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Preface

The purpose of this Guide is to give an overview of postgraduate research programs in Psychology at The University of Western Australia. It has been prepared mainly for students completing these degrees, but also with a view to providing information for others who may be interested (prospective students, supervisors, academic colleagues, etc.). It reproduces much information available at University websites and is by no means comprehensive, and students undertaking these degrees will receive additional advice and instruction throughout their candidature.

Feedback concerning the PhD, MSc (by research) and combined MPsyCh/PhD programs, or this Guide, would be very much appreciated. Please direct any comments to the Graduate Research Coordinator, Troy Visser, on 6488 3635, or troy.visser@uwa.edu.au.

You will find further useful information in the Graduate Research School’s (GRS) “Postgraduate Students’ Almanac” which can be found at:
http://www.postgraduate.uwa.edu.au/students

Information in this publication is correct as at 4th August 2013 but may be subject to change. In particular, the University reserves the right to change the content and/or the method of presentation and/or the method of assessment of any unit of study, to withdraw any unit of study or program which it offers, to impose limitations on enrolment in any unit or program and/or to vary arrangements for any program. This guide should be read in conjunction with UWA Policy and Procedures.
Introduction

The University of Western Australia (UWA) is Western Australia's premier tertiary institution. Established in 1913 and moving to its present location in 1930, the University boasts one of the most picturesque campuses in the country. The University is situated about halfway between the city of Perth and the Indian Ocean and is a 10 minute drive or 20 minute bus journey from each. The campus is a garden setting that extends along the banks of the Swan River and at the southern end is a popular windsurfing area of international status. Restaurants, coffee shops, and hotels are close by the campus. Accommodation is available within walking distance of the University in Colleges, flats and houses.

Since being established in 1930, the second psychology department in Australia and the first to offer a full undergraduate course, the School of Psychology at UWA has maintained its reputation for innovative research and teaching. The School has nearly 30 full-time academic staff, over 1000 undergraduates, and more than 150 students enrolled in higher degree programs.

Staff and research students are actively involved in a broad range of fundamental and applied research programs. The research is supported by University funding and by grants from government and private funding agencies. Many projects require a team approach to research problems and several involve interdisciplinary collaboration. Much of the research is accomplished in special-purpose laboratories and other projects take place in community settings such as schools and industrial organisations. Research activities in the School are supported by technical staff. The School has developed a well-deserved reputation for being successful at winning financial support from outside the University for basic and applied research and attracts substantial external research grants.

The School is well equipped with teaching, laboratory and office space. In addition, it has the Robin Winkler Clinic, the Neurocognitive Developmental Unit (NDU), the Child Study Centre (which incorporates a learning clinic, a kindergarten, a pre-primary and a special education unit), the Bushfire Cooperative Research Centre, the Centre for the Study of Social Change, the ARC Centre of Excellence in Cognition and its Disorders, and the Centre for the Advancement of Research on Emotion (CARE). These centres provide excellent teaching and research facilities, and have made a major contribution towards establishing the School’s reputation for applied and community research. A Test Library is located in The Hub, General Purpose Building 3.

Mission Statement

The School of Psychology has decided that its mission is to advance the scientific discipline of psychology at an international level:

- through the publication of basic research and applied research findings which further the understanding of psychological processes;
- through the provision of undergraduate and postgraduate training which enables and encourages our graduates to participate actively in the production and dissemination of new psychological knowledge;
- and through the promotion within the community of the important benefits of psychological research.
You will be required to give sufficient notice when requesting signatures from academic staff (e.g. Head of School, Graduate Research Coordinator, Business Operations Manager/School Manager). Two to three days notice is typically required, however, getting a signature may take longer than this if key academic staff are on leave. Given this, please ensure you have any paperwork that requires signatures prepared well in advance of the submission deadline. This includes having all relevant sections completed and signed by the relevant individuals (e.g. yourself, your supervisor/s).

Please note: all paperwork must pass through the Postgraduate Administrative Officer (e.g. paperwork requiring a signature from the Head of School or Graduate Research Coordinator and all documentation submitted to the Graduate Research School). Copies will then be kept on your student file for future reference.
Staff-Student Liaison
Routine administrative matters should be directed to the Graduate Research Coordinator, Troy Visser (6488 3635, troy.visser@uwa.edu.au). You are also very welcome to call in to see Troy if you experience any difficulties with your study or have any other concerns (M 1.21). All discussions will be confidential and may help to deflect any difficulties before they arise.

Much of the teaching in the combined MPsysch/PhD program takes place in small groups, and direct access to the relevant staff member is usually straightforward in these contexts. Normally, an issue relating to a specific unit should be raised with the appropriate lecturer or Unit Coordinator (as listed in this Guide) in the first instance.

In discussion with students, it has been agreed that review meetings will be held at the end of each semester at which any issues relating to the program can be considered. All students are encouraged to attend these meetings. Should the need arise for additional meetings, these can be arranged.

Useful Websites

Related material can be found at:


Programs Descriptions

Doctor of Philosophy (PhD)
(Course Code: 00810 or 00890/01870/01890 for combined courses)

Aims
The Graduate Research School has written that “PhD programs consist of a research project mutually agreed upon by a student, supervisor, Head of School and the Board of the Graduate Research School. The programs require the development and implementation of a rigorous research plan, based on a comprehensive understanding of the relevant literature and the need for answers to questions posed in that literature or as the result of a new theory. A thesis at this level will demonstrate, in the context of a substantial and original contribution, mastery of the subject as well as a furthering of understanding in that field of knowledge, through the discovery of knowledge, the formulation of theories, or the innovative re-interpretation of known data and established ideas. The thesis arising from the research should show a student's ability to document and interpret results, to formulate theories and to discuss the results in the light of the current literature to a level of competence required in
published materials.” The PhD is assessed on the basis of a thesis submitted at the end of the program and examined by three external examiners.

- Course overviews can be found at:
  - [http://courses.handbooks.uwa.edu.au/courses/c0/0081](http://courses.handbooks.uwa.edu.au/courses/c0/0081) (PhD)

**Time limits**

When there is a coursework component (such as in the MPsych/PhD) the PhD component of these courses is administered by the Graduate Research and Scholarships Office and the coursework component by the relevant Faculty.

- Regulations for these programs can be found in the postgraduate handbook at: [http://handbooks.uwa.edu.au/postgraduate/science](http://handbooks.uwa.edu.au/postgraduate/science)

One implication of the separation is that within the School, PhD matters are managed by the Graduate Research Coordinator (Troy Visser) and the coursework matters by the relevant Coursework Program Coordinator (Romola Bucks for Clinical Psychology, Shayne Loft for Industrial and Organisational Psychology, Michael Weinborn for Clinical Neuropsychology). If you are not sure who to speak with about a particular matter, start with the Graduate Research Coordinator.

The expected period of candidature for the PhD is three years (up to a maximum of four years [full-time equivalent]) or four years in the MPsych/PhD. For part-time students, the time periods are doubled (i.e., expected enrolment is six years.) This means you are going to need to get started quickly and work efficiently and effectively.

**Master of Science (by Research)**

*(Course Code: 50710)*

**Aims**

A Master of Science thesis must be a substantial work, generally based on independent research which shows:

- a sound knowledge of the subject of the research;
- evidence of the exercise of some independence of thought, and
- the ability of expression in clear and concise language.

- A course overview can be found at: [http://courses.handbooks.uwa.edu.au/courses/c5/5071](http://courses.handbooks.uwa.edu.au/courses/c5/5071)

**Time limits**

Students will submit a research thesis of not more than 50,000 words which will be examined externally. Students will also attend courses, lectures, seminars and other work and/or studies and investigations culminating in such reports as the supervisor or head of school directs. The standard full-time completion is 2 years (minimum 1 year). Part-time students have up to 4 years.
Programs Requirements

Doctor of Philosophy (PhD)
(Course Code: 00810 or 00890/01870/01890 for combined courses)

The Board may accept as a student the holder of a bachelor's degree with at least upper second class honours in an appropriate discipline; or a graduate of this University (or equivalent) who can satisfy the Board that they have had adequate research preparation since graduation; or a recipient of a University scholarship for PhD study awarded by the Scholarships Committee of the Board; or a student who has previously undertaken work, which in the Board's opinion is of a sufficiently high standard, towards a research higher degree in this or another approved institution but has not submitted it for any degree and has had a research proposal approved by the Board; or a student who has satisfactorily completed an acceptable preliminary program at this University or an approved institution and has had a research proposal approved by the Board.

