



MACQUARIE
UNIVERSITY

FACULTY OF
BUSINESS AND ECONOMICS



2010 HIGHER DEGREE RESEARCH GUIDE

About this GUIDE

Use this 2010 guide to find out about Higher Degree Research (HDR) in the Faculty of Business and Economics at Macquarie University (MQ). In the guide you will find information about research areas, resources and support available for research candidates in our Faculty, as well as an overview of our HDR candidature program.

Thinking of RESEARCH STUDY?

The Faculty of Business and Economics is currently accepting applicants for PhD or Master of Philosophy in all of its departments.

There exist a number of tax-free, competitive scholarships available for suitably qualified candidates. The Faculty is also encouraging domestic and international applicants for co-tutelles, in which the student is enrolled at one domestic and one international university. The submission of the Doctoral thesis at both universities results in a double-badged degree or 2 PhDs depending on the partner university.

Please contact the Faculty Higher Degree Research Office for information on the application process, available supervisors and scholarships.

E: hdrbusecon@mq.edu.au
T: +61 2 9850 1811

Complete details of University courses, rules, policies and procedures are in the MQ Handbook of Postgraduate Studies and MQ HDR Guide for Candidates, online at <http://www.handbook.mq.edu.au> and <http://www.hdr.mq.edu.au/>.

Also remember to regularly check our Faculty website at www.businessandconomics.mq.edu.au

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Welcome from THE DEAN



Macquarie is a university on the move. We are taking Macquarie to a new level so that at age 50, it will be among the

top eight research universities in Australia and among the top 200 in the world.

A warm welcome to the Faculty of Business and Economics, one of Australia's largest business and commerce faculties with over 12,000 candidates from 69 different countries. Our high quality teaching is consistently recognised in national teaching excellence awards and business/industry prizes. The expertise and research of our staff influence policy and opinion at local, national and international levels.

A feature of any research led university is a vibrant and enthusiastic community of PhD candidates and the Faculty of Business and Economics has a long history of developing and supporting PhD study. Our approach embodies a range of initiatives to help our candidates' transition to academic research, and to support them during their program with resources and development opportunities. Because our PhD is based upon publication, candidates learn firsthand the techniques to bring research to the public domain and assert their contribution to scholarship.

We are delighted to be part of your PhD education, and supporting you in your ambition to contribute to business research.

PROFESSOR MARK GABBOTT
Dean, Faculty of Business
and Economics

Introduction from the Associate Dean, **HIGHER DEGREE RESEARCH**



The research environment in the Faculty of Business and Economics is diverse, supportive and exciting. There

is a great mix of local and international candidates with differing worldviews, backgrounds and interests. Along with your supervisors and other academics within the Faculty, your Higher Degree Research (HDR) team — our HDR Manager, Agnieszka Baginska, the HDR Administrator and our Academic Writing Specialist, Dr Juliet Lum — is here to assist in making your HDR experiences in our Faculty positive and productive.

The decision to undertake Higher Degree Research is a major commitment. Please be assured that we are equally committed to supporting the development of your independent research and creative activities leading to original contributions to knowledge in your chosen field.

In this guide you will find easily accessible information about research study in the Faculty, including main areas of research, contacts and resources for research candidates. I encourage you to explore it thoroughly so that you are aware of university requirements and support mechanisms. It is a ready reference for your research study at Macquarie.

Welcome to the Faculty of Business and Economics.

**ASSOCIATE PROFESSOR
CYNTHIA WEBSTER**
Associate Dean, Higher Degree
Research, Faculty of Business
and Economics

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Who's who: Key contacts for HDR CANDIDATES IN 2010



**Associate Dean,
Higher Degree
Research (AD HDR)
— Associate
Professor Cynthia
Webster**

Cynthia has primary responsibility for the administration of HDR candidates. This includes matters relating to student-supervisor relations, research support, scholarships, and liaison with the university HDR Office. The AD HDR has responsibility for Faculty HDR guidelines and represents the Faculty at the university's HDR committee.

T: +61 (02) 9850 4857

O: E4A 640

E: cynthia.webster@mq.edu.au



**Faculty Higher
Degree Research
Manager —
Agnieszka Baginska**

Agnieszka takes primary responsibility for ensuring HDR candidate research training and project resourcing needs are met. The HDR Manager is your interface between the university administration and the Faculty of Business and Economics in relation to HDR candidates, and is the first point of contact regarding admission procedures, induction,

research training, resources, funding approvals and candidature management.

T: +61 (02) 9850 1811

O: E4A 725

E: agnieszka.baginska@mq.edu.au

HDR Administrator

The HDR Administrator has the responsibility for processing HDR project-related travel expenses, and payments of conference registrations and invoices.

T: +61 (02) 9850 4818

O: E4A 725

E: hdrbusecon@mq.edu.au

Principal and Associate Supervisors

These individuals form your most important university relationships. Your supervisors are the members of staff critical to the successful completion of your research program. Along with their primary role of providing academic guidance, they also can assist you in a range of ways such as identifying training opportunities and suitable conferences for the presentation of your results and supporting your application for funding your research from various sources, such as the Faculty HDR Support or the MQPGRF grant scheme.

