



Orientation and information handbook for research degree students



MONASH University
Education

Produced and Published by:
Faculty of Education
Monash University
Clayton Victoria
Australia 3800

First Published February 2005
Revised & Printed July 2008
© Copyright 2008

NOT FOR RESALE. All materials produced for this course of study are protected by copyright. Monash students are permitted to use these materials for personal study and research only, as permitted under the Copyright Act. Use of these materials for any other purposes, including copying or resale may infringe copyright unless written permission has been obtained from the copyright owners. Enquiries should be made to the publisher.

Contents

FACILITIES	4
SERVICES AND SUPPORT	7
ACADEMIC AND SOCIAL SUPPORT	9
OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENT.....	10
EXPECTATIONS AND RESPONSIBILITIES.....	11
EXPECTATIONS AND ROLES OF STAFF AND STUDENTS.....	11
DOING THE RESEARCH	13
STRATEGIES FOR WRITING A SUCCESSFUL THESIS.....	13
PRODUCING THE THESIS AND EXAMINATION	15
HOW TO DEAL WITH POTENTIAL PROBLEMS	17
SCHOLARSHIPS.....	20
CHAIN OF SUPPORT	22

FACILITIES AND SERVICES

Welcome

Welcome to the research community in the Faculty of Education. We congratulate you on being accepted as a candidate for a research degree in a leading research faculty. We want to make your experience as a research degrees student in the Faculty of Education both positive and successful. As a research degrees student, you are entitled to a range of facilities and services including seminars, office space and advice, that are provided both by the Faculty and by the Monash Research Graduate School (MRGS).

This handbook is designed to provide you with information about the wide range of material, social, academic and administrative support available to you during your candidature. In addition, the Research Graduate School has produced a Postgraduate Research Student Orientation Kit:

<http://www.mrgs.monash.edu.au/research/programs/orientation/index.html>

Key contacts list

Research Degrees Administrators

Coordinator, Research Degrees Administration:

Mr Mayur Katariya

Room: G06, ph: 9905 9498 fax: 9905 5400
email: mayur.katariya@education.monash.edu.au

Administrative Officer, Research Degrees:

Mr Michael Enticott

Room: G06, ph: 9905 2821 fax: 9905 5400
email: michael.enticott@education.monash.edu.au

Research Degrees Academic staff

Associate Dean – Research Degrees & Induction

Assoc Prof Ilana Snyder

Room: 331 ph: 9905 2773, fax: 9905 5400
email: ilana.snyder@education.monash.edu.au

Director, Research Degrees

Assoc Prof Helen Forgasz

Room: 308, ph: 9905 9194, fax: 9905 5400
Email: helen.forgasz@education.monash.edu.au

Research Degrees Advisers:

Clayton: Assoc Prof Helen Forgasz

Room: 308, ph: 9905 9194

email: helen.forgasz@education.monash.edu.au

Gippsland: Prof Margaret Somerville

Room: 2S-201B, ph: 9902 6160, fax: 9902 6361

email:

margaret.somerville@education.monash.edu.au

Peninsula: Dr Mindy Blaise

Room: A2.18, ph: 9904 42686, fax: 9904 4027

email: mindy.blaise@education.monash.edu.au

Monash University Library, Education Specialists

Clayton: Winifred Hirst

Room: Matheson Library, ph: 99052663

Email winifred.hirst@lib.monash.edu.au

Gippsland: Malcolm Home

Room: Gippsland Campus Library, ph: 99026483

Email malcolm.home@lib.monash.edu.au

Peninsula: Joyce Jenkin

Room: Peninsula Library, ph: 99044253

Email joyce.jenkin@lib.monash.edu.au

Other staff involved in research degrees advice and administrative support

Clayton campus

Technology support: Mr David Yammouni

Room: 122, ph: 9905 9058, fax: 9905 2779

email: david.yammouni@education.monash.edu.au

Co-ordinator Library & Media Resources:

Ms Rosamund Winter

Room: 104, ph: 9905 2807, fax: 9905 5400

email: rosamund.winter@education.monash.edu.au

**International Students and Language & Learning:
Clayton:**

Ms Rosemary Viete

Support Officer and writing support for all students
Room: 130, ph: 9905 5396, fax: 9905 5400

email: rosemary.viete@education.monash.edu.au

Ms Anne Prince

Room: 132, ph: 9905 1108, fax: 9905 5400

email: anne.prince@education.monash.edu.au

Language & Learning: Peninsula

Dr Adela Abu Arab

Services Peninsula Building A,

Room 1.22

ph: 9904 4662

email: adela.abu-arab@calt.monash.edu.au

Language & Learning: Gippsland

Ms Julie Murray

Language & Learning Services Gippsland

ph: 9902 6165

email: Julie.murray@lib.monash.edu.au

Bibliographic Advice:

Ms Rosamund Winter

Library and Media Resources

Room 104, Building 6, Clayton campus

ph: 9905 2807, fax: 9905 5400

email: rosamund.winter@education.monash.edu.au

Student Liaison Officer:

Dr Jill Brown

Room 127 ph: 9905 2848, fax: 9905 5400

email: jill.brown@education.monash.edu.au

Student Enquiries:

Student Enquiries Office Room: G01,

Faculty of Education

ph: 9905 2819 fax: 9905 5400

Human Ethics:

Research Grants and Ethics Branch

Building 3d, first floor, Clayton campus

ph: 9905 5490, fax: 9905 1420

email: scerh@adm.monash.edu.au

Monash Research Graduate School:

Building 3d: Clayton campus

Ms Christene Tsolakkis

ph: 9905 1473, fax: 9905 5042

email: christene.tsolakkis@adm.monash.edu.au

MERC Student Representatives:

Ms Sepideh Fotovation

Clayton Campus Convenor

email: Sepideh.Fotovation@education.monash.edu.au

Ms Hilary Monk

Peninsula Campus Convenor

email: hilary.monk@education.monash.edu.au

Ms Robyn-Lee Babaeff

Peninsula Campus Convenor

email: rbab1@student.monash.edu

For more information on MERC involvement, the annual conference or any of its other activities, please email merc@education.monash.edu.au

Research Administrative Officers:

Gippsland campus:

Mr Paul Davies

Administrative Officer, Research Support

Room: 2S100, ph: 9902 6333, fax: 9902 26361

Email: paul.davies@education.monash.edu.au

Peninsula campus:

Ms Maree Mayne

Senior Administrative Officer:

Room: A3 18, ph: 9904 4291, fax: 9904 4027

email: maree.mayne@education.monash.edu.au

Handbooks

In addition to this handbook, the *Orientation and Information Handbook for Research Degrees Students*, you should also consult the Faculty's website: <http://www.education.monash.edu.au/>

It is very important that you become familiar with the regulations related to your degree, both your responsibilities and your rights. Please consult the Handbook for Doctoral and MPhil degrees:

<http://mrgs.monash.edu.au/research/doctoral/>

Websites

The following Websites also provide useful information:

- Faculty of Education Research Degrees website www.education.monash.edu.au/research/
- Monash Research Graduate School: <http://www.mrgs.monash.edu.au/>
- Monash Education Research Community (MERC): <http://www.education.monash.edu.au/research/merc/>
- Monash University Library <http://www.lib.monash.edu/>
- The Postgraduate Centre: <http://www.mrgs.monash.edu.au/centre/>
- Monash Postgraduate Association (MPA): <http://www.monash.edu.au/students/mpa/>
- Research Grants and Ethics Branch: <http://www.monash.edu.au/resgrant>

Facilities and services

Many services are available to students in the faculty. Additional services and facilities, such as the sports centre, are not described here but you can find out about them from the Monash University website.

