This handbook provides HDR students of the Faculty of Business with information about their course, administration, academic policies and procedures and an overview of student services and facilities available on campus.

It contains a summary of the University and Faculty rules, policies and practices of which students should have an understanding and with which they need to comply. Students are required to read the information carefully and ask for assistance if clarification is required.

The information in this handbook was correct at the date of publishing, however, this information may change. Students should check the relevant website for the most current information. This handbook should be read in conjunction with the University rules available on line at http://www.uow.edu.au/about/policy/rules/index.html and the University of Wollongong HDR Supervisors and Students Handbook available on line at http://www.uow.edu.au/content/groups/public/@web/@raid/documents/doc/uow218573.pdf
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WELCOME TO THE FACULTY OF BUSINESS

Message from the Executive Dean

Congratulations on choosing to do a Higher Degree Research (HDR) degree with the Faculty of Business at the University of Wollongong (UOW). UOW is one of Australia’s leading research institutions and the Faculty of Business offers HDR students a challenging and rewarding environment, and links them with a large pool of world-leading thinkers in diverse fields of study.

Along with other recent awards and rankings, the 2016 Quality Indicators for Learning and Teaching (QILT) has ranked UOW as the best overall university in Australia (see http://www.uow.edu.au/about/awards/ssNODELINK/22251).

- Highest number of star ratings in the 2016 Good Universities Guide
- Highest percentage across the key 12 categories on QILT 2015 (see http://www.qilt.edu.au/)
- Awarded the 2015 Australian Financial Review Higher Education Award for graduate employability

You have taken on a major commitment to study and research and I congratulate you on your determination to succeed. A research degree is a demanding qualification, requiring commitment to applying the highest standards of scholarship to your area of interest. Coursework will provide the foundations for rigorous research and further develop your understanding of organisations and developments in management thinking. Your supervisors will guide and encourage you through your original research.

Best wishes for the success of your studies. May your research enrich you, and may it result in findings that add value both to the academic community and the professional world.

Professor Charles Areni
Executive Dean

Message from the Associate Dean (Research)

By enrolling in a research degree, you have taken on a big challenge. It will be rewarding but a lot of hard work ahead. To be successful, keep your goals in mind and keep in contact with your supervisors, let them know what is happening and listen to their advice. You will also need to be proactive, take charge of your research, ask questions and attend seminars and training sessions. Also, importantly, build your research network – get to know your fellow HDR students and academics in the Faculty and the University, as they will be able to share experiences and knowledge with you that will be invaluable to your studies.

Your research will develop new theories and practice for your chosen discipline and you will strengthen the Faculty’s research profile. This makes you an important asset to the Faculty. As a future graduate, you will also be a valued ambassador for the Faculty and the University.

Enjoy your journey and I look forward to hearing of your successes.

Professor Leona Tam
Associate Dean (Research)
The Faculty of Business is a strong and dynamic Faculty committed to excellence in research and teaching. It aims to provide students with motivating and facilitating environment to conduct research. The Faculty has strong partnerships with industry, government and the business community and these partnerships are reflected in its Higher Degree Research (HDR) courses. The Faculty’s HDR courses develop scholars, professionals and business leaders that are equipped with critical thinking skills that allow them to succeed and maximise their potential in their chosen fields.

HDR courses offered by the Faculty are informed by research, structured on applied outcomes, and recognised by industry. The courses are delivered by highly qualified and industry-experienced academics and supported by specialised student-learning and development resources. HDR Students have the opportunity to conduct research in a range of business-related disciplines.

The Faculty consists of two Schools. Each has a diverse and productive research program and has been successful in attracting research funding and publishing research in top ranked journals. The Faculty’s Schools are:

The School of Accounting, Economics and Finance

The School of Management, Operations and Finance

HDR Students are aligned with one of the six disciplines (Accounting, Economics, Finance, Management, Operations or Finance) based on the School their principal supervisor is aligned with. Academics are aligned with the School of Accounting, Economics and Finance or the School of Management, Operations and Marketing.

Research conducted by the Faculty has gained an excellent reputation nationally and internationally. The Faculty hopes that students enrolled in its HDR programs will help to grow this reputation throughout the course of their studies and beyond.
The Faculty Research Unit aims to support students throughout the duration of their candidature. The Unit consists of the Associate Dean (Research) (ADR), the Heads of Postgraduate Studies (HPS) from the School of Accounting, Economics and Finance and the School of Management, Operations and Marketing as well as the HDR Coordinator and the Research Manager.

The ADR has the overall responsibility for the Faculty’s research programs and is the chairperson for the Faculty’s Research Committee and the Research Proposal Review Committee.

Each HPS is responsible for overseeing the HDR programs in their School. They are a key contact for approvals for request like leave. They are responsible for reviewing all of the Annual Progress Reports submitted by students in their School.

