ANU College of Asia & the Pacific

2018
CAP HIGHER DEGREE BY RESEARCH (HDR) STUDENT GUIDE

ANU

ANU College of Asia & the Pacific
## 2018 Critical Dates

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<thead>
<tr>
<th>Month</th>
<th>Date(s)</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>January</td>
<td>1</td>
<td>Research Quarter 1 and Summer Session begin</td>
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<td></td>
<td>2</td>
<td>University re-opens</td>
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<tr>
<td>February</td>
<td>12-16</td>
<td>Semester 1 Orientation Week</td>
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<td></td>
<td>19</td>
<td>Semester 1 teaching period begins</td>
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<td></td>
<td>26</td>
<td>Deadline to add Semester 1 courses via Manage My Degree (MMD) on ISIS</td>
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<td>March</td>
<td>31</td>
<td>Semester 1 Census Date</td>
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<td>31</td>
<td>Research Quarter 1 and Summer Session end</td>
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<td>April</td>
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<td>Research Quarter 2 and Autumn Session begin</td>
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<td>May</td>
<td>4</td>
<td>Deadline to drop semester 1 courses without failure (WD)</td>
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<td></td>
<td>25</td>
<td>Semester 1 teaching period ends</td>
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<td>31</td>
<td>Semester 1 examination period begins</td>
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<td>June</td>
<td>16</td>
<td>Semester 1 examination period ends</td>
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<td>28</td>
<td>Semester 1 results released</td>
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<td>30</td>
<td>Research Quarter 2 and Autumn Session end</td>
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<td>July</td>
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<td>Research Quarter 3 and Winter Session begin</td>
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<td></td>
<td>11-13</td>
<td>July graduation ceremonies</td>
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<td>16-20</td>
<td>Semester 2 Orientation Week</td>
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<td></td>
<td>23</td>
<td>Semester 2 teaching period begins</td>
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<td></td>
<td>30</td>
<td>Deadline to add Semester 2 courses via Manage My Degree (MMD) on ISIS</td>
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<td>August</td>
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<td>Semester 2 Census Date</td>
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<td>Deadline for international HDR scholarship applications for following year commencement</td>
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<td>September</td>
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<td>Research Quarter 3 and Winter Session end</td>
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<td>October</td>
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<td>Research Quarter 4 and Spring Session begin</td>
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<td>Deadline to drop Semester 2 courses without failure (WD)</td>
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<td>Semester 2 teaching period ends</td>
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<td>Deadline for domestic HDR scholarship applications for following year commencement</td>
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<td>November</td>
<td>1</td>
<td>Semester 2 examination period begins</td>
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<td>17</td>
<td>Semester 2 examination period ends</td>
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<td></td>
<td>29</td>
<td>Semester 2 results released</td>
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<tr>
<td>December</td>
<td>11-14</td>
<td>December graduation ceremonies</td>
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<td></td>
<td>24</td>
<td>University closes (reopens 2 January 2019)</td>
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<tr>
<td></td>
<td>31</td>
<td>Research Quarter 4 and Spring Session end</td>
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Cover Image: CAP PhD students (from left to right) Peter Lee of Coral Bell School of Asia Pacific Affairs, Derek Futaiasi of School of Regulation and Global Governance (RegNet), Holly Nguyen of School of Culture, History & Language, Graeme Read of Australian Centre on China in the World and Kim-Marie Spence of Crawford School of Public Policy

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Welcome to the ANU’s College of Asia & the Pacific, a world-leading centre for engaged and applied research on the world’s most dynamic region.

You have become part of a small and elite cohort accepted into our unique academic community for higher degree research training.

We take your membership of our research community very seriously. We are proud of our alumni, who have gone out into the world to be leaders in research, education, policy, development, governance and transformative social change. We have chosen you to join us because we see in you the potential to join this remarkable community.

You will develop your own research project, and find a home in a particular CAP School and discipline. But make sure you make the most of what the broader CAP and ANU intellectual communities have to offer. This is a transformative phase of your life – make sure you get the most you can from this remarkable institution.

We’ve developed this handbook to provide a basic guide to beginning your studies here in CAP. It sets out our requirements in terms of coursework, the procedures and timelines that structure your progress through the PhD, what we expect from you and what you can expect from your supervisory panel and the university more broadly.

Congratulations on reaching this rare and exciting life stage. We are excited to welcome you to the CAP community and wish you all the very best.

Dean, CAP

Professor Michael Wesley
WELCOME FROM THE ASSOCIATE DEAN (HDR)

Welcome to the ANU College of Asia & the Pacific as a higher degree by research (HDR) student! You are joining a vibrant, world-class community of scholars deeply committed to understanding and communicating knowledge about our dynamic region. You are here because our college has recognised your potential to contribute to and enrich our intellectual community. As a college, we are committed to offering the highest standards of supervision and guidance for your research and intellectual development. We want to help you mature into an influential and independent researcher and, moreover, to fulfil your aspirations in whatever path you choose in the future.

This guide is to help you understand the general requirements for undertaking your degree, as well as to provide useful information as you begin your journey. The guide contains important hints about how to maximize your time in CAP and, of course, how to ensure that you produce some really wonderful research. You will discover that CAP, like the rest of the ANU, is an extremely diverse college with a range of disciplines, area focuses, and intellectual concerns. Your fellow research students are a similarly diverse group. We encourage you to engage as much as possible with the CAP and ANU community while you are here. Remember, this will be one of the few occasions when you will be able to devote your time completely to your research project and to an intellectual community, so make the most of the rich resources and communities available.

What will you be doing as a research student? Some of your time will involve taking required coursework and meeting on a regular basis with your primary supervisor and committee. Along the way you will need to complete important milestones such as annual plans and reports, the thesis proposal review (TPR), and the final presentation. It is important to be aware of and well-prepared for these milestones as they approach. You may also have opportunities to present at academic and other conferences relevant to your research and, moreover, to begin developing a research portfolio. The college and university also offers numerous training opportunities in the form of seminars and workshops to help you develop a range of valuable competencies. You are strongly encouraged to take advantage of such opportunities. The bulk of your time, of course, will be spent on the all-important research thesis. You will take the leading role in this process and we will be there to support you along the way. We believe that success as a research student stems from a combination of institutional support together with your individual drive and discipline.

We want you to reach your intellectual aspirations during your time in CAP and look forward to supporting you on this exciting and challenging research journey.

Please note that this guide should be read in conjunction with the ANU Higher Degree Research web pages: http://www.anu.edu.au/students/information-for/postgrad-research-students

You may also receive a discipline/school specific guide from your CAP School or Centre HDR Convenor/ HDR administrator.
GETTING STARTED

Before you commence

Finalise your acceptance
Meet any conditions as listed in your offer and accept your offer of admission (and separate offer of scholarship, if applicable). See more information: http://www.anu.edu.au/study/accept-your-offer

Complete your enrolment forms
Enrolment instructions are emailed to you after you have accepted your offer. You will need to complete and return the included Notification of Commencement form and if you are a scholarship recipient the Bank Account/Financial Distribution Details form. At this stage you will also need to provide proof of your citizenship status.

Please note it is best to liaise with your Chair of Panel when selecting your commencement date in order to choose a mutually suitable date for your first day. The College requires a minimum of 12 units mandatory HDR coursework, which is normally undertaken during your first year. Please check the commencement date for courses you may be required to complete, as some courses commence at the beginning of a semester.

Three or four weeks before commencement it is advisable to contact your School or Centre HDR administrator to let them know of your commencement date so they can prepare for your arrival on campus or assist you with gaining approval to be externally based.

A step by step guide to finalising your research enrolment can be found at http://www.anu.edu.au/students/program-administration/enrolment/finalising-your-research-enrolment

In the first two weeks

Check your enrolment and personal details are correct
On or before your commencement date you will receive an enrolment pack via email which will include your student ID number and password. With these details you will be able to access the ANU Interactive Student Information System (ISIS). Through ISIS you can update your personal details, view fees, manage your milestones, view results and your enrolment as well as initiate certain transactions to manage your candidature. In the first instance you will need to complete the Task Wizard to progress to view your enrolment and program details and check your contact details.

Payment of your Student Services and Amenities Fee can be paid through ISIS.

ISIS can be accessed at http://isis.anu.edu.au

Set up your ANU email account
All official correspondence is sent to your ANU email address. It is important that you check your email regularly.

See more information on ANU email account configuration at http://services.anu.edu.au/information-technology/email

Collect your ANU student card
Your ANU student card is your official form of identification on campus and is used for borrowing rights from ANU Libraries, access to printers and copiers, access to buildings on campus, and for student discounts. Once your enrolment is complete (typically the afternoon of your commencement date or the following working day) you can collect your student card from Student Central.

