Higher Degree by Research Handbook

January 2020

The HDR handbook is a living document and will be periodically updated to reflect changes to regulations, policies and current accepted practice.

Disclaimer

This document has been prepared by Bond University. Although the authors have made efforts to ensure the highest accuracy and validity of the contents and the opinions presented in this document at the time of writing, Bond University does not guarantee that the information in this handbook is complete, reliable or accurate. Bond University is not responsible any loss or damage incurred using the information contained in this document by any person or organisation in any manner.
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Change of Thesis title

Extension of candidature

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Study away, off-shore study options

Conversion of HDR program enrolment

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Submission of thesis or examinable material

Thesis Copyright Statement and Deposit form

Candidate’s instructions regarding availability of thesis

Copyright permissions file

Withdrawal from candidature

Termination of candidature

Declaration
Message from Professor Michael Weir Chair of Graduate Research

Bond University's four Faculties offer postgraduate degrees in over 60 discipline areas. When you study at Bond University, you become part of the Higher Degree by Research (HDR) community where you are nurtured to develop as a research professional. Our small community of HDR students and multi-academic supervision teams provide access to support and training - we call this the Bond Experience. With personalised guidance, we endeavour to assist postgraduate students with on-time completions so they can start their research careers with confidence.

As a HDR candidate, your time at the University will enable you to develop transferable skills and start your career as a researcher. Your research degree will contribute new knowledge in your chosen field.

The purpose of this handbook is to serve as a reference throughout your candidature; we hope you find it helpful.

All student related policies, including University Regulations, can be found using the following link:

https://bond.edu.au/current-students/services-support/forms-policies/policies-procedures-guidelines
# Key contacts in University and Faculty

## Research Contacts

<table>
<thead>
<tr>
<th>Research Portfolio</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deputy Vice Chancellor (Academic), Research Professor Keitha Dunstan</strong></td>
</tr>
<tr>
<td>Chair of Bond University Research Committee</td>
</tr>
<tr>
<td><strong>Chair of Graduate Research Professor Michael Weir</strong></td>
</tr>
<tr>
<td>Chair of Bond University Higher Degree by Research Subcommittee</td>
</tr>
<tr>
<td><strong>Director of Research Services Mr Andrew Calder</strong></td>
</tr>
<tr>
<td><strong>Manager, HDR Unit Ms Vinese Berkett</strong></td>
</tr>
<tr>
<td><a href="mailto:HDR@bond.edu.au">HDR@bond.edu.au</a></td>
</tr>
<tr>
<td><strong>HDR Support Officer Ms Minori Watanabe</strong></td>
</tr>
<tr>
<td><a href="mailto:HDR@bond.edu.au">HDR@bond.edu.au</a></td>
</tr>
</tbody>
</table>
## Faculty Contacts

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Executive Dean</th>
<th>Associate Dean (Research)</th>
<th>Research Development Manager</th>
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</thead>
<tbody>
<tr>
<td><strong>Bond Business School (BBS)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:fobresearch@bond.edu.au">fobresearch@bond.edu.au</a></td>
<td>Professor Terry O’Neill</td>
<td>Associate Professor Bruce Vanstone</td>
<td>Ms Emma Hunt</td>
</tr>
<tr>
<td><strong>Faculty of Law</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:lawresearch@bond.edu.au">lawresearch@bond.edu.au</a></td>
<td>Professor Nick James</td>
<td>Professor Vai lo Lo</td>
<td>Ms Tonya Roberts</td>
</tr>
<tr>
<td><strong>Faculty of Society &amp; Design (FSD)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:fsdresearch@bond.edu.au">fsdresearch@bond.edu.au</a></td>
<td>Professor Derek Carson</td>
<td>Associate Professor Damian Cox</td>
<td>Ms Mandei Saranah</td>
</tr>
<tr>
<td><strong>Faculty of Health Sciences &amp; Medicine (HSM)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:hsmresearch@bond.edu.au">hsmresearch@bond.edu.au</a></td>
<td>Professor Nick Zwar</td>
<td>Associate Professor Kevin Ashton</td>
<td>Ms Tanya Forbes</td>
</tr>
</tbody>
</table>
HDR Student representatives

Two HDR student representatives are elected by the HDR student cohort every year to be student representatives on the Research Committee and the Higher Degrees Research Subcommittee. They serve a 12-month term (1 July – 30 June). Nominees need to have successfully passed their Confirmation of Candidature and be able to serve the full term.

Key aspects of these roles are to:

- provide a voice for HDR students as part of the collegial decision-making process in relation to research and research training matters;
- facilitate communication/feedback regarding research and research training related matters throughout the HDR community;
- represent the views of the HDR cohort at Committee; and
- aid in HDR student advocacy

The HDR student representatives for 2019/20 are:

<table>
<thead>
<tr>
<th>Christie Short</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Health Sciences and Medicine</td>
</tr>
<tr>
<td><a href="mailto:christie.short@student.bond.edu.au">christie.short@student.bond.edu.au</a></td>
</tr>
<tr>
<td>Member of HDRS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Amanda Tauber</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Health Sciences and Medicine</td>
</tr>
<tr>
<td><a href="mailto:amanda.tauber@student.bond.edu.au">amanda.tauber@student.bond.edu.au</a></td>
</tr>
<tr>
<td>Member of HDRS</td>
</tr>
<tr>
<td>Member of BURC</td>
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</tbody>
</table>

Student support

Support for Learning-Related Services

Library Services

Each Faculty has a Librarian, who is a candidate’s key contact for assistance with all the above, and any other Library enquiries you might have. We encourage you to contact your Faculty Librarian for an introduction to the Library services available for researchers. For copyright enquiries contact the Manager, Scholarly Publications & Copyright.
All HDR candidates are encouraged to maximize their usage of Bond Library's services for researchers. Library resources include:

- Extensive electronic databases and journal collections;
- One-on-one assistance with searching for your literature review;
- Free document delivery service for articles, books and other items not already held by the Library;
- EndNote and RefWorks software for managing the references for your research, and formatting theses and other papers in your chosen referencing style;
- Loans of books and multimedia items in the Main Library and Law Library;
- Advice and support for managing the data produced by your research;
- Bond's open access research repository, Pure, for showcasing yourself and your research to the world.
- The repository can also make your research outputs openly available to meet Open Access requirements;
- Workshops on EndNote, RefWorks, searching for a Literature Review, Citation Searching, NVivo and more;
- Access to the key citation databases Scopus and Web of Science, for citation searching and identifying journal impact; and
- Advice on selecting quality journals to publish in, including Open Access journals.

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<table>
<thead>
<tr>
<th>Business</th>
<th>Society and Design</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tiffany Mitchell</td>
<td>Daniel Walker</td>
</tr>
<tr>
<td><a href="mailto:tmitchel@bond.edu.au">tmitchel@bond.edu.au</a></td>
<td><a href="mailto:dawalker@bond.edu.au">dawalker@bond.edu.au</a></td>
</tr>
<tr>
<td>5595 53362</td>
<td>5595 1499</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Health Sciences &amp; Medicine</th>
<th>Law</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sarah Bateup</td>
<td>Ian Edwards</td>
</tr>
<tr>
<td><a href="mailto:sbateup@bond.edu.au">sbateup@bond.edu.au</a></td>
<td><a href="mailto:iedwards@bond.edu.au">iedwards@bond.edu.au</a></td>
</tr>
<tr>
<td>5595 2135</td>
<td>5595 1520</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scholarly Publications &amp; Copyright</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Antoinette Cass</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:acass@bond.edu.au">acass@bond.edu.au</a></td>
<td></td>
</tr>
<tr>
<td>5595 1523</td>
<td></td>
</tr>
</tbody>
</table>
**Academic Skills Centre**

Candidates can access, without charge, all services offered by the Academic Skills Centre.

The SLS is suitable for all students, including native-English speakers. Supervisors should actively make students aware of these support services.

In addition, ASC offers ‘Shut up and Write’ sessions once a week – this is a two-hour session consisting of periods of intensive writing in which candidates can focus on writing output for their thesis.

For further information go to the ASC iLearn site or email learningsupport@bond.edu.au

**Academic Skills Centre Staff**

![Cameron Lydiard](image1.png)  
![Shirley Brown](image2.png)  
![Neil Roberts](image3.png)

**Information Technology Services (ITS)**

Computer login details, printing problems, or if you experience technical IT issues you will need to contact Information Technology Services.

Support for ITS is available Monday to Friday 08.00am - 5.00pm. If you are on campus, dial 7 or (07) 5595 4444 if you are off campus

Please note that all correspondence between the University and candidates is through your Bond email account.

**Other Available resources**

The University aims to provide the following facilities for all research students. Dedicated workspaces will be equipped with a desktop computer wherever possible. University computers will be equipped with access to:

- The Internet;
• Bond University supported word-processing software, such as currently licensed version of Word, Excel and PowerPoint;
• Provided with a Bond University email account;
• Dedicated workspace allocation, typically fitted with attached lockable cabinets or with adjacent secured lockers;
• A relevant statistics package and/or other commonly related research software if required;
• Information Technology Support;
• One telephone per HDR area/office;
• Access to photocopier and printer equipment;
• Access to University stationery where necessary for research-related purposes;
• Access to staff tea/lunch/retreat rooms;
• Laboratory access, individual bench space and access to relevant equipment in laboratory-based disciplines will be provided where necessary.

**Student and Staff Medical Clinic**

The medical clinic is a facility provided to currently enrolled students and staff members of the University. The clinic is located within Student and Academic Services (Building 9 on campus map).

- Appointments are required and can be made by phoning (07) 5595 4043.
- Clinic appointment hours are: Monday to Friday 9.00am - 12.50pm and 1.50pm - 4.00pm

**Private counselling**

The University has several psychologists who provide free confidential counselling services to help candidates with anything from academic, study pressures to personal problems.

If candidates are struggling with a lack of motivation, harassment, or depression, or are dealing with severe trauma, they may find that one-on-one sessions with a counsellor will give them the skills to cope. Counsellors have excellent contacts with the wider healthcare community and can arrange specialist professional assistance off campus, if required.

Private counselling appointments are held within the Student & Staff Medical Clinic. Clinic appointment hours are: Monday to Friday 9.00am - 12.50pm and 1.50pm - 4.00pm. Counselling appointments are one hour in duration, available on the hour, and can be made by phoning (07) 5595 4002. For more information visit the [Counselling Services Webpage](#).

