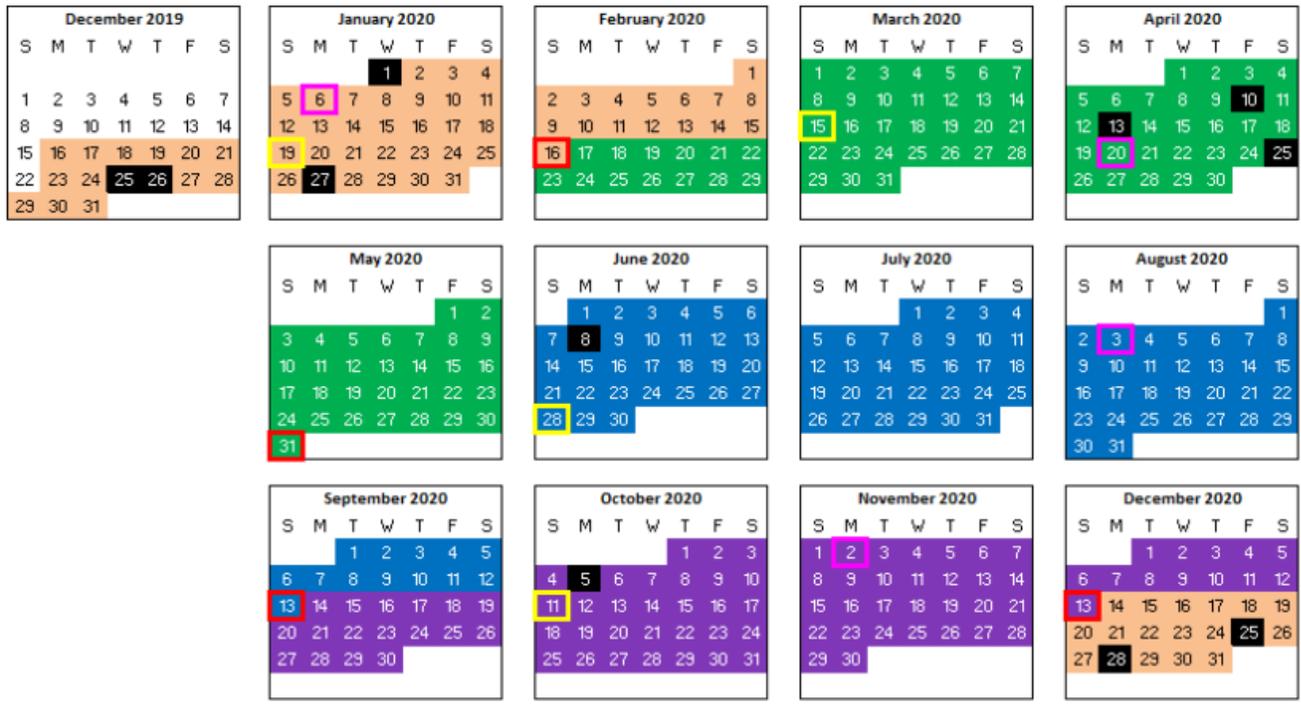
Faculty PG Representation

The Faculty level HDR representative sits on the Higher Degree Committee and represents students' interests, and chairs the Arts and Social Sciences (A&SS) HDR Student Committee.

The A&SS HDR Student Committee was established in 2012 by Faculty Staff and HDR Students to bolster the HDR student culture within the Faculty and to provide support for HDR students. The Committee is run by student volunteers who dedicate between 2-6 hours of their own time each month to hold meetings, prepare and organise events, and to maintain channels of communication between the Committee and the A&SS HDR student body. Throughout the year, the Committee holds a series of events aimed at enriching the research culture for HDR students in A&SS. These include welcome breakfasts for new and existing HDR students, a 'Nuts and Bolts' workshop series on academic skills, a thesis writing-boot camp, and the annual A&SS Postgraduate Student Conference.