Further details on where to collect your student card or on how to apply for a card if you are a distance student are available at: http://anu.edu.au/students/program-administration/enrolment/get-a-student-card

Meet with your HDR administrator and HDR convenor
Meet with your HDR administrator and HDR convenor for an induction to your local research area. Note some areas host a School/Centre Induction at the start of semester.

Meet with your Chair of Panel
At this meeting you will discuss the formulation of your supervisory panel and clarify the shared expectations between student and Chair of Panel.

Workstation assessment
It is important to ensure that your workstation is suitably adjusted to support good working posture and reduce the risk of injury.

A workstation assessment should be done at commencement, after desk relocation and at the onset of any symptoms of injury. There are three options for checking on your workstation set up.

> Do a self check. Guidelines for setting up your workstation will help. This is suitable in the absence of any injury.

> Request an Occupational Strains Liaison Officer (OSLO) assessment. This is suitable if you are a new starter or do not have an injury. Please contact your local HDR administrator to arrange an assessment.

> Assessment by a health professional from Work Environment Group (WEG). This should occur if you have an injury or are experiencing any painful symptoms. Submit an incident notification and an assessment time will be arranged. Following the assessment a report will be sent to you and your supervisor.

For more information on injury prevention advice please see https://services.anu.edu.au/human-resources/health-safety/injury-prevention-advice

In the First Three Months

Select and confirm your coursework
If you have not already done so, you should discuss your coursework options with your Chair of Panel as to your research training needs and finalise your coursework enrolment. You can enrol in most courses through ISIS, but some courses may require manual enrolment. If you have any questions please contact your local HDR administrator.
WHO’S WHO?

A number of people will facilitate your studies and we recommend that you take the time to identify your research ‘community’, get to know the lines of communication and who you can turn to for guidance when you need it.

Other HDR students

You are a member of a HDR student cohort. You may already know some of them; others you will get to know during the coming years. Each student is different, as are their chosen topics. Your fellow students are your colleagues and are among your most important resources at HDR level. They will share the highs and lows of the journey and will often become part of your future social and professional networks.

Supervisory panel

ANU PhD students are supervised by a panel. The panel will consist of a Chair of Panel, a Primary Supervisor (who is often also the Chair of panel), and one or more Associate Supervisors who provide additional support. Your panel must include at least three people for a PhD program and at least two people for an MPhil program. For further details on establishing and updating your panel please see the administrative procedures section of this guide.

Chair of Panel

Your Chair of Panel is responsible for the administrative aspects of your candidature such as endorsing leave applications, coursework enrolment, and progress milestones; calling meetings of the supervisory panel, and ensuring you have adequate support and resources.

Primary supervisor

Your Primary Supervisor is the most important person for your research, providing academic oversight of the research aspects of your candidature. He or she will provide you with academic advice and guidance and assist you to become an independent researcher. Your Primary Supervisor will also identify relevant skills training and ethics approvals, and carry primary responsibility in supporting the completion of candidature.

HDR convenors

Each School or Centre will have one or more HDR Convenors who provide advice to prospective and new students on research topics and possible supervisors. They may organise activities such as student inductions, seminars, retreats, TPR’s, student conferences and social events that enrich the educational experience of HDR students. HDR Convenors will be a key contact for information about HDR coursework in your discipline and can also be a key academic contact outside of your supervisory panel.

School/Centre HDR Administrator

Each School/Centre has a designated HDR Student Administrator who is your first administrative point of contact. Any matters of a general nature should be referred to them first, including advice on School/Centre level procedures, and matters relating to fieldwork or conference travel and funding. Most HDR related hard-copy forms are to be submitted directly to your School/Centre HDR administrator after first discussing and gaining approval from your Chair of Panel.

College Student Centre (CAP SC)

The HDR Program Coordinator (Penelope Judd) is the second point of contact for administrative HDR matters and provides advice on ANU and College level rules, policies, guidelines, procedures, and their interpretation and application to individual circumstances.

Associate Dean (HDR)

Oversees the recruitment, education and training of HDR students in the College; monitors the progress (including applications for extension of program), and candidature of HDR students.

Student Central

Central ANU office for all current international and domestic general student enquiries. Located at the Student Exchange Building (121 Marcus Clarke St) email: student@anu.edu.au or phone 135ANU (135 268).

Student Administration & Records Office (STAR)

STAR provides back office support for the management of a large number of HDR administrative processes. Some of these processes include invoicing, some student debt collection, cancellation for non-payment of fees, refunds, coursework variation requests such as degree transfers, leave, withdrawals and changes to enrolments for both coursework and HDR students.

Dean of Students

The Dean of Students offers confidential, impartial advice, and can help to resolve problems by acting as a neutral intermediary between students and the academic or administrative areas of the University. Associate Professor Paula Newitt and Dr Peter Hendriks are available to all students to discuss any issues that are impeding progress or undermining the student experience at the University. In most cases, problems can be resolved through informal enquiries and discussions. For further information please see http://www.anu.edu.au/students/contacts/dean-of-students
ACADEMIC AND ADMINISTRATIVE ASSISTANCE

Academic problems
Students who encounter academic difficulties should first attempt to resolve them with their Chair of Panel/Primary Supervisor. If this does not produce satisfactory results, they should then consult the HDR Convenor. The HDR Convenor may refer the matter to the Associate Dean (HDR).

Administrative problems
After reading this guide, the ANU HDR web resources and your School/Centre guide (if available), students who encounter administrative issues or have any administrative questions should first contact their School/Centre HDR administrator for advice and assistance. If this does not resolve the issue, they should then contact the College Student Centre (CAP SC). The HDR program coordinator within the CAP SC will be able to advise on ANU and CAP rules, policies, and procedures and their interpretation and application in a range of circumstances. If applicable they will direct your enquiry to the correct ANU central office or other relevant office. If necessary they may refer your issue to the Associate Dean (HDR).

Email account
All communications from the university, from training opportunities to leave approvals, will be sent to your ANU ID number email address. Please ensure that you check this regularly, or forward it to an address that you do. For information on accessing and using your ANU email account along with related services such as Microsoft Office 365 and OneDrive online storage please see: https://services.anu.edu.au/information-technology/email

IT issues
For any IT issues including resetting passwords, please contact the IT Service Desk.
You can call them on (02) 6125 4321, log an IT service desk job or go to Level 2 of the Chifley Library for face to face support see: https://services.anu.edu.au/information-technology/help-support/accessing-help-support

Postgraduate and Research Students’ Association (PARSA)
PARSA is the student representative body for postgraduates at the ANU. PARSA provides a range of services aimed at providing support for the specific needs of postgraduate students in relation to both their studies and daily life. The primary focus of PARSA is the interests and welfare of all research and coursework postgraduate students at ANU.
All postgraduate students at the ANU automatically become members of PARSA. PARSA is run by students, for students and represents postgraduates both collectively and individually.
PARSA hosts a ‘Shut Up & Write!’ group which meets regularly on campus. See: https://parsa.anu.edu.au/whatson/shutupandwrite/
There are two College representatives for CAP: Abdullah Bashir and Naimah Talib. For further details see: https://parsa.anu.edu.au/
STUDENT SUPPORT SERVICES AND TRAINING

Academic Skills and Learning Centre
The Academic Skills and Learning Centre (ASLC) works with all ANU students on the development of the academic language and learning strategies necessary to achieve their academic potential.

ASLC appointments
Students can make appointments on http://www.anu.edu.au/students/learning-development/appointments/aslc-appointments. At the beginning of the semester their appointments are very popular and can often book out, so book early to secure your appointment or check regularly for cancellations.

Drop in appointments (10-15 minutes duration) are held every day at Chifley Library from 11am to 1pm Monday to Friday throughout the semester with no appointment necessary. More information can be found on http://www.anu.edu.au/students/learning-development/appointments/drop-ins

Your appointment can be a general discussion on issues such as adjusting to university study, referencing practices, time management, reading and note-taking strategies, exam strategies or supervision issues; or a specific piece of writing such as a journal article, thesis chapter or literature review.

Workshops and other online resources
Students can also attend free workshops that cover topics such as thesis proposal writing, thesis evaluation, journal article publication, writing literature reviews, or reading critically.

Other online resources they provide cover areas such as time management, thesis writing, and referencing.

Visit the ASLC website for further details: http://www.anu.edu.au/students/contacts/academic-skills-learning-centre

The Research Training Team
Research Training is directed by Dr Inger Mewburn, also known as the ‘Thesis Whisperer’. The team hosts training sessions and other events throughout the year to assist HDR students with their research and networking.

On their web site you will find training events, community activities, news, opportunities, as well as resources to help with everything from thesis writing to wellbeing. For further details see https://services.anu.edu.au/business-units/research-training

Please look out for the ‘Research Digest’ newsletter they send out each month to all HDR students and supervisors summarising news and events for the upcoming month.