Facilities

Important facilities available to students are:

- ♦ Library and Media Resources Centre (the LMR), located on the first floor of the Education Building
- ♦ Computer access in allocated offices, in the laboratories on the first floor Room 101, Building 6, Clayton campus, and Room 122 at the Clayton campus, Room A3.02 and A3.51 at Peninsula campus and Room 2S.109 at Gippsland Campus (Macintosh computers only).
- ♦ access to the faculty's Computer Help Desk
- ♦ access to email and the Internet
- ♦ Desks and office space in the Clayton Education building or in the Postgraduate Centre (allocated on a priority system with full time students first).
- ♦ Access to photocopying machines, with an allocation for free copies

- ♦ Stationery provided by the Research Degrees Subcommittee

Monash University Library

The University library has both print and online resources and services which can support your information needs and help you through the scholarly publishing maze

<http://www.lib.monash.edu/>

Hours vary at different campuses,

<http://www.lib.monash.edu/hours/>

Electronic resources 24 X 7

Library and Media Resources Centre (LMR)

The Library and Media Resources Centre (the LMR), located on the first floor of the Education Building at the Clayton campus, provides access to all the Faculty of Education theses, as well as help and equipments related to research:

<http://www.education.monash.edu.au/library/>

This centre is open from 9.00am to 5.00pm Monday to Friday.

Computer facilities

Computer access is provided in room 101 in the Education building at the Clayton campus, rooms A3.02 at the Peninsula campus and room 2S.109 at the Gippsland Campus. These facilities are available from 9am till 5pm Monday to Friday. Information about other computer facilities provided by the University can be found at:

<http://www.its.monash.edu.au/labs/>

The Faculty IT Support Service – the Help Desk – can be contacted on 9905 9099 at Clayton, 9904 4320 at Peninsula and 9902 6338 at Gippsland for problems with computer hardware or software. Students are encouraged to place their request through Jobdesk - <http://insite.education.monash.edu.au/techservices/>

Access to email and the Internet

To activate computer accounts, research students should look at:

<http://www.education.monash.edu.au/research/degrees/resources/accounts/>

Office space

At Clayton, a desk and shared office space with a telephone are available in limited numbers. The Faculty Research Degrees Office operates on a priority based system to allocate the Office space on all three campuses. You need to email Mayur Katariya or call (on 03 990 59498) to inquire about a space in the Faculty. You may also apply for a key to enter the building out of hours (on the weekend or late evening). You will need to write an email to Mayur Katariya requesting a front door key, providing your name, student number and room number. The

Clayton Campus also has a Monash Research Graduate Centre (building 3) with desk, storage spaces, access to 24 hours computer laboratory, free tea and coffee, lounge area and other audio video facilities which are available to any HDR student registered with the Centre as a permanent or casual user. You may apply to use the facilities there. Unfortunately, you must choose between the two locations as you cannot hold a desk in both.

At Gippsland, full-time students are provided with shared office accommodation in or near the Faculty of Education. At Peninsula there is a Research Room where research students have access to computers on the 4th floor of Building A. Enquiries about desk space at Gippsland and Peninsula should be made with Mayur Katariya.

Please note that any office allocation arrangement is only valid for up to one year. The Faculty may request occupants to vacate the office if deemed appropriate.

Mail boxes

Research degrees students located on the Clayton campus who would make regular use of a mailbox in the Education Building may request one from Kristin Dennis (03-9905 5543). Please make sure you inform your supervisor that you have one. At the Peninsula campus students should make requests for mail boxes at the Education Enquiry Office.

Photocopying

Photocopying facilities are available to research degrees students on their campus in the Faculty building. You may obtain a photocopying access code form at Clayton from Kristin Dennis (03-990 55543, Room 203-A), at Peninsula from Carolyn Nye (03-990 44288, Room A3.10) and at Gippsland from Sandeep Sidhu (03-990 26364)

You are entitled to a maximum of 1000 copies per year if you are a full-time student. Part-time students are allowed 500 copies per year, in proportion to their enrolment. If the nature of your research requires a larger number, you should apply to the Research Degrees Subcommittee for funding. Application forms can be downloaded at:

<http://www.education.monash.edu.au/research/degrees/funding.html>

If you are a student at Clayton, and wish to photocopy in the library (not the Faculty library), then you can exchange a maximum of \$50 worth of photocopies from your allowance. To enquire about this option please contact the Research Degrees Office.

Stationery

Limited supplies of stationery are available for research students. At the Clayton campus, please contact Kristin Dennis (9905 5543) for access.

Stationery includes pens, floppy disks, CDs, tape etc. Students at Gippsland should contact Louise Bezzina (3-990 26167) and at Peninsula students should contact Carolyn Nye (03-990 44288). We realise that different research studies will involve the use of different amounts of stationery, but all students are expected to use discretion in their requests.

Tea and coffee

At Clayton, hot water is available on the first floor Common Room next to the LMR, and in the Common Room on the second floor. You will need your own mug and coffee etc. Drink and convenience food machines are located in the Common Room on the first floor. Peninsula students may use the facilities on the 4th floor in A Building, but need to supply their own coffee, tea, mug etc.

Lockers

At Clayton, lockers are available off the Common Room on the first floor, but must be booked at the Enquiry Desk. This facility is free, but you will need to supply your own lock.

SERVICES AND SUPPORT

Computing

The Faculty's computer help desk staff are available for assistance. Please log on to <http://insite.education.monash.edu.au/techservices/> to make a request for any available technical assistance at all three campuses. Short workshops are conducted occasionally on SPSS, statistical and word processing (Word is the Faculty standard). Students are strongly advised to attend these. The courses are usually advertised via email. Gippsland Research degrees students will find research computing facilities located in the CHESS (Centre for Research in Health, Education and Social Sciences) office which is located in Room 2S 109. Other PCs are located in computer labs around the Gippsland campus. Advice about computing resources is available from the Research Degrees Advisers.

Analysis of data and statistical procedures

If you need help with data analysis, statistical procedures and/or design of experiments you can seek advice initially from your supervisor who can refer you to others with appropriate expertise. You should also search the Faculty website for information on academics who undertake research in your area of interest. This should be done before data are collected. Some introductory and standard reference books on statistics and computing are available for reference or overnight loan from the LMR. Gippsland and Peninsula students are encouraged to borrow material from their campus libraries.

Postgraduate research students are eligible for up to 10 hours of free statistical assistance over the course of their candidature. If more than ten hours is necessary, an hourly fee will be charged. A series of at least 13 two hour seminars on statistical subjects are held each year. Seven introductory sessions will be held in the first half of each year, and these will be followed by six more advanced sessions.