Master of Science (by Research)
(Course Code: 50710)

On the recommendation of the appropriate Head of School, students within the following categories will normally be permitted to enrol in the Master's research program:

- holders of a degree of bachelor with at least upper second class honours from an approved university
- graduates of UWA (or equivalent) who can satisfy the Board of the Graduate Research School that they have undertaken adequate research preparation since graduation
- recipients of a University scholarship for Master's by research (by thesis) study awarded by the Scholarships Committee of the Board of the Graduate Research School
- holders of a degree of bachelor in any Faculty of UWA (or equivalent) and since graduation have passed a Higher Degree Preliminary examination in their proposed research discipline
- students who have undertaken work at a high enough standard towards a masters or PhD degree in this or another approved institution but has not submitted it for any degree.

Enrolment Information

As early as possible, students should take the time to familiarise themselves with the key websites containing policies, guidelines and other information relevant to their course, as well as with the Rules in the UWA Postgraduate Handbook.

- For students enrolled in courses administered by the Graduate Research School (all PhD and Master by Research degrees) it is essential to become familiar with the Graduate Research School website www.postgraduate.uwa.edu.au.

- Students enrolled in combined degrees (MPsych/PhD) should also refer to the Faculty of Science website www.science.uwa.edu.au.
Account management system

- All new UWA students are required to visit the Pheme website (www.pheme.uwa.edu.au) to activate their Pheme account.

The activation process involves setting a security question and a password. You will need your Pheme password to log into many UWA services including the student Connect website which allows you to view information such as your personal details, your enrolment and, where applicable, your examination schedule.

UWA campus card

All students require an official UWA Campus Card with an identifiable photograph (student ID card).

The card, which includes your photograph, student number, and library barcode, will be issued free at the time of enrolment to all new students. It is a requirement of your enrolment that you obtain a Campus Card. You will need your card for identification purposes, to change your enrolment or withdraw from your course, to change your address, to use the library facilities, and whenever you sit for an examination conducted by the University.

- Campus Cards: http://www.campuscard.uwa.edu.au/

Fees Commitment

Fees (where applicable) are payable at the time of enrolment.

- For all enquiries regarding fees, please contact the Fees Officer, Student Administration on 6488 3235 or visit the website at http://www.student.uwa.edu.au/course FEES.

Managing your enrolment

You are responsible for the management of your enrolment. Students enrolled in a PhD or Masters by Research are administered by the Graduate Research School, while students enrolled in a combined degree (MPsych/PhD) are administered by both the Graduate Research School and the Faculty of Life and Physical Sciences.

For students in courses administered by the Graduate Research School, re-enrolment each year is conditional on a student’s milestones being up to date (including Research Proposals, Confirmations of Candidature, Annual Reports and Travel Reports) by the re-enrolment period at the end of each year. If all milestones have been submitted to the Graduate Research School as required your re-enrolment for the following year will be automatically processed.

Re-Enrolment (MPsych/PhD combined students only)

You will receive an email from Student Administration in November, advising when the re-enrolment period opens, and of the deadline for re-enrolment. Failure to re-enrol on time will result in a late fee. All fees and fines owing to the University must be paid by the date specified before you will be allowed to re-enrol.
Checking milestones and using studentConnect

Research students have a number of important dates in their candidature in which paperwork is due for submission to the Graduate Research School. These dates are known as 'milestones'.

- Students can check these milestones in studentConnect at:
  www.studentadmin.uwa.edu.au/welcome/student_connect

Changing your enrolment or withdrawing

All changes to enrolment/candidature must be made with the Graduate Research School and/or Faculty as appropriate.

- All International Students must also consult with the International Centre prior to changing their enrolment, as withdrawal and other changes may affect the student visa.
  www.international.uwa.edu.au/students/intstudents

Leave

Students do not need to apply to take annual leave of four weeks or less, if taken within Australia, but they do need to notify their school and supervisor.

- For information on types of leave, please go to:
  http://www.postgraduate.uwa.edu.au/students/candidature/leave

Academic Conduct Essentials (ACE)

Academic Conduct Essentials (ACE) is a compulsory online module for all students about ethical scholarship and the expectations of correct academic conduct that UWA has of its students. Those students required to complete ACE are automatically enrolled in the unit and can access it through their Learning Management System (LMS).

You must complete the ACE module within the first 10 weeks of your enrolment.

- Information about ACE is available at:
Getting Set-Up

Useful Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Troy Visser</td>
<td>Candidature advice (ext. 3635, <a href="mailto:troy.visser@uwa.edu.au">troy.visser@uwa.edu.au</a>, Room M1.21)</td>
</tr>
<tr>
<td>Maria Puerta Francos</td>
<td>Administrative advice (ext. 3247, <a href="mailto:postgradinfo-psy@uwa.edu.au">postgradinfo-psy@uwa.edu.au</a>, Room MG.02)</td>
</tr>
<tr>
<td>Tyson Elder</td>
<td>IT support (ext. 2654, <a href="mailto:ithelp-psy@uwa.edu.au">ithelp-psy@uwa.edu.au</a>, Room MG.06)</td>
</tr>
<tr>
<td>Jill Venn</td>
<td>Card access (ext.3246, <a href="mailto:jill.venn@uwa.edu.au">jill.venn@uwa.edu.au</a>, Room G.01)</td>
</tr>
<tr>
<td>Linda Thomas</td>
<td>Travel grant applications &amp; processing (ext. 3269, <a href="mailto:linda.thomas@uwa.edu.au">linda.thomas@uwa.edu.au</a>, Room MG.17)</td>
</tr>
<tr>
<td>Peggy Gan</td>
<td>Purchasing, Reimbursement (e.g. participant money), Travel grant applications &amp; processing (ext. 3572, <a href="mailto:peggy.gan@uwa.edu.au">peggy.gan@uwa.edu.au</a>, Room MG.17)</td>
</tr>
<tr>
<td>Rose Elias</td>
<td>HR (casual teaching) (ext. 2977, <a href="mailto:rose.elias@uwa.edu.au">rose.elias@uwa.edu.au</a>, Room MG.17)</td>
</tr>
<tr>
<td>Susan Pippet</td>
<td>Hub reception, Test librarian (ext. 2644, <a href="mailto:clinic-psy@uwa.edu.au">clinic-psy@uwa.edu.au</a> or <a href="mailto:testlibrary-psy@uwa.edu.au">testlibrary-psy@uwa.edu.au</a>, Room GP3 1.04)</td>
</tr>
<tr>
<td>Beth Thompson &amp; Shellie Collins</td>
<td>General reception, SONA research participation management system (ext. 3267, <a href="mailto:info-psy@uwa.edu.au">info-psy@uwa.edu.au</a>, Room MG.02)</td>
</tr>
</tbody>
</table>

- Safety and Health Representative: Tyson Elder (ext. 2654, tyson.elder@uwa.edu.au)
- First Aid Officers: Jerline Chen (Main Psychology Building, ext. 3933, jerline.chen@uwa.edu.au) and Susan Pippet (The Hub, GP3, ext. 2644, susan.pippet@uwa.edu.au).

Safety and Health Inductions

Tyson Elder, the School's Safety and Health Representative, will be contacting you via group email in the next few months to arrange your Safety Induction. These take around twenty minutes and are usually done en masse. You will be required to complete a checklist which will be signed off by yourself and the Safety and Health Representative.

Facilities and Resources

Rooms, Keys, Computers
The School is currently able to provide dedicated space to postgraduate students, which is unusual given the space constraints of the University.

PhD and MPsy/PhD students will be allocated a desk in a shared office and a laptop computer. Once your enrolment has been confirmed, please contact the Postgraduate Administrative Officer for further information regarding your room allocation.

Once your room allocation has been finalised, please see Bill Leech to arrange key access. Offices must be cleared and keys returned after completion or withdrawal.
Bookings for testing room spaces can be made online via the Psychology Booking System http://bookings.psychology.uwa.edu.au/

Given the increasing demand for space across the University, continued access to the School’s bookable space will depend upon usage, as monitored by bookings on the online system.

**Computing Facilities**

The School of Psychology has an extensive computer network connecting more than 800 PCs situated in laboratories, offices and student computer/common rooms at four sites across the campus:

- Main Psychology Building
- General Purpose Building 3 (GP3)
- Sanders Building
- Child Study Centre (CSC) and Neurocognitive Development Unit (NDU)

Each postgraduate student has access to shared computing, printing and photocopying facilities in one or more of these sites. The computers provided for shared access are equipped with a standard suite of applications for email and internet access (Internet Explorer), word processing (Microsoft Word), graphing (Microsoft Excel), and statistical analysis (SPSS/PASW).