Every candidate must have at least two supervisors: one principal and one other.

Department HDR Directors

Department HDR Directors manage enrolments, supervisory arrangements and coursework requirements. Department HDR Directors introduce new candidates to the department and carry out departmental HDR inductions. They are present at HDR candidates' first progress review — the Research Protocol — and are in charge of the mid-candidature and completion reviews. The Directors are also responsible for ensuring that a vibrant intellectual climate exists in the departments and that HDR candidates are immersed in it. It is the HDR Directors' role to ensure that candidates have ample opportunity to present their research at departmental seminars, exchange ideas and receive feedback on their work. Department HDR Directors also are a point of escalation for grievances.



Accounting and Finance:

HDR Director
Professor
Lorne Cummings

T: +61 (02) 9850-8531
O: E4A 327
E: fbe-af-hdr-director@mq.edu.au



Actuarial Studies:
Associate Professor
Ken Siu

T: +61 (02) 9850 8573
O: E4A 618
E: fbe-acst-hdr-director@mq.edu.au

Applied Finance:

Professor Rob Trevor

O: E4A level 7 Applied Finance Centre
E: robt@mafc.mq.edu.au



Economics:

Associate Professor
Max Tani

T: +61 (02) 9850 8499
O: E4A 442
E: fbe-econ-hdr-director@mq.edu.au



Business:

Associate Professor
Hume Winzar

T: +61 (02) 9850 6468
O: E4A 633
E: fbe-bus-hdr-director@mq.edu.au



Business Law:

Dr Niloufer Selvadurai

T: +61 (02) 9850 7103
O: W3A 419
E: fbe-buslaw-hdr-director@mq.edu.au



Academic Writing Specialist — Dr Juliet Lum

Juliet's role is to help the Faculty's HDR candidates

communicate with clarity and professionalism in an academic setting. As well as providing training opportunities to strengthen your written and oral communication skills, she is available to give individualized feedback on your written drafts at various stages of your candidature. Juliet is also involved in the coordination and delivery of the 12 week Transition to Research (TTR) Program for new HDR candidates.

T: +61 (02) 9850 4834

O: E4A Level 1

E: academicwriting@efs.mq.edu.au

Research Ethics Advisor — Associate Professor Julie Zetler

If you are undertaking research that involves human subjects, e.g. interviews or surveys, you must obtain Macquarie University ethics clearance.

You are responsible for submitting your own application; however, you need to work closely with your supervisors and are strongly encouraged to consult Stephane to clarify any issues before making your submission. Your Principal Supervisor should be nominated as the Chief Investigator on your Ethics Application.

For submission forms and deadlines see:

W: <http://www.research.mq.edu.au/researchers/ethics>

T: +61 (02) 9850 7994

O: W3A 434

E: julie.zetler@mq.edu.au

ITSU Administrative Assistant — Laura Coller

Contact Laura for anything related to network access, computers, printers, software and telephones. For an IT induction and FAQs please go to:

http://businessand economics.mq.edu.au/intranet/it

T: +61 (02) 9850 6471

E: Laura.coller@efs.mq.edu.au

Customer Service Officers — Sue Coleman, Margaret Trevaskis and Kathy Xie

The Customer Service Officers have responsibility for access cards, office supplies, stationery, the mail room, name badges, and reporting issues with air-conditioning, and are extremely helpful in pointing you in the right direction when you are unsure of who to see or where to go. They also coordinate seminar room bookings and building access cards.

Location: E4A, Level 1

T: +61 (02) 9850 6466

E: reception@efs.mq.edu.au

Faculty of Business and Economics Liaison Librarians — Phanh Oudomlith, Belinda Law

The Liaison Librarians assist with access to resource material from the university library, other Australian libraries and international sources. Contact the Liaison Librarians for information about journal subscriptions and other library resources.

Phanh

T: +61 (02) 9850 6519

E: phanh.oudomlith@library.mq.edu.au

Belinda

T: +61 (02) 9850 7528

E: belinda.law@library.mq.edu.au

If you are certain that you will need certain books which are not available in MQ Library, quickly arrange access through Document Supply (MQ Library) for interlibrary loans.

The purchase of books will not be funded by the Faculty. Contact the Faculty Library Representative, Susan Wright swright@efs.mq.edu.au to discuss the possibility of placing orders through the library.



Commencement Program: YOUR FIRST 6 MONTHS OF CANDIDATURE

There are two Commencement Programs for new HDR candidates: the first at university-level, and the second in the Faculty. The Commencement Programs are run twice a year, once each teaching semester. The Macquarie University Central Commencement Program is an introduction to university-wide resources and requirements for all candidates, delivered as a one-day presentation.

