

## WELCOME

Welcome to the National Centre for Indigenous Studies (NCIS). Established in January 2005, NCIS is a stand-alone Centre within the ANU organisational structure and is presently sited within the ANU College of Law.

NCIS promotes and initiates cross-disciplinary research and teaching in a wide range of areas of relevance to Indigenous Australians. Through this research, NCIS aims to deepen Australia's understanding of Indigenous cultures and histories and ensure Indigenous knowledge, perspectives and experiences are respected, valued, accessed and incorporated into all learning environments at ANU and beyond.

NCIS works collaboratively with ANU research and teaching centres that are of relevance to Indigenous studies. These include: the Centre for Aboriginal Economic Policy Research (CAEPR), the Australian Centre for Indigenous History (ACIH), the School of Archaeology and Anthropology, the National Centre for Epidemiology and Population Health (NCEPH), and the School of Music. We have close links with the Tjabal Indigenous Higher Education Centre at ANU and are also privileged to have close working relationships with the Australian Institute for Aboriginal and Torres Strait Islander Studies (AIATSIS), Reconciliation Australia and the National Museum of Australia.

NCIS provides a high-quality and highly supportive, collaborative research environment. Staff and Higher Degree by Research (HDR) candidates meet regularly for supervision, and the 'open door' policy at the Centre encourages communication and provides support for research questions and training. The NCIS community has monthly meetings which provide a forum for debate, presentation and discussion, and organises regular social events. The annual NCIS Research Retreat provides two days of presentations and workshops.

NCIS staff and HDR candidates are involved in a range of projects across the field of Indigenous studies and your research will contribute greatly to that of the Centre. I encourage you to immerse yourself in your topic and take full advantage of the unique opportunities available at NCIS and ANU. As well as the expertise available to you via your panel and the rich research resources at ANU, there are also many seminars and lectures that will enhance your experience as an HDR candidate.

This guide aims to provide you with information about the NCIS HDR program (including application) and your HDR candidature, and hopes to respond to common questions that arise. It should be read in conjunction with the ANU Higher Degree by Research guide (sometimes called the 'Blue Book') which is an excellent resource about the HDR process at ANU and is available at <http://www.anu.edu.au/study/information-for/postgrad-research-students>. Much additional information is also available through various ANU training opportunities. NCIS staff are available to assist should you require help in navigating your way through the application process and your candidature. Your first point of contact should be your supervisor or the HDR Program Manager.

I encourage you to consider undertaking a higher degree by research with NCIS. For those who have successfully joined the program as an HDR candidate, I congratulate you on securing a place and wish you all success in your future studies.



**Professor Mick Dodson AM**  
Director, NCIS

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# 1. THE APPLICATION PROCESS

The first thing to do if you are interested in applying to enrol in the NCIS HDR program as either an MPhil or PhD candidate is to contact the NCIS HDR Program Manager (see contact details in Section 1.7) and discuss your topic. NCIS HDR Program Manager may then suggest that you talk with the Director and/or particular academic staff depending upon your disciplinary area, and they can assist with any questions you may have as well as guide the development of your thesis question and research proposal. NCIS has a rigorous application process, with particular attention paid to development of a high quality thesis proposal.

Your application to NCIS will be assessed based on:

- 1) whether your previous academic qualifications and other relevant experience has provided you with the skills necessary to complete a graduate research program,
- 2) whether your research proposal is appropriate for a graduate research program, and
- 3) whether NCIS can provide supervision for your chosen topic. If required, Supervisors may be from other ANU departments and Advisors can be from outside ANU. The Chair of your panel will always be at NCIS.

## 1.1. ONLINE ADMISSIONS PROCEDURE

If initial discussions with NCIS indicate that your proposal is likely proceed, it is important to start the admissions process also through the ANU online system <http://www.anu.edu.au/study/information-for/postgrad-research-students>, particularly so that you can advise the University if you would like to be considered for a scholarship. The relevant NCIS Higher Degree Research programs can be found by narrowing the search field to the following, on the online system:

Academic Group: 'Nat Centre for Indigenous Studies'

Academic Career: 'Research'

The above search will provide you with a range of Graduate Research Fields available at NCIS. If your specific research area does not appear, pick 'Indigenous Australia'. To apply, you will need to double-click on the relevant 'Apply Online' button. This process will request similar supporting documents to those you will be required to provide to NCIS, with the addition of referee reports.

## 1.2. SUPPORTING DOCUMENTS TO PROVIDE TO NCIS

You will need to provide NCIS with the following documents:

- 1) original or certified copies of your academic transcripts (undergraduate and postgraduate if relevant)
- 2) your Curriculum Vitae

- 3) a thesis proposal
- 4) sample of writing
- 5) a relevant English Language Test (if you have undertaken your studies in a language other than English).

All supporting documents should be sent to **the HDR Program Manager** (contact details in Section 1.7).

### 1.2.1. ACADEMIC TRANSCRIPTS

These documents are available from the University or other academic institution which awarded your degree. You should provide transcripts for all degrees (undergraduate and postgraduate where relevant) that you have undertaken. To be eligible for consideration of admission to a research degree at ANU, you must already have an Australian bachelor degree with at least upper second-class honours, or equivalent, or a graduate diploma or master degree with a significant research thesis component. NCIS is aware that expertise can be formed through other means. If you do not have an honours degree, it is important that your CV clearly demonstrates the expertise and research skills necessary to complete a higher degree by research.

### 1.2.2. CURRICULUM VITAE

NCIS requires a detailed Curriculum Vitae setting out your education and employment record, your research experience and outputs (such as publications, reports and conference presentations).

### 1.2.3. THESIS PROPOSAL

Your thesis proposal should clearly set out your research topic and how you wish to achieve it. NCIS is aware that your subject and methodology may develop throughout your higher research degree, but your initial proposal must persuade NCIS that you have a good understanding of the topic background and the research question you intend to address. You may work with NCIS staff to develop your proposal.

Your research proposal should be between three and five pages long, and must address the following categories:

- 1) preliminary title
- 2) brief description of research question
- 3) background information about your topic
- 4) proposed research methodology
- 5) major existing literature on your topic
- 6) how your research will contribute to understanding in this field (or address an identified research gap)
- 7) significance of subject.

## 1.3. SCHOLARSHIPS

There are a number of scholarships offered to Domestic and International students and you can advise the University as to whether or not you wish to apply for them during the ANU paper or online admissions process (<http://www.anu.edu.au/students/scholarships-support/research-scholarship-information>).

### 1.3.1. AUSTRALIAN POSTGRADUATE AWARD (APA)

Full-time PhD candidates who are Australian or New Zealand Citizens, permanent residents of Australia, or International students (who hold an International Postgraduate Research Scholarship (IPRS)) are eligible to apply for an **Australian Postgraduate Award** which provides a stipend for three years with the possibility of a six-month extension. You must hold a bachelor degree with first-class honours, or a research master degree from a recognised university. For further information see <http://www.anu.edu.au/students/scholarships-support/australian-postgraduate-awards-apa>.

### 1.3.2. ABSTUDY

Aboriginal and Torres Strait Islander HDR candidates are eligible to apply for ABSTUDY. Full-time candidates can apply for stipend and additional support, for example for travel. Part-time candidates can apply for certain additional support. For further information see <http://www.humanservices.gov.au/customer/services/centrelink/abstudy>.

### 1.3.3. INTERNATIONAL APPLICANTS

For applicants from certain countries, the Australian government provides scholarships through **Australia Awards**. Please see links below:

Australia Award scholarships: <http://dfat.gov.au/aid/Pages/australias-aid-program.aspx>

Domestic and international scholarships: <http://www.anu.edu.au/sas/scholarships/research/index.php>

The **International Postgraduate Research Scholarship (IPRS)** provides tuition fees only. If successful in applying for an IPRS, you are also eligible to apply for an **Australian Postgraduate Award**.

The IPRS is available for study leading to the degree of Doctor of Philosophy or to a Master of Philosophy and are funded by the Commonwealth Department of Innovation, Industry, Science and Research (DIISR). Because competition for the scholarships is intense, at ANU these scholarships are not awarded for study at the master degree level. Further information is available on <http://www.anu.edu.au/students/scholarships-support>

### 1.3.4. FURTHER INFORMATION



Other scholarships and research funding that can be accessed during your candidature are detailed in **Section 11** of this guide. New scholarships are sometimes advertised, so make sure that you look closely at what is on offer via the ANU scholarships webpage: <http://www.anu.edu.au/students/scholarships-support>.

## 1.4. ENGLISH LANGUAGE REQUIREMENTS

The level of English language required for ANU is high. If English is not your first language, you will be required to provide a current IELTS or TOEFL certificate as proof of your competency. The tests can be arranged through the British Council or the Australian Embassy in your country. The required English language test scores are:

IELTS	Overall score of 7.0 with a minimum of 7.0 in writing and 6.0 in all other components.
TOEFL	Paper-based test: a TOEFL score of at least 650 and a Test of Written English of 5.0.
TOEFL	Computer-based test: a TOEFL score of at least 280 and a Test of Written English of 5.0.
TOEFL	Internet-based test: a score of 100 with a minimum of 22 in all four sections.

## 1.5. TIMELINES

You can apply to enrol at NCIS at any time of year. However, we normally require a Semester 1 start, with required HDR orientation and coursework beginning in late February. Once your application paperwork is complete, it can take up to two months to provide you with a response.

Applications for ANU scholarships are 31<sup>st</sup> October each year and are accessed through the online application system.

Closing dates for the international and domestic scholarship rounds are 31<sup>st</sup> August and 31<sup>st</sup> October respectively, and are accessed through the online application system.

## 1.6. LETTER OF OFFER AND ACCEPTANCE

If you are accepted into the NCIS HDR program you will be notified by the HDR Program Manager and shortly thereafter will receive an official **letter of offer** from ANU Central Administration, which you should sign and return as directed. Your **acceptance** activates the enrolment process and, when you arrive at ANU, you will be able to 'get started' – see Section 2 of this guide.

## 1.7. CONTACT FOR NCIS HDR PROGRAM MANAGER

**Dr Diane Smith**  
HDR Program Manager

National Centre for Indigenous Studies  
The Australian National University

John Yencken building  
45 Sullivans Creek Road  
Canberra ACT 2601

T: +61 2 6125 0160

E: [Diane.Smith@anu.edu.au](mailto:Diane.Smith@anu.edu.au)

## 2. GETTING STARTED

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### In the first two weeks

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|---|---|
| 1. Arrival at NCIS                        | Meet the Centre Administrator, fill out arrival form, receive office keys, and sign up for NCIS IT services.  |
| 2. Check your enrolment is correct        | Access the ANU online Interactive Student Information System (ISIS) to check enrolment and contact details.   |
| 3. Set up your ANU email account          | Official correspondence is sent <b>ONLY</b> to your ANU email address. Please check your ANU email account regularly.   |
| 4. Collect your ANU student ID card       | Details on where to collect this is available at: <a href="http://www.anu.edu.au/students/program-administration/enrolment/get-a-student-card">http://www.anu.edu.au/students/program-administration/enrolment/get-a-student-card</a> |
| 5. Meet with the NCIS HDR Program Manager | Discuss the HDR process and what is required throughout your candidature.   |
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### In the first four weeks

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| 6. Meet with your Supervisor/Panel Chair   | Discuss the formulation of your Panel and clarify shared expectations (see Section 3.3 below).   |
| 7. Familiarise yourself with the training on offer at ANU  | 'Learn How' – a student guide to free training at ANU;<br>Research Support:<br><a href="https://services.anu.edu.au/research-support">https://services.anu.edu.au/research-support</a> . NOTE<br>The Academic Skills & Learning Centre:<br><a href="https://academicskills.anu.edu.au/">https://academicskills.anu.edu.au/</a><br>The Graduate Information Literacy Program (GILP):<br><a href="http://libguides.anu.edu.au/profile.php?uid=68825">http://libguides.anu.edu.au/profile.php?uid=68825</a> |
| 8. Complete your learning needs analysis using the Tool for Online Assessment of Skills and Training (TOAST) | <a href="http://toast.anu.edu.au/index.php">http://toast.anu.edu.au/index.php</a>  |
| 9. After TOAST, plan and confirm   | Plan your training needs with your supervisor (see   |
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## As soon as possible (and certainly within the first three months)

