SCHOOL OF PSYCHOLOGY HIGHER DEGREE BY RESEARCH PROCEDURES 2016

(HDR including PhD, MPhil, MSc, MCP/PhD)

School of Psychology, University of Sydney NSW 2006
http://sydney.edu.au/science/psychology/

Postgraduate Coordinator: Dr. Damian Birney (Associate Head, HDR)
Last updated: 13 April, 2016

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NB: If there are differences between this version and the version located on the School of Psychology website, the version on the website takes precedent.
1 HDR Administration Center

Processes for managing Higher Degree by Research candidatures and thesis examinations are supported by the HDR Administration Center. The HDRAC is the first point of contact for HDR students and supervisors for all administrative questions associated with candidature and thesis.

HDR Administration Center
General Enquires Email: hdrac@sydney.edu.au
Telephone: 02 8627 4343
Web: http://sydney.edu.au/hdr-admin

2 SYDNEY STUDENT

The majority of requests for changes to HDR candidature, including requests for extensions, changes of supervisory team, and suspensions, are done through Sydney Student. These will typically require supporting documentation and formal acknowledgement/approval from your supervisor before submission on Sydney Student. All questions regarding supporting documentation should be directed to the HDR Administration Center.

3 SCHOOL OF PSYCHOLOGY CONTACTS

All Staff (including supervisors) and Research Students Directory: http://www.psych.usyd.edu.au/phoneDB/

<table>
<thead>
<tr>
<th>School of Psychology HDR Contacts</th>
<th>Resource Contacts</th>
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<tbody>
<tr>
<td>PG Coordinator - Associate Head (HDR)</td>
<td>Dr Damian Birney</td>
</tr>
<tr>
<td>PG Admissions (HDR) Applications, Upgrades, Scholarships</td>
<td><a href="mailto:psychology.pgcoordinator@sydney.edu.au">psychology.pgcoordinator@sydney.edu.au</a></td>
</tr>
<tr>
<td>PG Clinical (DCP) DCP/MSC and DCP/PhD progression</td>
<td>Dr Ilan Dar-Nimrod</td>
</tr>
<tr>
<td>PG Seminars schedules</td>
<td><a href="mailto:psychology.pgadmissions@sydney.edu.au">psychology.pgadmissions@sydney.edu.au</a></td>
</tr>
<tr>
<td>School of Psychology HDR Contacts</td>
<td>Assoc. Prof. Sunny Lah</td>
</tr>
<tr>
<td>Resource Contacts</td>
<td><a href="mailto:suncica.lah@sydney.edu.au">suncica.lah@sydney.edu.au</a></td>
</tr>
<tr>
<td>PG Coordinator - Associate Head (HDR)</td>
<td>Belinda Ingram</td>
</tr>
<tr>
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</tbody>
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Prof. Louise Sharpe
louise.sharpe@sydney.edu.au

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pgrep@psych.usyd.edu.au

Postgraduate Student Representatives
pgrep@psych.usyd.edu.au

Prof. Frans Verstraten
psychology.headofschool@sydney.edu.au

Julia Ning
julia.ning@sydney.edu.au

psychology.info@sydney.edu.au
4 WORK HEALTH AND SAFETY

It is a university requirement that all students and staff are aware of their requirements related to WH&S. Please consult http://sydney.edu.au/science/psychology/whs/

5 HDR PROGRESSION REQUIREMENTS

The Faculty of Science and School of Psychology has mandatory progression milestones that must be completed by all students (including MCPPHD) during HDR candidature (HDR Administration Center; http://sydney.edu.au/hdr-admin). The School of Psychology is responsible for the implementation, monitoring, and reporting of student progress through these milestones in the annual Progress Plan Review. Failure to complete milestones may result in a delay in the award of the degree. Mandatory requirements are outlined in Sections 5.3 (University requirements), 5.4 (Faculty requirements) and 5.5 (School requirements).