The **Faculty Commencement Program** has four components:

- 1) Commencement Week — a series of workshops and training sessions designed to provide new and continuing HDR candidates, as well as supervisors, with relevant research skills and information. It is a great opportunity to meet candidates and staff in an informal, friendly environment. (See page 9 for details on the program of events);
- 2) Transition to Research (TTR) program — a required immersion program for new HDR candidates, providing essential literacy and research skills to orient you to the academic, linguistic and cultural conventions of research study, and to enable you to develop your research framework;

- 3) Department seminars and training; and
- 4) Research Protocol — formal presentation of your revised research proposal, plan for completion and candidature budget to a panel.

MQ Central Commencement Program (MQCCP)

**Friday 19 February 2010 and
Friday 23 July 2010**

This session provides essential information about the university-wide resources and services offered by MQ; introduces candidates to the rights and responsibilities of research candidates as members of the university community; makes candidates aware of basic ethical principles of research and generic research skills; and guides candidates through the procedures of HDR progression and completion. This is a compulsory event for all HDR candidates.

W: http://www.hdr.mq.edu.au/information_for/new_candidates/commencement_programs

Faculty of Business and Economics Commencement Program

**Semester 1: Wednesday 24 February
— Thursday 25 February 2010**

**Semester 2: Wednesday 4 August
— Thursday 5 August 2010**

The Faculty Commencement Program is a great opportunity to meet HDR candidates and staff in an informal, friendly environment. All new candidates are expected to attend these workshops. Current HDR candidates and supervisors are also welcome to attend. To enrol in a workshop please register through the links in the HDR Calendar:

W: http://www.be.mq.edu.au/for/higher_degree_research_students/hdr_calendar/

FBE Commencement Program schedule



**Welcome Evening
Semester 1:
Thursday 25
February 2010,
5pm, The Gallery,
Building E11A**

Come and meet the people who will help you in your research journey. The evening will commence with a cocktail reception, followed by an address by the Associate Dean of Higher Degree Research, Cynthia Webster. The evening will conclude with the first in a series of public lectures examining the topic of “value”. Professor David Throsby will launch the series with “Cultural Value”. He will talk about how economists approach the question of valuing things that have both financial and cultural value for people and for society, such as artworks or heritage properties.

In 2010 the Faculty of Business and Economics is introducing a public lecture series on the topic of Value and Valuing. The lecture series comprises six lectures given by Professors in economics, accounting, business law, business and actuarial studies and concludes with the Annual Higher Degree Research Conference-EXPO 2010. Each lecture is preceded by a reading group on the topic.

The following topics are covered in the lectures:

- Cultural Value
- Social Value
- Consumer Value
- Valuing cultural influences in accounting
- Valuing Expert Evidence
- Valuing Financial Risk

Things only have the value that we give them — Moliere.

Postgrad and beyond eNewsletter

Stay in touch with what current MQ Postgraduate candidates and research staff are doing, and keep informed of new courses, events and important dates at:

W: <http://www.postgradandbeyond.mq.edu.au/enewsletter/index.htm>



Semester 2: Wednesday 4 August 2010, 1pm

As well as meeting the people who will help you in your research journey, you will be able to talk to other PhD candidates and research colleagues and enjoy the 4th lecture in the series examining the topic of Value, delivered by Prof Lucy Taksa. The title of the lecture is Social Value.

**Research Student Policy Essentials
Semester 1: Wednesday 24 February 2010, 10am, E4A L3 Seminar room**

Semester 2: Wednesday 4 August 2010, 10am, E4A L3 Seminar room

Essential information for your success as a research candidate: key steps and milestones in the research process, funding, resources and services at MQ. You will also receive the new HDR guide. This is a required event for candidates who have commenced since the Commencement Program in February 2009.

Introduction to IT services

Semester 1: Wednesday 24 February 2010, 12.15pm, E4A L3 Seminar room

Semester 2: Wednesday 4 August 2010, 12.00pm, E4A L3 Seminar room

Get your email and network account set up plus find out about the IT resources and support available in the faculty. Full time candidates are issued a laptop.

Introduction to the Library

Semester 1: Wednesday 24 February 2010, 1.30pm, Library training room 2

Semester 2: Wednesday 4 August 2010, 3.00pm, Library training room 2

This tour of the library has been specifically organised for Faculty of Business and Economics HDR candidates. Take advantage of this focused session to ask about specific resources particular to your research discipline and interests. You will be introduced to the Library website which will help you find resources through the catalogue and Journal Finder, and how to use Databases and research guides to find appropriate information resources.

“A PhD can be a challenge at times, but a challenge that is fun and leaves you with a certain sense of accomplishment. And it is up to you to make it into a great experience. Just use your opportunities, engage with others both at university and outside, and most importantly, never forget: your PhD is important, but it is only one part of your life.”

Eva, Accounting and Finance

Database Searching/Introduction to Bibliographic Tools

This library training session will build on the skills taught in the introduction to the library session and will introduce you to the bibliographic software available through the Library, endnote and refworks. The time and venue for this session will be advised in due course.

