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A warm welcome to the Institute for Culture and Society.

The Institute is committed to developing a vibrant intellectual life here in our small part of the world. We are also committed to projecting a research culture that actively engages beyond the postcolonial and seemingly pastoral setting of this beautiful campus at Parramatta. Our engagement extends from the local to global, and is intended to make a difference.

That is the setting into which we welcome you into as students and colleagues. We believe that entering fully into the research life of our Institute enhances your work immeasurably. More often than not, it is more important to be involved in a seminar discussing topics that appear to be at a tangent to your chosen focus than it is to write another 100 words of your dissertation.

Writing a thesis should be a life-changing process. For considerable periods of time you will feel the need (necessarily) to secret yourself away—to bury yourself in your research and writing. However, writing a thesis is also fundamentally a social process. It entails working closely with others in thinking through fundamental issues that concern us all. The struggle and sometimes loneliness of the long-distance researcher thus can be a mutual one where we support each other.

It is important that you participate in seminars, master classes, research meetings and other Institute events, even if they do not seem at first to have direct relevance to your research. By engaging with the full range of activities here, you will build a rich understanding of the diverse, dynamic field of cultural engaged research.

Over the next few years you will become an expert on your chosen subject. You will come to know more about the precise focus of your subject than anybody else in the world. Your intellectual life should be focused on writing your thesis, but it is also about making significant connections within and beyond the university; presenting your work at conferences, and submitting your research findings to journals and other outlets.

Welcome to a space that we cherish.

Professor Paul James
Director, Institute for Culture and Society
The following Institute members are the main staff involved in supporting Higher Degree Research (HDR) candidates. You can contact them by phoning (02) 9685 9800 or via email.

**Professor Greg Noble**  
**Higher Degree Research and Teaching (HDR&T) Director**

Greg is responsible for the overall running of the ICS HDR program and oversees the organisation of workshops and other HDR activities. He liaises with students and supervisors at the Institute as well as chairing the Higher Degree Research and Teaching Committee. Please contact Greg about any issue relating to your progress through the degree, your supervisory panel, or the provision of resources for your study. Greg can be contacted at g.noble@uws.edu.au.

**Associate Professor Megan Watkins**  
**Doctor of Cultural Research Coordinator**

Megan has many years’ experience in research training programs and she provides a number of workshops for new and continuing ICS HDR candidates. Megan can be contacted at m.watkins@uws.edu.au.

**Ms Tulika Dubey**  
**Higher Degree Research and Teaching Administrator**

Tulika can assist HDR candidates with a number of administrative matters such as the purchase of equipment, travel arrangements and the reimbursement of funds used as part of your research. Tulika manages ICS’s accommodation and facilities and any issues in relation to these matters can be raised with her. Tulika can be contacted at t.dubey@uws.edu.au.

**Alexandra Coleman**  
**Postgraduate Representative Officer**

Alex is a second year PhD student; she participates in the monthly Higher Degrees Research Committee, which addresses issues around HDR candidature. Alex can be contacted at a.coleman@uws.edu.au.

**Cali Prince**  
**Postgraduate Liaison Officer**

Cali is a Doctor of Cultural Research (DCR) student; she provides an important support function to the Institute’s efforts to develop and maintain a stimulating and engaged research training experience for its postgraduates. Cali can be contacted at c.prince@uws.edu.au.

Both Alex and Cali are key contacts if you wish to initiate an HDR event or raise an HDR matter.

**Higher Degree Research and Teaching Committee**

The HDR&T Committee meets monthly to discuss strategic and operational issues related to HDR candidates, including funding requests. The HDR&T Committee is chaired by Greg as the HDR&T Director and includes Megan Watkins, Tulika Dubey, Alex Coleman, Teresa Swist and Shanthi Robertson. Please do not hesitate to speak with members of the HDR&T Committee if you feel there are issues that need to be raised, but Tulika is the first contact for the HDR&T Committee matters.
Our Research

Cultural and social research at ICS involves the attempt to confront the challenges of an increasingly globalised, heterogeneous and technologically mediated world. Research conducted within ICS is typically a transdisciplinary mix, drawing on the insights and methods of cultural studies, sociology, human geography, history, anthropology, language studies and other relevant disciplines at the intersection of the humanities and the social sciences.

Projects at ICS typically involve sustained empirical research on important issues in today’s complex culture and society. In line with the University of Western Sydney’s mission statement, ICS aims to research and service local, national and international communities, beginning with the people of Western Sydney. Many projects at ICS are locally grounded, seeking to understand how the complexities of culture and society at the local level are influenced by contemporary global dynamics. Additionally, ICS has a strong track record of carrying out collaborative projects with industry, government and community.

You can find out more about the ICS Research Program on our website.
ICS Structure and Organisation

ICS is a University Research Institute which has a diverse membership structure. Some researchers are full-time members of the Institute and have their offices at the ICS premises on the UWS Parramatta campus. Other researchers are members of both the Institute and a School because they have a primary teaching role. Schools which these members are from include Humanities and Communication Arts, Social Sciences and Psychology, and Business. These researchers are often referred to as School-based members and do not keep offices at Parramatta but are nevertheless involved in ICS projects and events. You need to be clear how the members of your supervisory panel are located within this structure.

The Institute’s senior staff include Professor Paul James (Director), Professor Brett Neilson (Research Director) and many other internationally renowned researchers. Terence Fairclough is the Institute Manager. In addition, ICS includes a number of other researchers, including academics on secondment, adjunct members, research fellows and postdoctoral research fellows. As this membership varies from time to time you should consult the website at http://www.uws.edu.au/ics/people to learn who is working in the Institute at any given time.

