2020

JCU HDR Advisors Handbook

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Cairns
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Townsville

JCU Graduate Research School
www.jcu.edu.au/graduate-research-school

Welcome to the HDR Advisor Handbook. We hope you regularly find time to visit these pages to keep up to date on the latest advice, guidelines and links to the University's Research Education policy documents for the advisors of Higher Degree by Research (HDR) candidates at JCU.

Each time you commencing working with a new HDR candidate you begin a unique experience. It is creative, challenging, emotionally and intellectually demanding, and should be immensely rewarding. I hope this website assists you to make the most of your role as advisor and to guide the HDR candidates you advise to successful and timely completion.

Please be aware that JCU uses the words supervisor and advisor synonymously. At JCU we believe the term Advisor best reflects the nature of the role you will play in supporting your candidates. We acknowledge there are some key documents and reference materials drawn from beyond the university use the term supervisor.

We thank you for your continued engagement and attention to your HDR advisor practice.

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Application

How to attract quality HDR applications

As an HDR Advisor you will want to attract quality HDR candidates. Applicants will be looking globally for the university that provides the best fit and support for their research interests, career goals and lifestyle.

- Sell the projects that you are qualified to supervise and have the resources to support.
- Be clear about the theoretical rationale for each of these projects, their aims and methodologies and the likely modes of data collection and analysis.
- Be clear about the knowledge and skills that are required to successfully complete such projects. Which skills can be acquired during candidature and which skills must the applicant bring with them?
- Talk with promising undergraduate and coursework postgraduate students at JCU.
- Take the opportunity to sell yourself and your research by giving seminars at institutions external to JCU and at conferences etc.

You can place information on your prospective projects on you Research Portfolio page on the JCU website or on the GRS webpage. Consider using social media, e.g. ResearchGate or Twitter, to sell your projects and invite prospective applicants to communicate with you and your other candidates.

See also:

- Kearns and Finn (2017), an e-copy of which is in the JCU library.
- The module on 'Attracting and selecting doctoral applicants' in the Epigeum Online course.

How do prospective HDR candidates apply for entry to a HDR degree?

Visit How to Apply to learn more about the application process.

What are the entry requirements?

The Graduate Research School has information pages detailing entry requirements for HDR candidature and English language requirements.

What English language testing does JCU do before accepting a HDR candidate?

JCU's English Language Requirement (ELR) for entry to a HDR is based upon the International English Language Testing System (IELTS), although equivalent TOEFL and Pearson tests are also acceptable [place link]. JCU HDR applicants from an English as an Additional Language (EAL) background are required to have an overall score of at least 6.5 with no component score below 6. This requirement should be considered firm, and exceptions are not normally made. The writing requirements of a HDR are substantial, and candidates must have a reasonable proficiency in English for academic purposes before they begin. Certain candidates may be required to undertake a **Post-Entry Language Assessment (PELA)** upon commencement, to determine whether they require intensive English language support at the start of their candidature. Further information about the PELA system: https://www.jcu.edu.au/graduate-research-school/candidates/commencing-students/post-entry-language-assessment-pela

Note that JCU competitive HDR scholarship awardees are required to have an IETLS score of 7 with no band less than 6.5, and again this requirement is firm. IELTS recommends that a student is likely to need three months' full-time English language study to increase their score by 0.5.

JCU HDR applicants may be asked to undertake a **Pre-Entry Language Assessment (PrELA)** as part of the JCU application process, if:

- There is a well-founded request to waive the English Language Requirements from a prospective advisor or Dean of College

- There is some doubt about their English Language competency i.e., competency claims are based on co-authored papers in English
- They have scored highly on their scholarship application and but do not have a current IELTS score and the University wishes to decide on whether to hold a stipend or fee-waiving scholarship while the candidate completes an IELTS test.

Please note that a PrELA test is not intended to replace a poor IELTS result. Applicants who undertake the IELTS test but do not reach the benchmark entry scores are encouraged to undertake more English training before re-sitting the IELTS test and re-applying for entry to a JCU research degree.

What is a cotutelle or conjoint HDR degree?

A cotutelle or conjoint HDR degree is an HDR degree granted by both JCU and another tertiary institution through a Cotutelle or Conjoint Enrolment agreement.

What tuition fees do HDR candidates pay?

Candidates who are citizens of Australia and New Zealand, as well as Australian Permanent Residents, have their tuition fees supported by the Australian Government in the form of a Research Training Program Fee Offset and will be exempt from tuition fees for a defined maximum period (four years full-time equivalent for Doctorate and two years full-time equivalent for Masters by Research enrolments). Visit the Australian Government's Research Training Program website for further information.

A proportion of International HDR Candidates (in practice, those who receive competitive stipend scholarships administered by JCU) may receive a Fee Offset or Fee Waiver and will be notified if this is the case. Some other international candidates have their tuition fees paid by sponsors such as their home country government or AUSAID.

Note: If you are advising a candidate who is supported by their home country government, you should find out the penalty that they will incur if they do not graduate with the research higher degree in which they initially enrol. If such a candidate is struggling, it might be kinder for their candidature to be discontinued before they amass a crippling debt of hundreds of thousands of dollars.

All other international HDR Candidates are required by the Australian Government to pay tuition fees. For fee scales, visit the JCU International Student Centre website.

What is the prospective HDR Overtime HDR candidature charge?

All candidates commencing on or after 1 January 2019 will be liable to pay a nominal tuition fee of up to $4,000 if their candidature exceeds maximum time (i.e., 4 years full time equivalent for Doctoral Candidates and 2 years full time equivalent for Masters Candidates). Any such fees liability must be paid before a candidate can receive their testamur.

For frequently asked questions please refer to the GRS website:

What stipend support is available for HDR candidates?

Awards for Australian/NZ citizens and permanent residents include:

- Research Training Program Scholarships (RTPS)
- JCU Postgraduate Research Scholarships (JCUPRS)

International applicants are eligible to apply for:

- JCU Postgraduate Research Scholarships (JCUPRS)
- International Research Training Program Scholarships (IRTPS)

These awards are administered by the Graduate Research School. There is one scholarship round per year. For the 2020 round, international applications will close on July 31 2019 and domestic applications on October 31. Applicants who score very highly on the scholarship ranking schema may be given advance offers.

All HDR stipend scholarships are tax free as long as the scholarship is full-time.

Part-time scholarships are taxed, an Australian Government Regulation.

Visit the GRS Scholarships webpage for further information on stipend, conference travel and research support funding available.

Infrastructure support for candidates

Generic policy applies to provision of support from the College. For further information, refer to the HDR Minimum Standard of Resources, Facilities and Other Support Provided for Research Higher Degree Students Procedure.

What checks should you undertake before agreeing to be the Primary Advisory of a HDR candidate?

'Recruit in haste, repent at leisure' (Kearns and Finn 2017, p212)

These checks are modified from Kearns and Finn (2017), an e-copy of which is in the JCU library. This book contains useful suggestions about the questions you might ask a potential HDR candidate.

See also the Epiguem module on 'Attracting and selecting doctoral applicants' at the Higher Degree by Research Advisors Organisation on LearnJCU.