You can browse their data base of research training resources in their online tools and resources database: https://services.anu.edu.au/research-support/tools-resources

They also coordinate the Three Minute Thesis (3MT) competition at ANU.

The Three Minute Thesis (3MT)
The 3MT is an international competition for research students to showcase their research. Students have to talk about what their research is and why it is important in plain language for three minutes, with only a single PowerPoint slide. It is a fantastic learning experience for both you and your PhD!

The Research Training team offers workshops in June and July to assist students to communicate their research and prepare for the 3MT competition such as ‘How to win the 3MT competition’, pitching and performance workshops, speech writing, and designing effective presentations.

There is a College level competition which is held in early August each year. The ANU final is held in September each year and the Grand Final in October.

All CAP HDR students can participate in the College level competition and those who have completed their Thesis Proposal Review milestone can continue on to the ANU finals. There are many prizes to be won at each level of the competition. Please see the ANU 3MT website for further details: https://services.anu.edu.au/training/3mt-the-three-minute-thesis-competition

Access and Inclusion
Access and Inclusion is an educative hub on practices inclusive of disability within the Australian National University community.

Access and Inclusion assists students with a disability to participate fully in their program of study by providing advice, supports and adjustments that minimise the impact of disability in education. Students are required to register with Access and Inclusion before services can be provided. This process involves the verification of the disability through the provision of appropriate documentation, the discussion of needs and the preparation of an Education Access Plan.

Students intending to register should make an appointment with a Disability Adviser by phoning (02) 6125 5036 and allow one hour for the initial consultation. Documented evidence of disability should be brought to the initial consultation for copying and inclusion in a confidential file. For further information please see: http://www.anu.edu.au/students/contacts/access-inclusion

Careers Centre
The Careers Centre offers free consultations and workshops to assist students with applications, resumes and interview preparation for positions inside and outside academia. They have a careers resource library, a collection of on-line career resources and advertise a range of graduate jobs on CareerHub their online electronic notice board. Please see their website for further details: http://www.anu.edu.au/students/careers-opportunities/careers
Counselling Centre

The ANU offers a free and confidential counselling service to all current ANU students. The Centre also provides group programs for common issues, public seminars, and a paired walking program called ‘Get Up and Go’.

A significant proportion of their clients are graduate students doing either research or coursework. Some of the common concerns graduate students bring to counselling include:

- Stresses in managing employment, family life and study
- Concerns relating to supervision
- Confidence issues regarding academic work and oral presentations
- Motivation or procrastination problems
- Being a mature age student
- Adjustment to living in a new location
- Stresses relating to fieldwork
- Important life choices
- Health concerns for self or a family member
- Relationship issues

To make an appointment you can:

Visit the Centre which is located immediately above the Health Service on North Road (near the Coffee Grounds Cafe) open weekdays from 9-5pm, closed 1-2pm for lunch.

Telephone on (02) 6125 2442 (ext 52442).

For further information and a listing of their 2018 Seminar series and workshops please see their website: http://www.anu.edu.au/students/health-wellbeing/counselling

Tjabal Indigenous Higher Education Centre

The Centre provides a meeting place for Aboriginal and Torres Strait Islander students studying at the ANU in Canberra. Here you will find Indigenous students and staff strongly committed to improving education outcomes that benefit Australian Indigenous communities.

They offer:

- Academic support and advice
- Pastoral care and personal support
- Access to quality free tuition
- Advice on internships and scholarships
- Access to ANU services, such as health centre, careers and academic skills and learning
- Outreach programs to prospective ANU students

Study spaces, a computer laboratory and lockers bikes for cross-campus use.

Further details can be found on their website: http://www.anu.edu.au/students/contacts/tjabal-indigenous-higher-education-centre

Statistical Consulting Unit

The Statistical Consulting Unit is a research collaborative unit that specialises in statistical applications in research.

The Unit is staffed by experienced practising statisticians who maintain regular contact with other statisticians at the ANU, CSIRO and elsewhere. They have expertise in experimental design, survey design, data management, statistical software packages, exploratory data analysis, statistical modelling and data presentation.

Research students can get statistical advice through:

- Face-to-face consultations
- Online courses in introductory statistics, experimental design, and statistical modelling
- Targeted courses and workshops upon request.

Please see their website for further information and to request a free consultation: https://services.anu.edu.au/business-units/statistical-consulting-unit

University Health Service

The Australian National University Health Service is a fully accredited primary health care facility that provides comprehensive health services to current students and staff of the University. They offer daily appointments for urgent conditions and standard appointments.

Domestic students (with an ANU student card and Medicare card) and International students (with an ANU student card and OSHC) are bulk-billed. Spouses and children of domestic students are also eligible only if they share a Centrelink Healthcare Card. Spouse and children of International students are also eligible only if they are listed on the Overseas Health Insurance Cover.

YOUR HDR PROGRAM

As part of the initial meeting period with your Primary Supervisor, you should discuss and identify skills which are likely to be needed during your candidature to undertake your research; which skills you might already have; what sources of support and training are available; and when it is likely that you will need those skills.

Milestones
The HDR Candidate Progression Procedure https://policies.anu.edu.au/ppl/document/ANUP_012810 details the University’s policy on milestones, and includes a table of milestones with the expected timeframe for completion of each milestone depending on whether you are a PhD or MPhil student.

ANU uses an electronic system for the submission and approval of HDR milestones. Candidates receive automatically generated notifications prompting you to log on to ISIS and complete the appropriate milestone. A guide for completing online milestones can be found on http://www.anu.edu.au/students/program-administration/program-management/student-administration-eforms

Some Schools/Centres also require their research students to complete a Mid-Term Review or other milestones. Please check with your School/Centre administrator to see if there are other milestone requirements.

Research Integrity Training
Research Integrity Training consists of a course and test available through Wattle. The course includes seven short modules:

> Research misconduct
> Authorship, publication, dissemination and plagiarism
> Conflict of interest
> Supervision
> Human research ethics
> Data management
> Animal ethics and recombinant DNA

The course and test are a compulsory milestone for all ANU HDR students. They should take approximately three hours to complete.

You are allowed two attempts at the test and must obtain a minimum of 80% to pass. If you do not pass you will be required to have a conversation with your Primary Supervisor to ensure that you understand all of the rules.

For further information, including how to access the course please see: https://services.anu.edu.au/training/research-integrity-training

Coursework
In CAP there are 12 units of compulsory coursework to be completed as part of the PhD program. Formal HDR coursework provides academic and methodological training at the highest level in order to qualify candidates for dissertation work or equivalent; ensure adequate diversity in the candidate’s scholarly competence; and provide the support and structure required for students to complete high quality PhDs within a reasonable time frame.

Coursework is expected to help students meet major milestones, and assessment is designed to contribute directly to the PhD or related activities. Some courses offer knowledge and skills development opportunities ranging from thesis chapter writing workshops, to developing a conference paper or journal article, while others focus on the acquisition of more fundamental skills or prepare students for careers in the higher education sector.

Thesis by Compilation and Thesis by Creative Works
Students can choose to complete a Thesis by Compilation which includes sole or joint authored papers being prepared or approved for publication, have been accepted for publication or have been published. Students can also choose to complete a Thesis by Creative Work which is an original work which can include, but not limited to, such mediums as film, exhibition, performance, composition, novel, other creative works or other alternative format.

If you intend to submit your PhD by compilation or by creative works, the format must be approved by your panel Chair/Primary Supervisor, Delegated Authority and Associate Dean (HDR). It should be recorded at the time of your first Annual Report milestone.

For further details please see the procedure on Thesis by Compilation and Thesis by Creative Works: https://policies.anu.edu.au/ppl/document/ANUP_003405

Ethics Approval
Any research involving human subjects (including surveys and interviews) requires review by the University’s Human Research Ethics Committee to comply with the national guidelines.

If you think your proposed research will need ethics clearance, you should start the process by reading The National Statement on Ethical Conduct in Research (2007 updated May 2015 https://www.nhmrc.gov.au/guidelines-publications/e72 and consider the implications for your research. All ethics applications are made online through the ANU Research Enterprise System (ARIES).

You should factor in the process of gaining approval for your project early on and consider the lead-time in the development of a timetable for your research. It can take months, for example, if your proposal is high risk and has to go to the main ethics committee. Amendments may be requested.
As a guideline, an ethics application should have been approved at the very latest by the end of your first year. You should submit your ethics protocol after you have completed your TPR and been given permission to commence fieldwork.

Be sure to discuss ethics issues and the timing of your application with your Primary Supervisor when you first discuss your project.

For further information on ethics approval go to https://services.anu.edu.au/research-support/ethics-integrity/before-you-begin

Or contact the Human Ethics Officer:

T  (02) 6125 3427
E  human.ethics.officer@anu.edu.au

Student Academic Integrity

The ANU College of Asia & the Pacific is committed to the principle that university students should develop the ability to think independently and to express themselves clearly and cogently in their own words.