**Sports Centre Facilities**

The Sports Centre is in Building 9, level 2, on the east side of the lake. [Facilities](#) include a gym, cardio equipment, a 50m lap pool, and group exercise classes.

To access these facilities, HDR students are required to pay the Student Activities Fee. Payment can be made online [bond.edu.au/pay](http://bond.edu.au/pay) or at the Cashier’s Office. Proof of payment is then presented to the Sports Centre for access.
Scholarship opportunities

Bond University is committed to providing a high level HDR experience to ensure success in students’ research and research training.

The provision of appropriate financial support is an important part of the research training environment. Bond University allocates funds to support the financial costs of fee offset (waiver) and living stipends.

The University places a focus on commencing Doctoral students for all living stipend scholarships. Masters by Research student are not eligible.

Bond University offers two scholarship rounds per year: March and September. The 2019 full-time stipend rate will be $27,596.00 p.a. (indexed annually).

Successful international candidates will also receive a fee waiver in addition to the stipend. Bond University Scholarships are assessed by a panel of experts based on academic merit and research experience. Scholarship recipients are limited in terms of the number of hours of paid work they can undertake, and supervisors need to be aware of these limitations when allocating teaching arrangements.

Details regarding scholarships and on-line application process available from the HDR Scholarships page on the Bond website. Scholarships and funding offered by external institutions or organisations can also be found on the Bond website.

Workplace Health & Safety

Bond University is committed to achieving the highest level of performance in work health and safety with the aim of creating and maintaining a safe and healthy work, study or research-based environment throughout the campus. The University regards safety as a core value; believes that work-related injuries and illnesses are preventable and aims to keep people safe while at work.

The University requires those responsible for all University activities, whether on campus or off campus, to comply with relevant work health and safety legislation, codes of practices, advisory standards and established safe practice, including Australian Standards, as well as the University's policies and procedures.

WORK HEALTH & SAFETY POLICY
EMERGENCY RESPONSE PROTOCOLS
BOND INSTITUTIONAL BIOSAFETY POLICY

Employment — Academic Work Experience

Faculties occasionally have opportunities for HDR candidates to undertake casual employment. Casual employment can include lecturing, tutoring or working as a research assistant.

Employment of more than six hours per week requires approval from both the Principal
Supervisor and the Faculty ADR. The Principal Supervisor is responsible for ensuring that academic employment does not cause delays in the progress of the candidate's research degree.

Academic employment is not a requirement of candidature, and opportunities to participate in this may not always be available.

If you are in receipt of a living stipend scholarship, please check the terms and conditions of your scholarship to ensure you do not breach your scholarship conditions. Many living stipends limit a full-time student to eight hours work per week.

**International Candidates - important information**

**International students-Visa requirements**
The following is a summary of the regulations regarding your Student Visa. It is important you understand and comply with these regulations, as Bond University is legally obliged to report any Student Visa breach to the Department of Home Affairs within 30 days of a breach and your Student Visa may be cancelled.

It is your responsibility to ensure that any information held by Bond University is up to date and that you comply with all relevant visa conditions. Failure to comply with any of the following could result in your visa being cancelled.

**Residential address- student visa regulation 8533**
You are required to provide Bond University with your Australian residential/contact address within 7 days of arriving in Australia and any address changes that you may have whilst residing in Australia. This CANNOT be a post office box; it must be a physical residential address.

How to ensure compliance: use eStudent to update your current Australian address within 7 days of any changes.

**Full time Enrolment 8202**
In order for you to complete your program within the duration specified on your Confirmation of Enrolment (CoE) you must be enrolled in a full-time study load each semester.

**Overseas Health Cover**
It is your responsibility to maintain Overseas Student Health Cover (OSHC) for the duration of your Student Visa. The Bond University International Team can assist you in renewing your health cover with the University's preferred provider.

Please Note: All Student Visa applicants for all student visa subclasses must provide evidence to Department of Home Affairs of OSHC for the entire estimated duration of their visa.

Please contact the International Support Team in the SBC for any OSHC enquiries.

**Permission to work — Student Visa regulation 8101**
If you were granted a Student Visa on or after 26 April 2008, you will already have Permission to Work automatically included with your visa. To check the work conditions of your current visa, please refer to the Department of Home Affairs Visa Entitlement Verification Online system (VEVO).
You must obtain a Tax File Number to be able to work in Australia. This is available from the Australian Tax Office [www.ato.gov.au](http://www.ato.gov.au).

**International Student Support Staff**

Bond University has a strong component of international students who hail from some 80 countries worldwide, creating a dynamic, multicultural community.

In the Student Business Centre, you will find Bond’s specialist team whose role is to support our international students on a wide range of matters:

- Update and issue CoEs
- Monitor and report international students to the Australian immigration authority to ensure compliance with the [ESOS Act](http://www.ato.gov.au) and the [National Code](http://www.ato.gov.au)
- Monitor international sponsored students, including Australia Award scholarship holders
- Provision of letters (e.g. 485 completion letters, invitation letters)
- Assistance with Student Visa implications

International Support Team
Email: intlsupport@bond.edu.au
Tel: +61 7 559 54049

**University Committees relevant to HDR candidates**

**Bond University Higher Degree Research Subcommittee (BUHDRS)**

The Higher Degree Research Subcommittee reports to the Bond University Research Committee. The purpose is to maintain academic quality and promote university-wide procedures, processes and expectations for advancement of Bond University’s aspirations and strategic priorities in enhancing excellence in higher degree research. The Committee meet 6 times per calendar year.

The subcommittee consists of Chair of Graduate Research, Faculty Associate Deans of Research, Director, one representative Research Development Manager, Student & Academic Services, Director of Research and two HDR student representatives

- [Committee members and meeting dates on Bond website](http://www.ato.gov.au)

The Terms of Reference for the HDRS are to:

1. Advise the Research Committee on matters related to academic standards, policy and quality assurance for higher degree research programs;
2. Monitor, manage and review policies and procedures pertaining to the progress of HDR candidates, including admissions processes, confirmation of candidature, progress reporting and timely candidature, quality supervision, examination, terminations of candidature, extensions of time, and other related matters;
3. Monitor and ensure standards for examination of HDR students, terminations of
candidature, extensions of candidature, and other related matters are fair and, where appropriate, consistent across the University; and

4. Other HDR matters as directed by the Research Committee.

**Bond University Research Committee (BURC)**

The Bond University Research Committee (BURC) is a Standing Committee of the Academic Senate. The Committee advises Academic Senate about policies and procedures relating to research at the University, including the higher degree by research program.

Research Governance is provided by the Bond University Research Committee. The Committee meet 6 times per calendar year

- Committee members and meeting dates on Bond website

The Committee regularly reviews audits and makes recommendations on research strategy for the implementation of the University Research Strategic Plan. It also makes recommendations regarding the conduct of the University’s government reporting obligations including Higher Education Research Data Collection (HERDC) and Excellence in Research Australia (ERA).

**Bond University Human Research Ethics Committee (BUHREC)**

The Bond University Human Research Ethics Committee (BUHREC) is committed to protecting the welfare and rights of human participants in research conducted by members of the Bond University community. In doing so, BUHREC promotes ethically, socially, scientifically and legally responsible research activity among all members of Bond University.

The Committee meet three times per semester

- Committee members and meeting dates, including submission dates, on Bond website
- Further Human research ethics information can be found on the Bond University website,

**About Your Postgraduate Research Degree**

**Enrolment in coursework**

Some HDR programs include coursework components. The purpose of these courses is to provide candidates with essential skills and knowledge to develop as researchers.

Coursework requirements are specified in the candidate’s letter of offer.

Where coursework is required, the HDR Unit will, each semester enrol candidates in the appropriate subjects, ensuring that all changes to HDR coursework enrolments meet the program requirements and compliant with legislation.
Duration of candidature

The total period of candidature for each full-time HDR enrolment is normally:

- Masters by Research program: minimum 12 months, maximum 24 months;
- Doctoral Degree: minimum 36 months, maximum 48 months.

HDR candidates that are enrolled on a part-time basis receive the same duration for their program; for example, the Masters by Research maximum is 48 months, the Doctoral Degree maximum is 8 years.

Candidates on an international student visa are not permitted to enrol on a part-time basis.

Any requests for extensions, or alteration to candidature, must be made in writing using the appropriate forms and submitted to the Faculty. Where an extension to Candidature has been approved fees may be charged.

Fees

Annual Program fees are published on the University research degrees web pages.

Domestic Students may be provided with a Research Training Program (RTP) Fees Offset which exempts them from tuition fees. This exemption is valid for a maximum period of four years for full-time study or up to eight years part-time study for a Doctoral program and a maximum period of two years for full-time study or up to four years part-time study for a Masters program.

International students may apply for a partial fee waiver. If approved, this fee waiver is valid for a maximum period of four years for full-time study for a Doctoral program and a maximum period of two years for full-time study for a Masters program.

After the RTP entitlement or Faculty Fee Waiver period has elapsed, fees may be charged in accordance with the University’s Fees Policy.

Research Training Program (RTP)

The Research Training Program is Federal Government funding provided to higher education providers to support research training for eligible students undertaking Research Doctorate and Research Master degrees. The enrolment periods stated above for (eligible) HDR candidates is covered by the Research Training Program (RTP).

An RTP student must be an Australian or New Zealand citizen, or Australian permanent residents and enrolled in a postgraduate research degree.

For full details refer to the Research Training Program (RTP) Scholarship Policy or contact the HDR Administration Unit.
Establishing expectations

Commencement
‘O’ WEEK

University HDR orientation
The compulsory HDR Orientation and induction is held once a semester and provides candidates with information about the university, research practices and resources available throughout their candidature. It is an opportunity to meet with other HDR candidates and attendance is a condition of being enrolled in the HDR program.

Faculty Orientation
Faculty orientation is essential to discuss both general infrastructure support (including building access, access to office/work space or laboratory space, photocopying, travel, Internet access, tea-room facilities, technical support, equipment access, parking requirements, disability access requirement) and project-specific support (such as field work, testing, consumables, laboratory space) that will be provided to the candidate by the Faculty.

Your Faculty Research Development Manager is responsible for facilitating your Faculty Orientation.

WEEK 3-8

HDR Support Series
Facilitated by the Chair of Graduate Research, the HDR Support Series is a compulsory series of 6 workshops, usually held on Tuesdays from week 3 to week 8 of semester. Check the website for the most up to date Support Series schedule:

WEEK 5

Research Integrity Training
Research Integrity training is compulsory for all research higher degree students. Students must attend a Research Integrity Training workshop prior to their confirmation of candidature seminar. The workshop is held on Wednesday of Week 5 each semester 9am – 12.30pm.

