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Welcome to the Institute for Culture and Society (ICS)

ICS is strongly committed to research training and sees it as a vital part of the Institute’s intellectual life. ICS seeks to develop an enhanced model of critically engaged cultural and social research to face the emerging challenges of the 21st century. ICS’s postgraduate community is an integral dimension of these scholarly goals and I hope that you will take every opportunity to benefit from, participate in and enjoy ICS’s range of activities and programs.

HDR candidates are asked in 2014 to participate in the HDR Workshop Series program as outlined in the information provided by ICS’s HDR Director, Professor Greg Noble. I would also strongly encourage you to participate in seminars, master classes, research meetings and other ICS events, even if they do not seem at first to have direct relevance to your research. By engaging with the full range of ICS activities, you will build a rich understanding of the diverse, dynamic field of cultural and social research.

The next few years are a time for you to conduct innovative research and to engage with a broad range of theories and methodologies. Your postgraduate student life must be focused on writing your thesis but it is also about making connections and networks within and beyond the university; presenting your work at conferences and symposia; and submitting your research findings to peer-reviewed journals and other outlets.

I encourage you to interact regularly with your fellow ‘postgrads’ and make the most of your time at ICS. I look forward to meaningful academic discussions with you and I welcome you to ICS.

Distinguished Professor Ien Ang
Director, Institute for Culture and Society
ICS provides a number of avenues for support to HDR candidates. The following members are the main staff involved in supporting HDR candidates. You can contact them by telephoning (02) 9685 9600.

**Professor Greg Noble**  
Higher Degree Research (HDR) Director  
Greg is responsible for the overall running of the Higher Degree Research program in the Institute, and oversees the organisation of workshops, study days and seminars. He liaises with students and supervisors at the Institute as well as chairing the Higher Degree Research Committee, where issues and policies concerning higher degree study are discussed and settled. Please feel free to 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 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.

**Jen Li**  
Postgraduate Representative Officer

**Alejandro Miranda Nieto**  
Postgraduate Liaison Officer

Jen and Alejandro currently provide liaison between ICS staff and HDR candidates. In consultation with ICS postgraduates and the HDR Director, they organise activities to enhance the research training environment. In 2014, this includes Stepping Stone Seminars and the Writing Circle. Additional activities that may operate throughout the year include reading groups and other workshops, as well as social events. If you have any queries or suggestions, please contact either Jen or Alejandro at jen.li@uws.edu.au and a.mirandaniego@uws.edu.au.
Cultural and Social Research at ICS

Cultural and social research at ICS is an evolving and collaborative endeavour that addresses the challenges of cultural complexity in 21st century society. Cultural and social 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.

As practised at ICS, cultural and social research involves an attempt to confront the contradictions and challenges of an increasingly globalised, heterogeneous and technologically mediated world. In so doing, it aims to open a terrain of 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 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 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 make sure you understand how the members of your supervisory panel are located within this structure.

Membership
The Institute's senior staff include Professor Ien Ang (Director), Professor Brett Neilson (Research Director), Professor Kay Anderson, Professor Tony Bennett, Professor Katherine Gibson, Professor Bob Hodge, Professor Paul James, Professor Donald McNeill, Professor Greg Noble, and Professor David Rowe. Terence Fairclough is 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 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, although not all, of these research assistants will be fellow postgraduate students.

Committees
ICS has a number of committees that provide advice and support to the Director. These include the HDR Committee which meets monthly to discuss strategic and operational issues related to HDR candidates. The HDR Committee is chaired by the HDR Director. Please do not hesitate to speak with members of the HDR Committee if you feel there are issues that need to be raised. The HDR Committee contact is Tulika Dubey.

ICS has several other committees that you should be aware of:
- The Executive Committee (Exec) focuses on strategic issues and directions and operational and resource issues
- The Research Management Committee
- The Research Programs Committee
- The Communications Committee.