More information can be found at:

<http://www.mrqs.monash.edu.au/scholarships/grants/statistical.html>

Or please call 03 990 52458 or email:

stat.consult@buseco.monash.edu.au or visit <http://www.go.to/statconsult/> for free statistical consulting service for Monash research students

Searching the literature and managing readings

Ms Rosamund Winter and Education librarians at Monash University Library can help you to do literature searches using online databases, such as ERIC, AEI, PsycInfo, LLBA, available through Monash. They can get you started managing your reading and working toward your literature review using the bibliographic management database software EndNote. Ms Rosamund Winter and Education librarians offer group sessions and individual appointments which can help you search the literature more effectively or answer your specific questions.

rosamund.winter@education.monash.edu.au

winifred.hirst@lib.monash.edu.au

joyce.jenkin@lib.monash.edu.au

malcolm.home@lib.monash.edu.au

You can book into sessions via your monash portal

<https://my.monash.edu.au/news-and-events/bookings/library/>

Materials and equipment

Faculty materials and equipment housed in the LMR (Library and Media Resources) Centre, Clayton Campus (eg video and audio equipment, transcribers) and the Faculty office at Gippsland, are available for your use. All faculty equipment must be repaired in the Faculty and never by outside agencies. Please report any malfunction to the appropriate technical officer located at your campus.

Technical assistance

Advice and, in some instances, assistance with technical aspects of a project may be obtained from technical officers in the Faculty. At the Clayton campus, for example, technical officers who are highly skilled in the use of photography, electronic audio-visual equipment and computers are available. Your supervisor should be consulted for access to these services.

Writing and oral presentation assistance

General guidance for writing of theses should be provided by your supervisor.

Writing and oral presentation workshops are offered each semester and advertised by email and on the Research Degrees website. They are scheduled during the day, but could also be made available at a time to suit part-time students. Individual consultations regarding writing, reading and speaking, and Australian educational culture are also available. Call Rosemary Viète, the International Student Support Officer, on 9905 5396, Room 130 (Clayton), to make an appointment. This service is available to anyone in the Faculty, and is used by native speakers of English as well as by those for whom English is a second language.

Research assistance

In general, you are expected to carry out all the work involved in gathering and analysing data yourself. For large projects, it may be possible for you to seek the co-operation of other research students for assistance with testing, marking, coding etc. In exceptional cases, where some additional professional assistance can be justified, some funding may be available from the Research Degrees Sub-Committee.

Faculty Research Funding

All research students can apply for funding through the Research Degrees subcommittee. The committee will meet four times in 2008:

Submission dates	Meeting dates (Estimate)
21 March	28 March
23 May	30 May
8 August	15 August
10 October	17 October

One copy of the application form should be handed in to the Research Degrees Office Room G06, Building 6, Clayton Campus. Students should apply for funding as early in the year as possible. Please note: Retrospective applications will not be considered by the Committee.

Successful applicants are required to submit a report to the Research Degrees Sub-Committee for each project/allocation of funds. They will be informed of this expectation in the letter advising them of their successful application. Please click on the links below for the guidelines, application form and report form.

The Chair of the Committee is authorised to grant up to \$350 to applicants without prior reference to the Committee. **Please note:** Students may only submit one claim for under \$350 in any given year.

Please find the guidelines and application form for <http://www.education.monash.edu.au/research/degrees/funding.html>

Please note that the Research Degrees Subcommittee will not pay for the cost of producing your thesis.

The Monash Research Graduate School runs a full program dedicated to the professional development of research students. The exPERT program focuses on key aspects of employment and research training and the development of generic and transferable skills:

<http://mrqs.monash.edu.au/seminars/>

Postgraduate Travel Grants

Postgraduate Travel Grants assist students who wish to attend conferences to present a paper on their current research.

Students can apply through Monash Research Graduate School:

<http://mrqs.monash.edu.au/scholarships/grants/postgradtravelgrants.html>

Students can also apply through the faculty via the Research Degrees Sub-Committee:

<http://www.education.monash.edu.au/research/degrees/funding.html>

Contact Research Degrees Office on (03) 9905 9498 for further details.

Student representation on decision making committees

Research degree candidates have representation on relevant Faculty committees. Representatives are elected annually by research degrees candidates: one for the Research Degrees Committee, and two for the Research Induction Committee. The Faculty Board also has two student representatives.

Students elected as representatives on these committees should be aware of the needs of research degrees candidates. Their role is to present such needs to the relevant committees and also to inform other research students of the relevant proceedings of the committees. MERC is an excellent means through which such communications can be made.

Research degrees students also have representation on the Library Committee and the International Committee.

Further information regarding the Terms of Reference for the above mentioned committees can be access from the following website:

<http://insite.education.monash.edu.au/governance/committees/>

ACADEMIC AND SOCIAL SUPPORT

The Faculty and MERC arrange various social functions throughout the year which you are invited to attend. Research degrees students at Clayton are welcome to use the Common Room (Room 224). The name 'Common Room' has been chosen quite deliberately: its use is **not** restricted to staff.

Monash Education Research Community (MERC)

MERC was established in 1992 by research students and staff. It aims to support the building of a research culture within the faculty, and is a staff-student forum to discuss issues relevant to research. It also organises seminars, conferences, social events (eg, student-supervisor lunches) and participates in orientation. Doing research can be a lonely experience at times. Come to MERC events, and get to know the people working around you. MERC meetings are generally held the last Monday of every month at noon, in Room 324 (there are, however, some exceptions during the mid-year break). Research students at Clayton also meet regularly in the Staff Room (Room 224) every Friday at noon to chat over lunch – all are welcome.

A timetable of the year's activities is posted out each February. MERC has a homepage on which information is also available

<http://www.education.monash.edu.au/research/merc/>

University groups

The Monash Postgraduate Association (MPA) has offices located on the first floor of the Union Building. It runs activities and provides staff and venues for discussion of issues which may concern you. MPA: 9905 3197.

Services available to international students

If you are an international student, you may wish to meet the International Student Support Officer, Ms Rosemary Viète (Room 130, Phone: 9905 5396), email: rosemary.viete@education.monash.edu.au who can provide support with matters relating to English language use and managing studies in this new educational culture. A staff member from the University Language and Learning Service, Mr Steve Price, runs programs in the Faculty in conjunction with Rosemary, Anne Prince and other language and learning support staff.

There are also social activities for international students (and any other students who wish to attend), including monthly afternoon teas, lunches, outings and day trips. Contact Rosemary for more information.

International students give great support to each other. If you would like to meet someone to help you through your initial months, contact Rosemary Viète.

Support provided for students with special needs

The disability liaison unit details can be found at: <http://www.adm.monash.edu.au/sss/equity-diversity/disability-liaison>

OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENT

The university strives to provide a safe and healthy environment for its employees, students and visitors at all of its campuses and premises. There is a general legal responsibility to this effect under Common Law and there are also specific requirements placed on the university under various acts and regulations of statutory law. The main piece of legislation is the Occupational Health and Safety Act 1995. There is also a responsibility incumbent on individuals to take reasonable care of themselves whilst on campus or on fieldwork and to not endanger others.

Occupational Health, Safety and Environment Committee (Zone 4, Education)

The committee, chaired by Dr Jenny Miller (ph: 9905 2886), is responsible for the day to day oversight of OHSE matters in the Education Building (Clayton), the Krongold and Elwyn Morey Centres. It deals with such matters as the investigation of accidents and hazards, coordination of first-aid services,

implementation of OHSE policies, and the conduct of emergency evacuation drills.

The Safety Officer at Clayton, Justin Meli (Room 202, ph: 9905 2700), acts as the contact for dealing with OHSE issues and problems among staff and students. The Safety Officer advises on safety issues, carries out inspections, reports safety issues and organises safety-related maintenance work.

You should see the Safety Officer if you have any concerns about furnishings or equipment that you are required to use.