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| 10. Undertake Research Integrity Training                       | <a href="https://services.anu.edu.au/business-units/research-services-division">https://services.anu.edu.au/business-units/research-services-division</a>  |
| 11. Undertake Ethics Training                                   | Training will clarify whether you require ethics clearance or not, and what the process entails: see <a href="https://services.anu.edu.au/research-support/ethics-integrity">https://services.anu.edu.au/research-support/ethics-integrity</a>   |
| 12. Submit a provisional three-year research plan to your panel | This may include a revised thesis proposal.  |
| 13. Undertake ANU HDR Candidate Orientation and Induction       | Run each semester by the Research Students Development Centre. For details and dates see Orientation/Induction: <a href="https://services.anu.edu.au/business-units/research-training-0">https://services.anu.edu.au/business-units/research-training-0</a>  |
| 14. Get to know the ANU HDR process                             | Consult the HDR Student Guide <a href="http://www.anu.edu.au/study/information-for/postgrad-research-students">http://www.anu.edu.au/study/information-for/postgrad-research-students</a><br><br>(This is really important as it sets out some of the key requirements you must fulfil.)<br><br>Information provided by CHELT: <a href="http://researchsuper.chelt.anu.edu.au/hdr-candidates">http://researchsuper.chelt.anu.edu.au/hdr-candidates</a>   |
| 15. What is expected of a thesis?                               | Stages of candidature: <a href="http://researchsuper.chelt.anu.edu.au/stages-candidature">http://researchsuper.chelt.anu.edu.au/stages-candidature</a><br><br>Thesis writing, submission & examination: <a href="http://thesiswriting.academickills.anu.edu.au/">http://thesiswriting.academickills.anu.edu.au/</a> & <a href="http://researchsuper.chelt.anu.edu.au/examination/">http://researchsuper.chelt.anu.edu.au/examination/</a><br><br><a href="https://policies.anu.edu.au/ppl/document_list/index.htm?ssTopic=Students&amp;ssSubTopic=Higher%20Research%20Degrees">https://policies.anu.edu.au/ppl/document_list/index.htm?ssTopic=Students&amp;ssSubTopic=Higher%20Research%20Degrees</a> |
| 16. Your research community                                     | Indigenous studies occur across the ANU and you should get to know others in your field. As a first step, read through the NCIS website and the links on its homepage and get to know your HDR colleagues.   |
| 17. HDR social support  | e.g. PARSA ( <a href="http://parsa.anu.edu.au/">http://parsa.anu.edu.au/</a> ) and its 'Student Survival Guide'  |
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18. Get to know Canberra's research resources	In Canberra you have access to excellent research resources outside ANU. These include:  AIATSIS: <a href="http://www.aiatsis.gov.au">www.aiatsis.gov.au</a>  The National Library: <a href="http://www.nla.gov.au">www.nla.gov.au</a>  The National Museum: <a href="http://www.nma.gov.au">www.nma.gov.au</a> and  The National Film and Sound Archive: <a href="http://www.nfsa.gov.au">www.nfsa.gov.au</a>
19. Familiarise yourself with the ANU website...	...so that you know what's on offer at ANU, be it social events, training, lectures of interest etc.

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### 3. GETTING TO KNOW YOUR RESEARCH COMMUNITY

At NCIS, you are part of a research community that is surrounded by the rich research environment of ANU and the Centre's broader networks. As an HDR candidate, your research environment and the people within it are very important and we encourage you to take time to get to know everyone as well as the relevant lines of communication and who to turn to for advice. As a first step, read through the NCIS website and follow the links on its homepage.

#### 3.1. SUPERVISORY PANEL

ANU HDR candidates are supervised by a panel to provide you with a range of expertise to call upon in the development of your research. PhD candidates must have a minimum of three members on their panel and MPhil candidates must have a minimum of two members on their panel. Your panel is made up of Chair, Primary Supervisor and Associate Supervisor. Your primary supervisor is often, but not always, the Chair of your supervisory panel.

While your Chair **must** be at NCIS and your primary supervisor **must** be at ANU, your associate supervisor can be based at other universities or work outside the tertiary sector. Your panel must be confirmed within three months of your enrolment. Further information about panel composition can be found in <http://researchsuper.chelt.anu.edu.au/stages-candidature/recruitment/supervisory-panel>

**Primary Supervisor** – your supervisor has primary responsibility for your PhD or MPhil program and they are your first point of contact. Your supervisor is thus the most important person for your research. They provide advice and assistance while you also seek independence in your work. Along with the NCIS Director, they provide 'sign off' for your Annual Report and Plan and other items of official paperwork. At NCIS, your primary supervisor will either be within the Centre or elsewhere at ANU.

**Panel Chair** – the chair of the supervisory panel is an administrative role. In discussion with the HDR candidate, they may be responsible for arranging panel meetings of supervisors and advisors, including the initial meeting with the candidate, panel meetings for consideration of the detailed research proposal (within six months of commencement), monitoring of annual progress reports and the mid-term oral presentation, and for ensuring

that any off-campus supervisors and advisors are informed of their responsibilities. At NCIS, your Panel Chair will always be one of the Centre staff.

**Associate Supervisor** – the associate supervisor on your panel provide additional expertise on your research topic or related subjects. They provide wider contacts within the University or outside, as well as advice on your research proposal and oral presentation. They may also read your written work and advise on any matter relating to your research program. Your advisors can be based outside ANU and, depending on your research topic, do not have to be affiliated with a tertiary institution.

**HDR Program Manager** – the NCIS HDR program is your first point of contact for any queries about the program such as milestones, forms and other procedures.

**HDR Program Coordinator** – the NCIS HDR program coordinator assists NCIS in HDR program processes, liaising with the ANU central student system.

#### Changes to Supervisory Panel

<http://www.anu.edu.au/students/program-administration/program-management>

<http://researchsuper.cedam.anu.edu.au/research-environment/candidate-and-panel>

## 3.2. SUPERVISOR-HDR CANDIDATE RELATIONSHIP

Research and testimony shows that one of the key ingredients to a successful candidature is the supervisor-candidate relationship. This relationship involves obligations on behalf both parties and it is a good idea to discuss and agree on expectations early on in your candidature. **Appendix 2** provides a good tool for discussing and clarifying the expectations of you and your supervisor at the outset of your research program.

You will also find useful information about the supervisor/candidate relationship in the following places:

- 1) **CHELT:** <http://researchsuper.chelt.anu.edu.au/hdr-candidates>
- 2) **ANU Policy:** 'Code of Practice – Supervision in Higher Degrees by Research':  
[https://policies.anu.edu.au/ppl/document\\_list/index.htm?ssTopic=Students&ssSubTopic=Higher%20Research%20Degrees](https://policies.anu.edu.au/ppl/document_list/index.htm?ssTopic=Students&ssSubTopic=Higher%20Research%20Degrees)
- 3) **ANU Guideline:** 'Candidature and Supervision of Higher Degree by Research Students':  
[https://policies.anu.edu.au/ppl/document\\_list/index.htm?ssTopic=Students&ssSubTopic=Higher%20Research%20Degrees](https://policies.anu.edu.au/ppl/document_list/index.htm?ssTopic=Students&ssSubTopic=Higher%20Research%20Degrees)

A good guide to the roles and responsibilities of the candidate and supervisory panel is to be found here:

[https://policies.anu.edu.au/ppl/document\\_list/index.htm?ssTopic=Students&ssSubTopic=Higher%20Research%20Degrees](https://policies.anu.edu.au/ppl/document_list/index.htm?ssTopic=Students&ssSubTopic=Higher%20Research%20Degrees)

The primary supervisor is available to assist you with advice, guidance and critique towards the development of your PhD or MPhil. They help you choose and design your research project, guide the research in a practical and productive way, and advise you on writing

your thesis. **However, your supervisor can only guide your research, and then only if you are receptive to their advice. Your research must be independent and you are responsible for the final results of your work.**

It is important that you are aware of the roles and responsibilities of the supervisor and HDR candidate, and discuss these at the beginning of your candidature.

### 3.3. ROLES AND RESPONSIBILITIES

A brief guide about primary responsibilities is provided below, but you can also refer to: [https://policies.anu.edu.au/ppl/document\\_list/index.htm?ssTopic=Students&ssSubTopic=Higher%20Research%20Degrees](https://policies.anu.edu.au/ppl/document_list/index.htm?ssTopic=Students&ssSubTopic=Higher%20Research%20Degrees)

#### 3.3.1. RESPONSIBILITIES OF THE SUPERVISOR INCLUDE

- Assist the candidate in defining the research question, scope and presentation of their thesis, including required HDR coursework or supplementary training.
- Assist the candidate to prepare a provisional three-year research plan and timetable, and to provide advice each year on development of the candidate's detailed Annual Plan.
- Establish respective expectations including: frequency of contact with supervisor and panel, monitoring and reporting of progress such as NCIS mandatory milestones.
- Provide advice on thesis content (including fieldwork and data analysis), structure and writing, including timely provision of comments.
- Require written work from the candidate on a pre-arranged and agreed schedule, reviewing drafts of submissions for and participating in the Oral Presentation, commenting critically to the candidate on the Oral Presentation, reviewing drafts of the thesis and providing written and/or verbal comments within a mutually agreed period (not exceeding one month from time of submission), and providing written and/or verbal comments on the completed thesis before it is submitted for examination.
- Encourage and ensure that the candidate is actively engaged in the research program in a manner likely to produce significant results by the time of each milestone, or advise the candidate in writing that progress is unsatisfactory and identifying improvements necessary for continuation of candidature.
- Assist candidate in gaining ethical clearance, where relevant.
- Assist candidate in identifying possible fieldwork site(s), where relevant
- Meet frequently with the candidate to discuss research and research progress.
- Provide advice on academic career development, including conference presentations, and support and mentor the candidate in relation to writing and submitting publications etc.

- Advise the candidate and NCIS Director of any plans for extended supervisor's absence from the University (e.g. on study leave, long service leave etc.) during the candidature and the proposed arrangements for supervision during this absence, where possible with at least six months' notice and preferably on enrolment.

### 3.3.2. RESPONSIBILITIES OF THE CANDIDATE INCLUDE

- Become familiar with the Rules for Higher Degrees by Research. These are available through, for example: <http://www.anu.edu.au/research/postgrad-research-students>
- Fulfil all the requirements of the program including the coursework component, ethics clearance (where relevant) and all NCIS milestones.
- In consultation with your supervisor, prepare a research plan and research timetable as the basis for a three-year program of study (including any proposed fieldwork), as well as detailed plans each year.
- Take responsibility for your progress overall and to seek advice early if problems arise.
- Produce material in accordance with the schedule agreed on with your supervisor, actively engaging in the research course in a manner likely to produce significant results by the time of each mandatory milestone and by the time the thesis is due to be submitted.
- Consider advice from your supervisor and panel seriously. If you choose not to take this advice, you should inform your supervisor and give the reasons for your decision.
- Participate in the intellectual life of NCIS through activities such as attendance and presentations at Centre seminars, the NCIS Research Retreat and other events.
- Consult regularly with your supervisor. Prepare in advance for consultations by determining, for example, what assistance is required, or by providing other work as agreed with your supervisor.
- If a full-time candidate, devote at least 40 hours per week on average to the research program during enrolment, with the exception of approved recreation leave; if a part-time candidate, devote at least 20 hours per week on average to the research program during enrolment.
- Report to your supervisor and NCIS Director any significant change in other commitments likely to affect the progress of the research course, or any proposed period of suspension of candidature or attendance at another institution.

## 3.4. RESOLVING ANY PROBLEMS

If problems arise during your candidature, you should try in the first instance to resolve these with your primary supervisor. If it is not possible to resolve the problem at this level, or your supervisor is away, then the HDR Program Manager is on hand to assist. If resolution is still not

possible then HDR candidates are encouraged to make an appointment with the NCIS Director.

You may also talk with the University's Dean of Students . The Dean of Students offers confidential, impartial advice, and can help to resolve problems by acting as a neutral intermediary between students and the academic or administrative areas of the University. For more information see <http://www.anu.edu.au/dos/>.

### 3.5. NCIS EVENTS

It is an expectation that you take part in the community events at NCIS. NCIS research fora and public lectures may occur throughout the year. Regular events include:

- **The NCIS Research Retreat** (<http://ncis.anu.edu.au/events/retreat.php>). This happens annually and brings together the NCIS community (staff, adjuncts and HDR candidates), usually over the course of a weekend. Presentations are delivered by experienced researchers and HDR candidates, and information is provided to assist the development of research skills.
- **The NCIS Research Lab**. This happens annually and is designed to assist HDR candidates, at all stages of their candidature, to develop their understanding of the key concepts, theories, and methodologies relevant to research in Indigenous Studies. The Lab will include presentations from leading scholars on these themes, along with plenty of time for facilitated discussion on HDR candidates' research questions.
- **NCIS Research Hour**. This occurs on the third Wednesday of every month and is held at 4pm in the Phillipa Weeks Staff Library. These meetings are informal and an opportunity to hear from HDR candidates and staff about a range of topics such as recent fieldtrips, findings, and developing research questions. Sometimes outside speakers will be invited, and a social event usually follows each meeting.
- **The Annual ANU Reconciliation Lecture** ([http://ncis.anu.edu.au/events/reconciliation\\_lect.php](http://ncis.anu.edu.au/events/reconciliation_lect.php)). Co-convened by NCIS, the ANU College of Law and Reconciliation Australia, this lecture is held annually and is presented by a renowned speaker on the topic of reconciliation.
- **Social events**. NCIS holds a number of social events throughout the year. These are organised by the HDR social secretary.
- **Symposia, public lectures and other fora**. From time to time, NCIS hosts research fora including symposia and public lectures. Keep an eye on the NCIS website (<http://ncis.anu.edu.au/events/>) for upcoming events.