Research integrity involves upholding ethical standards in all aspects of academic work, including learning, teaching and research. It is imperative that all Bond University staff and students adhere to the highest principles of honesty and accuracy so that the total body of knowledge increases without distortion of the truth. See also Research Integrity information on the Bond website

Topics covered in the workshop include:
- The Australian Code for the Responsible Conduct of Research, 2018
• Honesty and integrity
• Adequate training expertise for the project
• Conflicts of Interest
• Ethical Conduct
• Data Management – retention and sharing; security, export controls, privacy and consent
• Authorship and publication ethics
• Peer review
• Intellectual Property and Collaboration
• Breaches of the code and research misconduct

WEEK 6
By week 6, you and your Supervisor should have discussed and completed the Student-Supervisor Agreement form which helps to set out the expectations and working arrangements for you and your supervisory team.

The completed and signed form must be lodged with your Faculty Research Development Manager. The Form is available online in the HDR Student iLearn Community – log into the student portal then:
• select ‘iLearn’ on the left-hand menu
• select ‘HDR Student Community’ under My Communities
• select ‘HDR Handbook and Forms’

The Supervision Team and Relationship
The University encourages a team approach to supervision and HDR development. The supervision team consists of a Principal Supervisor and Associate Supervisors

Principal Supervisor
The Principal Supervisor will be the key person for the duration of the candidature. They will usually be a content expert, are always the administrative authority, and are the key member you should have regular and frequent meetings with.

The Principal Supervisor must hold a postgraduate qualification in the relevant discipline, be research-active (in accordance with the University’s Research Active Policy), and be a Bond University approved Principal Supervisor.

Associate Supervisors
Associate Supervisors are equally important as Principal Supervisors however, they may have expertise in an aspect relevant for your project such as content, methodology, or industry experience. Associate Supervisors must be a Bond University approved Associate Supervisor. Your meetings with them may be more frequent at different times throughout your candidature as your project may necessitate.

Setting expectations
An essential aspect of project teamwork involves understanding expectations and responsibilities.
The Higher Degree Student Supervision Policy details the responsibilities of the University, your Supervisors and you so you know what to expect from your working relationship.

Read the Policy to inform your discussions and document your working arrangements in the Student-Supervisor Agreement.

Responsibilities of the candidate

Candidates are responsible for:

- where possible actively participating in the selection of the Principal and Associate Supervisors;
- reading and understanding the University's research and research training policies and guidelines, as well as those pertinent to the Faculty and, where relevant, discipline-specific professional requirements;
- completing the Bond University student-supervisor agreement;
- completing both the Faculty and University induction program, attending the support series and integrity workshop prior to confirmation;
- reading and understanding the procedural and substantive rights and responsibilities of HDR candidates at the University;
- ensuring compliance with all University policies relevant to HDR candidature, including but not limited to: Occupational Health and Safety; Biosafety; Human Research Ethics and Animal Ethics; Privacy; Intellectual Property; Copyright; Code of Conduct for Research; and plagiarism and academic dishonesty;
- ensuring that appropriate methods of data management are identified and undertaken per University policy and legislative requirements;
- adhering to the milestones and timeframes identified in their research program;
- maintaining regular contact with the supervision team, as agreed in the student-supervisor agreement;
- Participating in the required HDR progress reports;
- attending and consulting with the supervision team per the agreed schedule;
- expending enough time and levels of concentration on the research program and demonstrating progress achieved;
- presenting required written material in enough time to allow for comments and discussions before scheduled supervisor meetings;
- responding to substantive and technical matters in the research and thesis, as directed by the supervision team;
- submitting and obtaining timely permission from the Principal Supervisor and ADR, using the relevant forms if the candidate is intending to take annual leave, leave of absence, travel to collect data or study off campus (see appendix 1).
• completing their Confirmation of Candidature within the first 16 months of full-time candidature for Doctoral and eight months for Master by Research programs (pro rata for part-time candidates);

• undertaking any coursework or other activities required by the Principal and Associate Supervisor;

• advising the Supervision team of any difficulties encountered as these occur;

• submitting Confirmation of Candidature documentation within the agreed timeframe;

• informing the University of an intention to submit thesis or examinable material, six months prior to submission.

• submitting the thesis for examination within the agreed timeframe, and, if the examiners advise amendments are required, working under the guidance of the supervisory team to make these amendments within a six-week period; and

• accepting responsibility for the final copies of the thesis and submitting a thesis that meets the University’s requirements on presentation and content.

Responsibilities of the Supervision team

The Principal and Associate Supervisors are responsible for:

• ensuring that the HDR student’s project plan is feasible within available resources;

• ensuring that the milestones and timeframes identified within the candidate’s higher degree research program are achievable;

• advising the ADR should they have concerns regarding the candidate’s capacity to meet the milestones identified in the research program or the adequacy of necessary resources or facilities essential to their completion;

• ensuring that both the student and supervisory team complete a Student - Supervisor agreement within the first six weeks of enrolment;

• ensuring they meet all requirements of being a student i.e. advising contact information, timely application of leave of absence requests (if appropriate). International students are to abide by their student visa conditions;

• maintaining regular contact with the candidate and ensure that a reasonable timetable is set to permit the degree to complete within the regulation maximum timeframe of:
  o 2 year’s full-time enrolment for Master by Research candidates; and
  o 4 year’s full-time enrolment for Doctoral candidates

Candidates may in exceptional circumstances seek to be extended beyond the maximum time following a satisfactory review of progress by the ADR with the approval of the Chair of Graduate Research. Any extension of Candidature may incur full tuition fees for the extended time

• ensuring that the candidate participates fully in research-training opportunities
available within the University and the Faculty, as well as the broader external academic environment relevant to the discipline;

- providing timely and consistent feedback to the candidate as confirmed in the Student-Supervisor agreement;

- providing appropriate, helpful and explanatory feedback to the candidate on any submissions, returning such feedback in reasonable time, and assisting candidates to develop solutions as problems are identified;

- ensuring that a candidate has received clear written documentation where the standard of the candidate’s work is lacking and identifying together with the candidate strategies to address the identified problems;

- assisting a candidate, where appropriate, with re-defining the initial milestones and timeframes to ensure that the research program will be completed in a timely manner;

- reaching agreement with the candidate regarding authorship of publications and acknowledgements of contribution during and after completion of candidature, and respecting and recognising contributions by the supervisor and candidate in all published works;

- nominating an appropriate acting supervisor during absence, and seeking timely approval from the ADR, prior to commencement of leave of absence;

- counselling candidates to enrol for a lower award if progress has been unsatisfactory;

- identifying appropriately qualified Confirmation Panel members for the confirmation process;

- identifying appropriately qualified thesis examiners for the examination of the thesis; and

- advising the candidate as to whether, and when, the thesis is suitable in form and content, for submission, per the University policy:
  - At the time of submission, supervisors should certify that the thesis is properly presented and conforms to the University's rules for submission of a thesis.
  - Supervisors should confirm that the thesis is of a standard suitable for examination.

**Supervisory Team**

**Initial meeting (within the first 6 weeks)**

The Student - Supervisor Agreement must be completed within the first 6 weeks of commencing your HDR degree and lodged with the Faculty RDM.

The purpose of the student supervisor agreement is to facilitate a discussion on:

- the candidate's project
- the candidate's approach to the project
- expectations, communication and regular meetings; and
available resources
University policies and procedures.

**Regular meetings with supervision team**

Regular meetings with the Principal Supervisor can take place in any of the following modes:

- Face-to-face;
- Skype, FaceTime;
- Chat messaging; or
- Phone.

Generally, the more frequent and more regular the candidate meets with the supervision team, the better.

Candidates should consider the following for each meeting:

- Approach it as a business meeting;
- Have a written agenda (student-driven);
- Take notes with actions and deadlines;
- Follow project planning approach; and
- Plan steps for next meeting.

**Important milestones during candidature**

A postgraduate research degree is a significant project that requires planning and management. Approaching your degree as a project involving a project plan; reaching milestones; the focused attention to logical progression, understanding the means to access research material and facilities and the application of appropriate research methodology can result in the timely completion of the HDR journey.

As with any major project, milestones are set and are integral to the delivery of the project (in this case, your thesis).

All HDR projects have the following milestones:

**Proposal**

- Coursework (if required)
- Substantial literature review
- Early chapter writing
- Methodology preparation
- Data collection

**Progress review and reporting**

- twice per year throughout candidature

**Confirmation of Candidature Seminar**
• End of the first third of the candidature

**Thesis submission for examination**

- Pre-submission checks
  - Copyright, IP, Plagiarism Detection tool
- Examination
- Revisions (if required)

**Progress Reports**

The purpose of progress reports is to ensure compliance by the candidate with key dates for milestones in their candidature. Progress reports are issued twice a year: June and December.

- The mid-year report is completed by both the candidate and the supervision team.
- The end of year progress report is a short report completed by the supervision team.
- The Faculty ADR and the Head of Graduate Research review all reports.

The June progress reports will identify:

- Whether required work on the project has been completed;
- The frequencies of consultations with supervisor/s;
- Significant writing or drafting of the thesis;
- If ethics clearance has been obtained and up-to-date; and
- Early identification of any delays with submission of the thesis.

**NOTE the completion of HDR Progress Reports is compulsory.** A copy of the report will be kept on the candidate’s file. If the candidate fails to complete their section of the report by the closing date they will automatically default to “At Risk”

**Confirmation of Candidature**

**Important dates**

**Timeframe**

Timely progress within the first year of candidature is important to not only the candidate, but also the supervisors and the University's research community. Confirmation of Candidature is the first major milestone in a candidate's research project.

Confirmation normally occurs within the first year (pro-rata for part time candidate's), however the candidate's Faculty will have policies regarding this milestone.

The main emphasis of the candidature review is to determine the appropriateness and feasibility of the research program, the adequacy of the research arrangements and resources, and the capacity of the candidate to demonstrate progress and milestones achieved to date.
Confirmation of Candidature

Enrolment of all HDR candidates is probationary until successful completion of a confirmation of candidature process. It is important that you are aware of your scheduled confirmation date early in your candidature, which your Research Development Manager can provide to you.

The Faculty will establish procedures for confirmation of candidature for each HDR program.