The OHSE Representative, Anne Prince (Room 132, ph: 9905 1108) is elected by the staff and is responsible for investigating complaints about safety matters. The OHSE Representative has statutory powers to oblige management to address specific safety matters.

Floor wardens are responsible for monitoring the evacuation of the buildings whenever the alarm sounds.

First aid

The First Aid Coordinator at Clayton, Di Chandler, can be found in Room G77, telephone 9905 2887. There are trained first-aiders in all Education buildings. The nearest first-aiders are listed on the emergency procedures notices.

First Aid Kits are located at Clayton in the Enquiry Office on the Ground Floor, the Education Library on the First Floor and in the Science Laboratories. First aid treatment is also available through the University Health Service at Clayton. Please familiarise yourself with First Aid provisions on your campus.

Accidents, incidents and hazards

All accidents, incidents and hazards should be reported on the university's incident report form. It is important that all accidents and hazards be reported on this form so that safety officers can investigate and make recommendations to prevent recurrences. There is also a legal requirement for the university to notify some types of incidents to state authorities. Obtain copies of the forms from the safety officer in each building.

Emergencies

Instructions on what to do in the event of an emergency are posted on the walls of most buildings. These instructions – called emergency procedures notices – are on A4-size laminated sheets. Accompanying each notice is an A3-size floor plan that shows the location of equipment such

as fire extinguishers and break-glass fire alarms, and the location of nearby exits, with directional arrows that show how to leave the building. All should familiarise themselves with these notices and the important information that they convey. In the event of an emergency, **telephone police, fire or ambulance direct on 0 000**. After the police, ambulance or fire brigades have been called, notify **Security on 333**.

Fire

In case of fire, keep calm, and alert other persons nearby. Follow the fire instructions on the emergency procedures notice posted in the building. In the event of a fire, **telephone 0 000** then notify **Security on 333**. Floor wardens will supervise evacuation of the building.

Smoking

Smoking is not permitted in any building occupied by the university, and therefore is not permitted in any of the Education buildings and covered entrance areas.

EXPECTATIONS AND RESPONSIBILITIES

Confirmation of doctoral candidature

Doctoral candidates who are developing their research proposal are considered to be probationary candidates. Those proceeding with research projects on an agreed topic are confirmed candidates. Transition from probationary to confirmed candidature occurs when a detailed research proposal is presented to an advisory committee that includes your supervisor, another academic in a related field and the Director, Research Degrees or nominee as the Chair. For further details on the confirmation of candidature process refer to:

<http://www.mrqs.monash.edu.au/research/students/confirmation.html>

Transfer from MEd (by research) to PhD

If you are enrolled as an MEd candidate and both you and your supervisor(s) believe that the scope, depth and originality of your work might be suitable for a doctoral thesis, you may apply to transfer to PhD candidature. If you wish to transfer and you have approval from your supervisor, you should fill in an application for admission to PhD candidature and submit it to the Research Degrees Office in Room G06.

An application to transfer from MEd to PhD must be considered and approved in the same manner as any application for admission to candidature for PhD i.e. it must be recommended for approval by the

Research Degrees Subcommittee and approved by the Monash Research Graduate School Committee. Before the Research Degrees Subcommittee will consider your request to transfer, you must be able to demonstrate the following:

- you have been enrolled for a minimum period of 9 months of full-time candidature (or equivalent of part-time);
- you have completed a substantial amount of written work, in the form of a detailed proposal or draft chapters in the order of 8,000 to 10,000 words
- you have presented a research proposal to a review panel for such a transfer (normally 3 members, for example, the Director of Research Degrees or nominee, the supervisor(s) and another member familiar with the general area of research but not directly involved [could be from outside the faculty]; and
- you have obtained the written support of your supervisor and review panel for such a transfer. If a review panel has not been appointed, there should be a statement of support from at least two people in addition to your supervisor.

Please note the upgrade procedures and the confirmation procedures are similar. Detailed instructions about this process are on the Confirmation of Candidature form which can be downloaded from this site

<http://www.mrqs.monash.edu.au/research/students/confirmation.html>

EXPECTATIONS AND ROLES OF STAFF AND STUDENTS

The Monash University *Education Policy* (Sections 4.4 and 4.5) sets out the responsibilities of both supervisors and students. These responsibilities are briefly described below. They also appear in the Handbook for Doctoral and MPhil degrees:

<http://mrqs.monash.edu.au/research/doctoral/>

Responsibilities of the supervisor

Supervisors are expected to maintain a professional relationship with you at all times. They are expected to guide you about the nature of research and the expected standard, to help you choose a topic and plan your research program. They should identify relevant course-work that you might take to provide necessary background. They should help you to draft a research proposal, suggest relevant research literature and other sources, and guide you to choose and become skilled in the use of appropriate research techniques. They should also encourage you to use your initiative and to become an independent researcher.

Supervisors should ensure that you are kept fully informed about the standards of work required for a successful thesis. They should be particularly sensitive to the need to ensure that you are using your time productively, especially in your first year of candidature. They should suggest dates for completion of successive stages of work; they should meet with you regularly (every two weeks for fulltime students and monthly for part-time students). They are entitled to ask for regular written work in which you demonstrate your progress, and are expected to return that work to you promptly (within two weeks for fulltime students and within a month for part-time students) with constructive criticisms.

They are entitled to oversee your work in order to ensure that you have personally carried it out, and that its conduct is within university policy. They are required to report on your progress annually during your candidature.

They should draw your attention to the need to follow ethical practices in any research involving human subjects, and if necessary assist you to prepare an application to the Ethics Committee which meets University and Australian Vice-Chancellors' Committee guidelines. In the University, it is the supervisor who is technically considered to be the chief investigator of your research and therefore takes personal responsibility for its ethical aspects.

Supervisors should try to arrange meetings with other researchers working in your field, and encourage you to present your ideas to seminars, academic meetings and conferences. They should attempt to involve you in the intellectual life of the faculty, by encouraging you to attend seminars given by other researchers and to publish your work in journals during your candidature.

Supervisors are expected to ensure that agreement is reached with you over the issue of authorship of joint publications and acknowledgment of contributions to the research. There should be open and mutual recognition of your supervisor's and your own contributions on all published work. It should not be automatically assumed that both names will appear on all published work.

A supervisor has the right to recommend that candidature be terminated in cases of unsatisfactory progress. In such cases, prior warning must be given in writing to the candidate, to the Associate Dean Research Degrees & Induction and to the Research Degrees Subcommittee.

Supervisors have the responsibility to recommend the names of suitable examiners for your thesis, and are expected to consult with you over this. When your thesis is complete, they are required to certify that it is ready for examination. They are also responsible for

ensuring that your original data have been recorded in a durable and appropriately referenced form, and stored safely, for a period of at least five years after the completion of your thesis.

Student responsibilities

You are expected to become familiar with university regulations and faculty guidelines relating to postgraduate work. It is your responsibility, with the help of your supervisor, to acquire and improve the research skills you need in order to carry out your research; you should seek out and draw upon the personal and physical resources of the faculty and the university that will help you to do this.

It is your responsibility to request appointments with your supervisor, to arrange a regular schedule of meetings, to initiate discussion about the type of guidance you find helpful, and to take the initiative in discussing any problems you are experiencing. It is your responsibility to maintain progress through your period of candidature, to present written work to your supervisor in sufficient time to allow for comments and discussion, and to provide information for a formal annual report on your progress. You are required to carry out your research in ways that meet faculty and university ethical guidelines. Although supervisors are expected to give you appropriate guidance, it is ultimately up to you to ensure that the presentation of your thesis meets the appropriate guidelines. You should become aware of the proper procedures for dealing with grievances within the faculty.