### 3.6. YOUR HDR COLLEAGUES

Your fellow NCIS HDR candidates and others around ANU form a cohort that provides an invaluable resource throughout your candidature. As a multi-disciplinary centre, NCIS is fortunate to have many research fields represented. Your HDR colleagues can provide assistance and advice, opportunities for discussion and debate, and are likely to form the basis of future professional networks.



### 3.7. WRITING GROUPS

Evidence shows that joining HDR candidate writing groups, and having writing partners (they do not need to be in the same field as you), is an excellent way to develop your own writing skills, and also to get you writing (and keep you writing) when you are having difficulty under your own steam. Having the shared experience is very important. You can set up your own group within NCIS or join others, for example:

- **PARSA** runs regular 'Shut up and write' groups which are an opportunity for writers to get together on a regular basis and focus upon short, intense bursts of writing in a supportive atmosphere (<https://services.anu.edu.au/training/come-to-shut-up-write>)
- The **Research Students Development Centre** runs a number of programs such as the Writing on Writing Program and Thesis and Exegesis Writing for Business, Social Sciences and Humanities. For more information see <https://services.anu.edu.au/research-support/tools-resources>

### 3.8. HDR REPRESENTATIVE ON NCIS COMMITTEES

Each year, an HDR candidate at NCIS takes on the role of representing HDR views at NCIS staff meetings and HDR Committee meetings. Their role is to speak particularly about HDR issues and also to disseminate relevant information to the rest of the NCIS HDR community. NCIS also has a HDR social secretary responsible for organising social events.

## 4. STAGES OF CANDIDATURE AND NCIS MILESTONES

**It is important to ensure that you meet all your milestones, as consistent with ANU Higher Degree Research Policy and the [Research Degree Rules](#). Failing to do so may result in refusal by NCIS to approve program extensions at the end of the maximum submission period and can be used as a basis for terminating your program.**

It is useful to conceptualise your HDR program in terms of various stages of candidature towards completion, and there are specific milestones that you must meet as part of this process. Research candidates enrolled at NCIS are required to undertake various milestones throughout their program and these are summarised below (**Tables 1 to 4**) for full-time and part-time PhD and MPhil candidates.

**Note:** In terms of time period, part-time programs are twice the length of full-time candidature.

**Mandatory coursework:** It is mandatory for all HDR candidates enrolled since January 2012 to undertake training and coursework, but we strongly advise that candidates enrolling before this date also take the training opportunities that are provided at ANU. Details of training and coursework are set out below.

Some NCIS milestones may be different to those in other areas of ANU. If you have any questions, please contact the NCIS HDR Program Manager.

While disciplines vary, stages of candidature follow a general framework. You can find more information at <http://researchsuper.chelt.anu.edu.au/stages-candidature>.

#### 4.1. RESEARCH INTEGRITY TRAINING (WITHIN 3 MONTHS)

All candidates commencing their research degree from 2008 onwards are required to complete the online Research Integrity Training (<https://services.anu.edu.au/training/complete-research-integrity-training>). Make sure that you choose NCIS as the correct 'College', as your responses to the questions will then be directed accordingly.

Participation in the program must be reported in your first Annual Report.

#### 4.2. ETHICS TRAINING (WITHIN 3 MONTHS) AND CLEARANCE (IF RELEVANT, WITHIN 6 MONTHS)

Research projects undertaken by staff, visiting fellows, postgraduate and graduate student and Honours level undergraduate students are reviewed by the ANU Human Research Ethics Committee.

**All candidates** should attend ethics training in order to understand the ethics clearance process and to determine whether or not ethical clearance is required for their project. Training must be undertaken before you commence the ethics application. We encourage you to go to ethics training within the first three months of your candidature. Information about training and the ethics clearance process is available at <https://services.anu.edu.au/training>

**PhD/MPhil candidates must submit their ethics applications with enough time to ensure clearance prior to conducting any fieldwork or other research for which clearance is required. This is usually within the first six months of your candidature.**

As a researcher in Indigenous studies, you should also make yourself aware of the AIATSIS Guidelines for Ethical Research in Indigenous Studies (<http://www.aiatsis.gov.au/research/ethical-research>)

As noted on the Research Integrity Office website: 'Obtaining ethics clearance is a time-consuming process and allowance for this needs to be built into research plans. It can take months, for example, if your proposal has to go to the main ethics committee and the committee asks for some amendments. If you think your proposed research will need ethics clearance, you should start the process by reading [The National Statement on Ethical Conduct in Research \(2007\)](#) and consider the implications for your research.'

#### 4.3. ANNUAL PLAN – EVERY YEAR FROM 30<sup>TH</sup> SEPTEMBER

Commencing candidates are required to submit a three-year research plan in consultation with their supervisory panel **within three months of their commencement date** for full-time candidates, and **within six months** for part-time candidates. This may include a refined thesis proposal. For those enrolling between 1<sup>st</sup> October and 30<sup>th</sup> June, this must include a detailed work plan between enrolment date and 30<sup>th</sup> September of that year.

Continuing candidates at NCIS are required to submit an annual plan by **30<sup>th</sup> September each year** which clearly sets out your research plan over the next 12 months. The NCIS HDR Administrator will send this document to you (approximately one month prior to its due date). You should work with your supervisor to develop this plan and send a draft to them for their feedback prior to submission.

#### 4.4. ANNUAL REPORT – EVERY YEAR AT 30<sup>TH</sup> SEPTEMBER

On the **30<sup>th</sup> September** each year, each HDR candidate is required to report on the previous year's research program. The best way to organise this is to make sure you report against your previous annual plan, as well as adding any additional information. You should send a draft of your report to your primary supervisor for their feedback prior to submission.

The annual reporting process also provides an opportunity for you to comment on any personal or academic problems which have had an impact on your research. Your HDR Administrator will send this document to you (approximately one month prior to its due date). The form provides for comment from your supervisor and the NCIS Director.

Annual reports evaluate progress against the previous annual plan, and are assessed by your panel as satisfactory or unsatisfactory.

#### 4.5. THESIS PROPOSAL REVIEW – END OF YEAR 1

<http://www.anu.edu.au/students/program-administration/program-management/research-student-milestones>

In accordance with University rules, HDR candidates must complete a Thesis Proposal review (TPR). This usually happens before the end of the first year of full-time study (or part-time equivalent) and includes written work and a seminar presentation of about 30 minutes followed by questions from the audience. It forms a significant component of your first annual report.

If your thesis includes a fieldwork component, then you must complete your TPR to the satisfaction of your supervisory panel before you can commence your fieldwork.

The TPR forms a significant component of the first annual report. It should include:

- the subject of your proposed research
- the methodology to be employed
- an analysis of the relevant literature on this topic
- a description of how your proposed research will make an original contribution to the study of this subject, and
- where relevant, an outline of the fieldwork required for your research program.

##### Training:

The ANU Academic Skills and Learning Centre runs a series of workshops each year on developing a TPR. (<https://academicskills.anu.edu.au/workshops>)

## 4.6. ORAL PRESENTATION (MID-TERM REVIEW) – END OF YEAR 2

The NCIS oral presentation is similar to the mid-term review that is required in some other ANU departments. In consultation with your panel, the oral presentation will normally be held after two years of full-time study, or part-time equivalent. The purpose of the oral presentation is to provide a significant milestone at the end of your second year that you should work towards, and to satisfy your panel of satisfactory progress.

The HDR Program Manager will be in touch with candidates before the presentation and will liaise with your panel about a suitable date.

The oral presentation will be advertised within the University and notification will be sent to relevant ANU departments.

### 4.6.1. MATERIAL TO SUBMIT ONE MONTH PRIOR TO YOUR ORAL PRESENTATION

One month prior to the presentation, the candidate must submit to their supervisory panel and the NCIS HDR Program Manager:

- a presentation title and 150 word abstract
- a 2-5 page summary of the presentation material to the panel, including a substantial section on work required to complete the thesis
- chapters written to date.

### 4.6.2. THE PRESENTATION

Your oral presentation (1.5 hours maximum) should include the major objectives, content, results and developing conclusions of the work. Your presentation (approximately 40 minutes) should detail the thesis question and how it has been researched/answered thus far, providing a draft table of contents, giving an indication of what has been written to date, your fieldwork findings (if relevant) and discussing any challenges or problems experienced with research or methodology.

The presentation should communicate to your supervisory panel the nature of substantive arguments and the methodological approach being used, as well as provide a clear indication of what is still left to do and how this will be achieved. The oral presentation helps candidates and their panel members to consolidate work undertaken so far and focus on what needs to be done for the next stage of thesis research and writing.

At the conclusion of the oral presentation, the panel will meet in private with the candidate to discuss their presentation, and will then provide a written report to the NCIS Director on whether the candidate has demonstrated:

- an independent command of the material
- the ability to communicate clearly and concisely, the analysis of the material and findings, and
- the ability to respond appropriately to constructive comments and criticism.

In cases where there are serious concerns about whether the candidate has complied with the University's rules and policies relating to candidature, or whether the work will meet the standards of a PhD thesis, the panel will have the discretion to provide a special report to the NCIS Director.

You will be given a copy of the written report and a copy will be placed on your official University file. Completion of the milestone will be recorded on the Student Administration Services system.

### **Australian Graduate Supplement**

A student supplement to the PhD testamur was introduced in 2009 across Australia, as a response to the Bologna recommendations.

## **4.7. PRE-SUBMISSION SEMINAR (3-6 MONTHS PRIOR TO SUBMISSION)**

This milestone is a compulsory ANU requirement for research candidates who commenced from **1 January 2008**. Candidates who commenced before this date are also encouraged to undertake this milestone. The pre-submission seminar normally occurs 3-6 months prior to intended submission. The presentation format will allow one hour for your presentation plus question time, and should include the major objectives, content, results, and conclusions of the work.

The presentation will be advertised within the University and your supervisory panel will attend to make an evaluation for their written report.

You will be expected to demonstrate your

- independent command of the material
- ability to communicate clearly and concisely the analysis of the material and findings, and
- ability to respond appropriately to constructive comment and criticism.

You will be given a copy of the written report and a copy will be placed on your official University file. Completion of the milestone will be recorded on the Student Administration Services system.

If your panel has serious concerns about whether or not you have complied with the University's rules and policies related to candidature, or whether the work will meet the standards for your degree, it will have the discretion to provide a special report to the NCIS Director.

The preparation of graduate research candidates for delivering public presentations will occur throughout your candidature with similar, though less formal, presentations to be given at different stages of your training. Specific training for and experience in preparing for a presentation is available at ANU.

It should be noted that submission and examination of your thesis is independent of the oral presentation, and the report of your panel will not be provided to your thesis examiners.

### **4.7.1. MATERIALS TO SUBMIT ONE MONTH PRIOR TO THE PRE-SUBMISSION SEMINAR**

One month prior to the presentation, the candidate must submit to their supervisory panel and the NCIS HDR Program Manager:

- the presentation title and 150-word abstract
- a 2-5 page summary of your material to your supervisory panel and the NCIS HDR Program Manager
- chapters written to date.

## 4.8. SUMMARY OF MILESTONES

The following timelines show the **sequence of significant candidature milestones**, and are designed to encourage timely completion within the **ideal timeframe**, for a

- full-time PhD candidate – ideal timeframe of three years (Table 1)
- part-time PhD candidate – ideal timeframe of six years (Table 2)
- full-time MPhil candidate – ideal timeframe of two years (Table 3)
- part-time MPhil candidate – ideal timeframe of four years (Table 4).