Student accounts for email and internet access are now managed centrally by Information Services. Please refer to the Information Services website (www.is.uwa.edu.au/it-help/students) for information on:

- UWA student email system
- Student internet and network access (including wireless access)
- Pphrase log-ins and passwords
- Computers and printing at the Libraries

For local IT problems, please contact the School’s IT Support at: ithelp-psy@uwa.edu.au

**After-Hours Access**

Your UWA Campus Card will be automatically programmed (based upon your enrolment) to give you after-hours building access. Please contact Jill Venn if you have any queries relating to after-hours access.

**Student Mailing Lists**

The hdrpsych_postgrads@uwa.edu.au is a general mailing list for Higher Degree by Research (HDR) students. Your student email address will be added to this list upon enrolment, as well as to the psychology_postgrads@maillists.uwa.edu.au (general mailing list for all psychology postgraduate students). The mailing lists are used to keep students informed of news and events, such as orientations, ad-hoc seminars, and job opportunities.

**Facsimile**

Fax machines are located in:

- General Office, Main Psychology Building - 6488 1006.
- Hub Reception, General Purpose Building 3 (GP3) - 6488 2655.
Mail

The School’s Mail Bag Delivery Point (MBDP) number is M304. Mail is delivered and collected daily at approximately 11.00am.

Postgraduate mailboxes are located in the foyer of the Main Psychology Building (to the left of the reception counter). Any incoming mail will be placed in your allocated mailbox (arranged alphabetically by surname). Please ensure that you check and clear your mailbox regularly.

Test Library

• Contents

The Test Library contains an extensive collection of psychological and educational assessment tools: tests, questionnaires, developmental scales etc., as well as recent theses which have been completed within the School. The primary functions of the Test Library are to:

• support teaching at the postgraduate level
• facilitate assessment and therapy offered to the community through practicum modules (e.g. Robin Winkler Clinic, Project Kids, Project HARP, Memory Clinic)
• promote research

• Location

The Test Library is located in The Hub reception, Room 1.04, General Purpose Building 3 (GP3).

• Library Hours

Please email the Test Librarian (testlibrary-psy@uwa.edu.au) with all requests for test library materials. Tests may be collected at a pre-arranged time.

• Borrowing of Test Material

The availability of many of the tests in the Library is restricted either to persons qualified to use the tests, or to a person who will be supervised by a qualified user of the tests. Full details of ACER regulations governing test use are available at the Library. In essence they state that a person normally must have had four years undergraduate training with psychology as the main component plus two years’ experience under the supervision of a qualified psychologist. Consequently the following can be taken to apply:

Academic Staff
All academic staff in the School of Psychology may borrow tests.

Students
Most students enrolled in a postgraduate program will not be qualified to use tests (i.e., they will not have four years undergraduate experience plus two years post graduate experience). These students can only obtain access to specific tests if they have an authorisation note from a supervisor or course controller who is qualified to use the tests. Please contact the Test Librarian (testlibrary-psy@uwa.edu.au) for a copy of the authorisation form.

Please note that authorisation is only valid for the use of specific tests. Supervisors cannot give students authority for general access to the Library.
There will be some students who are qualified to use the tests. These students will be supplied with tests without authorisation forms if they provide proof of qualifications (e.g., degree certificate, letter from postgraduate supervisor, etc.) when first using the Library.

- **Period of loans**

Tests may be borrowed for a maximum of two weeks. Extensions may be granted by special arrangement. Tests will not be sent in the mail. Borrowers must collect, and sign out, and return material in person to the Test Library in The Hub. Borrowers will be held responsible for material not returned.

- **Number of loans**

Only two tests may be borrowed at any one time except when tests are required for teaching undergraduate and postgraduate courses, or are required for assessment sessions within The Hub.

- **Theses**

The Library has a stock of Masters and PhD theses that have been completed within the School in the previous five years. All of the above may be borrowed for two weeks, or longer by special arrangement. A list of postgraduate theses held in the Library is available from the Test Librarian. Information Services also provides assistance with finding theses, obtaining copies and submitting your thesis to the UWA Research Repository.


- **Copyright**

Most of the tests, books and materials held in the Library are copyrighted. Unauthorised reproduction of any of these, or part of them, is a breach of copyright. Consequently material borrowed from the Library must not be copied.

- **Ordering of Test Materials**

Recommendations for purchasing new test material or renewing stocks of existing material should be given to the Test Library Coordinator, Ms Susan Pippet.

Note: As the time required for supplies to arrive is variable and to some extent unpredictable, it is wise to place orders well in advance. Staff or students who will be using large numbers of test answer sheets, questionnaires etc. for teaching or research purposes should also check well in advance that sufficient copies are held in the Library.

- **Information**

The Library does not have a full-time staff member. Thus, unfortunately because of other commitments, the Librarian cannot provide a general information service. Whereas information concerning tests held in the Library is available, the Librarian is not able to spend time pursuing inquiries about suitability of tests and availability of other test material.
Getting Research Started In the First Year

Process

Let’s begin with the end. The goal is to submit a research thesis by the end of your enrolment so let’s start with the submission (of a PhD as an example) and work backwards.

To be handing over the bound copies of your dissertation you will need to have generated a product that you and your supervisors are satisfied with. This process will involve a lot of reading and writing on your part, reading and commenting from your supervisor, more writing again. Also a staff member will often act as an internal reader, giving you additional feedback on the penultimate version. For argument’s sake, let’s assume you allocate a year for all of this to-ing and fro-ing. You also want to do your research (so you’ve got something to write about), but before you can begin on the research you need to write a proposal (let’s give this six months to have it approved), apply for approval from the Human Research Ethics Office and set up the experiments (let’s give this another six months). Now if we sum the amount of time at the beginning and the end, we’ve got one year in the middle. This means that you’ve allocated yourself roughly the same time you had to do the research for your honours thesis, to conduct the research for your postgraduate research thesis. While you won’t have the same pressure of coursework, it is sobering to realize that there is not much time left to do your postgraduate research. Fortunately, now is the time to remedy the problem. With careful planning and organization you can manage the timeline to do your research because you will see that many of the tasks that can be finished quickly are those that occur in your first year.

When you plan to submit a draft to your supervisor, it is advisable to clarify how long it will be before the supervisor can return your draft. Negotiating this time with your supervisor will allow you to identify a date that takes into account their demands as well as give you an opportunity to identify how it fits with your timetable. It is reasonable to expect that drafts of a chapter will be returned within a month and most supervisors will return the draft earlier than this time. If you have concerns about the time taken to return a draft, please speak with your supervisors in the first instance and with the Graduate Research Coordinator if any concerns remain after these discussions.

To help you plan your time, here is a schedule:

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Organise proposal meeting time and venue, for 12 weeks ahead.</td>
</tr>
<tr>
<td>1-4</td>
<td></td>
<td>Weekly (or more frequent) meetings with supervisor(s) to systematically flesh out the ideas that will make up the proposal. Relevant literature to be identified through meetings and read between meetings.</td>
</tr>
<tr>
<td>5-6</td>
<td></td>
<td>Submission of proposal first draft to supervisor(s).</td>
</tr>
<tr>
<td>6-7</td>
<td></td>
<td>Detailed feedback from supervisor(s).</td>
</tr>
<tr>
<td>8-9</td>
<td></td>
<td>Anticipated final draft of proposal to supervisor(s).</td>
</tr>
<tr>
<td>9-10</td>
<td></td>
<td>Feedback from supervisor(s).</td>
</tr>
<tr>
<td>10-11</td>
<td></td>
<td>Final revision and submission to proposal panel.</td>
</tr>
<tr>
<td>12</td>
<td></td>
<td>Proposal panel meeting.</td>
</tr>
</tbody>
</table>
The following forms are available at the GRSO postgraduate forms webpage
http://www.postgraduate.uwa.edu.au/schools/forms#scholarships

- Research Proposal Coversheet for Higher Degree Research Students
- Research Proposal Guidelines for Higher Degree Research Students
- Annual Progress Report
- Confirmation of Candidature (only for PhD students)
- Application to downgrade from a Doctor of Philosophy (PhD) to Master by Research
- Interim Progress Report
- Application to upgrade from Master by Research to the Doctor of Philosophy (PhD)
- Application for Graduate Research Student Travel Award
- Graduate Research Student Travel Award Report
- Application for Leave
- Overseas Travel
- Application for Variation of Terms of Candidature (1), for variations to school/centre or supervision
- Application for Variation of Terms of Candidature (2), for variations to enrolment type, coursework units, research direction, and other
- Application for Suspension of Scholarship/Award and/or Candidature
- Application for Extension of Scholarship and/or Candidature
- Application for Withdrawal of Candidature and/or Relinquishment of Scholarship

You are kindly requested to begin using the new forms immediately, and to discard any old paper (and electronic) copies that you may have in reserve.

