



# **DEPARTMENT OF LINGUISTICS**

# **HIGHER DEGREE RESEARCH (HDR) STUDENTS' HANDBOOK**

## Table of Contents

1.	Overview.....	3
2.	Staff and Contacts for HDR students.....	3
3.	General matters relating to Candidature.....	4
	3.1 Minimum and maximum completion timelines.....	4
	3.2 Extension of Candidature.....	4
	3.3 Changing Attendance.....	5
	3.4 Withdrawing from the Program.....	5
	3.5 Adding/ Withdrawing from Units.....	5
	3.6 Addition/Change of Supervisor.....	5
	3.7 Addition/Change to Thesis Title.....	5
	3.8 Taking Leave.....	5
	3.9 Scholarship Holders.....	6
	3.10 Fees.....	6
4.	Ethics Approval Procedures.....	6
5.	Macquarie University Code of Supervisory Practice.....	6
6.	Definitions of Traditional and non-Traditional Theses.....	6
7.	Plagiarism Policy.....	7
8.	The Department of Linguistics Higher Degree Research Committee – role/functions.....	7
9.	Annual Reports.....	8
10.	Divisional Research Festival.....	8
11.	Commencement Program (for new students).....	9
12.	Department Resources and Facilities for HDR Students.....	10
13.	Working in the Department.....	13
14.	Thesis Word Length.....	13
15.	Thesis Preparation/Presentation Guidelines.....	13
16.	Thesis Submission Deadlines & Graduation.....	14
17.	Thesis Marking Process/Examiners.....	14
18.	Useful Websites and Further Information.....	14

## 1. OVERVIEW

Welcome to new and continuing research students to the Department of Linguistics in 2004! Research is an important and integral activity of the Department, and research undertaken by higher degree research (HDR) students is highly valued, well supported, and actively contributes to the research output and vision of the Department.

Higher degree **research** programs offered by the Department are the:

- **PhD and MPhil** in Linguistics are research degrees of the traditional kind. They require the candidate to design and implement a research project, working with an individual supervisor, and to write up the research in the form of a dissertation. Candidates may be required by their supervisors to take one or more Masters level units as part of the research degree; and
- **Doctor of Applied** Linguistics, a professional doctorate, consisting of coursework, research training, on-line research seminars, and the design and implementation of a workplace-related research project, written up in the form of a dissertation.

The Department's postgraduate research program is large and successful, in terms of the number of students enrolled, completion rates, publications, the quality of the student experience and subsequent employment of graduates.

The following information has been provided for your reference and information, and should be read in conjunction with the *Enrolment Information for Higher Degree Research Students*, produced by the Higher Degree Research Unit (HDRU), the administrative Unit of the University that manages all matters associated with the candidature of all higher degree research (HDR) students. The HDRU is located in Building C4C, also known as "The Cottage".

## 2. STAFF AND CONTACTS FOR HDR STUDENTS

Students should seek recourse to the personnel listed below for any questions, queries or concerns they may have throughout their course of study. In general, academic matters relating to the course, and administrative questions regarding subject selection, thesis submission, timetabling of coursework units, matters relating to progression, annual reporting requirements, completion times, scholarship conditions, extensions, leave of absence, should be directed, in the first instance, to either the supervisor or the administrative team of the Department of Linguistics.

### Department of Linguistics Postgraduate Office (Administrative team):

Robyn Guilmette/Lorraine Whybrow      MPhil, PhD and DAppLing  
Ph: 02 9850-7102  
[lingpgo@ling.mq.edu.au](mailto:lingpgo@ling.mq.edu.au)

### Department of Linguistics (Academic)

Dr Beth Armstrong      All pure research degrees. Note, however, that DAppLing students should consult A/Prof Geoff Brindley (convenor) listed below for all aspect of their program and specific advice re their coursework units.

