



Creative Industries Faculty

**Postgraduate Research
Student Handbook**

2011

QUT

Welcome from Dr Susan Carson

Welcome to postgraduate research in the Faculty of Creative Industries at QUT!

Creative Industries is only ten years old but in that time the Faculty has attracted a significant body of postgraduate candidates from a wide range of discipline backgrounds, as well as renowned researchers who manage significant research intensive programs.

Some of our postgraduate candidates choose Creative Industries because of the high level of technical infrastructure, others because of the outstanding performance facilities, and others because of an interest in a particular research cluster. We recognise that our postgraduates may have followed different pathways to higher degree research and we do our best to support your progress in this environment.

The Faculty is located in the Kelvin Grove Urban Village precinct, an ever-growing commercial centre which is also home to some of the postgraduates. The CIF Research Office is responsible for the administration of the higher degree research programs at Faculty level.

Please do not hesitate to contact us for further information.



Dr Susan Carson
Head of Postgraduate Studies (Research)
Creative Industries Faculty
sj.carson@qut.edu.au

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Contacts

The Creative Industries Faculty Structure

Portfolio 1	Portfolio Director : AsPro Paul Makeham	PA to Portfolio Director: Sarah Stephan
Creative Writing and Literary Studies		Discipline Leader : Professor Sharyn Pearce
Performance Studies		Discipline Leader : Dr Sandra Gattenhof
Film and Television		Discipline Leader : Assoc Prof Geoff Portmann
		Research Leader PF1: Prof Alan McKee
Portfolio 2	Portfolio Director : Professor Terry Flew	PA to Portfolio Director: Kerrie Miller
Fashion		Discipline Leader : Ms Kathleen Cattoni
Journalism		Discipline Leader : Professor Brian McNair
Media and Communication		Discipline Leader : Professor Brian McNair
		Research Leader PF2: Assoc Prof Barbara Adkins
Portfolio 3	Portfolio Director : Professor Julian Knowles	PA to Portfolio Director: Sandy Kaminski
Animation; Interactive & Visual Design/Visual Arts		Discipline Leader : Assoc Prof Andrew McNamara
Music & Sound		Discipline Leader : Dr Mike Howlett
Dance		Discipline Leader: Mr Csaba Buday
		Research Leader PF3: Assoc Prof Andrew McNamara

A complete list of CIF staff including their research profiles and contact details can be viewed via the Staff Directory on the Creative Industries website at http://www.creativeindustries.qut.edu.au/about_us/staff-profile/profile.jsp

Creative Industries Faculty Research Office (CIFRO) - Contacts



Creative Industries Research Office	Assistant Dean, Research	Brad Haseman	Phone: +61 7 313 83730 Office Location: KG Z4 BLOCK-THE HUT Level 2 203	b.haseman@qut.edu.au
	PA to Director of Research (please contact for all appointments with Brad)	Louise Callinan	Phone:+61 7 313 80027 Office Location: KG Z4 BLOCK-THE HUT Level 2 202	louise.callinan@qut.edu.au
	Research Office Coordinator (will arrange swipe card access also)	Jenny Mayes	Phone: +61 7 313 83728 Office Location: KG Z4 BLOCK-THE HUT Level 2 202	j.mayes@qut.edu.au
	Head of Postgraduate Studies (Research)	Sue Carson	Phone:+61 7 313 88115 Office Location: KG Z6 BLOCK-Level 1 101C	sj.carson@qut.edu.au
	Research Student Support Officer	Kate Simmonds	Phone:+61 7 313 83716 Office Location: KG Z6 BLOCK-Level 1 101A	cif.hdr@qut.edu.au
Research Student Support Officer	Julie Gallant	Phone: +61 7 313 83799 Office Location: KG Z6 BLOCK-Level 1 101A	cif.hdr@qut.edu.au	


Research Students Centre – Contacts overview

Team	Email address	Phone Number
Research Admissions	<u>research.enrolment@qut.edu.au</u>	07 3138 4475
Research Candidature	<u>research.candidature@qut.edu.au</u>	07 3138 4395
Research Examination	<u>research.examination@qut.edu.au</u>	07 3138 5165
Research Scholarships	<u>research.scholarships@qut.edu.au</u>	07 3138 2932 or 3138 2923
Research Training	<u>training.rsc@qut.edu.au</u>	07 3138 9240

Location: Research Students Centre, Synergy Building, Level 4, 88 Musk Avenue QUT Kelvin Grove Campus

Research Students Centre

NAME	TITLE	EXT.	
Susan Gasson	Manager - Research Students Centre	85166	
Dr Ricky Tunny	Coordinator - Research Admissions, Enrolment & Scholarships Policies, Procedures, Admissions, Enrolments & Scholarship coordination	85263	
Ian Wright	Coordinator - Research Candidature & Examinations Policies, Procedures, Candidature Milestones, Progress & Thesis Examination	81858	
Eliza Matthews	Coordinator - Research Training Administration and planning for Research Training	89240	
Linda Clay	Administrative Officer - Committee Planning and Support Secretary Research Degrees Committee	84961	
Melody McIntosh	Administrative Officer - Divisional Research Students & Training Support Research Administrative support for Divisional students & training support	84776	
Britt Separovich	Administrative Officer - Examination Thesis Examinations	81839	
Michelle Norman	Administrative Officer - Admissions & Enrolments Admissions and Enrolment	85053	
Kathy Scorah	Administrative Officer - Scholarships Postgraduate Research Scholarships	82932	

<u>Michelle Laws</u>	Administrative Officer - Scholarships Postgraduate Research Scholarships	84923	
<u>Isabel Castro Arenas</u>	Administrative Assistant (Enquiries & Scholarships)	85306	
<u>Kate McKee</u>	Administrative Assistant (Enquiries, Admissions & Enrolments)	84475	
<u>Geoff Sullivan</u>	Administrative Assistant (Admission, Enrolments & Scholarships)	84934	
<u>Brooke Lee</u>	Administrative Assistant (Thesis Examination)	85165	
<u>Tracey Jamieson</u> <ul style="list-style-type: none"> ▪ all day Mon to Wed ▪ half day Thurs and Fri 	Administrative Assistant (Candidature)	84395	
<u>Christine Kessler</u> <ul style="list-style-type: none"> ▪ Wed to Fri 	Administrative Assistant (Candidature and Thesis Examination)	84693	

The Research Students Centre website is an excellent source of information for Higher Degree Research Students and is located at <http://www.rsc.qut.edu.au/>



Administration and Support

Administration

Each candidate is required to take responsibility for their candidature. It is imperative that you monitor the milestones of your candidature (for example Annual Progress Reports), to ensure smooth progression.

Your QUT Student Email Account

It is QUT policy that you use your **@student.qut.edu.au** email account in order for us to contact you. If you prefer to use another email account, you may forward your student account to it, but please remember you have done so. Often private email addresses are discontinued, and if your student account has been forwarded, we have no way to contact you. QUT will contact you via this email address with matters relating to enrolment or re-enrolment, reminders of upcoming milestones you need to achieve, as well as notices for upcoming seminars and events.

PORTIA – Accessing Candidature Details

PORTIA is an online Candidature management system.

For students it is an opportunity to view their personal candidature information including:

- Research Commencement, Expected and Funded completion dates
- Details of scholarships; leave, critical milestone dates, supervisors, thesis title

Students can also use the system to record and share with their supervisor via PORTIA:

- A project timeline
- Meeting dates with supervisors
- Notes, records and tasks related to candidature progress.

Supervisors can view candidature details for all their current students. They can approve timelines, view and record meeting dates, notes, records and tasks.

Where do I find PORTIA on the University's system?

The link to PORTIA is available at **QUT Virtual** (bottom right-hand corner for staff). PORTIA is on a secure University server and can be accessed from outside the University environment. Use your usual logon and only the first 10 letters of your password, if it is a lengthy one.