5.1 Research Data Plan

1. The University of Sydney encourages all researchers (including higher degree students) to undertake research data management planning at the start of each research project.
2. Research students, in consultation with their research supervisor(s), should create and register a Research Data Management Plan (RDMP).
3. See RESEARCH DATA MANAGEMENT GUIDELINES for details (http://sydney.edu.au/research_support/data)

5.2 Progress Planning and Review

A. The University's Progress Planning and Review for Higher Degree by Research Students Policy 2015 requires all research students to create and maintain an individual progress plan.
   1. The purpose of a progress plan is to manage expectations about what is required to achieve the award of your degree.
   2. Your individual progress plan will provide a framework to help you structure your research and meet important milestones throughout your candidature.
   3. Details about how to create the Progress Plan are provided on the HDR Administration Center website

B. Progress Review Meetings
   1. A review is undertaken annually with options for additional supplementary reviews that may be negotiated with your supervisory team or postgraduate coordinator. The review comprises completion of an online form by you and your supervisors, and includes an interview at which you have the opportunity to frankly discuss your research, your progress, and any concerns or constraints you are experiencing.
   2. The HDR Center will contact you when your progress review is due to commence and provide you with a link to your online form to get started.

5.3 University Requirements: Compulsory Training

5.3.1 Work Health and Safety Requirements

It is a university requirement that all students and staff are aware of their requirements related to WH&S. See Section 4 above.

5.3.2 Responsible Research Practice Course

A. The Research Integrity Group delivers the Responsible Research Practice training module.
   1. Completion of the module is mandatory for all staff and students involved in research at the University. Contact the HDR center for all questions related to this.
   2. Evidence of completion is to be submitted for consideration at the annual Progress Planning and Review meeting. http://sydney.edu.au/research_support/integrity/training.shtml

5.4 Faculty Requirements: Milestones
A. The 6 mandatory PhD milestones for PhD and 5 mandatory MPhil milestones are summarized in Table 5.4. See Section 11 for the PhD timeline calendar and Section 12 for the MPhil timeline calendar.

B. Written reports are a formal means of documenting progress.

C. Seminars serve as a forum in which HDR students can receive and provide constructive input and feedback, and identify links between your research project and those of other staff and students.

D. Academic staff will provide written structured feedback across a range of points for the Research Plan seminar and the Final Research seminar.

Table 5.4.
Summary of mandatory PhD and MPhil progression milestones

<table>
<thead>
<tr>
<th>Mandatory Milestone</th>
<th>PhD EFTSL#</th>
<th>MPhil EFTSL#</th>
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<tbody>
<tr>
<td>** PG Seminar Attendance (weekly during Semester)**</td>
<td>Until 3.0</td>
<td>Until 1.5</td>
</tr>
<tr>
<td>1 Research Plan: Written Report</td>
<td>6 mths</td>
<td>3 mths</td>
</tr>
<tr>
<td>2 Research Plan: Seminar Presentation</td>
<td>0.8</td>
<td>0.8</td>
</tr>
<tr>
<td>3 Human Ethics course (general; online course)</td>
<td>1.0</td>
<td>1.0</td>
</tr>
<tr>
<td>4 Research Report: Written Report</td>
<td>1.0</td>
<td>1.0</td>
</tr>
<tr>
<td>5 Psychfest: Seminar Presentation</td>
<td>2.0</td>
<td>Optional</td>
</tr>
<tr>
<td>6 Final Research Seminar Presentation</td>
<td>3.0</td>
<td>1.5</td>
</tr>
</tbody>
</table>

\% Weekly PG Seminar attendance is a requirement; Attendance will be recorded
\# Milestone needs to be completed by stated EFTSL (your Equivalent Full Time Student Load)
Research plan must be completed by months shown regardless of FT/PT status

5.4.1 Research Plan

A. The research plan (not more than 2,000 words), written in consultation with your supervisor, should:
   1. Define your proposed area of research and central research question.
   2. Describe and justify the goals and aims of your research.
   3. Summarise relevant background literature.
   4. Describe any research that you have done so far and explicitly set out what you intend to achieve in the rest of your first year of study. This will vary between areas of study and specific projects. For example, in some areas a student may be expected to complete multiple experiments in first year, while in other areas the major goals of first year may be mastering, or systematically reviewing, a body literature and securing ethics approval for your research.
   5. Give as much detail as you can of your plan leading to the completion of your thesis (though there is likely to be less certain the further into the future you look)
   6. Specify exactly what resources you anticipate needing, such as equipment, money, and participants.

