



MACQUARIE  
UNIVERSITY

FACULTY OF  
HUMAN SCIENCES

# Higher Degree Research Candidates' Handbook

2010

Department of Linguistics

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The following information has been provided for your reference and information, and should be read in conjunction with the information provided by Higher Degree Research Office; the administrative unit of the University that manages all matters associated with the candidature of all higher degree research (HDR) students.

## Overview

Welcome to new and continuing research students to the Department of Linguistics!

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.

## The Linguistics Department at Macquarie University

Linguistics at Macquarie is the largest and most diverse of all such departments in Australia. It has a superior record in attracting and graduating research students from Australia and from a wide range of countries internationally. Such students may be studying on campus, in distance or online mode, or through blended modes of learning. The research themes of the Department include strong engagements with functional grammar, discourse analysis and pragmatics, applied linguistics and language and literacy education (including language testing and program evaluation), lexicography and corpus linguistics, stylistics, psycholinguistics, phonetics and phonology, together with clinically-based work in speech pathology, communication disorders and audiology. These themes have been further augmented by research into workplace-based studies of professional and organisational communication, intercultural communication, sign linguistics and deafness studies, translation and interpreting, first and second language acquisition, and sociolinguistics and bilingualism studies. The Department has well-established and purpose-built clinical facilities in audiology and speech pathology, together with excellent laboratory facilities for speech research. Research students in the Department have access to computer-equipped study facilities as well as a well-staffed Postgraduate Office.

## Staff Contacts

Students should seek recourse to the personnel listed below for any questions, queries or concerns they may have throughout their course of study. The administrative team in the Department of Linguistics is available to assist you with administrative matters and to liaise with other offices of the University on your behalf. In general, academic matters relating to your research should be directed to your supervisor(s). Administrative questions regarding matters relating to progression, commencement reports, access to facilities, annual reporting requirements, submission, completion, scholarships, leave of absence and overseas research should be directed, in the first instance, to HDR Administration.

### **First point of contact:**

#### **HDR Administration**

Department HDR Coordinator

Thi Thi Aung

thithi.aung@mq.edu.au

Ph: +61 2 9850-9243

Fax: +61 2 9850-9352

#### **Faculty HDR Manager**

Robyn Guilmette

Ph: +61 2 9850-8749

Fax: +61 2 9850-9352

robyn.guilmette@mq.edu.au

### **HDR Director (Department)**

Dr Jan Tent

Ph: +61 2 9850-9659

jan.tent@mq.edu.au

*Dr Tent is away in Semester 1, 2010*

Please contact

A/P Mehdi Riazi

Mehdi.riazi@mq.edu.au

Ph:+61 2 9850-7951

### **Linguistics Research Committee Chair**

A/P Trevor Johnston

Ph: +61 2 9850-8067

Trevor.johnston@mq.edu.au

# Research Centres & Groups

There are currently eight major research centres and groups within the Department:

**The Centre for Language Sciences (incorporating the Dictionary Research Centre)**

[www.ling.mq.edu.au/clas/index.htm](http://www.ling.mq.edu.au/clas/index.htm)

**The Centre for Language in Social Life**

[www.ling.mq.edu.au/clsl/index.htm](http://www.ling.mq.edu.au/clsl/index.htm)

**The Centre for Translation & Interpreting Research**

[www.ling.mq.edu.au/translation/index.htm](http://www.ling.mq.edu.au/translation/index.htm)

**The Applied Linguistics & Language in Education Research Centre**

[www.ling.mq.edu.au/centres/alle/index.htm](http://www.ling.mq.edu.au/centres/alle/index.htm)

**The Systemic Meaning Modelling Group**

[www.ling.mq.edu.au/centres/smg/index.htm](http://www.ling.mq.edu.au/centres/smg/index.htm)

**The Sign Language Linguistics Research Group**

[www.ling.mq.edu.au/centres/sling/index.htm](http://www.ling.mq.edu.au/centres/sling/index.htm)

**AMEP Research Centre**

[www.ameprc.mq.edu.au/](http://www.ameprc.mq.edu.au/)

## 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.

# Requirements

New candidates in research degrees must complete a mandatory commencement program in the first year of research study. The commencement program has three components and then a report at the end of the first six months (or full time equivalent).