The Faculty’s HDR Coordinator is another important point of contact in the Faculty after their supervisors. Students needing non-academic advice and guidance should contact the HDR Coordinator in the first instance. The HDR Coordinator is responsible for the Faculty’s HDR administration including, but not limited to:

- Day to day HDR assistance
- Orientation upon course commencement
- Space and resource allocation
- Research Proposal Review administration
- The Faculty’s annual HDR Conference
The Faculty offers a range of research degrees, providing entry points for students with differing levels of research training. These degrees are:

**Doctor of Philosophy**
The Doctor of Philosophy (PhD) is an advanced postgraduate research degree that develops research skills and provides high achieving candidates with the opportunity to conduct in-depth research in their chosen discipline. Under the guidance of a supervisory team, consisting of two supervisors, students will independently plan and execute a research project that will lead to the production of a substantial thesis.


**Doctor of Philosophy (Integrated)**
The Doctor of Philosophy (Integrated) is a four-year research degree that incorporates a traditional three-year PhD thesis with one year of coursework subjects, combining generic research training and discipline-specific content into a single degree.


**Doctor of Business Administration**
The Doctor of Business Administration (DBA) is an advanced postgraduate research degree focussing on professional business practice, providing experienced managers with the necessary research skills that can be applied to issues of organisational leadership. The DBA provides a framework that will enable participants to expand their knowledge in one or more business areas, drawing on the disciplinary expertise of faculties across campus.


**Master of Philosophy**
The Master of Philosophy provides advanced business research skills through structured learning and independent research. Students are able to select a research topic from a diverse and extended range of business related disciplines.


**Master of Research**
The Master of Research degree comprises research and research training, requiring students to complete 96 credit points of subjects. The first year comprises 48 credit points of research training and coursework while the second year comprises a 48 credit point thesis, which is assessed by two external examiners.


**Bachelor of Research**
The Bachelor of Research degree offers a specialisation in Accounting, Economics, Finance, Management, Marketing and Operations and comprises research training and coursework, requiring students to complete 48 credit points of subjects.

KEY CONTACTS

Academic Staff

For all academic matters, students should contact their supervisor(s) in the first instance. Depending on the matter, the next point of call would then be their School’s Head of Postgraduate Studies (HPS).

<table>
<thead>
<tr>
<th>Name &amp; Title</th>
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<th>Phone</th>
<th>Location</th>
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</table>
| Professor Leona Tam  
Associate Dean (Research) | ltam@uow.edu.au | 4252 8504 | 40.287 |
| Dr Corinne Cortese  
Head of Postgraduate Studies  
Accounting, Economics and Finance | corinne@uow.edu.au | 4221 3697 | 40.331 |
| Dr Matthew Pepper  
Head of Postgraduate Studies  
Management, Operations and Marketing | pepper@uow.edu.au | 4221 5419 | 40.249 |

Key Faculty Administration

Students should contact Business Central for general enquiries and information. Students with enquiries specific to their course or enrolment should contact the Faculty’s HDR Coordinator.

Student Support Advisors (SSA) assist students with a range of issues that may affect a student’s studies. SSA’s can provide guidance on matters such as adjusting to the local area, homesickness, study difficulties, academic concerns, budgeting, legal/accidents, student visas, health problems, family emergencies and children’s education. The service is free and confidential and further information can be found at http://www.uow.edu.au/student/services/SSA/index.html

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<tr>
<th>Name &amp; Title</th>
<th>Email</th>
<th>Phone</th>
<th>Location</th>
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</thead>
</table>
| Business Central  
| | business-enquiries@uow.edu.au | 4221 4478 | 40.130 |
| Jodi Barrie  
HDR Coordinator | jodi@uow.edu.au | 4221 5760 | 40.222b |
| Lisa Simmons  
Research Manager | lisa_simmons@uow.edu.au | 4221 4854 | 40.222a |
| Ann-Maree Smith  
Student Support Advisor | anne-maree_smith@uow.edu.au | 42214714 | 40.133 |
Graduate Research School

The Graduate Research School (GRS) is dedicated to providing professional and efficient service to students and staff on all Higher Degree Research (HDR) candidature matters, including:

- Orientation
- Enrolment and re-enrolment
- Leave
- Supervision
- Progress Reports
- Scholarships
- Information workshops
- Thesis examination and submission

The GRS has overall responsibility for HDR students at UOW. Find further information about the GRS and their services at http://www.uow.edu.au/research/rsc/index.html

Students needing information from the GRS should contact the Faculty’s Student Management Officer.

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<th>Name &amp; Title</th>
<th>Email</th>
<th>Phone</th>
<th>Location</th>
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<tr>
<td>Susan Flint, Manager, Graduate Research School</td>
<td><a href="mailto:sflint@uow.edu.au">sflint@uow.edu.au</a></td>
<td>4221 5525</td>
<td>B20, L1</td>
</tr>
<tr>
<td>Kylie Dawson, Student Management Officer</td>
<td><a href="mailto:redmank@uow.edu.au">redmank@uow.edu.au</a></td>
<td>4221 5874</td>
<td>B20, L1</td>
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Other UOW Services

There are several key services offered by the University. Staff at Student Central can help with issues such as fees and accommodation. UOW’s IT department, ITMS, manages the Faculty’s IT equipment. Students should contact ITS if they experience technical difficulties.