Forms

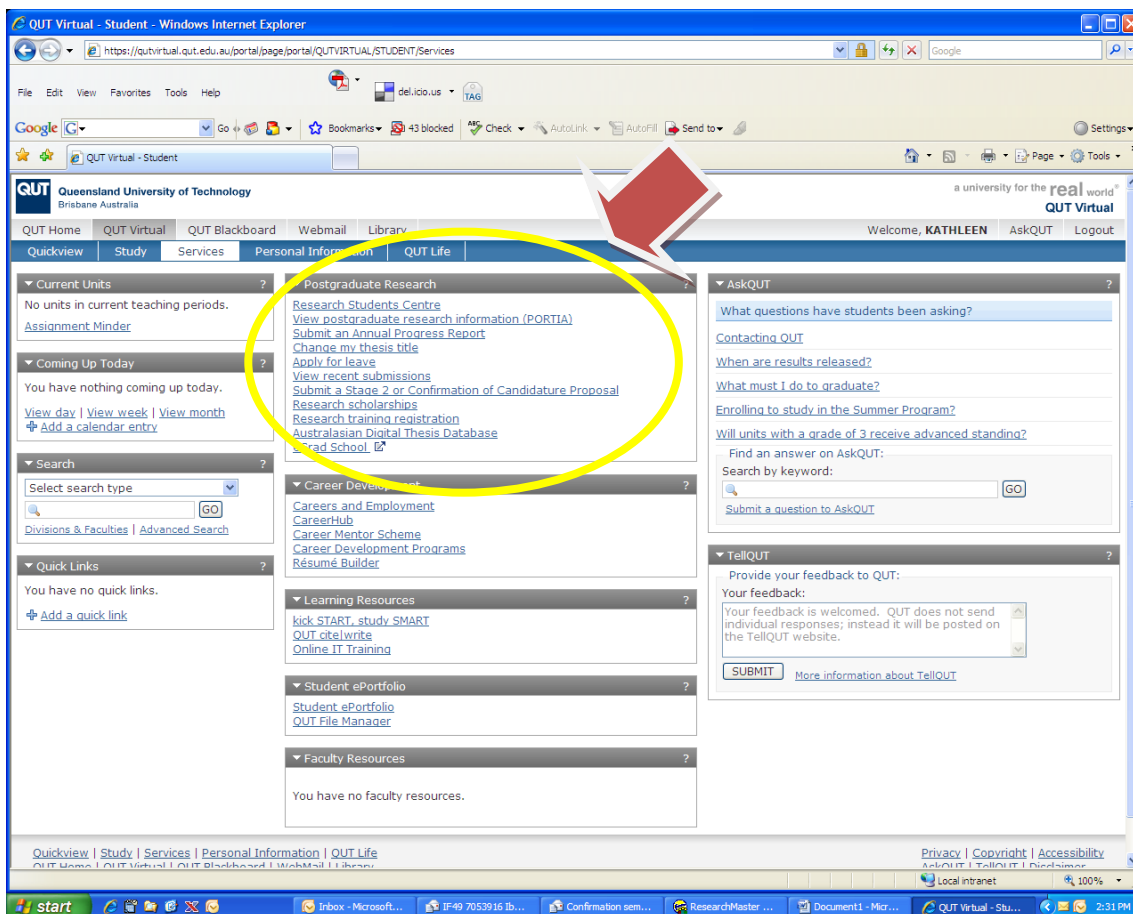
Throughout your candidature, there will be forms that you will need to submit. These always require your signature, your Principal Supervisor's approval and signature, and the approval and signature of Dr Susan Carson as Head of Postgraduate Studies (Research).

Forms will be paper-based or online. Paper-based forms can be found under *Forms* on the Research Students Centre website at:

<http://www.rsc.qut.edu.au/AllForms/Forms/index.jsp>

Online forms are submitted through QUT Virtual. Log in using your student number and password, click on the *Services* tab. In the *Postgraduate Research* box you will be able to select:

- Annual Progress Report (these go online on the 1st September and are due by the 30th September each year)
- Change of thesis title
- Application for leave
- Submit your Stage 2 Proposal (PhD candidates only)
- Submit your Confirmation of Candidature (PhD candidates only)
- Apply for an extension (PhD candidates only)



The screenshot shows the QUT Virtual Student portal in a Windows Internet Explorer browser. The page is titled "QUT Virtual - Student" and displays various navigation tabs and content sections. A yellow circle highlights the "Postgraduate Research" section, which contains several links: "Research Students Centre", "View postgraduate research information (PORTIA)", "Submit an Annual Progress Report", "Change my thesis title", "Apply for leave", "View recent submissions", "Submit a Stage 2 or Confirmation of Candidature Proposal", "Research scholarships", "Research training registration", "Australasian Digital Thesis Database", and "eGrad School". A red arrow points to this section. Other sections visible include "Current Units", "Coming Up Today", "Search", "Quick Links", "Career Development", "Learning Resources", "Student ePortfolio", "Faculty Resources", "AskQUT", and "TellQUT". The bottom of the page shows the Windows taskbar with the start button and several open applications.

Completed forms should be returned to Kate Simmonds or Julie Gallant via email cif.hdr@qut.edu.au, via internal mail or in person to Z6 The Hub Room 101a, CI Precinct QUT Kelvin Grove. Our front counter is open from 1pm-5pm Monday to Friday.

Ethics Clearance

All Creative Industries researchers (staff and students) are required by the university to gain ethics clearance for their research project before they get underway to ensure they comply with Commonwealth and State regulations/legislation, as well as QUT policy.

If you will be interviewing, surveying people, having a focus group, or making a film, yes you will need clearance. Pure documentary - that is, secondary source research does not need human ethical clearance. Most CI applications are Level 1 (Low Risk). BUT, please be aware you need to include certain items with your Level 1 form (or Level 2 expedited when your research contains more sensitive material).

They are:

- a short and non-technical project description
- evidence of how you will access interviewees (whether they are known to you or you are snowballing or if you are recruiting through a third party organisation)
- an information sheet with QUT logo
- evidence of how you will ensure confidentiality of data
- a consent form with QUT logo
- a short list of questions you will ask

If you would like some assistance with your Ethics clearance, please contact our Faculty Ethics Advisor:

Dr Angela Romano

Z6 Block, The Hub, Level 4 Room 409

Phone: 3138 8162

Email: a.romano@qut.edu.au

Funding and Facilities

Production Support – Financial Assistance

Students undertaking their course by creative practice may require additional funding support for their examinable creative output. This assistance is in addition to the financial support provided by the research project support funding (ie. \$3,000 per PhD candidature, \$1,000 per MA candidature). The level of support is based on the merit of the application and the funds needed to achieve the required output, and students should not anticipate grants of more than \$1,200. The works funded might include a performance, installation, exhibition, or in some cases short film.

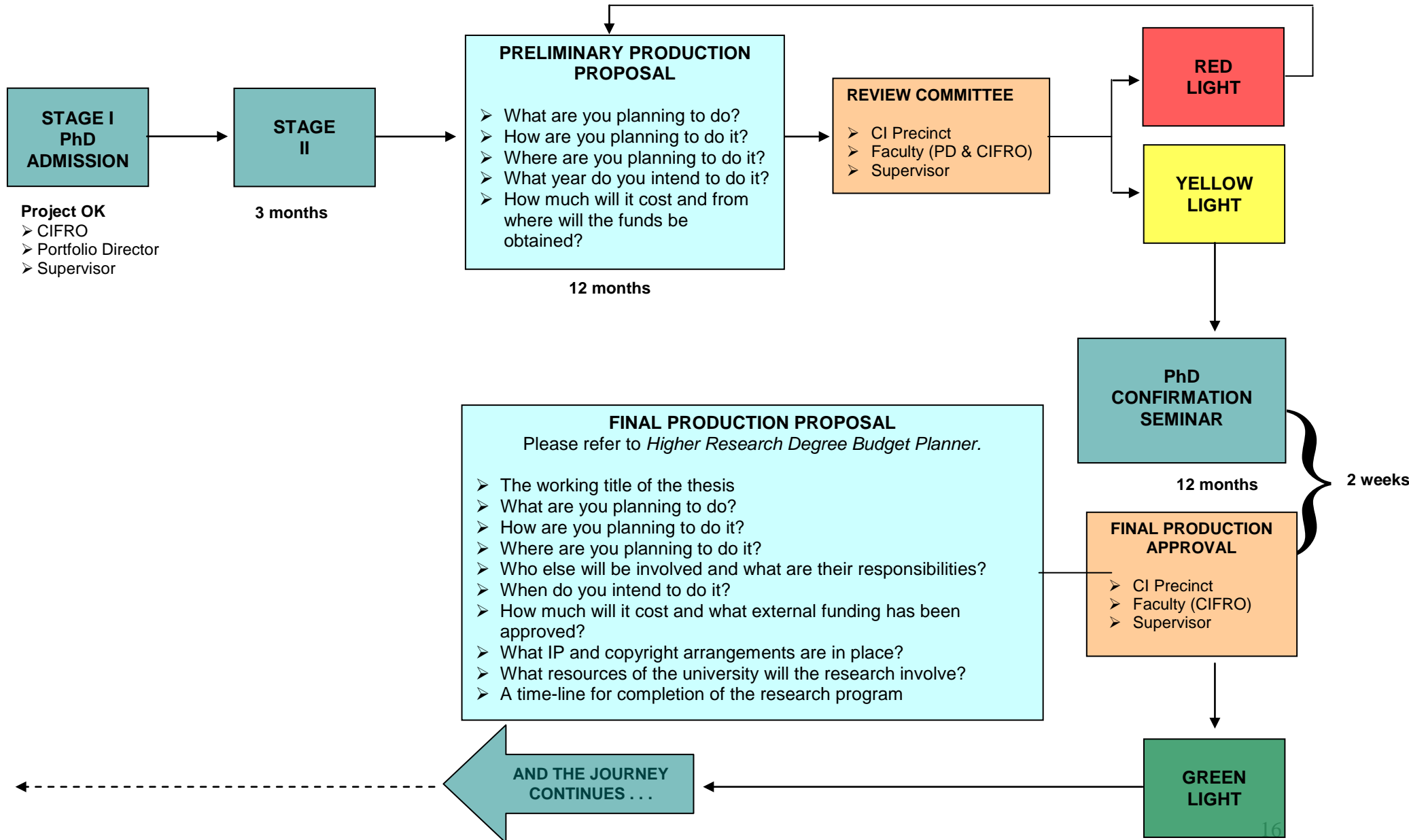
In a August each year, an email is forwarded to all students who will be presenting their final creative piece for examination in the following year, requesting budget submissions for funds required to present the work for examination. Applications are due on Friday 26th August. A budget must be included detailing real or approximate costs, what other funding has been secured (ie. in-kind, personal funds, industry bodies, grants) and the amounts requested from the CIF Research Office. Examples of acceptable expenses include:

- Art supplies e.g. paints, wood, canvases etc
- Engagement of professionals such as musicians, lighting specialists, stage managers, or videoing of the work
- Props or costumes
- Opening night nibbles
- Poster Printing

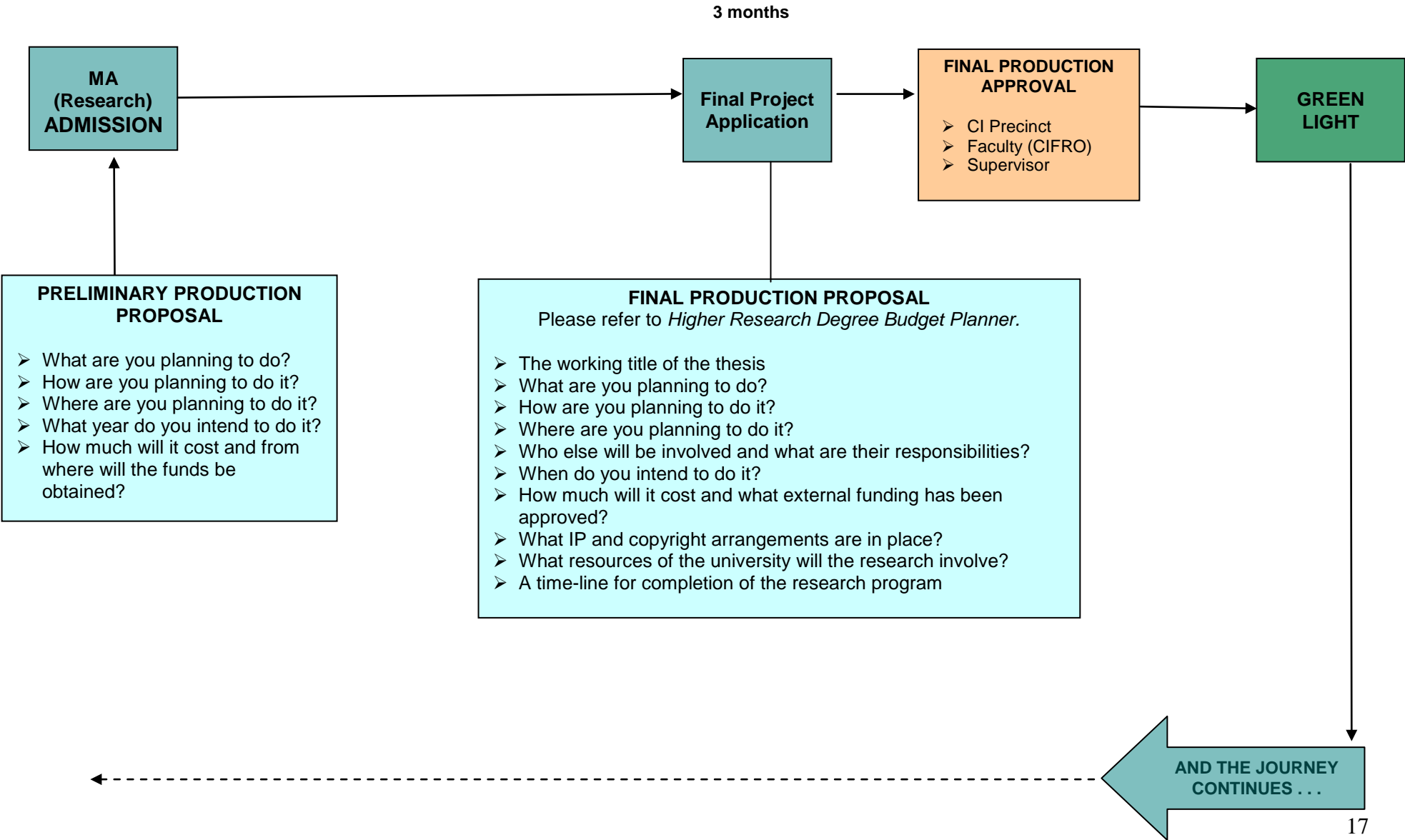
Students should include in the Budget Planner the details of the creative work, the proposed presentation date and any requirements for bookings of 'the loft', 'the block', or the Art Gallery at Gardens Point campus. These QUT venues are normally provided free of charge to students presenting their work for examination. Please also see the section on **Practice-Led Research** on **pages 30-31**.

Applications will be considered in September by a working party chaired by the Postgraduate Coordinator, and students will be advised of the outcome of their application.

CREATIVE INDUSTRIES FACULTY PRACTICE-LED RESEARCH: RESOURCES APPROVAL PROCESS



MA (Research) Candidates
CREATIVE INDUSTRIES FACULTY
PRACTICE-LED RESEARCH: RESOURCES APPROVAL PROCESS



Budget Planner

CREATIVE INDUSTRIES FACULTY For PhD and MA (Research) Candidates

Expected expenses	Total AUD \$	Funding Source	
		In Kind or External (eg, from grant, discretionary research funds, discipline, CIP, ACID, own sources)	Request from Faculty
Venue Costs (eg rehearsal, exhibition)			
Project Personal (eg: Honoraria, Consultants' fees, allowances)			
Production and direct costs (eg Design, lighting, sound, timber)			
Marketing and Promotion (eg printing, advertising, distribution)			
Documentation costs (eg video/audio tapes, photographic costs)			
TOTAL EXPENSES			

Desk and Computing Facilities

The Faculty Research Office provides full-time students with access to a desk and computing facilities. Full-time students, who plan to occupy an on-campus desk for a minimum of 4 days per week, will normally be provided with access to a desk, and a standard desk top computer. Z2-236 has a limited number of “hot desks” with standard windows and mac computers which are available to all postgraduate students. This room is swipe card accessible.

Space is at a premium across the CI Faculty and is allocated with great care. Each semester an audit is done of the office spaces available and allocations are made based on the following priority: PhD full-time, MA full-time. Allocations are made and reviewed every six months. The Faculty has student spaces in the Z2, KL, H, K, and OD blocks on Kelvin Grove campus.

Request for Office Space

It is the student's responsibility to lodge a [Request for Office Space](#) at the beginning of each semester. The form should be lodged with the Research Office Coordinator in Z4-202 on the Creative Industries Precinct. Desks are allocated on a “first in” basis. Based on these requests, space will be reviewed and allocations made.

