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From the Postgraduate coordinators

Welcome to the School of Earth and Environment!

The School focuses on providing an integrated understanding of the Earth, including its geological structure, its physical and biological systems, and the people that inhabit it. As such the School has a wide range of research activities with major centres and programs and is in fact one of the largest schools at UWA. It has a vibrant postgraduate environment with fantastic student engagement and support from the student cohort. We hope that you enjoy your program in the School and trust that you benefit from the world class research and teaching environment we have to offer. Best of luck with your studies.

Professor Jason Beringer and Professor EJ Holden
Postgraduate Coordinators

Problems?

If you need to discuss personal or other issues relating to your research, your supervisor is your first point of contact. The Graduate Research Coordinators are your next point of contact.

Graduate Research School

The Graduate Research School website contains a wide range of information relating to:

- Your research journey
- Your candidature
- Your thesis
- Submitting your thesis and examination
- University Resources and training
Postgraduate representatives

The postgraduate representatives are students nominated to represent you in general School matters. Your postgraduate representatives are:

- Kaylee Anderson (Geology)
- Genevieve Simpson (Human Geography)
- Mary-Anne Lowe (Soil Science)
- Bede Mickan (Soil Science)
- Micha Campbell (Physical Geography).

There is a lively postgraduate culture on social media. Join us on Facebook.

Postgraduate Research Forum

Presentation of your research is a requirement during various stages of your candidature and contributes to a vibrant academic culture. Your presentation has two main purposes:

To promote and create interest in your work within the wider School. Your talk will let other students and staff know who you are and what you’ll be doing. Find out what our current postgraduates are researching [here](#).

To allow a wider audience to give you feedback on aspects of your project that may not have occurred to you, or your supervisor(s). You may get comments ranging from the quality of science to your likely workload. Suggestions and comments from the audience are often very beneficial.

Students presenting at the Forum can opt to receive peer review feedback on the basic structure, style and content of their presentation. Peer review feedback is entirely voluntary.

The School of Earth and Environment includes a diverse range of study, from human geography to computational geology. Therefore, your presentation must target a general audience and include enough information for the basic thrust of your research to be understood by anyone.

Postgraduate Research Forums are run on Friday afternoons and announced through the PG representatives. They are followed by an informal catch-up, drinks and nibbles.
Induction

All students and staff are required to complete a School induction within one month of arrival. This can be booked via administration at the North Office Reception.

The Postgraduate Student Induction Checklist is designed to inform you of all the necessary processes and/or procedures that should be undertaken to enable you to integrate into the School as quickly and as smoothly as possible.

As part of the induction process, you and your supervisor should understand and discuss the unique nature of the student/supervisor relationship and the respective roles, responsibilities and conflicts of interest.

You should review and discuss the checklist with your supervisor(s) during the first few weeks of arrival, dating the form as each item is completed. Once all items have been dated, sign and date the form and return it to the Graduate Research Coordinator. The form will be kept on file for future reference.

A formal postgraduate induction session is held twice a year. See administrative staff for details.
Overview of Higher Degree by Research Students’ Policies and Processes

Supervisory Team

The supervisory team must comply with the UWA Appointment of Supervisors of HDR Students policy.

1. The team must consist of at least two supervisors including:
   a. Principal supervisor (primarily responsible for the academic leadership in the supervision)
   b. Coordinating supervisor (primarily responsible for the academic management) who can also be the Principal supervisor
   c. Co-supervisor (providing specific expertise useful for the student’s research program)

2. At least one supervisor must be experienced with and have a successful HDR completion.

3. At least one supervisor must be a UWA employee who has a contract that covers the period of the student’s candidature.

4. The Coordinating supervisor must be a UWA paid employee, while the principal supervisor (the science lead) can be an external supervisor.
The School of Earth and Environment requires a Student Advisory Committee (SAC) to be established for each candidate to facilitate timely, rigorous and constructive feedback to HDR students at all stages of their candidature.