Students may not submit written work containing improperly acknowledged transcription or excessive quotation of the work of others. The University considers academic dishonesty and plagiarism to be serious academic offences and severe penalties may be imposed on anyone found guilty of it. The University’s policy and other important information and advice can be found on the ANU’s Academic Honesty and Plagiarism page at: http://www.anu.edu.au/students/program-administration/assessments-exams/academic-honesty-plagiarism

All students must familiarise themselves with this material.

The Academic Skills and Learning Centre are also available to help students who need assistance with academic writing see: http://www.anu.edu.au/students/contacts/academic-skills-learning-centre

Research Integrity Advisors Network

Each ANU College has a Research Integrity Advisor to provide advice on research conduct issues. Each advisor is able to advise staff and research students who are unsure about a research integrity issue (for example, somebody attempting to negotiate an authorship dispute) or who may be considering whether to make an allegation of research misconduct. Advisors are people with research experience, empathy, knowledge of the institution’s policy and management structure, and familiarity with the accepted practices in research.

The advisor for CAP is:

Dr Sinclair Dinnen

Senior Fellow

State Society and Governance in Melanesia

Coral Bell School of Asia Pacific Affairs

T  (02) 6125 2817
E  Sinclair.Dinnen@anu.edu.au

Individuals who wish to discuss relevant issues are not restricted to the Research Integrity Advisor in their own College. In addition to the Research Integrity Advisors in each College, questions relating to potential research misconduct can be discussed confidentially with the Research Services Division

E  researchintegrity@anu.edu.au
W  https://services.anu.edu.au/business-units/research-services-division
# Milestone Timeline

This page includes significant candidature milestones for a full-time research student (pro-rata for part-time).

<table>
<thead>
<tr>
<th>Stage</th>
<th>Timeframe</th>
<th>Milestone</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>Commencement</td>
<td>Enrolment and appointment of provisional supervisor</td>
<td></td>
</tr>
<tr>
<td>1 month</td>
<td>Confirmation of supervisory panel Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 months</td>
<td>Confirmation of supervisory panel membership and topic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 months</td>
<td>First Research Plan</td>
<td>For the 12 months ahead. The Annual Plan outlines what the student intends to undertake in the following 12 months, with sufficient detail to allow the supervisory panel and Delegated Authority to assess the appropriateness and feasibility of the plan.</td>
<td></td>
</tr>
<tr>
<td>3 months</td>
<td>Research Integrity Training and Test</td>
<td>The candidate must successfully complete the RIT milestone before they can submit any subsequent milestones.</td>
<td></td>
</tr>
<tr>
<td>6-12 months</td>
<td>Submit a research proposal for consideration by the University's Human Ethics Committee</td>
<td>Must be done at least 3 months before fieldwork, see <a href="https://services.anu.edu.au/planning-governance/governance/human-research-ethics-committee">https://services.anu.edu.au/planning-governance/governance/human-research-ethics-committee</a></td>
<td></td>
</tr>
<tr>
<td>6-9 months</td>
<td>Thesis Proposal Review (TPR)</td>
<td>A presentation on how your proposed research will make an original contribution to the field of study and where relevant, outline the fieldwork required or undertaken. All members of the supervisory panel participate in a TPR.</td>
<td></td>
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<tr>
<td>12 months</td>
<td>First Annual Report</td>
<td>Report of research activities during the past year. The Annual Report also provides an opportunity for a student to flag any personal, academic or technical problems which may impact on their research and its timely completion.</td>
<td></td>
</tr>
<tr>
<td>Year 2</td>
<td>18-24 months</td>
<td>Mid-Term Review (MPR)</td>
<td>Post fieldwork presentation on fieldwork finding and how the student will use the finding to conduct the research.</td>
</tr>
<tr>
<td>24 months</td>
<td>Second Annual Report and Research Plan</td>
<td>Report of plans for the next 12 months.</td>
<td></td>
</tr>
<tr>
<td>Year 3</td>
<td>36 months</td>
<td>Third Annual Report and Research Plan</td>
<td>Report of plans for the next 12 months.</td>
</tr>
<tr>
<td>Year 4</td>
<td>3 months before maximum submission date</td>
<td>Oral Presentation (OP)</td>
<td>The presentation includes the major objectives, content, results, and conclusions of the work, allowing the student to demonstrate their work has an appropriate research focus, argument, and depth and contribution of knowledge. Associated with the presentation, students submit a 2-5 page summary of the material to their supervisory panel.</td>
</tr>
<tr>
<td>2 months before submission</td>
<td>Notification of intent to submit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maximum submission date</td>
<td>Thesis for examination</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Candidates who do not submit their thesis within 48 months must continue to submit research plans and research progress reports every 12 months. The maximum period of entitlement for a PhD under the Research Training Scheme is 4 years full-time. After that time, candidates must apply for an extension of their program.
CHAIR OF PANEL/PRIMARY SUPERVISOR

This relationship has obligations for all parties. Your Chair of Panel is responsible for the administrative aspects of your program. This includes support, advice, guidance, and ensuring your candidature is aligned with the University’s Research Awards Rule and HDR policies. Your Primary Supervisor, who may or may not be the same person as your Chair of Panel, is responsible for the academic aspects of your program. Your Primary Supervisor will monitor and guide your research; identify any relevant training; provide advice regarding ethics approval and research integrity training; and advise you on writing the best thesis you can. At the same time, your Chair of Panel/Primary Supervisor can only guide your efforts if you are receptive to his/her advice.

You must take responsibility for the final results of your work. As a guide to what to expect of your Chair of Panel/Primary Supervisor, and what they will expect of you, the following indicates some of the responsibilities in the student–supervisor relationship.

Responsibilities of the Student

> Consult regularly with the supervisory panel. Students should prepare in advance for consultations, by determining the help they require and the areas in which advice would be useful.
> Consider advice seriously. If advice is not taken, the Chair of Panel/Primary Supervisor should be informed and given reasons for the decision.
> Take responsibility for their progress overall, and seek advice early if problems arise.
> Fulfil all the requirements of the program including the coursework component and all milestones by their respective due dates.
> Where necessary prepare an ethics submission.

Responsibilities of the Chair/Primary Supervisor

> Assist the student in selecting and defining the scope of a suitable thesis topic or problem and building an appropriate panel.
> Guide the student in selection of and enrolment in appropriate coursework, advise on data collection and analysis procedures, and advise on solutions to any difficulties that arise.
> Advise on matters of thesis content, organisation and writing; including the timely provision of comments, written and oral, on drafts or portions of the thesis.
> Meet frequently with the student to discuss and evaluate each stage of the thesis project.
> Monitor student progress and advise the student when progress is unsatisfactory.
> Where necessary assist students in gaining ethics clearance.
> Provide advice on academic career development opportunities (such as conference participation) and support and mentor the student in relation to writing and submitting journal articles etc. (as relevant).

For further details please see the HDR University, Candidate, and Supervisor Responsibilities Guideline: https://policies.anu.edu.au/ppl/document/ANUP_012814
At ANU there are rules, policies, procedures and guidelines that govern your responsibilities and requirements as a student. Some of these are specific to HDR students, while others apply to ANU students and staff more broadly.

ANU Research Awards Rule

ANU HDR Policy Documents
The ANU HDR policy documents all flow from the *Research Awards Rule* and provide more detailed guidance relating to varying stages of progression through the degree program.

Links to all ANU HDR relevant legislation, policies, procedures, and guidelines can be found at: [http://www.anu.edu.au/students/program-administration/assessments-exams/hdr-policies-procedures](http://www.anu.edu.au/students/program-administration/assessments-exams/hdr-policies-procedures)

If you ever have any questions regarding the implementation or interpretation of any HDR policies, please do not hesitate to contact your local HDR coordinator or the College HDR coordinator in the CAP Student Centre for clarification or advice.

ANU Policy Library
The ANU also has an online Policy Library ([https://policies.anu.edu.au/](https://policies.anu.edu.au/)) where you can access other ANU wide legislation, policies, procedures, guidelines, and forms.

Delegations and Approvals
When reading the RAR or other policies, procedures, guidelines or forms you may notice that the term Delegated Authority (DA) is often used. A Delegated Authority is a person appointed by the relevant College Dean or Associate Dean to exercise delegations prescribed in the University’s academic legislation.

The Delegated Authority will differ depending on the item prescribed in legislation according to the University’s Delegations Framework.

In the College of Asia & the Pacific, the Delegated Authority for HDR matters, depending on the item, can be the Head of Department, Head of School/Centre, HDR Convenor of School/Centre or the Associate Dean (HDR).