As well as Tulika Dubey, the HDR&T Administrator, ICS also employs other professional staff members. You are also likely to meet research assistants who work on various projects underway at ICS, many of whom will be fellow postgraduate students.
Orientation
ICS will conduct its own orientation session at a date to be confirmed. The University’s orientation program for new research higher degree candidates starts on Wednesday 25 March 2015, and includes a series of workshops such as ‘Introduction to Research Training’, ‘Preparing for Confirmation of Candidature’, and ‘Getting Ready to Write a Literature Review’. For further information, visit:

http://www.uws.edu.au/research/current_research_students/orientation_for_all_new_higher_degree_students

UWS Student Representation and Participation
A new model of student representation and participation has recently been approved at UWS, designed to promote more engaged campus activity as well as create more opportunities for students to have a direct and ongoing say in student affairs and issues. The Student Representative Council (SRC) and Student Campus Councils (SCCs) are important sources of information and representation. For more information see:

http://www.uws.edu.au/currentstudents/current_students/university_life/student_representation_and_participation_at_uws

Sources of Information

This handbook provides information of relevance to the Higher Degree Research program at ICS. It is not intended to supply more general information regarding postgraduate life at the University of Western Sydney (UWS). There are four major sources for this other information:

**Information for Higher Degree Research Candidates**
This is a booklet prepared by the UWS Graduate Research School (GRS) given to all incoming research students. The booklet contains information on all aspects of UWS relevant to HDR studies. You will find entries on topics such as enrolment, degrees, student resources, reporting milestones, supervision, student responsibilities, supervisor responsibilities, thesis examination and variation of candidature (including change of title and supervisory panel). Please make sure to consult the booklet (also known as the Research Candidate Handbook) if you have any queries. When the 2015 edition of booklet is prepared, it will be available in the ‘Newsletters and Information Guides’ section of UWS’s Current Research Students website:

http://www.uws.edu.au/research/current_research_students/newsletters

The ‘Newsletters and Information Guides’ webpage is also where you can read Footnotes, the GRS’s newsletter for research candidates.

**UWS Website**
The Research section of the UWS website contains much of the information available in the booklet, and it is the best place to find information on current higher degree studies. You can also download many of the forms you are required to fill out over the course of your candidature.

http://www.uws.edu.au/research/current_research_students
ICS Facilities

The ICS office is located in Building EM of the UWS Parramatta South campus. You can find a map and further information about the Parramatta campuses (South and North) at:

http://www.uws.edu.au/campuses_structure/cas/campuses/parramatta

ICS is well equipped for research candidates who wish to work on the premises. There is a suite of computers complete with internet access and word processing software. Use of these facilities must be negotiated amongst the postgraduates themselves. At any given time there is usually a computer free for use. If you have difficulty accessing the facilities (due to crowding and/or special needs) please consult the HDR&T Administrator, Tulika Dubey. Recently we have been able to make available a space for “quiet study” in building EZa for those candidates who are undertaking intensive writing. Please contact reception to book this area.

In addition to these computer work stations, research students at ICS also have access to locker space, photocopying facilities, stationery and postage, telephone and fax, an on-campus postal and email address, funding support, library access, discretionary funding for field work and a lunch room. ICS also has video editing software, portable recording devices, a digital camera and a complete video conferencing suite, including digital recording facilities.

The Institute makes available to postgraduate students hardware items that may prove useful in research (e.g. the digital recorders, digital camera and a video camera). Please consult reception if you would like to use this equipment. Also, it is a good idea to check with the HDR&T Administrator if ICS possesses a certain item before making a request to purchase with funds from the Candidature Support Funds (CSFs) Scheme.

Institute for Culture and Society Website

The ICS website includes general information about the Institute’s research program, projects, people, publications, partners and postgraduate research training. It is particularly useful for new research students who wish to familiarise themselves with the research activities of the members:

http://www.uws.edu.au/ics
This section lays out the formal requirements for research students studying at ICS. If you are studying for a Master of Arts (Honours) rather than a doctoral degree, you are not required to follow the requirements for the second and third years (it is recommended rather that you consult with your supervisory panel about your plans for completion after the Confirmation of Candidature). If you are a part-time student you will also have a different schedule for completing the various milestones (again consult the supervisory panel to discuss your timeline for meeting these requirements). Further information on the PhD is available from UWS’s Doctor of Philosophy Policy:


The requirements described below (e.g., Early Candidature Plan, Confirmation of Candidature, Annual Progress Reports, Ethics Clearance) are general to all research degrees at UWS, including the PhD, the Doctor of Cultural Research (DCR) and Master of Arts (Honours) (MA Hons). Other requirements described in the next section of this Handbook are specific to ICS (e.g. ICS HDR Workshop Series). The main purpose of these requirements is to provide a structured framework of study, a system to facilitate exchange with other research students, and a schedule of research training and feedback to assist in the timely completion of research degrees.

Information provided on these pages is extracted from the Graduate Research School (GRS) website or the Information for Research Candidates booklet. The GRS is the definitive source and should be checked from time to time to ensure you have up-to-date information.

Supervisory Panels
Each research student will be assigned a supervisory panel of two or three members, comprising a principal supervisor and one or two co-supervisors. At the beginning of the candidature, it is recommended that you arrange a meeting with all members of your supervisory panel to discuss the role that each supervisor is expected to play and the frequency of your meetings. It is advisable to have a mutual understanding that is agreed to in writing by the panel members and the student.

The supervisory panel is your main support and guidance structure throughout the candidature. It is important that you maintain a good working relationship with the members of the panel. Please consult the relevant section in the UWS Information for Research Candidates booklet for some ideas about issues that might be appropriate for you to discuss with the members of your supervisory panel.

It is possible to change the members of your supervisory panel if all parties are in agreement and are prepared to sign an ‘Application to Vary Research Candidature/Scholarship’ form. Please consult the HDR&T Director, Greg Noble, if you are considering a change of supervisors. This same form can also be used to register a change in personal details, apply for a leave of absence, or change your mode of study (part-time/full-time). The form is available from:

http://www.uws.edu.au/research/researchers/forms

On this website you can also download a form to apply to extend your candidature.

