

# **Department of Linguistics Faculty of Human Sciences**

## **Higher Degree Research Candidates' Commencement Program 17 February 2009**

# Linguistics HDR Key Staff

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# FACILITIES

- SPACE – desks, storage and computers
  - C5A332 and C5A333 with 18 PCs, a Mac and lockers available - first come first served
  - MUPRA/lockers available (C5A325 – MUPRA application required)
  - CLSL/no storage – (C5A441– email Chris Callaghan for access code [chris.callaghan@mq.edu.au](mailto:chris.callaghan@mq.edu.au))
- Novell Server access
  - Problems report via email to: [lingit@ling.mq.edu.au](mailto:lingit@ling.mq.edu.au)
  - Please return the form to Thi Thi
- IT facilities tour – contact Chris Callaghan (C5A540)
- Library Training  
Endnote/Databases – Mary Simons/Karen Marks
- Photocopying – Please return the form to Thi Thi

# Communication

- LINGLINE – monthly departmental eNewsletter  
<http://www.ling.mq.edu.au/news/lingline.htm>
- Folders/Pigeon holes for HDR candidates  
(C5A569)

# Emails

- Please check your MQ emails once a week (at least).
- No emails will be sent to your personal email address.
- LING Research & LING\_DAppLing are the moderated email list used to pass along information to Linguistics HDR candidates (please don't reply to the list but you can reply to sender).

# RESEARCH DISCUSSION

- Linguistic Research Seminar Series (see schedule on the web for dates – compulsory 2/3 attendance, draft schedule in the folder)
- Research Festival (around November 23- 25, 2009) – compulsory presentation at end of Year 1
- Other research centres and groups offer seminars (emails will be sent to you via the LING\_Research email list)
- Workshops eg. Pre-Festival Workshops “Getting Published”
- Academic Literacy for Research students via Blackboard [www.learn.mq.edu.au](http://www.learn.mq.edu.au) (please contact Ms Jean Brick at [jean.brick@mq.edu.au](mailto:jean.brick@mq.edu.au) if you have difficulties in assessing it)

# RESOURCES

- Handbooks
  - HDR Guide for Supervisors and Candidates (booklet from HDRO)
  - Postgraduate Handbook
  - Linguistics HDR Students' Handbook
- Linguistics website (Research/HDR Candidates)
  - [www.ling.mq.edu.au/research/index.htm](http://www.ling.mq.edu.au/research/index.htm)
- HDRO website
  - [www.research.mq.edu.au/students/home](http://www.research.mq.edu.au/students/home)
- MUPRA (Macquarie University Postgraduate Representative Association)
  - [www.mq.edu.au/MUPRA](http://www.mq.edu.au/MUPRA)

# PROCEDURES

- Candidate's Commencement Report (after 6 months of commencement)
- Annual Report (Every November)
- Research Festival (Every November)
- Visa issues – Lanna Leung, HDRO
- Scholarship Matters - Leanne Price, HDRO

# PROCEDURES

- Progression: Change of Program, Supervision/Thesis Title/Overseas Research/Leave of Absence, Fundings etc., (See or email Thi Thi)

# FACULTY COMMENCEMENT REPORT (FCR)

- To be submitted 6 months after commencement (or equivalent part-time)
- Summary of progress thus far, extension of original research proposal
- Verification of completion of Faculty & Central Commencement Programs (CCP) – either online or in person.
- You will receive an email prompt from our Linguistics admin when it is time to submit the report (discuss with both your primary and associate supervisors and seek endorsement from them prior to submitting to Robyn)
- This report will be reviewed by our HOD, our Dean, then HDRO

# ETHICS

## Linguistics Ethics Representatives:

- Dr. Verna Rieschild  
[verna.rieschild@ling.mq.edu.au](mailto:verna.rieschild@ling.mq.edu.au)  
Tel: +61 2 9850 9922
- Dr. Peter Roger  
[peter.roger@ling.mq.edu.au](mailto:peter.roger@ling.mq.edu.au)  
Tel: +61 2 9850 9650

# RESEARCH FUNDING

## Research Enhancement Fund (REF)

- REF Conference Support:\$2000 – max. 2 times in your candidature and only once per calendar year (paper presentation – acceptance evidence required – with a view to publishing - will be required to report back).
- REF Research Related Expenses (\$2000)– for items such as transcription, software, research related materials (e.g., test kits) and more (see our website)

[www.ling.mq.edu.au/research/hdr\\_fund.htm](http://www.ling.mq.edu.au/research/hdr_fund.htm)

## Macquarie Postgraduate Research Fund (PGRF)

- closing March/August
- cover costs of small items of equipment, word processing facilities, archival and resource visits, travel, library on-line searching, international inter-library loans and the costs of attending a conference where a paper or presentation is to be made

[www.research.mq.edu.au/students/current\\_students/pgrf](http://www.research.mq.edu.au/students/current_students/pgrf)

# Advice on Funding

Assistance with external grant applications and internal funding scheme enquiries (university level funding such as PGRF):

- Colm Halbert  
Faculty of Human Sciences Funding and HDR Manager  
Tel: +61 2 9850 8073  
Email: [colm.halbert@mq.edu.au](mailto:colm.halbert@mq.edu.au)

Assistance with departmental schemes (REF, Ling Conf grant):

- Thi Thi Aung

# Scholarships

- Domestic Scholarships – APA – Applications close 30/10/09
- International Scholarships – IPRS – Applications close 31/8/08
- MQRES / iMQRES – for both domestic and international – open all year round.

**Thank you very much !**