Ph: 02 9850-9183  
[beth.armstrong@ling.mq.edu.au](mailto:beth.armstrong@ling.mq.edu.au)

A/Prof Geoff Brindley (Convenor - DAppLing)

Ph: 02 9850-7951

[geoff.brindley@ling.mq.edu.au](mailto:geoff.brindley@ling.mq.edu.au)

Higher Degree Research Unit (HDRU):

Students should call the general enquiries number, where their call will be directed to the relevant staff member:

Ph: 02 9850-7987 or web: <http://www.ro.mq.edu.au/HDRU/>

### 3. GENERAL MATTERS RELATING TO CANDIDATURE

#### 3.1 Minimum & Maximum Candidature Times

The minimum and maximum candidature times are set by the University and are to be adhered to by students. Depending on your mode of study (ie, full-time or part-time), your minimal completion time will have been detailed in your letter of offer, and applies to the duration of your course of study. The times are detailed below:

<b>Minimum</b>	<b>Full-time student</b>	<b>Part-time student</b>
MPhil	2 years	2 years
PhD	2 years	2 years
DAppLing	3 years	4 years
<b>Maximum</b>		
MPhil	2 years	4 years
PhD	4 years	8 years
DAppLing	3 years	6 years

*Note that DAppLing students are expected to be working in language teaching and/or language teaching program administration and will likely be part time. DAppLing candidates must achieve an overall credit average in the coursework units in order to proceed on to the research component of the degree..*

#### 3.2 Extension of Candidature - Rules

Should you be approaching your completion deadline and believe you need to extend your candidature length, you are able to apply for an extension of candidature at least one month in advance of the maximum date of candidature. Requests for extensions of candidature are made via the "Application for Extension of Candidature" Form in consultation with your supervisor; approved extensions are granted for a period of four months. Please lodge in the department Postgraduate Office. Our Linguistics admin team will seek required endorsement of supervisors and signatures and forward to the HDRU for action.

### **3.3 Changing Mode of Study (Attendance)**

Requests to change from full-time to part-time and vice-versa must be endorsed by your supervisor and approved by the Department. An application should first be lodged in the department postgraduate office. Our Linguistics admin team will record the change, seek required signatures and forward to the HDRU for action.

### **3.4 Withdrawing from the Program**

Students who wish to withdraw from the program (and hence terminate their enrolment and place in the course) must do so by the census dates, 31 March or 31 August. This is done by completing a "Change of Program Form", which is to contain your supervisor's signature, and the signature of the Dean of Division or nominee (Dr. Elizabeth Armstrong). Again, please submit to the Linguistics Postgraduate Office.

### **3.5 Adding/Withdrawing Units**

A student may be required by their supervisor to enroll on or audit a coursework unit. Please contact the Linguistics postgraduate office for assistance. DAppLing candidates will have coursework units as part of their degree requirements and will be contacted via email prior to each semester to advise the units to enrol on.

The 31<sup>st</sup> March is the last day to withdraw from units for semester 1 or full year units without academic penalty; the 31<sup>st</sup> August is the final day to withdraw from units for the second semester without academic penalty.

### **3.6 Addition/Change of Supervisor**

This is to be identified via the "Change of Program" Form. This includes nomination of additional associate supervisors and the appointment of an interim supervisor if your principal supervisor is on leave. Note that permission to change supervisor should be discussed with your supervisor and Dr. Beth Armstrong before the application is lodged. The Linguistics Postgraduate Office admin team should also be advised to ensure your record is correct.

### **3.7 Addition/Change of Thesis Title**

An addition or change to your thesis title may be done at any time during your candidature, but must be done prior to submitting your thesis. You must have approval from your supervisor, and advise of the change via the "Change of Program" Form.

### **3.8 Taking Leave**

Applications for leave for more than one month's absence are to be made by completing the "Leave of Absence" Form. Requests for leave are to include a statement, signed by your supervisor, on how you intend to manage your progression and meet your completion time following your leave of absence. Note that during your leave, you are effectively not enrolled, will have your borrowing rights suspended from the library, and will not have access to other facilities available to HDR students while you are on leave (and not enrolled). Note that leave is not available to students who have been enrolled for less than one year, or to students who are enrolled in their final half year for full-time, or final year for part-time candidates.