Early Candidature Plan
The UWS Research Studies Committee has introduced a structured first year for research students in response to the Federal Government’s reduction of the period of funded enrolment.

One of the first year requirements is the Early Candidature Plan. You are asked to discuss this with your principal supervisor or supervisory panel. The aim is to identify goals that would be good for you to achieve early in the candidature.

The Early Candidature Plan will be unique for each student and should be clearly expressed and achievable within the nominated time frame, and it should indicate what constitutes a successful completion.

The Early Candidature Plan may include things such as:
- Attending a relevant coursework component such as a research methods course;
- Producing written work including a draft timetable for the project;
- A literature survey.

Usually up to four items will be sufficient but please feel free to add additional items on a separate sheet. The Graduate Research School (GRS) will contact all research students within six months for a report on their project achievements. The Early Candidature Plan is a compulsory requirement of enrolment.

To download an Early Candidature Plan form and/or examples of Early Candidature Plans please visit:

http://www.uws.edu.au/research/current_research_students/measures_of_achievement
Confirmation of Candidature

The Confirmation of Candidature (CoC) is an important milestone in the first year of candidature that must be met by all UWS research students. It is an endorsement of the work already accomplished and of the student's plans for successful completion of the degree. The process may identify improvements that can be made and it is an opportunity to receive positive feedback on progress.

The CoC tests the proposal, research problem or the questions to be explored; the intellectual context, research objectives and research procedures within the framework of the expectations of the degree; and the available time frame.

The process of candidacy confirmation at ICS involves:
- Submission of a written document around 7,000-8,000 words (with a maximum of 10,000 words);
- A verbal presentation to an expert academic panel organised by the principal supervisor;
- Assessment, feedback and any required follow-up or other action recommended by the panel.

As a specific ICS requirement, the CoC document must contain a statement regarding the student’s completion of first-year workshop participation and attendance at ICS events, including both HDR-specific events and wider Institute events such as the ICS Seminar Series.

Full-time candidates are expected to complete their confirmation six to nine months after enrolment (or around 12 months for part-time doctoral candidates). The CoC must be achieved for the student to enrol in the second year of studies. If the proposal is not approved, the student must request an extension from the HDR&T Director.

A CoC workshop will be held during the year. For complete information about the confirmation process (including how to structure the written document, composition of the expert academic panel, the meeting and feedback), please see the UWS website:

http://www.uws.edu.au/research/current_research_students/confirmation_of_candidature

Examples of CoC documents are available from the Institute’s HDR&T Administrator, Tulika Dubey.

Ethics Approval

It is a requirement of universities and other research institutions that they make provision for the ethical review of research being conducted under the auspices of the institution, if it involves research with humans. The University is equally concerned to foster responsible research, thereby maintaining the reputation of the University and its researchers.

This includes but is not restricted to the use and/or collection of personal, collective or cultural data from participants or from their records, which may include their oral testimony or observed cultural activities, the testing of responses to conditions devised by researchers (‘National Statement on Ethical Conduct in Research Involving Humans’ 2007).

All research projects conducted by UWS staff or students that involve human participants, whether funded or unfunded, are required to seek ethics clearance before the project commences.

Usually an ethics application will not be approved until after your CoC. Indeed, completing the CoC process is necessary to fine-tuning the project’s methodology. To allow students to progress quickly from CoC to fieldwork it is suggested that ethics applications be drafted at the time of CoC.

The Human Research Ethics Committee considers applications from members of staff and research degree students (PhD and MPhil). Information on submission dates, advice and application forms are also available. Enquiries should be directed to the Ethics Officer at humanethics@uws.edu.au

For further information, advice and guidelines, including submission dates for the Committee, please see:

http://www.uws.edu.au/research/researchers/ethics/human_ethics

Annual Progress Reports

Annual reports are a compulsory requirement of research higher degree enrolment after the first year. They are an extremely important record of progress and may be referred to later in a candidature. These reports are completed through an online system to track and manage progress for HDR students. Students are contacted by the Graduate Research School via your student email with advice on how to complete your report online. The system contains a series of questions which are to be completed by the candidate. The form allows the candidate to enter the information in one go or in sections at different times. A candidate is required to complete an online declaration before being able to submit the form. The annual progress report PR is submitted online and delivered in-system to the various points of approval for each individual candidate.

The reports are also used as a quality monitoring tool and information in them influences policy and practice in research education. Students and supervisors are strongly encouraged to meet to discuss the annual report.
Completion Times

The Department of Education, Employment and Workplace Relations (DEEWR) and UWS have strict time limits for research candidature so time management is critically important. It is recommended that candidates should aim to complete in minimum time but if that is not possible candidates must be guided by the range of minimum and maximum times. These new time limits have been set by DEEWR.

The University counts enrolment in load (EFTSL – equivalent full-time student load) and this is determined by the student’s enrolment pattern. This method of counting time takes into account periods of full-time and part-time enrolment and periods of leave. The EFTSL clock stops during periods of leave. Load (EFTSL) is accrued at 0.25 per part-time semester and 0.50 per full-time semester.

In special cases, a student may be granted a leave of absence from candidature, which will not be counted as part of the period of candidature for the degree. Reasons may include serious medical, family/personal or employment-related reasons. The maximum amount of leave will normally be two sessions in any one candidature, and on resuming candidature after a leave of absence a candidate shall be enrolled for not less than one session before being permitted to submit a thesis for examination. Leave can be taken in chunks of three months. It is better usually to take leave than to try to continue working on the thesis under unproductive conditions, especially if progress is slow.

Students on scholarship who are planning to take leave should note that the ‘scholarship clock’ does not follow the same pattern as the ‘EFTSL clock’. Before taking leave all scholarship students should consult the GRS to understand exactly how the timeline of the scholarship will be affected.

If you feel that you may need to apply for an extension to candidature and scholarship, please note that extensions are not automatic, and that there are specific guidelines about when an extension will be granted. Applications for extension beyond maximum time may be considered by the Research Studies Committee where there is clear evidence that there have been delays beyond the control of the candidate that could not have reasonably been foreseen.

