Welcome

Welcome to the University of South Australia, where our research is inspired by challenges and opportunities, partnered with end-users and communities, and underpinned by excellence.

The University is committed to providing you with excellent supervision and research infrastructure, and comprehensive research training. Research degree students are major contributors to the University’s research endeavours, and we value that contribution. Thank you for choosing us, and we hope your research degree proves stimulating, productive and rewarding.

Transforming the PhD

Unisa.edu.au/crossingthehorizon

Unisa’s Strategic Action Plan, Crossing the Horizon, identifies three distinct elements in a transformed PhD: supervisory panels; suitable research and transferable skills development; and an oral defence of the thesis, drawing participation from international researchers.

Unisa’s Research and Innovation Strategic Plan 2016-2020 has a clear focus on enriched PhDs through collaboration and end-user engagement, and seeks to have all research degree students undertaking at least two elements of the transformed PhD by 2018.

By adding these structured dimensions to research training degrees, Unisa will produce graduates that are not only expert in their disciplines, but are also:

- capable and confident in working with end-users from industry, government and community;
- equipped with a portfolio of business and transferable skills of relevance to our knowledge-based enterprise economy; and
- effective contributors to interdisciplinary research investigations.

As a research degree student at Unisa, you will be supervised by a panel of excellent supervisors. Your panel may also include an advisor who is an end-user of research in your discipline, if appropriate for your research.

As a PhD student, you will also participate in an oral defence as part of your examination process, allowing you the opportunity to speak with world class researchers in your discipline.

During your research degree at Unisa expect to hear more about the Transforming the PhD initiative and its implementation.
Stay informed

**Research Edge**

Research Edge is a bi-monthly newsletter focusing on research achievements, opportunities and news. Keep an eye on your student email for notification of new issues, and take a look at what is going on in the research student space at the University of South Australia.

**myUniSA student portal**

[unisa.edu.au/myunisa](http://unisa.edu.au/myunisa)

One handy way to navigate the University’s web environment is to use your myUniSA student portal.

You can access myUniSA from the University’s homepage (click on the ‘Login’ link at the top of the page and select ‘Students’). Log in with your username and password, then select the ‘My research’ tab to go to relevant resources.

**The research degree students website**

[unisa.edu.au/researchstudents](http://unisa.edu.au/researchstudents)

The research degree students website provides information and resources to help you on your way. From degree milestones and important dates to opportunities on offer and information about support services, this website is one of your chief information sources.

**Student email**

Updates, opportunities and notifications will be sent to your University student email account, so make sure you monitor this regularly.
# Your degree milestones

## Masters by research

<table>
<thead>
<tr>
<th>O - 6 months</th>
<th>6 - 18 months</th>
<th>18 - 21 months</th>
<th>21 months - 2 years</th>
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<tbody>
<tr>
<td><strong>Commencing</strong></td>
<td><strong>Continuing</strong></td>
<td><strong>Completing</strong></td>
<td><strong>Expected submission</strong></td>
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### Commencing

**First month**
- You will begin with provisional enrolment
  - Within the first 2 weeks, meet with supervisors and complete Research Induction Plan
  - Participate in University orientation, and local induction in your division, school and/or institute

**1 - 6 months**
- Participate in development activities such as RESA or e-Grad school
- Complete Statement of Agreement
- Complete Research Proposal, which leads to your candidature being confirmed and end of provisional enrolment
- Complete ethics approval process, if necessary
- Complete first Review of Progress with your supervisory panel
- Establish key milestones with supervisor(s) including planning for appropriate research outputs such as publications or creative works

### Continuing

**6 - 18 months**
- Review progress with your supervisory panel and complete Review of Progress
- Participate in development activities such as RESA or e-Grad school
- Consider applying for travel grants
- Begin writing your thesis
- Review chapters with principal supervisor
- Your supervisory panel will consider suitable examiners

**18 months - 2 years**
- Review progress with your supervisory panel and complete Review of Progress
- If part-time, consider applying for Completion Scholarship
- Participate in development activities such as RESA or e-Grad school
- Submit thesis to principal supervisor
- Your supervisor(s) will nominate examiners
- Your thesis will then be examined
- Following examination, it’s time to prepare your final thesis, with corrections if required
- Submit final thesis
- Your award will be conferred at University Council and you can then attend graduation