Being Your Own Boss and Surviving your Thesis

Semester 1: Thursday 25 February 2010, 10am, E4A L3 seminar room

Semester 2: Thursday 5 August 2010, 10am, E4A L6 seminar room

Being a research student is different from other occupations you may have mastered: being a coursework student, working in industry, managing a household. It's more like managing your own business or a large-scale project. This workshop will highlight what you can do at the start of your research degree to set up your 'new business', optimise the use of your time, transform obstacles into opportunities, and reach your goals in a practical and professional way. You will also get an opportunity to listen to the advice of completing HDR candidates and their supervisors, who will share their tips and experiences for a timely thesis submission.

Transition to Research (TTR)

The Transition to Research (TTR) program is a 12 week course designed to help you as a new research student adjust to the academic, linguistic and

"I recommend that all research degree candidates think of the long-term, of what lies ahead career-wise. When you are solely focused on the short-term you may miss opportunities to extend yourself. I finally DID publish an article which gave me much needed 'street cred' and the beginnings of a profile"

Mohammad, Business

cultural conventions of research study in your department. In conjunction with your supervisors, this interactive program will support you in the production of a research proposal in preparation for your presentation at the Research Protocol milestone after six months of full-time candidature.

TTR consists of a series of seminars (Wednesdays, 10:00–1:00pm), covering a variety of topics. One component focuses on academic literacy and aims to stimulate critical reading of academic literature and to develop academic writing and presentation skills. The other component consists of a series of workshops and training sessions designed to give candidates a solid grounding in research design, methodology and analytical techniques.

The TTR sessions are specifically designed for new PhD students, but are open to all HDR candidates.

TTR Seminar topics

- Defining your Research Problem; Model Development
- Critiquing Others' Research
- Thesis Macro Issues
- Thesis by Publication
- Reviewing Literature: The Language of Critique
- Conducting Ethical Research
- Writing Introductions
- Making your writing flow (cohesion)
- Exploratory Research (interviews and focus group techniques)
- Descriptive Research (surveys and case studies)
- Causal Research (experiments and intervention studies)
- Presentation skills

The TTR schedule can be found at:

W: http://www.businessandconomics.mq.edu.au/for/higher_degree_research_students/commencement/transition_to_research

The sessions are also listed in the HDR Calendar at:

W: http://www.be.mq.edu.au/for/higher_degree_research_students/hdr_calendar/

Department research seminars and training

Departmental research directors and supervisors will identify any specific research training units you may need to incorporate into your program.



You may be enrolled in the following Research Training Units offered by Departments in the Faculty in 2010:

Accounting and Finance:

ACCG805

Research Methodology in Finance

ACCG807

Research seminar

ACCG893

Research Methodology in Accounting

Accounting and Finance offers its own discipline-specific research training units, which take candidates through the basic protocols of academic research in the discipline, the classic methodology and other issues such as the literature review. The 'Research Seminar' is particularly valuable: candidates attend pre-seminar classes which predigest the content of a forthcoming research seminar given by a local or visiting academic, and then submit critiques of these seminars. The critiques are subsequently graded.

Economics:

ECON900

Special Topics in Economics 1

ECON901

Special Topics in Economics 2

ECON902

Special Topics in Economics 3

Economics offers three units, which candidates may be required to take on the advice of their supervisors. Completion of these units ensures that candidates complement and expand their knowledge necessary for their research projects. Satisfactory completion of the units is required for candidates to meet HDR progress requirements.

Research Protocol**Protocol Round 1****29, 30 March 2010****Protocol Round 2****7–15 September 2010**

Following 6 months of full-time equivalent study is the first formal candidature milestone, the 'Research Protocol'. Protocol consists of two components: a detailed written research proposal, and an oral presentation and interview before an assessment panel.

The assessment panel usually consists of the Departmental HDR Director (chair), the Principal Supervisor, the Associate Supervisor (or Co-supervisor), the Head of Department (or nominee) and the Associate Dean, Higher Degree Research (or nominee).

Your protocol will be determined as satisfactory or unsatisfactory. If the outcome is satisfactory, your PhD candidature will be confirmed (except where completion of coursework requirements may delay confirmation). If your progress is deemed unsatisfactory by the panel, you will be informed in writing of any extra work you are required to undertake, and a time limit of 6 months will be set for the completion of this requirement. Failure to achieve a satisfactory result within a 12 month (FTE) time frame could result in the termination of your candidature.

The Faculty has developed a guideline to assist you in understanding the Research Protocol requirements. You are expected to familiarize yourself with this guideline, which can be found here:

W: http://businessandecomomics.mq.edu.au/for/higher_degree_research_candidates/guidelines

Write early and often. If you wait until you feel ready to write, your candidature will be half over and you will forget half of what you've read. Make an outline of your protocol document and then fill in different sections as you read relevant information.

Summarize everything. Write a one-page summary of everything you read — theory, methodology, analysis, findings — so you'll have a quick reference as you write.