The Learning Development unit offers a range of free resources and teaching services to all enrolled students seeking to improve their academic performance. The Faculty has a dedicated Learning Development Officer who should be contacted for any learning related issues.

The Faculty also has a dedicated librarian. HDR students are encouraged to make an appointment with the Faculty librarian soon after commencing their studies. The Faculty librarian can provide guidance and assistance using the Library facilities, locating publications and information about journals relevant to the student’s discipline.

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<tr>
<td>Student Central</td>
<td><a href="mailto:student_services@uow.edu.au">student_services@uow.edu.au</a></td>
<td></td>
<td>Building 17</td>
</tr>
<tr>
<td>IT Support - ITMS</td>
<td><a href="mailto:servicedesk@uow.edu.au">servicedesk@uow.edu.au</a></td>
<td>42213000</td>
<td></td>
</tr>
<tr>
<td>Learning Development</td>
<td><a href="mailto:ltc-bus@uow.edu.au">ltc-bus@uow.edu.au</a></td>
<td></td>
<td>iC</td>
</tr>
<tr>
<td>Dr Celeste Rossetto</td>
<td><a href="mailto:celeste@uow.edu.au">celeste@uow.edu.au</a></td>
<td>4221 4103</td>
<td></td>
</tr>
<tr>
<td>Faculty Librarian</td>
<td><a href="mailto:jkettle@uow.edu.au">jkettle@uow.edu.au</a></td>
<td>4221 3184</td>
<td>Library</td>
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Should issues remain unresolved students should contact the HDR Coordinator for assistance.
LOCATIONS

UOW Wollongong Campus (Main Campus)
All teaching and training takes place on Main Campus. Academic supervisors are also located at main campus.

Northfields Avenue
North Wollongong NSW 2500
Opening Hours:
Monday – Friday 8:00am – 9:00pm in Session/Trimester
(9:00am – 5:00pm out of session)

UOW Innovation Campus
All students are located at the Innovation Campus (iC). Students have access to facilities, including workstations, in the Mike Codd Building. Access to the building is via swipe card. Swipe cards will be organised by the HDR Coordinator.

Mike Codd Building
Squires Way
Fairy Meadow NSW 2500
Opening Hours:
Monday – Friday 8:00am – 7:00pm
Weekends and after hours – access via swipe card.

UOW Sydney Campus
Only Doctor of Business Administration students are located at the Sydney Campus. The HDR Coordinator will organise swipe cards for students to allow access to the building.

The Gateway Building
Level 8, 1 Macquarie Place
Sydney NSW 2000
Opening Hours:
Monday – Thursday  9:00am – 9:00pm
Friday 9:00am – 5:30pm
Saturdays 9:00am – 5:00pm
DBA students are able to access the building from 8am using their access card. Weekend access is via swipe card only. Library facilities are not available on weekends.
Below is a UOW Main Campus Map:

![UOW Main Campus Map](http://www.uow.edu.au/content/groups/public/@web/@unia/documents/doc/uow029186.pdf)

This map can also be found at

**Faculty of Business** – Building 40, location of all Faculty academics. Business Central, the Faculty Research Unit and the Faculty Executive are all located in building 40.

**Graduate Research School** – Located on the first floor of building 20, the GRS is the UOW unit responsible for the overall enrolment management of all UOW HDR students.

**Student Central** – Located in building 17, student central staff assist with a wide range of enquiries including enrolment, fees, accommodation and career advice.
SUPERVISION

Each HDR student who undertakes a research project will be allocated a suitably qualified supervisory team comprising of at least two supervisors. The supervisory team will offer guidance and advice on research activity and progress. The student’s principal supervisor must be a UOW employee and will be a Faculty of Business staff member. In some cases, additional supervisors, internal or external to the Faculty (or University), may be appointed. All supervision arrangements or changes are to be approved by the Head of Postgraduate Studies.

Student supervision is a challenging and highly specialised undertaking based on a sound working relationship and mutual trust between the student and supervisor. It is highly recommended that students and supervisors thoroughly discuss the proposed topic and their respective roles during their first meeting. Supervision is subject to the agreement of both parties.

Students are to meet with their supervisors on a regular basis (fortnightly is recommended) to discuss research progress and any related problems. In the initial meeting between students and supervisors the frequency of meetings, roles of supervisors and the expected contributions of each supervisor will be decided.

If a student’s supervisor is absent from UOW for an extended period of time (e.g. study leave) alternative supervision arrangements will be made by the school HPS.

For further details on HDR student supervision, please refer to the University’s HDR Supervision and Resources Policy http://www.uow.edu.au/about/policy/UOW058665.html

Students must read the HDR Supervision and Resources policy. All decisions and agreements made between students and their supervisors at their first meeting must be recorded on the Commencement of Candidature form. The completed form is to be sent to the HDR Coordinator.

STUDENT RESPONSIBILITIES

Arrival and Induction

Some important things that students should do upon arrival include:

- Visit the Research Student Centre (building 20) to enrol in their course
- Make contact with their supervisors
- Contact the Faculty HDR Coordinator for information about study space and general information.