RESA: Research Education Support Activities – please visit unisa.edu.au/researchstudents/workshops for full listing of opportunities
RTP: Research Training Program (the Australian government funding scheme for domestic and international research degree students)

**Note:** These timelines are indicative and based on full-time enrolment. The timelines will be doubled for part-time enrolment (excluding Reviews of Progress, which must be undertaken by all students every 6 months). Exegesis-based assessment follows the same timelines as thesis-based assessment.
Doctor of Philosophy (PhD)*

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<th>0 - 6 months</th>
<th>6 - 12 months</th>
<th>1 - 3 years</th>
<th>3 - 3 1/2 years</th>
<th>3 1/2 - 4 years</th>
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<td>Submit thesis to principal supervisor</td>
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<tr>
<td>At this stage your supervisor(s) will nominate examiners</td>
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<td>Your examiners will read your thesis and then you will undertake your oral defence</td>
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*Professional doctorate degrees* contain 18 units of coursework – this is negotiated with your REPL (or equivalent), and will affect timelines.
Getting started

As a new research degree student, there are several key things to complete in the first few weeks and months of your candidature.

Local area induction

As a new research degree student, there are several key things to complete in the first few weeks and months of your candidature.

Acronyms and definitions

The term Research Education: Portfolio Leader (REPL) also refers to their equivalents, including Research Degree Coordinator, Associate Head of School, Research, and Program Director: Professional Doctorate (Research). The REPL is a UniSA academic staff member who works within each School to support supervisors and research degree students. The REPL is a useful person to talk to if you have any concerns.

The term Associate Dean: Research Education refers to the Dean or Associate Dean (or equivalent) holding responsibility for research education, as determined within the management structure of the Division.
Research integrity

Your research must be undertaken with integrity, and understanding the policies, regulations and codes of good practice governing research degrees will assist you in achieving this. You will also know what to expect from the University and what the University expects of you.

The ‘Academic regulations for higher degrees by research’ cover policies relating to candidature.

The ‘Code of good practice: research degrees management and supervision’ outlines the University’s expectations of research degree supervisors, students, REPLs (or equivalent) and others involved in research education.

The University has adopted a framework of policies spanning research ethics and compliance matters. All research conducted by members of the University, including research degree students, must conform to these policies. Important policies are accessible via the research degree students website at unisa.edu.au/researchstudents/responsibilities.

UniSA has a framework for the responsible conduct of research

This framework provides you the researcher with a ‘one stop shop’ guide or tool to access all information, including policies and procedures, to enable you to be compliant with the Australian Code for the Responsible Conduct of Research and related University policies, guidelines and relevant legislation.

It is important that you read the ‘Australian Code for the Responsible Conduct of Research’ and, if you will have human participants, the ‘National Statement on Ethical Conduct in Human Research’, and/or the Australian Code for the Care and Use of Animals for Scientific Purposes, if you will be using animals. These key documents guide and influence the way research is conducted and managed.

Depending on your research topic you may need to submit an application for ethics approval – discuss this with your principal supervisor.

The University has Research Integrity Advisers who promote the responsible conduct of research and contribute to the development and promotion of university wide research ethics and integrity. You can ask Research Integrity Advisers questions about research integrity issues even if they are outside your own division.

Project support

As a research degree student you are entitled to certain resources at the University.

The ‘Statement of minimum resources’ (accessible via the research degree students website at unisa.edu.au/researchstudents/responsibilities) outlines the minimum resources research degree students can expect to be provided with by the University throughout their candidature. Your Statement of Agreement will also specify the additional resources that will be provided to you by the University.

Examples of resources include access to computing and office facilities for on-campus students, photocopying and printing, and IT and technical support.

Make sure you find out what is available, and discuss any questions with your school, institute or centre.

‘...(Research) cultures must embed research integrity-ensuring that we conduct our research in a way that is ethical, recognises the contributions of others appropriately and follows best practice and policy’

Professor Tanya Monro
Deputy Vice Chancellor: Research and Innovation
University of South Australia
Next steps

Once your candidature is underway, there are a few important aspects to keep in mind while you undertake your research.