Progression Milestones: BEYOND THE FIRST 6 MONTHS

Higher Degree Research Workshops and training sessions

Examples of workshop topics and training opportunities are: Ethics Workshop, Giving a Presentation, Cross Cultural Communication, Funding Matters and Grant Writing, Getting Published, Interview Skills, Making the Most of Conferences, Advanced Quantitative Techniques, Qualitative Analysis using NVivo, Structural Equation Modelling, Social Network Analysis, Writing for Examiners, Literature Reviews.

Workshop details and registration are advertised on the HDR Calendar webpage, and via email. Contact Agnieszka if you have suggestions for other workshops.

W: http://www.be.mq.edu.au/for/higher_degree_research_students/hdr_calendar/

Ethics application

Candidates who plan to work with human subjects must obtain ethics approval prior to data collection. Please visit the Research Office web site to find out more about the ethics application and approval process:

W: <http://www.research.mq.edu.au/researchers/ethics>

Faculty Research EXPO

**Friday 19 November 2010
Grace Hotel, Sydney CBD**

The Faculty of Business and Economics Research EXPO is an annual event where all FBE research candidates give a 15 minute presentation of their work and field questions for 5 minutes. It is a great opportunity to practise your presentation skills, get feedback and network with other research candidates and staff in the Faculty.

Exemption from presenting at EXPO is granted to those who:

- are submitting their thesis before the end of the year,
- are travelling to a conference or attending training at the time of EXPO, or
- have been enrolled for less than 5 months





Annual Progress Report (APR)

Once a year, in October to November, all candidates participate in a formal review of progress. Candidates and their supervisors

evaluate the progress attained to date and set timeframes for major project milestones as well as the date for thesis submission. The Faculty makes a recommendation on the candidate's progress to the university Higher Degree Research Office (HDRO).

The Annual Progress Report can be completed online at:
http://www.hdr.mq.edu.au/information_for/current_candidates/annual_progress_report

HDRO also requires a Commencement Report on your progress at the end of your first year (full-time equivalent). This would usually coincide with the Annual Progress Report.

Mid candidature reviews

Late second year (EFT) candidates and their supervisors are invited to attend a meeting with the Department HDR Director.

In this meeting the progress of the candidate is reviewed and potential obstacles to completion on time are identified. The supervisors and HDR Director identify additional training and resources which will assist the candidate in a producing a high quality thesis.

Completion Reviews for candidates who are due to submit their thesis in 6 months (EFT)

The Departmental Director of HDR reviews the progress of candidates who are due to submit their thesis in 6 months (EFT). Completion reviews are attended by candidates and their supervisors.

During this meeting, the selection of thesis examiners is discussed and deadlines for submission of the documents for examiners nomination are set.

Faculty workshops and training sessions

Ethics Workshop

Giving a Presentation

Cross Cultural Communication

Funding Matters and Grant Writing

Getting Published

Interview Skills

Making the Most of Conferences

Advanced Quantitative Techniques

Qualitative Analysis using Nvivo

Support for HIGHER DEGREE RESEARCH

The Faculty of Business and Economics is committed to providing strong support to its HDR candidates to undertake quality research and to complete their degree on time. Support includes teaching and supervision, workshops, adequate physical resources and funding for essential research costs and approved conference travel.

Supervision

Macquarie University's Code of Supervisory Practice sets out the rights and obligations of both supervisors and candidates. All supervisors and candidates are expected to be familiar with the code, which can be found at: **W:** http://www.hdr.mq.edu.au/information_about/hdrguide/a/practice/mq_code

Candidates or supervisors experiencing problems are advised to consult the relevant Departmental HDR Director, Head of Department or the Associate Dean, Higher Degree Research. It is important that you keep a record of problems you encounter and seek assistance before they become an obstacle to your research progress.

Equipment and Facilities

Faculty of Business and Economics research candidates are provided with access to basic infrastructure such as computing, photocopying and telecommunications facilities. The Faculty aims to ensure that full-time HDR candidates have access to facilities including workspace and a computer with email and internet access. Accommodation for full-time HDR candidates is located on Levels 2 and 3 of E4B as well as in the Macquarie University Postgraduate Representative Association (MUPRA) space in C5A 325. To begin with, FBE HDR candidates will be allocated a workspace in MUPRA; as space in E4B becomes available, candidates may transfer from C5A 325 in order of enrolment date.

All Macquarie HDR candidates are supplied with an MQ student email address upon enrolment. The university sends all official correspondences, notices of fees and upcoming deadlines to this address. In addition, the Faculty issues each candidate with a Faculty email address. FBE staff, including supervisors, research colleagues and administration will use the Faculty-issued email address for correspondence. Each candidate should forward their student email to the Faculty email address.

To organise a workspace, computer and email, please contact the HDR Administrator:

T: +61 (02) 9850 4818

O: E4A 725

E: hdrbusecon@mq.edu.au

Funding for research costs

Everyday expenses such as photocopying, postage, and telephone calls are funded by the Faculty. Funds for other research costs are allocated to the candidate based on their approved candidature budget. The Faculty provides up to \$10,000 for research project support over the duration of a candidate's degree.