Confirmation procedures will require the creation of a small Faculty Confirmation Panel that normally includes the candidate’s supervisor and at least one member external to the University from a cognate field as approved by the ADR. The ADR normally chairs the Panel.

Confirmation process

Confirmation of candidature is the initial stage of the research training process. The key objectives will include evaluation of the candidate's progress in the formative period of the probationary stage of candidature. The confirmation process enables an assessment to be made to ensure that the candidate is “on track” during this early stage. Confirmation of candidature will be based on an assessment of the following milestones, and candidates are required to:

- conduct an oral presentation;
- outline a detailed confirmation document, which will normally be up to a maximum of 10,000 words;
- complete an annotated literature or bibliographic review or other form of comprehensive background research;
- provide evidence of application for ethics approval where relevant;
- successfully complete any stipulated coursework unit/s or other developmental activity required in the Letter of Offer; and
- present an outline of the research project and progress to date before the Faculty Confirmation Panel chaired by the ADR and as a minimum at least one academic external to the HDR Supervision team, and an external examiner.

Conversion of degree

When the candidate has demonstrated exceptional progress, a supervisory Team may request a Conversion of enrolment from a Masters degree to a Doctoral degree be considered. Refer to Regulation 84 of the Award Regulations in relation to this process.

Conclusion of Confirmation process

Following the oral presentation, the panel will meet and discuss the candidate’s progress. The Confirmation Panel will recommend either that:

- the candidature is confirmed;
- the probationary period should be extended as deemed relevant by the Confirmation Panel and set conditions that must be met before candidature can be confirmed.
- Termination of candidature
- Downgrade from Doctoral degree to Masters by Research
Where candidature is confirmed, the Confirmation Panel Chair will complete a Confirmation of Candidature report and provide a copy to the Faculty's RDM.

Where a further period of probationary candidature is recommended, the Confirmation Panel will stipulate the length of the extension and any conditions to the candidate and to the Faculty’s ADR and RDM. The Confirmation Panel shall reconvene at the conclusion of the extension period to determine the candidate’s confirmation. In all cases specified above a decision made by the Confirmation Panel the Chair of Graduate Research must approve the decision.

**Project budgets**

An integral part of being a researcher is managing a research budget. Candidates can access funding from the University for their studies. The HDR Unit administers HDR student budgets.

**Budget development and approval**

To access funding, HDR candidates must prepare, as part of their confirmation document, a proposed whole-of-candidature budget subdivided into calendar years. The budget must be prepared in consultation with the supervision team. It is recommended that a budget is completed as early into enrolment as is feasible to facilitate forward project planning and access to funding support.

The budget must be manageable within the resource constraints of the Faculty and the University. The University is not obliged to fund amounts in excess of establishment limits if prior agreement is not reached on project costs or conference support.

Proposed budgets and allocations will be reviewed annually by the ADR, who will make recommendations to the Chair of Graduate Research.

**Receiving budget approval and accessing funding**

To access funding the candidate must complete the [HDR budget process and application form](#). Once the budget is approved by the Chair of Graduate Research, a formal letter will be sent to the candidate’s Principal Supervisor. The candidate will also be advised of the approval of the HDR budget by email.

To expend funds, candidates can contact the [Higher Degree Administration Unit](#).

**Acknowledging funding**

All students receiving RTP Scholarship Support, both living stipend and fee off-set, must acknowledge the Commonwealth’s support when they publish or produce material such as:

- books,
- articles,
- newsletters or other literary or artistic works which relate to the research project, whether this is during or after completion of their HDR studies.

This requirement applies to the student, their supervisor or any other party who publishes or
produces material carried out by the recipient of RTP Scholarship.

The acknowledgement must be displayed in a prominent place using the following text:

This research was supported by an Australian Government Research Training Program Scholarship.

Maximum available funding during enrolment

It is expected that the maximum amount of funding available to HDR candidates for project costs and conference travel support during their candidature will be determined by the costs of the degree as determined by the Commonwealth Research Training Program and the annual operating budget of the University.

Refer to the HDR Support policy for the latest schedule of maximum funding.

Project budgets and project support includes the following:

- Data collection costs;
- Laboratory consumable costs;
- Record access costs;
- Field work consumables;
- Field work travel and subsistence for data collection;
- Material, practical projects and films.

Some project costs may already be supported through existing University infrastructure, including:

- Access to literature and publication resources;
- Access to databases and other relevant online records;
- Large equipment; and
- Minor equipment already owned and used in the University.

Conference attendance

Once a student has completed and passed their confirmation of candidature, they may be eligible to access funding for travel and conference attendance.

The University provides financial support to all HDR candidates on a case-by-case basis to fund conference registration, accommodation and associated travel costs where the candidate is accepted for a presentation paper on their research project. Support for attendance at a conference will only usually be approved after a candidate has confirmed their candidature.
Process for obtaining travel funding:

- It is desirable for candidates to have budgeted for funds to attend a conference to present a paper for the current calendar year. Applications to attend conferences outside of this annual budget process can be made with the support of the Principal Supervisor and ADR. These will be considered by the Chair of Graduate Research on a case-by-case basis, using the same guidelines as all other applications.

- Candidates can also obtain funding for travel relating to their project field work

- Candidates will consult with their supervision team and complete the HDR Budget Process and Application form. This must include all expected costs, including conference registration, transportation and accommodation.

- The conference program must be submitted with the application along with evidence of acceptance for the presentation.

- Bond University’s preferred supplier for travel bookings is Campus Travel. Candidates are strongly advised to use Campus Travel to obtain their quotes for budget planning to avoid any budget overruns.

- The application will be submitted to the candidate’s Principal Supervisor and ADR for approval. The application will normally be made at least three months before the expenditure of funds is required.

- An outcome letter of advice will be emailed to the Principal Supervisor and the HDR student.

- If the budget is approved the HDR Administration Unit will make and pay for these bookings on behalf of the candidate. The candidate must provide the HDR Administration Unit with the flight details, accommodation and conference registration details. The HDR Administration Unit will make and pay for these bookings on behalf of the candidate.

- The HDR Administration Unit will book all travels and conference registration in advance. Candidates will not be reimbursed if they pay for these expenses personally. Note that all travel undertaken by an HDR student during their project must done in accordance with the University’s Student Travel Policy.

- The HDR Administration Unit will, upon presentation of tax invoices, reimburse the candidate with all approved out-of-pocket incidental expenses incurred during the trip.

- The HDR Administration Unit will keep records for each candidate and will provide a report of funding commitments annually to the ADR and HDR Subcommittee.

- While the university accepts that private travel may be taken which is incidental to the business purpose of the travel, the HDR unit will only book and pay for the business travel component of the journey. Private travel must be booked and paid for by the candidate.

Ethics

How to apply for human research ethics

All researchers are strongly advised to consult the relevant sections of the National Statement on
Ethical Conduct in Human Research (2207) Updated in 2018 (National Statement) while compiling their ethics applications. Guidance is also available on specific issues within the application form.

**Ethics application process**

- If you need help using the online ethics application system, refer to the tips on the website.
- If you still have queries or concerns about how best to proceed, and would like assistance, please contact the Research Ethics.
- The https://bond.edu.au/researchers/research-support/research-tools/research-ethics/research-ethics-manual offers a range of guidance from how to understand and apply general principles, to targeted advice about how specific issues may be resolved.

**Bond University Research Ethics Manual**

The Bond University Research Ethics Manual (BUREM) is a resource for our researchers, reviewers, stakeholders, and administrators to assist in the application of core principles to the ethical challenges that can arise in research practice. The booklets of this manual offer a range of guidance from how to understand and apply general principles, to targeted advice about how specific issues may be resolved. The BUREM is intended to be used across the range of research disciplines, methodologies and design that fall within the scope of human research at Bond University. The material provided in these booklets is under constant development, if you have comments or suggestions about anything you read, please contact the Research Ethics Manager. The booklets will only be accessible from on Campus, or via a Citrix login. The BUREM is provided under license and Bond University staff and students are asked not to send copies of any booklet to persons external to Bond University.

- Bond University Research Ethics Manual (BUREM) Introductory Booklet
- BUREM booklet list
- BUREM Index

Staff who want to adopt an evidence-based practice approach to teaching and learning can consult resources developed by Australian Human Research Consultancy Services (AHRECS) about the ethical design and conduct of the Scholarship of Teaching and Learning.

**Australian Code for the Responsible Conduct of Research**

The Community entrusts researchers and research organisations with the responsibility to undertake research for the benefit of us all. Research integrity is a vital part of maintaining that trust. As part of Bond’s commitment to integrity, all research at the University is required to meet the guidelines set out in the Australian Code for the Responsible Conduct of Research, 2018 and Investigation Guide.

The Code sets out the guidelines determined by the National Health and Medical Research Council and Universities Australia for responsible research in this country. The Code has broad relevance across all research disciplines, guiding institutions and researchers in responsible research practices. Two supplementary guides are available on the Code webpage: Authorship and Management of Data and Information in Research.
Animal Research Ethics
The University is a registered user of animals for scientific purposes and must comply with the requirements of the Animal Care and Protection Act 2001 and the current "Australian code of practice for the care and use of animals for scientific purposes". Prior to any research being conducted on animals for scientific purposes, researchers must first liaise with the Ethics Manager in the Office of Research Services who will advise of the necessary steps and processes required to complete an animal ethics application.

Breaches of the Code and research misconduct
Research misconduct is a failure to adhere to high standards of professional conduct and integrity and to the principles contained in the Research Code of Conduct Policy, Research Misconduct Policy, Research Data Management and Sharing Policy, and the Australian Code for the Responsible Conduct of Research 2018. Suspected incidents of research misconduct should be raised with a Research Integrity Adviser, your Faculty Associate Dean (Research) or Research Services.

The University is committed to managing allegations of research misconduct in an equitable, consistent, transparent, and timely manner. For detailed processes refer to the Research Misconduct Policy.

Data management, Intellectual Property and plagiarism

Research Data Management
Data management is an essential part of research today. Almost every researcher manages various forms of data. Data management includes activities such as backups, collaborative work, data storage and retention. Managing your data professionally allows you to work more efficiently, produce higher-quality data, and achieve greater exposure for your research, as well as protecting your data from misuse or loss.

The first step towards professional data management is to make a data management plan and setting this up is incorporated into the HDR Support Series. For details about HDR research data management planning see the Research Data Management Toolkit.