**Forms and guidelines**

▷ unisa.edu.au/researchstudents/forms

Changes may occur throughout your candidature, and to get these changes implemented or actioned you will need to complete a form.

These changes may include updating your personal details, taking a leave of absence, changing your load and/or mode, or changes to your supervisory panel.

All forms are available from the research degree students website.

**Researcher Safety**

▷ unisa.edu.au/safetyandwellbeing

Under the Australian Code for the Responsible Conduct of Research and work health and safety regulations the University must provide researchers with a safe work environment and safe systems of work. Researchers themselves also hold accountabilities for ensuring their own safety and the safety of their colleagues. Safety forms an important part of the induction process so make sure you understand the hazards present in your research environment and follow local safe work practices.

**Planning and reviewing your progress**

▷ unisa.edu.au/researchstudents/milestones

The University has a twice-yearly planning and review cycle for research degrees to monitor the progress of each student’s research project. This regular cycle assists students, supervisors and REPLs (or equivalent) to:

- document review and planning meetings (each meeting should review and build on the previous discussions)
- identify and discuss any issues or problems that arise
- enable students to plan their progress for the next six months, working towards submitting their thesis or exegesis
- ensure that the Research Degree Graduate Qualities are being achieved.

All students, whether full-time or part-time (including students on leave of absence), must complete a Review of Progress twice per year. The completed Review of Progress report is added to your student record to help keep track of how you are going.

You must make satisfactory progress during candidature to maintain continued enrolment in the program (see the ‘Academic regulations for higher degrees by research’, accessible via the research degree students website at unisa.edu.au/researchstudents/responsibilities).
Later stages

While it might seem like the distant future, it’s worth familiarising yourself with the later stages of your research degree, so you know what to expect.

Writing your thesis or exegesis

▷ unisa.edu.au/researchstudents/milestones

A thesis is an argument or proposition declaring a discovery or insight, based on research, which is relevant to others. It is intended to contribute new knowledge to scholarly debate.

In certain disciplines, an exegesis is submitted in conjunction with a creative work, in place of a thesis.

The research degree students website points you to comprehensive workshops and resources on how to approach writing your thesis or exegesis.

Submission and examination

▷ unisa.edu.au/researchstudents/milestones

To allow time for assessment, you are expected to submit your thesis or exegesis well before the official end of your candidature.

PhD and professional doctorate students should submit by three-and-a-half years, while masters by research students should submit by 21 months.

These timelines may be especially important for scholarship holders. PhD and professional doctorate students should keep in mind that most scholarships will end after three years. All masters by research scholarships will end after two years.

If you are an international student, make sure you understand your visa conditions and complete on time.

If you are a PhD student, you will participate in an oral defence as part of the thesis examination process. The oral defence provides you with an opportunity to discuss your research directly with international experts and to establish stronger ties and networks across your field of study.

The research degree students website guides you through the timeline of procedures for presenting and submitting your thesis or exegesis for examination, the examination process, and graduation. Thesis/exegesis presentation and examination requirements are set out in the ‘Academic regulations for higher degrees by research’ (accessible via the research degree students website at unisa.edu.au/researchstudents/responsibilities).

As a completing research degree student you are required to submit a digital copy of your thesis or exegesis for inclusion into the UniSA Research Outputs Repository, which is online at searchror.unisa.edu.au.

Graduation

▷ unisa.edu.au/researchstudents/milestones

The University Council approves conferral of all research degrees. Once your degree has been conferred you are eligible to attend graduation.

The University usually holds three rounds of graduation ceremonies each year – two rounds for all students, plus a December round for international students only.
Workshops and resources

Research Education Support Activities (RESA)

The University offers the RESA program to help you develop key research skills and knowledge.

You can access RESA directly via [unisa.edu.au/researchstudents/workshops](http://unisa.edu.au/researchstudents/workshops), as well as via the myUniSA student portal or via the ‘Workshops & resources’ link on the left menu of the research degree students website.

Getting off to a good start with your candidature and your research project means you are more likely to complete your degree successfully and on time, so make sure you take advantage of these offerings.