Two important events to attend on arrival are:

- UOW Orientation Day (compulsory for all new students).
- Faculty of Business, HDR Student Induction and Welcome.

Students who miss the UOW Orientation day should go to the GRS to complete their enrolment paperwork.

The Faculty’s HDR Student Induction and Welcome will introduce key Faculty staff members and provide information regarding services and support offered by the University and in the Faculty. A tour of the facilities and workstations will be organised. The Induction also provides an opportunity to meet fellow students.
Diligence and Commitment

The primary responsibility of any HDR student is to pursue their course of study with the utmost diligence and commitment. HDR students engaged in research should meet regularly with their supervisions to discuss the progress of their project.

Attention is drawn to The Student Charter which identifies what students can expect from being a part of the University of Wollongong (UOW) community and, in turn, what is expected of them [http://www.uow.edu.au/student/haveyoursay/studentcharter/index.html](http://www.uow.edu.au/student/haveyoursay/studentcharter/index.html).

UOW HDR Students need to:

- Complete the Commencement of Candidature and First Interview Checklist form within the first month of starting their course.
- Meet with their supervisors regularly as agreed in the Commencement of Candidature form.
- Complete the Research Proposal Review (RPR) as advised by the HDR Coordinator.
- Complete the Annual Progress Report (APR) by deadlines set by the GRS, the GRS distributes APR information via SOLS in September each year.
- Present at the Faculty of Business HDR conference.
- Notify supervisors of any form of leave required, i.e. fieldwork, conference attendance, holiday or an extended break from study (this should be in writing).

Observance of Course Duration

HDR students have a responsibility to plan their HDR program within the set time limits. Periods of approved leave of absence (see ‘Taking Leave’ below) are not included as part of the total course duration. Overseas students studying on student visas have specific requirements and should read their visa conditions and the course rules for details.


Domestic HDR students who are overtime will pay fees. Students will be charged fees on EFTSL greater than 4.5, for doctoral students, and an EFTSL greater than 2.5, for MPhil students. Further information about overtime fees can be found at [http://www.uow.edu.au/research/grs/student/UOW165851.html](http://www.uow.edu.au/research/grs/student/UOW165851.html).
Research Proposal Reviews

The Research Proposal Review (RPR) is a key milestone for HDR students enrolled in the Faculty of Business. It is also the University’s initial formal process for monitoring the progress of research undertaken by its HDR students. The RPR has two components, a written research plan (including a preliminary literature review) and an oral research presentation to the RPR Committee. Students should work closely with their supervisors to develop their research plan and oral presentation. The RPR is an important step in ensuring that:

- the research project is based on a strong academic footing
- the aims and objectives of the research as outlined in the original research proposal are being met
- the student has the skills required to complete the project at the required standard
- the supervisory arrangements are appropriate for the project
- the project can be undertaken adequately with the resources available.

All HDR students are required to complete an RPR. PhD and DBA students need to complete their RPR before completing 48 credit points of their candidature. MPhil and PhD(I) students have to complete their RPR before completing 72 credit points of their candidature.

RPRs are organised by the HDR Coordinator in conjunction with the School HPS and the AD(R). RPRs are typically conducted in the fortnight following release of session results for both Autumn and Spring (ie. July and November/December).

The HDR Coordinator will communicate with students the due date for their written proposal and the date, time and location of their oral presentation. Students will be given access to the Faculty of Business RPR Moodle site to assist their preparation. More information on the RPR is found in the Faculty and University Guidelines listed below.

In preparation for the RPR, the following videos are to be watched:

**Research Topics**

**Research Process**
4. Research Contributions – [http://youtu.be/8UsIkLmSP1M](http://youtu.be/8UsIkLmSP1M)

**Dissertation Writing**
1. Dissertation Writing Overview – [http://youtu.be/-00m94aTh6M](http://youtu.be/-00m94aTh6M)
2. Use Writing to Think – [http://youtu.be/-1XOp3ve-zY](http://youtu.be/-1XOp3ve-zY)

**NOTE**: All students are encouraged to support their fellow students by attending RPR presentations as an audience member.

The Faculty’s RPR guidelines can be found at [http://business.uow.edu.au/research/students/index.html](http://business.uow.edu.au/research/students/index.html)

Annual Progress Reports

All HDR students must complete an annual review of their work. The Annual Progress Report (APR) process starts in September each year. The primary aim of the APR is to monitor student progress in their research work. It allows students to highlight achievements and challenges faced throughout the year. The APR also provides an opportunity to set goals for the following year and identify resources that may be required. The APR provides supervisors with the opportunity to comment on their student’s progress, acknowledge achievements and challenges, suggest ways of improving future performance and confirming the goals set out for the following year are achievable. **It is important that students and supervisors complete the APR honestly in order to support productive progress.**

The APR is completed via Student Online Services (SOLS). The GRS will contact each student prior to the due date of the report. Students should check SOLS mail regularly for information and updates.

All reports are passed onto the School’s HPS, who makes recommendations. The report is then forwarded, depending on the comments, to the Research Student Centre directly or the Faculty AD(R) for final approval/comment before being sent to the GRS for processing.