### **3.9 Scholarship Holders**

Students who have been awarded a scholarship are required to be enrolled on a full-time basis for the duration of their program, and are not permitted to work more than 10 hrs per week on average for the duration of the year. Students who have been offered scholarships, who need to take leave/suspend their scholarship should complete a Leave of Absence form.

### **3.10 Fees**

Any problems with fees can be directed to the Student Fees Office. If you require any further assistance you can also contact the Linguistics Postgraduate Administrative Team.

## **4. ETHICS APPROVAL PROCEDURES**

All research projects requiring the use of human subjects are required to have clearance from the University's Ethics Review Committee (Human Research) prior to commencement of the research. Your supervisor will be able to provide guidance on how to complete the application for the consideration of the Committee, any particular ethical issues your topic poses, and can provide general guidance on the ethics application processes.

The Department of Linguistics' representative on the **University's Human Ethics Committee is Dr. Peter Roger**. He will provide advice and guidance on the application and clearance process. Details on this Committee, including the application procedure and form are available from <http://www.ro.mq.edu.au/ethics/human/>

## **5. MACQUARIE UNIVERSITY CODE OF SUPERVISORY PRACTICE**

The Department adheres to the Macquarie University Code of Supervisory Practice, which details the expectations between supervisor and student. You are expected to read this Code prior to commencement, and adhere to it throughout your program of study.

## **6. DEFINITION AND CONTENT OF "HIGHER DEGREE THESIS"**

A higher degree thesis embodies the results of original research and investigations by a candidate for a higher degree which satisfies the requirements of a specific higher degree award. For example, a Doctor of Philosophy thesis must "form a distinct contribution to the knowledge of the subject and afford evidence of coherence and of originality shown either by the discovery of new facts or by the exercise of independent critical power" (Doctoral Degree Rule 3.(5)).

The University recognises that theses or parts of theses may be presented in a variety of formats and media, but would normally incorporate a written component. Non-written thesis formats and media must be approved by the Dean of the Division as part of the project proposal process in the Divisional Commencement Program and in Annual Reports.

Theses may include relevant papers (including conference presentations) published or accepted for publication during the period of candidature, together with a comprehensive and critical introduction and an integrative conclusion. These papers should form a coherent and integrated body of work, which should be focused on a single project or set of related questions or propositions. These papers may be single author or co-author – for co-authored papers the candidate must specify his/her specific contribution. The contribution of others to the preparation of the thesis or to individual parts of the thesis should be specified in the thesis Acknowledgments and/or in relevant footnotes/endnotes. It isn't necessary to reformat published works in a thesis.

Where there is a creative component in a thesis, the size of the creative component should be specified in relation to the critical component, and will vary according to the candidate's academic area and medium. For example, the creative component in music could be: a written score; a compositional folio containing a number of pieces which might be in different forms; software; video; audio recordings etc.; in writing, the creative component could be: a novel, a collection of shorter creative pieces, a volume of poems etc. Creative components must be submitted in a form which enables further examination or re-examination to be undertaken (e.g. a DVD/CD-ROM of an exhibition or performance), and deposit in the Library. Candidates may also choose to integrate creative and critical components, as e.g. in ficto-critical writing or essay films; but explicit critical analysis in written form will also be required (with a normal minimum of 25,000 words for an MPhil thesis and 50,000 words for a doctoral thesis depending on the Divisional word length).