- Suggested pre-acceptance checks
- Interview the applicant (preferably in person but Skype is okay). Prepare for the interview and be clear on the selection criteria and skills that you are assessing, in addition to the JCU requirements.
- Ask applicants to make a short presentation to you and consider testing their skills with relevant tasks.
- Talk with each applicant about your expectations and advisory style and assess whether you want to work with them.
- Prepare an Advisor Statement (exemplar) outlining how you operate as an HDR advisor. Ask the applicant to complete the 'Expectation of Candidates and their Advisory Team' and talk with them about the matters in which their expectations differ from yours.
- Phone or Skype their referees. Referees are much more likely to be frank in conversation than in writing.
- Make sure that the project costs are not going to exceed guaranteed available funds. The candidate cannot sit around waiting for uncertain funding.
- In response to email queries from prospective candidates, do not promise funding beyond the HDR Minimum Resources Procedure unless there are specific funds available to support the project.
- Check with your College to see if there are any limits on using your IRA/DBA funds to support HDR candidates.
- Ask the prospective applicant if they have worked out how they will survive with the funds available to support themselves and their family, especially if they (or their partner) fail to find work (very important for international applicants). Encourage international applicants to review the JCU International Students site to learn more about the supports available to them as they prepare to make application. Remind them that doing a full-time research higher degree is at least a 40 hour a week job. You can't pry into their personal affairs but you can ask if they have checked out the feasibility of the situation.
- Remember that when you take on a weaker HDR candidate you are also accepting the responsibility to ensure that they receive the additional support required to ensure they can complete within the limits of scholarship funding available.
- Consider with marginal applicants the range of pathway options such as a lesser award or additional training or development to best prepare them for their enrolment at JCU.

Accepted for Entry

After acceptance – next steps

Who are the key people for a HDR candidate and what are their roles?

Review the HDR Supervisor Procedure to learn more about the range of JCU stakeholders involved in supporting you and your candidates

What are the HDR Candidate Induction Processes?

Online and face-to-face resources are available centrally from the Graduate Research School (GRS) and from colleges, centres and institutes to support the HDR candidate beginning their enrolment at JCU:

- The GRS runs Induction Days for HDR candidates twice per year, generally in March-April and September-October, in both Townsville and Cairns.
- Orientation or induction sessions should also be organised by each College and held at a time convenient to their HDR candidates.
- The GRS provides enrolling HDR candidates with a welcome pack of information. This information is increasingly supplied in electronic format on the GRS website and includes a comprehensive Handbook for HDR Candidates.
- A similar handbook produced by each College may be available – contact your ADRE for details.

Important forms for Advisors and Candidates to complete jointly early in the candidature:

- CAA-FORM-01 Candidate & Advisor 6 week Check-In
- HDR Candidate Intellectual Property Agreement

What services are available to help candidates settle in?

HDR Ambassador Program

HDR candidates arrive at any time of the year, and meeting and inducting them can be challenging. HDR Ambassadors are HDR candidates employed by the Graduate Research School on a casual basis to meet commencing candidates new to JCU and show them around. Commencing HDR candidates are contacted by an Ambassador (a current HDR candidate) from their campus/College to arrange to meet them when they arrive at JCU for the first time, if they wish.

HDR Events

Invitations are sent via email from Townsville and Cairns GRS staff to events funded by the Student Services and Amenities fee.

The candidature

Commencing Candidature

What should you do when the candidate commences?

Supervising PhD students: a practical guide and toolkit (Kearns and Finn 2017; available at JCU library) has a detailed guide to structuring the first few weeks of candidature, including:

The actions you should take before and when the candidate arrives (see Settling in checklist below).

The very first meeting (see Settling in Checklist):
- Introductions to key people (some of this will have been done by the HDR Ambassador
- Expectation of Candidates and their Advisory Team
- Candidature timeline (see Appendix 1)
- Next meeting – when and what it will cover, relevant readings, candidature plan (see Appendix 1)
- What you suggest that the candidate does each week for the first few weeks

In addition, the Advisory Panel and the candidate are required to complete a CAA-FORM-01 Candidate and Advisor Agreement and submit it to the Graduate Research School after 6-weeks in order to establish expectations between candidates and their Advisory Panel. This living document can be updated at key points during candidature and a copy is held by GRS for reference.

Policy and guidelines on authorship or preparation of a publication plan is also available

Candidature Milestones

Milestones are a key part of the research education experience providing the Advisor and Candidate with the chance to receive formative and summative feedback on progress to date. The goal of these milestones is to support timely progress, engage the candidate and their research with a broader research community and to highlight the value of peer review, a core practice within any health research culture. At each milestone Advisory Panel and Candidate are encouraged to revisit the Candidate and Advisor Agreement to confirm that it is reflective of their current approach to meeting, feedback and management of candidature and the research.

The JCU HDR milestones are:
- Confirmation of Candidature
- Mid Candidature Review
- Pre-Completion Evaluation and
- Progress Reporting on an annual basis
- Under Review (if required)

Milestones require the candidate to:
- Submit research related written and in some cases oral presentations;
- Demonstrate having met pre-defined professional development requirements;
- Provide a current timeline for completion;
- Confirm updating of the Advisor and Candidate agreement, and
- In some cases use iThenticate to review written work prior to submission.

Most milestone culminate in submission of the work for recommendation to a Candidature Committee. That Committee will make a recommendation to the Dean, Graduate Research for approval. A candidate is able to appeal the decision made in relation to any milestone.

For frequently asked questions please refer to the GRS website:

The candidature

Please familiarise yourself with the procedures and requirements.

Milestone 1: Confirmation of Candidature

Work with your candidates with a view to meeting this milestone within 6 months full-time equivalent of candidature commencement. This milestone culminates in submission and presentation of work to a Candidature Committee. The Committee will determine if the proposed project is suitably scoped for the proposed award and the capacity of the candidate to meet the challenges of the award and the proposed study.

Candidature Committee recommendations that require Dean Graduate Research approval range from Confirmation of Candidature to the option to grant the candidate a second and final attempt. Only after a second attempt would there be potential to recommend that a candidature be discontinued. If you are concerned about how to deal with a candidate who is not progressing with the Confirmation of Candidature Process, see this handbook *How to help a candidate who is not progressing?*

Milestone 2: Mid-Candidature Review (Doctoral only)

Work with your doctoral candidates to meet this milestone within 1.5 to 2 years full-time equivalent of candidature commencement. This milestone culminates in submission and presentation of work to a Candidature Committee. This milestone provides a chance to review the quality of work completed to date, confirm the candidate is progressing toward timely completion, and facilitate skills development. It may be a moment to celebrate completion of a presentation or poster or build confidence and capacity through a formal presentation.

Milestone 3: Pre-Completion Evaluation

This is the final quality assurance milestone, ideally an opportunity to review a draft of the thesis document in full prior to submission for examination. It is a time to reflect on potential examiners, future publications and any obligations to sponsors or industry partners. Other considerations may include compliance requirements such as appropriate data storage and acknowledgement of copyright materials. The milestone is usually a time to celebrate the approaching submission for examination and the presentation may be attended by friends and family. The Committee recommendations range from recommending a timeframe for completion of final changes to consideration of alternative pathways.