To obtain funding for such purposes as workshops, training, transcription services or attending colloquiums and conferences, HDR candidates must successfully pass Protocol and have their candidature budget approved at this time. The candidature budgeting template is available from:

W: http://www.businessandconomics.mq.edu.au/for/higher_degree_research_students/guidelines

The approved candidature budget is submitted to the HDR Administrator. Before completing the candidature budget, it is expected that applicants will carefully read the Guidelines for Higher Degree Research Support at:

W: http://www.businessandconomics.mq.edu.au/for/higher_degree_research_students/guidelines

Macquarie University Postgraduate Research Fund (MQPGRF)

Deadlines: Friday, 9th of April and first week of September 2010

Up to \$4,000 is available for candidates to present at an international conference or other non-standard expenditures in support of their research. It is expected that each candidate will apply to this fund in their second or third year of study. Refer to guidelines at:

W: http://www.hdr.mq.edu.au/information_for/current_candidates/financial_support

The MQ PGRF award is competitive and requires that the candidate, along with their supervisors, be interviewed by an assessment panel. As such, it is essential that your supervisors are involved in and support your application. Assistance and feedback on your draft application form, and training for the interview is offered by the Faculty.

Applications for MQPGRF are submitted to the HDR Manager, Agnieszka Baginska, who will review your grant application and address any issues which may arise before final submission.



Scholarships and top-ups

Macquarie University and the Commonwealth Government offer a range of scholarships for Higher Degree Research at Macquarie. Details are at:

W: http://www.hdr.mq.edu.au/information_about/scholarships

In addition, some Faculty or Departmental scholarships may be offered.

Full scholarships cover international tuition fees and pay a stipend. For more information about Faculty scholarships, contact Agnieszka Baginska.

Students who obtain a non-Faculty scholarship may apply for a top-up on their stipend. The top-up is for 12 months. Candidates may apply for the top-up to be renewed at the end of each twelve month period, until the base scholarship expires. Please contact the HDR Manager, Agnieszka Baginska, for more information.

Note: The Applied Finance Centre has its own scholarship scheme. For details, contact Associate Professor Rob Trevor: E: robt@mafc.mq.edu.au.

Academic Writing Consultations

In addition to the seminars included in the Transition to Research program and other writing and communication workshops available throughout the year, the Academic Writing Specialist provides an individual mid-candidature consultation for each candidate.

You may wish to use this consultation to get feedback on a draft chapter of your thesis, or a journal or conference paper.

Please contact academicwriting@efs.mq.edu.au if you have suggestions for other workshops or to make an appointment:

E: academicwriting@efs.mq.edu.au

If you're having trouble writing clearly something important (your thesis sentence, a definition, a summary or an abstract; key parts of your protocol), try this: type what you're struggling to say as though it were a short explanation you were making in an email letter to a good friend — or to your grandmother. Send it to yourself as an email. Read it a day later, and when you do. Test, as a reader, how much sense it makes. (Try not to recall what you meant to write; try just to read what that other person, yourself yesterday, actually wrote. This device helps with two problems that afflict us all as writers: it helps you write for a less scary kind of reader; it may help you actually READ, as a reader will have to, what you've written, rather than just writing it and letting it go.

Mark, Academic Writing Specialist

Data analysis services

Statistical Consulting Service for Research Students

Macquarie University provides a statistical advisory service to assist research candidates in the design and analysis of research projects. This service is available to all enrolled research candidates and is complemented by a number of programs operating in some Departments, offering discipline-specific and specialised advice to their candidates. Advice on methodology and data collection methods as well as data analysis and interpretation is available from the statistical consulting service.

Associate Professor Peter Petocz is the coordinator for this service and can be contacted by email:

E: peter.petocz@mq.edu.au

Candidates needing a substantial amount of statistical advice should be prepared to nominate an academic from the Department of Statistics who is willing to assist them as their associate supervisor.

See also:

W: http://www.research.mq.edu.au/students/current_students/resources

Take down examples of how newsreaders on the ABC TV news and the writers of news stories in the Sydney Morning Herald write/speak their LEADS. A lead is the opening sentence (or two), in which the whole story is summarised. Good journalists are well trained in this; we can learn from them the art of the deft summary. Which, in turn, teaches us how always to keep in mind the big picture (what one is arguing, why it matters) when we're lost in the small one — the elaboration of our model or our argument with the literature.

Mark, Academic Writing Specialist

"The most important advice, that I didn't follow in the beginning, was to write as you go, write down everything that relates to your research (even if you think it is silly); some of it will come in handy when you are working on your final draft"

"You might think it's a hassle going to seminars, lunches, events... you would rather get on with your research!...But meeting other research students and staff will give you a sense of belonging, not to mention valuable feedback and different perspectives on your research. Doing research can get very lonely and isolating, but having a sense of belonging to a community has given me a feeling that I am not alone in this."