Attendance

Whether you are a full-time or part-time student, you are expected to attend your campus regularly to consult with your supervisor, attend seminars and presentations, and to use the library. It may be possible, in exceptional situations, for arrangements to be made which allow a candidate to work away from the university.

If you are a part-time candidate, it is recommended that you have contact with your supervisor for the equivalent of approximately one hour per week, no less than once a month. If you are a full-time candidate, it is recommended that you have contact with your supervisor for the equivalent of approximately one hour per week, no less than once a fortnight. It is your responsibility as well as that of your supervisor to arrange such contact time.

Full-time candidates are allowed to undertake up to six hours suitable employment per week but must be available for study at the university for at least four days per week.

Participating in academic life

Understandably, your main priority during your candidature will be to complete your thesis. However, academic life should not be regarded as an entirely self-centred experience. The faculty hopes that you

will contribute towards the building of a research community, by participating in faculty committees, meetings and seminars, attending and offering papers at research conferences, and submitting papers on your work for publication in research journals. Sharing of ideas and progress is an essential and rewarding part of the process of becoming a skilled researcher. Staff and students organise a number of seminars and discussion groups in which you can participate. They are advertised via email. Becoming an active member of MERC is another way of involving yourself in the research community. MERC organises an annual conference for students and staff to talk about their research.

DOING THE RESEARCH

Ethical Approval

Monash University requires researchers to obtain a clearance for any research in which humans are involved. This responsibility includes work which goes beyond the field of medical experimentation. Students undertaking research should note that an ethical clearance will be required if the work involves:

- ♦ interviewing;
- ♦ the circulation of a questionnaire;
- ♦ the conduct of a survey involving a volunteer sample;
- ♦ observation of human behaviour.

The university has a central ethics committee - the Standing Committee on Ethics in Research Involving Humans (SCERH). This committee meets every three weeks between February and December. Applications for ethics approval need to be received two weeks prior to a meeting for processing but the frequency of meetings means there is usually little delay in the consideration of applications. Application forms containing all of the guidelines you will need for obtaining ethical clearance are available at:

<http://www.monash.edu.au/research/ethics/human/>

It is advisable to make your application early as it can take up to two months to gain ethical approval and your research cannot commence without it.

Faculty deadlines for ethics applications for 2008 are: 15/02/08, 29/02/08, 14/03/08, 29/03/08, 11/04/08, 2/05/08, 16/05/08, 31/05/08, 13/06/08, 4/07/08, 25/07/08, 15/08/08, 29/08/08, 12/09/08, 26/09/08, 10/10/08, 24/10/08, 07/11/08 (all dates are subject to change).

You must include in the front pages of your completed thesis a statement that ethics requirements have been met.

Plagiarism

Plagiarism occurs when writers use ideas that are not their own but have been borrowed from someone else, without acknowledgment. To avoid the charge of plagiarism in your thesis, you should distinguish between your ideas and those of other authors. Place quotation marks around all material taken directly from other text material and provide full reference details, including page numbers and web addresses. Acknowledge another writer's ideas by citing the author and providing reference details.

It is also considered a form of plagiarism if you submit as part of your thesis, without explanation, any substantial piece of work which has already formed part of the assessment for an earlier degree. You should consult your supervisor if you have any doubts at all as to what exactly would constitute plagiarism.

Plagiarism is regarded as serious academic misconduct. Students suspected of it will be given an opportunity to explain their actions to the Research Degrees Subcommittee. Serious cases of deliberate plagiarism will be dealt with in accordance with the University's disciplinary regulations as outlined in the *Monash University Calendar* (Statute 4.1 *Discipline*): <http://www.med.monash.edu.au/committees/upgrad/docs/plagiarism-monash.pdf>

Intellectual Property

The University's Intellectual Property regulations for doctoral students are outlined in the Handbook for Doctoral and MPhil degrees:

<http://mrqs.monash.edu.au/research/doctoral/chapter1a.html>

STRATEGIES FOR WRITING A SUCCESSFUL THESIS

Preparation of the thesis

Responsibility for the layout of the thesis and selection of the title rests with you and should be guided by discussion with your supervisor.

You are required to state unambiguously the sources of your information and the extent to which the work of others has been used. In support of your thesis, you may also submit any relevant publication(s) of which you are the sole or joint author. However, you may not present as the thesis any work which has been presented for any other degree at Monash or another university, unless this work has been published and is merely in support of the thesis. See the Handbook for Doctoral and MPhil degrees:

<http://mrqs.monash.edu.au/research/doctoral/chapter1a.html>

If the proper presentation of the thesis requires some major departure from the recommendations (eg. variation in page size from A4, a need to present large section of hand-written symbols or foreign language script, special types of large diagrams or maps), you should seek approval from the Research Degrees Subcommittee. This request should be supported by a statement from your supervisor.

Writing the thesis

Apart from ensuring that you have frequent meetings with your supervisor, and that you know about all your responsibilities and the services others can provide, you may wish to read the following words of advice on writing about your research.

Get to know the software available to help you

For most students, it will be very important to know how to use a computer for writing the thesis or project. Courses are available at the Computer Centre, the Short Course Centre, and often also in the Faculty of Education at the Clayton Campus. Find out how the software can help you to do tasks like fill in citations, maintain a consistent style, create a Table of Contents, and import work done on other software. This can be done using *Word* or *Endnote* (both available on the network).

You must also get to know how to use the systems in the library and the Faculty (on-line on students' computers) and the various CD-ROMs which provide information needed to find publications. Courses are available for these. Ask Ros Winter in the Faculty at Clayton or the Education Librarian in the main library.

Decide on the set of writing conventions you will follow

Conventions are the rules you need to follow in writing regarding citations, bibliographies, style (eg. language free of gender bias), page setup, punctuation, spelling, figures and tables, and the presentation of graphics. In the Faculty, the Author/Date/Page system of referencing is in general use, with a few exceptions. Note that computer programs such as *Endnote* are available on Faculty computers, so you may like to find out which systems of conventions it employs and choose accordingly. Programs such as *Word* include templates for dissertations (and other kinds of writing); these may, like *Endnote*, help you to maintain a consistent use of conventions throughout your thesis.

You should discuss conventions with your supervisor at the beginning stages. If you need any help understanding how the conventions work, you may consult Rosemary Viète (9905 5396). Manuals are available in the LMR and the bookshop.

Look at other theses in the field

Hundreds of theses are available for you to look at in the LMR (Library and Media Resources Centre) in the Clayton Education Building. They can be searched by keyword in the catalogue and are differentiated from other publications in that an author's name appears in the *Call Number* column (instead of a call number). Look at ones in your field to get ideas about the main features of their:

- ♦ organisation
- ♦ language use
- ♦ use of subsections and styles for the hierarchy of headings/subheadings
- ♦ page numbering and font

It will help you a great deal in the final stages if you have decided early on the conventions, the font and the use and style of subheadings and headings, and use them consistently.