On-campus workshops

On-campus workshops are held throughout the year on all campuses and cover important aspects of the research degree process and how to be successful. Some RESA offerings are appropriate for all research students, while others are more specific and designed for broad disciplinary groupings.

Workshops in disciplinary groupings tend to be offered in series rather than as one-off workshops. It is important to attend as many workshops in a series as possible to gain maximum benefit. Workshops delivered by Librarians take you beyond Google to a wide range of quality information resources provided by the Library to support you in undertaking a literature or systematic review, keeping up to date with the latest research, publishing, or applying for grants.

English language support is offered to students for whom English is an additional language.

Online materials

Online materials include dedicated online workshops and research guides, resources provided to students attending on-campus workshops, and offerings beyond RESA such as e-Grad School. You can access these materials at your convenience.

How to get maximum benefit from RESA

As a commencing student, you are strongly encouraged to participate in RESA on campus or online. Workshops and writers' circles will provide invaluable assistance.

As a continuing or completing student, you are advised to determine your specific needs with your supervisor(s) during your Reviews of Progress and other meetings.

Throughout your research degree, visit the RESA website regularly to explore what’s on offer. Resources and workshops are grouped into relevant categories, and both online and University-wide opportunities are also listed.
Library resources and services help you to research faster and smarter

The Library is your partner in research, offering a wide range of services and resources to help you through every phase of your research project. Access to these resources and further information about services is available from library.unisa.edu.au/researchers.

Contact your Academic Library Services team via library.unisa.edu.au/researchers/academic-library-team to arrange an appointment, to discuss your research needs, or if you have any questions about Library services or resources.

Specific help includes:

- Searching the literature
- Collaborating with other researchers
- Publishing your research
- Research Outputs Repository
- Research Data Management
- Managing your references
- Keeping up to date

e-Grad School (eGSA)

e-Grad School offers a flexible online learning environment in areas of importance to researchers. A number of these courses are moderated — participants from different universities work together online with a moderator who facilitates interactivity and communication within the group. Some courses can be undertaken independently.

The courses aim to develop and enhance your research skills and transferable skills in areas such as critical and creative thinking, project management, leadership and communication and research commercialisation.

eGrad School provides an opportunity to communicate with other research degree students across Australia and following successful participation in one of the courses on offer, you will receive a certificate of completion.

Places for these courses are limited, so once the course is advertised, get in quickly to secure a place.

Data Storage and Management

As a research degree student you have access to One Drive and Cloudstor+ to store your data.

Your division will also provide other storage options for you to use throughout your candidature.

MyDataManagementPlans (myDMP) is an easy-to-use, self-service facility that allows researchers to self-deposit metadata about their research project (if it is not already in the University corporate research system) and generate their own data management plans.

myDMP guides researchers through the process of considering and documenting the many aspects of data management, metadata generation, data storage and preservation, and ensures continual analysis at critical points of the research project lifecycle.

This ensures data is well-managed in the present, and prepared for preservation in the future.
Enrich your research

Scholarships and overseas research opportunities

➤ unisa.edu.au/researchstudents/scholarships

There are a number of scholarships you can apply for during your candidature.

A travel grant would assist you to present your research at an international conference, gather data in another country, or visit an overseas research institution. University-wide opportunities include International Travel Grants and the Maurice de Rohan International Scholarship.

Other scholarships offer opportunities to study in certain countries or at specified institutions.

Ability grants are available to students who have a disability or long-term medical condition.

Completion Scholarships provide funding of up to six months’ living allowance for research degree students in the final stages of writing their thesis. They are directed primarily towards students who are enrolled non-traditionally for example part-time students, who have not previously held a scholarship.

Seminars and presentations

The University’s schools, divisions, institutes and centres run face-to-face events specifically for research degree students. Make sure you attend any relevant research presentations or seminars as these will provide an induction into the research culture of your local area.

Your local research support staff can provide information on workshops, colloquia, seminars and special lectures, and advise on the administration and management of your research degree.

Does your research have commercial potential?

➤ unisa.edu.au/unisaventures

UniSA Ventures is the University’s technology commercialisation company, and can help your research benefit society.