B. Objectives
   1. We expect that your plan will evolve over time, so you are not expected to detail a complete 3 year research program. However you need to have a clear idea of your overall direction and specific plans for the first year. The primary aim of the research plan is to ensure that you make good progress from early in your degree, and that you and your supervisors are in agreement about the proposed research.
   2. At the end of each year your supervisor has to indicate whether your progress has been satisfactory, so it is important that you and your supervisor are in agreement with regard to what constitutes satisfactory progress.

C. Submission and review by supervisory team and third Reader
   1. You should submit a PDF copy of your plan to the PG Coordinator, your Research and Auxiliary supervisors, and a third reader.
   2. Third Reader: In consultation with your supervisor, you should ask someone to be a third reader who you think can give meaningful feedback on your research, but who has not been extensively involved in the planning of it, since the aim is to have someone look at your plan with fresh eyes.
   3. The Third reader can also review the 1st year research report, and it students are encouraged to discuss this at the time.
   4. Meeting: After you have given your readers your plan, you arrange a meeting between yourself and your readers to discuss it within one month of submission (preferably sooner). Your supervisor must complete the research plan feedback report, and have it signed by all readers indicating the research plan is satisfactory. Students should email the completed and signed report to the PG Coordinator.

D. Outcomes
   1. Students must submit the completed Research Plan Review form for consideration at the annual
**Progress Planning and Review.** If one or more readers think your plan is unsatisfactory, then you should identify the basis of the reader’s concerns and what could be done to remedy it. This may involve some revisions to the plan and/or another meeting.

2. If the reader is still unsatisfied, your supervisor should submit the feedback form indicating that to be the case and the student and supervisor must arrange to meet with the **PG Coordinator** within 1 month.

### 5.4.2 Research Seminar: Research Plan Presentation

Research Plan Presentation (15-20 minute presentation, 5-10 minute questions)

1. Students are responsible to be prepared for their presentation at the specified date.
2. Supervisors are expected to be present at their student’s presentation. Please alert your supervisor and your associate supervisor as soon as possible to the date of your presentation to allow them to make arrangements to attend your talk.
3. If the date of the presentation coincides with another unavoidable commitment (unlikely as attendance at these seminars is mandatory) or your supervisor is unavailable at the time, please make arrangements with another scheduled presenter (of your cohort) to switch your dates. Once you have made such arrangements let Postgraduate Admin know to update the schedule.

4. Prior to the start of semester you are required to provide the title of your presentation. A 70 - 250 (max) word abstract should be provided at least 14 days before your scheduled presentation to be made available on the online PG Seminar schedule. You may make changes to your title and abstract up to a week prior to your scheduled presentation. Presentations will be evaluated by attending staff in terms of the quality of the content, the relative rate of progress and presentation skills. Feedback will be circulated to students and their supervisors following the presentation.

### 5.4.3 Human Ethics course

1. This online module on Human Ethics (general) aims to give training to HDR students in the Faculty of Science in addition to what might be necessary for their thesis, aiming to enhance employability attributes and increase skills for after their studies.

### 5.4.4 First year report

A. All PhD and MSc/MPhil candidates are required to submit a Research Report to the **PG Coordinator** by the end of their first year of candidature.

1. One of the major rationales for these reports is to provide students with advice and feedback in a timely manner, should their research program require it.
2. The report may include published or submitted journal papers as appendices, and should describe the student’s progress to date, together with future thesis plans and an associated “timeline”.
3. The first year research report should be between 3000-5000 words.

B. Submission and review by supervisory team and third Reader

1. You should submit a PDF copy of your report to the **PG Coordinator**, your Research and Auxiliary supervisors, and a third reader.
2. Third Reader: In consultation with your supervisor, you should ask someone to be a third reader who can give meaningful feedback on your research report, but who has not been extensively involved in the planning of it.
3. The Third Reader of the research plan may act as third reader on the first year report also.
4. Meeting: After you have given your readers your plan, you arrange a meeting between yourself and your readers to discuss it within one month of submission (preferably sooner). Your supervisor must complete the Research Report feedback form, and have it signed by all readers indicating the research plan is satisfactory. Students should email the completed and signed report to the **PG Coordinator**.