Preparing research proposals

If you are writing a thesis for a PhD you will have to prepare a proposal to show your department and supervisor that you have developed a suitable focus for your research. The presentation of this proposal marks the confirmation of your candidature and your transition from probationary to confirmed candidature. Sections of your proposal will be useful for your application to the Ethics Committee (see the section above). As well as your supervisor, Rosemary Viète and her team can provide information about writing a proposal. The university procedures about confirmation are available at:

<http://www.mrgs.monash.edu.au/research/students/confirmation.html>

Writing assistance

The following publications provide guidance on the presentation of theses. They are categorised according to the kind of help they provide. Advice should be sought from your supervisor as to which publication is the most relevant to your discipline. Information is also available from Rosemary Viète or Anne Prince, who are located on the Clayton campus, on writing analytically and on approaches to writing for writers of both non-English speaking and English speaking backgrounds. Workshops on thesis and project writing are offered at the beginning of each semester and one-to-one consultations are also available.

General writing guides

Process

Bailey, R. F. A. (1984) *Survival kit for writing in English*, Longman Cheshire, Melbourne.

Lester, J. (1993) *Writing research papers*. Harper Collins, London.

Phillips, E. M. & Pugh, D. S. (2000) *How to get a PhD: A handbook for students and their supervisors*, 3rd ed. Open University Press, Buckingham.

Taylor, G. (1989) *The student's writing guide for the arts and social sciences*, Cambridge University Press, Cambridge.

Expression

Hashimoto, I.R.(1992) *Strategies for academic writing: A guide for college students*, University of Michigan Press, Ann Arbor.

Peters, P. (1996) *The Cambridge Australian English style guide*, Cambridge University Press, Melbourne.

Peters, P. (1985) *Strategies for student writers*, John Wiley & Sons, Brisbane.

Strunk, W. . & White, E. . B. . (2000) *The elements of style*, 4th ed. . Allyn & Bacon, Boston.

Swales, J. M. & Feak, C. B. (1994) *Academic writing for graduate students*, University of Michigan Press, Ann Arbor.

Construction of the thesis

Anderson, J. & Poole, M. (2001) *Thesis and assignment writing*, 4th ed. John Wiley & Sons, Milton, Qld.

Bell, J. (1999) *Doing your research project: A guide for first-time researchers in education and social science*, 3rd ed. Open University Press, Buckingham.

Sharp, J. A. & Howard, K. (1993) *The management of a student research project*, 2nd ed. Gower Publishing, Aldershot, Hampshire.

Phillips, E. M. & Pugh, D. S. (2000) *How to get a PhD: A handbook for students and their supervisors*, Open University Press, Buckingham.

Rudestam, K. E. & Newton, R. R. (2001) *Surviving your dissertation: A comprehensive guide to content and process*, 2nd ed. Sage Publishers, Thousand Oaks, CA.

Style and conventions

Publication manual of the American Psychological Association, (2001) 5th ed. APA, Washington.

Style manual for authors, editors and printers, (2002) 6th ed. John Wiley & Sons, Milton, Qld.

<http://www.apastyle.org/>

There are different reference styles used in academic referencing. The following site allows you to check on a reference style (APA, Harvard, etc)

APA

<http://www.sun.ac.za/library/help/infolit2002/biblapa.html>

Harvard Style

<http://www.sun.ac.za/library/help/infolit2002/bibharvard.htm>

PRODUCING THE THESIS AND EXAMINATION

Specifications and layout

The specifications for the presentation of doctoral theses appear in the Handbook for Doctoral and MPhil degrees:

<http://mrgs.monash.edu.au/research/doctoral/index.html>

Submission

Master of Education thesis

When you and your supervisor agree that the thesis is properly presented and ready for examination, you should give four copies (together with any supporting papers) to the Research Degrees Officer, Room G06, Education Building, Clayton campus. You also need to complete a *Library Release Authorisation Form*. At this stage, the thesis must be firmly bound. Perfect binding (heat binding) or spiral binding is recommended. Loose pages or spring-back folders will not be accepted.

After the thesis has met the examiners' requirements, the two copies must be stitch-bound (many students submit four hard bound copies). Following binding, the thesis will be distributed to the University Library and your supervisor. The third copy will be placed in the Library and Media Resource (LMR) Centre (for Clayton students) or in your campus library (for Peninsula or Gippsland students). The fourth copy will be returned to you. The copy held in the University Library will be made available for consultation or photocopying according to the conditions which you authorise. By arrangement between the University Library and the National Library, a microfiche copy of every thesis lodged in the Library is sent to the National Library.

Doctoral thesis

Four copies of your stitch-bound thesis, together with four separate copies of the abstract, should be submitted to the Monash Research Graduate School. Further conditions relating to the binding and submission of Doctoral theses may be found in Handbook for Doctoral and MPhil degrees: <http://mrgs.monash.edu.au/research/doctoral/index.html>

Examination of your thesis

Appointment of examiners

Examination procedures for MEd theses are managed in the Faculty by the Research Degrees Subcommittee. Examination procedures for doctoral theses are handled by the Monash Research Graduate School Committee. Examiners are normally selected from a list drawn up after consultation between you, and your supervisor. For more detailed information see the Handbook for Doctoral and MPhil degrees:

<http://mrqs.monash.edu.au/research/doctoral/index.html>

Your supervisor should ask potential examiners informally well in advance whether they are prepared to examine the thesis. You must not contact the examiners and discuss any aspect of your thesis with them while the thesis is under examination.

Master of Education

If your MEd thesis is passed by both examiners, the Research Degrees Subcommittee will recommend to the Faculty Board that the degree be awarded. In some cases, examiners may require some minor corrections; the supervisor must then certify that these have been carried out satisfactorily; these corrections must be made within one month of receiving the examiners' reports. If the examiners recommend substantial revision and submission for re-examination, this must be done within 6 months of receiving the examiners' reports and you must maintain your enrolment until the thesis has been re-examined. In cases of conflicting examiners' reports, an Advisory Panel is established, comprising the Associate Dean Research Degrees & Induction as Chair of the Panel together with the Director, Research Degrees and an independent member. The supervisor is invited to be present at any meeting of the Advisory Panel. The Advisory Panel's purpose is to consider the conflicting examiners' reports and determine a result by either accepting one of the reports or proposing a compromise result. In cases of seriously conflicting examiners' reports, the examination sub-committee may recommend the appointment of an adjudicator. An adjudicator will make his/her own examination of the examiners' reports and make his/her own recommendation as to the result or amendments required to the thesis. The adjudicator's report will then be considered by the Advisory Panel which will then make a final decision regarding the thesis result. This decision is then reported to the Research Degrees Subcommittee:

<http://www.mrqs.monash.edu.au/research/examination/index.html>

If you are required to revise the thesis, to continue your candidature into a new academic year, you must re-enrol.

For more information of Examination matters please contact Mr Mayur Katariya in the Research Degrees Office.

Doctoral theses

For doctoral theses, a similar procedure is adopted by the Monash Research Graduate School Committee. In the case of conflicting examiners' reports, the Committee normally asks the Associate Dean Research Degrees & Induction to Chair an Advisory Panel, consisting of the Director Research Degrees, the supervisor, and an independent staff member, to advise MRGSC. An Advisory Panel functions in the same manner as the Examination Subcommittee above but the responsibility for final approval of its recommendations remains with the Monash Research Graduate School Committee.

Continuing research after submission of your thesis

Junior Honorary Research Associate

When you have submitted your thesis for examination your status as a student ceases and you no longer have access to libraries, which can make it difficult to continue your research and to write journal articles. The University Council recently created a new category of staff, the Junior Honorary Research Associate, to overcome this problem. The title is to be used to recognise the continuing research contributions to or involvement with the University of graduate research students awaiting the outcome of the examination of their theses. Students are eligible if, in the opinion of their Faculty, they continue to make a contribution to the University. If recommended for this category of staff, students will be provided with a Monash ID card and will have access to departmental facilities as specified by the Director Research Degrees.