**Supervision**

So let’s outline a first year checklist. Hopefully, you have already arranged supervision. Broadcaster, writer, and PhD survivor Simon Singh comments that “Over the course of three years, it’s crucial to have someone who can encourage you when your experiments fall flat, challenge you when you become cocky and help steer you towards successfully submitting your thesis”.

- In terms of choosing a supervisor you may want to have a look at http://www.newscientist.com/article/mg19726442.500-the-phd-journey-how-to-choose-a-good-supervisor.html. The chief point the article makes is that your relationship with your supervisor is a personal one. Like any relationship it will have its ups and downs, it will require work and effort, and it has the potential to change your life for the better. So start to settle into the relationship with your supervisor.

- The GRS website (http://www.postgraduate.uwa.edu.au/students/policies) also has information on choosing a supervisor and has a Code of Good Practice for Graduate Research Supervision which is worthwhile reading to identify the respective roles and responsibilities.

Things to discuss and negotiate with your supervisors very early in the program include:

- your and your supervisors’ preferred styles of supervision (see SPORS);
- how you and your supervisors will resolve issues of intellectual property, authorship of publications and so on;
• the regularity, timing and format of your meetings;
• and the type and level of assistance that you would like, and your supervisors are prepared to give, with respect to:

1. choosing a topic and refining the project;
2. planning a schedule;
3. setting goals;
4. finding appropriate literature;
5. collecting the data and information;
6. analysing and interpreting your findings;
7. planning the dissertation;
8. writing and reviewing the dissertation, and
9. a schedule for the research and preparation of the dissertation, including target deadlines for key elements of the process.

❖ You may want to use the Student Perception of Research Supervision (SPORS) questionnaire to facilitate a discussion between supervisors and their students (http://www.catl.uwa.edu.au/etu/spors). The aim is not to evaluate the supervision, but to clarify expectations.

Working with your supervisor(s) you will need to select a broad field of research and begin to narrow this down to a research program. Preparation of the research proposal (including setting tasks and agreed milestones for first year) is one step along the way. The activities required to complete the research proposal will help you lay the foundation for your research. You will need to be able to discuss the context of your research and outline the proposed research.

Research Proposal and Ethics Approval

The due dates for the research proposals are:

• Full-time Masters by Research candidates must submit a research proposal within four months from the date of commencement.
• Part-time Masters by Research candidates must submit a research proposal within eight months from the date of commencement.
• Full-time PhD candidates must submit a research proposal within six months from the date of commencement.
• Part-time PhD candidates must submit a research proposal within nine months from the date of commencement.

Please note that late submission of the Research Proposal may result in suspension of candidature.

❖ The specific requirements of the Research Proposal can be found at http://www.postgraduate.uwa.edu.au/home/current/proposal

The proposal should be no more than fifteen pages (and don’t try to fiddle margins and fonts to squash in too much information – be concise!).

❖ You will find some useful advice at:

However, keep in mind when writing your proposal that it will be read by non-specialists (members of the UWA Board Graduate Research School) as well the experts on your advisory panel. Each of these people are experts, but almost certainly their area of expertise will not be your PhD or Master topic.
All Research Proposals should be divided into sections and formatted as set out below and can be submitted along with the forms for the Human Research Ethics Office. A common reason for the proposal failing is a failure to follow the guidelines, so make sure you follow them. 

Research Proposal Meeting (PhD only)

Once the proposal is prepared you will need to organise an advisory panel. Remember, you want the proposal approved by GRS within 6 months, so the faster you complete this exercise of writing the proposal and having a meeting, the sooner you can start on the research. The proposal is a means to an end, and that end is beginning your research. Naturally there is a trade off because you do not want to rush unprepared into a research program, but by the same token, the proposal is not the PhD. As an added incentive to encourage you in the timely completion of your proposal, the School has agreed to increase your conference travel entitlement by $100 for each month that you finish ahead of your program's official proposal deadline (where the "finishing" date is the date when your panel signs off on your proposal). You will need to keep a copy of a signed form to demonstrate that you have met this criterion.

The proposal panel will comprise a minimum two additional UWA Psychology staff and can include staff from elsewhere. Please discuss this choice with your supervisor and with the Graduate Research Coordinator. This must be done in consultation to ensure that workload is balanced across all colleagues (and it is easier to schedule meetings!). Select staff who will be able to make a valuable contribution to your research (e.g., you may want to find people who complement rather than clone the expertise your supervisor(s) holds). The members of the advisory panel will meet with you at least once a year during your candidature. Remember also, that the staff you want to be involved in your panel will be busy with many other activities and so give them at least a week to read the document. Organising a meeting time will also be difficult because not only will staff be scheduling the time around their availability, they will also have to consider your availability and all the other proposal meetings they are on. Therefore, allow plenty of time to organise the meeting and you may find that email is not always the most efficient way of finding a common time.

Arrange a proposal meeting with these people and get proposal passed by the School so that it can then be submitted to the Graduate Research School via the Postgraduate Administrative Officer. At least one week before the proposal meeting, you must submit a copy of the proposal to the Postgraduate Administrative Officer, with a cover sheet specifying the proposal meeting time, place, and attendees (NB - this cover sheet is in addition to the one required by the Graduate Research School). The Postgraduate Administrative Officer will then copy and distribute your proposal to those attending the meeting.

The School's “PhD Proposal Coversheet” can be found at:
http://www.psychology.uwa.edu.au/__data/assets/rtf_file/0004/1977853/PhD-Proposal-Coversheet-2012.rtf

Typically at this meeting you will present a brief (i.e., no more than 5-minute) overview of your research and then staff will discuss with you and your supervisor the project. Even though the atmosphere will be supportive their aim is to be constructively critical so that potential problems are identified and addressed. Towards the end of the meeting, you will be asked to leave and the panel will decide what recommendation to make about the proposal (i.e., what if any revisions are needed). These will be sent to you in a formal document (Evaluation of PhD Proposal Form), but supervisors will let you know what the outcome was and what changes are needed.
Possible outcomes are:

- Accept without revision;
- accept with revision to satisfaction of supervisor;
- revise and re-circulate to panel (no meeting required);
- revise and re-circulate to panel (meeting required), or
- other.

Research Proposal Submission (PhD and Master)

Once you and your supervisor have made the required revisions (PhD only), please submit your revised proposal and Graduate Research School Coversheet (two copies required as per GRS guidelines) to the Postgraduate Administrative Officer. The Postgraduate Administrative Officer will then get your proposal signed off by the Graduate Research Coordinator and forward to the Graduate Research School on your behalf. Copies will be made for yourself and your student file.

Please follow Graduate Research School guidelines for submitting your proposal:
http://www.postgraduate.uwa.edu.au/students/proposals/submission

For students in the MPsych/PhD the relevant coursework coordinator needs to indicate also that the proposal has direct relevance to the stream of Applied Psychology in which the student is enrolled (be this Clinical Psychology, Neuropsychology, or Industrial and Organisational Psychology).

By the end of 12 months of candidature you will need to complete a confirmation of candidature form (PhD only). For each candidate, the agreed tasks for the first year of candidature and the agreed times for completing those tasks will be formalised at the School’s proposal meeting, and listed in the proposal document submitted to the Graduate Research School. Those attending the proposal meeting include the PhD candidate, her/his supervisor(s), two additional academic staff from the School (representing an advisory panel), and the Graduate Research Coordinator.

Ordinarily the following tasks would be required of each student:

- Completion of a research proposal approved by the School of Psychology and the Graduate Research School (PhD and Master by Research).
- An oral presentation of the proposed research to an approved forum within the School of Psychology (PhD only).
- Participation in research-skills/career-development seminars organised by the School of Psychology (PhD and Master by Research).
- Completion of an annual review meeting with supervisor(s) (PhD and Master by Research) and the student’s advisory panel (PhD only).

Additional tasks agreed in the proposal meeting will depend on the nature of the research. Possible tasks would include:

- Completion of a draft literature review.
- Completion of a meta-analysis of existing research.
- Completion of an initial empirical study.
- Development of a test battery.
- Development of software.
The School of Psychology may also expect the development of project-specific skills such as:

- Learning a programming language.
- Mastering a complex form of data analysis.
- Completing training in a diagnostic procedure.
- Mastering complex equipment or recording techniques.

As part of the process of assessing whether the agreed tasks have been achieved, towards the end of the first year of full-time candidature, the candidate will report to a meeting of her/his supervisor(s) and advisory panel on the tasks achieved to that point in time. Information from this meeting will be used in completing the first Annual Progress Report.

It is also a good idea to present your research at the Postgraduate Seminar Series which meets each Friday 12pm-1pm in Myers Street Lecture Theatre.