For PhD enrolment the minimum completion time is 3.00 EFTSL or three years’ full-time candidature while the maximum completion time is four years. For DCR enrolment, the minimum completion time is two years full-time for admission based on a M Phil degree and three years if admission is based on other qualifications. For M Phil the minimum completion time is one full-time year (maximum completion time two full-time years).
Minimum and maximum completion times will vary with part-time candidature.

At ICS we stress timely completion of your research degree. It is crucial to communicate clearly with the supervisory panel about your plans for completion. In general you should plan to complete within the minimum time. Students who exceed the maximum completion time will jeopardise their candidacy at ICS.

Examination of Thesis
For full details of the examination process please consult:
http://www.uws.edu.au/research/current_research_students/examination

The following list summarises the examination process:
- Supervisor nominates examiners three months before submission;
- The ICS HDR&T Committee approves appointment of examiners;
- Graduate Research School contacts examiners to confirm availability;
- Examiners’ copies of thesis submitted to the UWS Graduate Research School (GRS) with thesis lodgement form; HDR&T Director checks final copy;
- Student sent acknowledgment of receipt of theses and an explanation of the process;
- Examiners’ copies are posted with guidelines for the examination, a report summary pro-forma and payment details;
- Examiners are contacted after six weeks to determine when the report will be available (if not yet received);
- All reports are given to the HDR&T Director, who forwards them to the principal supervisor;
- The reports are discussed by the supervisory panel;
- A recommendation is forwarded to the ICS HDR&T Committee;
- The recommendation should have an accompanying justification of the recommendation, and it should address all concerns of examiners and list details of any further work required;
- The ICS HDR&T Director and then the UWS Research Studies Committee (RSC) approves an outcome;
- The GRS advises the supervisor and student of the outcome;
- The student contacts the supervisor to discuss any changes that may be required. The student should document all changes for reporting purposes;
- The supervisor and student report that changes have been made, as instructed, and send a copy to the ICS HDR&T Director and then the UWS RSC for endorsement;
- The UWS RSC approves the degree be awarded. The GRS advises the student, graduations office and supervisor.

UWS Postgraduate Training Activities
A range of postgraduate training activities are offered by the UWS Graduate Research School (GRS) and the UWS Library. The UWS Research Studies Committee requires all newly enrolled postgraduate students to complete ‘Postgraduate Essentials’, an online course that provides an integrated transition program for new research candidates from the beginning of candidature to Confirmation of Candidature. By completing this self-paced program, candidates will be supported to:
- Understand the key stages and distinct challenges involved in higher degree research;
- Develop knowledge of time and task management issues, tools and resources;
- Reflect on and clarify the roles and responsibilities of research candidates and their supervisors;
- Explore the main browsers, search engines, bibliographic software, online databases, indexes and catalogues used for conducting and recording literature searches;
- Understand the requirements and elements of a literature review and a Confirmation of Candidature report;
- Consider factors that contribute to the effective presentation of academic research;
- Understand the ethical considerations and approval process required to undertake research.

Other training activities are provided across the university during candidature. Towards the end of each student’s candidature the Research Studies Committee encourages students to undertake ‘Completion and Beyond’, an online course comprising of six modules covering specific aspects of completing and submitting a Masters (Honours) or PhD thesis, as well as planning for life after the thesis. Each module is self-contained, so it is possible to choose when and in what order you wish to access them. The modules are:
- ‘Writing to Finish’;
- ‘The Editing Clinic’;
- ‘Submission and Examination’;
- ‘Maintaining Momentum’;
- ‘Supervision’;
- ‘Beyond the Research Degree’.
UWS Library

The UWS Library provides a range of services and resources for research students, including but not limited to advanced searching techniques, obtaining resources, reference management, identifying the best publication outlets for your research and research data advice. The full service catalogue is available at: http://library.uws.edu.au/uws_library/researchers/research-lifecycle

Individual research appointments with Susan Robbins, the Library Research Services Coordinator, are encouraged. Susan can be contacted at s.robbins@uws.edu.au.
All ICS HDR candidates are expected to participate in workshops and other ICS postgraduate training activities, master classes, reading groups and ICS seminars. Participation in these events is necessary for successful candidature, and a statement of participation is required for CoCs and annual progress reports. All HDR candidates are encouraged to prepare work suitable for publication and are expected to present at a relevant conference at least once during their candidature. Please see below for more detailed information on each of these areas.

**ICS Postgraduate Training Activities**

**HDR Workshop Series**
ICS conducts training specially designed for newly enrolled postgraduate students. This involves two series of compulsory workshops in Autumn semester introducing students to cultural and social research as practised at ICS and research methodologies, followed by other workshops across Institute research themes in Spring semester.

Each of the two Autumn workshops involves a series of 1.5-hour workshops conducted by ICS staff. Each student is required to undertake the following Workshop Series in Semester One of their first year:

- ‘Rethinking Cultural and Social Research’ (with Greg Noble)
- ‘Methodologies for Social and Cultural Research’ (with Donald McNeill)

In Spring semester, students may be invited to undertake further workshops that connect with the ICS research themes. These workshops are run on Thursday mornings, unless otherwise specified, and are also open to second- and third-year postgraduates.

Further details of the workshop program will be provided when students begin their candidature.

**Master Classes**
Master classes are intensive study workshops that involve instruction from leading researchers in the field, often visitors from overseas. These classes are organised by ICS as well as a number of other research institutes in Australia. They may vary in length and format. The benefits of such intensive classes are substantial. Announcements of forthcoming master classes will be posted to the ics-postgraduate@lists.uws.edu.au email list to which all research students at ICS are automatically subscribed. Financial support for master class attendance can be obtained through the ICS Candidature Support Funds Scheme.

Please consult the members of your supervisory panel about the suitability of any particular master class for your research.

