Arts HDR Orientation Session, EP2
25 September, 2014
<table>
<thead>
<tr>
<th>Department / Higher Degree Research (HDR) Directors / Department Administrators</th>
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</table>
| **Ancient History**  
Dr Ian Plant  
A/Prof Stuart Piggin (Primary)  
A/Prof Boyo Ockinga  
Angela Abberton  
Raina Kim |
| **Anthropology**  
A/Prof Greg Downey  
Dr Eve Vincent (Primary Director)  
A/Prof Kalpana Ram  
Payel Ray |
| **Centre for Policing, Intelligence & Counter Terrorism**  
Prof Natalie Klein  
Dr Adam Lockyer  
Andrew McNeil |
| **English**  
Prof Antonina Harbus (on leave to 13/01/15)  
Prof Marea Mitchell (Acting)  
Dr Robyn McCallum  
Frances Thompson |
| **Indigenous Studies**  
A/Prof Michelle Trudgett  
Dr Gawaian Bodkin-Andrews  
TBA |
| **International Studies**  
A/Prof Estela Valverde (Acting)  
A/Prof Estela Valverde  
Asian Studies  
Tina Kong  
European Languages & Cultures  
Jennifer Heward |
| **Macquarie Law School**  
A/Prof Shawkat Alam (Acting)  
Prof Rafiqul Islam  
Debbie Loo  
Eleanor McGhee |
| **Media, Music, International Communication & Cultural Studies**  
A/Prof Mark Evans  
Dr Andrew Alter  
Stephany Yeap |
| **Modern History, Politics and International Relations**  
Prof Sean Brawley  
Modern History  
Dr Kate Fullagar  
Politics & IR  
A/Prof Aleksander Pavkovic  
Modern History  
Jacqueline Anker  
Politics & IR  
Kelli-Lee Drake |
| **Department of Sociology**  
A/Prof Pauline Johnson (on leave to 31/12/14)  
Dr Harry Blatterer (Acting)  
A/Prof Ellie Vasta (Co-Director)  
Dr Shaun Wilson (Co-Director)  
Ashley Soytemiz |
| **Department of Philosophy**  
A/Prof Jean-Philippe Deranty  
Prof Jeanette Kennett  
Clara Wong |
Faculty of Arts Higher Degree Research Office

The Arts Higher Degree Research Office is the Faculty’s central administrative unit for:

- Higher Degree Research candidates and their supervisors, and
- Bachelor of Philosophy / Master of Research students

Our purpose is to assist candidates in making their HDR learning experience positive and productive. The Arts HDR Office staff is available to provide advice to HDR candidates on any administrative matter relating to their research training. We administer the full student cycle of research degrees for domestic and international students, and provide advice on:

- HDR Rules, Policies and Guidelines
- Administrative matters relating your candidature, such as changing supervisors, applying for leave of absence, changing to/from part/full time, and transferring your degree to another department or faculty.

After the initial enrolment, all HDR transactions, including forms and documents, are first processed by the Arts HDR Office, before being forwarded to the University Higher Degree Research Office (HDRO) or to other University departments.

Some commonly used forms include:

- **Change of Program (COP)**
  - Change attendance from part time to full time (or vice versa)
  - Add/withdraw from coursework or HDR training units
  - Change thesis title
  - Withdraw from PhD candidature

- **Leave of Absence/Suspension of Award (LOA/SOA)**
  - Apply for Leave of Absence on medical grounds (or other exceptional personal circumstances) for a period of 8 weeks to 6 months. Candidature (including access to University resources) is suspended during this period
  - Scholarship holders use this form to apply for paid sick/maternity leave and suspension of scholarship award

- **Offsite Research (OSR)**
  - Notify the University that you intend to conduct research-related activity at locations more than 50km from Macquarie University
  - Notify the University of all research-related overseas travel
  - Notify the University of research conducted at other institutions where ethics approval is needed for that research (regardless of whether that institution is within 50km of Macquarie University)

- **Change of Supervisor (SUP)**
  - Change your Principal/Associate Supervisor
  - Appoint an Adjunct Supervisor at another institution
  - Appoint an Acting Supervisor during periods in which your Principal Supervisor is not available

These forms and others can be found on the Macquarie HDR Forms page:

## Arts HDR Office Contacts

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Phone</th>
<th>Fax</th>
<th>Location</th>
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## Student Email at Macquarie

All official communication relating to your PhD candidature will be relayed through your Macquarie student email address. This address takes the form of `firstname.lastname@students.mq.edu.au`.