As the ICS positions its research within a wider community network, it is also likely that you will encounter people who work as partners in ICS research projects. These partners work in a wide range of areas, including state and local government, museums and art galleries, schools, television, road safety, health, community arts, and cultural planning. These links to government, industry and community are an integral part of ICS and you should take the time to familiarise yourself with the many partners with whom researchers in the Institute collaborate.
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 Research Candidates
This is a booklet prepared by the UWS Office of Public Affairs (OPA) and the UWS Office of Research Services (ORS). A copy is available to all incoming research students. At other times the booklet is available from the ORS or by following the link below. The booklet contains information on all aspects of UWS relevant to Higher Degree Research studies. You will find entries on topics such as enrolment, degrees, student resources, reporting milestones, supervision, student responsibilities, supervisor responsibilities 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 about such issues. When the 2014 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 ORS’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

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, 12 March 2014, 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
ICS Facilities

ICS premises are located in Building EM on 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 Administrator, Tulika Dubey. Recently we have been able to make available a space for “quiet study” for those candidates who are undertaking intensive writing. Please contact ICS reception on 9685 9600 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 two servers and video editing suites, including portable recording devices, digital cameras and a complete video conferencing suite, including digital recording facilities.

The Institute makes available to postgraduate students a number of hardware items that may prove useful in research. These include digital recorders, a video camera and a digital camera. Please consult reception if you would like to use this equipment. Also, it is a good idea check with Tulika Dubey, the HDR Administrator, if ICS possesses a certain item before making a request to purchase with funds from the Candidature Project Funds 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 than 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 please 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 at: http://policies.uws.edu.au/view.current.php?id=00017

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, Postgraduate Study Days). 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 Office of Research Services (ORS) website or the Information for Research Candidates booklet. The ORS 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 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;
» Other disciplinary requirements.

Usually up to four items will be sufficient but please feel free to add additional items on a separate sheet. The Office of Research Services (ORS) 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 candidature confirmation at ICS involves:

- Submission of a written document around 6-7,000 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 Director.

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 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 MA (Hons)). 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. Since last year the manual process is replaced with ORSPA, an online system to track and manage progress for HDR students. The students are contacted by Office of Research Services via your student email with advice on how to complete your Report via the on-line Annual Progress Report App (ORSPA) system.

Each student is provided with their own account in ORSPA. The system contains a series of online forms which are to be completed by the candidate. These forms allow the candidate to enter the information in one go or in sections at different times if preferred. A candidate is required to complete an online declaration before being able to submit the form. The APR 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.

The report must contain:

- A summary of work undertaken in the last 12 months, or since commencement;
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.

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 MA (Hons) degree and three years if admission is based on other qualifications. For MA (Hons) 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 candidature at ICS.
Examinations
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;
» HDR Director endorses examiners or asks for changes;
» The ICS HDR Committee approves appointment of examiners;
» Academic Registrar’s Office contacts examiners to confirm availability;
» Examiners’ copies of thesis submitted to ARO with thesis lodgement form;
» 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 Director, who forwards them to the principal supervisor;
» The reports are discussed by the supervisory panel;
» A recommendation is forwarded to the ICS HDR 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 Director and then the UWS RSC approves an outcome;
» The ARO advises the supervisor and student examiners 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 Director and then the UWS RSC for endorsement;
» The UWS RSC approves the degree be awarded. The ARO advises the student, graduations office and supervisor.

Compulsory UWS Postgraduate Training Activities
A range of postgraduate training activities are offered by the UWS Office of Research Services (ORS) 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.

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’.

The UWS Library also provides a range of research training options such as ‘Managing Your Citations with EndNote’ and ‘Citation Tracking for Your Literature Review’. Please consult the UWS Library website for a full range of options:

There are three postgraduate research programs at ICS – the PhD, the DCR and the Master of Arts (Honours) – and students in these programs participate in the same research training activities. All ICS HDR candidates are asked 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.
Higher Degree Research Candidate 2014 Handbook   13

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 2014, a group of PhD students associated with the Young and Well Cooperative Research Centre 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. If you have any suggestions, ideas or questions, please do not hesitate to contact the HDR Representative, Jen Li. HDR candidates will also be encouraged to communicate and share resources and experiences via UWS’s online platform, vUWS. Seminar reviews, resource links, publications and discussion forums are typical activities available through vUWS. Access to vUWS is via a username and password which is provided after enrolment.

Postgraduate Study Workshops

A number of these are also held for all ICS postgraduates during the year. These involve a workshop on topics related to writing and publication, conducting research, conference presentation, career paths, etc. 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.

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 usually held on the same day as the ICS seminar. 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.