When writing a thesis within what a candidate claims to be a paradigm appropriate to the topic and his or her treatment of it, the onus lies with the author to establish to the satisfaction of the examiners that the paradigm is indeed appropriate. This must include demonstration that it is properly constructed, used in a way which is self-consistent and meets any further conditions required by the examiners as necessary in their professional judgements. In other words, the candidate may not, of his or her own volition and immune from challenge, set a framework within which the thesis is to be read and require the examiners to conduct their examination within that framework. Paradigm and text are integral, and the examiners' competent academic judgement must be applied to both either implicitly or explicitly.

The Postgraduate Rules of the University state that the thesis must be written in English and reach a satisfactory standard of literary presentation; but a candidate in the Departments of Asian Languages and European Languages may be required to submit a thesis in a language other than English, and a Cotutelle PhD student may request approval to submit a thesis in a language other than English.

## **7. PLAGIARISM POLICY**

The University has a policy, updated by Academic Senate in June 2001 to ensure that the University has a consistent and equitable approach to plagiarism. The Guidelines are available in the current Undergraduate Studies Handbook.

## **8. DEPARTMENT OF LINGUISTICS RESEARCH COMMITTEE**

The Linguistics Research Committee has responsibility for ensuring that the standard of supervision offered satisfies the Code of Supervisory Practice. The exact role of the committee will vary. However as a minimum, the full committee, or a working-group of the Committee meets four times per year. The committee will also meet informally as needed during the year to decide research policy on an ongoing basis. Supervisors, of course, will meet much more regularly with their students. The associate supervisors will have responsibility for ensuring that the student receives adequate supervision during times when the primary supervisor is away. As the role of the associate supervisor may vary from student to student, we recommend that students should negotiate the extent to which it is appropriate to include them in publications or acknowledge their contribution in the final thesis with their primary supervisor.

In general, students, supervisors and associate supervisors should be familiar with the Macquarie University Code of Supervisory Practice, and agree on ways of satisfying the contractual aspects of the code, including the regularity of meetings with the primary supervisor.

## 9. ANNUAL REPORTS FOR HIGHER DEGREE RESEARCH STUDENTS

Each year of candidature, the University's Higher Degree Research Committee requests a report on each candidate's progress from his or her supervisor. The report should accurately reflect the candidate's progress, and record any difficulties or problems encountered, as well as the frequency and type of contact between the candidate and his or her supervisor. The annual report is completed during October by both the student and the supervisor. Confirmation of satisfactory progress by the Division is required prior to re-enrolment. Completion of an annual report is **compulsory** for **all** higher degree research students. Failure to complete a report in conjunction with the supervisor is likely to result in disenrolment, with the student being required to "show cause" to continue in the program.

## 10. DIVISIONAL RESEARCH FESTIVAL

A Divisional Research Festival is held each year in second semester at which all higher degree research students enrolled in linguistics and Linguistics HDR programs are required to present a 20-minute presentation (followed by around 10 minutes of questions) on the work they have covered that year. Attendance at the Festival is compulsory for all on-campus students; external students are required to submit a poster for display. Note that DAppLing students are not required to participate in the festival. The Conference extends over 2-3 days, typically on a Thursday, Friday and Saturday in December, with sessions conducted simultaneously. Exact dates and location will be advised a little later in the year. The aims of the conference are to provide an opportunity for students to demonstrate their progress and receive constructive feedback from other students and staff on their research; and to learn something about the research of other higher degree candidates.

In addition to the above, the Department of Linguistics has several interest groups that meet regularly. Students are encouraged to attend as many of these as they can, and in some circumstances supervisors may require participation. Check with your supervisor to see if there is a special interest group that would be relevant to your research interest.

## 11. COMMENCEMENT PROGRAM

All new HDR students are required to attend the commencement program, designed to give new students an overview of a range of matters related to HDR candidature, such as services and resources offered by the University, plagiarism and intellectual property policies, completion times and requirements, thesis preparation, the supervision process, etc. There are two commencement programs to attend:

- The Central commencement program is organized by the HDRU for all new HDR students enrolled across the University and is generally held in enrolment week before the commencement of each semester.
- The Division of Linguistics & Psychology commencement program, applicable to and designed for all new Linguistics & Psychology HDR candidates, is generally held within the first three weeks of semester.