Most forms will require endorsement or approval from your Chair of Panel as well as either the Head of School/Centre or HDR Convenor or all three.
Establishing Your Supervisory Panel

ANU research students are supervised by a panel, rather than one single supervisor. A supervisory panel normally comprises a Chair of Panel, Primary Supervisor and Associate Supervisor. The Chair of Panel and Primary Supervisor may be the same person. A PhD supervisory panel must have a minimum of three members (including the Chair) and an MPhil supervisory panel must have a minimum of two members (including the Chair).

The Chair of Panel is responsible for coordinating the overall administration of a candidate’s program including overseeing that appropriate support and resources are provided to candidates, convening supervisory panel meetings, and ensuring that a student’s candidature is aligned with the University’s Research Awards Rules and HDR Policy Framework.

The Primary Supervisor is responsible for the academic oversight of the major research aspects of a candidate’s program. The Primary Supervisor monitors the quality of a candidate’s work, identifies relevant skills training that may be required by the candidate for successful candidature, identifies relevant ethics approvals that may be required and assists the candidate with submission of ethics applications and carries primary responsibility in supporting the completion of a student’s candidature within the University’s timeframes.

Associate Supervisors are to provide additional advice and expertise for a candidate with regards to their research. You may have one or more Associate Supervisors on your panel for part or all of your candidature to provide advice for specific chapters or aspects of your research or for more ongoing general advice. Support is provided through communications throughout the year at agreed timeframes, including attending panel meetings at least twice a year and during relevant milestone considerations. The level of support provided is variable depending on the stage of candidature and the agreed needs of the candidate.

It is expected that your Chair of Panel will have been appointed within the first month of your candidature and the remaining minimum number of panel members within the first three months.

Additional members can be added throughout your candidature as required. Any changes to your supervisory panel must be approved by your Delegated Authority. Once confirmed you can view the current membership of your supervisory panel on ISIS.

Absence of your Chair of Panel

If your Chair of Panel is going to be absent from the University for more than one month (not including the end of year close down period), an interim replacement Chair of Panel will need to be appointed prior to their departure. Another member of your supervisory panel will normally assume this responsibility.

Research/Thesis Topic

Your research topic or a working title for your thesis is confirmed when your supervisory panel is being established. This may change during your candidature and is recorded in the Annual Report milestone process or using the update form mentioned previously. The update will be made in the Student Administration System and will appear on ISIS.

HDR ‘Manage My Degree’

Manage My Degree (MMD) merged a number of paper-based forms to a single eForm which has enabled students to self-manage their degrees through ISIS. HDR students can carry out the following activities using MMD:

HDR Milestones:
- First Annual Research Plan
- Research Integrity Training
- Thesis Proposal Review
- Annual Research Report and Plan
- Oral Presentation
- Supplementary Review (used for Mid-Term Reviews etc)

HDR Milestones eForm Guide is available on http://www.anu.edu.au/students/program-administration/program-management/student-administration-eforms

Manage My Degree HDR:
- Change Enrolment (add/drop coursework)
- Change of Intensity (full-time or part-time)
- Change of Program Level (PhD/MPhil)
- Change Working Thesis Details
- Apply for Leave
- Return from Leave
- Apply for an Extension of Program (including scholarship extensions)
- Apply for an Extension of electronic Confirmation of Enrolment (eCoE)
- Program Withdrawal/Voluntary Discontinuation

The suite of forms aims to provide a streamlined, paperless, integrated process which will vastly improve access for students to complete and submit forms.

Updating Your Supervisory Panel

If your panel details as displayed on ISIS are incorrect, or if at any stage you need to add or change a panel member, please contact your School/Centre HDR administrators who can provide you with the appropriate form to be completed.

The form is approved by your Chair of Panel and Delegated Authority. Once approved, your School/Centre HDR administrator will record the changes in the Student Administration System and they will appear on ISIS.
Overdue or Unsatisfactory Milestones

It is important to note that your continued enrolment in the HDR program is dependent upon the timely and successful completion of all milestones.

HDR forms to be signed by the Delegated Authority or Associate Dean (HDR) may not be approved if milestones are overdue.

If you need to reschedule a milestone due to leave or a change of intensity please contact your School/Centre HDR administrator who can adjust your milestone due date. If you need to adjust a milestone due date for other reasons please discuss the issue with your Chair of Panel, who can seek approval from the appropriate Delegated Authority.

If a milestone is completed and deemed to be unsatisfactory by your Chair of Panel or Delegated Authority, the usual process is for an additional interim milestone to be scheduled typically in 2 to 3 months time to allow time for the milestone to be satisfactorily completed. If the second attempt is unsuccessful you will need to discuss your options with your Chair of Panel/Primary Supervisor in the first instance, who may refer your case to the Delegated Authority for advice. You are also welcome to make an appointment to discuss your situation with the Associate Dean (HDR).

The change should be recorded, using the update form mentioned above. If you are advised that your Chair or Primary Supervisor is to be on leave for an extended period of time please ensure that you discuss any updates to your supervisory panel with them before they go on leave.

HDR Enrolment

HDR Students are enrolled in a thesis course code from their chosen commencement date. For example, a PhD student in the Crawford School of Public Policy (program code 9540) may be enrolled in the thesis course code POGO9550 which indicates which area of Crawford they are situated in. Full-time (F) enrolment is 48 units and part-time (P) enrolment is 24 units in a calendar year (note this unit load may be slightly different if you start part-way through a semester). The unit load is inclusive of any coursework courses. Each unit of credit represents 1 week of enrolment, which will be adjusted as appropriate to take into account periods of leave (please see below for further details).

Research students do not enrol themselves in a thesis course code via ISIS in the same way as other ANU students. Each December you are automatically enrolled in the thesis course code for the following year. However, you can enrol yourself in additional coursework courses via ISIS. You can also view details of your enrolment on ISIS at any time. If you believe your enrolment load is incorrect, or you are not automatically re-enrolled, please check ISIS in the first instance to identify possible issues (such as non payment of the Student Services and Amenities Fee), then contact your School/Centre HDR administrator.

HDR Coursework Enrolment

HDR students are able to enrol themselves in coursework courses on ISIS. However, if a course needs to be added or dropped after the census date or cannot be varied on ISIS, please contact your local HDR administrator to change your enrolment.

Change of Intensity in Research Program

You may need to change to/from full-time or part-time study during your candidature. Full-time HDR students are required to commit 40 hours per week to their program and part-time HDR students are required to commit to 20 hours per week.

Scholarship holders should check their specific Conditions of Award before making a change to part-time enrolment.

Change or Transfer of Research Program

There are a variety of reasons that your program may change during candidature. Your Chair of Panel may have relocated to another area, or your research interests may be leading you in a different direction than originally envisaged. As a result of supervisory panel advice, or a decision based on ongoing health issues, employment or other reasons, you may also decide to change from a PhD to an MPhil or vice versa.

If, after careful consideration you decide that you would like to transfer to a different School/Centre within the College of Asia & the Pacific, within ANU, or from a PhD to an MPhil (or vice versa), for more information on how to change or transfer programs, or how to apply, please see http://www.anu.edu.au/students/program-administration/program-management/research-program-change-and-research-program

Once approved, you will be advised of the details of your new program. The change is recorded in the Student Administration System and will appear on ISIS.

Students in receipt of a scholarship should read their Conditions of Award carefully before applying for a research degree change or research degree transfer as this may impact on their scholarship.

If you are transferring from PhD to MPhil, you should be aware that if you have completed more than two years full-time enrolment in your PhD, you will also need to apply for an extension of your research program effective from the date you wish to transfer into the MPhil, as you will have already consumed the allocated standard duration of time to complete the MPhil.
**Attendance**

HDR candidates are expected to be in attendance (on campus) for the duration of their program unless on approved leave (personal, medical, maternity or recreational) or travel (fieldwork or conference travel).

Please ensure you are familiar with the attendance requirements [https://policies.anu.edu.au/ppl/document/ANUP_012809](https://policies.anu.edu.au/ppl/document/ANUP_012809)

Unapproved leave could result in a breach of the conditions of admission or scholarship or an international student’s visa conditions. If you are unable to attend the ANU as an internal candidate (on campus) you will need to seek approval to be an external candidate.

**External Attendance**

External candidates must ensure that they have access to appropriate supervision and resources. External status is not grounds for a later extension of program or scholarship.

External candidates must spend a minimum of 4 weeks (consecutive or non-consecutive) per year of their program at ANU, and note their periods of residence at the ANU in their Annual Reports, as well as advising their local HDR Administrator by emailing cap.hdr@anu.edu.au at the time of each visit so that the dates are recorded on the Student Administration System. Written approval from the appropriate Delegated Authority is required for any variation to these attendance requirements.

To gain formal approval to be externally based please discuss with your local HDR administrator.

**Employment**

If you are in receipt of a HDR scholarship, you should consult your conditions of award as they may restrict your hours of paid employment.