Our Faculty HDR student representative is **Axelle Marjolin**, a.marjolin@unsw.edu.au

The HDR UNSW 3+ Calendar in 2020



Legend:

- Term 1
- Term 2
- Term 3
- Summer Term

- Thesis Submission
- Census Date
- Earliest date to commence for upcoming Term
- Public holidays

Research Progress Reviews

All HDR students (MA Research, PhD) are required to undergo a progress review in every calendar year of their candidature. These are called “Research Progress Reviews” (RPR).

For **first year** postgraduate students, the first RPR is normally scheduled around 9 months from the census date of the semester in which they commenced their candidature. It must occur at least 3 months prior to the relevant census date, which marks the completion of the first full-time equivalent year of enrolment.

- For **full-time** PhD candidates, the first year’s review will be a Confirmation review (more below).
- For **part-time** PhD candidates, the first year’s review will typically be a regular Research Progress Review (RPR) and the second will be the Confirmation review.
- Masters by Research candidates will have a regular RPR at the end of their first year. They are required to undergo a Confirmation review *only if* they wish to convert their enrolment to a PhD research program (for details see [Admission to Higher Degree Research Programs Procedure](#)).

The Confirmation Review

PhD candidates are required to undergo a Confirmation review within their first (full-time equivalent) year of candidature. Where the requirements of the confirmation are met, this indicates that the research candidate has demonstrated to an independent panel that they have developed a feasible research program appropriate for PhD level qualification.

If confirmation is not achieved within the first year (i.e. if marginal or unsatisfactory at their first Confirmation review), the confirmation period may be extended to fifteen months for full-time PhD candidates or thirty months for part-time candidates in order to allow sufficient time for a follow up review to be held.

Confirmation review – process

Students are required to give a 20-minute oral presentation of their proposal in an open seminar forum prior to a one-hour review by the confirmation review panel. They may receive feedback and comments from their supervisors, other academics, as well as peers.

There will be a one-hour panel review, normally chaired by the Postgraduate research coordinator. The panel comprises members of the supervisory team as well as an independent reader. This is a closed meeting, at which the candidate is given an opportunity to speak in confidence about their achievements, needs and difficulties they have encountered in their first year.

As part of this process, the panel has to be assured that, after one year of full-time equivalent enrolment, the student has a viable thesis topic and an appropriate methodology, has critically reviewed the relevant literature and has a thesis plan that identifies required sources.

Confirmation review – documents

Candidates will need to upload the following materials to GRIS approximately 3 weeks in advance of the Confirmation Review:

- a. Evidence that the UNSW Research Integrity module has been completed (more below)
 - b. Evidence that Faculty/School specific confirmation requirements (e.g. seminar attendance) have been met. (see Appendix 1)
 - c. The HAL RPR timeline form, that sets out clearly the chapters of your research project, when you expect to complete first or polished drafts, and whether your supervisors have already provided feedback on the chapters.
 - d. An established and feasible, detailed thesis research plan, which addresses the following components:
 - Aims and scope of your research project;
 - Significance and originality of your research (which situates your project against the background of existing research – in some fields, this is called a “critical literature review”);
 - Your research approach and method (this should have the theoretical and conceptual ideas that have guided your thinking, how you intend to incorporate primary and secondary sources, and field work and ethics approvals, where appropriate);
 - A draft chapter (this may be a substantial critical literature review).
- As a rough estimate, the total word count of your research documents should be around 10,000.

NB. As you can see, there are some overlaps in the listing above (for example the GRIS milestones lists ‘literature review’ separately from ‘research plan’). The aim of listing these various components is to give you a sense of what is required rather than to be prescriptive. In some disciplines, the methodology is the significant focus at the initial stages of a project and therefore will need to be more developed; in some others it will be the critical literature review; and in others, candidates might be writing their first substantial draft chapter. As these requirements are discipline specific, candidates are required to consult with their supervisors concerning what they should be working on in their first year.