Bond University's HDR Administration Unit and Library Services are developing resources to help researchers manage their data. If you require further assistance, please contact researchdata@bond.edu.au

Intellectual Property (IP)
As a researcher you should clarify ownership of and rights relating to research data before a project starts. Ownership and rights will determine how the data can be managed into the future, so these should be documented early in a project through Data Management Planning.

All research data created at Bond University is subject to the Intellectual Property Policy and associated policies.
In general, students own the copyright in all material generated during the course of their studies, including their thesis and the research data, except in the following three situations:

- The university has made a contribution of funding/resources/facilities or apparatus AND you make or contribute to a patent-worthy discovery or invention;
- The student has been provided with background intellectual property owned by the university or their supervisor; or
- The research is subject of an agreement between the university and a third party that deals with IP rights, for example a funding agreement that assigns all or some ownership of the research;

You will be made formally aware of any changes to the ownership of copyright or IP related to your studies. Should you have any questions about the ownership of your IP, please speak with the HDR Unit.

**Copyright**

Careful management of third-party copyright when writing your thesis will ensure an uncomplicated submission. There are two practical HDR resources in the Copyright for Students Library Guide.

Download the Copyright for Researchers Toolkit for ready-reference during your research. It includes a sample permission letter and a checklist as well as easy-to-read information on the copyright implications for higher degree research students.

The Copyright guide for Higher Degree Research Students, also in the Toolkit, is a useful resource that contains scenarios for handling digital copyright problems in theses.

You should consult the Manager, Scholarly publications & Copyright anytime to ensure your thesis is copyright compliant, but no later than three months before submission.

**External Parties**

Where research is conducted in collaboration with partners outside of Bond University, or for external agencies (e.g. funding bodies), ownership of copyright and other IP must be explicitly agreed to by the parties.

Ownership of copyright and other IP will commonly be dealt with in a document such as a funding agreement, contract or a memorandum of understanding. All researchers should be familiar with the requirements of any funding agreements, contracts or partnership arrangements, and consider these during the data planning process. For further information on Research Data Management.

**Plagiarism and Academic Dishonesty**

Plagiarism occurs when the work of another person, or persons, is used and presented as one's own, where the source of each quotation or piece of borrowed material is not acknowledged with an appropriate citation.
The University regards very seriously any acts of cheating, or dishonesty by way of plagiarism and there are a range of penalties which may be imposed on a student for instances of plagiarism. Bond University uses SafeAssign and Turnitin to check student work for plagiarism.

**Publication prior to submission**

Candidates are strongly encouraged and supported to prepare components of their research for publication prior to submission of the thesis or examinable material.

In cases where a candidate has published research findings, references must be included within the thesis or examinable material and adhere to the University's Code of Conduct for Research and the Guidelines on Authorship and the Retention of Research Data.

The thesis format may include one or a series of papers that have been prepared, submitted, or accepted for publication in a book or journal.

There may be some advantages in coordinating a thesis in this format:

- To develop writing skills
- Improve the quality of the thesis through a formal peer review process
- Create a chapter with each separate published paper
- Disseminate research
- Submission of published research in an appropriate journal is often required of doctoral candidates. See appendix 2 entitles PhD by Published Work for detailed copyright information for this type of thesis.

**Requirements for inclusion of published work**

A thesis may include published or unpublished papers where such papers have been produced under supervision and during the period of candidature and where the quality of such papers is appropriate.

Papers which have been rejected by a publisher must not be included unless they have been substantially rewritten to address the reviewers’ comments or have since been accepted for publication.

**Extent of student’s contribution**

The student should normally be the principal author (that is, responsible for the intellectual content and most of the writing of the text) of any work included in the body of the thesis.

Where any work has been jointly authored, a signature from the corresponding author is required to include the material in the body of the thesis. Co-authored work in which the student was a minor author can only be used and referenced in the way common to any other research publication cited in the thesis.
**Thesis examination**

**Introduction**
These guidelines have been developed to assist Higher Degree by Research (HDR) candidates with preparing their thesis for examination. These guidelines should be read in conjunction with the Bond University Regulations (Division 11).

Bond University offers the following Higher Degree by Research programs:

**Masters Degree (Research)**
- Master of Philosophy (MPhil)
- Master of Science by Research (Health Sciences)
- Master of Arts (by Research)
- Master of Laws (by Research)

**Doctoral Degree (Research)**
- Doctor of Philosophy (PhD)
- Doctor of Legal Science (Research) (SJD)
- Doctor of Philosophy by Published Work (PhD)
- Professional Doctorate Degree

**General presentation for all HDR thesis**

**Your thesis must comply with the following formatting requirements:**
- Typing must be 1.5 spaced;
- Text must be Arial 12 or Times New Roman 12 font;
- Printed on A4 paper; **single-sided** for examinable copies and **double-sided** for final copies;
- The inside edge of margins should be no less than 30 mm;
- Top margin should be 20 mm;
- Bottom margin should be 30 mm;
- Edge margins should be 20 mm;
- Page numbers should appear inside the margins and in the centre of the page;
- Pages should be numbered with lower case roman numerals for the preliminary section of thesis and Arabic numerals for the main part of the thesis, the title page is page i but should not be numbered;
- Each chapter and section should commence on a new page, on the right-hand side.
Preliminary section

Order of Contents

The following Table of Contents example contains all the content headings for a thesis.

All headings should be included in the thesis on a separate page and contain an appropriate statement, or content

Further details and examples are provided on the following pages:

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Title Page

The thesis must be preceded by a title page which should include the following details:

- The full title of the thesis;
- The full name of the candidate;
- The degree for which the thesis is submitted. This must be one of the following:

**Masters Degree (by Research)**
- Master of Philosophy (MPhil)
- Master of Science by Research (Health Sciences)
- Master of Arts (by Research)
- Master of Law (by Research)

**Doctoral Degree (Research)**
- Doctor of Philosophy (PhD)
- Doctor of Philosophy by Published Work (PhD)
- Doctor of Legal Science (Research)
- Professional Doctorate Degree

- The month and year of submission. This must be the month the Executive Dean confirms the thesis has passed examination.
- The Faculty in which the candidature was undertaken. This must be one of the following:

  - Bond Business School
  - Faculty of Health Sciences and Medicine
  - Faculty of Law
  - Faculty of Society and Design

- The title and names of all supervisors, for example Professor Jane Citizen.
- Acknowledgement of Federal Government funding.
Thesis title page example

A study into the specification of thesis guidelines, and complexities within science disciplines

Lucy Amy Smith

Submitted in total fulfilment of the requirements of the degree of Doctor of Philosophy

June 2015

Faculty of Health Sciences and Medicine

Professor Jane Citizen and Associate Professor Malcolm Person

This research was supported by an Australian Government Research Training Program Scholarship.
Abstract
An abstract of 300 - 500 words follows the title page and should be a concise summary of the thesis.

Key words
A maximum 10 words which are specific to the thesis
Keywords are listed at the end of the abstract, for example: endemic, biota, conservation

Declaration by author
The declaration is dated by the candidate and must be included on a separate page after the abstract.
The declaration is below:

This thesis is submitted to Bond University in fulfilment of the requirements of the degree of (name of degree: see table below for full list).

This thesis represents my own original work towards this research degree and contains no material that has previously been submitted for a degree or diploma at this University or any other institution, except where due acknowledgement is made.

Full name:
Date:

Declaration of author contributions
Publications you have co-authored, and are included in the thesis, must be stated below along with the contributions.

Example:

<table>
<thead>
<tr>
<th>Publication co-authored</th>
<th>Statement of contribution</th>
</tr>
</thead>
</table>
Research outputs and publications during candidature

It is important for candidates to list any research outputs that were published or presented during their candidature.

List publications using the standard citation format for the discipline.

Publications should be divided into sections such as e.g. peer-reviewed papers, book chapters, conference abstracts.

Examples:

Peer-reviewed publications


Published and Presented Conference Abstracts


Ethics declaration

If the project received human research ethics approval, the following statement must be included in the thesis:

"The research associated with this thesis received ethics approval from the Bond University Human Research Ethics Committee. Ethics application number *****."

Copyright Declaration

Candidates who have had research published and who want to include the articles in their thesis must be aware of copyright issues. Copyright permission must be obtained from the publisher before the thesis is examined. This is because the Publisher often owns the copyright of the published work. If this is the case and permission is not obtained the article must be removed from the electronic version of the thesis. Candidates should use the Copyright Permission Template in the Copyright for Researchers Toolkit when contacting publishers.

Gained publisher permissions should be stated in this section.

If an article has been published under an open access licence this will need to be declared along with the title and link to the licence in this section of the thesis.

See Appendix 2 for further information.

Acknowledgements
This section is to record acknowledgement and gratitude for the more general academic input and support, financial support from grants and scholarships; and non-academic support received during candidature.

There is no word limit applied to acknowledgements

**Thesis Table of Contents**

**Example**

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Abbreviations
Abbreviations should be presented in a table, as shown in the example below:

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<thead>
<tr>
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<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Dean Research</td>
<td>ADR</td>
</tr>
<tr>
<td>Bond University Human Research Ethics Committee</td>
<td>BUHREC</td>
</tr>
<tr>
<td>Higher Degree Research</td>
<td>HDR</td>
</tr>
<tr>
<td>Pro Vice-Chancellor (Research)</td>
<td>PVC-R</td>
</tr>
<tr>
<td>Research Development Manager</td>
<td>RDM</td>
</tr>
<tr>
<td>Student Learning Support</td>
<td>SLS</td>
</tr>
</tbody>
</table>

Main Section

Structure of the main text of the thesis
Candidates should seek advice from their Supervision team regarding the structure of the main
section of the thesis, particularly in relation to chapters. The Library has produced a guide
which will help candidates find resources to help them with the writing process

Bibliography or list of references
• Only recognised referencing styles should be employed, and candidates should consult
  with their supervisors on the most appropriate form of referencing for the field in
  which they are working.
The style of referencing adopted must be followed consistently.

- All books and articles mentioned in the body of the thesis must appear in the bibliography or reference list as appropriate.
- In some fields, the bibliography or reference list contains a record of works consulted, even if not actually cited in the text.
- The form in which a bibliography or reference list is presented may vary depending on the field of research. Supervisors can advise on what is appropriate for the field of research, and candidates should become familiar with the standard in their field by consulting previous thesis.
- References/footnotes may appear in the body of the text, or at the bottom of each page, at the end of each chapter, or at the end of the thesis. However, this varies between fields of research. Candidates should consult with their supervisor for clarity.
- Adequate documentation of sources is expected and relied upon by the thesis examiners who may wish to consult sources quoted in a thesis.
- Failure to adequately document sources could lead to allegations of plagiarism.