The required activities for the Divisional Commencement program are:

Participation in the Centralized Induction Day.

Participation in the Divisional "Higher Degree Research Information" seminar. This seminar will run for approximately two hours and will provide a forum for student discussion and questions, along with presentations from staff members. Topics to be covered will include:

## Department of Linguistics Higher Degree Research Students' Handbook

Welcome and introduction to members of the Divisional HDR committee

Divisional and Departmental resources – computing facilities; grant availability; photocopying; copyright; useful contacts, etc.

Ethics and ethics approval procedures in the Division; Occupational Health and Safety issues

Managing the supervisor-supervisee relationship – rights and responsibilities; expectations; scheduling and preparing for meetings; documenting goals and achievements; what to do if things go wrong

Stress management – timetabling; managing anxieties and disappointments; establishing and maintaining support networks

Discussion of the Divisional Research Festival (December) and advice re what/how to present at a relatively early stage of candidature

Information about attendance requirements at regular Departmental and Divisional colloquia, lunch meetings, discussion groups etc.

Enrolment in, and completion of, Library IT Training Units (e.g., appropriate database searching, including use of Endnote etc). The units to be completed are to be negotiated with the supervisor, based on current skills and skills that need to be acquired.

Regular, scheduled meetings with the supervisor – to formulate and develop initial research plans and goals. External students will communicate via email and telephone contact.

Submission of a 5–6 page research protocol to the supervisor within the first 6 months of enrolment that documents relevant background literature, details research plans, and provides a realistic research timetable;

Submission of progress report (including research protocol) after 6 months EFT duration to the supervisor and members of Divisional HDR Committee for approval.

### Minimum Requirement

The minimum requirement within the first 6 months (EFT) will be for both internal and external students to have submitted their research protocol and progress report to their supervisor and Departmental Research Committee for approval.

The outcome of this assessment will be recorded as either Satisfactory or Unsatisfactory. Candidates with an Unsatisfactory outcome will be interviewed by the Departmental Research Committee in order to identify problems and potential solutions. The candidate will be required to resubmit, within the next 6 months (EFT), a revised research protocol and progress report for assessment and progression beyond the commencement phase.

Failure to achieve a Satisfactory result within a 12 month (EFT) time frame will result in a “Show Cause” to the candidate.

## 12. DEPARTMENT RESOURCES & FACILITIES FOR RESEARCH STUDENTS

The following resources are made available to research candidates of the Department.

### Computer Access

Research students in Linguistics have access to a networked PC located in the research area, C5A441. To obtain a username on the Department's server, obtain a form from the Linguistics Postgraduate Office (C5A 515). The completed form has to be signed by your supervisor. See Lalana Knox (9850 8794, C5A 525) to have the username set up. The username will allow you to use email, and other software, on the Department's server. Alternatively, if you prefer, you can continue to use your own private email. Please notify the Linguistics Postgraduate Office of your email address so that we can add it to our mailing list.

Note: When using a Linguistics computer, be sure to back-up your work onto your personal directory on the server. That way your files will be copied onto tape as part of the back-up of the server, and you can access your work from any networked computer on campus if your computer is unusable.

### Email

If you have a username on the Department's server, your email address will likely be `firstname.familyname@ling.mq.edu.au` and the PC will be equipped with Groupwise email program. This is probably the most convenient way of using email. You can access email from the Departmental server remotely. For more information contact Lalana Knox on extension 8794 or email: [lalana.knox@ling.mq.edu.au](mailto:lalana.knox@ling.mq.edu.au)

### Access to the Research Room

Research students can obtain a keycode to access C5A441 by sending an email to Chris Callaghan, Technical Facilities Manager. His email address is: [calaghan@ling.mq.edu.au](mailto:calaghan@ling.mq.edu.au).