This annual review procedure is a constructive means of reviewing a student's progress. However, any poor performance that is revealed may call for serious consideration at any time during the year. In extreme cases the AD(R) can recommend that the student be placed on probation, be downgraded to a lower degree or have their candidature terminated.

ALL HDR students, including those on Leave of Absence (LOA), must complete an APR each year before they can be re-enrolled for the following year. Students who do not meet the deadlines set out by the GRS can have their candidature discontinued. For details, please refer to the link below. Students should contact the GRS immediately if they have problems completing their APR or are unable to meet a deadline.


Disseminating Research

The Faculty encourages HDR students to share the findings of their research. The most common ways for students to do this is through presenting at seminars or conferences or through publishing their work in journals.

Presentations are an essential part of any research program they build public speaking skills and allow students to receive feedback and critique from their peers. Supervisors may recommend that a student who is in the early stages of their candidature present at a discipline, School or Faculty forum whereas they may recommend that a student in the final stages of their research present at a national conference in their discipline. All postgraduate students undertaking research should aim to give a presentation of their work at least once each year, the Faculty’s HDR conference also provides students with an excellent opportunity to present their research and hone their presentation skills.

In addition, students are also encouraged to publish their research findings in relevant journals. Students should develop a publication strategy with their supervisors and are encouraged to publish their findings as early as possible.
### Thesis Preparation

Candidates should discuss the general format and appearance of the thesis with their supervisors to ensure any specific requirements are addressed and discussed. Further information on thesis preparation and formatting can be found at [http://www.uow.edu.au/research/grs/student/thesis/index.html](http://www.uow.edu.au/research/grs/student/thesis/index.html)

Academic supervisors of HDR students will provide editorial advice to their students. This type of advice is covered in Standards C, D and E of the Australian Standards for Editing Practice (see [http://iped-editors.org/site/DefaultSite/filesystem/documents/ASEP%20flat%20onscreen%20version.pdf](http://iped-editors.org/site/DefaultSite/filesystem/documents/ASEP%20flat%20onscreen%20version.pdf)) as per the following:

- **Standard C**, Substance and Structure
- **Standard D**, Language and Illustrations
- **Standard E**, Completeness and Consistency.

Students may use a professional editor in preparing their thesis for submission, but they should discuss this with their supervisors and provide the editor with a copy of the UOW policy before they commence work.

Professional editorial intervention should be restricted to:

- **Standard D**
- **Standard E**

Where a professional editor provides advice on matters of structure (Standard C), examples only should be given.

The University recommends that material for editing or proofreading should be submitted in hard copy. In electronic copy it may be too easy for the student to accept editorial suggestions without thinking about their implications.

When a thesis has had the benefit of professional editorial advice, of any form, the name of the editor and a brief description of the service rendered, in terms of Australian Standards for Editing Practice, should be printed as part of the list of acknowledgements or other prefatory matter. If the professional editor’s current or former area of academic specialisation is similar to that of the candidate, this too should be stated in the prefatory matter of the thesis.

Prior to engaging the services of a professional editor, students need the approval of the ADR. To seek approval, students need to provide:

1. A statement from their supervisors indicating support for external editing.
2. Quotes from three professional editors
3. A chapter of the student’s thesis

This information should be sent to the HDR Coordinator who will then pass the information on to the ADR for assessment. The ADR will consider the documentation and decide if the request should be supported.

### Thesis Submission, Examination and Graduation

The Research Student Centre has prepared an online Step by Step Guide to Thesis preparation and submission. Prior to thesis submission students should visit the following link to obtain information on Thesis Submission, Examination and Graduation.

Taking Leave

An extended break from study is termed a leave of absence and is used when the break is equivalent to the duration of a session or a year for medical, compassionate or other acceptable reasons. The application form and grounds for an extended period of leave can be found at [http://www.uow.edu.au/research/grs/student/UOW106069.html](http://www.uow.edu.au/research/grs/student/UOW106069.html).

HDR candidates who wish to take a shorter period of leave of less than a session should discuss this leave with their supervisor(s) and their School HPS. The supervisor(s) and HPS will review and make decisions regarding leave requests. Student’s will remain enrolled when taking short periods of leave and written documentation will be kept in the Faculty or on the student’s file. Students wishing to take recreational leave must seek written approval from their supervisor. Sick leave of one (1) week or more must include a medical certificate. Scholarship recipients should refer to the scholarship “Conditions of Award” and their supervisor before making decisions on periods of leave. Scholarship holders are advised to check with the GRS regarding the effect of leave on their scholarship.


Students need to inform the Faculty HDR Coordinator and the GRS if they intend to take an extended period of leave.

TEACHING DEVELOPMENT

The Faculty has opportunities for students to participate in the delivery of undergraduate and postgraduate subjects in the area of their expertise. Due to the nature of a HDR candidature, the capacity for students to deliver tutorials will fluctuate. As such, any teaching responsibilities are to be discussed with and approved by a student’s supervisors. If students are teaching for their Supervisor, these teaching arrangements need to be approved by the HPS. This approval is to be forwarded to the HDR Coordinator.