Their mission is to facilitate the translation of outcomes from research into products and services that create a commercial return and have a positive impact on society.

UniSA Ventures’ commercial managers work with the University’s researchers as part of a team, and help with assessing, managing and marketing research outcomes. They are always keen to hear about your ideas.

Get in touch for key services such as commercial development, IP management, and industry engagement.
Research Degree Graduate Qualities

The seven Research Degree Graduate Qualities (RDGQs) define what a research degree student achieves from the research education experience. They also identify competencies that are transferable to the workplace, whether academic or professional.

A research degree graduate of the University of South Australia:

1. has an understanding of current research-based knowledge in the field, its methodologies for creating new knowledge, and can create, critique and appraise new and significant knowledge

2. is prepared for lifelong learning in pursuit of ongoing personal development and excellence in research within and beyond a discipline or professional area

3. is an effective problem solver, capable of applying logical, critical and creative thinking to a range of research problems

4. can work both autonomously and collaboratively as a researcher within a particular discipline or professional area and within wider but related areas

5. is committed to ethical action and social responsibility as a researcher in a discipline or professional area and as a leading citizen

6. communicates effectively as a researcher in a discipline or professional area and as a leading member of the community

7. demonstrates international perspectives in research in a discipline or professional area and as a leading citizen.
Getting help

**Supervisory panel**

Your supervisors should be your first contact for any issues that arise – they will be able to provide advice and point you in the right direction.

**At your school**

Your school research staff will be able to help with many enquiries about your candidature, and are a good place to start with questions. Also at your school, your Research Education: Portfolio Leader (REPL)* is responsible for all matters related to your supervision. You and your supervisory panel will work with your local area REPL on Reviews of Progress and any issues that need resolving.

**In your division**

Your division office has staff dedicated to research, who can provide further information and advice on candidature matters. Each division also has a Research Management Committee, the chair of which is the Dean: Research and Innovation*. The Associate Dean: Research Education is responsible for monitoring and ensuring the effective conduct of research education management within their area. The Dean can provide advice and make academic decisions about research degree admissions, scholarships, supervision, research proposals, performance reviews, variations to candidature and examinations. Deans can also address grievances or appeals involving REPLs, supervisors and research degree students.

*or equivalent

**Support services**


The University offers a range of dedicated support services to help students succeed. These include career services, disability support, counselling, international student services, language and learning services, childcare and more.

**Graduate Research**

[unisa.edu.au/researchstudents](http://unisa.edu.au/researchstudents)

The Graduate Research: Student and Academic Services team is located at 101 Currie Street and provides services, information and resources for students and staff to support a high-quality research degree experience. The team process the following: applications, admission, orientation, induction, scholarship, thesis submission and examination, through to graduation.

Students can drop in or call between 9am and 5pm Monday to Friday to speak with Graduate Research staff as they can provide timely advice on managing candidature, processes and policy.

Level 2, 101 Currie Street, Adelaide 5000
(reception is at level 1)
+61 8 8302 5880
research.students@unisa.edu.au
Career Services

▶ unisa.edu.au/careers

UniSA Career Services support UniSA Research Students.

UniSA Career Services provide tailored services and resources that focus on you as a researcher and growing expert in your field.

UniSA Career Services have strong and active links with a range of employers, be they universities, commercial organisations, NGO/Charities, Entrepreneurs and Start-Up’s. We also actively seek out UniSA research students for Projects, Leadership, Volunteering and Mentoring opportunities. Regardless of your eventual Career Pathway, there are a lot of career and professional pathways for you to explore whilst you are with us.

UniSA Student Association

▶ unisa.edu.au/student-life/USASA

Our mission is to be here for students. We operate under three pillars of voice, advice and play.

Voice- to be an effective voice for representing students

Advice-That students receive support regarding their rights and responsibilities and understand University policies and procedures

Play-To have a campus culture where students have fun, make friends and take pride in their University
For further information contact

**Research student enquiries**
Email: research.students@unisa.edu.au
Website: unisa.edu.au/researchstudents

Information correct at time of printing (February 2017)
CRICOS provider number 00121B