Progress Reporting

Progress Reporting demonstrates that JCU is honouring its duty of care to the candidate, advisory panel and sponsoring bodies. Reviewing and providing guidance to resolve any issues or concerns in a timely way is essential. Actions resulting from progress reporting may include directing the candidate to support services, placing the candidate Under Review (see below) or talking to the GRS to resolve candidature issues. In the majority of cases feedback will be a light touch with acknowledgement of progress made to date by the candidate with support from their advisory panel.

Under Review
Discontinuation

> At any point in candidature Under Review may be required to support a candidate making unsatisfactory progress. Under Review provides for a specified program of work to be planned out for the candidate accounting for JCU support services that may be engaged to work with the candidate in meeting requirements. A detailed plan scaffolds the candidate to refocus and make progress. Where satisfactory progress is not achieved there is the option to recommend to the Dean, Graduate Research that the candidature be discontinued.

How are candidates discontinued?

About 70% of those who commence a Higher Degree by Research actually complete their course and are awarded their Doctorate or Masters by Research. Most of those who discontinue their candidature voluntarily withdraw because circumstances beyond the academic research impact on commitment to completion. In rare cases discontinuation is related to academic concerns related to the quality of work generated and time available for completion of the HDR thesis. The HDR Discontinuation of Candidature Procedure is intended to support the candidate transition acknowledging it as representing for the individual a positive and necessary next step.

The Graduate Research School goes through the list of candidates with apparently moribund candidature (e.g., candidate no longer maintaining contact with their advisory panel) at regular intervals, and initiates the discontinuation process for them. As Advisor we encourage you to notify us if you have concerns about the level of contact or knowledge of a significant change of circumstances that may be impacting candidature. Options for the HDR candidate include discontinuation, extension or Leave of Absence. Reassure the candidate discontinuation can lead to a future request for readmission when life circumstances change. Encourage them to be aware of the academic, financial and personal cost of being enrolled without making progress. For reference, data suggests that few candidates successfully complete their thesis after extended leave. If a candidate wishes to initiate discontinuation of their candidature, they should advise the Graduate Research School by email.

Campus Attendance

How often are candidates expected to attend campus?

Unless on approved field work or travel, candidates enrolled as internal candidates are expected to attend a recognised campus of the University on a regular basis as negotiated with their Advisory Panel to fulfil the degree requirements.

What are the attendance requirements for external candidates?

An externally enrolled candidate is expected to be on campus for **at least five working days** per year as negotiated with their Advisory Panel to fulfil their degree requirements. Exceptions to this practice must be approved by the Dean, Graduate Research as a Condition of Enrolment or via the HDR Variation of Candidature Procedure. Arranging for the first on-campus period to coincide with the GRS Induction week is helpful to the candidate. These weeks are held twice a year at Townsville and Cairns.

The Dean, Graduate Research will only grant external enrolment where it is clear the required support is available as the external cohort has a higher attrition rates than other cohorts.

Professional Development

What Professional Development Activities are available?

Skills required to complete the degree and fulfil career aspirations

All HDR candidates must complete compulsory professional development components. PhD candidates must also complete the subject RD7003 Professional Development. Professional development is now seen as an essential component of best practice HDR programs because it assists candidates:

- To develop and/or acquire the skills needed to successfully complete their thesis; and
- To fulfil their individual career aspirations as internationally competitive research professionals given that fewer than half of current candidates can be expected to have a career as academics. .

A guide to the compulsory and elective components can be found here.

A summary of each doctoral candidate's professional development appears on their Australian Higher Education Graduation Statement (AHEGS), providing information on a graduate's higher education qualification, the institution at which the qualification was obtained and the Australian higher education system in one easy to read document that they receive on graduation. The material for the statement must be reviewed as part of the Pre-completion Evaluation.

SKIP (Skills for International Postgraduates)

SKIP, as it is commonly known, is offered to assist international HDR candidates (who are typically more time-limited by their visas than domestic candidates) to complete their degree in a timely manner by providing training in professional academic writing and critical thinking.

Further information about these workshops is available in the Workshops and Training section of the GRS website.

What English language support is provided by JCU?

The **Post-Entry Language Assessment (PELA)** is a short academic writing test that is designed to gauge the academic writing abilities of research degree candidates who have English as an Additional Language (EAL). The test helps understand how best to support candidates in developing their writing skills. Those who do require assistance receive targeted and flexible support tailored to their requirements. Candidates undertaking a PELA are asked to write an academic paragraph in response to a statement. The outcome of this assessment determines each candidate's writing support plan. The most intensive level of support involves regular contact with writing support staff and attendance at compulsory seminar sessions, as well as further writing assessment and a re-test. The PELA has been operating since the beginning of 2013.

Relevant links:

https://www.jcu.edu.au/graduate-research-school/candidates/commencing-students/post-entry-language-assessment-pela

What statistics support is provided for HDRs by JCU?

StatsHelp

The StatsHelp program, coordinated by Emeritus Professor Rhondda Jones, provides consultancy services and workshops (e.g. on *R*). AIMS@JCU also offer stats workshops, conducted by AIMS statisticians, are usually open to non-AIMS@JCU candidates. Epigeum modules on statistics are available on LearnJCU and highly recommended. Additional online support via Lynda.com is also available.

Internship opportunities

What internship opportunities are there/for HDRs?

The [APR Intern scheme](#) operates across Australia. APR is charged with placing 1400 new research internships between 2017 and 2020. The Australian Government provides a 50% rebate on the cost of a typical $26,000 (5 month) postgraduate internship to small-to-medium and large enterprises, as well as government agencies. The industry partner must achieve milestones as specified in a formal contract.

There is an optional [internship subject RD7004:15](#) offered by JCU, interns enrol in the subject during the internship period to manage the regulatory requirements of the Commonwealth Fair Work Act (2009) and parallel state regulations. A second internship subject RD7005:03 has been established for 4-5 week internships with a view to positioning the university to take advantage of alternative internship models.

Information for enrolled candidates can be found [here](#).

Varying conditions of candidature

How can a candidate make changes or updates?

Changes to candidature such as periods of leave of more than four week and changes to study mode or advisory panel can be approved using the [Variation of Candidature form](#). See [here](#) for more detail.

How can a candidate upgrade their candidature from a research masters to a research doctorate?

There are four opportunities during candidature for the Upgrade of HDR Candidature from a Research Masters to a Research Doctorate and conditions associated with each are detailed [here](#).

Conduct of the Research

Under which code must the research be conducted?

The University requires staff and students to be familiar with and comply with the *[Code for the Responsible Conduct of Research](#)* adapted from the *Australian Code for the Responsible Conduct of Research*.

Does the project require ethics clearance?

Projects and teaching activities that involve human participants, tissue or data, or work involving sentient animals (live vertebrates and live cephalopods), or projects using genetic manipulation, are required to have the ethical aspects of the project considered by the Advisory Panel and the Dean of the College, and these projects must be approved by the appropriate University Ethics Committee. This requirement applies even if the research occurs in a country that does not require such approvals. Research that employs known pathogens/carcinogens or ionising radiation must also be cleared with the Radiation Safety Officer. Research must not commence before the required clearances are obtained. **Ethics approvals cannot be issued retrospectively.** Specific requirements and application forms are available from the [JCU Connect](#).

What responsibility does a Primary Advisor have for a candidate's data?