ENROLMENT CHANGES

Enrolment Status or changing enrolment details

Census dates are the last day students can vary and/or change their enrolment or apply for Leave of Absence (LOA) in each session/trimester. The census dates for each session/trimester is found at [http://www.uow.edu.au/student/dates/index.html](http://www.uow.edu.au/student/dates/index.html)

Students wanting to make any changes to their candidature must inform the GRS in writing about their reasons in appropriate detail no later than the appropriate census date in the session they wish to make the change.

Students may wish to change their status from full time to part-time or vice versa. The decision to do this will depend mainly on their circumstances. Students should meet with their supervisors and the HPS of their School to discuss the change. When a decision has been made, written notification signed by the supervisor(s) and HPS, is to be sent to the GRS no later than the census date.

It should be specifically noted that student visa regulations require that international students are enrolled on a full time basis and must ensure that they complete as per the timeframe of their Confirmation of Enrolment (COE).

Students that do not follow a full time load and consequently exceed their timeframe on their COE will be given warnings via SOLS Mail.

Changing Degree

MPhil and DBA students sometimes wish to change to the PhD program. This decision requires careful consideration and the support of the student’s supervisors. Any candidate aspiring to change must have completed the required coursework component of their degree and approximately nine months of equivalent full time candidature in their thesis component. To demonstrate their ability to undertake independent research, candidates must produce evidence of competence and commitment to a research program of PhD standard. This will be done by completing the course transfer process which is similar to the RPR process.

A student wishing to transfer should discuss the matter with their supervisors and School HPS first. If the request is supported, the HPS should inform the HDR Coordinator who will then arrange a date for the candidate to give an oral presentation of their research. The presentation will be made to a committee consisting of:

- The Associate Dean (Research) and/or Head of School (as required)
- The School Head of Postgraduate Studies (HPS)
- The Head of Discipline
- An independent academic staff member with appropriate disciplinary expertise to appraise the research and the requested transfer appointed by the ADR
- The student’s Supervisors

A written proposal similar to that produced for the RPR is also required. The proposal should also include a progress report to date and the written recommendation of the student’s supervisors. The proposal should be sent to the HDR Coordinator at least three (3) weeks prior to the oral presentation.

Following the presentation, a report will be sent to the GRS by the HPS informing them of the Committee’s decision. If the oral presentation and the written proposal are assessed as appropriate for the desired change, the GRS will then process the transfer.

RESOURCES AND SUPPORT SERVICES FOR HDR STUDENTS

Work space and computers
The University HDR Supervision and Resources Policy sets out the Faculty’s obligations in regard to the facilities it provides for HDR Students. Section 13 of the Policy outlines the infrastructure that is provided to HDR Students. These resources are:

1. Shared office or desk space and access to computer equipment
2. Lockable filing cabinet and bookcase facilities
3. An e-mail account and on-campus Internet access. Units should provide access to specialist computing facilities and software, appropriate to the project requirements of the individual student. It is expected that all students own their own laptop.
4. Access to reasonable levels of office supplies, printing and photocopying. Access to the internal phone network, tea rooms and other shared facilities.
5. Access to all library services including journal databases, interlibrary loans and document delivery.
6. With regard to safety and security, after hours office and laboratory access.
7. Access to a range of remedial and professional development opportunities; Where possible, units should offer suitably qualified HDR candidates the opportunity to tutor, demonstrate or engage in other professional development activities.
8. Representation in relevant forums at School, Faculty and University levels.
9. Access to University support and counselling services.

Disability Services
Disability Services at UOW provides reasonable adjustment advice and support for current and prospective students with a disability or health condition. Their aim is to ensure that students with a disability realise their full academic potential despite their disability.

If you have a disability, register with Disability Services as soon as possible in order to receive additional support and advice. If you have complex requirements it is even more important to make contact early so that support can be arranged in a timely manner.

Disability Services is committed to creating a safe and productive environment for registered students. Please contact their office for further advice or information or to make an appointment by emailing disability_services@uow.edu.au.

Email and Internet Access
The University provides all HDR students with an email account, username and password upon enrolment. The username and password grants access to UOW systems such as SOLS as well as access to the Internet from any computer on campus. For more information, refer to UOW Information Technology Services (ITS) pages http://www.uow.edu.au/its

Printing and Stationery
Each Faculty of Business HDR student can request printing credit to be added to his or her student account by emailing the Finance Unit. A log will be maintained of the credit used and providing usage is reasonable the request will be processed. The iC campus has a basic level of office supplies that students are able to utilise.
Library Services
The Faculty of Business has an assigned Librarian. HDR students are encouraged to make an appointment to meet with the Faculty Librarian to familiarise themselves with the resources and services available to them. Further information on Library services can be found at http://www.library.uow.edu.au/ask/UOW026599.html

HDR Student Funding
Faculty of Business HDR Students are eligible to apply for funding to help support research related activity throughout their candidature following the successful completion of their RPR. PhD, DBA and PhD(I) students can apply for up to $3,000 and MPhil students can apply for up to $1,500.