**Annual Review Meetings**

Annual review meetings are held with your committee to provide feedback and ensure that your research is of the highest quality possible. These meetings include your supervisor(s) and your panel. If your supervisors agree, then you do not need to have an annual review meeting but you may find it useful to use the forum to get additional perspectives on your research progress. You still need to submit a School PhD Panel Review form with the comment “meeting not required” and signed by yourself and your supervisor.

**Explanatory notes on the School’s internal Annual Review meetings for PhD candidates**

- **Each student has an advisory panel**, consisting of her/his supervisor and (usually) two other academics from the School who were members of the student’s proposal committee. This panel meets annually to review the student’s progress and to provide any other relevant advice. (This does not preclude separate consultations, where appropriate.) In cases where external advisers also sat on the proposal committee, these colleagues will be welcome to attend Annual Review meetings, but this is a voluntary arrangement dependent upon the external colleagues’ generosity and availability. The evaluation of progress by the Annual Review Meeting is used to complete the Annual Report that the University’s Postgraduate Research and Scholarships Office requires of each postgraduate research student.

- The Annual Review panel will meet to allow time to meet the University’s deadline for submission of Annual Reports. It is the student’s responsibility to arrange this meeting and good notice should be given. The panel will decide on the rating of the student’s progress for the year.

- This decision will be recorded on two forms:

  1. **The School’s PhD Panel Review form.**

     This is an internal form intended to provide a slightly more finely grained assessment of how the student is progressing than the form below and in some cases may contain detailed comments that could serve both as a statement of advice to the student and as a reference point in future reviews of progress.

     The School’s PhD Panel Review form asks the panel to consider the publication plan
and make a determination that it is “well-formulated and appropriate”. In preparation for the Annual Panel Meeting the student should describe the plan for publication; identifying the timing as well as target journals. Publication will not only lead to dissemination of the work, but it will strengthen the case made by the thesis when it is submitted for examination.

- The School’s “PhD Panel Review Form - Evaluation of Annual Panel Meeting” can be found at: http://www.psychology.uwa.edu.au/__data/assets/rtf_file/0004/2078806/PhD-Annual-Review-Form-2012_v2.rtf

2. The University’s Annual Report form.

This is the standard University Annual Report intended to indicate to the Dean of the Postgraduate Research School whether the School of Psychology recommends the continuation of the studentship. Most of this form will be completed by the student and supervisor; however, the evaluation of the student’s progress (Above average, Satisfactory, Acceptable with reservations, etc.) will follow automatically from the panel’s decision under (1).

- The Graduate Research School’s Annual Report form can be found at: http://www.postgraduate.uwa.edu.au/students/candidature/re-enrolment

- In cases where a student requests an extension of her or his scholarship, the Annual Review panel will be responsible for evaluating whether there is a plausible case for the School to offer its support. The student should bring to the panel a draft written statement of the case for an extension (i.e., a draft of the points to be made in the relevant section of the University’s report form). This statement should explain why the student has fallen behind the planned schedule and how the additional funds will be used effectively to achieve a timely completion. These issues should be discussed with the student to ensure that she or he is fully aware of the expectations. The panel is asked to advise whether the written case to be forwarded to the Postgraduate Research School is clear and persuasive.

- In cases where the Annual Review panel is able to agree that the student should be allowed to re-enrol (which we assume will be the typical outcome), the School and the GRS reports forms should be submitted to the Postgraduate Administrative Office, who would seek the Graduate Research Coordinator’s signature and process both forms.

- In cases where the Annual Review panel is unable to agree on a recommendation, or where the panel has serious reservations about the student’s progress and prospects, the case should be referred to the Postgraduate Programs Committee. The PPC will undertake a further review, and will then make a recommendation to the Head of School.

- If a student has failed to organise a timely Annual Review meeting, the PPC will review the case. Failure to organise a timely review meeting suggests that the student is experiencing some difficulties. The student will be asked to provide a written statement of reasons why the Annual Review meeting has not been held, as well as a full statement of progress during the previous year and a detailed statement of plans for the following year. If the response is unsatisfactory or late, the case will be referred to the Head of School.

- Replacement of advisory panel members in case of staff departures, study leave, absence or other reasons for unavailability. The supervisor should discuss with the Graduate Research Coordinator the options for finding a replacement panel member. In some cases, it may not be possible to find a replacement staff member at short notice, and the
reduced panel should meet. In the rare instances where no panel member (other than the supervisor) is available, the Graduate Research Coordinator will act as temporary panel member.

The purposes of the Annual Review meeting

The Annual Review meeting is designed as an opportunity for a progress review with the panel that was formed at your original Proposal Meeting. In most cases, this means your supervisor(s) plus the two independent staff members who provided feedback; in some cases, any external colleagues you invited to the Proposal Meeting may also be willing to remain members of your review panel.

The purposes of the Annual Review meeting are somewhat different from those of the Proposal Meeting. The latter was intended as a review of the quality and viability of the project you were proposing to undertake; the Annual Review meeting is less formal and is focused more on how things have been going, whether the project remains on time, what problems you may have faced, and what plans you have for the year ahead.

The primary purpose is to help you attain a punctual completion of a high-quality PhD. A secondary purpose is to assist you and your supervisor in the completion of the University’s Annual Progress Report.

Arranging the meeting

In the first year of your PhD, your thesis panel will be formed and you will meet with the members to discuss your proposal. In subsequent years, each PhD student is required to arrange an Annual Review meeting until the panel agrees that the project is in the final write up stage.

It is the student’s responsibility to arrange the Annual Review meeting.

The Annual Review meeting should be scheduled so that the panel’s evaluation of progress can be used to complete the University’s Annual Progress Reports. Take into account that staff members will be very busy and it may be difficult to coordinate the timetables of all attending the meeting: aim to arrange it well in advance. You may find electronic means of scheduling a good way of avoiding emails going back and forth (e.g., www.doodle.com).

Why have an Annual Review meeting?

Having an Annual Review might seem a bit of a chore or a somewhat bureaucratic requirement. But consider this: there is no template that serves universally to determine what is a good body of research and there is no objective measure, anywhere, of exactly what constitutes sufficient work for a PhD. There could not be, because each project is unique. For these reasons, it is invaluable to consult other experienced researchers and supervisors for independent advice on how a given project is proceeding.

The School invests a lot of effort, staff time and expertise in this process to support your own efforts. We want to make sure that your work is going to give you the best possible returns, and we want to help you to pre-empt criticisms at the examination stage. Your PhD is in due course going to be submitted for rigorous examination by three international experts: the Annual Review meeting will help you to assess how you are doing and what else you might need to do to be ready for this evaluation.

The outcomes of the meeting

The outcomes of the meeting may include advice on the course of your progress and on future plans. There will also be a form completed by the panel and signed by all present, providing agreement is reached.
The meeting will also advise on some aspects of completing the Annual Report which you are required to submit to the University’s Postgraduate Research & Scholarships Office. The University’s form requires your supervisor to summarise your progress as ‘Above average’, or ‘Satisfactory’, etc. The Annual Review meeting will decide which box should be ticked: your views and your supervisor’s views will be very influential here, but the panel is asked to endorse the recommendation.

What you need to do in preparation for the meeting

- Read the GRS Annual Report form and draft out any sections you are required to complete.
  - The Graduate Research School’s Annual Report form can be found at: [http://www.postgraduate.uwa.edu.au/students/candidature/re-enrolment](http://www.postgraduate.uwa.edu.au/students/candidature/re-enrolment)

- Part of the GRS form involves your statement of how things have proceeded over the last year in relation to the timeline previously formulated, as well as your timeline for the year ahead; you should complete this section in advance and bring sufficient copies to the meeting.

- Dig out your original proposal and, if you had a PhD Annual Review meeting last year, the report signed at the end of that meeting. Read carefully that report because it would clarify the issues that will be under discussion at the meeting.

- Read the School PhD Annual Review form and draft out any sections you are required to complete.
  - The School's “PhD Panel Review Form - Evaluation of Annual Panel Meeting” can be found at: [http://www.psychology.uwa.edu.au/__data/assets/rtf_file/0004/2078806/PhD-Annual-Review-Form-2012_v2.rtf](http://www.psychology.uwa.edu.au/__data/assets/rtf_file/0004/2078806/PhD-Annual-Review-Form-2012_v2.rtf)

- Part of the PhD annual Report form is a checklist that the panel will be asked to complete at the end of the meeting, so you will need to ensure that you will be providing the members with adequate information.

- Prepare to deliver a short (about 4 – 5 mins) summary of what you have been doing since the last meeting and what you plan to do over the year ahead. Remember that your panel members will not have discussed the thesis with you for some time and will welcome, at the outset, a brief reminder of the main goals of the project.