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, can be initiated through the HDR Administrator, Tulika Dubey.

Please note that while you are welcome to attend these training sessions they will be specifically designed for the DCR program and will concentrate on the requirements of that program.
Requirements Specific to the ICS for Research Degrees

Although not part of the formal HDR program, students are expected to attend the ICS Seminar Series, held weekly on Thursdays. Papers by ICS researchers and invited Australian and overseas-based academics are presented at the Seminar Series. 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 is fostered at ICS.

ICS postgraduate training events will be announced via 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 Project 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 the 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!
Postgraduate Programs at ICS

There are two major postgraduate programs at the ICS: the PhD and the DCR. There are also a small number of Doctor of Creative Arts (DCA) and Master of Arts (Honours) candidates as well.

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

**PhD: Program Structure**

**First Year of Candidature**

All incoming research candidates at the ICS are expected to attend the `Rethinking Cultural and Social Research` and the `Methodologies for Cultural Research` HDR Workshop Series in the first semester. The object of the workshops is to introduce students to the field of cultural research. Part-time students will also be expected to attend these workshops.

Confirmation of Candidature must be completed by all full-time candidates within six to nine months of commencement (12 months for part-time candidates). All confirmed students will attend the two ICS Research Theme Workshop Series in Semester Two and the Postgraduate Study Days. 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 are required to attend the ICS workshops held in the second half of the year and 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 early in 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 education day.

A mid-candidacy progress report for the middle of the second year of studies (end of 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.

Second year students will also be required to attend progress report panels usually consisting of the HDR Director and another academic from the HDR committee who is not on their supervisory panel. This is designed to give students a chance to reflect on supervision and progress, identify issues that need attention, and to plan for their third year.

**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 Office of Research Services 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 final six months of candidature students will finalise the completion and submission of their dissertation.

To facilitate timely completion of research degrees within the minimum time period the ICS has introduced a uniform set of procedures leading up to the submission of the dissertation. It is expected that a first draft of the dissertation will be completed at least six months before the minimum completion time.

In the period 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 ICS Postgraduate Study Days and the regular ICS Lunchtime Seminar Series.

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 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.

The first semester program will comprise guided reading on the candidate’s specific area of interest, as well as providing a more general conceptual toolkit. The program is aimed at clarifying the candidate’s individual research project. 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, their individual projects will need to be completed in draft form by the end of this 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 and Scholarships

Candidature Project 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.

UWS 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 refer to the ‘How to Apply’ section on this page).

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.

What You Can Claim
Reimbursement may be claimed upon submission of original receipts for the following sorts of items:
- Photocopying and printing
- Software
- Stationery and artists’ materials
- Subscriptions for membership of relevant professional or academic bodies
- Fees charged by the libraries of other universities for borrowing rights
- Printing and binding of theses
- Local travel to conduct focus groups, etc;
- Attendance at relevant academic conferences in Australia and overseas
- Research-related equipment other than computers;
- Fees for visiting speakers
- Support for research conferences, forums or exhibitions organised by or on behalf of HDR students;
- Fieldwork expenses
- Periods of residency with professionals in the discipline
- Costs incurred in the production of creative works
- Travel for archival research, and
- Transcription, date coding, data entry or basic data collection where the Institute considers this appropriate.

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 form, called the Candidature Project Funds Application Form, is available from:
http://www.uws.edu.au/__data/assets/word_doc/0017/7541/Candidature_Project_Funding.doc

Complete the Candidature Project Funds Application Form and submit to your supervisor for support. Then submit this form to the HDR 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 Committee to be approved; the Committee meets monthly, and you will be advised of the meeting dates in advance.

Essential Fieldwork Additional 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 Candidature Project Funds 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 six months for fieldwork, and should usually take less this, though exceptional circumstances needing further time will be considered.

Applications should use the Candidature Project Funds Application Form as a base, but additional information will be required. Please direct enquiries to the HDR Administrator, Tulika Dubey.
ICS will sponsor two HDR candidates to attend this year’s program. In 2014, the deadline for applications is March 31. Further information is available at: http://www.rich.ac/eng/bbs/bbs/board.php?bo_table=flying_00_eng&wr_id=1

Goldsmiths College Graduate Festival, London

HDR candidates are also eligible to apply to attend the Goldsmiths Graduate Festival (6–16 May 2014) 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 $4000.