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**Additional work required for a PhD by Published Work**

Please refer to Appendix 2 for guidelines regarding PhD by Published Work.

**Editing of thesis**

Candidates must obtain, prior to examination, written approval from their supervisors and the ADR to use a professional editor or proof-reader. It is the responsibility of the supervisors to ensure that any professional editorial assistance does not alter or impact upon the scholarship or intellectual content of the candidate’s thesis or other examinable material. Candidates who use professional editorial assistance must comply with all requirements outlined in the Guidelines for editing research theses.

**Preparing to submit the thesis for examination**

In the months preceding the submission of the thesis, the candidate, supervision team, ADR and RDM will be involved in the examination process.

**Intention to Submit**

The candidate intending to submit the thesis for examination will notify their Supervisor and Faculty using the ‘Intention to Submit’ form at least three months prior to completion.

By signing the Notification to Submit for Examination of Thesis Form, the candidate’s supervisors and the ADR confirm that the thesis or examinable material is of an appropriate
academic standard for the degree to which it is to be submitted and examined and that it has met the presentation standards required by the University.

**Submitting an examination copy of the thesis to Library Services to check formatting and copyright compliance**

Prior to commencing the examination process, the candidate must submit an examination copy of the thesis to Library Services to check formatting and copyright compliance. Candidates should consider this when completing their intention to submit form and ideally submit their copy to the library no later than six weeks prior to submitting their thesis for examination (See this page for important details).

Any irregularities will be reported to the candidate's principal supervisor and Faculty RDM, then returned to the candidate for correction, prior to submission to examiners. Library Services should agree that the thesis is ready for examination before the thesis is submitted.

**Complete Candidate's instructions regarding availability of thesis form**

A Candidate may apply for an embargo using the Candidate’s Instructions Regarding Availability of Thesis Form. Any requests must be considered and approved by the HDRS. If approved, the digital thesis under embargo is withheld from public access and is managed by Library Services. Ideally the candidate should submit this form prior to submitting for examination to allow sufficient time for the Committee to consider the request and notify the Candidate and Library Services of the outcome.

A candidate can apply to embargo their thesis for one of the following reasons:

1. Contains confidential material;
2. Contains culturally sensitive material;
3. Research project is subject to a contractual confidentiality clause

If a candidate requires an extension to an approved embargo, they must apply for permission to the HDRS before the embargo expiry date. If no request for extension is received, and the expiry date passes, Library Services will automatically publish the Thesis online.

**Selection of examiners**

The Faculty ADR, in consultation with the supervisors of a doctoral candidate, will normally nominate five examiners from which three examiners will be selected. For examination of a Masters by Research, normally three examiners will be nominated, from which two will be selected. This may include one internal examiner. Faculty recommendations must be forwarded to the Dean for approval.

Selection and approval of examiners by the ADR should be made at least two months prior to the expected date of submission of the thesis or examinable material.

Examination of a thesis or examinable material will be undertaken by the examiners and
endorsed by the ADR on behalf of the Faculty Dean. Normally, examiners will have a degree equivalent to that under examination. However, in exceptional circumstances, one of the three examiners may be appointed based on outstanding scholarly and academic achievement or expertise in the field.

**It is the responsibility of supervisors and candidates to disclose any close working relationship with a nominated examiner, or where co-publication has occurred prior to or during the period of candidature.**

Prior to the selection of examiners, candidates have the right to indicate any examiners that they wish to be excluded, and in such circumstances the candidate must provide written justification for this request to the Faculty ADR.

**Communication with examiners**

The ADR will request the Faculty RDM to contact prospective examiners to seek their availability during the expected period following submission of the thesis or examinable material.

Confidentiality of the examiners and the examination process must be maintained throughout the examination process. All communication with examiners must be directed through the Faculty. No other communication can be made with the examiners after appointment.

Examiners are normally required to return the Examiner's Report Form on the thesis/examinable material submitted for examination within 8 weeks.

**Panels of examiners**

The Examination Panel for doctoral theses will be comprised of three independent examiners, selected from the five nominated and submitted for approval. The Masters by Research Examination Panel will be comprised of two independent examiners, one of whom may be internal, selected from the three nominated and submitted for approval.

**The Process for submitting for examination**

Formatting of the thesis in line with Bond University expectations, as stated in this document, is the responsibility of the candidate. Candidates should refer to their Faculty RDM for instructions on whether a printed copy of the thesis is required for examination.

Candidates must complete a Submission of Thesis or Examinable Material Form prior to lodgement.

The candidate must also submit a structured, deposit of data corresponding to the Examination copy of the thesis in accordance with the Research Data Management and Sharing Policy.

Plagiarism detection software will be applied to the examination copy of the candidate's thesis. A copy of the report, and approval by the Dean or Delegate must accompany the Examination
copy of the thesis.

Criteria for Examination of the Thesis

The University will provide all examiners with a copy of the University’s Guidelines for assessment of theses or other examinable to assist with the marking of a thesis and/or examinable material. Examiners are asked to consider the Research Doctoral or Masters by Research thesis or examinable material in the following terms, considering differences of format and style appropriate to the field and discipline:

- Does the candidate demonstrate his or her familiarity and understanding of the literature in the field of study?
- Does the candidate demonstrate his or her ability to conceptualise, design and undertake an independent research project?
- Are the methodological or technical approaches used appropriate to the project design and sufficiently well applied?
- Are the research results well outlined and interpreted?
- Has the thesis made an important contribution to knowledge or understanding of knowledge in the field?
- Does the thesis and/or examinable material demonstrate the appropriate degree of originality embodied in the work submitted?

Duration of examination

The ADR will recommend commencement of the examination process for thesis or other examinable material submitted by all HDR students.

Normally, the thesis or other examinable material will be assessed within these timeframes:

- One week from submission of examinable material to dispatch to examiners
- Eight weeks from receipt by examiners to return of examiners’ reports to the Faculty RDM;
- Two weeks from receipt of final submission of examiners reports to notification of official result to the candidate and supervisors.

Information sent to examiners

Generally, the information consists of the following:

- a copy of the thesis in hard copy or in electronic form, as requested;
- a written report on the performance of the candidate in any required program, seminars, exercises and laboratory work, where the thesis represents partial fulfilment of the
- requirements for the degree;
- a request for examiner acceptance, including confirmation of no conflict of interest;
- a specific due date and return instructions for submission of the examiner’s report; honorarium payment arrangements; and
- an examiner’s report form.
Procedures while Under Examination

Once the thesis has been submitted to Faculty, a copy will be sent to each of the examiners. The timeframe for their examination and report is approximately eight weeks, but this is a guideline only.

During the examination period the Faculty RDM will monitor the correspondence from the examiners and send them reminder emails when required. Once the examiners’ reports are received, the Faculty RDM will contact the supervision team and provide them with the examiners’ reports. The Principal Supervisor will then contact the candidate.

Conclusion of thesis examination

Examination Recommendation

The examiner’s report requests written comments on the originality and critical insight of the thesis, conceptual and methodological rigor, presentation and technical quality, command of the literature, and concluding recommendations. Each Examiner will conclude with one of the following recommendations:

- **pass without further examination or amendment**, and that the thesis be accepted as satisfactory for the award of the degree;
- **pass with minor amendments**, and that when all amendments are completed to the satisfaction of the Principal Supervisor and the ADR, the thesis be accepted as satisfactory for the award of the degree;
- **not passed**, and that work is to be substantially revised and submitted for re-examination within a period specified by the ADR;
- **pass at the level of a Masters by Research**, in exceptional circumstances the ADR and external examiners conclude that a PhD thesis or other examinable material may be awarded a Pass at the level of a Masters by Research;
- **fail**.

On receipt of the Examiner’s report, the RDM will acknowledge and thank each examiner. The RDM will arrange for honorarium payments for external examiners.

Timeframe for completion amendments based on examiner recommendations

Candidates are required to ensure that examiners’ recommendations are undertaken and completed within the following timeframes:

- **Pass without further examination or amendment**: no further changes required;
- **Pass with minor amendments completed to the satisfaction of the supervisors and the ADR**: must be completed within three months of
notification of the examiners’ assessments;

- **Pass with major amendments completed to the satisfaction of the supervisors and ADR**: must be completed within a specified period. This will vary between six to twelve months from notification of the examiners’ assessments.

  Normally the candidature of HDR students who do not adhere to these timeframes will be terminated. However, in exceptional circumstances and one month prior to the deadline, a candidate must submit a detailed written request to the ADR, together with written support from the supervisors, requesting an extension.

### Notification of outcome to the candidate

The Examiners’ reports will be forwarded to supervisors and the ADR as soon as these are received.

The supervisors will meet the candidate to discuss the examiners’ reports and, based on the examiners’ comments, work with the candidate to undertake the required amendments and advise the Faculty RDM when these have been completed.

### Submitting the final version of the thesis as examined and passed.

Candidates must ensure they have done the following before submitting the final version of the thesis to the Faculty’s RDM:

**Final version of the thesis has been prepared as a PDF document**

The thesis must be converted into a PDF file. The PDF will be used to upload a copy in the Library, and to produce the hardcopy.

**Complete the Thesis Deposit form**

The [Thesis Deposit Form](#) consists of a copyright statement and authenticity statement.

**Copyright Permissions File**

If copyright material that does not belong to the candidate is included (e.g. pictures, tables, graphs, substantial amount of other material), the candidate must obtain permission to include that material, or else omit it from the electronic version of the thesis or examinable outcome. A notation specifying what material has been removed from the electronic copy must be included. (See page 53 for further information).

**Abbreviated title**

If the thesis title exceeds 15 words, the candidate will be required to provide a shorter title which will be displayed on the spine of the thesis;
Confirm post nominals

The table below outlines the post nominals for the degrees offered at the University.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Post nominals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Philosophy</td>
<td>MPhil</td>
</tr>
<tr>
<td>Master of Science by Research</td>
<td>MSc</td>
</tr>
<tr>
<td>Master of Arts</td>
<td>MA</td>
</tr>
<tr>
<td>Master of Laws</td>
<td>LLM (Research)</td>
</tr>
<tr>
<td>Doctor of Philosophy</td>
<td>PhD</td>
</tr>
<tr>
<td>Doctor of Legal Science (Research)</td>
<td>SJD</td>
</tr>
<tr>
<td>Doctor of Philosophy by Published Work</td>
<td>PhD</td>
</tr>
<tr>
<td>Professional Doctorate Degree</td>
<td>D &quot;speciality&quot; e.g. LLD</td>
</tr>
</tbody>
</table>

Final Version of Thesis

Candidates must lodge the final version of their thesis with their Faculty RDM. This must be a PDF file, and accompanied by
- Thesis Deposit and
- Submit the separate copyright permissions file
- Availability of Thesis outcome.