Students have to be nominated for this award, so if you are interested then collect a nomination form from the Associate Dean (Staff) and if approved it will be forwarded on to Human Resources. You will then receive a letter informing you of the steps involved in obtaining a staff ID card.

Postgraduate Publications Award

The Postgraduate Publications Award provides support for students who, having submitted their thesis, wish to write up some of their research for publication while they await the result of their examination. Stipend support, equivalent to the Australian Postgraduate Award rate, is available for a period of up to three months. Application forms are available from the Research Degrees Office (Room G06), from the Monash Research Graduate School and on the web. The application is first considered by the Research Degrees Subcommittee and if approved

it is forwarded to the Monash Research Graduate School Committee for final approval.

Honorary Research Associate

Some postgraduates may wish to develop a continuing relationship with academic staff of the Faculty and engage in collaborative research, which is intended to lead to conference papers and journal articles. In 1998, the Faculty created the position of Honorary Research Associate to encourage such collaborative efforts.

A limited number of such appointments will be made each year. For further information, see the Director Research Degrees.

HOW TO DEAL WITH POTENTIAL PROBLEMS

The establishment of a satisfactory working relationship between supervisor and candidate should minimise many of the difficulties which may arise in relation to candidature. If, however, problems emerge which are either directly related to your research or which may indirectly affect your ability to continue, it is essential that you keep in contact with the Faculty. As well as your supervisor and associate supervisor, research advisers, the Director of Research Degrees and the Associate Dean Research Degrees & Induction are available to give advice, interpret regulations, and ensure that your time in the Faculty concludes with the successful submission of your thesis.

If a difficulty arises that requires you to change your supervisor, take time off from study, take time away from home or that affects your enrolment in any way, you will need to ensure that the Faculty is advised of any changes to your enrolment status.

If you wish to change your enrolment status, you should consult with your supervisor (for academic advice) or the Director Research Degrees, for administrative advice. Listed below are possible problems which may lead to the need to change enrolment status and what to do in those circumstances. Although it seems time-consuming it is essential that you complete the requisite paperwork to ensure that you are correctly enrolled.

Changing your supervision arrangements

Your supervisor goes on leave

Generally it is the supervisor's responsibility to arrange supervision for you before leave is taken. These arrangements should be negotiated with you. Normally, your associate supervisor would take over

supervision. However, it is possible that another staff member may be a more appropriate supervisor, and you should discuss the matter with your supervisor.

It is a good idea for you to become acquainted with the interests of other members of staff. You should request your supervisor's help in arranging to meet potential temporary supervisors. Relevant forms need to be completed. See the Research Degrees Office in room G06.

Your supervisor resigns or retires

Since the relationship between research and supervisor is a close one, the prospect of developing a working relationship with a new supervisor can be daunting.

It is important to establish regular contact with the new supervisor before your first supervisor leaves. Change of supervisor forms can be obtained for Masters students from the Research Degrees Office in Room G06 or for doctoral at:

<http://www.mrgs.monash.edu.au/research/students/variation.html>

You become dissatisfied with your relationship with your supervisor

The 2005 Doctoral Exit survey indicated that most research degrees students in the Faculty of Education were generally satisfied with the quality of supervision they received. However, it may happen that you become dissatisfied with your relationship with your supervisor. This could occur for reasons related to the content of your thesis – your interests and your supervisor's interests may diverge during your candidature to the point where you feel you are not getting sufficient help, or because of difficulties of an inter-personal kind. Whatever the cause, you should do something constructive about resolving the problem, if possible, by frank discussions with your supervisor or by seeing your associate supervisor.

You may also contact the Associate Dean Research Degrees & Induction if you have not been able to find a resolution:

ilana.snyder@education.monash.edu.au

For more information regarding the Code of practice for supervision of doctoral and research masters candidates go to:

<http://mrgs.monash.edu.au/research/doctoral/chapter5b.html>

You need to take time away from your studies

Intermission

The Research Degrees Subcommittee may grant MEd candidates periods of intermission of up to 12 months if there are valid grounds (eg extended illness, absence overseas). A written application for intermission, supported by the supervisor, must be submitted to the Research Degrees Subcommittee via the administrator of the Research Degrees Office (Room G06, Building 6, Clayton).

Doctoral candidates may also apply for intermission via the University's Monash Research Graduate School Committee. Intermissions may be granted where candidates find, for example, that they are required to undertake a period of work that will interfere with their studies or they are required to be absent from home for an extended period of time or perhaps where they are uncertain about the direction of their research and need time to re-consider their doctoral studies. A candidate who does not re-enrol, withdraws, or whose candidature is terminated, will not be re-admitted to candidature within four years of non re-enrolment, withdrawal or termination. So it is often wiser for candidates to seek a period of intermission rather than not re-enrolling or allowing termination of candidature due to some impediment to their studies. Doctoral candidates requiring a period of intermission can download the intermission form:

<http://www.mrgs.monash.edu.au/research/students/variation.html>

You need more time to complete your studies

Extension

The Research Degrees Subcommittee may grant extensions of time to Masters candidates who have made good progress but are unable to complete within the prescribed maximum time. The total time of extensions may not exceed twelve months and again a written application including documentation of illness etc and supported by the supervisor is required.

Applications for extensions from doctoral candidates are also approved by the Monash Research Graduate School Committee. Applications for extension must be submitted with full documentation detailing any events such as illness or other factors beyond the candidate's control which has led to the need for an extension. Doctoral candidates requiring an extension can download the extension form:

<http://www.mrgs.monash.edu.au/research/students/variation.html>

You need to work on your thesis away from the University

Studying away from the university

Research candidates may find that they need to spend some time studying away from the university due to the need to collect data, undertake field work or make use of research facilities in other locations. Masters candidates who need to study away from the University should make an application in writing and supported by their supervisor to the Research Degrees Subcommittee.

Doctoral candidates who need to study away from the University need to obtain the approval of the Monash Research Graduate School Committee and they should note that this committee does not usually consider applications to study away within the first six months of candidature very favourably. Doctoral candidates wishing to study away from the university need to complete an 'Application to Study Away' form:

<http://www.mrgs.monash.edu.au/research/students/variation.html>

Writing-up away from the university

Doctoral candidates are normally required to remain at the university until they have submitted their thesis. However a candidate may apply for writing up away status provided that the supervisor and Director Research Degrees have certified in writing to the Research Degrees Subcommittee and the Monash Research Graduate School Committee that the candidate has completed a satisfactory first draft of the thesis. Candidates who are granted writing-up away status are required to maintain their enrolment at the university until the thesis is submitted even if this requires their re-enrolment during this period. Doctoral candidates wishing to apply for writing-up away status must complete an 'Application for Writing-up Away Status' form:

<http://www.mrgs.monash.edu.au/research/students/variation.html>

Cessation of candidature without obtaining your degree

For candidates who do not submit a thesis, candidature may be ended in one of four ways.