Application forms are available on at the back of this Handbook or via:

<http://sharepoint.ci.qut.edu.au/research/Research%20Forms/Forms/WebFldr.aspx>

Specific Computing Requirements

Desktop computers are located in Creative Industries student spaces. However, if a Brisbane-based full-time student's project requires additional computing facilities (eg. specialist software, a higher-end machine, laptop, or Mac), students should discuss their needs with their supervisor and complete a computing request form (available in the back of this Handbook). Completed forms are forwarded to the Research Office Coordinator, (j.mayes@qut.edu.au) in Z4-202. All applications are assessed by the CI computing staff who will recommend the best machine for the task and provide a costing. Any costs above that of a standard PC will be met from the student's research project support funds. These computers will be supported by the university's IT staff, however these staff are not able to assist with computing issues on non-QUT computers.

It is anticipated that PhD students who have been allocated a specialist computer or laptop will complete their candidature within three years. Students who do not complete their candidature within this time will not be allocated a new specialist or laptop computer if their machine fails.

Note: Decisions on computers and software are based solely on the needs of the research project, and computers and software remain the property of QUT. A laptop will only be provided when a student's **project** requires regular off-campus fieldwork, studio-based research involving data entry or has other specialised needs. Software purchased through research support funds must be installed on a QUT machine.

Laptop Loan Scheme

The Faculty Research Office can provide a lap-top as a short-term loan when a student's project requires mobile computing (i.e. conference attendance, thesis write-up, off-campus fieldwork, etc). The maximum loan period is 3 months. Both windows based and mac machines are available through the Equipment Loan Centre on Level 1 of Z6 (CI Precinct)

Loans of up to two weeks are organised through the ELC, who will liaise with the CI Research Office on loans between 2 weeks and 3 months.

On-campus Support

On-campus students are provided with the access to photocopying, stationery, telephone and a fax machine for their project-related costs. A very limited range of stationery items are available through the CIF Research Office – please email any requests to j.mayes@qut.edu.au Small photocopy jobs can be organised through pin-numbered photocopiers throughout the campus, and high usage is tracked. Card-operated copies are also available in Z2, C block and the Library. Photocopiers are also available. Larger printing or copying jobs (such as Confirmation of Candidature or final seminar documents) should be put through QUT Printing Service who offer an online service through <https://secure.gps.qut.edu.au/> with delivery to a designated location/staff member at CI.

Discipline areas may have different internal processes for meeting their HDR students' needs on a day-to-day basis (i.e. PIN numbers for photocopiers and phones). Please check these with the professional staff member in the relevant discipline area, or the CIF Research Office.

Access to Rooms

Enrolled students can gain access to many areas (computing labs, building entry, student rooms in Z block etc) via their student card. If you have a problem accessing any areas, please contact the Research Office Coordinator (07 3138 3728) and have your username and student ID number ready.

Casual Employment within the Faculty

Often Faculty staff require research assistants to assist with various tasks. Disciplines also require tutors for undergraduate teaching. If you are interested in either of these areas of work, please contact the Personal Assistant to the Portfolio Director within your relevant discipline.

Research Support Funding

In Creative Industries we recognise that higher degree research students may need access to funds to support their research. They may also need assistance paying for printing and binding costs of their milestone documents and thesis. Therefore the Faculty provide a research project support fund to meet these necessary project expenses. This fund allows students to claim costs of items that are essential to the successful completion of their study, but which will not ensure past the candidature. A maximum of \$3,000 per PhD student and \$1,000 per MA (Research) student has been set for a candidature, but please understand that this is **not** a budget allocation per student. Only a portion of these funds are immediately available to students, with a maximum of \$500 available to PhD students prior to successfully completing Confirmation of Candidature. \$500 is available to Masters students until their supervisor has seen a substantial body of written material. For all HDR candidates, \$300 is embargoed for final thesis printing and binding costs, however this may be waived for students in receipt of a scholarship which provides a thesis allowance (see below).

Approval for expenditure is given by the Postgraduate Coordinator (Dr Sue Carson) and depends upon a well argued case which is central to the candidature and has the written support of the Principal Supervisor. The Faculty aims to ensure students have sufficient funds to cover the duration of their candidature and will approve the most cost-effective expenditure option.

Students with APA, QUTPRA or some Faculty-based scholarships have a thesis binding allowance of \$840 for PhD students and \$420 for Masters students attached to their scholarship. Allowable items include copying, printing, binding, and thesis editing. Please contact the Research Students Centre on level 4 of 88 Musk Avenue for more details or to access these funds.

Exclusions

Certain goods and all equipment that have been purchased by, or reimbursed through QUT funds remain the property of QUT. These funds cannot be used to purchase -

- DVDs and CDs
- Books
- Subscriptions (ie. magazine, newspaper). Survey Monkey subscriptions are supported.
- Hardware / Software (unless hosted on a QUT-owned computer)
- Furniture
- Memberships
- Per Diems for travel
- Limited funding available for conferences unless presenting

If you are unsure whether your proposal will be accepted, please contact the Postgraduate Coordinator (07 3138 8115) **BEFORE** a purchase is made.

Payment of others for necessary project expenses

On occasions you may wish to pay someone to complete specialist tasks as part of your research project (eg. editing, web design, transcription, musicians, etc). If the person is a QUT staff member or student, they must be appointed as a staff member and paid through QUT's payroll. This applies to all performers (e.g. musicians). Others, such as editors, can supply a tax invoice and be paid directly by QUT.

The University's preferred option is for QUT to pay for the project service/s a student requires. Please follow the checklist below and refer any queries to Sharon Kolar of the Faculty Resources Team (email s.kolar@qut.edu.au or phone 3138 5473). If a student is requesting reimbursement, they must provide a receipt which includes details of the supplier and the service provided.

Accessing Funds

Before the student can access any funds, they need to ensure that:

- student candidature is current (ie. you are currently enrolled)
- PhD students only – completed Confirmation of Candidature if requesting <\$500
- Masters students only – submitted a substantial body of work to your supervisor if requesting <\$500
- Student has have completed any milestones relating to their candidature (ie. annual progress reports)

The *Request for Funding* form needs to be completed with details of proposed expense/s and signed by the student's Principal Supervisor to authorise expenditure of Faculty funding for this purpose. The form can be found on at the back at the back of this Handbook or via:

<http://sharepoint.ci.qut.edu.au/research/Research%20Forms/Forms/WebFldr.aspx>

The next step is to forward the completed and approved form to the Faculty Research Office with all the required documentation (e.g. quote or a Tax Invoice) attached, and payment will be made or the student reimbursed.

Reimbursement of Expenditure

To claim reimbursement, the following must be submitted to the Faculty Research Office:

- AP Online Payment Claim** – with details of the claim. This needs to be **completed** (ie. typed) and posted to our Office **along with original receipts**. Once we have received the relevant invoices/receipts from you, an authorised person from the CIF Dean's Office will process the paperwork and forward your claim to Accounts Payable for reimbursement.

Required Form:	AP Online Payment Claim Form
Form found at:	http://www.frp.qut.edu.au/frptoolkit/frpforms/index.jsp
Signatures Required:	Candidate

- Supplier Maintenance Form** – with bank account details for Accounts Payable records (***note this is NOT linked with Payroll and need only be submitted the first time a claim is made***).

Required Form:	Supplier Maintenance Form
Form found at:	http://www.frp.qut.edu.au/forms/supplier_maintenance.doc
Signatures Required:	Candidate

- ORIGINAL TAX** invoices and receipts (these **MUST** show ABN, GST and have the words "Tax Invoice" on them) – photocopies will not be accepted. These invoices/receipts must be numbered to coincide with the numbered line on the Payment Claim Form. If receipts are not A4 size or similar, please sticky-tape or glue them to a plain piece of paper and number them accordingly. (Note: if your supplier is not registered for GST an Invoice including an ABN is suitable).
- CREDIT CARD/BANK STATEMENT** – If receipts are not identified as being paid for by yourself, you will need to supply a copy of your credit card / bank statement highlighting the relevant expenditure.

IMPORTANT NOTES:

Please submit receipts regularly as there is a **maximum 12 months** in which to submit receipts for reimbursement.

QUT staff, student and performing artists should be paid via QUT payroll.

For further clarification please contact Faculty Resources Team at ci.resources@qut.edu.au

Travel

It is QUT policy that all staff and students **MUST** obtain quotes from QUT's Preferred Travel Providers for both domestic and international travel because the university has negotiated with these providers for the best possible price. Students travelling through QUT are covered for travel insurance at no additional cost, and if travelling overseas are automatically registered on ISOS (International SOS database) which assists travellers in the event of emergency, such as evacuations in the event of a crisis.