The Graduate Research School provides a compulsory data management workshop for all HDR candidates as part of the Professional Development Program to ensure that all candidates deposit their research data in JCU's Research Data Repository upon submission of their thesis.

Training, support and advice as well as guidelines and templates for research data management, including data management plan templates are available from the [JCU eResearch Centre](#).

Remember: the JCU Code for Code for the Responsible Conduct of Research states:

> 'A student's primary advisor and Academic Head have overall responsibility for the retention and storage of the student's research data and materials. They must also ensure that the student is aware of his/her obligations as a researcher in respect of research data and materials, in particular those set out in section 2.7.'

The College retains responsibility for the management of a student's data and primary materials after the student's departure.

Unless a student has executed a relevant intellectual property assignment to the University, s/he will own copyright in their data'.

Confidentiality Agreements & Contractual Arrangements

Any contract with an external company or agency relating to the HDR program must be referred to and processed through JCU Connect.

What do advisors need to know about Intellectual Property with respect to HDR candidates?

Intellectual property has many facets, including the following areas of particular relevance to research: copyright, patents, authorship, and managing confidentiality within a research project. The Graduate Research School encourages all JCU researchers to familiarise themselves with the Intellectual Property Policy and Procedures.

What are UN and Autonomous Sanctions?

JCU has a responsibility to assess the applications and projects of HDR applicants and candidates from countries that are subject to United Nations and Australian Autonomous Sanctions, including Iran, Syria and North Korea. Assessment is to ensure that neither the applicant nor the proposed or conducted research will be in breach of the conditions of the sanctions. If the HDR Applicant or candidate is from a sanctioned country they may be subject to restrictions regarding the project. If in doubt, please contact the GRS.

Obtaining Help

How can a candidate obtain the help they need when they have a problem?

As an advisor please encourage your candidates to seek help as soon as emerging problems and issues relating their HDR candidature are identified, whether they relate to their University or personal life. Open and honest discussions can usually resolve most issues. Appendix 3 lists some of the problems that commonly arise for HDR candidates and provides some suggestions for assistance

A key time of difficulty in a candidature is the phase of '**making sense of the data'** in order to actually complete the thesis. Attention to this issue may require the candidate to attend relevant workshops. Candidates and Advisors will find useful resources in the Professional Development Program.

Thesis submission and examination

The thesis and its submission

What is an HDR Thesis?

A thesis is a substantive description of the research undertaken for the purpose of obtaining a higher degree by research; or

JCU thesis word limits:

- Masters by Research – 60,000 words
- Professional Doctorate – 50,000 words
- Doctor of Philosophy – 100,000 words

What is the editorial standard required?

The editorial standard of a thesis is seen as an indicator of the care taken by the candidate with the research. As an Advisor ensure that your candidate is scrupulously about eradicating from their work:

- All typographical and other errors;
- Plagiarism, including self-plagiarism. Use iThenticate to check the thesis.
- Spelling, grammar, punctuation and choice of language inappropriate to disciplinary standards; and
- Incomplete or inaccurate referencing.

The candidate may use a professional proof reader to help with copy-editing the thesis if they declare that they have read and complied with the Guidelines for the Editing of Research Theses by Professional Editors.

What is the required thesis structure?
- The body of a thesis is normally presented as series of chapters: the natural divisions of the research.
- It may be appropriate, indeed highly desirable, to prepare thesis chapters in a format that will facilitate publication as a series of journal articles or as a book. As Advisor talk to the candidate early about common disciplinary practices and help them prepare a publication plan.
- The papers on which the data chapters in a thesis are based may be co-authored, however the candidate should be listed as the senior author on at least 75% of them. A statement in the thesis that clearly outlines the contributions of any co-authors to each paper must be included.
- The intellectual thread of the thesis should be outlined in the introduction and synthesised in the general discussion. These chapters cannot be co-authored.
- The introduction should introduce the reader to the rationale for the research, the objectives of the research and outline the structure of the thesis.
- The introduction should be followed by a series of chapters (or papers) in logical and cogent sequence leading to an argument that supports the main findings of the thesis.
- The final chapter should be a general discussion which demonstrates how the objectives were achieved and what the findings mean in theory and practice. It should also make recommendations for future research.

Statement of the Contributions of Others

Research may be jointly published, carried out in collaborative teams, and done and/or written with the technical, theoretical, statistical, editorial, or physical assistance of others.

A statement precisely outlining the contributions of others to the intellectual, physical, and written work must be set out at the beginning of the thesis or at the beginning of the chapter as appropriate and any publication details clearly cited.

An exemplar of a Statement of Contributions of Others is available. Candidates are strongly advised to document the contribution of others in qualitative, rather than quantitative, terms as the latter may be misinterpreted. Advice on Authorship and authorship criteria can be found in JCU policy.

Note: Candidates must remain **enrolled** until submission of the thesis for examination, unless Leave of Absence has been obtained.

For frequently asked questions please refer to the <u>GRS website</u>:

What do thesis examiners look for?

In reviewing a thesis, the examiners will generally be looking for evidence that the candidate has met the requirements for the degree:

Research Doctorate

- Capacity to apply a substantial body of knowledge to research, investigate and develop new knowledge, in one or more fields of investigation, scholarship or professional practice.

Research Masters

- Capacity to apply an advanced body of knowledge in a range of contexts for research and scholarship and as a pathway for further learning.

All Theses

<u>Procedures for thesis submission and examination</u> include detailed information and requirements, a thesis must demonstrate:

- Originality of the research data and/or analysis of the data;
- Coherence of argument and presentation;
- Technical and conceptual competence in analysis and presentation; and
- Critical knowledge of the relevant literature.
- It is a good idea to ask the candidate to specify how they have met these requirements in the abstract of their thesis. e.g., for a doctoral thesis: 'My significant original contribution to knowledge is……………………'

The examination process

Procedures for thesis submission and examination note that Advisors are responsible for confirming the thesis is examinable and for nominating suitable examiners.

Steps to Graduation

Answers to all these questions and more can be found at: Conferral of the Degree

- When and how a HDR candidate should apply for graduation?
- When and where are the relevant graduation ceremonies?
- Does the candidate need to attend?

Staff members will be invited to take part in the academic procession through an email to all staff prior to the graduation ceremony. Advisors usually make an effort to attend the graduation ceremonies of their PhD graduates as a member of the procession because they will be formally acknowledged during the ceremony.

Advice for Advisors

Advisory Models

JCU encourages advisors to work with their candidates, College ADREs, GRS and other stakeholders to develop their skills and knowledge. A range of resources are available to support this development. Just as each candidate and project is unique, your advisory practice will evolve and change over time. Consider participating in programs and events and access resources to learn more about different models that may suit you, your research and your candidates.

Advisor Register

GRS provides advice about requirements for registration as an advisor.

Key policy and guidelines

Please review the HDR supervisor procedure; this website and the GRS policy and procedures site to learn more about requirements associated with being an HDR Advisor at JCU.

Frequently asked questions

What workload credit do you get for your advisory activities?