**TABLE 1: TIMELINE FOR A FULL-TIME PHD**

Milestone	Stage of candidature
<b>YEAR 1 of full-time PhD (ideal timeframe – 3 years)</b>	
<b>Enrolment processes</b>	First two weeks
Confirmation of supervisor and panel chair	Within 1 month
Plan and confirm HDR coursework selection	
Confirmation of supervisory panel membership	Within 3 months
<b>Research integrity training</b>	
<b>Ethics training</b>	
Submission of <b>provisional three-year plan</b> , which may include revised thesis proposal	
<b>Research plan to 30<sup>th</sup> September.</b> For those enrolling between 1 <sup>st</sup> Oct & 30 <sup>th</sup> June a detailed plan is required between enrolment date and the first 30 <sup>th</sup> Sept date of your candidature. To be developed in consultation with supervisor(s).	
<b>Ethics clearance (if relevant)</b>	3-6 months
Meeting of candidate with full supervisory panel	
<b>Submit first annual report and plan</b>	9-12 months
<b>Thesis proposal review</b>	
<b>Coursework</b>	Throughout the year
<b>YEAR 2 of full-time PhD (ideal timeframe – 3 years)</b>	
<b>Develop and submit 2<sup>nd</sup> annual report and plan</b>	At 30 <sup>th</sup> September of 2 <sup>nd</sup> year of study
<b>Coursework</b>	In accordance with plan
<b>Oral presentation</b>	24 months
Conference/publication (discuss with supervisor)	18-24 months
<b>YEAR 3 of full-time PhD (ideal timeframe – 3 years)</b>	
Conference/publication (discuss with supervisor)	Within year 3
<b>Submission of 3<sup>rd</sup> annual report and plan</b> (to be produced in consultation with supervisor(s))	At 30 <sup>th</sup> September of 3 <sup>rd</sup> year of study
<b>Pre-submission seminar</b>	30-33 months
<b>Notification of intent to submit</b> (at least two months before submission)	34 months
Identification of examiners	
<b>Submission</b> of thesis for examination	36 months
<b>Completion</b> of the final ANU doctoral experience questionnaire	36 months
<b>Attendance at exit interview</b> with Dean of Graduate Studies	

**TABLE 2: TIMELINE FOR A PART-TIME PHD**

Milestone	Stage of candidature
<b>YEAR 1 of part-time PhD (ideal timeframe – 6 years)</b>	
Enrolment processes	First two weeks
Confirmation of supervisor and panel chair	Within 1 month
Plan and confirm HDR coursework selection	
Confirmation of supervisory panel membership	Within 3 months
<b>Research integrity training</b>	
<b>Research plan to 30<sup>th</sup> September.</b> For those enrolling between 1 <sup>st</sup> Oct & 30 <sup>th</sup> June a detailed plan is required between enrolment date and the first 30 <sup>th</sup> Sept date of your candidature. To be developed in consultation with supervisor(s).	
Ethics training	3-6 months
Meeting of candidate with full supervisory panel	
Submission of <b>provisional three year plan</b> , which may include revised thesis proposal	
Ethics clearance	9-12 months
<b>Submit first annual report and annual plan</b> to be developed in consultation with supervisor(s)	
Coursework	Throughout the year
<b>YEAR 2 of part-time PhD (ideal timeframe – 6 years)</b>	
Coursework	As per plan
<b>Submission of 2<sup>nd</sup> annual report and plan</b>	
	At 30 <sup>th</sup> September of 2 <sup>nd</sup> year
Thesis proposal review	18 months
<b>YEAR 3 of part-time PhD (ideal timeframe – 6 years)</b>	
Coursework	As per plan
<b>Submit 3<sup>rd</sup> annual report and plan</b>	
	At 30 <sup>th</sup> September of 3 <sup>rd</sup> year
<b>YEAR 4 of part-time PhD (ideal timeframe – 6 years)</b>	
Consider conference presentation/publication (discuss with supervisor)	Within the year
<b>Submit 4<sup>th</sup> annual report and plan</b> , to be produced in consultation with supervisor(s)	
	At 30 <sup>th</sup> September of 4 <sup>th</sup> year
Oral presentation	42 -48 months
<b>YEAR 5 of part-time PhD (ideal timeframe – 6 years)</b>	
Consider conference presentation/publication (discuss with supervisor)	Within the year
<b>Submission of 5<sup>th</sup> annual report and 6<sup>th</sup> annual research plan</b> , to be produced in consultation with supervisor(s)	
	At 30 <sup>th</sup> September of 5 <sup>th</sup> year
<b>YEAR 6 of part-time PhD (ideal timeframe – 6 years)</b>	
Conference presentation/publication (discuss with supervisor)	Within the year
Pre-submission seminar	63-69 months
<b>Notification of intent to submit</b> (at least two months before submission)	
	70 months
Identification of examiners	
<b>Submission</b> of thesis for examination	
	72 months
<b>Completion</b> of the final ANU doctoral experience questionnaire	
<b>Attendance at exit interview</b> with Dean of Graduate Studies	



**TABLE 3: TIMELINE FOR A FULL-TIME MPhil**

Milestone	Stage of candidature
<b>YEAR 1 of full-time MPhil (ideal timeframe – 2 years)</b>	
<b>Enrolment processes</b>	First two weeks
Confirmation of supervisor and panel chair	Within 1 month
Plan and confirm HDR coursework selection	
Confirmation of supervisory panel membership	Within 3 months
<b>Research integrity training</b>	
<b>Ethics training</b>	
Submission of <b>provisional three year plan</b> , which may include revised thesis proposal	
<b>Research Plan to 30 September.</b> For those enrolling between 1 Oct & 30 June a detailed plan is required between enrolment date and the first 30 Sept date of your candidature. To be developed in consultation with supervisor(s).	
<b>Ethics clearance (if relevant)</b>	3-6 months
Meeting of candidate with full supervisory panel	
<b>Thesis proposal review</b>	6-9 months
<b>Submit annual report and plan</b>	30 <sup>th</sup> September of 1 <sup>st</sup> year
<b>Coursework</b>	Throughout the year
<b>YEAR 2 of full-time MPhil (ideal timeframe – 2 years)</b>	
Conference presentation/publication (discuss with supervisor)	Within the year
<b>Oral presentation/pre-submission seminar</b>	18 months
<b>Notification of intent to submit</b> (at least two months before submission)	20-22 months
Identification of examiners	
<b>Submission</b> of thesis for examination	24 months

**TABLE 4: TIMELINE FOR A PART-TIME MPhil**

Milestone	Stage of candidature
<b>YEAR 1 of part-time MPhil (ideal timeframe – 4 years)</b>	
Enrolment processes	First two weeks
Confirmation of supervisor and panel chair	Within 1 month
Plan and confirm HDR coursework selection	
Confirmation of supervisory panel membership	3-6 months
<b>Research integrity training</b>	
<b>Ethics training</b>	
<p><b>Research plan to 30<sup>th</sup> September.</b> For those enrolling between 1<sup>st</sup> Oct &amp; 30<sup>th</sup> June a detailed plan is required between enrolment date and the first 30<sup>th</sup> September date of your candidature and be developed in consultation with supervisor(s)</p>	
Ethics clearance (if relevant)	6-9 months
Meeting of candidate with full supervisory panel	
Submit annual report and plan	30 <sup>th</sup> September of 1 <sup>st</sup> year
Coursework	Throughout the year
<b>YEAR 2 of part-time MPhil (ideal timeframe – 4 years)</b>	
Thesis proposal review	12-18 months
Coursework	As per plan
Submit 2 <sup>nd</sup> annual report and plan	At 30 <sup>th</sup> September of 2 <sup>nd</sup> year
<b>YEAR 3 of part-time MPhil (ideal timeframe – 4 years)</b>	
Consider conference presentation/publication (discuss with supervisor)	Within the year
Submit 3 <sup>rd</sup> annual report and plan	At 30 <sup>th</sup> September of 3 <sup>rd</sup> year
Oral presentation	30 months
<b>YEAR 4 of part-time MPhil (ideal timeframe – 4 years)</b>	
Conference presentation/publication (discuss with supervisor)	Within the year
Submit 4 <sup>th</sup> annual report and plan	At 30 <sup>th</sup> September of 4 <sup>th</sup> year
Pre-submission seminar	42-44 months
Notification of intent to submit (at least two months before submission)	44 months
Identification of examiners	
Submission of thesis for examination	48 months

## 5. UNDERTAKING YOUR STUDIES PART-TIME

Part-time PhDs and MPhils have a maximum submission date of eight and four years respectively. Undertaking a part-time HDR or PhD program is therefore a significant commitment and should not be entered into lightly. Research shows that completion rates for part-time candidates are much lower than for their full-time colleagues, but that those who do complete usually do so in less than the maximum submission time.

Things to think about before and during your part-time candidature:

### 5.1. TIME COMMITMENT

As a part-time HDR candidate at ANU you are required to spend a minimum of **20 hours per week** on your research. In a normal 'working week', 20 hours equates to almost three full days. This is a significant amount of time, and you will need to convince NCIS on application that you are able to commit this to your research program. Plan out how you will be able to undertake such a workload on top of what is often already a busy schedule. We strongly recommend that you secure permission from your employer to dedicate at least one day a week to your study and that your workload be reduced accordingly.

### 5.2. TIME MANAGEMENT

A significant challenge for part-time candidates is being able to switch their minds constantly between HDR work and employment-related work – this is why it is important to dedicate significant regular stretches of time to your PhD/MPhil and not just hours 'here and there'.

Successful part-time HDR candidates consistently dedicate regular time to their studies. This might include:

- one day per working week
- one day per weekend
- two evenings per week
- 50 per cent of annual leave
- significant portion, if not all of, long service leave within write-up phase.

### 5.3. DISCUSS YOUR PROPOSED STUDY WITH YOUR FAMILY

As a part-time candidate, much of your HDR work will be undertaken in what would otherwise be your leisure time. You will be dedicating many weekends, evenings and a substantial portion of your holidays to securing this high-level research qualification. For this reason, your family's support is essential and it is a good idea to discuss and plan your candidature with them.

#### 5.4. KEEP IN REGULAR CONTACT WITH YOUR SUPERVISOR AND PANEL

Unlike your full-time colleagues, you will rarely be on site to just 'drop in' to see your supervisor if you have a question or wish to quickly discuss a research point. Therefore, it is extremely important to maintain regular contact with your supervisor – whether that is face to face or via phone/Skype.

#### 5.5. INVOLVE YOURSELF IN THE NCIS COMMUNITY

An additional challenge for part-time candidates is maintaining contact with your research community and all the support that it provides. You are therefore expected to take part in as many NCIS events and study opportunities as possible, including the monthly research meetings, relevant fora and social events.

#### 5.6. REGULAR STUDY AT NCIS

For external part-time candidates, we encourage **at least two periods of study at NCIS per year** – one timetabled to coincide with the NCIS research retreat and one timetabled to coincide with the NCIS writing retreat (commencing in 2013). These will normally be held six months apart.

#### 5.7. DESIGN A REALISTIC RESEARCH PLAN AND STICK TO IT

As far as possible, you should ensure that your research plan is realistic and that you stick to it. While this is the case for all HDR candidates, whether full or part-time, for the latter it is absolutely essential. Your thesis proposal review, oral presentation and pre-submission seminar are very useful milestones to plan towards and help you keep on track.

### 6. UNDERTAKING STUDIES AS AN EXTERNAL HDR CANDIDATE (DOMESTIC ONLY)

It is possible for HDR candidates to be based externally. NCIS may vary the attendance requirements.

Externally based candidates may be:

- **PhD candidates working elsewhere in institutions** which are linked with the University, such as Cooperative Research Centres or other research institutions where a co-supervisor or adviser is available. The close relationship such candidates have with University academic staff because of their involvement in a Centre, and the facilities and intellectual climate available through the institution, provide an appropriate location for pursuit of a PhD program.
- **Staff in other universities** who have research interests in common with academic staff at ANU. These situations could entail long-standing contacts and even joint publications. In such cases, the established careers of those academics and the nature of their working relationships with ANU staff may be grounds for the committee to approve external status.

- **PhD candidates working elsewhere** where the research can be undertaken and supervised in a manner satisfactory to the committee on the recommendation of the delegated authority.

The Chair, on behalf of NCIS, will approve applications that in his/her opinion, conform to the requirements set out above, including approval of the minimum period of attendance, and report any approved variation of the minimum period to the committee. At his/her discretion, the Chair may refer an application to the delegated authority for consideration.

## 6.1. ATTENDANCE

The candidate, irrespective of where he/she is usually resident, must normally spend a minimum period equivalent to at least four weeks in each year of enrolment at ANU, or such period as is required by the chair of the supervisory panel and the delegated authority.

External candidates must note their periods of time in residence at ANU in their annual reports, and should also email [enrolments@anu.edu.au](mailto:enrolments@anu.edu.au) at the time of each visit to ensure the dates are recorded on the Student Administration Services system.

During the program, the candidate must present to an appropriate department or program at the University, an equivalent number of seminars as candidates based at the University do. We strongly encourage that these visits coincide with the NCIS Research Retreat and the NCIS Writing Retreat (commencing in 2013). These will normally be held six months apart.

Like other full-time candidates, you are required to dedicate 40 hours per week to your study if you are full-time and 20 hours if you are part-time.

A significant challenge for external candidates is distance from your research community, making regular contact with your supervisor and timetabling work period at NCIS an important part of your research plan. We suggest that, as an external student, you follow the relevant advice as set out in Section 5, as in many cases this will be as relevant to you as it is to part-time students and will help ensure you have a successful and enjoyable program.

## 7. UNDERTAKING STUDIES AS AN INTERNATIONAL HDR CANDIDATE

As an International HDR candidate, you will be familiarising yourself with a new country as well as a new University. Information for International students at ANU can be found at <http://www.anu.edu.au/study/information-for/international-students>.

As with any HDR candidate, it is very important to clarify expectations with your supervisor early in your candidature and we suggest that both you and your supervisor consider using the tool in Appendix 2 to do this.

It is very important for International HDR candidates to make yourselves aware of all and any regulations relevant to your visa or scholarship, if applicable, and to discuss these with your supervisor as you plan your research program. These are particularly relevant in relation

to program leave and extension of program (this information is also available under FAQ below).