**Andrea, recent graduate,
Economics**

Your RESPONSIBILITIES

The following are your key responsibilities as a Higher Degree Research candidate:

- 1 Obtain office space, network access and computer by notifying the HDR Administrator in the Faculty in advance of your enrolment. Check your university student email and eStudent account regularly.
- 2 Your primary responsibility is to yourself, to plan and manage your project so that you are able to complete on time (within 3.5 years of commencement). Remember that completion means passing!
- 3 Full-time candidates are expected to commit an average of 40 hours per week, and part-time candidates, 20 hours per week, to the research project.
- 4 Initiate appointments with your supervisors and meet mutually agreed deadlines. Familiarise yourself with the Code of Supervisory Practice.
- 5 Present your Research Protocol after six months of full-time equivalent study.
- 6 Give your annual presentation at the Faculty Research EXPO.
- 7 Before proceeding on fieldwork, you must ensure that:
 - i. you have obtained any necessary leave of absence from the university,
 - ii. you have received approval of funding for your fieldwork,
 - iii. you are properly insured,
 - iv. your fieldwork conforms to university rules (e.g. regarding DFAT warnings),
 - v. you have obtained ethics approval prior to departure, and
 - vi. you have obtained necessary visas and permissions and are aware of legal requirements affecting researchers in the country in which you will be working.
- 8 Be familiar with the Vancouver Protocol and Australian Code for the Responsible Conduct of Research.
- 9 Be aware of, and comply with, University, Faculty and Department policies and procedures. For example, you must use the Macquarie University branch of STA Travel or the online travel agency Campus Travel for booking flights (this is a University requirement).

Useful INFORMATION

Important Links and Resources:

Higher Degree Research Guide for Supervisors and Candidates

A comprehensive guide to candidature issues.

http://www.hdr.mq.edu.au/information_about/hdrguide

Code of Supervisory Practice

Roles and responsibilities of supervisors.

<http://www.mq.edu.au/policy/category.html#hdr>

Candidature Management Plan

A progressions guide for HDR candidates.

http://www.hdr.mq.edu.au/information_for/new_candidates

Thesis Preparation Advice

Macquarie university guidelines on thesis presentation, binding, length etc.

http://www.hdr.mq.edu.au/information_for/current_candidates

Thesis Proofreading Services

<http://www.editorsnsw.com/esd/>

Thesis Printing and Binding Services

<http://www.printery.mq.edu.au/>

Welfare Service

Help with life issues and living and studying at university.

<http://www.sss.mq.edu.au/welfare/>

Thesis by Publication

http://www.hdr.mq.edu.au/information_for/current_candidates/thesis_preparation

http://www.businessandconomics.mq.edu.au/for/higher_degree_research_students/guidelines

Ethics Approval

<http://www.research.mq.edu.au/researchers/ethics>

Macquarie University Rules, Regulations and By-Laws

Guide to university policies on enrolment, admissions, scholarships, etc.

http://www.hdr.mq.edu.au/information_for/current_candidates/rules_and_policies

Macquarie University Postgraduate Research Fund (MQGRF)

Up to \$4,000 available to present at an international conference.

http://www.hdr.mq.edu.au/information_for/current_candidates/financial_supportVancouverProtocol

International guidelines for authorship of manuscripts

<http://www.research.mq.edu.au/researchers/documents/Vancouver.pdf>

Australian Code for the Responsible Conduct of Research

Australian guidelines you are required to observe.

<http://research.mq.edu.au/policy/policies/code>

“All-But-Dissertation Survival Guide”

A free monthly email newsletter. As a subscriber you'll receive once a month a succinct article devoted to practical strategies for successfully completing your doctoral dissertation.

<http://www.abdsurvivalguide.com/>

“Surviving Your Thesis”

An invaluable resource, edited by Suzan Burton and Peter Steane, which clearly describes the challenges and complexities of successfully engaging in both the research process and thesis writing. Available from the library (LB2369.S89 2004).

Frequently Asked QUESTIONS

Supervision

Do I need two supervisors?

Yes, if you do not have an Associate Supervisor, discuss this with your Principal Supervisor. For further advice, approach your HDR Director and the HDR Manager. When you find somebody, fill out a change of supervisor form and submit it to Agnieszka. Go to HDRO for all forms at http://www.hdr.mq.edu.au/information_about/forms

What do I do when my principal supervisor is absent (e.g., ill, on leave, left the University)?

If the absence is temporary, your Associate Supervisor should be available. If the absence is long-term (more than 6 months, where contact is still possible by email etc, or more than 2 months in the case of no contact), discuss the issue with your supervisors prior to their departure. If this is not possible, contact your Department HDR Director and Agnieszka.

You are entitled to expect that a new supervisor will be found within 3 months of the departure of the previous one.

What can I expect from my supervisors?

Refer to the university's Code of Supervisory Practice. Discuss expectations and responsibilities with both of your supervisors and reach a mutual agreement.