The current Enterprise Agreement says:

> *'HDR supervision will normally be considered 75% learning and teaching and 25% research.*
>
> *An Academic Staff Member whose HDR supervision contributes significantly to their research load may agree with their Supervisor to count up to 100% as part of their research load.*
>
> *An Academic Staff Member whose HDR supervision does not contribute to their research output may agree with their Supervisor to count their HDR supervision as up to 100% learning and teaching.*
>
> *Higher Degree research Supervision is allocated at the rate of 42 contact hours per annum per advisory team. An advisory team cannot claim more than 42 contact hours between them in their respective workload allocations.*
>
> *A Staff Member may only count a maximum of 274 contact hours per annum for Higher Degree Research Supervision irrespective of their work profile.'*

The management of workload in line with the Enterprise Agreement at JCU is a matter for the Division and College. Please speak to your line manager for advice on policy or workload models relevant for you.

The number of candidates for whom one staff member can be the Primary Advisor is specified in the HDR Supervision Procedure. Exceptions to these limits require the approval of the Dean of College. If you are concerned about your advisory load in the context of your overall workload talk to your Dean of College. Colleges may vary in their workload models, so please familiarise yourself with the model of your College.

What is the Register of Advisors and how do you get on the Register?

All JCU academic and research staff (including adjunct staff) who wish to advise or are actively advising JCU HDR candidates must apply for admission to the JCU Register of Advisors. Aspiring HDR advisors must apply

to the Research Education Sub-Committee (RESC) to be included on the Register through submission of an Application for Admission to the Register of Advisors. Application for Admission to JCU Register of Advisors

An annual review of all members of the Register will be conducted by the Graduate Research School. Experienced HDR advisors who wish to upgrade their level of Advisory Accreditation on the Register must apply by submitting a revised Application for Admission and undertaking the Elevate Training (see below). In all cases, the Research Education Sub-Committee reserves the right to solicit confidential reports from candidates who have been advised by the applicant.

What training is available for HDR Advisors?
The Graduate Research School (GRS) offers a comprehensive training program for HDR Advisors, as summarised in the table below. There is also a considerable online material on the GRS website.

What are the attributes of high performing HDR Advisors?
The attributes of high performing HDR advisors are specified in the HDR Supervision Procedure

How can HDR Advisors help a candidate who is not progressing

Talking to your candidate enables you to find out what the candidate considers to be their problems - - what's the matter with their candidature but also what matters to the candidate.

A seven step script is:

1. I'd like to talk with you about………………….
2. For example……………………….
3. I feel………………….
4. There is a great deal at stake here. What's at stake is…………….
5. Perhaps I have contributed to the situation by………..
6. This is what I want to resolve with you today. I want to resolve………….
7. What's your take on this……………? How do you see it?

Once you have identified the problem, you and the candidates have to design a solution. See example below regarding failure to progress in Confirmation of Candidature. You can modify this approach to other stages of candidature.

Remember:
  ▪ to make times for regular meetings and return their work in a timely manner
  ▪ that if your candidate fails a milestone on their first attempt they are eligible for a second attempt.

How important are regular meetings to Candidates satisfaction?

The 2016 JCU internal survey of HDR enabled the satisfaction levels for the various PREQ scales of 2016 HDR candidates who considered that they met with their advisor at least once a fortnight (black) with those who did not (blue). All results are presented as means + standard errors. At least fortnightly meetings with the principal advisor were positively associated with the levels of satisfaction in all the dimensions of the PREQ survey. For example, 85% of candidates who had frequent meetings with their primary advisors were satisfied overall compared with 54% who did not.

Fortnightly Meeting with Primary Supervisor 2016
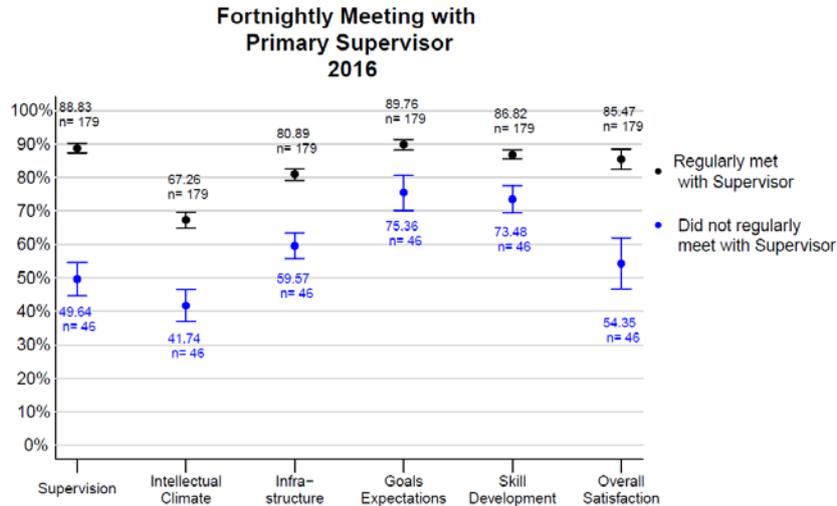
How important is timely feedback to Candidate satisfaction?

The 2016 JCU internal survey of HDR enabled the satisfaction levels for the various PREQ scales of 2016 HDR candidates who considered that their advisor provided timely feedback (black) to be compared with those who did not (blue). All results are presented as means + standard errors. The satisfaction levels of candidates who received timely feedback from their advisors was higher across all dimensions than for candidates who did not receive timely advice.

Timely Feedback from Supervisor 2016
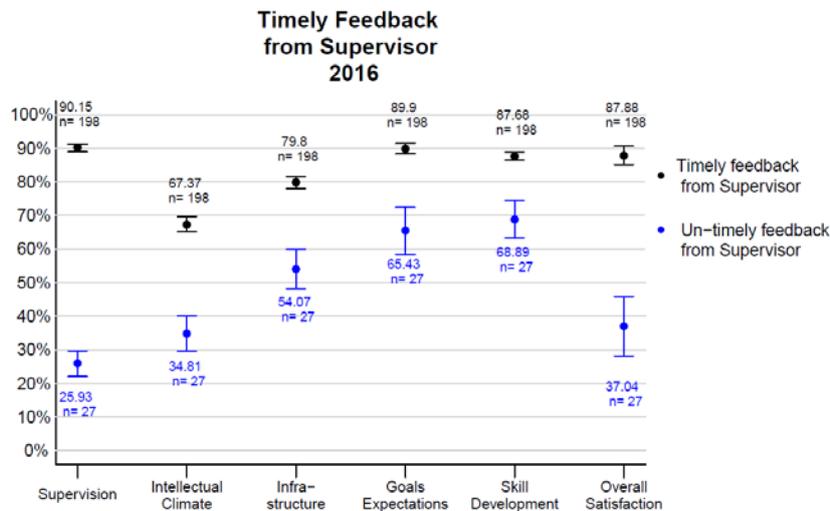
The table below outlines some strategies that you might like to try with a struggling candidate. The table is framed in the context of Confirmation of Candidature but could be adapted for a later stage of candidature.