Full-time HDR students are required to commit 40 hours per week to their program, part-time students 20 hours per week.

Paid employment is not grounds for a later extension of program or scholarship. Please note that you will be required to report on the average number of hours of employment in your annual report milestones.

**Research Enrolment and Recreation Leave**

Students are expected to pursue their program for 48 weeks of the year, with an allowance of up to 20 days of recreation leave, calculated on a pro-rata basis. Periods of unused recreation leave cannot be accrued and carried forward to the next year.

Recreation leave should be arranged with your academic area and in consultation with your Chair of Panel/Primary Supervisor. No formal leave application is required to be submitted as no records of recreation leave are kept on the Student Administration System (so will not appear on ISIS). However, it will be noted at the School/Centre level, who may require you to complete an absence form for their records.

Please note that recreation leave will not alter your expected submission date. Recreation leave is also not covered by the University’s insurance policy.

**Program Leave**

Students who are unable to pursue their program for personal, work related or medical reasons for more than 5 consecutive working days (full time students), or 10 consecutive working days (part-time students) should apply for program leave using the MMD eForm in ISIS after discussing the leave with their Chair/Primary Supervisor.

Program leave will alter a student’s expected maximum thesis submission date unless the student is on an extension of program in which case the period of leave will not extend the maximum thesis submission date. In situations where a student must take medical leave (relating directly to the student), if an acceptable supporting medical certificate is provided, then this period of leave may be added to the revised program end date.

Please note that extension of program requests must be based on academic reasons beyond your control or unusual personal circumstances and program leave cannot be cited as a reason for requiring a further extension.

For further details please see: [http://www.anu.edu.au/students/program-administration/program-management/research-program-leave](http://www.anu.edu.au/students/program-administration/program-management/research-program-leave)

Once program leave is approved, you will be advised of your new maximum submission date. Periods of approved program leave are recorded in the Student Administration System and will appear on ISIS.

International student visa holders must seek advice from the Academic Standards & Quality Office (ASQO) on the potential implications for their electronic Confirmation of Enrolment (ECoE) and student visa before applying for program leave.

Academic Standards & Quality Office (ASQO)
T (02) 6125 1436
E policyregs@anu.edu.au

Students returning from leave must apply using the MMD eForm in ISIS.

**Scholarship Leave**

If you hold a scholarship administered by ANU and are unable to pursue your program for more than 5 (full time students), or 10 consecutive working days (part-time students), you should apply for program and scholarship leave using the MMD eForm in ISIS after discussing the leave with their Chair/Primary Supervisor.

Each scholarship has specific Conditions of Award, which you should read carefully, as leave provisions may vary according to the type of scholarship and year of award. It is important to check your entitlements before applying for leave, particularly regarding the provision of paid leave.

For more information see: [http://www.anu.edu.au/students/program-administration/program-management/research-program-leave](http://www.anu.edu.au/students/program-administration/program-management/research-program-leave)
Once program and scholarship leave are approved, you will be advised of your new maximum submission date and your new scholarship end date. Periods of approved program leave are recorded in the Student Administration System and will appear on ISIS.

For more information on changing intensity, including how to apply, can be found on http://www.anu.edu.au/students/program-administration/program-management/research-study-load

Once approved, you will be advised of your new scholarship end date (if applicable) and maximum submission date. The change is recorded in the Student Administration System and will appear on ISIS.

International students on a student visa must maintain 100 per cent load, except in compassionate and compelling circumstances which must be approved. You will need to seek advice from the Academic Standards & Quality Office (ASQO) if you are considering part-time enrolment.

Academic Standards & Quality Office (ASQO)
T  (02) 6125 1436
E  policyregs@anu.edu.au

**Extension of Research Program**

If you are unable to submit your thesis by the final day of your program (your maximum submission date) and wish to remain a candidate who is eligible to submit, you will need to be approved for a program extension. PhD candidates may apply for six months extension (full-time) or 12 months (part-time) at each request. MPhil candidates may apply for three months extension (full-time) or six months (part-time) at each request.

You can apply for an extension of program through the MMD eForm in ISIS. More information can be found on http://www.anu.edu.au/students/program-administration/program-management/extension-of-a-research-program

Research Training Scheme (RTS) funding for domestic students ceases once you are on extension of program. The University has determined at this stage that no domestic tuition fee will be charged for domestic extension of program students, but you should note that this is reviewed annually.

In 2018, CAP HDR students who are tuition fee paying students will be charged a flat rate of $3,000 per six month (or part thereof) extension of research program instead of the usual tuition fees if choosing to remain onshore. If choosing to go offshore for the extension period the $3000 fee does not apply.

**Extension of eCoE**

If you find that you require an extension to the duration of your visa to meet your program requirements, you will need to extend your electronic Confirmation of Enrolment (eCoE). This can be achieved using the MMD eForm in ISIS. More information regarding eCoE extension can be found on http://www.anu.edu.au/students/program-administration/program-management/ecoe-extension

It is important that you have lodged an application for a visa extension with the Department of Home Affairs well in advance of the expiry of your current visa. For further advice on the visa extension process, please visit their website: https://www.homeaffairs.gov.au/

**Withdrawal from Research Program**

If you are considering withdrawing from your Research Program you should first contact your Chair of Panel/Primary Supervisor to discuss possible alternatives and support available to you, including taking leave of absence.

If you then decide to voluntarily withdraw, you can do so through the MMD eForm in ISIS. More information about withdrawing from a research program can be found on http://www.anu.edu.au/students/program-administration/program-management/withdraw-from-a-research-program

Program withdrawal is final. Readmission to a withdrawn program requires a new application to the University.

If you are an international student on a student visa, withdrawing may have significant visa implications for you.
STUDENT HIGHLIGHTS

Benny Tong
School of Culture, History & Language

I came to Canberra from Singapore to do my PhD. I felt a little intimidated starting a new chapter of my life alone in Australia. When I arrived to start my research it was my first real taste of life in Australia.

My first impression of Canberra was that it was very quiet, especially after dark. Coming from Singapore, a city that never sleeps, that was the biggest culture shock. I have since discovered Canberra is still an exciting place to be once you get to know the city.

I am now in my third year of my PhD studies. One of the best aspects of ANU has been the academic rigour. The Higher Degree Research Community at ANU is very vibrant, especially at the College of Asia & the Pacific and the College of Arts & Social Sciences. I have got to know a lot of researchers outside my discipline, especially anthropologists and some of the musicologists. My contacts span both colleges. I am grateful to have been welcomed very quickly and invited to join seminar series and so on.

The research student community is very engaged with each other here at ANU, not just academically and professionally but also personally, as friends. I have really connected with other students. That’s a big reason why studying at ANU is so enjoyable for me.

I have found the library collections very useful and accessible. There are many libraries, each specialising in different disciplines. My bibliography is constructed from an eclectic variety of fields, which has enriched my research.

A lot of the academics I have mingled with, especially the anthropologists, are very much focussed on telling the stories from the perspective of the people in the field and so I was encouraged to pay more attention to these voices. When I heeded their advice I found the kinds of questions I was originally asking were less engaging compared to what came out of my fieldwork. I found real stories about real people that the wider public can recognise and relate to. That’s the kind of training I have received so far.

I would definitely recommend a postgraduate research degree at the ANU. I feel that my experience is preparing me for academic life very well because the research is not just a student experience. For example I have my own office, and I am regularly invited to take part in seminars that have both research students and senior faculty where the discussion is conducted in a very egalitarian manner. Both students and faculty have the right to make their arguments known at these events. Sometimes they even go up against each other.

The working title of my thesis is ‘Singing in Life’s Twilight: Serious Karaoke as Everyday Aging Practice in Urban Japan’, but I was originally more interested in musical genre and national identity, or nationalism. I originally planned to conduct research into a Japanese music genre called enka, considered a classic kind of ‘oldies’ country music in Japan. It has a heavy discourse encompassing what it is to be traditionally Japanese. I wanted to research that through an audience studies approach. But as I developed through reading the literature in my first year, and after being encouraged to go on research in my second year, I found that the advice I got from my supervisors helped me to focus my research towards aging and issues facing the elderly in Japan.

"The research student community is very engaged with each other here at ANU, not just academically and professionally but also personally, as friends. I have really connected with other students. That’s a big reason why studying at ANU is so enjoyable for me."

Benny Tong, School of Culture, History & Language
Bianca Hennessy
School of Culture, History & Language

Originally I started out in the Bachelor of Asia-Pacific Studies. I came to ANU from Newcastle and wanted to pursue something a bit different to an Arts degree. In my undergrad, I learned Vietnamese and majored in Southeast Asian Studies and Anthropology. From the beginning I was exposed to an area studies approach that asks ‘what are the best tools to analyse this particular place?’, rather than just perpetuating a discipline.