**Postgraduate Workshops**
A range of other workshops is also available for ICS postgraduates. These may involve one-off seminars on a particular topic (eg, Researching Emotions) or workshops on topics related to professional development, such as those on writing and publication, research techniques, conference presentation, career paths, etc. Further, there may also be events specifically designed for particular groups of students, such as DCR candidates or those involved in the Young and Well CRC. Details of the year’s program will be provided with the Workshop Series program. These are ideally held on the same day as the ICS Seminar Series.

**Other Research Student Activities**

**Stepping Stone Seminars**
Stepping Stone Seminars are events at which postgraduates deliver papers to other students. The aim is to provide a strong peer-based collegiality where you are able to test out your ideas and data ‘in progress’ with your fellow students. You may wish to use this as a rehearsal for conference papers and more formal seminars, as well as helping in developing your material for your thesis. These are often held on the same day as the ICS Seminar Series. Students must present at least once during their candidature, and they are also expected to not only attend, but to participate in chairing and responding during these sessions. There are also whole-day events called Stepping Stones on Steroids which will include not just conventional presentations, but shorter ‘3-minute thesis’-type presentations and also presentations from academic staff (eg, on publishing).

**Reading and Discussion Groups**
Research students at ICS are encouraged to organise circles of interest and discussion groups. There are many postgraduate reading groups that operate out of ICS, as well as on a cross-institutional basis in the Sydney area. In particular, ICS HDR candidates have participated in such activities with students from the Transforming Cultures (TfC) Research Centre at the University of Technology, Sydney, and the Department of Gender and Cultural Studies at the University of Sydney. In 2015, a group of PhD students associated with the Young and Well CRC are running a reading group on young people, technology and social participation.

**Writing Circles**
There are a range of options for writing circles; some are formally run over the course of the year, but there is also the possibility of getting together with other students to create your own (some are also provided by the university). The aim of the writing circles is to give focused collegial feedback on aspects of technical aspects of writing, on analysis and argument, and on presentation. If you have any suggestions, ideas or questions, please do not hesitate to contact the HDR Representative and
Liaison Officer, Alex Coleman and Cali Prince. HDR candidates will also be encouraged to communicate and share resources and experiences via UWS’s online platforms: vUWS or Sharepoint. Seminar reviews, resource links, publications and discussion forums are typical activities available through these sites. Access to them is via a username and password which is provided after enrolment.

Mentoring Sessions
One-on-one mentoring sessions with senior ICS researchers from outside a student’s supervisory panel are available. These sessions are intended to provide advice about careers, coping with the stresses of postgraduate study, etc. These are organised on a needs basis, and can be initiated through Tulika Dubey.

ICS Seminar Series
Students are, of course, expected to attend and contribute to the ICS seminars held each Thursday, where papers by ICS researchers and invited Australian and overseas-based academics are presented. The point of your involvement is not simply to learn from research that is relevant to your own thesis, but to be part of the wider, supportive research culture that ICS fosters. We have a tradition at these seminars that the first question must be asked by an HDR student – so come prepared!

All ICS postgraduate training events will be announced on the ics-postgraduate@lists.uws.edu.au mailing list.

For further information about these activities please contact Greg Noble.

Conference Papers and Publication
Together with a presentation at a Stepping Stone Seminar, all ICS research students are expected to present their research at a conference at least once during the period of their candidature. Please consult with your supervisory panel about conferences that may be appropriate for your presentation. Relevant conferences are usually announced on the ics-postgraduate@lists.uws.edu.au email list. Conference presentation is an important part of academic life. It allows your ideas to circulate in the public domain; facilitates contacts and networking; and provides invaluable peer feedback. Financial support for conference attendance can be obtained through the Candidature Support Funds Scheme.

Although publication is not a formal requirement of study in higher research degrees, all research students at ICS are encouraged to submit their work for consideration to peer-reviewed journals. Please consult with your supervisory panel about the publication process. You will need to decide which piece of work is appropriate, which journals to target, and when to submit your work. Workshops offered on the Postgraduate Study Days provide assistance with the publication process.

The HDR Research Culture
Finally, it is important to note that a crucial element of completing a postgraduate degree is not just the research culture of the Institute as defined by its senior academics: you play a key role in developing a research culture amongst postgraduate researchers. To this end it is important you participate in the wide range of events and activities ICS organises: not just for your own benefit, but as part of a process of developing a network amongst your peers. Just as those postgraduates who started before you can play a helpful role in giving you advice, listening to your presentations, giving feedback on your research and so on, you too will also have a role to play in providing these things to those who start after you. There is also the expectation that you contribute to the wider ICS research culture by participating in ICS seminars and other events – these are not optional extras!
There are two major postgraduate programs at ICS: the PhD and the DCR. There are also a few Doctor of Creative Arts (DCA) and Master of Arts (Honours) candidates.

All students in these programs will participate in research training activities together.

**PhD: Program Structure**

**First Year of Candidature**

As well as the university requirements for progression, all incoming research candidates at ICS are expected to attend the ‘Rethinking Cultural and Social Research’ and the ‘Methodologies for Social and Cultural Research’ HDR Workshop Series in the first semester. The object of the workshops is to introduce students to the field of social and cultural research. Part-time students will also be expected to attend these workshops.

Students are also expected to attend the ICS Postgraduate Workshops in Spring Semester and the Stepping Stones events.

**Confirmation of Candidature must be completed by all full-time candidates within six to nine months of commencement (12 months for part-time candidates). By the end of the first year candidates who are undertaking human research should have submitted an ethics application.**

The workshops will work in tandem with your meetings with the supervisory panel (with whom you should meet regularly). You will be given a timetable of dates and times at the beginning of your first semester. If you are accepted for research study at UWS in the midyear intake, you may be required to undertake impromptu workshops held in the second half of the year or the first semester workshops the following year.

**Second Year of Candidature**

The second year is often the year that students doing human research will focus on this aspect of their project. Supervisory panels will also highlight the need for candidates to be producing writing and during the second year candidates should have presented to their panel at least two pieces of writing. This may take the form of a paper at an internal ICS-organised research day.