C. Outcomes

1. The Research Report Review form is to be submitted for consideration at the annual *Progress Planning and Review*. If one or more readers think your report is unsatisfactory, then you should identify the basis of the reader’s concerns and what could be done to remedy it. This may involve some revisions to the report and/or another meeting.
2. If the reader is still unsatisfied, your supervisor should submit the feedback form indicating that to be the case and the student and supervisor must arrange to meet with the **PG Coordinator** within 1 month.
5.4.5 Intermediate Seminar: Psychfest (not required for MPhil)

Psychfest: 5 minute presentation, 5 minute questions.

Candidates will present an aspect of their research to a whole-school audience.

A. Overview:
1. 'Psychfest' is a mini-conference of '5 minute thesis' presentations (electronic posters) by students in their second year of enrolment (or part-time equivalent).
2. The aim is to develop skills in concisely conveying the major research question and goals to a more generalist audience (honours students will be invited to attend).
3. Students must be able to demonstrate that the development of the study has been appropriately informed by relevant literature in related areas, even when research has not previously examined the specific topic of investigation.
4. Students must also be able to justify the proposed methods by explicitly demonstrating how such data can contribute to evidence in the area.

B. Details
1. The Psychfest research presentations will consist of an electronic poster. Each student will be given 5 minutes for presentation, which will followed by 5 minutes of questions and discussion.
2. On the day of their presentation, students are required to provide printed A4 copies of posters (n=10) for academic staff members attending the presentations.
3. Electronic posters should provide a concise and explicit outline of the project, using the headings: Background; Aims; Hypotheses; Design & Method; Significance.

5.4.6 Final Research Reporting Activity: Research Report Presentation

A. Research Report Presentation (15-20 minute presentation, 10 minute questions)

1. Students are responsible to be prepared for their presentation at the specified date.
2. Supervisors are expected to be present at their student's presentation. Please alert your supervisor and your associate supervisor as soon as possible to the date of your presentation to allow them to make arrangements to attend your talk.
3. If the date of the presentation coincides with another unavoidable commitment (unlikely as attendance at these seminars is mandatory) or your supervisor is unavailable at the time, please make arrangements with another scheduled presenter (of your cohort) to switch your dates. Once you have made such arrangements let Postgraduate Admin know to update the schedule.
4. Prior to the start of semester you are required to provide the title of your presentation. A 70 - 250 (max) word abstract should be provided at least 14 days before your scheduled presentation to be made available on the online PG Seminar schedule. You may make changes to your title and abstract up to a week prior to your scheduled presentation. Presentations will be evaluated by attending staff in terms of the quality of the content, the relative rate of progress and presentation skills. Feedback will be circulated to students and their supervisors following the presentation.

5.5 School Requirements: Seminar Attendance

5.5.1 PG Seminars and Colloquia Attendance

In addition to the mandatory University (Section 5.3) and Faculty of Science (Sections 5.4) requirements that all HDR students must meet, the School of Psychology requires attendance at all PG seminars and encourages attendance at School colloquia.

A. The aims of attending Seminars is to:
1. Expose you to research-related material not directly associated with your own research project, and in areas you might not otherwise encounter
2. Contribute to the development of generic research-related skills and attributes such as critical analysis, experimental design and communication skill
3. Facilitate cross-pollination of research ideas and skills and identify opportunities for collaboration and skill development
4. Encourage you to benefit from and contribute to the scholarly activities of the School
B. Requirements:
1. HDR students are required to attend all postgraduate research seminars (and encouraged to attend colloquia) up to 3.0 EFTSL (PhD) and 1.5 EFTSL (MPhil).
2. Part time students are expected to attend the PT equivalent number of postgraduate research seminars (and encouraged to attend colloquia), as a condition of enrolment.
3. The School may be flexible in approving alternative arrangements from time-to-time to meet requirements.
4. Attendance will be recorded by signing an attendance sheet – a procedure that is common in most professional development settings.
5. The Postgraduate Coordinator will keep a record of your attendance. If you are unable to attend, you need to communicate this to the Postgraduate Admin by email.

6 END OF CANDIDATURE REQUIREMENTS

1. At the end of candidature, it is every HRD students’ responsibility to ensure that all data, including ethics clearance forms, have been appropriately and securely stored, filing cabinets are cleared of all personal belongings, all university equipment, including library books, computers, and software, have been returned.
2. It is strongly recommended that all hard copy formatted data and ethics documents are digitized and stored securely on USYD servers. Hard copy documents must then be securely destroyed.
3. Failure to do so may result in delays in awarding of the degree.