In my fourth year I took a Pacific Studies course. My Anthropology major required that I do a course that wasn’t anthropology. I was a bit grumpy about that, and I enrolled in Pacific Studies without thinking much about it. But – to my happy surprise – I found the course centred on the ethics of research and unpacking the orientations of the researcher, the university and the student, vis-à-vis the field. It spoke to all the questions that my study to that point in time had generated.

At the end of my undergrad I began thinking about what it was about my experience that made me feel that Pacific Studies was for me. I soon realised that I could write a whole thesis about it. My supervisor agreed, and so I stuck around. This is the best place for me, and it just so happened that I was already here, but beginning my PhD was a process of actively choosing this community again.

From there I have said yes to all the opportunities my supervisor and Pacific Studies have offered me.

My research is a meta-analysis of the field of Pacific Studies. Instead of just looking at published material, I work with the people who actually do Pacific Studies – academics, students and the community involved in it – using ethnographic methods. That’s taken me to the Festival of Pacific Arts in Guam; to the University of Hawai‘i to tutor a course for ANU students about Hawaiian Indigenous culture and sovereignty; to the University of Victoria in Wellington, to visit their Pacific Studies department; and to Fiji, to visit the University of the South Pacific’s Oceania Centre for Arts, Culture and Pacific Studies.

There is not many studies of academic communities, so there is no easy model of what I’m doing, but that is freeing in a way. Pacific Studies at ANU is a good place for me because I can hover around a few different disciplines and immerse myself in different ways of thinking.

The thing that I have learned about academic work and university jobs is that there are plenty of roles where you are using a research background in a university setting but you are solving problems and connecting people.

If you are in the right place, you have a supportive supervisor, and you have enough resources, you can be creative. As a PhD student you are expected to produce new knowledge as part of the next generation of emerging researchers. You can experiment with representing things differently, or thinking visually in a way nobody has before, or with using a technology in a new way. While a PhD can be very stressful, many people look back on their PhDs as the most creative era of their careers because it is a time to play with ideas and dive deep into issues you care about.”
Mukete Beyongo
Australian Centre on China in the World

After I completed an MA in Political Science and International Relations at the University of Yaoundé II SOA-Cameroon in Ukraine, he wanted to continue his studies at a university with a strong reputation for research and cultural diversity. In 2012, after learning that the ANU had jumped from 43rd to 38th in the World University Rankings, Beyongo decided to do a PhD on the impact of Chinese investment in Zambia’s copper mining sector on the host country’s regulations at the Australian Centre on China in the World (CIW), a renowned international research centre for Chinese Studies based at ANU.

I came to the ANU seeking knowledge and an opportunity to work with the best minds in Chinese studies. Finding an expert to supervise my thesis at the University was a big challenge. I was excited when Dr Jane Golley agreed to supervise my thesis and welcomed me ‘to the other side of the Ocean’.

My PhD research is a continuation of his MA research on the rise of Chinese investment in Africa. I am focussing on two Chinese state-owned investments in Zambia’s copper mining sector. Locally, these companies are noted for reviving economic life and building vital infrastructures in Chambishi town.

Globally, they are known for an infamous accident that killed fifty-two Zambians in 2005; a protest in 2006, where six Zambians were shot; and their contribution to severe pollution of the local environment. My research explores how these events and others have affected the monitoring and enforcement of safety and environmental regulations in Zambia’s copper mining sector, and how these changes have in turn affected safety and environmental standards in Chinese mining companies.

Not only I love the beautifully diverse student population and the rich resources and collections the libraries have, but also the opportunities that the University provides aspiring researchers to meet new people and participate in extracurricular activities. Doing a PhD at the ANU has been a rewarding experience for me.
After completing my Bachelor of Arts with Honours at the University of Tasmania, I was encouraged to apply for a PhD position in the Australian Centre on China in the World (CIW) at ANU.

At the time CIW was quite a new institution, but already had a reputation as one of the best places in the country, if not the world, to conduct research in China Studies. I was impressed by the broad understanding of what constitutes China, the collaboration between academics with a variety of research interests and the feeling of community.

I am studying contemporary student movements in Taiwan. Since 2008 a community of student activists has emerged as a significant actor in Taiwan’s civil society. They have campaigned on a diverse array of issues ranging from media ownership laws to the future of cross-Strait relations, all with the underlying goal of improving Taiwan’s democratic system. My research therefore encompasses an array of disciplines, including sociology, political science, international relations and cultural studies.

I feel fortunate that I have had support and guidance from academics with expertise in a range of areas. Although my topic is quite specific, I have always found people with whom to discuss the different aspects of my work and have never felt constrained by trying to fit my research within a particular discipline.

For me, one of the highlights of the PhD process has been fieldwork. She was given the opportunity to spend eight months in Taiwan interviewing activists and witnessing protests firsthand.

Whenever we, as PhD students, identify an aspect of the process which we would like to improve in we have always received the necessary resources. For example, one of my colleagues was able to establish a reading group to connect people from across the university with an interest in Taiwan Studies, who might otherwise feel isolated by being part of such a small field.

Despite the demands of my PhD, I have also started a family whilst at ANU.

I have only ever received support and understanding from my supervisors at ANU in regards to my personal life. Undertaking a PhD here has allowed me not only to foster my intellectual curiosity but also fulfil a number of other life goals. I really have had the best of both worlds.

I have had the opportunity to take part of a number of initiatives to develop particular skills associated with my PhD. This includes conferences, seminars, reading groups, research and writing workshops.
Adam Triggs
Crawford School of Public Policy

I began my PhD at ANU College of Asia & the Pacific at the beginning of 2015. It was one of the best decisions I’ve made, both professionally and personally.

My research explores the benefits of having closer macroeconomic cooperation among G20 countries. Working with Peter Drysdale, Warwick McKibbin, Shiro Armstrong and Gordon de Brouwer, my research has taken me to 15 different countries to meet and work with some of the world’s top policymakers and best thinkers.

Interviewing the likes of Janet Yellen, Ben Bernanke, Haruhiko Kuroda, Kevin Rudd, Tim Geithner, Phil Lowe, Jack Lew and many others has given me unparalleled insights into how the world works. My time at Crawford and my time as a visiting fellow at the Brookings Institution in Washington DC has significantly deepened my analytical skills as I model the consequences of some of the most pressing challenges facing the world.

It is through Peter, Warwick, Shiro, Gordon and the support and access that CAP provides that this research has been possible. I would highly recommend CAP to anyone looking to broaden their horizon and deepen their analytical skills.

I am a visiting fellow at the Brookings Institution in Washington DC as a PhD student at the Crawford School. I am a former advisor at the Department of Prime Minister and Cabinet.
I joined RegNet in 2017 as a Master of Philosophy (Regulation & Governance) student. My research examines industry tactics to resist public health policies.

After graduating in 2012 with a double degree in Commerce (International Business) and Arts (Political Science), I went on to work as a Policy Officer for the Foundation for Alcohol Research and Education (FARE) and as a Management Consultant at Ernst & Young.

After four years of work and a gap year abroad, I found that not having a Master’s degree was a barrier to employment in some countries abroad. So I applied to join RegNet’s M.Phil program as an opportunity to take up further study, and to convert research I produced for a previous employer into a thesis.

My RegNet M.Phil project looks at how and why private industries use expert consultants to exchange information with regulatory authorities, and how this practice may influence policy developments concerning product risks. With encouragement from my supervisors, I recently presented my research at the Global Alcohol Policy Conference 2017.

The coursework and weekly seminars at RegNet have added a depth, rigour and interdisciplinary world view that has improved my research and professional capabilities immensely. Most memorably, the community of open, available and encouraging peers and colleagues – at all levels of RegNet – has enriched me personally.

The M.Phil program at RegNet has been a rewarding opportunity to go deeper on a topic of interest from my career, without the daunting time commitment of a PhD. To all whose career inspires burning questions: consider RegNet’s M.Phil as an option for further study and intellectual engagement!
My research project is ‘Islamic Nationalism: The Armed Resistance of Patani Malays in Southern Thailand’. This research investigates the transformations of political ideologies of contemporary liberation/separatist movements in southern Thailand. The year 2004 marked a dramatic surge of violent resistance in Pattani, Yala, Narathiwat and some parts of Songkhla provinces but the armed struggle to liberate Patani, the area known today as Thailand’s southernmost region, can be dated back to the 1960s. Major scholarly works on the post-2004 phenomenon tend to either overlook or misplace the role of religion. While some scholars view religion as having a secondary role in what is perceived to be primarily an ethno-nationalist struggle, terrorism experts, by contrast, raise an alarmist tone and point out possible linkage between the liberation groups in southern Thailand and transnational jihadist groups. Both analyses fail to provide a thorough understanding of the role of Islam in the current liberation movements in southern Thailand.