The aim of the confirmation review is to support candidates achieve outcomes that are suited to their project and their approaches to research. The focus of the review is the viability, integrity and rigour of the research project and not a box-ticking exercise.

UNSW Research Integrity module

UNSW provides online training and support for HDR students. All candidates are automatically enrolled in the compulsory online Research Integrity Moodle course. Candidates are sent an email with a link to their UNSW email address soon after commencing their degree. Candidates need to successfully complete the online UNSW Research Integrity course prior to their Confirmation Review. After completing the course, log into [myUNSW](#) and take a screenshot/photo showing that it has been completed. You should upload this screenshot to GRIS with your confirmation review documents.

The GRS has developed a new website for HDR student support, called **HDR [Extend Your Career](#)**. The website is designed to assist Candidates in navigating candidature requirements and researcher skill development opportunities at each stage of their candidature and beyond.

Faculty-based workshops

Face-to-face workshops are designed to complement the online courses in our research training program. Workshops offered by the faculty are outlined at the [Faculty Research Training website](#). Please study the details on this website carefully to identify which workshops you'd like to attend, and register early.

Faculty also offers an online workshop on publishing. This course, [Publish in 12 weeks](#), can guide students towards successful publication of ongoing thesis and post-thesis work. Current students may access the Publish in 12 weeks program at any time during their candidature.

Complete details about the research training program can be found on the [Faculty's website](#).

Seminar attendance requirements for HDR students (mandatory)

While all HDR students are strongly encouraged to attend seminars and research forums during their entire candidature, first-year students are **required** to attend seminars in their closest disciplinary area and to provide evidence of their seminar attendance.

As a guide, PhD candidates are expected to have attended 8 seminars in total by the time they progress to confirmation of candidature. Masters by Research candidates are required to have attended 5 seminars by their first (full-time equivalent) review.

Attendance at seminars, conferences, symposia within UNSW and outside UNSW is equally accepted. Students should liaise with their supervisors to select the most relevant events for their academic progress.

Students are responsible for collecting evidence (title, date, location and event organiser/presenter's signature) by using the template attached (**See Appendix 1**) and upload this evidence to [GRIS](#) at the time of confirmation.

Seminar Presentation Requirement

As our HDR learning outcomes include the ability to disseminate research outcomes to the wider research community, it is compulsory for all HDR students to present their research in a discipline-relevant seminar series or postgraduate conference/symposium event (at least one during their

candidature). Presentations within UNSW and outside UNSW are equally accepted. Students should liaise with their supervisors as to which events would contribute to their career development to the best effect.

When to present?

Seminar presentation requirement can be fulfilled at any stage during the candidature, but prior to the “Intent to Submit Thesis” notification. Students should work closely with their supervisors to determine the timing of the presentation. The PGC may not support a thesis submission if the seminar presentation has not been fulfilled.

What evidence is required?

Evidence of seminar presentation needs to be uploaded to the relevant Research Progress Review form in [GRIS](#). Acceptable evidence of presentation is a copy of the abstract, the relevant conference program where the candidate’s name is listed and/or an email confirmation from the event organiser that the paper was presented.

Auditing Courses

Should you audit courses? There is no standard requirement for students to enrol in coursework, unless some requirement was specified at the point of admission. For most candidates, the question of whether you should audit courses, and which ones you should pick, is something that you will need to decide on in consultation with your supervisor/s. You will need to check the UNSW online handbook for postgraduate courses as well as some advanced-level undergraduate courses, to see if there is any appropriate course that will be edifying for your research.

You might want to look up courses that will not only help you develop your understanding of your research field, but also orientate you to the nature of education and research in Australia, if you are not familiar with the Australia education system and its culture (e.g. sometimes, attending a course at Honours level might be quite helpful). Yet, on the other hand, you want to keep the auditing of courses down to a minimum so that your research project will not be disrupted. This is why it is important for you to look up courses, then consult with your supervisor to discuss what you hope to get out of these courses.