## 7.1. PROGRAM LEAVE

(<http://www.anu.edu.au/students/program-administration/program-management/research-program-leave>)

There are specific rulings about program leave for International students. The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students states, with respect to program leave:

STANDARD 13 – DEFERRING, SUSPENDING OR CANCELLING A STUDENT’S ENROLMENT.  
REGISTERED PROVIDERS MAY ONLY ENABLE STUDENTS TO DEFER OR TEMPORARILY SUSPEND THEIR STUDIES, INCLUDING GRANTING A LEAVE OF ABSENCE, DURING THE COURSE THROUGH FORMAL AGREEMENT IN LIMITED CIRCUMSTANCES.

International students who hold a student visa are encouraged to first seek advice from the Academic Standards & Quality Office (ASQO) (<http://drss.anu.edu.au/asqo/>) before applying for program leave. You will be advised about the effect your leave may have on your electronic Confirmation of Enrolment (eCoE) and the possible consequences for your student visa.

To contact ASQO, you must make an appointment via email to meet with a staff member from ASQO. In your email, please include your full name, student ID and a description of your circumstances so that we can ensure the appropriate staff member is available to meet with you. <http://drss.anu.edu.au/asqo/contact.php>

Depending on your enquiry, ASQO will either provide advice by email or invite you to meet and discuss your request. Applications for program leave must be submitted in advance as indicated on the application form. Under the National Code 2007, the University is required to report any variations to an international student’s enrolment within 10 working days of the date of the variation. This requirement therefore precludes consideration of retrospective applications for program leave.

When approved program leave is processed, your unit load will be adjusted (1 unit = 1 week of full-time study) and this will change your fee liability for that semester. The minimum allowable period of program leave is 1 week for full-time students and 2 weeks for part-time students.

## 7.2. EXTENSION OF PROGRAM

(<http://www.anu.edu.au/students/program-administration/program-management/extension-of-a-research-program>)

International students **resident in Australia** for the period of extension are required to pay an International Student Fee. This fee is significantly less than the standard program fee, but you should note that it is a fixed fee for six months or any part thereof. The difference between the fee you will be charged and the standard program fee is carried by your area.

A new eCoE will be issued once you have paid the fee stated in the letter you receive from Enrolments, and met any other conditions listed in the letter.

You will be enrolled as an extension of program student when you show Enrolments your new visa.

International students **resident overseas** for the period of extension are not required to pay an International Student Fee. You should note that your eCoE will be cancelled.

### 7.3. EMPLOYMENT

<http://www.border.gov.au/Trav/Stud/More/Work-conditions-for-Student-visa-holders>

International student visa holders (if they hold a visa issued after 26 April 2008) do not need permission from the Department of Immigration and Border Protection (DIBP) to work up to 20 hours per week, but supervisor and NCIS Director approval is still required if you are going to work for more than 10 hours per week.

## 8. NCIS HDR COURSEWORK

### 8.1. INTRODUCTION

As in most Colleges and Centres across ANU, it is mandatory for all NCIS HDR candidates to undertake compulsory coursework. How this is approached is not standard across the University and the following section sets out the NCIS program.

ANU has many academic skills training opportunities. You are encouraged, with the permission of your supervisor, to undertake further courses should they be considered beneficial to your development as a researcher.

### 8.2. POINTS SYSTEM

The NCIS coursework program has **three components** and works on a **points system**. A summary of point values is provided in Table 5.

At NCIS you will *normally* have to complete a minimum of **100 points** whether you are fulltime or part-time and whether you are a PhD or MPhil candidate. In some instances candidates will be asked to complete more points (if, for example, they have been away from academic study for a significant period of time).

**Note:** there are a number of compulsory elements that are already part of your candidature and these are also listed on Table 5 **but do not accrue points**.

### 8.3. TIMELINE

Coursework can be undertaken across the three years of your candidature although it is likely that components **(A)** and **(B)** will be undertaken in the first 18 months, with component **(C)** usually undertaken in the latter half of your candidature.

## 8.4. BUILDING YOUR COURSEWORK PLAN

A coursework plan (including timetable) must be agreed on with your supervisor in the first three months of your candidature. It should be

1. **recorded** on the NCIS HDR Coursework form (Appendix 1) which is kept on your student file, and
2. **listed** in your annual plan.

## 8.5. CLAIMING POINTS

To claim points you must:

1. **submit a reflection** about the activity in writing to your supervisor as soon as it is finished
2. **list the courses** taken in your annual report
3. **collate your reflections** and submit them as an addendum to your annual report.

## 8.6. COURSEWORK COMPONENTS

There are **three** components to the NCIS HDR coursework program and your plan must include **at least one from each component**.

**NOTE:** Check availability of courses, the below is a guide only.

**NOTE:** CASS follows a different system to NCIS and not all CASS courses are eligible under NCIS requirements – plan your coursework with your supervisor.



**(A) COURSES IN RESEARCH METHODS AND TECHNIQUES (5 POINTS PER COURSE)**

- a) Based on the skills needs analysis (TOAST <http://toast.anu.edu.au/>), the supervisor and HDR candidate will agree which training course from those listed is most suitable. There are many training courses available at ANU so it is important to consider what will be most useful for you. Useful information is available:
  - i. in your 'Student Guide to Free Training at ANU' booklet
  - ii. at the Research Skills and Training Centre (<https://services.anu.edu.au/business-units/research-training-0>)
  - iii. in the HDR section at the Academic Skills and Learning Centre <https://academicskills.anu.edu.au/taxonomy/term/4>
  - iv. at Information Services (particularly Information literacy training: <http://anulib.anu.edu.au/training/tailored-programs/>)
  - v. if your work involves statistical analysis, the Statistical Consulting Unit provides advice on research design and has courses. See <https://services.anu.edu.au/business-units/statistical-consulting-unit>

**(B) POSTGRADUATE COURSES AVAILABLE AT CASS (OR OTHER COLLEGES) – GENERAL AND/OR DISCIPLINE ELECTIVE (10 OR 20 POINTS DEPENDING ON COLLEGE UNIT ALLOCATION)**

FOR EXAMPLES SEE THE CASS GUIDE: <http://cass.anu.edu.au/current-students/higher-degree-research/resources-current-HDR-students>

- a) General research training Semester courses; courses available at CASS in 2015/2016 include:
  - i. **HUMN8104: Thesis Writing Workshop: the Five Essential Elements of a Thesis**  
Workload: 6 workshops over semesters 1 & 2 (NCIS value: 10 points)
- b) Disciplinary elective (10 or 20 points depending upon course)  
Based on your disciplinary requirements and courses on offer at relevant Colleges, the supervisor and HDR candidate will choose those which are most suitable. Permission will then need to be provided by the relevant course convenor. For example, courses available at CASS currently (2015/2016) include:
  - i. **ANTH8101: Contemporary Anthropological Theory**  
Workload: 12 weekly seminars of 2 hours each plus reading and preparation (NCIS value: 20 points)
  - ii. **ANTH8102: Anthropological Field Methods**  
Workload: 2 hours of seminar plus reading each week (NCIS value: 20 points)
  - iii. **HIST8101: The Historian's Craft: Approaches, Themes and Methods**  
(NCIS value: 10 points)
  - iv. **HIST8102: The Professional Historian: Advanced Training**  
(NCIS Value: 10 points)
  - v. **HUMN8001: Interdisciplinary Humanities Research: Methods, Theories and Skills**  
Workload: 20 hours per week over 9 weeks. (NCIS value: 10 points)

**(C) PRESENTATION (POSTER: 5 POINTS; PAPER AT ANU POSTGRAD CONFERENCE: 5 POINTS; PAPER AT PEER-REVIEWED EXTERNAL CONFERENCE: 10 POINTS)**

Presenting your work at conferences is a significant part of academic skill development and growth. For this component the HDR candidate develops a conference presentation for delivery via abstract submission at a scholarly conference in their field of study. This is usually undertaken in the second or third year of study.

**TABLE 5: SUMMARY OF POINT VALUES FOR HDR COURSEWORK**

- Plan and agree on your coursework with your supervisor, record this on the NCIS HDR Coursework form (Appendix 1) and include this in your annual plan.
- To claim points you must submit a reflection about the activity in writing to your supervisor, and include these in your annual report.

Activity	Points
<b>All candidates must complete</b>	
Mandatory milestones (e.g. annual plan and reports; oral presentation)	N/A
TOAST learning needs analysis <a href="http://toast.anu.edu.au/">http://toast.anu.edu.au/</a>	N/A
Research Integrity Training <a href="https://services.anu.edu.au/training/complete-research-integrity-training">https://services.anu.edu.au/training/complete-research-integrity-training</a>	N/A
Ethics training and, if necessary, ethics clearance <a href="https://services.anu.edu.au/research-support/ethics-integrity/human-ethics-overview">https://services.anu.edu.au/research-support/ethics-integrity/human-ethics-overview</a>	N/A
Yearly presentations at the annual NCIS Research Retreat	N/A
At least one presentation at an NCIS monthly research gathering	N/A
<b>(A) Training courses</b>	
NCIS HDR Research Lab ( <a href="#">annual NCIS event</a> )	50 points
Research Skills and Training Centre (RSTC) course <a href="http://researchstudents.anu.edu.au/">http://researchstudents.anu.edu.au/</a>	5 points
Academic Skills and Learning Centre course <a href="https://academicskills.anu.edu.au/workshops">https://academicskills.anu.edu.au/workshops</a>	5 points
ANU Library course <a href="http://anulib.anu.edu.au/help/">http://anulib.anu.edu.au/help/</a>	5 points
Other similar courses (discuss with your supervisor)	5 points
<b>(B) Postgraduate coursework available at other Colleges – general and discipline elective</b>	
CASS (or other ANU College) HDR coursework course ( <i>permission required</i> ) <a href="http://cass.anu.edu.au/current-students/higher-degree-research/resources-current-HDR-students">http://cass.anu.edu.au/current-students/higher-degree-research/resources-current-HDR-students</a>	10 or 20 points (depending upon points allocated by CASS or relevant College)
<i>Note: CASS follows a different system to NCIS and not all CASS courses are eligible under NCIS requirements – plan your coursework with your supervisor.</i>	
<b>(C) Presentations</b>	
Delivery of poster at a conference	5 points
Delivery of paper at an ANU postgraduate conference	5 points
Delivery of paper at peer-reviewed external conference	10 points

## 9. THESIS WRITING

Structuring your thesis and developing your thesis writing skills are very important components of your HDR candidature. The research and writing skills you acquire during this period are the foundations for future scholarship, whether in a continuing University career or outside the academy. You will require these skills to articulate your ideas clearly and

concisely in your thesis, publications or conference presentations. Being able to articulate your research clearly and concisely is an important attribute considered by your examiners.

Academic writing is a skill that develops across your candidature and subsequently in your career. You can develop these skills particularly through considering feedback on your written work provided by your supervisory panel, but also by taking advantage of the many training courses available through ANU.

According to analysis of examiners' reports undertaken, for example, by Kiley (2004) and Lovitts (2007)<sup>1</sup>:

A 'good' thesis has	A 'less than' ideal thesis has
<ul style="list-style-type: none"> <li>• Critical analysis &amp; argument</li> <li>• Confidence &amp; a rigorous, self-critical approach</li> <li>• A contribution to knowledge</li> <li>• Originality, creativity &amp; and a degree of risk taking</li> <li>• Comprehensiveness &amp; scholarly approach</li> <li>• Sound presentation &amp; structure</li> <li>• Sound methodology</li> </ul>	<ul style="list-style-type: none"> <li>• Too much detail with lack of analysis</li> <li>• Lack of confidence, energy &amp; engagement by the candidate</li> <li>• Lack of argument and rigour</li> <li>• Shoddy presentation (typos, missing references etc.)</li> <li>• Lack of critique of own analysis/sweeping generalisations based on opinion rather than analysis</li> <li>• Inadequate or poorly expressed methodology and scope</li> </ul>

## 10. COMMUNICATING THE RESULTS OF YOUR WORK

Communicating your work is a key component of your academic development. Whether this involves presenting results to your research partners, at conferences or via publication, these skills are essential elements for you to develop, particularly should you wish to continue in a career in research and academia.

### 10.1. CONFERENCE PRESENTATION

There will be opportunities to present your work throughout your candidature at NCIS. The NCIS research retreat, monthly research meetings and the various presentations required as part of HDR milestones are examples of the 'in-house' opportunities for you to develop your

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<sup>1</sup> Kiley, M 2004: What examiners' comments can tell us about the postgraduate learning environment. In: C. Rust (ed.), *Improving Student Learning: Theory, Research and scholarship*. (pp.213-222). Hinkley, Leicestershire: The Oxford Centre for Staff and Learning Development.

Lovitts, B. 2007: *Making the Implicit Explicit: Creating performance expectations for the dissertation*. Sterling, Va: Stylus.

skills. In your second and third years there will also be opportunities to submit abstracts to, and hopefully be accepted to present at, national and international conferences. You should always discuss potential conference participation with your supervisor, and seek their feedback on your presentation before the conference. Remember that permission should be sought from your supervisor to attend conferences and that the delegated authority needs to approve your absence.