The Faculty normally supports the following types of research activities:

- **Regional Conferences** - Students are encouraged to present their preliminary work and develop professional networks at their disciplines’ premier conference in the Australia-New Zealand region. The Faculty will support travel costs, conference fees and accommodation costs.

- **Regional data collection** – Students will be supported if they need to travel within Australia to collect data for their research. The Faculty will support travel and accommodation costs.

- **Other research related activities** – The Faculty may provide support for activities such as visiting expert scholars or attending specialised research training courses.

As funds are limited, requests to travel abroad to conferences or to collect data will only be supported under particular circumstances. The Faculty may also support students travelling to meet with leading scholars in their discipline or to attend specific courses that are relevant to their studies. In all cases, a well-presented case that is supported by the student’s supervisors needs to be made in writing to the AD(R) via the HDR Coordinator.

Students and supervisors should carefully plan the utilisation of the available funding. These plans should be presented during the student’s RPR and reinforced in their APR. It is strongly recommended that students reserve some of their allocated funds for editing costs prior to submission.

To access funding, students need to complete the Faculty’s HDR Student Research Support application form and submit it to the HDR Coordinator at least two months prior to activity funding is being sought for. The application should be accompanied by the supporting documentation outlined in the Faculty’s HDR Research Funding Guidelines http://business.uow.edu.au/research/students/index.html.

Statistical Consulting
The Statistical Consulting Service provides students of UOW with consulting assistance for research. The services aims to improve the statistical content of research carried out. Currently the Statistical Consulting Service provides each HDR candidate with up to ten hours per calendar year of consulting time without charge. Further information can be found at http://eis.uow.edu.au/smas/statistical-consulting/index.html

Learning Development
The Teaching, Learning and Curriculum team offers a range of free learning development services to HDR students. These services include theses writing workshops and online modules that cover statistical literacy, academic writing, critical thinking and more. The Faculty also has an assigned Learning, Teaching and Curriculum team that includes a learning development officer. The team can be contacted on ltc-bus@uow.edu.au. Further information is available at http://www.uow.edu.au/student/services/ld/students/index.html
**Workshops & Seminars**

The Faculty of Business and its disciplines hold workshops and seminars that HDR students are expected to attend (at least four per annum). Students will receive communication about Faculty events through their student email.

Additionally, the GRS also conducts a series of free seminars specifically designed for HDR students. These seminars cover topics such as time management, using bibliography software such as Endnote, where to publish, interview skills and career planning.


**Peer to Peer Mentoring Program**

The Higher Degree Research Peer-to-Peer Student Mentors have been appointed by the Graduate Research School to provide advice and support across a wide range of HDR related areas including academic and thesis writing, research proposals and methodologies, ethics application processes, presentation skills, research software and IT issues, work-life balance and adjusting to cultural change. Two mentors have been appointed and are located at the main UOW campus and the Innovation Campus. For more information or to book an appointment with a mentor contact [hdr-mentors@uow.edu.au](mailto:hdr-mentors@uow.edu.au).

**English Conversation Groups**

English Conversation Groups are a place where international students can practice their English speaking skills in an informal atmosphere. They provide students with an opportunity to network with other students. No bookings are required and everyone is welcome, including domestic students, volunteers and staff.

Further information can be found at [http://www.uow.edu.au/student/services/SSA/international/UOW110591.html](http://www.uow.edu.au/student/services/SSA/international/UOW110591.html)

**HDR Careers Advisor**

UOW’s HDR Careers Advisor will work with HDR students, employers, academic staff, and staff of the GRS to deliver career development services and initiatives to enhance HDR students’ employability and career outcomes. Services include:

- One to one career counselling appointments to discuss career plans and searching for jobs
- Tailored career development workshops
- Job search, resume and interview preparation advice.

All HDR students can make a free appointment with the HDR Careers Advisor to discuss career direction and planning, resumes and other job preparation skills. Contact Careers Central to make an appointment.

Additionally, our Faculty Careers Advisor is regularly available at the Innovation Campus to meet with students.


**Scholarships**

The University of Wollongong supports a number of HDR scholarships for students enrolling in research degrees. Further information can be found at [http://www.uow.edu.au/research/grs/student/scholarships/index.html](http://www.uow.edu.au/research/grs/student/scholarships/index.html)

A comprehensive list of resources available to HDR students can be found at [http://www.uow.edu.au/research/grs/student/index.html](http://www.uow.edu.au/research/grs/student/index.html)
STUDENT COMPLAINTS

Most supervisors develop satisfying and rewarding relationships with their students. However, in some cases problems may emerge between the candidate and the supervisor. There may be moments of uncertainty, misunderstanding, tension and even conflict. Some students may find it difficult to discuss such problems with their supervisor.

Many problems can be managed successfully by:

- Listening to the other's point of view. Good listening requires being open to the other's point of view, and providing feedback on what they have said.
- Stating a point of view assertively. Being assertive means being able to stand up for individual rights while respecting the rights of others.

Sometimes it may be useful to have a third person such as the HPS act as mediator when problems arise.