From 2016 to 2017, I spent a year-long fieldwork in southern Thailand and a neighbouring country to probe the political thought of the Patani liberation movements, particularly the Barisan Revolusi Nasional Melayu Patani (Patani Malay National Revolutionary Front – BRN). My central finding is that the fall of socialism and the global rise of Islamic revival has provided a significant backdrop for the change of political ideologies among most of the Patani liberation movements, which increasingly turned towards Islam. While the use of religious framework to comprehend and legitimise their struggle is not a totally new phenomenon, Islam has become more prominent in the mindset of contemporary generation of fighters and the political interpretation of their faith has become more radical.

The clandestine nature of the BRN, the group with strongest military capability on the ground nowadays, has prevented in-depth studies on the thinking of the separatist/liberation movements. This has impacted not only academic studies but also on policy-making. It seems absurd that Thai military officers still have dividing opinions on what the primary driver of the southern Thailand conflict is – 13 years after the resurgence of violence. Without fully understanding the key actors and what has prompted them to take up arms against the Thai state, it would be difficult to come up with policies that rightly address the root causes of this conflict, which has thus far claimed more than 6,400 lives. During my fieldwork, I took up the challenge of trying to secure access to the BRN leadership as well as other liberation movements. I interviewed 37 active and former Malay-Muslims, who regard themselves as juwae, a local Malay word for “fighters” and I also obtained rare internal documents. This is an early effort to listen to the voice of the actors, whose roles are central to this conflict. The empirical data gained during my fieldwork provides a significant basis for understanding the liberation movements’ political thinking.

A child was seen wearing a t-shirt with the word shahid in Narathiwat’s Bacho district shortly after the death of 16 fighters who stormed an army base in the same district on 13 February 2013. Shahid is a Quranic Arabic word denoting martyrs who have died in defense of Islam. Credit: De Patani Foto.

A graffiti Patani Merdeka - the independence of Patani - was found painted on a road sign in Yala’s Raman district on 6 April 2015. Patani refers to the name of the old Islamic kingdom before the region was annexed to Thailand. Credit: Rungrawee Chalermsripinyorat.
Christoph Sperfeldt
RegNet School of Regulation & Global Governance

Christoph’s thesis research builds upon his previous practical experience and examines, from a socio-legal perspective, justice responses to mass atrocities. In preparation for his fieldwork, Christoph applied for an Endeavour Research Fellowship. The fellowship is sponsored by the Australian Department of Education, accessible to Australian citizens and permanent residents, and allows PhD students to conduct four to six months of research abroad.

Endeavour Fellowships are generally structured around international host institutions, but are also able to accommodate significant time for fieldwork. This mix allowed combining input from external scholars into the preliminary thesis outline with ethnographic research in conflict-affected situations. Christoph chose to begin his research abroad with a visiting placement at the Leuven Institute of Criminology at the KU Leuven, Belgium, from where he conducted multiple trips to The Hague to conduct interviews with actors at and around the International Criminal Court. He presented some preliminary findings of this research at an interdisciplinary PhD Summer School organised by the Centre of Excellence for International Courts (iCourts) at the University of Copenhagen, Denmark.

Following this experience in Europe, Christoph travelled to Phnom Penh in Cambodia to conduct two months of research around the Extraordinary Chambers in the Courts of Cambodia (ECCC), a hybrid court jointly established by the Cambodian government and the United Nations to try those most responsible for crimes committed during the Khmer Rouge regime in the 1970s. This involved field observations as well as 40 or so interviews with legal professionals, survivor representatives, NGO staff and diplomats. Each of the interviews was followed by immediate note-taking of observations and reflections and subsequent transcription at quieter times during the fieldwork. Overall, the additional external funding provided by the Endeavour fellowship enabled a richer, and perhaps longer and more diverse fieldwork experience than would have otherwise been possible from internal funding sources.

Timothea Horn
Coral Bell School of Asia Pacific Affairs

As part of my PhD research on treaty-making on conventional weapons and diplomatic negotiations, I spent 12 months overseas on an Australian Government Endeavour Scholarship, with six months based in Canada and a six-month visiting doctoral fellowship at the Geneva Centre for Security Policy. Over that time, I interviewed 100 diplomats, activists and academics—a truly inspiring group of people who are changing the world. My brush with fame came while I was in Geneva in 2016, when I was lucky enough to speak on a panel with the head of the International Campaign to Abolish Nuclear Weapons (ICAN), Beatrice Fihn, the Nobel Peace Prize laureate in 2017.

I happened to appear on the panel by accident, as I was stepping in for a colleague and talking about a topic which was slightly outside of my field of research. It was great fun, and is definitely one of many highlights of my 12 months of interviews.
The working title of my PhD in Anthropology at the College of Asia & the Pacific is ‘Passionate Pursuits: Finding Shauq in the company of pigeon-flyers, cock-fighters, and dog-fighters in South Punjab, Pakistan.’

Anthropologists usually carry out long term fieldwork to know the culture they are studying, and to get a “native point of view.” The field site for them is what a laboratory is to scientists; their association with their field site continues for an extensive period of time. This usually starts from doctoral research. For me, as a PhD student, the field experience was full of novel explorations, with a sense of adventure and sometimes danger.

In October 2014, I embarked on a yearlong fieldwork in my home country, Pakistan. The area I selected for my fieldwork was South Punjab. Having grown up in a South Punjabi village myself, I was confident that I knew the culture, language, local customs, and values. I started my fieldwork by building rapport, hanging around with people, and conducting some informal discussion sessions. I was welcomed and greeted enthusiastically. However, as a month passed and I was no more a “guest,” I started to experience the logic of long-term fieldwork.

I slowly started to realise that my knowledge of the area, the culture, and local values was not sufficient. Even though I was born in South Punjab, my other strands of identification (such as my education in cities, my urban lifestyle, and my association with Australia) was not rendering me a complete “insider.” For instance, once after taking an interview from a rural religious leader, I choose to not take his photo assuming that “conservative Muslims” do not like their photos taken. Two days later, I got to know that the religious leader was furious over my act, and told people that I did not give him “appropriate respect.” News of the incident even reached the village chief (nambardar), who invited me to meet with him, and then told me that by not taking the photo, I made the religious leader look “inferior.” A week later, I requested another interview with the religious leader, and this time completed a photoshoot, and with the assurance that I will add a good picture of him in my dissertation.

In short, long-term anthropology fieldwork is full of surprises, and for some, full of shocks. Incidents like these continuously reminded me that although I was born and raised in that culture, I was not completely a “native.” I did not only need to understand the local language, dress, food, or other customs and values but I needed to adjust my personality to their behaviour, expectations, and understanding so to get, as far as one can get, a “native point of view.”
CONTACT US AT CAP STUDENT CENTRE

This guide is compiled by the CAP HDR team in the Student Centre in conjunction with the Associate Dean (HDR).

In the first instance for administrative advice you should contact your local School/ Centre HDR administrator.

If after this, you still require assistance, you should contact the HDR Program Coordinator in the CAP Student Centre who may refer your case to the Associate Dean (HDR) if necessary. Our office hours are Monday to Friday from 9am to 5pm.

**HDR Program Coordinator**
Penelope Judd
Ground floor, Coombs Building 9
The Australian National University
Canberra ACT 2601 Australia
T  (02) 6125 3207
E  cap.hdr@anu.edu.au
W  http://asiapacific.anu.edu.au/students/graduate-research
# CAP SCHOOL & CENTRE CONTACTS

For all HDR enquiries, please email cap.hdr@anu.edu.au

### Australian Centre on China in the World (CIW)

**Chinese Studies**

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### School of Culture, History & Language (CHL)

**Anthropology, Archaeology and Natural History, East Asian Studies, Gender, Media and Cultural Studies, Linguistics, Pacific and Asian Studies, South and Southeast Asian Studies**

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### Crawford School of Public Policy

**Economics; Environmental Studies and Resource Management; Public Policy or Political Science and International Relations**

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### Coral Bell School of Asia Pacific Affairs

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### School of Regulation and Global Governance (RegNet)

**Climate; Energy & the Environment; Law, Justice and Human Rights; Society, Safety & Health; Trade; and Investment & Intellectual property**

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A-Z USEFUL CONTACTS

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W www.anu.edu.au/students/learning-development

Academic Standards & Quality Office (ASQO)
T 6125 1436
E policy.regs@anu.edu.au
W drss.anu.edu.au/asqo

Access & Inclusion
T 6125 5036
E access.inclusion@anu.edu.au
W disability.anu.edu.au

Admissions Office
T 6125 5594
E hdr.admissions@anu.edu.au

Australia Awards Liaison Office
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Careers Centre
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W careers.anu.edu.au

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E counselling.centre@anu.edu.au
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E sbs.help@anu.edu.au
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Student Central
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T 135 ANU (135 268)
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