**Funding:** note that you can apply to NCIS for funds to support conference attendance.

## 10.2. PUBLICATION

Different disciplines have different approaches to the question of whether HDR candidates should publish during their candidature, and how to do this. In some disciplines, such as Engineering, there is an expectation that HDR candidates will produce publications. In others, whether to publish or not is entirely a decision made out of discussion between the HDR candidate and their supervisor. It may be useful, for example, to join a multi-authored paper to gain experience of the publication process before embarking on a sole-authored paper.

There are strong advantages in publishing during your thesis. These include learning the publication process, focussing your research, quality assurance and receiving feedback from your peers as well as communicating your results to the academy and contributing to the Centre's research profile. Having publications in peer-reviewed journals by the time your thesis is completed may provide you with a competitive 'edge' when subsequently applying for academic jobs. However, you will need to consider whether the time spent on publication would be better spent on your research program.

An important point to take into account is how to include material deriving from your research in your thesis that you have already published elsewhere. There is no hard and fast rule on this and again, advice should be sought from your supervisory panel. For example, while it is unlikely that it would be appropriate (or relevant) to include pages which are a verbatim copy of work that you have published in the course of your research program, it may be appropriate to reformulate your argument for inclusion in your thesis. If so, a clear statement about its previous publication will be needed. You must consider what is required for your thesis to form a coherent, well-argued whole. If you wish to reformulate work that you have published in a multi-authored paper, you must demonstrate the appropriate level of independence required by your PhD thesis, and you must provide a statement to support this.

**Important note:** You must also be aware of relevant copyright policies of journals and you may need to request that publishers amend their copyright agreements to allow inclusion of material in your thesis.

**Further information on publication:** See the ANU Policy: 'Code of Practice for Scholarly Publication and Dissemination at ANU': <https://policies.anu.edu.au/ppl/index.htm>

# 11. FUNDING AND SCHOLARSHIPS

Various scholarships are available through ANU and externally to undertake postgraduate work. Further information can be found at the Division of Registrar & Student Services website (<http://www.anu.edu.au/students/scholarships-support/research-scholarship-information>).

## 11.1. FUNDING FROM NCIS

Once you have enrolled at NCIS, you may apply for funding through the Centre to provide support for your research, whether full or part-time. Funding is generally accessible only after your Thesis Proposal Review. A strong case must be to the NCIS Director for use of funds prior to your TPR. As funding is limited, you should budget carefully and focus on essential and high-priority activities. The support of your supervisor is required on your funding application to the NCIS Director.

**Please note:**

- **Funding is at the discretion of the Delegate and is not an entitlement.**
- Holders of ANU scholarships (such as the VC Scholarship) which provide funding for similar activities (e.g. fieldwork and conference attendance) are not eligible to apply for the NCIS Research Grant or the Fieldwork Grant.
- These funding rules may vary from time to time (for instance as new grants/scholarships arise that may affect eligibility for this grant).

There are two types of funding that you can apply for:

- **Research Grant** – provides assistance with the costs associated with domestic or international conference attendance; research expenses such as expert advice, inter-library loans, photocopying, postage, etc.; production of graphics and thesis binding; attendance at the NCIS postgraduate research retreat for external students.

**If you enrolled BEFORE 1 Jan 2014**, the total payment available over a candidature is \$3,000 maximum for PhD candidates and \$2,000 maximum for MPhil candidates.

**If you enrolled AFTER 1 Jan 2014**, the total payment available over a candidature is \$3,500 maximum for PhD candidates and \$2,000 maximum for MPhil candidates.

- **Fieldwork Grant** – provides assistance with the travel and accommodation cost of fieldwork trips outside Canberra.

**If you enrolled BEFORE 1 Jan 2014**, the total payment available over a candidature is \$5,000 maximum for PhD candidates and \$3,000 maximum for MPhil candidates.

**If you enrolled AFTER 1 Jan 2014**, the total payment available over a candidature is \$6,000 maximum for PhD candidates and \$3,000 maximum for MPhil candidates.

Application forms and further information are available from **Appendix 3 of this Guide** and from the NCIS HDR Administrator, [ncis@anu.edu.au](mailto:ncis@anu.edu.au)

### 11.2. MANNING CLARK HOUSE/NCIS INDIGENOUS FELLOWSHIP

This Fellowship was launched in 2010. It is open to Aboriginal, Torres Strait Islander and Maori people enrolled at ANU in a higher degree research or postgraduate coursework program, or affiliated with ANU and pursuing postdoctoral or externally funded research.

The successful recipient will receive 12 months' rent-free accommodation at 'The Gamekeeper's Cottage' (normally from 1 January), a separate studio apartment in the Heritage-listed historic gardens of Manning Clark House in the Canberra suburb of Forrest.

Application deadline is 30<sup>th</sup> September each year. More details are available on: <http://www.anu.edu.au/students/scholarships-support/manning-clark-housenational-centre-indigenous-studies-indigenous>

### 11.3. OTHER ANU INDIGENOUS SCHOLARSHIPS AND FELLOWSHIPS

The following scholarships are available to Indigenous Australian ANU students in particular. Please note that the application dates provided are a guide only. For the most current and accurate dates, as well as information on other scholarships open to a wider group of students including Indigenous students, please visit the ANU scholarships site (<http://www.anu.edu.au/students/scholarships-support/research-scholarship-information>) and contact the relevant Centre administering the fund or scholarship.

Scholarship	General eligibility
<a href="#">Indigenous Australian Graduate Scholarship</a>	PhD, Professional Doctorate by Research or Coursework, MPhil, Master by Coursework or Research, and Graduate Diploma at ANU.
<a href="#">Indigenous Australian Reconciliation PhD Scholarship</a>	PhD and Professional Doctorate by Research at ANU.
<a href="#">Nugget Coombs Indigenous Australian Scholarships</a>	Graduate student fieldwork in Northern Australia.
<a href="#">Elspeth Young Memorial Grants</a>	Graduate and undergraduate students at ANU.
<a href="#">Indigenous Students' Practical Legal Training Scholarship</a>	Full-time study in the <a href="#">Graduate Diploma of Legal Practice (GDLP)</a>
<a href="#">Baume Travelling Scholarship</a>	Currently enrolled, full-time graduate and undergraduate students at <a href="#">NCEPH</a> to travel to a national or international conference.
<a href="#">Leonard Broom Scholarships</a>	Graduate or undergraduate study in an area related to the <a href="#">NCEPH</a> research program.

Scholarship	General eligibility
<a href="#">Duguid Travelling Scholarship</a>	Graduate or undergraduate students currently enrolled at <a href="#">NCEPH</a> or an Indigenous Australian person wishing to come to NCEPH.
<a href="#">CAEPR Visiting Indigenous Fellowship Scheme</a>	Collaboration between <a href="#">Centre for Aboriginal Economic Policy Research (CAEPR)</a> research staff and non-CAEPR Indigenous researchers and leaders.

## 12. USEFUL REFERENCES

### 12.1. INDIGENOUS RESEARCH METHODOLOGIES

As a researcher in Indigenous Studies, it is important to read the growing wealth of literature on Indigenous and Indigenist research methodologies. Leading writers in this field include (but are not limited to):

- Bagele, C. 2012: *Indigenous research methodologies*. Thousand Oaks, California: Sage Publications.
- Denzin, N.K., Lincoln, Y. S., Smith, L. T. 2008: *Handbook of critical and Indigenous methodologies*. Los Angeles: Sage.
- Martin, K. 2003: 'Ways of Knowing, Ways of Being and Ways of Doing: A theoretical Framework and Methods for Indigenous Research and Indigenist Research,' *Journal of Australian Studies*, 76: 203-214.
- Moreton-Robinson, A and Walter, M. 2009: 'Indigenous Methodologies in Social Research,' *Social Research Methods*, pp.1-18.
- Nakata, M. 2007: *Disciplining the savages: savaging the disciplines*. Canberra: Aboriginal Studies Press.
- Nakata, M, Nakata, V and Chin, M (2008) 'Approaches to the academic preparation and support of Australian Indigenous students for tertiary studies,' *The Australian Journal of Indigenous Education*, 37: Supplement, 7-14.
- Rigney, L. 1997: 'Internationalisation of an Indigenous Anti-colonial Cultural Critique of Research Methodologies: A Guide to Indigenist Research Methodology and Its Principles,' *Journal for Native American Studies*, 14(12):109-121.
- Rigney, L. 2006: 'Indigenist Research and Aboriginal Australia' in Goduka, N and Kunnie, J Indigenous People's Wisdoms and Power: *Affirming Our Knowledges Through Narrative*. London: Ashgate Publishing, pp. 32-50.
- Rigney, L. 2008: *Indigenist Research Epistemologies*. Australia: Allen and Unwin.
- Smith, L. T. 2012: *Decolonizing methodologies: research and Indigenous peoples*. New York: Zed Books.

## 12.2. RESEARCH SKILLS AND THESIS PLANNING

While your focus should be on the research program, a dip into the numerous resources available about how to tackle the HDR process may nonetheless be very worthwhile. These include:

Dunleavy, P. 2003: *Authoring a PhD: How to Plan, Draft, Write and Finish a Doctoral Thesis or Dissertation*. Palgrave Macmillan.

The Thesis Whisperer - <http://thesiswhisperer.com/>

A number of publications from Thinkwell publishers available through:  
<http://www.ithinkwell.com.au/bookshop>:

- Turbocharge Your Writing
- The Seven Secrets of Highly Successful Research Students
- The PhD Experience: what they didn't tell you at Induction
- Time for Research: Time Management for PhD Students
- Defeating Self-Sabotage: Getting your PhD finished

## 13. SIGNIFICANT ABORIGINAL AND TORRES STRAIT ISLANDER COLLECTIONS IN CANBERRA

Canberra holds a number of highly significant collections of Aboriginal and Torres Strait Islander materials, whether as archives, published works, audio-visual materials, artwork or cultural material.

### 13.1. THE AUSTRALIAN INSTITUTE FOR ABORIGINAL AND TORRES STRAIT ISLANDER STUDIES (AIATSIS)

AIATSIS holds the world's premiere collections of Indigenous Australian cultures and history. The AIATSIS library is a 15-minute walk from NCIS. Information about the collections are found via the Institute's website: <http://aiatsis.gov.au/collections>

### 13.2. NATIONAL LIBRARY OF AUSTRALIA

The NLA will also be a primary resource for your postgraduate studies. Information about its collection can be found via the library's website: <https://www.nla.gov.au/collections>

### 13.3. NATIONAL MUSEUM OF AUSTRALIA

The NMA has highly significant collections of Aboriginal and Torres Strait Islander cultural heritage. Sited 15 minutes away from NCIS, information is available at <http://www.nma.gov.au/collections>.



## 13.4. NATIONAL FILM AND SOUND ARCHIVE

The National audio-visual collection contains over 1.6 million works and has a considerable collection of materials related to Aboriginal and Torres Strait Islander people. Visit <http://www.nfsa.gov.au/collection/>.

## 13.5. THE NATIONAL ARCHIVES

The National Archives of Australia collects and preserves government records. Visit <http://naa.gov.au/collection/>.

# 14. FREQUENTLY ASKED QUESTIONS

Many of the answers to FAQs below have been taken from the ANU HDR Guide (the 'blue book') which contains further helpful information (<http://www.anu.edu.au/study/information-for/postgrad-research-students>). The most common questions asked by HDR candidates at NCIS are provided here, plus some NCIS-specific questions.

## Q.1 Requirements for attendance at ANU

### PHD CANDIDATES

Normally, you will be expected to physically attend ANU as a full-time HDR candidate for 18 months or a part-time candidate for 24 months. Periods of absence on fieldwork, on conference attendance, or in pursuit of the program at another institution do not count towards this attendance period (remember that you always need the NCIS Delegated Authority's approval to travel).

This requirement is varied for approved external candidates who must spend a minimum of 4 weeks per year of the program at ANU. External candidates must note their periods of time in residence at ANU in their annual reports, and should also email [enrolments@anu.edu.au](mailto:enrolments@anu.edu.au) at the time of each visit to ensure the dates are recorded on the Student Administration System (see **Section 5** above).

The written approval of the appropriate Delegated Authority is required for any variation to these attendance requirements.

### RESIDENCE REQUIREMENTS

Students enrolled in HDR programs are expected to be in attendance for the duration of the program unless enrolled as an external HDR candidate (see above).

The rules allow for the Delegated Authority to approve the pursuit of (part of) the program elsewhere, provided any courses to be attended are substantially comparable in quality with equivalent courses offered at ANU, and the institution concerned has satisfactory research facilities for the purposes of the program.

## Q.2 Hours you are expected to work on your research program

At ANU, you are required to work 40 hours a week on your research program as a full-time HDR candidate and 20 hours a week if you are part-time. As a part-time candidate you should consider whether the amount of hours is possible given your other commitments. To successfully apply for part-time candidature you will need to provide evidence that you are able to commit 20 hours a week to your thesis (see **Sections 3** and **5** above).

## Q.3 EMPLOYMENT

<http://www.border.gov.au/Trav/Stud/More/Work-conditions-for-Student-visa-holders>

Full-time students are permitted to work up to 10 hours per week without approval. Periods greater than 10 hours up to the maximum of 20 hours per week require the approval of your supervisor and Delegated Authority. You are required to give an estimate of your hours of employment in your annual reports.