The SAC will be determined prior to the proposal milestone and consist of at least:

1. The student’s coordinating supervisor.
2. The student’s co-supervisor(s).
3. An “independent panel member” (who will be the SAC convenor) being an academic or research staff member with expertise/interest in the general area of the student’s research. This committee member must not have a direct involvement in the student’s research project (e.g. as a collaborator) but will normally be a member of the same academic unit in which the student is based.

At a minimum, the SAC should meet with PhD candidates at the following candidature milestones, as required by the School:

a. Proposal Milestone (before 6 months of candidature)

b. Confirmation of Candidature (between 9 and 12 months of candidature)

c. Pre-Submission Seminar (approximately 6 months before thesis submission)

The SAC must follow the procedures set out in the following sections for each milestone.
Proposal Milestone (no later than 6 months after enrolment)

Your research proposal is a key requirement of your research study. Your enrolment and candidature depend on it. It should be completed before 6 months and needs to be prepared in a certain format and submitted to the Graduate Research School office. General information is available through the GRO [http://www.postgraduate.uwa.edu.au/students/proposals](http://www.postgraduate.uwa.edu.au/students/proposals). School specific requirements are:

1. The proposal milestone will be undertaken with the SAC consisting of a convener (independent panel member) and the supervisory team.

2. The main supervisor is to appoint the panel convener in consultation with GRC. Preferably the same person throughout each milestone so they can share the journey of the candidate.

3. The main supervisor is to arrange an opportunity for the candidate to present their proposal in oral format. This should be a detailed presentation focusing on the aims, objectives, approach, resources and timeline. The presentation should be a minimum of 15 minutes and followed by questions and discussion. The presentation should be delivered to a subset of the School eg a disciplinary group or organised by the School if necessary.

4. The written proposal should be submitted to all members of the SAC. They should provide feedback (written is preferable) in a face-to-face meeting.

5. The following paperwork should be submitted to the Graduate Research Coordinator for approval:
   
   i. Proposal paperwork prepared according to UWA guidelines ([http://www.postgraduate.uwa.edu.au/students/proposals](http://www.postgraduate.uwa.edu.au/students/proposals))
   
   ii. [Graduate Student Milestone Feedback Report Form](http://www.postgraduate.uwa.edu.au/students/proposals)
**Confirmation of Candidature (less than 12 months)**

The University has a process for formal Confirmation of Candidature for PhD students. All new PhD students are enrolled provisionally for the first year and formal Confirmation of Candidature after the first year is conditional on the candidate completing agreed tasks within an agreed time. The tasks will be agreed between the candidate and supervisor during the proposal stage and must also include the School Milestones.

In addition, timelines are to be listed in the Research Proposal for approval. The candidate’s first annual report will include a report of progress on these tasks.

**SCHOOL PROCESS FOR CONFIRMATION OF CANDIDATURE**

1. Main supervisor to organise the SAC meeting.

2. Main supervisor to organise presentation to a subset of the School eg a disciplinary group or organised by the School administrative staff if necessary.

3. The presentation should be more extensive than the proposal seminar and followed by questions and discussion.

4. All SAC members should be in attendance.

5. The SAC convenes on the same day and meets to discuss progress, feedback, challenges and any supervision issues. The panel then comes to a consensus as to the outcome (confirmed, confirmed pending additional requirements or not confirmed). The candidate is invited into the meeting for feedback and discussion. The following paperwork should be submitted to the Graduate Research Coordinator for approval:
   
   i. The [UWA Confirmation of Candidature form](#).
   
   ii. The [Graduate Student Milestone Feedback Report Form](#), which should be used by the SAC to provide feedback

**Annual Progress Reports**

Information regarding Annual Progress Reports can be accessed via the [GRS website](#).
Pre-submission (approximately 6 months before submission).

1. Main supervisor to confirm SAC members.

2. Main supervisor to arrange opportunity for candidate to present their final work in oral format. This should be a presentation for a general audience and can be achieved through the School Postgraduate Forums or a lunchtime seminar. The presentation is compulsory and must be a minimum of 30 minutes and followed by questions and discussion. A conference presentation may be considered as meeting this requirement.

3. Feedback is provided by SAC and the general audience. The Graduate Student Milestone Feedback Report Form should be used to provide feedback.
The timetable below may assist you in making the most of your candidature opportunities.