After hours access is only approved in exceptional circumstances with permission of the Head of Department. Please see Collette Ryan for details about obtaining special permission to access the building out of hours (9850 8774, C5A521).

### Access to MUPRA Study Facilities

Share desk space is also available in the MU postgraduate research facility in C5A 331 for research students who do not have facilities in their College.

MUPRA has been asked by the University to administer access to the Postgraduate facilities in C5A Rooms 331/325. They have agreed to do this as a public service to MUPRA members. The facility includes 55 desks, situated in two rooms either side of a computing facility dedicated to this area. Each desk is numbered. If you have not already been allocated a desk in your Division or Department you may apply for a desk in the facility through Mrs Shirley Tan, MUPRA Postgraduate Development Officer, C5A Room 331. Shirley's hours are from Monday to Thursday 9 am - 12 noon and 1 pm - 5 pm. An enrolment check will be required before proximity cards can be issued.

Currently, there are 42 share desk spaces available in C5A-331/325. Similar to the current library system, occupation of the 42 share desks will operate on a first come, first served basis, so that each day if a designated share desk is unoccupied, then students will sit at whichever share desk is available on the day. (A list of numbered shared desks will be provided on application. Other desk

## Department of Linguistics Higher Degree Research Students' Handbook

numbers not listed are not part of the share desk system). Should there be no share desks available, then they may have to access the facility at another time. The number of computers in the computer facility is also limited. Usage of the computing facility is on a first come, first served basis. To download an application form, please go to:  
<http://www.mq.edu.au/mupra/C5AForm.pdf>.

### Macquarie University Library, including training

Maureen Kattau is the Academic Outreach Librarian for the Division of Linguistics and Psychology. Her contact details are: [mkattau@library.mq.edu.au](mailto:mkattau@library.mq.edu.au) or **9850 6521**

The library offers training sessions in EndNote, Research Databases and Thesis Formatting for linguistics postgraduate students. Bookings are required – telephone 9850 7399 or email [training@library.mq.edu.au](mailto:training@library.mq.edu.au).

### Mail

Mail folders are available for research students and can be found in the department's common room (C5A507). If you are an on-campus research student and would like a mail folder to be set up for you, please contact Celise Hill (C5A515) on 9850 8777.

### Photocopying/Fax

Linguistics research students may use the photocopiers located in C5A foyer. The operation of photocopiers requires the entry of personal PIN codes. To obtain a code, please see Celise Hill in room C5A 515.

For photocopying in the library, the Department has a card that can be used by our research students. Please see Celise Hill (C5A515).

Linguistics research students may use the Department's fax machine, located in C5A518. Please see the Linguistics Postgraduate team in room C5A 515 first.

### Stationery

If you require department headed stationery, an authorisation is required by your supervisor. Please see the Linguistics Postgraduate Office admin team.

### NCELTR Resource Centre:

The centre is located in W6B 382 and provides an information and library support service to students and staff of NCELTR and provides a collection of books, reference works, kits, theses, and journals relating to teaching English as a second language, English language testing, applied linguistics research, materials development and evaluation. The collection includes most Australian material published in the field, as well as work published overseas

The centre utilizes the Internet and a range of electronic databases, covering topics such as linguistics, education, multiculturalism, and distance learning, to locate information world-wide and provide comprehensive bibliographies of subject specific resources.

Journal Watch is for professionals in Applied Linguistics and Second Language Teaching: Teachers, Academics, Researchers, Students, Managers, and Administrators. It is a non-profit document delivery service which provides photocopies of the contents pages from 100 of the most popular journals held by the NCELTR Resource Centre (see the Journal Watch Title List). Four issues are produced each year, and each issue contains approximately thirty journal titles.

## Department of Linguistics Higher Degree Research Students' Handbook

Linguistics Research students receive a free subscription to Journal Watch and can receive two free articles per issue. After that articles are charged at A\$5.50 per article.