QUT's Preferred Travel Providers

The Preferred Travel Providers can be found at:

<http://www.frp.qut.edu.au/services/travel/contact.jsp>

BEFORE you do anything, you **MUST** submit to the Faculty Research Office:

DOMESTIC TRAVEL	Signatures Required on Form
Request for Funding form To request use of student project funds for research-related travel.	Student Principal Supervisor
Details of travel to be included with Request for Funding eg: (QUT travel provider quote, destination/s, approximate cost of travel, how expenses will be funded, purpose of travel with detailed itinerary, print out of conference details, etc)	
OVERSEAS TRAVEL	Signatures Required on Form
Request for Funding form To request use of student project funds for research-related travel.	Student Principal Supervisor
Student Overseas Travel Application form	Student
Overseas Travel – Insurance Consent form	Student
DFAT country risk advice	Country risk advice from DFAT must also be attached to the Overseas Travel Application. Details of the travel risk associated with the country you are travelling to can be found at: <p style="text-align: center;">http://www.dfat.gov.au/geo/</p> Select the country, and then look for Travel Advice.
Assumption of Risk form	Student Principal Supervisor <i>(note no there is no provision for the principal supervisor to sign. Please cross out 'Guardian' and sign here)</i> Head of Postgraduate Studies Executive Dean of Faculty
Details of travel (including QUT Travel provider quote, dates, destination/s, approximate cost of travel, how expenses will be funded, purpose of travel with detailed itinerary, print out of conference details, etc)	

! IMPORTANT!

Only when the above documentation has been submitted and approved by the Executive Dean can QUT pay for travel.

WARNING

Please ensure you have read QUT's **Protocol for Staff and Student Overseas Travel** before travelling and note the terms and conditions related to QUT's **Travel Insurance** and any exclusions that may apply, for example:

"the University's insurance cover excludes death, injury, illness, loss, damage, cost or expense of whatsoever nature directly or indirectly caused by, or resulting from any acts of terrorism, war, acts of foreign enemies, hostilities (whether war be declared or not) civil war, rebellion, insurrection, invasion, nuclear perils or like risks anywhere in the world. Students should also be aware that private travel insurance also has these exclusions".

Protocol for Staff and Student Overseas Travel: <http://www.registrar.qut.edu.au/>

Travel Insurance Policy: <http://www.frp.qut.edu.au/services/insurance/index.jsp>

Links to:

Request for Funding form	http://sharepoint.ci.qut.edu.au/research/Research%20Forms/Forms/WebFldr.aspx
Student Overseas Travel Application form	http://www.das.qut.edu.au/docs/Student_OSTravel_AppForm.pdf
Assumption of Risk form	http://www.das.qut.edu.au/docs/Assumption_Risk_Agreement.pdf
Overseas Insurance Consent form	http://www.das.qut.edu.au/information/ostravel/

Equipment Loans Centre

Open: Monday to Friday, 9am-5pm

Location: Z6 “The Hub”, Level 1, Room 103

Phone: 3138 9649

Email: ci-elc@qut.edu.au

What We Do

The ELC holds a range of audio, video, film and other production equipment useful to staff and students who are learning, teaching and researching in the Creative Industries Faculty.

The ELC only supplies equipment to CIF staff and students for approved coursework, research projects and other Faculty events. Because we do not have an unlimited supply of equipment, borrowing rights depend on access policies in place for certain undergraduate units.

Your Client Manager

If you have any questions or want to have a chat about what is the best equipment to use for your project please contact **Sally Hooke** on 3138 9649 or email s.hooke@qut.edu.au

Our aim is to give you the best support possible to achieve your research project goals. We do ask however that you consider having a shooting/production schedule in place detailing when you need your equipment and for how long. The earlier you come to see us about your equipment needs the better we are able to support you. A minimum of three days notice is usually required if you need to have a large production kit put together.

We understand however that some projects require “on the fly” documentation and interviews so we will do our best to accommodate you if you have a last minute request.

Access to Equipment

Demand is high during the semester and all equipment is relied upon by the Undergraduate courses for assessment. At certain times during the year, priority will be given to units which use particular pieces of equipment for assessment.

There is a pool of resources set aside especially for postgraduate students to access during the semester. These include:

- Small Mini-DV cameras (easy use and for documentation)
- Small SD card/hard drive video cameras (subject to availability)
- HDV/Mini DV Cameras (Sony HVR-A1P and Sony HVR-V1P for broadcast quality projects)
- Field recording equipment (including boom microphone and mixer if needed)
- Digital Compact Cameras (Panasonic TZ-11)
- Digital SLR Cameras (subject to availability)
- Digital Voice Recorders (including small recorders to high end solid state recorders).
- Table microphones for interviews/ workshops and focus groups.
- Portable projectors for conferences and seminars.
- Projectors for art installation/theatre work

- Laptops (automatic approval for up to 2 weeks loan. Loans between 2 weeks and 3 months are negotiated with the CIF Research Office)

If what you require is not on the list, please come and see us to discuss alternatives.

Starting Your Research Project

Before you begin to borrow equipment from the ELC we ask that you fill out a research project form and bring it to the counter. The forms are available from the Equipment Loans Centre (Z6-103 “the hub”)

Once you have informed us of the scope of your project and equipment needs you can make subsequent bookings if needed using the same equipment.

Booking Equipment

You can make bookings by emailing us on ci-elc@qut.edu.au or by phoning 3138 9649. You can also come in person to the counter at Z6-103 to make bookings.

When making an email booking request please include:

1. Student name and number,
2. The Equipment you would like to borrow (be as specific as you can)
3. Time of pick up and return of equipment.
4. The research project or unit you are borrowing for.

When collecting your equipment you must present a valid student identification card. We will not loan equipment to anyone without a valid QUT ID.

Taking Equipment Interstate and Overseas

There may be times when you will need to take equipment interstate or overseas as part of your project. If taking equipment interstate on flights, we ask that if possible, please take pelican cases with camera equipment into the cabin with you. Treat it like hand luggage for extra security.

You will also need to provide approval from your supervisor via email confirming that you require the equipment for research purposes overseas or interstate. Please organise the approval well in advance so that Equipment Loans Centre staff have enough time to assist you.

A Final Note....

Although every effort will be made to support your research projects, the resources are limited and subject to negotiation with other research students. If possible, we recommend you consider purchasing equipment for long term use out of your research funds rather than taking long term equipment from the ELC. You will also have to supply your own consumables (things like mini-dv tapes and AA batteries). Tapes can be purchased at the QUT bookshop at Kelvin Grove if needed.

The [Research Equipment Request Form](#) can also be found on **page 59** at the back of this Handbook.

Your Research Degree

Research Degree Overview

What is a QUT Research degree?

A research degree is a program that results in the candidate making an individual contribution to the body of knowledge. This contribution may be in the form of new knowledge or of significant and original adaptation, application and interpretation of existing knowledge.

What is a thesis?

In academia, a thesis or dissertation is a document that presents the author's research and findings and is submitted in support of candidature for a degree or professional qualification.

The thesis is the main idea of one's research. The thesis is normally the culmination of a candidate's research; submission of the thesis represents the completion of the final requirement for the degree being sought. In certain faculties (such as Creative Industries), the thesis may be in the form of an artistic performance, a written work (of music, or of fiction, for example), or a painting or other artistic production that is supported by an exegesis.

Candidates should ensure:

- the thesis makes an original and/or significant contribution to the field of research;
- the methodology applied in the candidate's research is effective and appropriate for the thesis topic;
- the thesis reflects competence in the survey of literature and documentation of statements;
- the thesis is of the required standard for external examination;
- the thesis is well written having due consideration to relevant writing conventions and style guidelines:
- that the spelling, grammar, punctuation and choice of language are of a high standard;
- that the thesis is presented in English;
- that all citations and the bibliography comply with relevant disciplinary conventions, and
- that all typing errors are corrected.

The thesis must be presented in accordance with the requirements of the QUT Council, including any accompanying declarations and in accordance with the [Requirements for Presenting Thesis](#)

(http://www.rsc.qut.edu.au/pdfs/examinations/Requirements_for_Presenting_Thesis.pdf).

The main body of the text must not exceed 100,000 words.

What is an exegesis?