- Central Commencement Program
- Faculty Commencement Program
- Candidate's Commencement Report

## Central Commencement Program (CCP)

The first stage is a general introductory presentation, the "Central Commencement Program". This program is offered both centrally (for on campus students) and online (for distance students) and will provide students with essential information about the resources and services offered by the University. It will introduce students to the rights and duties of research students as members of the University community; it will make students aware of the basic ethical principles of research; and it will guide students through the procedures of HDR progression and completion. Completion of this requirement is mandatory for all HDR candidates. The Higher Degree Research Office also runs an additional Orientation Program delving into issues that specifically affect on campus international students.

## Faculty of Human Sciences Commencement Program (FCP)

As a student of Linguistics you are registered in the Faculty of Human Sciences. The Faculty Commencement Program is presented each semester for internal (on campus) students. It is mandatory for internal students to attend in order to get the best possible start to their research (if arriving late, internal students can attend the next available session). External students will use this handbook to receive department-specific information, for example on key staff, resources, progression, funding schemes and the research showcase. Students should also use our Linguistics website as new information and changes to policies will be online (under Research/HDR Candidates).

## Research planning with your supervisor(s)

The student will develop a research plan that leads to the thesis. This includes literature reviews, review of theories and/or methodologies, revision of the research proposal attached to the candidature application (if necessary), development of a research plan that leads to the thesis, identification of milestones and a timetable.

## Faculty Commencement Report (FCR)

After six months (or full-time equivalent) you will be contacted by Linguistics administration to advise you of the requirements and deadline for your Faculty Commencement Report. The report will state your area of research, key problems to be tackled, achievements so far (including the outcomes of a literature review) and a timetable for research activity. The DCR indicates whether the student has satisfactorily participated in the centrally offered program and department research training. It will detail the candidate's progress. It is endorsed by the supervisor, associate supervisor, Head of Department and Dean of Faculty prior to submission HDRO. The outcome will be determined as either satisfactory or unsatisfactory. If the outcome is satisfactory, candidature will progress. For candidates with an unsatisfactory outcome, a statement of the additional work needing to be undertaken in order to meet requirements and to progress in candidature, will be required. A time limit of six months (full time equivalent) will be set for the completion of this requirement. Failure to achieve a satisfactory result within a 12 month (EFT) time frame will result in a "Show Cause" to the candidate.

## Commencement Program Outcomes

At the end of the commencement program each student shall have satisfactorily participated in the centrally and divisionally offered commencement programs, obtained or sought ethics approval (where appropriate), identified the scope and direction of research, identified the key problems to be tackled, made progress with a literature review, composed a timetable for research activity in the rest of the candidature. These outcomes are to be determined by the supervisor and associate supervisor (or co-supervisor).

## Annual Report

All candidates who are enrolled on MPhil and PhD at anytime during the calendar year are required to complete the Higher Degree Research Candidate's Annual Progress Report. It is a condition of continued enrolment in a higher degree research program that your academic performance is assessed by an annual progress review. Your continued enrolment in the higher degree research program depends upon the receipt of a completed report in the Higher Degree Research Office (HDRO). The review process provides an opportunity for you, your supervisor/s and the Division to critically reflect on your progress in your research degree program throughout the year and develop a plan of action for the next year. Annual progress reviews also provide an opportunity to evaluate all aspects of your candidature and comment on any difficulties or problems which have had an impact on your research program and which may either immediately or in the future necessitate a variation in the candidature. This is particularly important in light of the time limit for your candidature and to ensure that you will complete within this limit. The process for submitting the Annual Progress Reporting is detailed on the Higher Degree Research Office website.

If there are significant issues about your academic progress you are unable to discuss with your supervisor(s), you may also consult the HDR Coordinator for Linguistics, Head of Department or Dean of Faculty. The Dean, Higher Degree Research at Macquarie University is Professor John Hooper: telephone +61 2 9850-8718/7986; facsimile 02 9850 6596; building C5C level 3; email [john.hooper@vc.mq.edu.au](mailto:john.hooper@vc.mq.edu.au).