In the case where disagreements between the student and supervisor cannot be easily resolved they are referred, by either the student or supervisor, to the HPS, in the first instance, and then to the Associate Dean, Research and Dean as set out in the HDR Academic Complaints Policy for Higher Degree Research students.

The process for dealing with Grievances is set out in the HDR Student Academic Complaints Policy (see http://www.uow.edu.au/about/policy/UOW058652.html).

SAFETY AND GENERAL CAMPUS INFORMATION

Campus Security

Details of Campus Security can be found at http://www.uow.edu.au/about/security/about/

SafeZone

SafeZone is a free location-based App for smart mobile devices making it easier to contact UOW Security if help is needed whilst on campus. It also enables UOW Security to respond if direct assistance is required.

SafeZone also covers the nearby local street network pathways of the Wollongong Campus. SafeZone is a significant security enhancement to our campus operations (see http://www.uow.edu.au/about/security/UOW129635.html for more information).

If you have a smartphone we would encourage you to download and make use of the SafeZone App, especially if you are studying on main campus or at iC late at night.

Parking

There is a range of parking options at UOW. Information can be found at http://www.uow.edu.au/parking/index.html
Working Out of Hours

Full time students are issued with a key/card to their office. When working out of hours, it is imperative that students are security conscious and lock doors and windows when they leave their office and/or the building.

UOW Security Staff are available and very willing to provide safety escorts to students at the Innovation Campus 24 hours a day, 7 days per week. Safety escorts are provided to ensure safe passage to public transport and/or vehicles. Once the shuttle bus has ceased for the night UOW Security will be happy to provide safety escorts to the North Wollongong Train Station, back to UOW Main Campus or to residences close to the campuses. They have asked that any requests for a safety escort to meet trains/buses etc be requested with sufficient notice, i.e. 10-15 minutes, so that you are able to arrive in time.

_Safety escorts can be organised by calling 4221 4555 and we strongly encourage you to make use of this facility._

First Aid

Emergency Contact numbers

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>CONTACT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>UOW Security</td>
<td>4221 4900 or dial 1 at any Security phone</td>
</tr>
<tr>
<td>Ambulance</td>
<td>000 (or 112 from a mobile phone)</td>
</tr>
<tr>
<td>Police</td>
<td>000</td>
</tr>
<tr>
<td>Fire department</td>
<td>000</td>
</tr>
</tbody>
</table>

For all numbers external to UOW please dial 0 first before entering the phone number. For example, dial 0-000 for an ambulance.

Contact UOW Security in all emergency situations.

In the event of a medical emergency a First Aid officer and UOW Security should be alerted (all Security Officers are First Aid trained). If needed, an ambulance should be called. When ringing for an ambulance, the campus and building should be named.
POLICIES FOR HDR STUDENTS

The University has a comprehensive list of policies and procedures that cover all students. A list of UOW policies and guidelines is found at http://www.uow.edu.au/about/policy/students/index.html

Higher Degree Research Handbook

Graduate Research School
For all HDR specific Forms, Policies and Guidelines:

General Course Rules
The General Course Rules govern registration, enrolment, progression through, and qualifications for courses offered by the University, and are to be read in conjunction with other rules, codes of practice and policies. The General Course Rules can be found at http://www.uow.edu.au/about/policy/UOW058680.html

Code of Practice – Supervision
This code of practice outlines the expectations and responsibilities of HDR students, their supervisors and the Faculty within which they are based, to ensure that research is conducted in the most beneficial, efficient and effective manner.

Information about Higher Degree Research Students Code of Practice Supervision can be found at www.uow.edu.au/about/policy/UOW058665.html

Authorship Policy
Research and other academic outcomes are often distributed via publications, such as journal articles, books and reports. To be an author of such material is an important measure of an individual’s involvement in research and scholarship. It is therefore important that all authors are correctly identified in a publication and that they agree to their authorship status. This is to ensure that both the responsibility for the publication and the prestige of the publication are accorded correctly.

The full policy can be viewed at http://www.uow.edu.au/about/policy/UOW058654.html

Intellectual Property Policy
UOW recognise that the purpose of the scholastic activities of Students is to gain the award of a degree. It is an important core function of UOW to provide research opportunities to Students for that purpose. Therefore, UOW encourages Students to participate in and to contribute to UOW’s research projects. As a result of this participation, Students may be involved in the development of IP.

The full policy can be viewed at http://www.uow.edu.au/about/policy/UOW058690.html

Academic Integrity and Plagiarism
The University has a clear policy on academic integrity and plagiarism that it takes very seriously. The purpose of this policy is to set out the University’s commitment to Academic Integrity, with particular reference to:

- the importance of acknowledgement practice
- responding to plagiarism and other forms of academic misconduct in a consistent and equitable manner
- the roles and responsibilities of staff and students in upholding the values of Academic Integrity.

The full policy can be viewed at http://www.uow.edu.au/about/policy/UOW058648.html

Research Misconduct Policy
This policy provides a clear and transparent process for dealing with alleged research misconduct and establishing inquiries to determine whether research misconduct has occurred. The full policy can be viewed at http://www.uow.edu.au/about/policy/UOW058715.html