An exegesis is required for those candidates who will undertake their study with a creative practice, or practice-led, component (ie. visual arts, creative writing, film, etc), to accompany the 'creative' aspects of the program. The word 'exegesis' means a "critical explanation or interpretation".

An exegesis should "elaborate upon" and "contextualise" the creative work and/or play a "reflective role" in relation to the creative work. It is an opportunity to explain the creative practice and how it came to be. You can also offer an additional and fuller explanation of the creative work, whether of the ideas informing them, the processes used in producing them, or both. You can situate your creative

practice in its context or surrounding circumstances whether these are ideas; ideas about creative practice; other creative work; events etc.

The exegesis should justify the procedures (or methodology) followed. This means that you are aware of, and can explain, why you have proceeded with the work/s in the way you have. While elements of accident and chance may have influenced the development of the work, it is important that you are able to reflect retrospectively on how such elements affected your research project.

The exegesis should also demonstrate that you have used 'scholarly/artistic methods'. This means that you can show that you have rigorously researched both the theoretical and practical aspects of your work.

The exegesis is not examined as a separate work but is considered together with the creative practice, which itself represents the argument or investigation of the research topic. It will be a related and complementary articulation of the research process you have undertaken in creative practice,

In the case of visual or performing arts, the examiners will attend the exhibition/performance, at which time they will be given a framing document (typically between 10-15 pages). As the examiners do not know you, it is also important to give them some sense of why you chose this particular project or topic: the motivation for the project or enthusiasm of practice.

A final copy of the exegesis will be provided to the examiners within three months of their viewing the creative work.

The practice-led component may be in the form of an exhibition, performance, literary work, film, CD Rom or other approved format. The creative practice and exegesis will be examined as an integrated whole.

The exegesis needs to be clearly written, coherently structured, correct in grammar and spelling, and referenced.

Referencing

There is no set style of referencing by QUT, however the most commonly used style of referencing is Harvard.

A guide to the Harvard system is available at:

[A guide to using this system with lots of examples](#) is available here. (PDF 121kb - download [Adobe Acrobat](#))

You may use another style if you prefer – please just ensure that the style used is standard throughout your document.

[K:\Sections\CIF Research Office\Infrastructure\forms\Desk Space Applic Form Jan 10.doc](#)

Principles Guiding Practice-Led Research in the PhD and MA (Research)

Increasingly, practice-led research is being adopted by researchers in the Creative Industries. The following pages introduce you to the guidelines and resource planning protocols which accompany practice-led research.

1. Definition: Types of Practice Based Research

Practice-led research can serve as a **Method of Data Collection** or a **Means of Reporting**.

1.1 Practice as a Method of Data Collection

Here *Practice-Led Research* is a research strategy offering up data for analysis. The practice is experimental and the results will be written up in the thesis. There is no reason for examiners to see the production.

When creative practice is used in this way the following word lengths apply:

- ⤴ PhD - 80,000 words
- ⤴ MA - 30,000 words

Normally photographic or video documentation of the creative work will be included to support and illuminate the knowledge claims made in the thesis.

1.2 Practice as a Means of Reporting

Here *Practice-Led Research* sees the practice stand as an examinable component of the study. The knowledge claims in the work can only be made through the symbolic language of the artistic practice. The work must be witnessed and judged by examiners for the control of artistic form demonstrated within the context of the research project. Examiners will normally be briefed on the work prior to assessing it.

2. Principles Guiding the Use of Practice-Led Research as a Means of Reporting

2.1 The **weighting** between the practice and the written component must be specified in advance. This will be at admission for the MA and no later than confirmation for the PhD.

2.2 The weighting for the practice component shall be between 40% and 75% of the whole study. The scope and scale of the practice is to be determined by the Director of the Faculty Research Office after consultations with the candidate, supervisors and Head(s) of the appropriate discipline(s). In establishing scale, scope and the weighting between the practice and written component of the study, due acknowledgement will be paid to the expectations of both the university and the profession.

2.3 Such a weighting requires the following MINIMUM word lengths for the written component of the study:

- ⤴ PhD - 20,000 words (25% of 80,000 words)
- ⤴ MA - 7,500 words (25% of 30,000 words)

Any variation to these minimum word lengths must be approved by the Director of Research after consultations with the candidate, supervisors and Head(s) of the appropriate discipline(s).

2.4 The written component will:

1. Articulate the central research question, intention or matter under investigation in the study.
2. Specify the relationship between the written component and the practice component and whether it stands as an integrated part of the whole output of the award or is intended to be published/disseminated as a stand-alone output.
3. Set down an account of work already undertaken in the field and this work's relationship to the field and, especially at the doctoral level, demonstrate its original contribution to that field
4. Outline the steps taken to address the central research question, intention or matter under investigation in the study.

2.5 The written component shall be in a form that communicates to the researcher's academic and professional colleagues.

2.6 The bound, library copy of each successfully examined thesis must be accompanied by a permanent record of the practice component. This will normally be in photographic, video, DVD or other multimedia format.

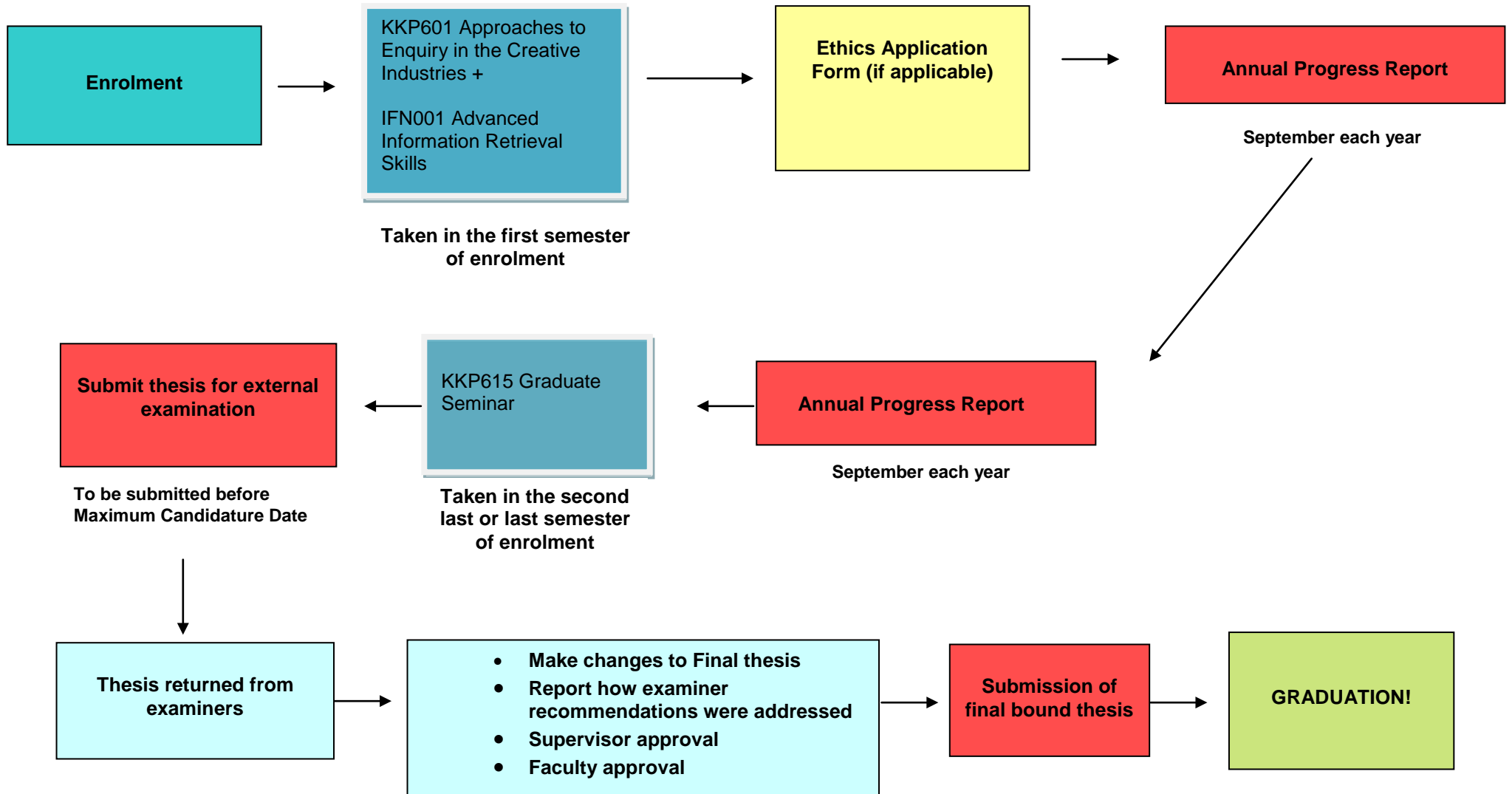
These principles should be discussed early in your candidature with your supervisor