- How you present this summary is up to you but it is helpful to your panel if the main points are written down. Some students prepare a brief handout (one or two pages of dot points is ample); others prepare overhead transparencies or PowerPoint presentations. You should choose whichever you feel comfortable with. Do not feel that you have to give a colloquium-level presentation; the goal is simply to convey, succinctly, where you have got to, what you have found out, and where you are heading.

- Your supervisor(s) will be able to advise on any other aspects of presentation or anything else you might wish to achieve in the course of the meeting.
As You Go

**Process**
During your time as a PhD candidate or a Master by Research student you should continue your research in consultation with supervisor. This will entail regular meetings and many research groups have regular lab meetings.

- Attend the School Colloquia (see “Events” on the School of Psychology website [http://www.psychology.uwa.edu.au/](http://www.psychology.uwa.edu.au/) for details).

- Present at the Postgraduate Seminar Series, which meets each Friday 12pm-1pm in Myers Street Lecture Theatre.

You will also continue to meeting each year with your advisory panel and submit annual reports. Each year there are two forms. The first is the School PhD Annual Review form following on the annual meeting with advisory panel, and the second is the GRS Annual Report.

**Form of Your Thesis**
Many candidates consider organisng the thesis as a series of papers. These may be papers that have been published, manuscripts that have been submitted for publication but not yet accepted, manuscripts that could be submitted, or any combination of these.

There are several advantages to organising a thesis in this way:

- It resolves the conflict between preparing the thesis for examination and preparing papers for publication, because they amount to the same thing. You need not feel that when you are spending time on your papers you are running out of time to prepare your thesis.

- It increases the probability that you will publish the work from your thesis. This is not only to your advantage, but also that of your supervisor(s) and the University.

- If you have reviewers’ comments on your papers before submitting your thesis, you can use this feedback to improve your thesis. This is not only good for the quality of your thesis but also for your confidence. By the time you submit the thesis for examination, at least part of it will have been subjected to the scrutiny of experts other than you and your supervisor(s).

- Having part of the work published prior to examination establishes it as worthy of publication, which is one of the criteria for thesis examination. The larger the proportion that is published, the easier it is for your examiners and the Board of the Graduate Research School to recognise that your work is substantial and of value.

However, it is very important that you remember that a thesis is more than a collection of papers. Essentially, the chapters of the thesis can stand alone, but the thesis is a complete and coherent "story", in which each chapter is an integral part. The chapters must be in a logical order and strongly linked together.

When presenting a thesis as a collection of papers it is easy to make the error of allowing the thesis to become disjointed. This will stand against it, as a thesis is not the same as a body of work. Sometimes, students who submit theses as a series of published papers introduce each new chapter with a foreword which introduces the chapter and establishes its links to previous chapters. More conventionally, this is in the introduction to each chapter. The chapters should contain references to each other, much as in a published article you would cite other references.
Despite that some or all of the chapters may have been published previously with different fonts and formats, it is expected that the formatting in the thesis be uniform so that the thesis as a whole has a professional appearance. However, the internal headings, and therefore the structure, might differ quite widely between the chapters.

In general, every thesis should include:

1. a general introduction which sets out the context of the thesis and explains the organisation and structure of the thesis; and
2. a general discussion which draws together the main findings of the thesis in the context of previous research, and establishes the significance of the work.

These chapters need not be overly long, but they essentially frame the internal chapters and assist in establishing the thesis as a coherent whole (see the guidelines for thesis preparation).

You should include a section at the front of the thesis entitled "Publications arising from this thesis" (or similar words), where you list the published and submitted papers that have arisen from the work in the thesis. After each publication in the list, cite which part of the thesis it represents, as in the following example:

Publications Arising from this Thesis:


You will also need to complete a "Thesis Declaration" as part of the process of thesis submission.

The examiners and the Board of the Graduate Research School will then be able to see clearly what has been published. Where papers included in your thesis have multiple authors, it is important that you indicate very clearly which portions of the paper/s are your work, and which are the work of your co-authors. You are also required to obtain the signed approval of your co-authors to include the work in your thesis.

Re-Enrolment (MPsych/PhD combined students only)

You will receive an email from Student Administration in November, advising when the re-enrolment period opens, and of the deadline for re-enrolment. Failure to re-enrol on time will result in a late fee. All fees and fines owing to the University must be paid by the date specified before you will be allowed to re-enrol.

Completion Scholarships

Completion Scholarships are designed, and supported by UWA's central research allocation funding, to encourage timely PhD completions. This is a reimbursement scheme, whereby payments for a living allowance are made in the first instance from school/faculty accounts. The full amount paid is reimbursed from central funds if the recipient submits their thesis within the stipulated time. If the thesis is not submitted by the due date, there is no reimbursement from central scholarship funds.

As funds are limited, priority is given to nominated candidates who have not previously, or recently, received scholarship support. Completion Scholarships are not to be viewed as a
second extension of a current scholarship and priority is normally given to applications for funding for periods of less than the full 20 weeks. Currently, the value of the scholarship is equivalent to the value of the University Postgraduate Award in the year of award, and is currently exempt from taxation under Section 51–10 of the Income Tax Assessment Act 1997.

Scholarships are awarded by the Chair of the Scholarships Committee to the nominated candidates who, in the opinion of the Chair, best meet the following selection criteria:

1. thesis progress to date, including the likelihood of completion within twenty weeks;
2. the strength of recommendation from the relevant school;
3. details of a signed completion plan; and
4. the candidate’s publications record or other evidence of relevant research output.

Please note: this is an online application process. Be sure to study the guidelines carefully. The online application system can be accessed via iAthena: https://www.grs.uwa.edu.au/iAthenaCompletion/default.aspx

If you think you might be interested in applying for a completion scholarship, please first consider the following points:

• Completion Scholarships are high-risk ventures for the School and thus **you have to have a VERY reliable track-record of timely submissions during your candidature.**
• The University regards Completion Scholarships as a means of achieving early thesis submission.
• **Completion scholarships are very competitive.** You are more likely to be successful in winning a Completion Scholarship if you have actively participated in intellectual life by delivering papers and publishing your work, etc.
• You also need to keep in mind that a full 20-week Completion Scholarship costs around $10,000, and every cent of that amount comes out of the School’s funds the moment the scholarship commences. **If you submit precisely on time, the money is refunded to the School; if you overshoot the deadline by even as little as 24 hours, the School loses its money.** Therefore you have to be **utterly reliable** as a **rock-solid certainty** to submit within the time-frame, irrespective of the pressure that the time-frame may generate.
• Think about this very carefully, for you will be putting yourself under considerable pressure and a lot will be riding on your ability to perform smoothly to deadline under that pressure.

If you think that sounds like you and it seems appropriate to apply in the current round, these are the steps to take:

1. Discuss this with your supervisor;
2. Contact the Graduate Research Coordinator for more information;
3. Following the advice of supervisor and Graduate Research Coordinator, please complete the online application at https://www.grs.uwa.edu.au/iAthenaCompletion/default.aspx

**Costs of Research: Who pays what?**

**Participant support:**

• The default provision will be for **270 hours of participant support for the entire project.** This number reflects the median use in PhD theses completed in the previous two years. The participant support may be in the form of approval to use the research
participation schemes operating in the first and second undergraduate years or 270 x $10/hour for use with other groups.

- The school needs you to use the undergraduate schemes, if they are appropriate, but you may top this up with participant payments if those schemes have already been >=80% used at the time of testing. If external groups need to be tested for the project then the proposal committee can approve immediate access to paid participants for the project. The total support provided by the school under this scheme will not exceed 270 hours. Discuss options with your supervisor if your need is likely to be greater than this amount.

Incidental costs:

- In addition to participant hours the school will provide a maximum of $2,000 towards costs associated with the conduct of the PhD research. This is a maximum entitlement and it is desirable that costs are minimised wherever possible. The intended use of this money should be included in the PhD proposal.

- If the estimated cost of your project exceeds the default maximum School contribution then your thesis proposal must include documentary evidence of an undertaking by yourself, your supervisor, and/or the Head of School to fund those excess costs. Note that if your project is closely allied with your supervisor’s research program then your supervisor would generally be expected to contribute additional funding from their own sources.

- It is your responsibility (in consultation with your supervisor) to monitor your total research costs against your approved budget. If costs drawn on the School contribution ultimately exceed the approved amount then you and your supervisor may be asked to either nominate an alternative funding source, or to make application to the Head of School for additional School funds. The application for an additional School contribution can be informal but should, at a minimum, detail past expenditure, explain why research costs have exceeded the original budget and what the additional funding is to be used for. The Head of School may approve additional funding and/or direct that you modify your research proposal, and/or direct that you seek external funding in consultation with your supervisor.