# Faculty of Human Sciences Postgraduate Higher Degree Research Showcase

A Faculty Research Showcase is held each year in December at which all higher degree research students are required to make a 15 minute presentation on the work they have covered that year. Participation in the showcase is compulsory each year for all on-campus students (every second year for part time); external students are required to submit an ePresentation for viewing and feedback from attendees of the showcase. The showcase extends over 3 days, with sessions conducted simultaneously. Exact dates and location times will be advised. The aims of the showcase 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 the Faculty.

Please visit the Showcase website for resources to assist in preparing your abstract. You can also view archives and photos of previous Showcases:

[http://www.humansciences.mq.edu.au/for/higher\\_degree\\_research\\_students/hdr\\_showcase](http://www.humansciences.mq.edu.au/for/higher_degree_research_students/hdr_showcase)

# University Administration

## The Research Office

The Research Office, attached to the Office of the Deputy Vice-Chancellor (Research) has the responsibility for the administrative support of all aspects of the University's research activities. This covers a wide range of areas including funding, ethics, publications audit, IRIS (Integrated Research Information System) and workshops. For full details, please visit their website:

<http://www.research.mq.edu.au/home>

## Higher Degree Research Office (HDRO)

The Higher Degree Research Office (HDRO) is your central contact for information about all administrative matters relating to your enrolment in a research degree at Macquarie University. They manage all administrative aspects of your candidature in consultation with your Division. From applying for admission, arranging enrolment, ensuring that all scholarship holders are paid to finally submitting your thesis, the HDRO is there to assist you. For all forms and advice on policies and procedures, candidates will find the HDRO website very helpful or call the general enquiries number for direction to the relevant staff member:

Ph: +61 2 9850-7987 or web: <http://www.hdr.mq.edu.au/>

## Change of Supervisor

From time to time it may become necessary to change supervision or make interim changes (e.g., an appointment of an interim supervisor if your principal and associate supervisors are both on leave or sabbatical). Note that permission to change supervisor should be discussed with your supervisor or with the HDR Coordinator (Academic) before the application is lodged. The Linguistics HDR Administrator should also be advised to ensure your records are correct.

## 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 (timetable). 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. Leave will not generally be granted within the first twelve months of candidature whether full-time or part-time. In addition leave will not be granted in the final six months of full-time candidature or in the final twelve months of part-time candidature, unless there are exceptional circumstances. Check HDRO's website for current details of the current policy at the time you apply.

## Fees

Most domestic candidates will have an RTS (Research Training Scheme) place and therefore are exempt from fees. International students: fees are calculated based on the annual rate and are subject to indexation. Contact HDRO if you have any questions. Recourse to University management for questions or concerns relating to fees can be directed to:

Student Financial Services

Tel: +61-2-9850-7227

Fax +61-2-9850-9351

Email: [enquiries@ofs.mq.edu.au](mailto:enquiries@ofs.mq.edu.au) OR [student\\_fees@mq.edu.au](mailto:student_fees@mq.edu.au)

URL: [http://www.ofs.mq.edu.au/student\\_finances/index.htm](http://www.ofs.mq.edu.au/student_finances/index.htm)

The Higher Degree Research Office and the Linguistics HDR admin will also be available to liaise on your behalf.

## Ethics

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' representatives for questions relating to ethics are and Dr. Verna Rieschild and Dr. Peter Roger. Details on the Ethics Committee, including the application procedure and forms are available from: <http://www.research.mq.edu.au/researchers/ethics>

## Supervision and the 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.

Supervisors will meet 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. The role of the associate supervisor may vary from student to student, we recommend that students should negotiate with their primary supervisor as to the extent their associate supervisor would be involved. 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.

## Australian Code of Responsible Research Conduct

HDR candidates are required to be familiar with the Australian Code of Responsible Conduct. Please refer to <http://www.research.mq.edu.au/policy/policies/code>.

The Code is written specifically for universities and other public sector research institutions. However, all organisations involved in research will be encouraged to incorporate it as far as possible in their operating environments. The Code is also a reference for people outside the research community who require information on the standards expected in responsible conduct of research within Australia.