Professor Brad Haseman
Assistant Dean (Research)
Creative Industries Faculty


Master of Arts (Research) KK51

The Administrative Journey

CREATIVE INDUSTRIES FACULTY



Student and Supervisor's Roles and Responsibilities – Master of Arts (Research) KK51

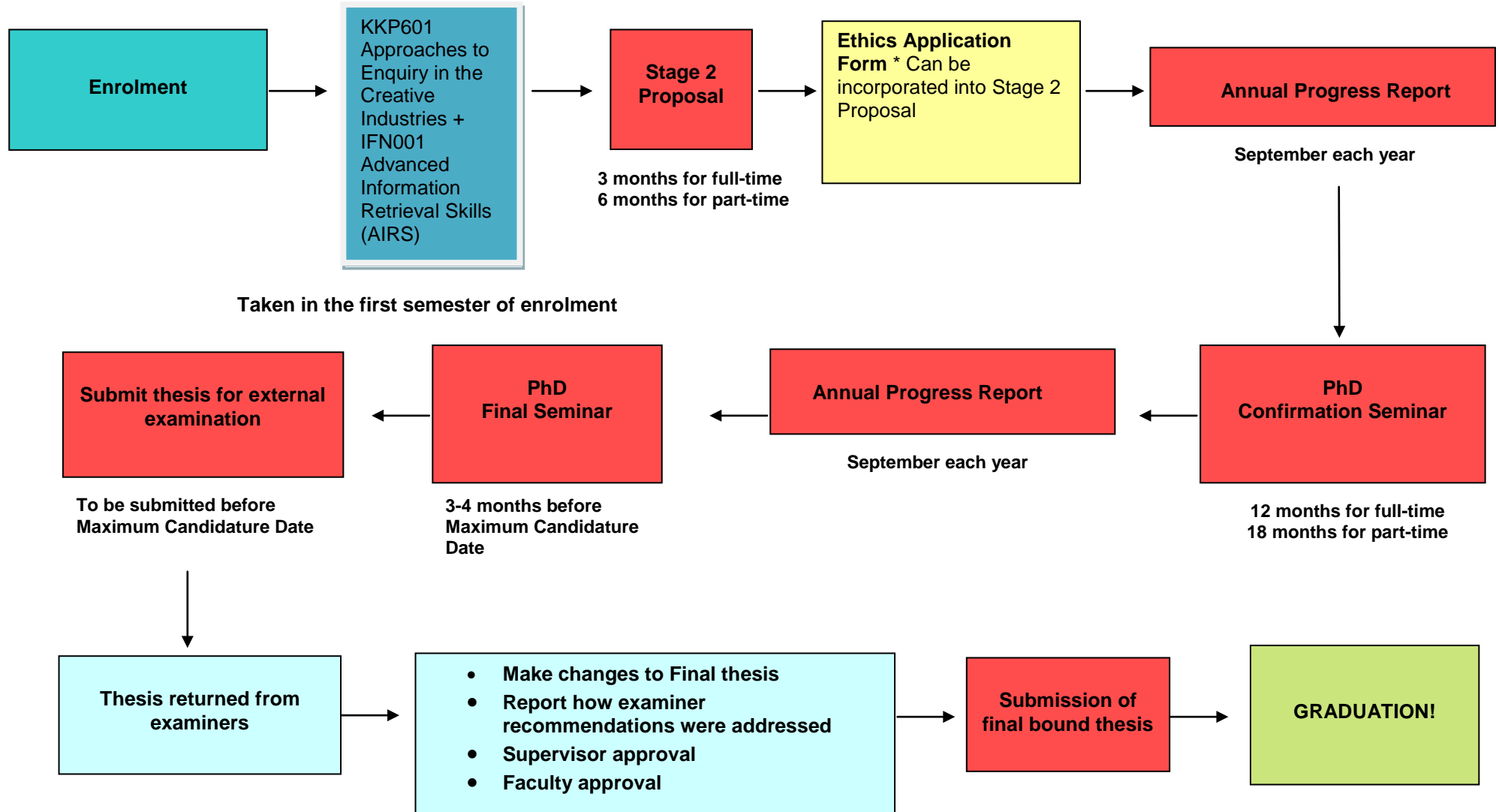
Milestone	Due	Requirements
Postgraduate Research Application Form	On application	Domestic Students Form: http://www.rsc.qut.edu.au/pdfs/Admissions/2008_PR_Form.pdf International Students Form: http://www.studentservices.qut.edu.au/pdfs/forms/fr_frm.pdf
Research Ethics Application	Prior to data collection	Student It is essential that an Ethics Application is submitted and approved by the Research Ethics Office BEFORE any data collection occurs. Research Ethics: http://www.research.qut.edu.au/ethics/ Intellectual Property: http://www.ocs.qut.edu.au/aboutus/forms.jsp
Annual Progress Report 	Completed annually in September	Student Students complete their Annual Progress Report online via QUT Virtual. Supervisory Team Principal Supervisor receives online Annual Progress Report (from wf-notifications@qut.edu.au) for comment and action.

Milestone	Due	Requirements
Thesis for Examination	Before maximum candidature date	<p>Student</p> <p>Complete Lodgement of Thesis for Examination Form and submit 3 bound copies of thesis and electronic copy of thesis for examination:</p> <p>Lodgement of Thesis for Examination Form: http://www.rsc.qut.edu.au/pdfs/examinations/Lodgement_of_thesis_for_examination.pdf</p> <p>Principal Supervisor</p> <p>Complete Nomination of Examiners (NOE) form with or <i>prior</i> to submission of thesis for examination: http://www.rsc.qut.edu.au/pdfs/examinations/nomination_of_examiner_form.doc</p> <p>NOTE: Examiners have the right to remain anonymous.</p> <p>Nominate Three (3) external examiners, two preferred examiners and one reserve. Please refer to NOE Form for details of requirements.</p>
Final Thesis Submission		<p>Student</p> <p>Complete <i>Request for Submission of Final Thesis Form</i>: http://www.rsc.qut.edu.au/pdfs/examinations/request_for_submission.doc</p> <p>Print and bind 5 hard bound copies of final bound thesis, electronic copy of thesis on CD and a written report on how examiner recommendations were addressed (if Major changes were required). *Please note – if Major changes were required, a faculty representative must review the revised thesis and the report to examiners before approving submission. Please contact Kate Simmonds or Julie Gallant via cif.hdr@qut.edu.au and cc sj.carson@qut.edu.au to arrange this.</p> <p>Principal Supervisor</p> <p>Approve final changes and sign the <i>Request for Submission of Final Thesis Form</i>.</p>


Doctor of Philosophy (PhD) – IF49


The Administrative Journey

CREATIVE INDUSTRIES FACULTY



Student and Supervisor's Roles and Responsibilities – Doctor of Philosophy IF49

Milestone	Due	Requirements
PhD Admission Form	On application	<p>Domestic Students Form: http://www.rsc.qut.edu.au/pdfs/Admissions/2008_PR_Form.pdf</p> <p>Principal Supervisors should sign and complete section 14a and 14b including RFCD and SEO codes.</p> <p>International Students Form: http://www.studentservices.qut.edu.au/pdfs/forms/fr_frm.pdf</p>
Stage 2 Proposal 	3 months into full-time candidature (6 months part-time)	<p>Student</p> <p>Students should submit their Stage 2 Proposal online through QUT Virtual. Log in to Virtual using your student number and password. Click on the Services tab. In the Postgraduate Research box, click on the link 'Submit a Stage 2 Proposal or Confirmation of Candidature Proposal'</p> <p>Principal Supervisor</p> <p>Ensure Stage 2 Proposal substantially addresses the requirements as per Section 4.4 in the PhD Guidelines: http://www.mopp.qut.edu.au/Appendix/appendix09.jsp#3%20Admission</p> <p>Important Note: It is important to note that Stage 2 Proposals are reviewed by the Research Degrees Committee (RDC) that meets once a month to assess Stage 2 Proposals. RDC meeting dates can be found at: http://www.rsc.qut.edu.au/pdfs/Candidature/2008_RDC_Meeting_Dates.pdf</p>
Research Ethics Application	Prior to data collection	<p>Student</p> <p>It is essential that an Ethics Application is submitted and approved by the Research Ethics Office BEFORE any data collection occurs. It is advisable that the Ethics Application is submitted at a similar time to the Stage 2 application, but this can be submitted at a later date.</p> <p>Research Ethics: http://www.research.qut.edu.au/ethics/</p> <p>Intellectual Property: http://www.ocs.qut.edu.au/aboutus/forms.jsp</p>