There are two ways in which you can audit a course. The first is to get in touch with the lecturer to ask if you may just ‘sit in’ their classes informally. This also means you are not required to undertake any assessment for the course.

Occasionally (and secondly), your supervisor might require that you enrol in a course (e.g. a statistics course, or a language course), and attempt all assessment for this course. In this case, the course mark will be recorded on your transcript of academic record. If you are required to enrol in a course with assessment, this is what you need to do:

- 1) Obtain written approval from both your supervisor and the course convenor, for you to audit the course. A one-line email is fine.
- 2) Forward the HDR administrative support officer these emails, along with the course name, code, and the Term in which it is running.
- 3) Once the HDR support officer has received these, they will contact the GRS who will enrol you in the course. You will receive a confirmation email from Alex Skinner at GRS once this has been done.

Support and funding for students

GRS Support

Read the newsletters the GRS sends to you via email. They offer completion scholarships, seminars and workshops. Scholarship students receive some funding for thesis binding etc.

UNSW Postgraduate Research Support Scheme (PRSS)

The PRSS scheme offers support for HDR students to attend international conferences if they are presenting a paper. Details of this scheme as well as eligibility conditions are available [here](#).

Faculty Support

1. The Faculty provides a study space (in Morven Brown or Robert Webster) and a desktop computer. You can apply for a space via [this link](#).
2. Various forms of [Research and Support Funding](#), including for conferences. Students may apply for funding for fieldwork or to go to archives essential for their research or to attend conferences if they are presenting a paper. Only students who have passed the thesis proposal requirements are eligible. Check the website and due dates for applications. You will also need a letter of support from your supervisor.

School Support

1. Specific workshops, for instance on how to prepare for the Research Progress Review and for Confirmation of Candidature are run by the School during the year and you will receive information about them.
2. Postgraduate presentations/conferences for first year students presenting their thesis proposals.
3. School and Centre Supported Essential Research Funding. HDR candidates may apply for up to \$300 per year for expenses specifically related to research, such as conference travel, thesis binding and printing etc (*make sure you keep receipts for such research-related expenses*). There

are two funding rounds per year with details on the Faculty [Funding webpage](#). Please enquire with the HDR administrative support officer (hal-pg@unsw.edu.au) if you have any questions. Any expenses approved must be on the basis of satisfactory progress reviews.

Useful links

Graduate Research Page: <https://research.unsw.edu.au/units/graduate-research-school>

- This is where you will find all the information about the HDR programs and the relevant policies.

Graduate Research Information System (GRIS): <https://gris.unsw.edu.au/login>

- This is your one-stop shop for all details relating to your enrolment and candidature.

Research Ethics and Compliance Support: <https://research.unsw.edu.au/about-recs>

- This is where you will find information about the ethics clearance process required if you collect empirical data involving humans (e.g. interviews, surveys, etc.).

Library Research Consultations: <https://www.library.unsw.edu.au/research/support-for-your-research/research-consultation-service>

- This is where you can book a private consultation about your research methods through the Library support.

Research Gateway: <https://research.unsw.edu.au/>

- This is useful for searching general research-related information within UNSW.

Arts and Social Sciences research students have a Facebook page which you can join at the link below:

- <https://www.facebook.com/groups/unswfasspostgraduatestudents/>

The Arc website for the Postgraduate Council may be useful:

- <https://www.arc.unsw.edu.au/voice/pgc>

Appendix 1: HDR Seminar Attendance Form (HAL)

Seminar title:	
Date:	
Location:	
Event:	
Organiser/presenter signature:	

Seminar title:	
Date:	
Location:	
Event:	
Organiser/presenter signature:	

Seminar title:	
Date:	
Location:	
Event	
Organiser/presenter signature	

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