## Plagiarism Policy

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

## Insurance

HDR candidates must be familiar with the insurance coverage available to them while enrolled at Macquarie. It presents information on public liability/accident insurance under the current policy. Research students intending to take approved overseas research leave or work off campus on approved activities should read this insurance information. Research students who are on approved Leave of Absence are not covered by University insurance. Please refer to

[http://www.hdr.mq.edu.au/information\\_about/hdrguide/b/candidature\\_matters/liability\\_insurance](http://www.hdr.mq.edu.au/information_about/hdrguide/b/candidature_matters/liability_insurance)

## Thesis Preparation Advice

The Higher Degree Research Office has prepared a list of resources to assist HDR candidates when preparing their thesis to check for the most current information at the time. Your supervisor will provide specific guidance and answer any questions when you are preparing/submitting your thesis. Please refer to

[http://www.hdr.mq.edu.au/information\\_for/current\\_candidates/thesis\\_preparation](http://www.hdr.mq.edu.au/information_for/current_candidates/thesis_preparation)

## Graduation

The University holds graduation ceremonies in North Ryde and several other countries such as Hong Kong, Singapore and Beijing. The North Ryde campus ceremonies are usually held in April and September. Students wishing to be considered to graduate at a specific ceremony should consult with their supervisor to plan the appropriate submission date and allow sufficient examination time. Note that all HDR theses are sent for external examination. Examination times vary and can be anywhere from four to six months. Issues such as the availability, location and other commitments of examiners can affect turnaround and 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 may lengthen the timeframe.

Graduation in a particular ceremony cannot be guaranteed, due to these varying marking times. Note also that completion of your thesis also needs to be ratified by a meeting the Academic Senate before you can graduate. Do not make travel arrangements until your thesis is confirmed by Academic Senate.

## Thesis Marking Process

Details of the thesis examination process can be viewed:

**[http://www.research.mq.edu.au/students/thesis\\_examination](http://www.research.mq.edu.au/students/thesis_examination)**

## Resources

### Macquarie University Library

Liaison Librarians for the Faculty of Human Sciences:

Karen Marks and Jo Hardy - Phone 9850 7536

The library offers an excellent document supply service and training in EndNote, Research Databases and Thesis Formatting for Linguistics postgraduate students. Email [training@library.mq.edu.au](mailto:training@library.mq.edu.au). There is a range of other resources available to Macquarie students, including:

Electronic access to a variety of book chapters and journal articles at <http://www.lib.mq.edu.au/reserve/>

Electronic access to journals at <http://www.lib.mq.edu.au/journalfinder/>

Electronic document delivery for journal articles and book chapters not available locally at <http://www.lib.mq.edu.au/docsup/>

See the following URLs for more information:

<http://www.lib.mq.edu.au>

<http://www.ling.mq.edu.au/support/postresources.htm>

## Facilities

### Linguistics Higher Degree Research Rooms and Workspaces

**C5A332 and C5A333:** This space is available for Higher Degree Research students of the Department of Linguistics. It provides access to a workspace, computers and storage. This is a shared facility so operates on a first come first served basis. Students who would like access to this room for individual work must complete an application form and return it to the Linguistics Postgraduate Enquiries counter (C5A, Level 5) to obtain an access card or locker key.

Alternate workspaces for Linguistics HDR students include the Centre for Language in Social Life (**C5A 441**) and MUPRA (**C5A 331** – application required).

Undergraduate students and Masters Coursework students are not eligible to use this space.

Guidelines for room usage are posted in the room or can be found at this address: [http://www.ling.mq.edu.au/research/hdr\\_rooms.htm](http://www.ling.mq.edu.au/research/hdr_rooms.htm). Where possible, this area should be a 'quiet space'. Candidates are asked to adhere to the guidelines, particularly with respect to the maximum capacity of the room and the non-transference of swipe cards.

No responsibility will be taken for files left on the PCs. It is your responsibility to copy any files that you want to keep onto removable media when you have finished using the computer.

People who use the room or PCs inappropriately may have their swipe card and access revoked.

Room users should check posted information regarding security issues and Occupational Health and Safety (OH&S).

### Computer access

Please complete a user application form for Novell and GroupWise to apply for a Linguistics email account and Linguistics server access.

### Wireless Access

A secure wireless Access Point (AP) has been setup in both our HDR Student Rooms.

Students need to understand that we will not provide any IT support on their personal notebooks.