A mid-candidacy progress report for the middle of the second year of studies (third year for part-timers) will be treated as a formal process in which candidates will present their work plan and writings up to that stage to their supervisory panel. Comments from this process will form part of the progress report. Supervisory panels will be especially alert for early signs that academic writing may be a problem for candidates, and specific recommendations for writing support may be made, such as attendance at writing workshops run through the Student Learning Unit.

**Third Year of Candidature**

Full-time candidates must be aware that if they are to complete within three years (corresponding with funding) they will need to concentrate on writing with the view to making substantial progress toward a draft dissertation within 12 months of the mid-candidacy review. Students will be asked by the Graduate Research School to enrol in the ‘Completion and Beyond’ module to support the final stage of their candidature (for part-time candidates who are looking to complete within six years, the draft would be due within two years of the mid-candidacy review).

In the six months leading up to the completion of a first draft all candidates are encouraged to present a paper about their research to the ICS community. There are a number of opportunities for these paper presentations, most notably the Stepping Stones seminars.

Candidates who need further time beyond the three year full-time completion period must put forward a plan for completion and this must be approved by the supervisory panel and HDR&T Director. This will become the basis of a formal application for an extension of candidature.

**DCR: Program Structure**

**First Year of Candidature**

There will be an initial one-day Induction Program which will include a substantial meeting between the candidate and their supervisor to map the semester and deal with specific issues. It will also incorporate an induction into cultural research.

DCR students also are required to attend the HDR Workshop Series described above, dependent upon working commitments. There will be further...
compulsory workshops held throughout the year, which will be determined on the basis of the needs of DCR candidates.

All full-time DCR students should complete a Confirmation of Candidature within the first six to nine months of their candidature (12 months for part-time candidates). The process taken to complete this task will be adapted to the conditions and needs of the DCR student.

**Second Year of Candidature**
For full-time students, they will need to begin drafting individual projects by the end of the year. Part-time students will need to have made substantial progress. If work conditions require it, flexible supervision arrangements will be organised individually, with the principal supervisor and/or other supervisors (those within ICS or externals).

All students will complete a mid-candidacy review for their annual report, and a progress report panel, as for PhD students.

**Third Year of Candidature**
Projects are to be completed and written up following an agreed schedule (depending on status of enrolment), in conjunction with a completed annual report.

The final six months will entail preparation of the portfolio and the writing up of the summary document.
Support Programs

Candidature Support Funds Scheme

Introduction
The purpose of this scheme is to assist postgraduate research students with expenses incurred in fulfilling the requirements of their degree and establishing a research profile in their discipline. The policy applies to ICS students who are within the minimum period of enrolment of candidature for the completion of their degree. The University of Western Sydney provides an allowance for necessary research expenses of up to $2,000 per annum for full-time higher degree candidates and up to $1,200 for those enrolled part time. These funds are not cumulative. Claims for expenses should be made through the Institute (see ‘How to Apply’ at the end of this section). The funds should not be seen as a personal allowance nor an entitlement and are strictly for research support; the Institute requires students to consult with their supervisors on appropriate ways of using the funds to enhance their experience whilst studying at UWS.

Candidature Support Funds (CSFS) are not a direct payment to candidates on the basis of their enrolment. Expenditure should not be made in anticipation of approval. An application for funds must be endorsed first. Conference and workshop travel must be first approved in principle as expenditure and then processed by an eTan.

Candidature Support Funds may not be used to fund living expenses; this includes travel to the University, for any purpose. HDR Candidates are considered UWS travellers and must abide by the UWS Travel Policy http://policies.uws.edu.au/view.current.php?id=00268.

Candidature Support Funds are also available for a range of items including, but not only, skills development, research materials or equipment, field work, transcription costs, participant reimbursement, travel for conference attendance, other travel, consumables, registration fees, writing skill development, technical costs associated with exhibition, recording, filming, thesis binding, special software purchases, access to external facilities, access to vehicles for field trips, specialist software, postage, acquisition of data sets, photocopying, office materials and, in some areas of research endeavour, editing services, software licenses, mandatory OH and S awareness and training.

Exclusions
The available funds cannot be used to purchase computers. Any other equipment purchased with the funds will remain owned by the University, though the student/s requesting the purchase should have priority use of it during their candidature. Books may not be purchased for personal collections. Research assistance that may contribute substantively to the direction or findings of the research project will not be approved.

How to Apply
The Candidature Support Funds Application Form is available from:
http://www.uws.edu.au/research/higher_degree_research/current_research_students/resources

Complete the CSFs Application Form and submit to your supervisor for their endorsement. Then submit this form to the HDR&T Administrator. If you require reimbursement you must submit appropriate tax receipts, or if you require payment a tax invoice from the supplier should be submitted. The forms will need to go to the HDR&T Committee to be approved; the Committee meets monthly, and you will be advised of the meeting dates in advance.

Additional Fieldwork Support
ICS HDR candidates can apply for a one-off grant of up to $1,000 once during candidature for expenses related to essential fieldwork. This is over and above funding under the CSFs Scheme. Note that you need to plan your fieldwork wisely to ensure that you are working within a clear budget. Also note that there is a conventional maximum of 6 months for fieldwork, and should usually take less this, though exceptional circumstances needing further time will be considered.

Applications should use the CSFs Application Form as a base, but additional information will be required. Please direct enquiries to the HDR&T Committee contact, Tulika Dubey.

ICS Postgraduate International Exchanges
ICS supports several schemes of international exchange which are designed to allow an ICS HDR candidate to visit an overseas research institution with which ICS holds established relations. In 2015, for example, candidates can apply to visit the Graduate Festival at Goldsmiths College, London (May) and the Advanced Cultural Studies Institute of Sweden, Linköping University. These schemes are competitive as only a small number of students will be supported to attend. For further information on these events, please contact the HDR&T Administrator, Tulika Dubey.