- You are strongly advised to consult your supervisor regarding allowable research costs before you make any payments out of your own pocket. Note in particular that the School will not reimburse you where you have chosen to pay elsewhere for items or services that are already provided by the School. Common examples include home office expenses, home internet access, phone charges, off-campus use of photocopiers or printing, and the purchase of consumables and personal devices for data backup or transportation. Nor can you draw on the School contribution for discretionary (non-essential) costs or for costs in excess of what is needful for the conduct of your research (e.g. use of first class accommodation or travel, or paid parking). Such costs can, however, be reimbursed from other funding sources at your supervisor’s discretion.

- Reimbursement for research costs (other than participant payments) is obtained by presenting the School’s Accounts and Purchasing Officer with proof of payment endorsed by your supervisor (e.g. a receipt signed by your supervisor). Alternatively you can have your supervisor send a listing of your costs to our Accounts and Purchasing Officer with a request that you be reimbursed. For larger cost items your supervisor can arrange with our Accounts and Purchasing Officer for the purchase to be made directly by the School.
There is an expectation that, where practicable, research participants will be drawn from the first or second year participation pools. If these pools are unsuitable then prospective participants may be offered up to $10 per hour as a contribution to their associated costs (the term “contribution towards associated costs” is important here, because we are prohibited from offering payment for research participation). Lower “whole of experiment” rates are usual where participants are engaged for more than one or two hours in total. Short term cash advances are available to researchers to make participant payments. The School’s Accounts and Purchasing Officer can assist you with the procedure.

So You’re Getting Ready to Submit

Thesis Seminars
A thesis seminar is an event within the School of Psychology which provides an opportunity for PhD candidates to engage with peers in a scholarly manner about the topic of their dissertation immediately prior to submission of the thesis for examination. It also provides an opportunity for you to present the argument you will make in your dissertation as well as the grounds upon which you base your claims and engage in a debate with your peers about these issues. Therefore, the event provides an opportunity for two types of scholarly activity. First, there is the opportunity for a presenter to articulate and defend their work. Second, there is an opportunity for other members of the School to develop skills in articulating constructive criticisms in a spirit of positive intellectual enquiry. Ultimately, these seminars will enhance us all as we refine our own ideas and the ideas of others.

To achieve this end, the completion seminar will be open to the candidate to structure as they choose (e.g., it may be helpful to provide copies of a candidate’s publications before the seminar), within the constraints of a few guidelines.

During the year before the annual review meeting in the fourth year of full-time enrolment (or 5th for a part-time PhD student) you will be asked to present a thesis seminar. Hence, it is no longer a completion seminar, but a thesis seminar: an attempt to outline the argument that will be the backbone of your dissertation. The seminar would be attended by the panel members and would precede the panel meeting. The panel meeting can then sign-off that progress is satisfactory and also confirm that the completion seminar has been delivered. More importantly, the discussion in the panel meeting is likely to be of even greater value, because it will be informed not only by the comprehensive overview of the work, but also that discussion following the seminar.

Thesis seminar process:

1. The candidate will arrange for a seminar to be completed before their annual review. The seminar can be delivered within the Friday Postgraduate Research Seminars or in another suitable School event (e.g., the colloquium).

2. Psychology staff and students will receive invitations to the seminar.

3. The seminar must make provision for adequate discussion and debate (at least 10 minutes).

4. The candidate must meet for formal feedback with at least two people with expertise in the topic area. Typically these experts will be the PhD panel members.

5. A moderator (e.g., the supervisor) will be present to coordinate the seminar and manage discussion.
The School’s “Thesis Seminar” form must be submitted to the Postgraduate Administrative Officer (cc. Graduate Research Coordinator) two weeks before the proposed seminar date. The form can be found at: http://www.psychology.uwa.edu.au/__data/assets/rtf_file/0006/1977855/PhD-Thesis-Seminar-2012.rtf

Internal Reading of Doctoral Dissertations

Staff in the School of Psychology are keen to assist you so that the dissertation you submit is at the highest standard possible. Therefore, in addition to your supervisor's input, proposal and review meetings, and feedback at completion seminars, staff allocate time to read and comment on your thesis before you submit. Typically the reader will need a month to read and comment on the thesis, but you will need to negotiate this with the potential reader.

With the input of your supervisor, you will select a reader, but in choosing remember that you are looking for independent input. Therefore, the person does not need to have expertise in the same area as you and your supervisor and you may wish to select someone with knowledge, skills, and expertise that complements the input you have received to date. Once you have selected a possible candidate, speak with them and determine if they are willing and able to read the draft of your thesis. Clarify when you will deliver the thesis and when you expect to receive feedback.

Submitting Your Doctoral Dissertation

Once you are sure that your supervisor(s) and Head of School are happy with your thesis you should:

1. Submit a completed Nomination of Thesis Examiners form and a copy of the thesis abstract to the Postgraduate Administrative Officer at least three weeks prior to the intended thesis submission date. Don’t forget to attach an abstract of your thesis.

2. Arrange to have the appropriate number of copies (PhD = 4, Masters = 3) temporarily bound. Check items like page numbers and page order. Make sure that you include a signed Thesis Declaration with each copy of your thesis. The declaration should be inserted directly after the thesis' cover page. A copy of this document is included as part of the Submission of Thesis form. Your School will pay for the temporary binding of the theses which are going to be submitted for examination. See the Postgraduate Administrative Officer when you are ready to organise temporary binding.

3. A Submission of Thesis form should be completed and signed by your supervisor(s) and Head of School. Remember, if you are enrolled in more than one School, to obtain the signature of both Heads. Please note that if you wish to submit your PhD whilst they and/or your supervisor is overseas, you will need to get the supervisor to sign the final submission form first to confirm for the Head of School that they will be signing off on the correct version. Please, bring form to the Postgraduate Administrative Officer to organise signatures and, once that step has been completed, then submit form and copies of thesis to the Graduate Research and Scholarships Office (Hackett Hall). You will receive a letter acknowledging receipt of your thesis in the mail within a few days.
The Submission of Thesis form can be found at:  

A HDR thesis is not classified as passed until corrected theses have been submitted to the Graduate Research School and Scholarships Office for permanent binding with the 'Certification of Corrections' form. See the Postgraduate Administrative Officer when you are ready to organise permanent binding.

Please, go to http://www.postgraduate.uwa.edu.au/students/thesis/examination for more information on the examination process.

The Pro Vice-Chancellor (Research and Research Training) will then write to graduands advising of their completion. Candidates will be sent information on graduation and obtaining their degree when the Graduate Research School and Scholarships Office receives the 'Certification of Corrections' form and the thesis for permanent binding.

Graduation ceremonies are normally held in March / April and September of each year and theses must be complete (that is, all corrections completed, certified and submitted) by December and July respectively to ensure eligibility to attend. Applications for attendance at a ceremony close in mid-December of the preceding year for attendance at a March / April graduation ceremony and in early July for attendance at an August / September ceremony. These dates may differ from the date for completion of a degree as noted above. The exact dates by which corrections must be completed in order to be eligible to attend a graduation ceremony, and by which applications to attend the graduation ceremony must by lodged, vary from year to year and are set by the Graduation Office.

Help along the Way

Publications and Bylines
Most doctoral candidates will publish one or more papers during their candidature. Your supervisor will be able to advise you on these matters but remember to include the School and the name of the University in the publication byline.

When you publish your research, note the current practices and procedures for authorship practices at UWA:  
http://www.research.uwa.edu.au/policies3/guidelines_on_research_ethics_and_research_conduct

You would usually continue to put the University's byline on a publication even when you leave the institution, since the address is designed to reflect the location where you conducted the majority of the work. The change of address is noted in a footnote.

The School will provide PhD students who publish their findings with supplementary travel funding to support additional conference presentation. Assuming that it meets the criteria required to qualify for a B1 or C1 publication in the University's collection, when a PhD student publishes a book chapter or journal paper this will secure $500 towards the support of additional conference presentation, and if the paper appears in an A or A* journal (as specified in the 2010 ARC list, then this amount will be increased to $1000. This supplementary funding can only be used to support presentation in a second (or third) conference, after existing funding already has been used to support presentation in an initial conference. Thus, the intention is to provide our PhD students with the opportunity to
generate funding to support additional conference presentations through publication activity. These funds will be allocated throughout the year.

- 2010 ARC publication list: [www.arc.gov.au/era/era_2010/archive/era_journal_list.htm](http://www.arc.gov.au/era/era_2010/archive/era_journal_list.htm)

**Applicants should submit the PhD Publication Record Sheet.** Please ensure that a copy of the Editor’s letter of acceptance and a copy of the publication are attached to this form.