Problem	Suggested solutions
Unrealistic expectations	▪ Undertake expectation survey on GRS website with candidate; explain verbally and in writing about expected work hours, how much time each task will take, how many drafts are likely to be required; encourage candidates to speak with other candidates about this.
Critical thinking	▪ Ask candidate to outline their argument using dot points, a PowerPoint presentation or a story board. ▪ Help candidate order the elements of their argument. ▪ Help candidate identify gaps in logic.
Capacity to synthesise information	▪ Provide exemplars of published and HDR literature reviews in your area ▪ Ask candidate to do a deep reading of a good quality review (looking at how it has been structured and written) and discuss what they find. ▪ Monitor candidate's progress with Epigeum literature module.
Writing	Ask candidate to: ▪ Outline argument (see Critical Thinking). ▪ Make temporary labels for every paragraph (to see of order is logical and inform topic sentence). ▪ Write the reason why every paragraph is important (informs topic sentence). ▪ Check that the concluding sentence in each paragraph explicitly links to opening sentence of next paragraph
Perfectionist	▪ Ask to see specified small sections of writing, regularly. ▪ Encourage candidate to join a writing circle or find a writing mentor.
Project planning and management	▪ Encourage candidate to read Kearns, H. and Gardner, M. (2013) *Planning your PhD. All the tools and advice you need to finish your PhD in three years*. ThinkWell, Adelaide, South Australia. ▪ http://www.ithinkwell.com.au/planning-your-phd ▪ http://studentconflict.org.au/ ▪ Show candidate how to develop a plan. *Encourage them to do the project management course at the e-grad school. ▪ Insist candidate prepare agenda and minutes for every meeting (provide exemplars).
Knowledge essential to project	▪ Insist that candidate enrol in coursework or undertake short course/s to address knowledge gap.
Problems with data collection/analysis	▪ Explicitly teach candidate what to do. If necessary employ another more senior graduate student to tutor the candidate in the problem area.
What if there is no substantive progress?	
3 months: Detail the problem in writing and ask the candidate to respond in writing. Ask them to work on the literature only and then progress to the proposal only after the literature review is completed to a satisfactory standard	
6 months: Call a meeting of the full Candidature Committee to review progress. Detail the problem in writing and ask the candidate to respond in writing	
8 months: Ask that the candidate be placed 'Under Review' with a Candidature Management plan ending at 11 months	
11 months: Complete the Under Review process requesting termination if necessary.	

Generic Timeline

Milestone and reporting requirements for a full-time doctoral candidate. The timeline can be modified for part-time and/or Research Masters Candidates.

This is a timeline of the general requirements for a Higher Degree by Research Candidate at JCU. A research plan specific to your project and your particular goals should be made and used in conjunction with this timeline.			
Time since enrolment	Candidate to do	Form required	Advisors to do
First Year			
1 week	▪ Consider requirements for subject including project proposal, ethics application and any required permits and discuss with Advisors (RD7001) ▪ Scope relevant literature with advisors, commence literature searches (consult relevant librarian) and reading (RD7002)	COC-FORM-01	▪ Meet with candidate to discuss plan for candidature, especially expectations of one another
2 weeks			▪ Continue to meet with candidate re scoping and development of significant piece of work, research proposal, ethics application (if required)
3 weeks			▪ Conduct Professional Development Audit of candidate and think about Professional Development Plan
4. weeks	▪ Brainstorm/mindmap ideas for research questions and methods with Advisors ▪ Start developing outline of substantive written work with advisors; read relevant literature		▪ Contact nominated Expert Reviewer to check availability and willingness to review research proposal in week 20
5 weeks	▪ Work on research proposal (using the Confirmation of Candidature Research Proposal template), ethics permit application (if required) and other permit applications (if required) with input from Advisors and multiple drafts.	COC-FORM-01	
6 weeks			▪ Contact relevant administrator to make arrangements for seminar date and meeting/s of candidature committee

	- Continue reading and development of substantive written work with Advisors. You are likely to require multiple drafts. - Work with advisors to develop Professional Development Audit and Plan (Appendix of Confirmation of Candidature Research Proposal Template) - Plan to have all compulsory Professional Development Components completed by Confirmation of Candidature Milestone		- Help candidate conduct and develop Professional Development Plan
7 weeks			- Continue to meet with candidate re development and revision of substantive written work, research proposal and ethics application (if required); provide timely feedback on revisions
8 weeks			
9 weeks			
10 weeks			
11 weeks			
12 weeks	- Continue work on research proposal and ethics application (if required) with input from Advisors and multiple drafts - Do final revision and amendments to substantive written work - Finalise substantive written work and submit to Advisory Panel		
13 weeks			
14 weeks			
15 weeks			
16 weeks			
17 weeks	- Finalise Confirmation of Candidature Research Proposal with input from advisors	COC-FORM-01	
18 weeks			- Complete evaluation of substantive written work

19 weeks			
20 weeks	▪ Submit Confirmation of Candidature Research Proposal to Primary Advisor for Expert Review	COC-FORM-01	▪ Submit Candidate's Confirmation of Candidature Research Proposal to Expert Reviewer along with RD/RM Expert Reviewer's Report
21 weeks	▪ While Confirmation of Candidature Research Proposal is with Expert Reviewer, develop seminar	COC-FORM-01	▪ Help candidate plan seminar
22 weeks	▪ Make amendments to Research Proposal (update Confirmation of Candidature Research Proposal) and seminar in response to the Expert Review.	COC-FORM-01	▪ Assist candidate with amendment of proposal as required, or if necessary, suspend seminar
23 weeks	▪ Provide revised Confirmation of Candidature Research Proposal to Advisors	COC-FORM-01	▪ Consider the amended Confirmation of Candidature Research Proposal and the Expert Reviewer's Report on Proposal and prepare the COC-FORM-01
24 weeks	▪ Practice seminar with Advisors		▪ Submit revised Confirmation of Candidature Research Proposal, Expert Reviewer's Report, Advisory Panel Reports on Proposal and Substantive Piece of Writing to all members of Candidature Committee Provide feedback to candidate on seminar by attending several rehearsals
Second Year			

25 weeks	• Present seminar	COC-FORM-01	• Attend seminar and meet with independent members of Candidature Committee to provide input to their decision; provide feedback to candidate. • Candidature Committee provide final recommendation for milestone on COC-FORM-01 and Chair of Candidature Committee submits the completed Confirmation of Candidature form to their College Academic Services officer who sends them to the GRS for sign off by the Dean, Graduate Research.
6 to 9 months	• Check your Professional Development Plan that was established at your Confirmation of Candidature and book any planned workshops/courses to ensure that you have a total of 80 hours of Professional Development completed by Mid-Candidature Review (18 months post-enrolment)		• Continue to meet regularly with the Candidate to provide guidance and feedback.
10 to 12 months	• Submit Progress report in April/October when a milestone has not been completed in the previous 6 months.	PRO-FORM-01	• Meet with Candidate regarding Progress Report.
13 to 15 months			• Continue to meet regularly with the Candidate to provide guidance and feedback.
16 to 18 months	• Mid-Candidature Review Milestone due 18 months (1.5 years) after enrolment.	MCR-FORM-01	• Meet with candidate to support successful completion of the Mid-Candidature Review
19 to 21 months	• Check your Professional Development Plan which was established at your Confirmation of Candidature and book any planned workshops/courses to ensure that you have a total of 120 hours of Professional Development completed by Pre-Completion Evaluation (36 months post-enrolment)		• Continue to meet regularly with the Candidate to provide guidance and feedback.