Hours:: Monday - Friday 9.00am - 5.00pm  
(Closed on Public Holidays)

Contact: Frances Wilson/Nanette Reynolds  
Resources Managers  
NCELTR Resource Centre  
Room 382, W6B

Phone: 61 2 9850 7960  
Fax: 61 2 9850 9953  
Email: rescentr@nceltr.mq.edu.au

### Linguistic Department Grants for Research Students

Limited funding is available from the Research Enhancement Fund (REF) to support research-related expenses for full-time and part-time registered research students that are not covered by available grants. Such expenses may include software, materials, test kits, etc.

The Department also has a fund for conference-related expenses which provides a maximum grant of \$500 for travel (using Campus Travel or STA Travel) and associated costs to a conference for candidates currently enrolled in an MPhil or PhD. Up to 20 grants are available in any one year; local and overseas students, and full time and part time students are eligible to apply.

For further information on the above grants, students should contact the Linguistics Postgraduate Office on (02) 9850 7102 or by email to [lingpgo@ling.mq.edu.au](mailto:lingpgo@ling.mq.edu.au).

Research students may apply also for the following Macquarie University Postgraduate Research Fund:

#### Macquarie University Postgraduate Research Fund:

The purpose of the Fund is to encourage high quality research in all areas of the University, through assisting with funding thesis research for individual research degree students. All applications will be considered on a competitive basis taking into account merit and need. There are two rounds each year with closing dates in March and August. The maximum value of an individual grant under the Scheme is \$4,000. Only one such grant is available through a student's candidature. Lodge applications with the Macquarie University Research Office. Additional information is available on the Web: <http://www.ro.mq.edu.au/hdru/scholar.htm>  
**You are encouraged to apply to the Research Office for this one-off grant.**

For other assistance towards their research project, students should discuss their needs with their supervisor.

#### Thesis Costs

Sales Tax on Thesis Production: The Accounts Office has provided the following information from the Australian Taxation Office. It states that a copied thesis qualifies as a book, therefore no sales tax is chargeable. Students should be advised to query any sales tax charge levied as part of the cost of thesis copying/production.

### Thesis Allowance for students with APAs and MUPGRAs

A candidate who submits a thesis is entitled to an allowance towards the cost of production of the thesis itself including binding, typographical costs, printing etc. (but not the cost of equipment used), up to a maximum entitlement, on production of receipts provided that:

the thesis is submitted within two years of the award expiring

AND

a claim is lodged with the Registrar and Vice-Principal within six months of the submission of the thesis **and** within two years of the award expiring.

## 13. WORKING IN THE DEPARTMENT

**Full-time** HDR students may be able to undertake tutoring in undergraduate units on a casual basis during semester. If you would like to be considered for tutoring work, you should let this be known to your supervisor, who will approach the Department Workloads Committee that organizes teaching allocations and schedules for the year. Note that tutoring work is subject to availability, and all HDR students appointed as tutors as expected to tutor at a standard acceptable to the Head of Department. Tutors are supervised by Unit Convenors, who are typically full-time members of academic staff of the Department. If you are appointed as a tutor, you are appointed and paid as a casual academic staff member of the University, and will need to arrange your appointment and payment with Ms. Collette Ryan in Room C5A518. Note that scholarship holders are not permitted to work anymore than 10 hours per week on average during the year, and that the University has a maximum number of hours a casual staff member can work, which is calculated at 60% of a teaching load expected of a full-time staff member.

Note that some restrictions apply to international students re the number of hours they are entitled to work under their Student Visa requirements – this is typically 20 hours a week during the official university semester and unlimited hours outside of these times. International students should note, however, that as they need to be enrolled on a full-time basis to satisfy Student Visa requirements, it is expected that their HDR studies take first priority, and undertaking tutoring in the Department is subject to availability and the same conditions that apply to domestic students. Call Macquarie International for further advice on (02) 9850-6320 or [international@mq.edu.au](mailto:international@mq.edu.au)

## 14. THESIS WORD LENGTH

Guidelines have been established covering the length of HDR theses. You should aim to submit a thesis with a word length that is close to the recommended word limit. Note, however, that a good thesis does not need to be necessarily long one, nor does a short thesis indicate that the thesis is of lesser quality – the word length is to an extent determined by your topic, how succinctly you write, and advice you take from your supervisor. Note that the word lengths below do not include appendices, bibliographies, questionnaire samples, etc.

