



Department of Linguistics Macquarie University

Higher Degree Research Students' Handbook

Doctor of Philosophy and Master of Philosophy

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.....	3
The Linguistics Department at Macquarie University.....	3
Staff Contacts.....	4
Research Centres & Groups.....	5
Department of Linguistics Research Committee	5
Requirements	6
Central Commencement Program.....	6
Division of Linguistics & Psychology Commencement Program.....	6
Research planning with the individual supervisor(s).....	6
Commencement Reporting (CCR).....	6
Commencement Program Outcomes	7
Annual Report.....	7
Division of Linguistics & Psychology Postgraduate Research Festival.....	8
University Administration	9
The Research Office	9
Higher Degree Research Office (HDRO).....	9
Change of Supervisor.....	9
Taking Leave	9
Fees	10
Ethics.....	10
Supervision and the Macquarie University Code of Supervisory Practice.....	10
Plagiarism Policy	11
Thesis Preparation Advice	11
Graduation.....	11
Thesis Marking Process	11
Resources	12
Macquarie University Library.....	12
NCELTR Resource Centre:	12
Facilities.....	13
Linguistics Higher Degree Research Rooms and workspaces.....	13
Linguistics server access.....	13
Other Equipment.....	14
Funding	15
Linguistic Department Grants for Research Students.....	15
Macquarie University Postgraduate Research Fund:.....	15
Useful websites and information:	16

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, and supports the internationally unique Resources Centre associated with the National Centre for English Language Teaching & Research. Research students in the Department have access to computer-equipped study facilities as well as a well-staffed Postgraduate Office with a dedicated Manager, Research Administration.

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 the Manager, HDR Administration.

HDR Administration

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Linguistics Research Committee Chair

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Linguistics & Psychology Postgraduate Research Festival
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Mr. Colm Halbert

Division Research and HDR Manager

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Research Centres & Groups

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

The Speech, Hearing and Language Research Centre
www.ling.mq.edu.au/shlrc/

The Centre for Language in Social Life
www.ling.mq.edu.au/clsl/index.htm

The Dictionary Research Centre (incorporating The Style Council Centre)
www.ling.mq.edu.au/drc/index.htm
www.ling.mq.edu.au/centres/sc/index.htm

The Centre for Translation & Interpreting Research
www.ling.mq.edu.au/translation/index.htm

The Applied Linguistics & Language in Education Research Group
www.ling.mq.edu.au/centres/alle/index.htm

The Sign Language Linguistics Research Group

In addition, the Department maintains a close association with the Macquarie Centre for Cognitive Science (MACCS) and the National Centre for English Language Teaching & Research (NCELTR) within the Division of Linguistics & Psychology.

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 study. The program has two components and then a commencement report at the end of the first six months (or full time equivalent).

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

Central Commencement Program (CCP)

The first stage is a general introductory presentation, the "Central Commencement Program". This centrally offered program 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. The Higher Degree Research Office also runs an additional Orientation Program delving into issues that specifically affect on campus international students.

Division of Linguistics & Psychology Commencement Program

As a student of Linguistics you are registered in the Division of Linguistics & Psychology. A Division 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 festival. Students should also use our Linguistics website as new information and changes to policies will be online (under Research/HDR Candidates).

Research planning with the individual supervisor(s)

The student will develop a research plan that leads to the thesis. The component 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.

Candidate's Commencement Report (CCR)

After six months (or full-time equivalent) you will be contacted by Linguistics administration to advise you of the requirements and deadline for your Candidate's Commencement Report. The report will state their 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 CCR 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 Division 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 at anytime during the calendar year are required to complete the Higher Degree Research Candidate's Annual Progress Report. It is a condition of continual enrolment in the 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 Report is continually evolving with a view to a fully online submission system in 2007.

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 Division. 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.

Division of Linguistics & Psychology Postgraduate Research Festival

A Divisional Research Festival is held each year in December at which all higher degree research students are required to make a 15 minute presentation (followed by a 10 minute question time) on the work they have covered that year. Participation in the festival 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 festival. The festival extends over 2 days, with sessions conducted simultaneously. Exact dates and location times will be advised. The aims of the festival 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 Division.

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

<http://www.lp.mq.edu.au/festival.htm>

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/researchers/home>

Higher Degree Research Office (HDRO)

The Higher Degree Research Office (HDRO) is your central contact for information about all 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.research.mq.edu.au/students/home>

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 nor 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 OR student_fees@mq.edu.au

URL: http://www.ofs.mq.edu.au/ofs_web/

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' representative on the University's Human Ethics Committee is Dr. Peter Roger. Details on this Committee, including the application procedure and forms are available from:

<http://www.research.mq.edu.au/researchers/ethics>

peter.roger@ling.mq.edu.au

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.

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.

Thesis Preparation Advice

A document has been prepared by HDRO to assist HDR candidates when preparing their thesis (see the HDRO website under “Thesis Examination”) 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.

Graduation

The University holds several graduation ceremonies. Currently these are biannually in North Ryde (with offshore ceremonies in 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, though results for some theses take considerably longer. 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 of 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

Resources

Macquarie University Library

Liaison Librarians for the Division of Linguistics and Psychology:

Mary Simons & Karen Marks - 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.

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

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 the majority of 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.

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

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

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. MPhil, PhD and visiting DAPPLING students who would like access to this room for individual work must complete an application form and return it to the Linguistics Postgrad Enquiries counter (Melanie Moscatt) or the HDR administrator (Robyn Guilmette) in the Postgraduate Office (C5A) 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. 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 swipecard and access revoked.

Computer access

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

Other Equipment

Photocopier use: You may use the photocopiers both in C5A and C3B. 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 departmental 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

Limited funding is available from the Research Enhancement Fund (REF) of up to \$1500 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.

Linguistics Conference Grant

The Department also has a fund for conference-related expenses which provides up to a maximum grant of \$1000 for travel (using Campus Travel or STA Travel) and associated costs to attend a conference where the candidate is to present a paper. This fund is for candidates currently enrolled on the research component of a Higher Research Degree. Candidates may apply twice during their candidature but only one grant may be approved per calendar year. 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 Linguistics HDR administration.

For full details, visit the Linguistics department website:
http://www.ling.mq.edu.au/research/hdr_fund.htm

Macquarie University Postgraduate Research Fund:

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 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 from the Research Office website:

<http://www.research.mq.edu.au/researchers/funding/internal>

Useful websites and information:

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

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

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

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

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

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facsimile +612 9850 6596; email John.Hooper@vc.mq.edu.au