22 to 24 months	▪ Submit Progress report in April/October when a milestone has not been completed in the previous 6 months.	PRO-FORM-01	▪ Meet with Candidate regarding Progress Report.
Third Year			
25 to 27 months			▪ Continue to meet regularly with the Candidate to provide guidance and feedback.
28 to 30 months	Submit Progress report in April/October when a milestone has not been completed in the previous 6 months.	PRO-FORM-01	▪ Meet with Candidate regarding Progress Report.
31 to 33 months	▪ Finalisation of data analysis required for thesis. ▪ Preparation to present findings at Pre-Completion Evaluation and in thesis		▪ Continue to meet regularly with the Candidate to provide guidance and feedback.
33 to 36 months	▪ Final Review Milestone 3-6 months including an oral presentation and submission of a draft thesis.	PCE-FORM-01	▪ Meet with candidate to support successful oral presentation and review of the draft thesis.
Forth Year			
37 to 39 months	▪ Thesis revisions further to feedback form the Final Review Milestone.	NEX-FORM-01	▪ Discuss potential examiners with candidate and submit Nomination of Examiners to GRS. ▪ Review thesis drafts, noting panel feedback
40 to 42 months	▪ Finalisation of thesis writing, submit to advisors for feedback. ▪ Submit thesis ▪ Scholarship expiry	SUB-FORM-01	▪ Review thesis drafts and final version of thesis
43 to 45 months	▪ Thesis Examination		

| 46 to 48 months | ▪ Completion, and Graduation depending on timing of Graduation Ceremonies | Online graduation application form | |

Summary of potential HDR candidature changes

Proposed change	Description	Limitations (check with the Graduate Research School and JCU International (if applicable) if you are unsure what a limitation means for you)
From full-time to part-time or vice versa	Candidates may vary their enrolment from semester to semester to be enrolled at a full-time rate which is 0.5 EFTSL (Equivalent Full Time Study Load) or a part-time rate (0.25 EFTSL per semester)	▪ International candidates have to be enrolled full-time under Australian law as a condition of their student visa. ▪ Candidates receiving scholarships often need be enrolled full-time as a condition of their scholarship or visa and are unable to enrol as part-time candidates. ▪ The amount of EFTSL remaining for your candidature. ▪ Enrolment in coursework subjects.
Internal to external (off-campus) based candidature	Candidates may seek approval to be enrolled externally in instances where geographical distance will prevent them from being in regular attendance on campus. This restriction does not include periods of approved field work as part of the research.	▪ Requires special approval from the Dean, Graduate Research. ▪ Candidate must be able to demonstrate why it is necessary for them to be based off campus, how sufficient support will be provided by their Advisors, and how they will have access to the resources necessary for successful candidature. ▪ Some candidates receiving scholarships and/or international candidates may not be permitted to be enrolled as an external candidate as a condition of their scholarships or visa.
International to domestic	Candidates who commenced as an international candidate may be able to change their enrolment to a domestic candidate where Australian permanent residency or citizenship has been granted.	▪ Must be able to prove residency or citizenship status change. ▪ Can only take effect from the date of change of residency or citizenship (cannot be backdated).
Tuition Fees exemption or sponsorship	Under specific conditions international candidates may be eligible to have part or all of their tuition fees exempted or sponsored by their College.	▪ Only applies in limited situations. ▪ Deans of Colleges approve fee exemptions of sponsorships for candidates making satisfactory progress toward timely completion.
Transfer/Change of Course	Dependent on what course the candidate wishes to transfer to (e.g. upgrade to PhD, change to a different PhD course), or if the candidate wishes to transfer	▪ There can be difficulties in claiming credit for research work if transferring to a coursework degree from a research degree. ▪ Candidate must meet the conditions necessary for an upgrade of candidature.

Proposed change	Description	Limitations (check with the Graduate Research School and JCU International (if applicable) if you are unsure what a limitation means for you)
	their enrolment to a different university	- Transfer to another university is not normally supported if candidate is in the last year of their candidature, and is conditional on admission being granted by the other university. - Some candidates receiving scholarships may not be permitted to transfer their enrolment as a condition of their scholarships. - International candidates will likely require a new Certificate of Enrolment which may affect their visa. Check with the International Student Centre. - If changing to another College within JCU, approval of the Dean of the new College will be required
Withdrawal from Course	If a candidate wishes to discontinue their enrolment in the course, they need to formally notify the University through the required process, which includes notification of their Advisors and College.	- No restrictions on withdrawal, other than following process for formal notification. - Candidates who do not formally withdraw may continue to be liable for fees including the Student Services and Amenities Fee. [1]
Add or remove coursework subjects	Candidates may choose to undertake additional coursework subjects if they are considered appropriate and/or necessary for their candidature e.g. biostatistics.	- Maximum of 15 credit points for Masters and 21 credit points for doctorates. RD/RM7001 and RD/RM7002 do not count in these subjects as they are considered research; RD7003 does count as coursework. - Must normally be undertaken during the first half of candidature. - Must be appropriate to degree and research project. - Must be completed as per the subject requirements.

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[1] The Student Services and Amenities Fee (SSA Fee) was introduced by the Australian government to improve university services and facilities for students both on and off campus. JCU students must pay this fee (except for a small number of exempt students). The income from the fee is used to provide a range of student support services and facilities that students can access including specific initiatives for HDR candidates https://www.jcu.edu.au/students/fees-and-financial-support/student-services-and-amenities-fee-ssa-fee

Summary of potential HDR candidature changes

Proposed change	Description	Limitations (check with the Graduate Research School and JCU International (if applicable) if you are unsure what a limitation means for you)
		- University policy and procedures apply (e.g. withdrawing with academic penalty). - Must advise GRS via appropriate form at least five working days prior to wishing to enrol in or withdraw from a subject. - It is up to the candidate to ensure they know the start date, requirements and attendance times for the subject in which they wish to enrol. - You must not be enrolled in a certificate, diploma of degree course at JCU or another university in addition to your JCU Higher Degree Research Higher Degree without written permission from the Dean, Graduate Research.
Leave of Absence	It is assumed that full-time candidates will work on their research and thesis for approximately 48 weeks/year. Candidates are entitled to take a period or periods of Leave of Absence from their candidature if required. During Leave of Absence, candidature is in effect 'suspended', no EFTSL are consumed and no fees accrued. Only periods of leave greater than four weeks need to be applied for formally.	- Applies to periods of absence greater than four weeks. - Must apply prior to taking the leave - Normally not granted prior to successful completion of Confirmation of Candidature Milestone. - Normally not granted for more than a total of six months throughout candidature. - Retrospective applications for Leave of Absence are normally not approved. - Taking Leave of Absence without prior approval may lead to a candidate being placed Under Review.

Where can a candidate get help

Candidates are strongly advised to seek help as soon as problems and issues relating to their HDR candidature are identified, whether they relate to their University or personal life. Open and honest discussions can usually resolve most issues. This section lists some of the problems that commonly arise for HDR candidates and provides some suggestions for assistance.