International student visa holders (if they hold a visa issued after 26 April 2008) do not need to obtain permission from the Department of Immigration and Citizenship (DIAC) to work up to 20 hours per week, but supervisor and NCIS Director approval is still required if you are going to work for more than 10 hours per week.

## Q.4 Absence for recreation leave

<http://www.anu.edu.au/students/program-administration/program-management/research-program-leave>

You are expected to pursue your research for 48 weeks of the year. You are allowed up to 20 days' recreation leave each year of enrolment calculated on a pro rata basis. Periods of unused recreation leave cannot be accrued and carried forward to the following year.

Periods of recreation leave must be taken at a time convenient to you and your supervisor. No formal records of recreation leave are kept on the Student Administration System but your supervisory area will require you to complete an absence form for their records.

You do not need to advise Enrolments about your recreation leave unless it is being taken contiguous with program leave.

## Q.5 Absence for conference attendance

<http://www.anu.edu.au/students/program-administration/program-management/conference-attendance>

Attendance at national and international conferences is part of your research training, providing you with an opportunity to present your research and discuss it with others in the discipline. Permission should be sought from your supervisor to attend conferences. The Delegated Authority approves your absence.

You should discuss conference attendance opportunities with your supervisor. The NCIS HDR Administrator will record details of your approved conference attendance absences on the Student Administration System.

## FUNDING

Remember that you can apply for funding from NCIS to present at conferences (see **Section 11** above). Please see the NCIS Executive Officer for information about how to apply, as well as budgeting and your financial reporting.

### Q.6 Absence for fieldwork

<http://www.anu.edu.au/students/program-administration/program-management/fieldwork>

Fieldwork is an integral part of many research programs and covers a wide range of data-gathering activities. Discussions about your fieldwork should begin early in your candidature. Students remain enrolled during their fieldwork, and remain liable for program fees. The NCIS HDR Administrator will record details of your approved fieldwork absences on the Student Administration System.

Permission should be sought from your supervisor for fieldwork-related travel. The Delegated Authority approves your absence.

#### Funding

Remember that you can apply for funding from NCIS to undertake fieldwork (see **Section 11** above), and some scholarships also include funds for fieldwork. Please see the NCIS Executive Officer for information about how to apply as well as budgeting and your financial reporting.

### Q.7 Program leave

<http://www.anu.edu.au/students/program-administration/program-management/research-program-leave>

If you hold a scholarship administered by ANU, please refer to the relevant section in the HDR student guide (<http://www.anu.edu.au/students/scholarships-support/research-scholarship-information>)

#### PROGRAM LEAVE (NON-SCHOLARSHIP HOLDERS)

Program leave is available to students who are unable to pursue their program for personal or professional reasons. You should complete the relevant form and submit it to the Chair of your supervisory panel as soon as possible and preferably in advance of the proposed period of leave. Program leave requires the approval of the NCIS Director.

Once approved, the form is sent to the Enrolments Office for processing and updating the Student Administration System. Your unit load will be changed to reflect the period of leave

(1 unit = 1 week full-time or 2 weeks part-time), your new program end date will be calculated, and you will be advised by email of these changes.

**Forms:** the relevant form is found here:

<https://apollo.anu.edu.au/apollo/default.asp?pid=8364&script=true>

## INTERNATIONAL STUDENTS AND PROGRAM LEAVE

There are specific rulings about program leave for International students. The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students states, with respect to program leave:

STANDARD 13 – DEFERRING, SUSPENDING OR CANCELLING A STUDENT’S ENROLMENT. REGISTERED PROVIDERS MAY ONLY ENABLE STUDENTS TO DEFER OR TEMPORARILY SUSPEND THEIR STUDIES, INCLUDING GRANTING A LEAVE OF ABSENCE, DURING THE COURSE THROUGH FORMAL AGREEMENT IN LIMITED CIRCUMSTANCES.”

International students who hold a student visa are encouraged to first seek advice from the Academic Standards and Quality Office (ASQO) before applying for program leave. You will be advised about the effect your leave may have on your electronic Confirmation of Enrolment (eCoE) and the possible consequences for your student visa.

To contact ASQO, you must make an appointment via email to meet with a staff member from ASQO. In your email, please include your full name, student ID and a description of your circumstances so that we can ensure the appropriate staff member is available to meet with you. <http://drss.anu.edu.au/asqo/contact.php>

Depending on your enquiry, ASQO will either provide advice by email or invite you to meet and discuss your request.

Applications for program leave must be submitted in advance as indicated on the application form.

Under the National Code 2007, the University is required to report any variations to an international student’s enrolment within 10 working days of the date of the variation. This requirement therefore precludes consideration of retrospective applications for program leave.

When approved program leave is processed, your unit load will be adjusted (1 unit = 1 week of full-time study) and this will change your fee liability for that semester. The minimum allowable period of program leave is 1 week for full-time students and 2 weeks for part-time students.

## RETURNING FROM PROGRAM LEAVE

You are expected to return on time from any leave. For scholarship holders, on the day of your return from leave, you must complete the form at <https://apollo.anu.edu.au/apollo/default.asp?pid=7896> to ensure that your enrolment is correct and that your payments recommence. If you are not on scholarship you need only contact the enrolments office, to ensure that your return is noted on your central file.

If you are returning early, your enrolment will need to be readjusted. If you are returning early from sick leave you will require a medical certificate indicating your fitness to return early.

If, due to circumstances beyond your control, you are returning late, you will need your Delegated Authority's approval for the additional time on program leave OR if you have any recreation leave available to you, you could use that provided the Chair of your panel is supportive. You will need to advise Enrolments about which option you will take.

International students may need to contact the ANU Academic Standards and Quality Office to arrange for a new eCoE. You should do this in sufficient time to receive the eCoE and obtain your new visa if required.

## Q.8 Program extension

<http://www.anu.edu.au/students/program-administration/program-management/extension-of-a-research-program>)

If you are unable to submit your thesis by your maximum submission date, you must seek an extension of your program by completing the Application for Extension of Program form. The application requires your supervisor's comments and endorsement, and approval by the Director of NCIS.

**Form:** the relevant form is available at

<http://www.anu.edu.au/files/resource/Application%20for%20Extension%20of%20Research%20Program.pdf>

Please note:

- Your request should be based on academic reasons beyond your control, and related to your research, rather than reasons of a personal nature (for which program leave could have been taken). However, unusual personal circumstances may be considered.
- You must have completed all of the required progress milestones before your application can be considered.
- PhD and Professional Doctorate candidates may apply for 6 months extension (full-time) or 12 months (part-time) at each request.
- MPhil candidates may apply for 3 months extension (full-time) or 6 months (part-time) at each request.
- Each request must include the circumstances that have prevented you from submitting your thesis by the due date, and must include details of your progress towards completion.
- Applications must be submitted on or before your program end date, but not normally more than 3 months ahead of that date.

Students on approved program extension must remain enrolled until their thesis is submitted.

Students on program extension are expected to finish their research and thesis writing as quickly as possible.

## DOMESTIC STUDENTS

RTS funding ceases once you are on program extension. The University has determined at this stage that no domestic tuition fee will be charged for domestic program extension candidates, but you should note that this is reviewed annually.

## INTERNATIONAL STUDENTS

International students that are **resident in Australia** for the period extension are required to pay an International student fee. This fee is significantly less than the standard program fee, but you should note that it is a fixed fee for 6 months or any part thereof. The difference between the fee you will be charged and the standard program fee is carried by your area.

A new eCoE will be issued once you have paid the fee stated in the letter you receive from Enrolments, and met any other conditions listed in the letter.

You will be enrolled as a program extension student when you show Enrolments your new visa.

International students that are **resident overseas** for the extension period are not required to pay an International student fee. You should note that your eCoE will be cancelled.

### Q.9 Program leave while on program extension

<http://www.anu.edu.au/students/program-administration/program-management/research-program-leave>)

If program leave for personal reasons is approved while you are on program extension, that period of leave will not extend your end date.

Because requests for program extension must be based on academic reasons beyond your control or unusual personal circumstances, program leave cannot be cited as a reason for needing a further extension.

However, if it is necessary to take program leave for medical reasons (related to you directly) and a supporting acceptable medical certificate(s) is provided, then this period may be added to your revised program end date.

### Q.10 Change of intensity

<http://www.anu.edu.au/students/program-administration/program-management/research-study-load>)

## FULL-TIME TO PART-TIME

Full-time research students may transfer to part-time status with the approval of their Delegated Authority. Commonly, a transfer to part-time status is sought for health, carer responsibility or employment reasons.

Applications should complete the [Application for Change of Intensity in Research Program](#) form online, and should be discussed with your supervisor. You should be aware that you are required to devote at least 20 hours per week to your studies as a part-time candidate.

If you are a scholarship holder, you should carefully check the Award conditions to determine whether it would be possible to retain the scholarship as a part-time student. Circumstances under which you would be able to retain the scholarship are very limited, and relate to personal health issues or primary carer responsibilities. Part-time scholarships are taxable. Refer to the relevant section in the HDR student guide (<http://www.anu.edu.au/students/scholarships-support/research-scholarship-information>) for further information or contact the Scholarships Office.

Scholars who are enrolled in an approved program of concurrent study, for example MBBS/PhD (where the overall load is full-time) may retain the PhD scholarship on a part-time basis – in this case the scholarship is not taxable.

International students on a student visa must maintain a 100 per cent load, except in compassionate and compelling circumstances which must be approved. You will need to seek advice from the Office of Policy and Regulation if you are considering part-time enrolment.

#### **PART-TIME TO FULL-TIME**

If the reason for studying part-time was based on medical grounds, you will be required to provide a medical certificate indicating that you are now fit to study full-time.

Applications should be made using the [Application for Change of Intensity in Research Program](#) form, and approved by your Delegated Authority.

Once approved, NCIS will send the paperwork to Enrolments where the change will be processed. You will be advised in writing of your new program end date and you will be able to view it on ISIS.

### **Q.11 Withdrawal from the program**

(<http://www.anu.edu.au/students/program-administration/program-management/withdraw-from-a-research-program>)

The Research Award Rules allow you to withdraw from your research program at any time. Before taking this step it is advisable to consult your supervisor or other supervisory panel members, your Head of Department, Delegated Authority, the Dean of Students, University Counselling, the Registrar or other members of the University who may be able to offer advice so that you can be sure that you have considered all of the available alternatives.

Once you have made the decision to withdraw, you should write to the NCIS Director who will pass your letter to Enrolments. The withdrawal takes effect from the date of the written notification.

If you are an International fee-paying student you will be required to pay fees up until the date of your withdrawal.

If you are a scholarship holder you should take care to avoid the overpayment of your scholarship. If you are paid beyond your withdrawal date you will be required to repay the monies owing.

If you are transferring to another University, for see <http://www.anu.edu.au/students/program-administration/program-management/withdraw-from-a-research-program>.

## Q.12 Desk space at NCIS

As space is limited, priority for 'permanent' desk space for the life of the candidature is provided to full-time PhD students based at ANU. MPhil, part-time and external candidates will be provided with access to 'hot desks', as long as these are available.



# APPENDIX 1 – NCIS HDR COURSEWORK FORM

To be planned and agreed with your Supervisor

For year (circle which):            2016   2017   2018   2019   2020

Agreed by Supervisor:

.....

Agreed by HDR Candidate:

.....

Date: .....

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Details of course	Date to be undertaken	Component (A, B or C)	Points value	Completed?	Date reflection submitted
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(to be continued as necessary...)

## APPENDIX 2 – SUPERVISION EXPECTATIONS

Read each pair of statements below and then estimate your position on each. For example with Statement 1, if you believe very strongly that it is the supervisor's responsibility to select a good topic, circle '1'. If you think that both the supervisor and student should equally be involved, circle '3'. If you think it is definitely the student's responsibility to select a topic, circle '5'.