Degree	Length
DAppLing	80,000 words
PhD	100,000 words
MPhil	80,000 words

## 15. THESIS PREPARATION GUIDELINES

The guidelines apply to all HDR candidates and should be read closely at the time you intend to present (format) your thesis – see

[http://www.ro.mq.edu.au/HDRU/forms\\_thesis/ThesisPreparation2005.pdf](http://www.ro.mq.edu.au/HDRU/forms_thesis/ThesisPreparation2005.pdf)

Your supervisor will be able to provide guidance and answer any questions when you are preparing/submitting your thesis.

## 16. THESIS SUBMISSION DEADLINES & GRADUATION

The University holds graduation ceremonies biannually for students enrolled on the North Ryde Campus – in April and September.

Students wishing to be considered to graduate in the **April** ceremony should consult with their supervisor to plan the appropriate submission date. Note that all HDR theses are sent for external examination, and depending on your topic, it may be necessary to send your thesis abroad for examination. A fast turn-around time for marking is typically four to six months, though results for some theses take considerably longer, depending on the availability, location and other commitments of examiners. You should also be aware that, even if your thesis is marked and returned quickly, you may be required to make anything from minor to major corrections, which lengthen the timeframe.

**Graduation in either the April or September ceremonies cannot be guaranteed, due to the varying marking times between theses, the availability, location and commitments of examiners; and the results of your thesis (i.e., changes/corrections will require additional time). Note also that completion of your thesis also needs to be ratified by a meeting the Academic Senate before you can graduate.**

## 17. THESIS MARKING PROCESS/EXAMINERS

All HDR theses are marked by three external examiners, who are recommended by the supervisor, agreed by the candidate and endorsed by the Dean of Division, or nominee. The procedure and forms to be submitted are available from [http://www.ro.mq.edu.au/HDRU/forms\\_thesis/2004ApptExaminers.rtf](http://www.ro.mq.edu.au/HDRU/forms_thesis/2004ApptExaminers.rtf).

## 18. USEFUL WEBSITES AND FURTHER INFORMATION

As a research student of the University, you may find the following university websites useful in terms of finding additional information:

Higher Degree Research Unit (HDRU)	<a href="http://www.ro.mq.edu.au/HDRU/">http://www.ro.mq.edu.au/HDRU/</a>
Research Office	<a href="http://www.ro.mq.edu.au">http://www.ro.mq.edu.au</a>
Macquarie Research Park	<a href="http://www.murp.mq.edu.au/">http://www.murp.mq.edu.au/</a>
Department of Linguistics	<a href="http://www.ling.mq.edu.au">http://www.ling.mq.edu.au</a>
Office of the Dean of Students (for grievances, etc)	<a href="http://www.deanofstudents.mq.edu.au/">http://www.deanofstudents.mq.edu.au/</a>
Macquarie International	<a href="http://www.international.mq.edu.au">http://www.international.mq.edu.au</a>
Research @ Macquarie	<a href="http://www.mq.edu.au/research/">http://www.mq.edu.au/research/</a>
University Library	<a href="http://www.lib.mq.edu.au/">http://www.lib.mq.edu.au/</a>
The University Handbook	<a href="http://handbook.mq.edu.au/">http://handbook.mq.edu.au/</a>

**For further information on any of the documents referenced above, please visit the Higher Degree Research Unit website, [www.ro.mq.edu.au/hdru](http://www.ro.mq.edu.au/hdru).**