User responsibilities:

1. Users of the wireless network are responsible for their own computer equipment. The University/Ling Dept accepts no responsibility for any loss or damage to your machine as a result of connection to the wireless network.
2. Users have the responsibility to ensure that they are running up to date antivirus software and that the operating system is fully patched with the latest service packs and hot fixes.
3. Users will authenticate on the wireless network for each session.

Students who want to use the service must contact [lingit@ling.mq.edu.au](mailto:lingit@ling.mq.edu.au). Details of their notebook will be recorded by IT staff before use.

## Other Equipment

Photocopier use: You may use the photocopiers in C5A. Please contact Brooke Walker (C5A508) to request a PIN number. We have a rechargeable photocopier card for use in the main library. Please see Brooke Walker.

## Communication

Most communications from the department will be via the LING\_Research web moderated email list. Please do not write to this list but you can reply to the sender of the email.

## Departmental news

LINGLINE is our departmental eNewsletter and you will receive a reminder about this each month. If you have an item of interest, please send it to the Editor, Tessa Green (tessa.green@ling.mq.edu.au).

## Funding

### Linguistic Department Grants for Research Students

#### Research Enhancement Fund (REF)

Higher Degree Research Students are allocated \$10000 for conference support and research-related expenses. This amount is to be used throughout the candidature. For full details, visit the Linguistics department website: [http://www.ling.mq.edu.au/research/hdr\\_fund.htm](http://www.ling.mq.edu.au/research/hdr_fund.htm)

#### REF Research Related Expenses

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.\*

\* Specific conditions apply. Please refer to the Department HDR Coordinator for details.

#### Macquarie University Postgraduate Research Fund (PGRF):

Candidates are encouraged to apply to the Research Office for this one-off grant. 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/April 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. Please contact the Division Representative for advice and to lodge applications. Additional information is available from the Research Office website:

[http://www.hdr.mq.edu.au/information\\_about/scholarships/scholarship\\_-\\_documents/PGRF08\\_Rules.rtf](http://www.hdr.mq.edu.au/information_about/scholarships/scholarship_-_documents/PGRF08_Rules.rtf)

## Useful websites and information:

### University

Higher Degree Research Office (HDRO) <http://www.hdr.mq.edu.au/>

Research Office: <http://www.research.mq.edu.au/researchers/home>

The University Handbook <http://handbook.mq.edu.au/>

University Library <http://www.lib.mq.edu.au/>

Dean, Higher Degree Research, Professor John Hooper: telephone +612 9850 8718/7986;  
facsimile +612 9850 6596; email [John.Hooper@vc.mq.edu.au](mailto:John.Hooper@vc.mq.edu.au)

### Department

Department of Linguistics: <http://www.ling.mq.edu.au>

Linguistics HDR Candidates: [http://www.ling.mq.edu.au/research/hdr\\_candidates.htm](http://www.ling.mq.edu.au/research/hdr_candidates.htm)

Department News (LINGLINE): <http://www.ling.mq.edu.au/news/lingline.htm>

Linguistics Research Committee: [http://www.ling.mq.edu.au/research/research\\_committee.htm](http://www.ling.mq.edu.au/research/research_committee.htm)

Linguistics Research Centres and Groups: <http://www.ling.mq.edu.au/research/centres.htm>

## Variations to Candidature .....

Missed the Central Commencement Program on campus?	Complete the online CCP program
After the first 6 months of candidature	Submit the Faculty Commencement Report together with the revised research proposal
Every October	Submit the Annual Report (Online)
Every November (around 23 <sup>rd</sup> – 25 <sup>th</sup> )	Participate in the Faculty Research Showcase
<b>Forms that you might need frequently – to be submitted to the Department Administrator</b>	
<b>Links to the forms are available in the HDR Guide and on the HDR website</b>	
Change of Supervisor	SUP form
Change of Attendance	COP form
Adding units	COP form
Funding for conferences and research related expenses	REF form
Sick Leave / Leave of Absence	LOA / SOA form
Going overseas for data collection	OSR form
<ul style="list-style-type: none"> <li>• <b>Always refer to the Higher Degree Research Guide given to you at the orientation.</b></li> <li>• <b>Please check the Macquarie University student email account as it is where all the emails will be sent.</b></li> <li>• <b>Ensure your current address is updated in e-Student.</b></li> </ul>	