Advanced Cultural Studies Institute of Sweden
ICS is currently reviving its exchange scheme with the Advanced Cultural Studies Institute of Sweden (ACSIS) at Linköping University (Norrköping Campus). ICS postgraduate students are eligible to visit Sweden and participate in events at ACSIS, while ACSIS students are similarly able to visit Australia and take part in ICS events. Generally ICS HDR candidates will attend ACSIS for...
about two weeks, and the Institute supports up to two students to visit ACSIS a year. Further information is available at:

http://www.uws.edu.au/ics/research/partnerships

Goldsmiths College Graduate Festival, London
HDR candidates are also eligible to apply to attend the Goldsmiths Graduate Festival in May this year. The Festival showcases a rich variety of work and provides an unequalled opportunity for international networking. ICS will fund the cost of the airfare and accommodation for a week, up to $3000.

Further information is available at:

http://www.gold.ac.uk/graduate-school/goldsmithsgraduatefestival/

Aims
The aims of the ICS postgraduate exchanges are to:
1. Deepen the international research networks of ICS;
2. Marshall the intelligence, energy and expertise of postgraduates toward the intensification of collaborative projects with overseas researchers;
3. Increase the international profile of ICS postgraduate students;
4. Heighten chances for future ICS funding success from ARC and other agencies by building international research partnerships;
5. Give postgraduate students who work on topics of relevance to Western Sydney the chance to achieve international research experience;
6. Widen the career prospects and networks of postgraduate students by providing opportunities to operate in international research environments;
7. Allow postgraduates to deepen and advance their research by visiting an overseas institution where scholars are engaged in similar projects under different local conditions;
8. Provide opportunities for postgraduate travel.

Further Candidature Support
ICS has provided a small amount of funding to be made available to postgraduate students – on application – in special circumstances. Such circumstances might include when the Candidature Support Funds have been exhausted or do not cover the entire cost of an international conference or fieldwork. Such grants will usually only be considered by the HDR & T Committee when CSFs have been expended, and will usually be available once during the candidature. Please follow the usual application process.

Writing Assistance
ICS also supports the development of students’ writing through the employment of Frances Williamson. Frances, who is herself a PhD student with extensive experience in teaching academic writing, can provide feedback and guidance on your writing. An increasing number of students are seeking professional editing services just prior to submitting their theses: ICS believes this is a concern both because it is expensive and because it compromises the integrity of the thesis as the student’s work. As a consequence we have capped the use of CSFs for editing purposes to $1200 for full-time students and $800 for part-timers). ICS believes it is better for students to address these issues earlier in the writing process, learn from them, and become better writers during their candidature. Please contact Frances at F.Williamson@uws.edu.au.

Institute Activities
Apart from postgraduate research training ICS participates in a wide range of other activities in research and community engagement. Examples of these activities include the ICS Seminar Series (in which members of the ICS research community and international visitors share their work), symposia and conferences, Institute forums, and roundtables with community partners. Postgraduate research candidates are strongly encouraged to participate in all of these activities. Please keep track of ICS activities by regularly checking your email and, in particular, those messages disseminated on the various ICS email lists.

For more details on ICS Seminar Series, please check the ICS website or ICS Seminar Organisers for 2015:

Liam Magee (coordinator)
Cecelia Cmielewski (postgraduate member)
Katherine Gibson

Other Activities
Three Minute Thesis
The Three Minute Thesis is an Australian and New Zealand competition in which research degree candidates are given three minutes to present a compelling oration on their thesis topic. The competition develops presentation and communication skills, and encourages competitors to effectively explain their research in language appropriate to a non-specialist audience. Winners receive significant financial rewards!

In 2011, ICS HDR candidate Ryan Al-Natour placed third in the UWS competition in the lead-up to the Trans-Tasman finals. For further information, see:

Practical Information

Postal Address
Institute for Culture and Society
University of Western Sydney
Building EM, Parramatta Campus
Locked Bag 1797
Penrith NSW 2751
Australia

Street Address
Institute for Culture and Society
University of Western Sydney
Building EM, Parramatta South Campus (main campus)
Corner of James Ruse Drive and Victoria Road
Rydalmere NSW 2151
Australia

Directions
The Institute is on the main Parramatta campus (Parramatta South), which is located on the south-eastern corner of James Ruse Drive and Victoria Road. Building EM is at the riverside or southern end of the campus.

Detailed information on how to travel to UWS’s Parramatta campus can be found in the UWS Transport Access Guide (TAG), available from:
http://www.uws.edu.au/campuses_structure/cas/campuses/getting_to_uni#Parramatta

The information in the TAG is very comprehensive. However, some of the options you have for getting to ICS include:

By Public Transport
Catch the train to Parramatta station, and from there take a government bus to the University.

By Car
Drive west along the M4 motorway, and turn off at Silverwater Road (the last exit before the toll booths). Turn right, towards Silverwater, until you get to Victoria Road. Turn left from Victoria Road. Turn left from Victoria Road, into the main UWS Parramatta campus. Alternatively, if you don’t mind paying the toll, or are coming from the west, take the James Ruse Drive exit from the M4 motorway. Take the exit off James Ruse Drive for Victoria Road; you will need to be in the left hand or middle lanes to do this. Then turn right into Victoria Road, then right again into the campus.

Arrange Your Parking
A blue parking permit will allow you to park on Parramatta South campus, the campus in which ICS is located on. The cheaper, yellow permit allows parking on Parramatta North campus, which is connected to Parramatta South by free shuttle bus. A blue permit costs $151 for a half year or $302 annually, subject to availability and the completion of an application. For students, a yellow permit costs $47 for a half year or $101 annually.

Students can also apply for a red permit which entitles you to park in a bay assigned to you or in any blue or yellow bay ($778 per year or $883 with bollard; subject to availability and completion of an application).

The cost of daily parking for visitors on the Parramatta South campus is $9 a day.