7 RESEARCH FUNDS AND SCHOLARSHIPS

There are a variety of funds available to assist with your research and associated travel. Further details are available at the HDR center.

7.1 Postgraduate Research Support Scheme (PRSS)

1. The PRSS provides University funding for travel to, attendance at, and participation in conferences around the world. Funding under PRSS can also support your fieldwork or research overseas.
2. The HDR center will contact you directly about the PRSS with information on how and when to submit an application.

7.2 School of Psychology Research Support Schemes

In addition to the PRSS, the School of Psychology has other research support schemes to assist with funding for HDR student research. Call for these schemes are typically around the same time as the PRSS.

7.2.1 Postgraduate Research Grants (PRG)

1. PRG is a School-based scheme providing support for maintenance costs of postgraduate research projects. The PRG scheme is intended to enhance postgraduate research productivity, particularly in areas involving unusual expenses.
2. What sorts of expenses are supported?
   a. Psychometric tests, rats and mice, costs of fMRI scanning, a contribution to transcription expenses where recorded interviews must be transcribed
   b. Participant payments when 1st year undergraduates cannot be used, minor items of equipment necessary to conduct research, etc.
   c. Ordinarily not for: Large items of equipment (other schemes are available; discuss with supervisor); Research assistance or technical support. Travel (except when absolutely necessary for data collection).

7.2.2 School Travel Allowance (STA)

1. STA is a School-based scheme supporting conference travel, accommodation and/or conference registration fees for postgraduate students who are attending conferences to present a paper or poster.

7.3 Scholarships

1. The School of Psychology has internal scholarships, which are offered from time to time with special
conditions. Other scholarships, particularly those linked to research grants, become available from time to time (See School of Psychology website for details; http://www.psych.usyd.edu.au/current_students/msc_phd/pg_scholarships.shtml).

8 SCHOOL ADMINISTRATION: ACCESS and TEACHING

8.1 Swipe Card Building Access and Keys
Contact: Executive Assistant (Head of School)

1. Students must be enrolled and have their Student ID (SID) card in order to get building access. The SID card acts as an ID card, a library card and a swipe card. Once you have the SID card, complete a Key Request Form indicating which room/building(s) you need access to and get your supervisor’s signature. Submit to Executive Assistant (Head of School).
2. If at any point your card does not work, please contact the Executive Assistant (Head of School).
3. Keys for other offices and labs can be requested via the Key Request for also,

8.2 Teaching and Tutoring
1. Enrolled HDR students will be notified of applications for tutoring opportunities in the School toward the beginning of each semester.

9 RESOURCES

9.1 IT Services and Computers

The local Psychology IT provides the majority of support at the School of Psychology. The Senior Systems Analyst is responsible for all Psychology IT matters.

Get help from Psychology IT
Ph: 9351 2905
Email: helpdesk@psych.usyd.edu.au

The University Central IT – ICT provides support for Email, Telephone and Software Licensing.
Get help from ICT
Ph: 9351 6000
Email: ict.support@sydney.edu.au
http://staff.ask.sydney.edu.au/

If you are in doubt about who to contact, contact Psychology IT first.

9.2 Desk Space
Contact: Associate Head, Resources

1. The allocation of desks is managed by the Associate Head, Resources. Once enrolled, students are eligible to be allocated a research desk, usually in Griffith Taylor 310. Students are allocated a desk as soon as one becomes available. There may be some overlap with completing students that might delay access to a free desk.
2. Please advise if you require a desk immediately - a temporary desk may be able to be allocated until a permanent desk becomes available.

9.3 Computers
Contact: Computing Services, Deputy Manager

1. All new postgraduate students, whether Part- or Full-time, will have a computer on their desk.
2. Students newly enrolling in PhD candidature (including those upgrading from MSc) will normally be provided with an entry level laptop or desktop (PC or Macintosh) although a good quality second-hand computer may be substituted when it is sufficient to meet a student's need.
3. MPhil (and MSc) students will be assigned the most recent second hand computer available.
4. New PhD students who seek to have a computer costing more than an entry-level computer must arrange for the extra funds to come from other School accounts.
5. All computers purchased through this School remain the property of the School of Psychology and the Head of School is responsible for them. Computers must be returned to the School on completion of candidature.
6. If you plan to take a computer off the Camperdown campus you must seek approval and have a completed Equipment Off-Campus form signed by the Head of School before you remove the computer. This is necessary for our records, for auditing and for insurance purposes.