Or download from [http://researchsuper.chelt.anu.edu.au/sites/researchsuper.chelt.anu.edu.au/files/expectation\\_rating\\_0.pdf](http://researchsuper.chelt.anu.edu.au/sites/researchsuper.chelt.anu.edu.au/files/expectation_rating_0.pdf)

1.	It is the supervisor's responsibility to select a research topic	1	2	3	4	5	The student is responsible for selecting her/his own topic
2.	The supervisor should insist on regular meetings with the student	1	2	3	4	5	The student should decide when she/he wants to meet with the supervisor
3.	It is the supervisor who decides which theoretical framework is most appropriate	1	2	3	4	5	Students should decide which theoretical framework they wish to use
4.	The supervisor should check regularly that the student is working consistently and on task	1	2	3	4	5	The student should not have to account for how and where they spend their time
5.	The supervisor should develop an appropriate program and timetable of research and study for the student	1	2	3	4	5	The supervisor should leave the development of the program of study to the student
6.	The supervisor is responsible for providing emotional support & encouragement to the student	1	2	3	4	5	Students should have their own support networks and this is not the responsibility of the supervisor
7.	The supervisor is responsible for ensuring that the student is introduced to the appropriate services and facilities of the department and University	1	2	3	4	5	It is the student's responsibility to ensure that she/he has located and accessed all relevant services and facilities for research
8.	The supervisor should insist on seeing all drafts of work to ensure that the student is on the right track	1	2	3	4	5	Students should submit drafts of work only when they want constructive criticism from the supervisor
9.	Supervisors should only accept students when they have specific knowledge of the student's chosen topic	1	2	3	4	5	Supervisors should feel free to accept students, even if they do not have specific knowledge of the student's topic
10.	The supervisor should take over the final writing-up of the thesis if the student is having difficulty	1	2	3	4	5	The writing of the thesis should only ever be the student's own work
11.	A warm, friendly relationship between supervisor and student is critical for successful candidature	1	2	3	4	5	A warm, friendly relationship is inadvisable because it may obstruct objectivity for both student and supervisor during candidature
12.	The supervisor is responsible for decisions regarding the standard of the thesis	1	2	3	4	5	The student is responsible for decisions concerning the standard of the thesis

# APPENDIX 3 – APPLICATION AND ADMINISTRATION OF FUNDING FROM NCIS

Issued: 4 July 2013

## A3-1. BACKGROUND

The objective of the HDR Candidate Funding is to assist each candidate to complete their thesis. The candidate is required to demonstrate how the funds are essential to the production of the thesis.

There are two types of funding:

- A. Research Grant
- B. Fieldwork Grant

You may apply for up to the following amounts across your candidature:		
	A. Research Grant	B. Fieldwork Grant
PhD	\$3,500 maximum	\$6,000 maximum
MPhil	\$2,000 maximum	\$3,000 maximum

## A3-2. GENERAL INFORMATION

- Funding is at the discretion of the Delegate and is not an entitlement.
- Candidates are required to write a brief report on the research activity and/or fieldwork supported by the NCIS grant and submit this no more than 2 weeks after your return. It should be submitted to the HDR Coordinator in the first instance. This report will then need to be endorsed by the Director and placed on the candidate's file.
- **In any one year, there will normally be a limit on the total amount of grant funding available.** Thus, each application will be assessed on the basis of its merits, on the demand from other applicants, and on the total amount available to be distributed by the Centre. It is in the best interest of the candidate, therefore, to apply for funding as early as possible.
- The two grant funds are separate and distinct and **you can not apply to one for the purposes of the other** – i.e. you cannot apply to use the Research Grant for the purposes covered by the Fieldwork Grant or *vice versa*.

- Holders of ANU (such as the VC Scholarship) or other scholarships which provide funding for similar activities (e.g. fieldwork and conference attendance) are not eligible to apply for the NCIS Research Grant or the Fieldwork Grant.
- Funding is generally accessible only **after your Thesis Proposal Review**. A strong case must be made for use of funds prior to your TPR. As funding is limited, you should budget carefully and focus on essential and high-priority activities.
- These funding rules may vary from time to time (for instance as new grants or scholarships arise that may affect eligibility for this grant).

## A3-3. RESEARCH GRANT

Research Grant funding is available to both full-time and part-time candidates who are enrolled in research degree programs at NCIS.

### A3-3.1. HOW TO APPLY

To access Research Grant funding, the applicant is required to seek approval by completing the application form attached to this document and forwarding it to the NCIS Centre Administrator. The applicant must clearly set out the reason for the funds being sought and provide a budget with supporting documentation (e.g. quotes).

The Centre Administrator will then liaise with the HDR Coordinator before forwarding the application to the NCIS HDR Committee.

**Please note:** you must include the comments and signature of your Panel Chair/Lead Supervisor on the application before it can be assessed. These may be attached to the application if necessary.

### A3-3.2. APPLICATION SUBMISSION AND ASSESSMENT

Applications will normally only be considered at the quarterly NCIS HDR Committee meetings. Your application should be submitted to the NCIS Centre Administrator at least **one week before the HDR Committee meeting**. In extenuating circumstances, an application MAY be considered out of session.

### A3-3.3. ALLOWABLE EXPENDITURE

The following is allowable expenditure for the Research Grant. Note that a) and b) will be given priority:

- a) Production of figures and thesis binding;
- b) Attendance at the NCIS Postgraduate Research Retreat **for external candidates**;
- c) Assistance with the costs associated with domestic or international conference attendance, i.e. travel, accommodation, registration;

- d) Research expenses such as expert advice or access to databases where not available at ANU (and in kind), inter-library loans, photocopying, postage, etc.

#### A3-3.4. FORMS OF PAYMENT/REIMBURSEMENT

Once appropriate approval has been obtained, the candidate may:

- a) Request that the Centre pay on your behalf (you may need to ask the supplier, i.e. hotel, airline, etc. to forward an invoice to NCIS for payment);
- b) Pay first and then seek reimbursement (providing all receipts and/or tax invoices where relevant for the total amount sought);
- c) If the request is for partial payment, be required to ask the supplier for two separate tax invoices, one of which is submitted to the Centre for the approved grant amount and the other to be kept by the candidate to pay the balance.

If the funding is approved, the candidate will be required to complete and submit a **Travel Approval Form** (if relevant) and **Travel Diary** (if relevant) in order to be covered by ANU travel and medical insurance policy. The forms are available here:

- Travel Approval Form and policy: [https://policies.anu.edu.au/ppl/document/ANUP\\_000846](https://policies.anu.edu.au/ppl/document/ANUP_000846)
- Travel Diary and policy: [https://policies.anu.edu.au/ppl/document/ANUP\\_000847](https://policies.anu.edu.au/ppl/document/ANUP_000847)

The candidate will also need to provide **banking details** so that funds can be deposited in to their account. The form is available here:

- Distribution to Financial Institution/s Form: [https://policies.anu.edu.au/ppl/document/ANUP\\_000930](https://policies.anu.edu.au/ppl/document/ANUP_000930)

A **Travel Grant Payment Request Form** must be filled in when NCIS books your travel and when 'travel' advances are not applied for. The form is available here:

- Request for Advance Form and policy: [https://policies.anu.edu.au/ppl/document/ANUP\\_000988](https://policies.anu.edu.au/ppl/document/ANUP_000988)

**All receipts and/or tax invoices where relevant must be produced as soon as practicable to the NCIS Centre Administrator.**

#### A3-3.5. REPORT

Candidates are required to write a brief report on the research activity supported by the NCIS grant and submit this no more than 2 weeks after your return. It should be submitted to the HDR Coordinator in the first instance. This report will then need to be endorsed by the Director and placed on the candidate's file.

### A3-4. FIELDWORK GRANT

HDR candidates may apply for up the maximum amount indicated in the table in the first section of this Appendix. The Fieldwork Grant amount indicated is the total amount

available (whether full-time or part-time) during the entire duration of the candidate's degree. *It is not an amount per year.*

Candidates will not normally be permitted to access funds for a second overseas research trip throughout their candidature.

### A3-4.1 HOW TO APPLY

To access the Fieldwork Grant, the applicant is required to seek approval by completing the application form attached to this document and forwarding it to the NCIS Centre Administrator. The applicant must clearly set out the reason for the funds being sought and provide a budget with supporting documentation (e.g. quotes).

The NCIS Centre Administrator will then liaise with the HDR Coordinator before forwarding the application to the NCIS HDR Committee.

**Please note:** you must include the comments and signature of your Panel Chair/Lead Supervisor on the application before it can be assessed. These may be attached to the application if necessary.

### A3-4.2 APPLICATION SUBMISSION AND ASSESSMENT

Applications will normally only be considered at the quarterly NCIS HDR Committee meetings. Your application should be submitted to the NCIS Centre Administrator at least **one week before the NCIS HDR Committee meeting**, and where possible, **at least 3 months before the funds are needed**. In extenuating circumstances, an application MAY be considered out of session.

### A3-4.3 ALLOWABLE EXPENDITURE

Expenditure is for fieldwork trips outside Canberra. The Director may recommend:

- A grant for return travel and a per diem allowance to assist with the cost of appropriately modest living conditions. Other expenses incurred in the field must be fully argued and will be evaluated on merit.
- Funding on the basis of the cheapest means of travel available (for example, by bus or train in the Adelaide-Melbourne-Sydney-Brisbane region, and by similar transport within other countries). If candidates opt to travel by more expensive means, they are responsible for the difference in cost.

Candidates should note that:

- Per Diem requests for living costs will not be considered in those cases where the applicant holds an APA or similar scholarship, except where living costs will be over and above those which would have been incurred in Canberra. Candidates are expected to cover normal living expenses in the field from their scholarship or other living allowance, as if they were living in Canberra.

- Per Diem requests for living costs of non-scholarship holders will vary according to the location in which the research is being conducted. Amounts granted do not aim to provide the full cost of food and accommodation.
- Applications may be made for expenses such as photocopying, visas, vaccines and essential medical supplies not covered by Medicare or by the University.
- Per Diem requests for living costs for non-scholarship holders will vary according to the location in which research is being conducted. Amounts granted do not aim to provide the full cost of food and accommodation.
- Receipts and/or Tax invoices should be obtained and submitted to the NCIS Centre Administrator. Candidates are required to keep a **Travel Diary** (link provided below) for periods of travel duration that are five nights or more.

Funding will **not** be recommended in the following cases:

- For supervisors or advisors to visit candidates in the field;
- For the sole purpose of consulting specialists in the field of research or to consult external supervisors and advisors;
- For spouses, partners or dependents to accompany candidates on fieldwork or to attend conferences;
- For research assistants;
- For books, souvenirs, computers, stationery, or gifts;
- The cost of interview transcriptions will not normally be funded;
- Candidates will not normally be permitted to access funds for a second overseas research trip.

#### A3-4.4 FORMS OF PAYMENT/REIMBURSEMENT

Once appropriate approval has been obtained, the candidate may:

- a) Request that the Centre pay on your behalf (you may need to ask the supplier to forward an invoice to NCIS for payment);
- b) Pay first and then seek reimbursement (providing all receipts and/or tax invoices (where relevant) for the total amount sought);
- c) If the request is for partial payment, be required to ask the supplier for two separate tax invoices, one of which is submitted to the Centre for the approved grant amount and the other to be kept by the candidate to pay the balance.

If the funding is approved, the candidate will be required to complete and submit a **Travel Approval Form** (if relevant) and **Travel Diary** (if relevant) in order to be covered by ANU travel and medical insurance policy. The forms are available here:

- Travel Approval Form and policy: [https://policies.anu.edu.au/ppl/document/ANUP\\_000846](https://policies.anu.edu.au/ppl/document/ANUP_000846)
- Travel Diary and policy: [https://policies.anu.edu.au/ppl/document/ANUP\\_000847](https://policies.anu.edu.au/ppl/document/ANUP_000847)

The candidate will also need to provide **banking details** so that funds can be deposited in to their account. The form is available here:

- Distribution to Financial Institution/s Form:  
[https://policies.anu.edu.au/ppl/document/ANUP\\_000930](https://policies.anu.edu.au/ppl/document/ANUP_000930)

A **Travel Grant Payment Request Form** must be filled in when NCIS books your travel and when 'travel' advances are not applied for. The form is available here:

- Request for Advance Form and policy:  
[https://policies.anu.edu.au/ppl/document/ANUP\\_000988](https://policies.anu.edu.au/ppl/document/ANUP_000988)

**All receipts and/or tax invoices where relevant must be produced as soon as practicable to the NCIS Centre Administrator.**

### A3-4.5 FIELDWORK REPORT

Candidates are required to write a brief report on the fieldwork supported by the NCIS grant and submit this no more than 2 weeks after your return. It should be submitted to the NCIS HDR Coordinator in the first instance. This report will then need to be endorsed by the NCIS Director and placed on the candidate's file.





.....  
**13.** Panel Chair's/Lead Supervisor's comments on the application and recommendations on the budget and proposed activities:

.....  
.....  
.....  
.....

Recommended/Not Recommended

Panel Chair/Lead Supervisor signature:

..... Date.....

**14.** Any other relevant information? .....

.....

**15.** If your grant request is approved, will you:

Ask that NCIS pay on your behalf? (This means that you will ask the supplier; i.e. hotel, airline, etc. to forward an invoice to the Centre Administrator for payment)

Pay yourself and seek reimbursement later? (Providing all receipts and/or tax invoices for the total amount sought)

If the request is for a portion of the total cost, the supplier will be required to provide two separate tax invoices: one to NCIS for the approved grant amount and one to the candidate to pay the balance.

Ask that NCIS pay in advance using an ANU purchase card?

Please note that any expenditure must be approved by the NCIS Director *before* it is incurred.

HDR Scholar's signature:

..... Date.....

NCIS Director's Comments:

.....

.....  
.....  
.....

APPROVED / NOT APPROVED

NCIS Director's Signature:

..... Date.....

**For NCIS USE:**

Fund available prior to this application:      Fund available if application is approved:

Research Grant: \$ AUD .....      Research Grant: \$ AUD .....

Fieldwork Grant: \$ AUD .....      Fieldwork Grant: \$ AUD .....

HDR Administrative Officer's Signature:

..... Date.....