For more details on parking, see http://www.uws.edu.au/parking_at_uws/parking/parking_fees

You can purchase parking permits from http://ipay.uws.edu.au.

Set up Your MyUWSAccount
Go to https://myuwsaccount.uws.edu.au. Set up your account using your student number and choose a password. MyUWSAccount gives you access to appropriate student pages on the UWS website including vUWS e-learning.

Email Lists
ICS has several email lists which allow the dissemination of information to different groups of ICS staff, students and members. When you post to these addresses the email will go through a gateway and will be released by an ICS professional staff member. The lists are as follows:
ics-postgraduate@lists.uws.edu.au
All current ICS students.
ics-members@lists.uws.edu.au
ICS senior researchers (research fellow and above) and ICS School-based members.
ics-team@lists.uws.edu.au
All ICS staff including members, professional staff, research assistants and students.

Making and Receiving Telephone Calls
On UWS telephones, you can simply dial the last four digits of a UWS number to make an internal call. For an outside line, press ‘0’ before the dialling the full external number.

ICS Facilities
There are toilets in building EM and a well-equipped lunch room.
Campus Facilities
There are several food and beverage outlets on campus: the Hub Café in building EG, the River Café in EN, the Boilerhouse in EKb, The Bakehouse in ER, Student Central in EJa, and a Subway outlet in EN.

You can also purchase stationery, t-shirts and other items at Student Central in EJa.

Please note that during semester breaks campus facilities have limited opening hours, and may be closed over longer breaks.

There is an ATM located in building EA, next to the Campus Safety and Security Office.

Accommodation
UWS Village is located on Parramatta North campus, and offers a range of fully furnished apartments for student living. More information is available at http://www.uwsvillage.com.au. For information on other accommodation options, please visit http://future.uws.edu.au/future_students_home/student_life/accommodation

Security
General numbers are extensions 9169 or 9058 (9685 9169 or 9685 9058).

The Emergency Number for all campuses is extension 2300. For after hours emergency help for all campuses call 4736 0300 for immediate connection to Security.

Campus Security
Security provides personal escort services where requested. If you are concerned about your safety at any time, contact the Campus Safety and Security Office on site to request an escort to or from your car, bus stop or office. Security will require your exact location and you will need to wait for the security officer to arrive. Call Security on extension 9169 or 9058.

Security Access
If you wish to come to ICS outside of business hours you must speak to the HDR&T Administrator, Tulika Dubey. If you wish to work on the weekends or after hours and have not sought approval, there are student computers in the UWS Library and the IT Computer Labs in building EA. You can log into your MyUWSAccount at both of these places. Further information on the UWS Library, including opening hours, can be found on its website at http://library.uws.edu.au/. Further information on the IT Computer Labs, including their location, can be found at: http://uws.edu.au/information_technology_services/its/general_purpose_computer_laboratories

Last to Leave
If you are the last person to leave the building, please let Security know (by ringing extension 9169 or 9058) so that they can set the alarms. Please also make sure that all lights are turned off and the doors are locked.

Computers
Laptops
ICS has several laptops available for students to borrow for a short-term period. Please see reception to arrange to borrow this equipment.

Passwords
ICS has a suite of computers for HDR candidates. HDR students have “staff-like” profiles and logins. To log in you will first need your student profile and your myUWSAccount password set up. Please see reception to arrange your computer access.

IT Helpdesk
Call 5111 or 9852 5111 from outside the University. If the Helpdesk can’t help you they will log a job and it will be addressed within a few days. You will receive an email notification about your job.

Printers and Scanners
There are a number of printers and scanners in ICS. Additionally, the photocopier also works as a printer and scanner (for large documents please print to the photocopier). Reception can assist you with printers.

Travel
Organising travel involves strict procedures that are vital for insurance and adherence to University policies. You cannot travel until your travel approval form has been signed by the relevant delegated authority. Before you can travel, you will need to contact the HDR&T Administrator, Tulika Dubey, who will set up your travel account with the UWS Travel Portal.

If you are seeking funding from ICS for all or any part of your travel you must complete the appropriate funding request form, e.g. request funds from the Candidature Support Funds Scheme. Your request for funding must be supported by your supervisor and submitted to and approved by the HDR&T committee, before you complete an eTAN (see below).
There are five stages to the travel process:
1. Requesting a quote (e-request)
2. Creating the e-TAN
3. Creating the Detailed Travel Schedule (DTS)
4. Accepting the quote and Approval Process
5. Reconciliation of costs and travel diary

Ideally the E-request and E-TAN should be completed at least a fortnight before domestic travel departure or a month before international travel departure. This provides adequate time for the approval and booking process and keeps costs down on airfares.

All flights must be booked through WorldTravel. The only exception would be if the host organisation of your travel is paying and booking for your flights. All accommodation should also be booked through WorldTravel, but there are exceptions for special circumstances. Cheryl D’Cruz or Christy Nguy can assist if you have a special circumstance: youth hostel, remote location, attending a conference where the hotel is compulsory etc.

Unexpected Circumstances
If you have to cancel, postpone, lengthen or shorten your trip you must contact the HDR&T Administrator as soon as possible. You may have to provide supporting documentation such as medical certificates or similar.

Travel by Car
University Cars
You can book a University vehicle to use for research-related travel. You should seek approval from your supervisor and then see the HDR&T Administrator or reception if you wish to book a University car.

Motor Vehicle Travel Expenses
Generally, you would be expected to use a University car for research-related travel. However if you are unable to get a University car you can claim reimbursement for research-related travel. You should apply for reimbursement via the request for funds from the Candidate Support Funds Scheme.

UWS Library
Your student card is your UWS library card. All UWS library information is available at http://library.uws.edu.au/.

ICS Library
ICS has a comprehensive number of relevant texts that are available for HDR candidates. Please see reception if you wish to borrow books.
This handbook has been prepared by Tulika Dubey, Greg Noble and Megan Watkins