Final Versions and Lodgement of thesis

Printed theses are bound permanently in hard cover. The Faculty will arrange the printing and distribution on the candidate’s behalf. The University requires a hardcopy for retention by Faculty and a digital copy in PDF format must be forwarded to the Library. These two copies must be identical in content. Both the hardcopy and digital copy should be accompanied by the Thesis Deposit Form. Your Faculty RDM will arrange submission of your thesis to the Library.

The following forms should accompany both the hardcopy and digital copy:
- Thesis Deposit; and
- Submit the separate copyright permissions file
- Availability of thesis outcome

Faculty colours

Each Faculty has a colour, for the hardcover copies of the candidate’s thesis. These colours are specified below:
- Bond Business School- Black with gold lettering (Buckram # 2011)
- Faculty of Health Sciences and Medicine- navy blue with gold lettering (Buckram # 2014)
- Faculty of Law- maroon with gold lettering (Buckram # 2001)
- Faculty of Society & Design- dark green with gold lettering (Buckram #2034)

Paper specifications

Thesis must be printed on acid-free archive paper.
Hard copy of thesis cover: example

A study into the specifications of thesis guidelines, and complexities within science disciplines

Lucy Amy Smith

L.A. Smith

2015
## Appendix 1

### Acronyms table

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Dean Research</td>
<td>ADR</td>
</tr>
<tr>
<td>Australian Qualifications Framework</td>
<td>AQF</td>
</tr>
<tr>
<td>Bond University Human Research Ethics Committee</td>
<td>BUHREC</td>
</tr>
<tr>
<td>Bond University Research Committee</td>
<td>BURC</td>
</tr>
<tr>
<td>Chair of Graduate Research</td>
<td>CGR</td>
</tr>
<tr>
<td>Cumulative Percent Average</td>
<td>CPA</td>
</tr>
<tr>
<td>Department of Home Affairs</td>
<td>DHA</td>
</tr>
<tr>
<td>Education Services for Overseas Students</td>
<td>ESOS</td>
</tr>
<tr>
<td>Higher Degree Research</td>
<td>HDR</td>
</tr>
<tr>
<td>Higher Degree Research Subcommittee</td>
<td>HDRS</td>
</tr>
<tr>
<td>Information Technology Service</td>
<td>ITS</td>
</tr>
<tr>
<td>Intellectual Property</td>
<td>IP</td>
</tr>
<tr>
<td>Office of Research Services</td>
<td>ORS</td>
</tr>
<tr>
<td>Overseas Student Health Cover</td>
<td>OSHC</td>
</tr>
<tr>
<td>Postgraduate Student Association</td>
<td>PGSA</td>
</tr>
<tr>
<td>Deputy Vice-Chancellor (Academic), Research</td>
<td>DVC-R</td>
</tr>
<tr>
<td>Research Development Manager</td>
<td>RDM</td>
</tr>
<tr>
<td>Research Training Program</td>
<td>RTP</td>
</tr>
<tr>
<td>Student Learning Support</td>
<td>SLS</td>
</tr>
</tbody>
</table>
Appendix 2

PhD by Published Work

Copyright Permissions

If copyright of a publication has been, or will be, assigned to a publisher permission must be sought to reproduce the work in the thesis and allow for a digital copy of the final published version to be made available in the theses collection of the University’s Open Access Research Portal. Use the Copyright for Researchers Toolkit to keep track of copyright material use, requests for copyright permission and permissions received.

Publisher permission for the reproduction of copyright works, e.g. articles, graphics, surveys, can take different routes. The permission letter template in the Copyright for Researchers Toolkit can be used in many cases, however some publishers direct all permission requests through to the Copyright Clearance Centre based in the USA, whilst other publishers have their own online permission request form. In both latter instances permission information is often found on the same page as the published article, or on the journal website.

If the published version of an article is to be included in the thesis the publisher’s permission statement must appear before the article. Copyright permission letters received from publishers should not be reproduced in the thesis itself, but kept in a separate file.

If permission is not obtained a pre-print of the article may be able to be included in the thesis. If this is not the case and permission is not gained the published version of the article must be removed from the electronic version of the thesis.

Students must submit a separate file of copyright permissions for the reproduction of published articles and other third-party copyright material that is included in their thesis to the Library.

Submission forms and instructions are available from the Writing and Submitting a Thesis guide.

Students who require further information regarding copyright issues are welcome to contact the Manager, Scholarly Publications and Copyright.
The Copyright Permission Template

[Copyright owner’s details]
[Date]
[Your details]

Dear [Copyright owner’s name]

My name is [your name]. I am completing a [Masters / PhD / Professional Doctorate] thesis at Bond University.

Theses published at Bond University are made digitally available on the internet for public access via the university’s institutional repository.

My thesis includes the following copyright material/article:
[description of work and source/journal]

I am writing to obtain permission to publish the abovementioned manuscript within my thesis. I wish to seek from you a limited, non-exclusive licence, for an indefinite period to include the published version (or accepted version) of the materials/article for which you hold the copyright, in the electronic copy of my thesis to be made available on the Bond University repository. The work will be fully and correctly referenced.

Please sign below if you agree and return a copy to me. If you do not agree, or do not hold the copyright in the above works would you please notify me of this in writing.

It is agreed to grant you a non-exclusive license for an indefinite period to include the above materials for which [your name] is the copyright owner, into your electronic thesis for inclusion in the Bond University institutional digital repository.

Your assistance with the above matter is greatly appreciated.

Regards

Examination Portfolio

a) During candidature for the Doctor of Philosophy by Published Work, the candidature must prepare an examination portfolio consisting of:
   - A collection of original publications authored solely or primarily by the candidate in the same discipline and of such quantum, scope and quality as is commensurate with doctoral level research; and
   - An integrative exegesis of approximately 20,000 words.

b) While one or more of the publications included in the examination portfolio may be prepared (researched and written) under supervision during the period of candidature, the integrative exegesis must be prepared entirely under supervision during that period.
c) The publications must be in English and be published, in press, or unconditionally accepted for publication prior to the submission of the portfolio for examination.

d) For the purposes of the degree, ‘publication’ includes:
   - Books and monographs;
   - Contributions to books or proceedings;
   - Scholarly articles (typically peer-reviewed articles in research journals); and
   - Work in media other than text such as exhibitions, performances, films, animations, videos or computer programs.

e) The number of publications included in the examination portfolio is ultimately a matter for the professional judgement of the supervision team and the candidate but should generally be of a quantum commensurate with the normal publication rate in the relevant discipline and demonstrate a sustained research effort.

f) If the candidate is not the sole author of one or more of the publications included in the examination portfolio, then they must have been the ‘primary author’. A primary author is one who has contributed greater than 50 per cent of the intellectual content in the relevant publication(s) and who was responsible for the initiation, key ideas, planning, execution and preparation of the work(s) for publication including responding to co-authors’, referees’ and/or editor’s reviews. A candidate may be a primary author even though they are not listed as the first author on the relevant publications.

(g) The integrative exegesis in the examination portfolio must contain:
   - A list of the publications being submitted for examination in chronological order including full citation details and indicating the status of each publication (published, accepted for publication, in press);
   - A discrete introduction, general discussion and conclusion that together place the publications presented for examination into the context of an overarching research question or series of interrelated research questions within the relevant discipline, field(s) of study, or area(s) of professional practice, and which unifies those publications in a coherent and cohesive manner;
   - A section addressing how the individual publications link to the theories and methodologies adopted;
   - A section explaining and evaluating the contribution that the publications in their combined substance make to the advancement of knowledge and understanding in the relevant discipline, field(s) of study, or area(s) of professional practice;
   - A detailed statement in the introduction indicating the nature and extent of the candidate’s contribution to any jointly authored publications included in the examination portfolio.
   - Details of any relevant additional material (such as raw data, programs, questionnaires and the like) that the candidate considers necessary to augment the publications. These may be included as addenda to the examination portfolio.
Appendix 3

Award of Degree

Once the ADR has recommended that the candidate has qualified for the award of the Higher Degree by Research, they will advise the candidate and other appropriate persons that the candidate is eligible to graduate.

Doctoral candidates may use the doctoral title ("Doctor" or "Dr") after receipt of notification from the Pro Vice-Chancellor (Student and Academic Support) that the thesis or other examinable material has been passed and the candidate has met all requisite conditions for the award of the degree.
Appendix 4
Forms – (Under review for digital forms)

Forms used throughout candidature

<table>
<thead>
<tr>
<th>Name of Form</th>
<th>When you may need to use it</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Supervisor Agreement</td>
<td>Within the First 6 Weeks of Commencing Study</td>
</tr>
<tr>
<td>Changing Details During Candidature</td>
<td>Anytime Throughout Candidature</td>
</tr>
<tr>
<td>Change of Status (full-time / part-time)</td>
<td>Anytime Throughout Candidation</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>After Confirmation (before confirmation in exceptional circumstances)</td>
</tr>
<tr>
<td>Change of Supervisor</td>
<td>Anytime throughout Candidation</td>
</tr>
<tr>
<td>Change of Thesis Title</td>
<td>At Confirmation and When Intention to Submit Form is Completed</td>
</tr>
<tr>
<td>Extension of Time to Complete Candidature</td>
<td>Within 6-12 Months Before Submitting Thesis for Examination</td>
</tr>
<tr>
<td>Approval to Travel</td>
<td>Anytime Throughout Candidation</td>
</tr>
<tr>
<td>Mileage/Motor Vehicle Expense Claim</td>
<td>Anytime Throughout Candidation</td>
</tr>
<tr>
<td>Off Campus Study</td>
<td>Anytime Throughout Candidation</td>
</tr>
<tr>
<td>Conversion of HDR Program Enrolment</td>
<td>After Confirmation</td>
</tr>
<tr>
<td>Intention to Submit Thesis</td>
<td>3 Months Before Submission of Thesis for Examination</td>
</tr>
<tr>
<td>Nomination of Examiners</td>
<td>3 Months Before Submission of Thesis for Examination</td>
</tr>
<tr>
<td>Submission of thesis or Examinable Material</td>
<td>At the Time of Submitting Thesis for Examination</td>
</tr>
<tr>
<td>Thesis Copyright Statement and Deposit Form</td>
<td>At the Time of Submitting Thesis for Examination</td>
</tr>
<tr>
<td>Candidates Request Regarding Availability of Thesis</td>
<td>At the Time of Submitting Thesis for Examination</td>
</tr>
<tr>
<td>Copyright Submissions File</td>
<td>At the Time of Submitting Thesis for Examination</td>
</tr>
<tr>
<td>Thesis Deposit Form</td>
<td>At the Time of Submitting Thesis for Examination</td>
</tr>
<tr>
<td>Withdrawal of Candidature</td>
<td>Anytime Throughout Candidation</td>
</tr>
<tr>
<td>Termination of Candidature</td>
<td>Anytime Throughout Candidation</td>
</tr>
</tbody>
</table>

Student - Supervisor Agreement
All HDR candidates must make time with the supervision team to read, discuss and agree on all responses. This form must be completed within the first six weeks of commencement of candidature.