Please ensure that you check your Macquarie student email on a daily basis, or arrange for this address to forward all messages to your primary email account.

For further information on logging into your student email please visit: [http://students.mq.edu.au/events/2012/07/23/mq101_how_to_log_in_to_student_gmail/](http://students.mq.edu.au/events/2012/07/23/mq101_how_to_log_in_to_student_gmail/)
HDR Facilities

Faculty HDR study space
The Faculty provides study space to HDR candidates in Building Y3A, which currently houses 80 study spaces and 80 storage lockers for the exclusive use of Arts HDR candidates. The HDR study space is managed by the Y3A HDR Space Student Committee.

To reserve your space in Building Y3A:
- Email the Committee <arts-hdr-y3a-students@googlegroups.com>
- State your name, discipline, full/part-time, email address, contact details & required frequency
- Once you secure your space, email Arts HDR Office <hdrarts@mq.edu.au> to obtain access to HDR rooms

Macquarie Library HDR study space
The new University Library also provides additional HDR spaces. There are dedicated spaces for HDR students on Level 5 of the Library. The Level 5 HDR space has a kitchen and informal area. There is a printer/copier and wireless access and power point connections for candidates with their own laptops. The Library HDR spaces are designed for use for the intensive literature review stage and/or thesis writing stage, or when students might feel isolated in their Faculty space (e.g. late at night or weekends). They also provide a place where HDR candidates from different disciplines can meet.

Funding opportunities

Departmental HDR funding
The student research project funding is available to eligible candidates for a range of research-related purposes, including costs associated with attendance at conferences, travel in support of research projects, obtaining essential resources or material for research and other essential expenses directly related to undertaking thesis related research.

The objective of the scheme is to ensure eligible candidates have access to funds. The approved funds serve as a monetary contribution towards the approved research related activity essential to the successful and timely completion of their research project. The approved funds may not necessarily cover the actual cost of the research activity in full.

Arts HDR Funding Guidelines Homepage
http://www.arts.mq.edu.au/current_students/new_and_current_hdr_candidates/support_for_research/funding_and_grants

University funded scheme: Postgraduate Research Fund (PGRF)
The Postgraduate Research Fund (PGRF) scheme is funded by the University and administered by faculties. The primary goals of the scheme are to:
- to add value to the research thesis;
- to provide HDR candidates with the means to enhance their postgraduate research experience;
- to gain firsthand experience of the grant writing process.

PGRF Homepage
http://www.hdr.mq.edu.au/information_for/current_candidates/financial_support
HDR Learning Skills Support

The HDR Learning Advisor (Humanities) provides learning skills support for HDR candidates in the Faculty of Arts, including:

- Research writing courses
- Workshops in academic literacy
- Professional development
- Thesis writing groups

HDR Learning Advisor (Humanities)

Michelle Jamieson  
HDR Learning Advisor (Humanities)

Email: michelle.jamieson@mq.edu.au  
Phone: +61 2 9850 7036  
Location: Building W6A, Room 702

Arts HDR Training Seminars

Our Seminars are one hour long practically focused programs offering candidates an introduction to a wide range of research training advice specific to the Faculty. The seminars are designed to facilitate successful and timely thesis completion and to help candidates prepare for their future careers. For example, topics covered may include:

- Publishing
- Project planning
- Candidature milestones
- Budget planning
- Thesis by publication
- Time management
- Supervision
- Ethics

While all candidates are strongly encouraged to attend all seminars, the HDR Seminars are also recorded and are available through iLearn: https://ilearn.mq.edu.au/login/MQ/

**Weekday HDR Seminars** will be held in Building Y3A Room 212 on:

- Tuesday, 14 October 1.00-2.00pm

**Saturday HDR Seminars** for part time candidates will be held in Building W6A Room 107 between 9.30 am and 3.00pm on:

- 6 December

Further seminars will be advised early in 2015
HDR Courses and Workshops

Macquarie offers a variety of university-wide workshops for HDR candidates. You can enrol in these workshops via the HDR Workshops website: https://hdrworkshops.mq.edu.au/

Some workshops and courses that may be of particular interest to Arts PhD candidates include:

- Humanities Research Writing Course
- PGRF Grant Writing Workshop
- HDR Careers Seminar
- Mindfulness and Resilience Course

Please note that 2015 course/workshop dates have yet to be advertised.

HDR Morning Tea Catch up

In 2015 we plan to have two morning tea get-togethers to provide an informal forum for HDR candidates and the Arts HDR Office staff to meet for a chat, to ask questions, and share information you might want to pass on to your colleagues.

Dates and locations will be advised in early 2015.