Further information is available at: http://www.gold.ac.uk/graduate-school/goldsmithsgraduatefestival/

Aims

The aims of the ICS Postgraduate exchanges are to:

- Deepen the international research networks of ICS;
- Marshall the intelligence, energy and expertise of postgraduates toward the intensification of collaborative projects with overseas researchers;
- Increase the international profile of ICS research projects in which postgraduate students are involved;
- Heighten chances for future ICS funding success from ARC and other agencies by building international research partnerships;
- Give postgraduate students who work on topics of relevance to Western Sydney the chance to achieve international research experience;
- Widen the career prospects and networks of postgraduate students by providing opportunities to operate in international research environments;
- Allow postgraduates to deepen and advance their research by visiting an overseas institution where scholars are engaged in similar projects under different local conditions;
- Provide opportunities for postgraduate travel.
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: http://www.uq.edu.au/grad-school/three-minute-thesis

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 Project 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 Committee when Candidature Project Funds 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). ICS believes it is better for students to address these issues earlier in the writing process, learn from these issues, 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 the ICS Seminar Series, please check the ICS website or contact:
Professor Katherine Gibson on k.gibson@uws.edu.au or Dr Sonja van Wichelen on s.vanwichelen@uws.edu.au.
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/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 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, the same campus as ICS. The cheaper, yellow permit allows parking on Parramatta North campus, which is connected to Parramatta South by free shuttle bus. A blue permit costs $147 for a half year or $294 annually, subject to availability and the completion of an application. For students, a yellow permit costs $46 for a half year or $92 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 ($756 per year or $857 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.


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 of 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 EJas, and a Subway outlet in EN.

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

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

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 the ICS outside of business hours you must speak to the HDR 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/](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](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 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 Project Funds Scheme. Your request for funding must be supported by your supervisor and submitted to and approved by the HDR Director, Greg Noble, before you complete an eTAN (see below).
Before You Go
- Call World Travel Professionals, on 1800 067 819 and ask for quotes for your trip.
- Fill out an eTAN travel Approval Form and note the Travel Approval Number (TAN). Attach supporting documentation to the form as applicable. This may include:
  - Itinerary;
  - Conference registration fee details;
  - Proof of acceptance of conference paper, or invitation to present a paper;
  - Conference proceedings (if your name is included);
  - Accommodation costs quote;
  - Estimated local travel expenses (food, taxis, public transport);
  - Detailed travel schedule.
- Forward the eTAN to the HDR Administrator, who will arrange approvals and processing.

Please note that if you require a cash advance for your travel expenses this should be indicated on the eTAN. Please note travel advances are limited to $500 for domestic travel and $1,000 for international travel. Allow extra time for this as the deposit into your bank account can take a minimum of a fortnight.

While You’re Away
Keep all receipts related to travel expenses. These may include public transport fares, taxis to and from airports, meals, etc.

When You Return
Within 5 days you must fill in a reconciliation form for your travel. Give all your forms and receipts to the HDR Administrator and you will be reimbursed as soon as possible for items approved for the trip.

The eTAN and more information about travel is available via UWS Travel at:
http://www.uws.edu.au/staff/adminorg/academic/fo/finop/fintrvl

Unexpected Circumstances
If you have to cancel, postpone, lengthen or shorten your trip you must contact the HDR 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 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 Project 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.

Campus Bookshop
The UWSConnect Bookshop is located on campus in building EJc (adjacent to ICS).

Stationery
Basic stationery is kept at the ICS in the stationery drawers. Anything unusual can be ordered through the HDR Administrator, Tulika Dubey, however, it would be normal to seek approval from your supervisor beforehand.

ICS Website
Information about ICS staff, projects and other research activities can be found on the ICS site at http://www.uws.edu.au/ics.
Institute Enquiries
Phone: +61 2 9685 9600
Fax: +61 2 9685 9610
Email: ics@uws.edu.au
Web: www.uws.edu.au/ics

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

Postal
Institute for Culture and Society
University of Western Sydney
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Locked Bag 1797
Penrith NSW 2751
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This handbook was prepared by by Tulika Dubey, Michelle Kelly, Greg Noble and Megan Watkins