Type of Problem	Types of Problem or Symptom	Written, Online or Telephone Advice	Face-to-Face Advice
▪ Candidature and Enrolment Matters	▪ Due dates for candidature milestones ▪ Variation of candidature ▪ Names of members of your Candidature Committee ▪ Scholarship matters ▪ Examination matters	Contact GRS@jcu.edu.au +61 7 **4781 5861** +61 7 **4781 4735**	Contact GRS@jcu.edu.au for an appointment
▪ Unsure how the candidature is progressing	▪ Take this questionnaire to find out how you are doing.		
▪ Research Project	▪ Unsure about what's required at JCU	Dean, Graduate Studies and Associate Dean Research contact details	
	▪ Project too big ▪ Question unclear ▪ Lack necessary skills ▪ Progress impeded by politics ▪ Required resources not available	Kearns, H. and Gardiner, M. (2013) *Planning your PhD. All the tools and advice you need to finish your PhD in three years*. ThinkWell, Adelaide, South Australia http://www.ithinkwell.com.au/planning-your-phd	▪ Contact Associate Dean, Deputy Dean or Dean GRS as outlined above
	▪ Require additional funds for project	JCU's Connect can provide advice regarding external opportunities for competitive and other grants: https://www.jcu.edu.au/jcu-connect/grants	
	▪ Require help with statistics	JCU's 'StatsHelp' Program provides HDR candidates with access to a qualified statistician. Appointments are required and HDR candidates should allow up to five working days before meeting with statistician. http://www.jcu.edu.au/grs/JCU_097309.html	

Where can a candidate get help?

Type of Problem	Types of Problem or Symptom	Written, Online or Telephone Advice	Face-to-Face Advice
	▪ Need help with written English and/or editing	Consider attending one of several writing workshops or series offered by the GRS Professional Development Program.	▪ Contact GRS Professional Development Coordinator Associate Professor Liz Tynan Elizabeth.Tynan@jcu.edu.au +61 7 4781 6278
	▪ Literature searching and referencing	Research Librarians at the JCU Library: https://www.jcu.edu.au/library/about/library-contact-details	
	▪ Computer and equipment matters	JCU IT Help Desk Townsville Campus +61 7 4781 5500 Cairns Campus +61 7 4232 1777 ithelpdesk@jcu.edu.au	▪ Staff on the desk in each campus library on the ground floor https://www.jcu.edu.au/library
▪ Advisory Panel	▪ Meetings tough to organise – unavailable ▪ Advisors disagree ▪ Slow feedback ▪ Relationship deteriorating ▪ Lack required expertise ▪ Too busy	Kearns, H. and Gardner, M. (2013) *Planning your PhD. All the tools and advice you need to finish your PhD in three years*. ThinkWell, Adelaide, South Australia http://www.ithinkwell.com.au/planning-your-phd http://studentconflict.org.au/	▪ Contact Associate Dean, Deputy Dean or Dean, Graduate Research ▪ JCU Student Association Freecall 1800 330 021 Townsville Campus studentassociation@jcu.edu.au Cairns Campus admin.ccsa@jcu.edu.au
	▪ Authorship issues	▪ JCU Code for Responsible Conduct of Research https://www.jcu.edu.au/policy/research-management/code-for-the-responsible-conduct-of-research	▪ JCU Research Services https://www.jcu.edu.au/research-services
▪ Administrative matters within College	▪ Need access to physical resources: office, desk, equipment, etc. ▪ Need someone to organise milestone meetings of Candidature Committee and milestone seminars	Administrative Services Officer contacts for HDR candidates in your College. ▪ Arts, Society and Education (CASE) caseresearch@jcu.edu.au ▪ Public Health, Medical & Vet Sciences (CPHMVS) cphmvs.academicservices@jcu.edu.au ▪ ARC Centre of Excellence (ARC) olga.bazaka@jcu.edu.au ▪ Medicine & Dentistry (CMD)	

Type of Problem	Types of Problem or Symptom	Written, Online or Telephone Advice	Face-to-Face Advice
	▪ Where to submit progress reports; thesis; forms	cmd.research@jcu.edu.au ▪ Health Care Sciences (CHCS) chs@jcu.edu.au ▪ Science & Engineering cse.postgradservices@jcu.edu.au ▪ Business Law & Governance cblgresearch@jcu.edu.au	
▪ Respectful Relationships	▪ Evidence of Bullying, Sexual Harassment and Assault	▪ JCU Safety and Wellbeing	▪ JCU Sexual Misconduct Officer ▪ JCU Student Equity and Wellbeing
▪ Personal	▪ Anxious, depressed, fearful ▪ Lack motivation ▪ Easily distracted ▪ Getting ever further behind ▪ Going round in circles – easily distracted ▪ Don't want to meet with Advisors and fellow candidates ▪ Overwhelmed by personal problems	▪ JCU Mental Health Program for HDR Candidates and their Advisors ▪ *Lifeline* Free over-the-phone counselling 13 11 14	▪ JCU Counselling Service ▪ Townsville Campus +61 7 4781 4711 Room 103, Level 1, Building 18 (Library) ▪ Cairns Campus +61 7 4232 1150 Level 1, Building B1 (Library)
	▪ Financial advice	*Centacare* ▪ Townsville: centacarenq@centacarenq.org.au ▪ Cairns: admin@centacarecairns.org	
	▪ Advice on international student matters	*JCU International* ▪ Townsville international@jcu.edu.au +61 7 4781 5601 ▪ Cairns isccairns@jcu.edu.au +61 7 4232 1558	
	▪ Advice on accommodation	▪ JCU Off-Campus Accommodation Register https://secure.jcu.edu.au/app/offcampus/index.cfm?event=home.index	
	▪ Help with finding part-time job	▪ JCU Careers & Employment https://www.jcu.edu.au/careers-and-employment	

Where can a candidate get help?

Type of Problem	Types of Problem or Symptom	Written, Online or Telephone Advice	Face-to-Face Advice
	▪ Disability support	▪ JCU AccessAbility Services http://www.jcu.edu.au/disability/	
▪ Career	▪ Need advice on career options	▪ JCU Career Development Program careers@jcu.edu.au ▪ https://www.jcu.edu.au/careers-and-employment	
	▪ Need assistance with job applications		

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Suggested resource materials

LibraryGuide

Please consider visiting the [HDR](#) [Advisor](#) [LibGuide](#)

On-line modules

A series of nine on-line modules for Higher Degree by Research Advisors can be found under "Organisation" on [LearnJCU](#).

Face to face and virtual meetings

Supporting our supervisors (SOS) is an informal meeting of JCU HDR Advisors. Email invitations are issued every 2-3 months by GRS to all advisors.

Some key Australian advisor publications available from the library

Denholm, C., & Evans, T. (2007). Supervising Doctorates Downunder: Keys to Effective Supervision in Australia and New Zealand. ACER Press. 271 pp.

Kearns, H., & Finn, J. (2017) Supervising PhD Students. Thinkwell. 2018 pp.

Kearns, H., & Gardner, M. (2013) *Planning your PhD. All the tools and advice you need to finish your PhD in three years*. ThinkWell, Adelaide, South Australia

McGagh, J., Marsh, H., Western, M., Thomas, P., Hastings, A. & Wenham, M. (2016) *Review* of Australia's *Research Training* System. Report for the Australian Council of Learned Academies,

Taylor, S., Kiley, M. & Humphrey, R. (2017) A Handbook for Doctoral Supervisors. Second Edition. Routledge. Taylor and Francis Group. London and New York. 264 pp.