7. To obtain a computer, new students should complete the “Request for Computer” form and forward to the Computing Services, Deputy Manager who will check the details and order computers once they are approved. You will be emailed when the computer has arrived and is ready to be delivered.

8. Each postgraduate student is responsible for ensuring that the usage of the computer on his/her desk is ‘lawful, efficient, economical and ethical’ in accordance with the University’s policy for ICT Resources.

9.4 Mail and Stationary

9.4.1 Internal Mail

1. Mail within the University is placed in yellow internal envelopes that can be used for some Hospitals and other affiliated institutions on the courier service.
2. For all internal mail, the name, address and building code must be included.

9.4.2 External Mail

1. Mail is delivered and collected daily.
2. Only academic staff can post external mail through the School. No private mail, even with stamps affixed, can be accepted by the University mailroom. It must be mailed directly through the University’s Australia Post Office. Research students are expected to pay for postage at their own cost through Australia Post. Students can apply for PRG funding for the cost of mailing questionnaires related to their research.

9.4.3 Reply Paid

1. There is no facility for reply paid mail. If you are sending mail to a research participant or any other person and want them to return mail to you i.e. questionnaires, there are two options: buy stamps at the post office, at your own expense, or set up a reply paid account at the Post Office, at your own expense.
2. Outgoing mail relating to research work cannot be mailed through the School.

9.4.4 Pigeon Holes

Contact: Executive Assistant (Head of School)

1. Shared student pigeonholes are located in the Psychology Common Room, Room 428 Brennan MacCallum A18. All student mail is delivered to these pigeonholes. The section on the left is for academic staff; the middle section is for admin, technical and research staff; the section on the right is for research students. Pigeonholes are located in chronological order by surname. Pigeonholes will be allocated to new postgraduate students each year when enrolments are finalised.

9.4.5 Stationery

Contact: Student Administration Office (Psychology)

1. Students who are employed as tutors who need stationery for teaching purposes, should ask the student admin staff to give them access to the stationery cupboard in the Psychology Teaching Admin area Room 325, Brennan-MacCallum (BM).

9.4.6 Photocopying

Contact: Student Administration Office (Psychology)

1. Teaching-related photocopying can be done on the photocopier in the Front Office (BM325).
2. Students may use the photocopier in Room 458B, Level 4 Griffith Taylor for both copying and scanning documents. See Executive Assistant (Head of School) if you need help.

9.5 Student Travel Insurance

1. Authorised University-related international travel may be covered by the University’s travel insurance policy. For further information, please refer to the School website for details.
10 SCHOOL OF PSYCHOLOGY FORMS

The following forms can be found on the School of Psychology intranet http://www.psych.usyd.edu.au/intranet/

10.1 Key and Swipe Card Request form

10.2 HDR Computer Request form

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## 11 Phd Milestone Calendar

Assuming a start in RP 2 (March)

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<thead>
<tr>
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EFTSL = Equivalent Full Time Student Load

Research Plan is due within 6 mths regardless of FT/PT status
# MPHIL MILESTONE CALENDAR

Assuming a start in RP 2 (March)

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### Research Plan (PT & FT due within 3 mths)
- **2000 words**
- Readers: supervisor
  - auxiliary supervisor
  - third reader

### Research Seminar Presentation 1
- **20 min presentation of research**

### Human Ethics Course (general)
- Complete online module

### Year 1 Research Report
- **3000-5000 words**
- Readers: supervisor
  - auxiliary supervisor
  - third reader

### Research Seminar Presentation Final
- **20 min presentation of research**

### Progress Plan Update
- In consultation with supervisor

### Annual Review
- supervisor progress report
- student progress report
- meeting with Progress Review panel

### Postgraduate Seminar & Colloquia Attendance

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13 Updates

March 14, 2016:  Section 5.5 Attendance at colloquia encouraged, but not required.
April 13, 2016:  Section 9.3. Clarification of computer resources for MPhil students