Changing details During Candidature
During your candidature, you may need to change details of your candidature. The following table lists the forms you must use to communicate these changes to the relevant research staff. An explanation for each form is provided in the back section of this document.

**Change of status: Full-Time and Part-Time Candidature**

HDR students have the option of enrolling on either full-time or part-time basis. A full-time HDR student is expected to commit 40 hours a week to their studies, and part-time students are expected to commit 20 hours per week.

Candidates who seek approval to vary their candidature should note that changes to study mode may have important implications in terms of scholarship eligibility or other program specific requirements.

Candidates may elect to study on a full-time or part-time basis except in the following circumstances:
- The candidate is an international student on a student visa determined by Commonwealth legislative requirements;
- A scholarship or other contractual agreement specifies full-time or part-time enrolment.

**Leave of Absence**

Candidates may apply for leave in advance using the Leave of Absence Form. A maximum of 12 months’ full-time equivalent is allowed for the total candidature, and for any of the following reasons:
- illness with medical certificate;
- parental responsibilities, including pregnancy, child care, and carer’s leave;
- relocation of place of work or residence; and
- other reasons at the discretion of the ADR.

Leave of Absence should not be used as a mechanism for extending a maximum submission date. In such circumstances, a candidate must apply to extend their period of candidature. An application for leave of absence or special leave of absence will not be approved once a candidate has exceeded their maximum period of candidature.

Where a Leave of Absence is approved, access to buildings, laboratories, Library, IT and other student support services is suspended until the candidature is resumed.

Normally, leave will not be approved in the first 12 months of candidature (both full-time and part-time), except in exceptional circumstances.

Periods of approved leave of absence are not included in the calculation of period of candidature or the candidature end date.
International candidates on student visas are only permitted to apply for leave of absence based on compassionate grounds or for compelling reasons in accordance with Commonwealth legislative requirements. International HDR students should refer to the University's Guidelines for International Students.

Candidates in receipt of postgraduate research scholarships must ensure that a request for approval for leave of absence is allowable under the scholarship’s conditions of award.

**Change of supervisor(s)**

If, for whatever reason, a supervisor needs to be substituted for another, the ADR and Dean will nominate the new supervisor(s) chosen normally from the Faculty list of registered supervisors. Written application must be made to the Faculty RDM using the Change of Supervisor Form. This form must be signed by the candidate and the existing and potential supervisors. The In the event of staff resignation, the ADR will appoint a new supervisor and advise the candidate. After agreeing to the new arrangements, a Change of Supervision Form will be completed and signed by the candidate, new supervisor and the ADR.

**Change of Thesis title**

If the topic approved at the commencement of candidature changes, the candidate must submit a Change of Thesis Title form to the Faculty RDM. The form must be signed by the Principal Supervisor and the ADR before it can be processed.

**Extension of candidature**

The need to extend beyond the maximum period of candidature must be identified at a regular periodic review. An application for an extension of the maximum period of candidature for approval by the Chair of Graduate Research must be supported by the Principal Supervisor and the ADR where the candidate and the supervisor provide strong justification and a detailed outline of strategies to ensure the submission of the thesis within the approved extension period.

The total period of extension will be up to a maximum of 12 months, full-time equivalent. Fees may apply during the period of extension.

**Approval to travel form**

In preparation for travelling away from the campus, you will need to sign and obtain authorisation PRIOR TO requesting travel arrangements.

**Mileage/motor vehicle expense claim**

Where approval has been given to travel for your project, a motor vehicle expense form can be used to claim mileage costs. Please note it is a condition of travel for your project that comprehensive car insurance is valid for the vehicle you use.

**Off campus study**

All HDR programs are expected to be undertaken on campus. Requests to study off campus
require justification and approval and must demonstrate that arrangements will include satisfactory supervision and research facilities. Requests must be submitted to the Chair of Graduate Research. International students should seek advice from the University International Student Officers about visa conditions and implications.

**Study away, off-shore study options**

The University normally expects both domestic and international students to undertake their research on campus. If you are applying for off-campus or off-shore candidature, prior approval must be obtained from the Faculty ADR and the Chair of Graduate Research. Suitable mechanisms must be put in place to ensure the safety and wellbeing of the student, and suitable supervision.

Please note that under the ESOS Act, Bond University is not permitted to be a distance education provider to international students.

Bond University may permit an HDR candidate to conduct their research away from the University. Off-campus study may be short-term of more than three months or may involve a candidate who will be predominantly located away from the University.

The candidate and the Principal Supervisor must provide the Faculty ADR with a detailed justification for the request for off-campus study mode. Justification and approval for off-campus study mode must demonstrate that the arrangements will include the same supervisory standards and provisions outlined at a recognised research establishment or place of professional employment normally required under the HDR program.

When considering external or off-shore candidature, consideration needs to be given to the following matters:

- engagement in scholarly activities;
- the HDR research program will be undertaken with assured standards in an appropriate research environment;
- a formal scheme for regular contact between the candidate and the supervision team will be established; and
- the candidate must ensure regular contact with their supervisor will be maintained either in person or using appropriate technology, and that significant contact must take place a minimum of 10 days per academic year;

Where the candidate will be placed with an external establishment, the Principal Supervisor and ADR must be in receipt a letter of support from the external establishment detailing the following:

- the provision of resources available to the candidate for the duration of candidature; and
- arrangements for the collection of research data and their storage, and any ethical matters, in accordance with the Code of Conduct for Research.

External candidates must normally spend a minimum of three months at Bond University during their candidature and must be present for the Confirmation of Candidature.
**Conversion of HDR program enrolment**

In some cases, it may be possible for a Masters by Research candidate to convert to a Doctoral Degree. Application must be submitted to the RDM using the Change of Candidature Form. Masters by Research candidates must include full supporting justification from the supervisory team regarding the candidate’s progress to date, the scope and suitability of the expanded research topic, and the capacity of the student to achieve doctoral research standards.

Normally, applications to convert candidature must be made within the first year of candidature (full-time equivalent). International students must seek advice on ESOS or other visa matters before making application for conversion of candidature.

If conversion of candidature is approved the duration studied as a Masters by Research candidate will be deducted from the total maximum allowable full-time period of candidature. Refer to regulation 84 of Bond University Award Regulations.

**Intention to submit thesis**

In preparation for the submission of your thesis, it is important that you formally advise the Faculty and your supervision team of the intended submission date. The form includes a section “appointment of examiners” where you can state your objection to the appointment of an individual to examine your thesis.

It is important that this document is submitted at least three months prior to the submission of your thesis, to allow enough time for Faculty to nominate and arrange examiners.

**Nomination of examiners**

The nomination of examiners form is completed by the supervisory team and forwarded to the Faculty for the ADR's consideration. You are not required to complete any section of this document; it is for your information only.

**Submission of thesis or examinable material**

In preparation for the submission of your thesis, you will need to complete the Submission of thesis or examinable material form. This form states whether there are any ethical or commercially sensitive restrictions on the content of the thesis.

**Thesis Copyright Statement and Deposit form**

This form must be submitted with your thesis, as it provides the University with a copyright and authenticity statement.

Failure to provide this form may lead to delays with graduation.

**Candidate’s instructions regarding availability of thesis**

This form should accompany the thesis deposit form, as it provides your instructions on the availability of the thesis.
Copyright permissions file
Candidates who have had research published and who also want to reproduce third party copyright material in their thesis, (e.g. articles, images, tables, charts), must be aware of copyright issues. Copyright permission must be obtained from the copyright holder/publisher before the thesis is examined. This is because unless the work is published in an Open Access journal the Publisher, not the author, holds the copyright of the material.

Candidates should use the copyright permission template, available in the Writing and Submitting a Thesis guide, when contacting publishers. Candidate’s must keep a copy of all publishers’ permission in a separate file.

Prior to commencing the examination process the candidate must submit an examination copy of the thesis along with the separate copyright permissions file to Library Services for a formatting and copyright compliance check.

Please contact the Manager, Scholarly Publications & Copyright with any copyright queries.

Withdrawal from candidature
If a candidate decides to withdraw from their study program, they are encouraged to discuss it with their Principal Supervisor and the ADR. The candidate will need to submit a Withdrawal Form Candidature form.

Termination of candidature
The University may terminate candidature on any of the following grounds:
- serious breach of the University Code of Conduct for Research Policy;
- serious breach of academic integrity as described in the University Code of Conduct for Research;
- serious breach of the University Code of Student Conduct;
- failure to adhere to the requirements outlined in the University Policy on Ethics involving Humans or Animals;
- failure to attain minimum milestones as required during each Progress Reporting Stage;
- significant breaches of other University regulations such as Health and Safety;
- significant breaches of government legislation;
- attaining the period of maximum candidature without submission or notification of intent to submit or without approval for an extension of candidature;
- outstanding debt for accumulated University fees;

The termination will be processed by the Faculty RDM and the ADR for submission to the Bond University Higher Degree by Research Subcommittee, who will make a recommendation to the Bond University Research Committee.
Declaration

I have read and understood the contents of this handbook and agree to abide by all Faculty and University regulations, policies and procedures as they relate to my HDR candidature.

Student Name ________________ Signed ______
Date ________________

I have discussed the Faculty and University requirements of a Higher Degree Candidature with the above student and agree to fulfil the duties of Primary Supervisor as agreed to in the Student-Supervisor Agreement.

Primary Supervisor Name ________________ Signed __________
Date ________________

Please provide a copy of this signed declaration to the Higher Degree Research Unit within 6 weeks of enrolment.