- PhD Publication Record form: [http://www.psychology.uwa.edu.au/__data/assets/rtf_file/0020/2128340/PhD-Publication-Record-Sheet.rtf](http://www.psychology.uwa.edu.au/__data/assets/rtf_file/0020/2128340/PhD-Publication-Record-Sheet.rtf)

**Travel Grants**

- You MUST start the process of applying for funds and seeking travel approval **at least two months prior to travel**, preferably much earlier, particularly for overseas travel.


- Please, ensure you follow:
  1. UWA Travel and Insurance policies.
  2. School of Psychology quotes and booking process.
  3. Funding processes: **The first source of funding is the GRS.** You can apply for the **School of Psychology travel funds** at the same time you apply for GRS travel funding or once you have used your GRS funds.

- **Applications must be submitted to the Postgraduate Administrative Officer** (Main Psychology Building, G.02).

- **NO REIMBURSEMENTS ARE MADE WITHOUT APPROPRIATE TRAVEL FORMS AND TAX INVOICES**

**Travel advice and insurance**

All travel is undertaken on a voluntary basis. The University's approval of travel relates to its relevance to the research topic. It in no way acts as a guarantee that it is safe or appropriate to travel to the nominated location.

- It is advised that candidates planning on travelling to areas where the potential for travellers to experience difficulties exists consult The Australian Government Travel Advice. [http://www.smartraveller.gov.au/](http://www.smartraveller.gov.au/)

- Students must also consult the UWA Travel Insurance Policy and take additional insurance where any period of leave is not related to undertaking research, fieldwork or attend conferences. [http://www.safety.uwa.edu.au/policies/travel](http://www.safety.uwa.edu.au/policies/travel)
Quotes and booking process

- All travel funded by the GRS and the School of Psychology MUST be booked through Tertiary Travel or Campus Travel. However, you can obtain your own quotes to submit with your application to the Postgraduate Administrative Officer.

- All travel applications must have attached supporting documents (travel quote, conference registration, accommodation, etc.) before they are submitted to the Postgraduate Administrative Officer for approval.

- Linda Thomas, in the Finance Section, will book your flights through Tertiary Travel or Campus Travel ONLY after your application has been approved by the School.

- Peggy Gan and Linda Thomas are valuable sources of information about what documentation you will need for the travel (e.g., keeping receipts and records of any reimbursements).

Funding processes

- GRS travel funding

The first source of funding is the GRS. Please, note that prior to approval of a GRS travel award:

- an applicant’s research proposal must be approved by the GRS;
- all research milestones must be up to date;
- the application must have the support of the supervisor and the Graduate Research Coordinator.

For travel within Australia, GRS awards are a minimum of $500 and a maximum of $750, inclusive of fares and subsistence.

For overseas travel, GRS awards provide up to a maximum of $1850, inclusive of fares and subsistence.

The total maximum funding available under the GRS travel award for each student is $1850. For each application approved under the travel award, a student must submit a written report within one month of returning from the travel for which the award was granted, outlining the perceived benefits of the award to their research and thesis. Each student must also provide receipts for the value of the award. Awards are not offered retrospectively.
If you are seeking GRS funds you must submit the following forms to the Postgraduate Administrative Officer:

- **School of Psychology Postgraduate Travel Form** (Application for travel expenses and absence from the School): This form must be submitted independently of the source of funding; that means, every time you seek travel funding while enrolled as a research student with the School of Psychology.
  
  http://www.psychology.uwa.edu.au/__data/assets/rtf_file/0019/2324116/School-of-Psychology-Postgraduate-Student-Travel-Form.rtf

- **UWA Travel Approval Form**: you always must submit this form independently of funding source.
  
  http://www.staff.uwa.edu.au/governance/risk/insurance/?a=2029349

- **GRS Travel Award form**
  
  http://www.postgraduate.uwa.edu.au/__data/assets/pdf_file/0018/23373/TA_Travel_Award_Application_Form-UD0613v1.pdf

- **Overseas Travel form**: only if you are travelling overseas.
  

- **GRS Travel Report form**: after you return from your trip.
  

- **School of Psychology travel funding**

  Once you have used your GRS funds, the School of Psychology also makes some travel funds available. Please, note that:

  - an applicant’s research proposal must have been submitted to GRS prior to approval of a School of Psychology travel award;
  - Students must be presenting a paper personally at a conference in order to be eligible for the School of Psychology travel funds.

  For travel to a conference within Australia, awards are a maximum of $1350. For overseas travel, awards provide up to a maximum of $1650.

  The total maximum funding available under the School of Psychology award for each student is $1650. Awards are not offered retrospectively.

  Other sources of travel funding: In addition, your supervisor can use their Personal Research Account (PRA) to support your attendance at a national conference at which you are presenting. Your supervisor needs to be accompanying you at the same conference. The school will match the cost on a 3:1 basis to the extent of $1050 on the school’s behalf.
Other sources of travel funds

Funding is also available at other locations around the University, so keep your eyes open. The Postgraduate Students Association has some travel awards ($600) and Convocation has others.

Resources and Ongoing Support

Personnel

In terms of where to go to, speak to your supervisor(s) first of all. They will provide advice, support and mentoring for all aspects of your project and related activities. The advisory panel will give general feedback on project and some specialized input. The internal reader of your thesis will give you some input on the penultimate version of the thesis. The Graduate Research Coordinator can provide general advice on the PhD process and is the first port of call for any problems that can’t reasonably be handled with supervisor. However, perhaps most important of all is the Postgraduate Administrative Officer who is available for advice on administrative matters (School or GRS-related) and is the recipient of all documentation. The Head of School and Business Operations Manager (Jenny Gamble) are good contacts for broader School-related issues or when you have issues that concern the School’s professional staff.

School facilities

As noted earlier, PhD students will be provided with a share office, desk, computer (and filing cabinet if you need one). Photocopying, stationery, support is also available through the General Office.
Some part-time teaching may also be available and you will receive notification to apply for positions as they become available. This is a good way to broaden your CV and your knowledge of psychology. You need to complete the UWA Centre for Staff Development training before you can begin teaching. Bear in mind that the amount of teaching you do may slow down your PhD progress, especially since teaching is very rewarding (and hence it is easy to find that the immediate rewards of teaching draw you from the research).

You may find that you need access to certain psychological tests. Many of these are available in the School’s Test Library (The Hub, GP3). Speak to the Test librarian if you need any assistance.

**General Advice**

Some general advice is to acquire the tools you need for your PhD early. Referencing (using Endnote) is one such resource that is worth investing in.

- The University Library runs Endnote training and provides the relevant software at: [http://www.library.uwa.edu.au/education_training_and_support/guides/endnote](http://www.library.uwa.edu.au/education_training_and_support/guides/endnote)

You are well-advised to write as you go and even better to publish as you go. PhDs can now be submitted by publication and this makes the write up a much less mammoth task at the end. Consider attending conferences as early as feasible to get feedback and to form networks. Research is a human activity, so form these networks both locally and internationally. This is also part of seeking criticism, as making your ideas public will allow you to see how well they stand up to scrutiny.

**Student Services**

Student Services offers members of the University professional, client-focused services and programs that complement the university experience and promote links with the broader community. These include a Careers Centre, Housing Service, Financial Aid Service, Counselling and Psychological Services (CAPS), Medical Centre and Chaplaincy.

If you're new to UWA, there is a group of Diversity and Transition Services to help you settle into the University. If you want to improve your Learning, Language and Research Skills, go to the Study Smarter website. If you are a student with a disability or medical condition, UniAccess, UWA's Disability Office, provides assistance and advice.

- Further information on support services can be found at: [http://www.student.uwa.edu.au/life/health](http://www.student.uwa.edu.au/life/health)  

Other sections within the Student Services division include the Admissions Centre for Prospective Students, Student Administration, Centre for English Language Teaching, SIMS and Childcare Services.

The Careers Centre focuses on developing UWA students' awareness, capacity and skills to self-manage their careers and make a successful transition to employment. This is achieved through the direct delivery of services to students, building strong links with employers, developing collaborative programs with University staff and undertaking labour market research.

Services for Students include job vacancies, careers advice, resume and application reviews, employment preparation workshops and seminars, industry mentoring; Services for Employers include free on-line advertising of course related employment opportunities, Dial-A-Student casual work, building a profile on campus; and Career Mentor Link - a career mentoring program that matches professionals with UWA students.
Support
If you are having problems and difficulties speak to someone. Your supervisor and/or the Graduate Research Coordinator are generally the first points of call (although usually after your peers, friends, and family). Hopefully we can sort matters out at this level but there are polices for the resolution of difficulties.


Specifically, the School does not tolerate bullying, harassment and discrimination, inequitable practices, sexual harassment, racial harassment and wishes to support Students with Disabilities and ensure that all students work in a safe environment. So please speak to someone if these or other issues are concerning you.