Withdrawal

Masters candidates who wish to withdraw from their course should consult with their supervisor, and they must inform the Research Degrees Subcommittee in writing. Doctoral candidates wishing to withdraw from candidature must complete an 'Application to Withdraw from PhD Candidature' form and they should be aware that if they withdraw they will not be

re-admitted to candidature within four years of the date of withdrawal. Forms are available at:

<http://www.mrqs.monash.edu.au/research/students/variation.html>

Lapse

Candidates who fail to enrol after acceptance of their application or who fail to re-enrol in subsequent years are technically no longer students of the university. Their candidature will be automatically regarded as having lapsed. In such cases candidature may only be reinstated at the discretion of the Research Degrees Subcommittee and the Monash Research Graduate School Committee:

<http://mrqs.monash.edu.au/research/examination/overview.html#lapsed>

Expiration of time

Candidates whose time has expired or is nearing expiration will have their candidature reviewed by the Research Degrees Subcommittee. The Subcommittee may grant an extension if the candidate makes a written application with the written support of their supervisor; otherwise it will confirm that candidature has expired and inform the Faculty Board of such expiration. If an extension is not granted, the candidate may appeal in writing to the Faculty Board asking it to review the decision of the Research Degrees Committee:

http://www.mrqs.monash.edu.au/research/Handbook08_12_05.pdf

Termination of candidature

If the Research Degrees Subcommittee regards a candidate's progress as unsatisfactory, candidature may be terminated by Faculty Board (MEd) or the Monash Research Graduate School Committee (doctoral candidates). In such a case the candidate is informed in writing that termination has been recommended and of the reasons for that recommendation. The candidate may submit written evidence appealing against the recommendation.

It is the usual practice of the Research Degrees Subcommittee to receive a list of MEd candidates whose time limit is due to expire and for the Chair of that Subcommittee to send a letter of reminder to each of them. It is then considered that the candidature has expired if the candidate fails to submit the final completed copies of the thesis for examination by the due date.

Academic appeals procedures

Candidature also ends when a thesis has been failed. (It may encourage you to learn that such an event is exceedingly rare: the vast majority of theses which are submitted result in the successful attainment of the degree.) If this does happen, candidates do have the right to appeal against the examiners' decision.

http://www.mrqs.monash.edu.au/research/Handbook08_12_05.pdf

Master of Education

An Examination Appeals Subcommittee comprising the Research Degrees Subcommittee and Chaired by the Associate Dean Research Degrees & Induction would be formed to consider the appeal. Additional members may be co-opted to provide appropriate academic expertise.

An appeal would not normally be allowed on grounds of complaint about inadequacy of supervisory or other arrangements during the period of study, since procedures for complaint and redress during the study period are in place.

The candidate will receive all examiners' reports as soon as they are available and appeals or complaints should be submitted in writing to the Director Research Degrees within six weeks of the dispatch of such reports. The appeal will then be referred to the Examination Appeals Subcommittee.

Adequate notice will be given to the student of the date for the consideration of the appeal. The student is to be informed of the right to present a case in person and to be accompanied by a chosen member of the university.

The Examination Appeals Subcommittee hearing the appeal, having considered the evidence and taken such advice as may be necessary, may take any of the following decisions:

- ♦ reject the appeal in which case the decision is final;
- ♦ recommend to the Research Degrees Subcommittee that for reasons stated, the thesis should be examined again, either by the same examiners or new ones as the Examination Appeals Subcommittee determines;
- ♦ recommend that the Research Degrees Subcommittee give the student permission to revise the thesis and re-submit for re-examination.

Doctoral theses

Appeals in such cases are made to the university's Monash Research Graduate School Committee. The Committee initially seeks the advice of a Faculty Advisory Panel, consisting of the Associate Dean (Research Degrees & Induction) as Chair, the Director Research Degrees, the supervisor, and an additional member of staff.

General Grievances

Regulations regarding grievance and appeal procedures for academic and related matters and administrative matters are outlined at:

<http://www.mrqs.monash.edu.au/research/>

All grievances should be dealt with at Faculty level in the first instance by discussing the grievance with your supervisor or by writing to the Director Research Degrees. Non-faculty administrative matters should be directed to the Manager, Monash Research Graduate School in the first instance.

SCHOLARSHIPS

Scholarships Available

For information about University scholarships and grants, please refer to the website below:

<http://mrqs.monash.edu.au/scholarships/>

For information about faculty scholarships, please refer to the website below:

<http://www.education.monash.edu.au/research/>

Eligibility

Applying for a postgraduate scholarship is highly competitive. The Faculty of Education has a good record of success. The scholarships are to support research and are awarded on the basis of previous research results rather than previous coursework results.

The normal minimum requirement for an applicant to be considered for a scholarship is the possession of a first-class honours degree (i.e. a four year degree with a thesis component) from a recognised university. In addition, the faculty must be willing to accept you (i.e. there must be a staff member available who is willing and has the academic expertise to supervise your thesis).

These requirements are relatively easily met by applicants in some faculties, such as Science or Arts, where there is usually a clear connection between the applicant's first degree and the research topic proposed for the higher degree.

In the case of Education, applicants often have a more complex academic record, often a pass degree in one discipline and further work at Masters level in Education.

Award of a scholarship then depends upon satisfying the Monash Research Graduate School (MRGS) Committee's requirement that the applicant's qualifications and experience are equivalent to a first class honours degree. In November of each year, the

MRGS Committee organises meetings of H1 equivalence panels which decide upon the merits of each application. The central criterion is documented evidence that the applicant has a demonstrated ability to pursue research at a high level.

If you do not have a first class honours degree and are intending to apply to enter into research work in the Faculty of Education either soon, or in a few years time, and wish to be considered for a scholarship, the following advice may be useful:

- ♦ the clearest evidence of research capability is the completion of an Honours or MEd thesis, with examiners' reports that attest to your research ability and quality (copies of examiners' reports must be included with your application)
- ♦ research publications are also important. If you have been involved in research projects which have led to papers written by you (and others) and published in refereed journals, if you have published other research papers or chapters in books etc. You should document this clearly in your application including details about the particular journal and/or volume
- ♦ an MEd coursework degree with outstanding results which includes a research project graded at High Distinction (H1) level, supported by strong examiners' reports, is also accepted. (A straight coursework degree without a project would not be considered)
- ♦ evidence of competence in research methodology subjects is useful in support of an application
- ♦ make contact with the Faculty and potential supervisors. An application enthusiastically supported because the quality of your work is known is more likely to be accepted than an application from someone who is merely a name on a list.
- ♦ ensure that your scholarship application includes all the requested information. If your academic qualifications are from another university make sure that you provide transcripts of your academic record
- ♦ the quality of the application is also important. Many applicants fail to do themselves justice by writing vague statements about their intended area of research, which indicates a lack of forward planning. A clear one or two page research proposal is required
- ♦ applicants are expected to nominate academic referees and it is important to select these

carefully. It is not helpful to choose referees who are unfamiliar with your work or referees who are unavailable at the time you are making your application.

Information and application forms

Acceptance of a scholarship does not constitute formal enrolment and scholarship holders must attend at the enrolment office at their campus to enrol.

Application forms for University scholarships and Faculty scholarships are normally available from August onwards from the Research Degrees office, Clayton campus, Room G06, Faculty of Education. The closing date for applications each year is 31 October:

<http://mrqs.monash.edu.au/scholarships/>

Successful applicants will be informed in December of each year. Some applicants may be placed on a waiting list and may be offered a scholarship at a later date, should first round offers be declined.

Chain of Support for Research Students

Students are strongly encouraged to communicate with their supervisors on a regular basis to minimise the development of issues which could lead to grievance proceedings