What will my supervisors expect from me?

See the university's Code of Supervisory Practice. Make sure that you discuss relevant issues with both supervisors and reach a mutual agreement.

What do I do to resolve an issue with one or both of my supervisors?

If you feel that you cannot discuss the problem with your supervisors, report the difficulty to your Department HDR Director and/or Agnieszka as soon as possible. Any discussion you have will be treated in confidence while a resolution is sought. A formal grievance procedure is available via the following link:

http://www.hdr.mq.edu.au/information_for/current_candidates/rules_and_policies

How can I obtain more adequate or timely feedback on written work?

Remember your supervisor wears many hats, one of which is supervision and you may not be the only candidate under supervision. The frequency of meetings and deadlines for written work should be mutually agreed upon early in your candidature. It is your responsibility to meet all deadlines and it is your supervisors' responsibility to provide timely feedback. You should be able to receive feedback within 3 weeks of submission, and at the very most within 2 months.

Who else can I contact in case my supervisors are not available when I would like to meet with them?

If you are having problems in this regard contact your Department HDR Director and/or the AD HDR.

Resources

Where can I find my working space?

The Faculty aims to ensure that all full time HDR candidates have access to facilities including workspace and a computer. This can be coordinated by the HDR Administrator.

How do I gain access to resources over and above the basic ones?

The Faculty provides funding for necessary research expenses such as special training courses not available on campus, fieldwork travel and conference travel. The university also has several sources of funding available. For more information, please contact Agnieszka.

How do I go about obtaining extra coursework to upgrade my skills in the area of my research?

It is your Department's responsibility to make available any extra coursework that your supervisors deem essential to the furtherance of your research project. Some Departments provide courses; others currently do not, but courses may be available elsewhere, either on or off campus. HDR candidates are not permitted to take more than one coursework unit per semester.

Funding for short training courses may be available from the Faculty, e.g. training in software or a particular statistical method. You should include the training costs in your candidature budget.

Who can help me obtain a laptop or computer for my fieldwork?

Laptop computers are available for loan either from your Department or ITSU (IT Services Unit) in the Faculty. Contact Laura Coller:
E: laura.coller@efs.mq.edu.au

Who do I contact to assist me with technical questions on my computer or laptop?

Log your problem with the ITSU Helpdesk. Click onto the Helpdesk icon on your desktop, which is:
<http://www.its.mq.edu.au/contact/index.html>

What if I need email or distance access?

Contact the ITSU Helpdesk using the following link:
<http://www.its.mq.edu.au/contact/index.html>

Interruptions

What do I do should I require a period of leave due to unforeseen circumstances?

Apply to HDRO for leave.
http://www.hdr.mq.edu.au/information_for/current_candidates/documents/LOASOA_1109.pdf

Glossary of ACRONYMS

ADHDR

Associate Dean (Higher Degree Research)

AFC

Applied Finance Centre

APA

Australian Postgraduate Awards

CCP

Central Commencement Program

E-IPRS

Endeavour International Postgraduate Research Scholarship

FBE

Faculty of Business and Economics

FHDC

Faculty Research Committee

DVC

Deputy Vice Chancellor

HDR

Higher Degree Research

HDCRC

Higher Degree Research Committee

HDRT

Higher Degree Research Training (units)

HDRO

Higher Degree Research Office (MQ)

HOD

Head of Department

IP

Intellectual Property

IRIS

Integrated Research Information System

ITS

Information Technology Services (MQ)

ITSU

Information Technology Services Unit (Faculty of Business and Economics)

MQ

Macquarie University

MQ CCP

MQ Central Commencement Program

MQPGRF

Macquarie University Postgraduate Research Fund

MQRES

Macquarie University Research Excellence Scholarship

MUPRA

Macquarie University Postgraduate Representative Association

PGRF

Postgraduate Research Fund (MQ)

PVC

Pro Vice Chancellor

RO

Research Office

TTR

Transition to Research

VC

Vice Chancellor

Got a problem?

HDR CONTACTS

Your first point of contact

Contact: Agnieszka Baginska
Faculty of Business and Economics HDR Manager
Location: Building E4A, 725
T: +61 (02) 9850 1811
E: agnieszka.baginska@mq.edu.au

Major issues and concerns?

Contact: Cynthia Webster
Associate Professor and Associate Dean Higher Degree Research
Location: Building E4A, Level 6
T: +61 (02) 9850 4857
E: cynthia.webster@mq.edu.au

Need help with obtaining funding and grant applications?

Contact: Agnieszka Baginska
Faculty of Business and Economics HDR Manager
Location: Building E4A 725
T: +61 (02) 9850 1811
E: agnieszka.baginska@mq.edu.au

Want help writing your thesis, publication or presentation?

Contact: Juliet Lum
Academic Writing Specialist
Location: Building E4A, Level 1
T: +61 (02) 9850 4834
E: academicwriting@efs.mq.edu.au