Milestone	Due	Requirements
Annual Progress Report 	Completed annually in September	<p>Student Students complete their Annual Progress Report online via QUT Virtual.</p> <p>Supervisory Team Principal Supervisor receives online Annual Progress Report (from wf-notifications@qut.edu.au) for comment and action.</p>
Confirmation of Candidature Seminar	12 months into candidature (18 months for part-time students)	<p>Confirmation Seminars in the Creative Industries Faculty are held in two blocks, one in March and one in August. Confirmation Seminars will not be held outside these times.</p> <p>Student Please refer to the Confirmation of Candidature guidelines outlined on pages 42-49 of this Handbook.</p> <p>Please note: Each member of the panel must receive a copy of the CoC documents 14 days prior to the seminar.</p> <p>Principal Supervisor Please refer to the Confirmation of Candidature guidelines outlined on pages 42-49 of this Handbook.</p>
Final Seminar	No less that 3 months prior to expected submission date	<p>Final Seminars in the Creative Industries Faculty are scheduled on Fridays from 12pm-2pm on the CI Precinct at QUT KG.</p> <p>Please refer to the Final Seminar guidelines outlined on pages 50-51 of this Handbook.</p> <p>Student Please note: Each member of the panel must receive a copy of the Final Seminar documents 21 days prior to the Final Seminar. If this deadline is not met, the seminar will automatically be postponed.</p> <p>Principal Supervisor: Please refer to the Final Seminar guidelines outlined on pages 50-51 of this Handbook.</p> <p>Final Seminar Form: http://www.rsc.qut.edu.au/pdfs/examinations/final_seminar_form.doc</p>

Milestone	Due	Requirements
Thesis for Examination	Before maximum candidature date	<p>Student: Complete Lodgement of Thesis for Examination Form and submit 3 bound copies of thesis and electronic copy of thesis for examination: Lodgement of Thesis for Examination Form: http://www.rsc.qut.edu.au/pdfs/examinations/Lodgement_of_thesis_for_examination.pdf</p> <p>Principal Supervisor: Complete Nomination of Examiners (NOE) form with or <i>prior</i> to submission of thesis for examination: http://www.rsc.qut.edu.au/pdfs/examinations/nomination_of_examiner_form.doc</p> <p>NOTE: Examiners have the right to remain anonymous. Nominate Three (3) external examiners, two preferred examiners and one reserve. Please refer to NOE Form for details of requirements.</p>
Final Thesis Submission		<p>Student Complete <i>Request for Submission of Final Thesis Form</i>: http://www.rsc.qut.edu.au/pdfs/examinations/request_for_submission.doc</p> <p>Print and bind 5 hard bound copies of final bound thesis, electronic copy of thesis on CD and a written report on how examiner recommendations were addressed (if Major changes were required). *Please note – if Major changes were required, a faculty representative must review the revised thesis and the report to examiners before approving submission. Please contact Kate Simmonds or Julie Gallant via cif.hdr@qut.edu.au and cc sj.carson@qut.edu.au to arrange this..</p> <p>Principal Supervisor Approve final changes and sign the <i>Request for Submission of Final Thesis Form</i>.</p>

Seminars

Faculty Seminar series

The CIF PhD Confirmation Colloquium

From 2009, PhD Confirmation seminars will be scheduled in blocks, usually one in March and one in August each year. In 2011, the Confirmation Blocks will be held as follows:

- February 21st to 25th
- April 27th to 29th
- August/September – dates to be advised

Final Seminar Thursdays

PhD Candidate Final Seminars will be scheduled on Thursdays from 12pm-2pm usually in Z6-208. These seminars are advertised to all Staff and Students via email.

Faculty Seminar Series

Faculty Seminars will be scheduled from 12pm-2pm on Tuesdays usually in Z6-208. The series will include:

- International or national speakers
- Presentations by staff

These seminars will be advertised via email.

Postgraduate Research Students meeting

On the last Thursday of each month, a Postgraduate Research Student meeting will be held.

The start date and location will be advised via email shortly.

Postgraduate Conference

IGNITE 10! was a showcase of Creative Industries postgraduate research. It featured papers, presentations and workshops from the domains of: dance; music and sound; performance studies; creative writing and literary studies; visual arts; fashion; film and television; journalism; and animation, interactive and visual design.

A major exhibition of postgraduate creative practice in The Block exhibition space at Kelvin Grove campus launched the three days of formal discussion and social events. Peer reviewed papers will be published in a special edition of e-journalist.

Our next **IGNITE** conference will be held in 2012.

If you have any questions regarding the Seminar Program, please contact Kate Simmonds or Julie Gallant via cif.hdr@qut.edu.au

Creative Industries Faculty POLICY PhD (IF49) CONFIRMATION SEMINAR

Candidates are required by University regulations to present a Confirmation Seminar within 12 months of entry to the PhD program for full-time students and within 18 months of entry for part-time students.

In the Creative Industries Faculty (CIF), Confirmation seminars take place within 'blocks,' usually in mid-March and mid-August. **Confirmation Seminars will not be scheduled outside of these two blocks.** Each candidate's presentation must take place before a Panel that includes the Principal and Associate Supervisors, a Panel Chair and two panel members. This Panel is chaired by a CIF Research Office representative.

1. The Principal Supervisor is responsible for proposing the initial composition of the five member Panel (including someone who is external to CIF) and referring this panel to the CIF Research Office before its final make-up is confirmed. The Research Office may suggest additions or changes to this Panel.
2. The Candidate's seminar is supported by a 60-80 page document that follows Confirmation document guidelines (**please see page 44**).
3. It is the responsibility of the Candidate to print and bind copies of the Document for each of the Panel members. Electronic copies will not be accepted. Printing and binding can be organised through QUT's Printing Services (QPS). Print jobs can be submitted through their online service at:

<http://www.qpsservices.qut.edu.au/>

QPS can be contacted at:

Room 521, M Block Gardens Point GPO Box 2434 Brisbane 4001	Ph: 3138 4019 Fax: 3138 9167 Email: gps.admin@qut.edu.au
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QPS's online service is very convenient and easy to use. The CIF Research Office will not format, print or bind student documents. These copies should be submitted to the Research Office **three weeks prior** to the Confirmation Seminar date. The Research Office sends the documents to the Panel together with a copy of an email flyer advertising the event.

Please have the hard copies delivered to:

Kate Simmonds/Julie Gallant
Student Support Officers
CIF Research Office
Z6 'The Hub' Room 101a
CI Precinct QUT KG Campus
Kelvin Grove QLD 4059

Students may be able to access some funding from the Faculty to use towards the printing and binding costs. Please submit a [Request for Funding](#) form to Mrs Jenny Mayes. The form can be found on **pages 60-61** at the back of this Handbook or via the following link:

<http://sharepoint.ci.qut.edu.au/research/Research%20Forms/Forms/WebFldr.aspx>

4. The CIF Research Office provides a Panel Chair. It is the Chair's responsibility to ensure that the Seminar adheres to University and Faculty guidelines and that the seminar takes place in a supportive and scholarly atmosphere.
5. Normally, the Confirmation Seminar of two hours is made up of :
 - a 45 minute presentation by the Candidate, open to the public
 - 15 minutes of Q&A
 - a 15 minute closed discussion session for the Panel
 - a 15 minute Panel Briefing to the Candidate

After this, the Panel Chair (the Faculty representative) will compile and send a DRAFT report to the Panel members via email. This Report should contain clear directions as to the work to be undertaken by the Candidate in the next stage of their candidature. Once panel members approve the DRAFT, a FINAL copy is sent by the Chair to all Panel members and to the Candidate. It is the responsibility of the Principal Supervisor and the Candidate to meet and discuss the Panel report.

6. The following are the recommendations that may be made by the Panel to the Research Degrees Committee:
 - the research program is of the standard of the PhD program and candidature should be confirmed
 - the candidate needs to complete more work (outlined in the Panel report) and re-submit a revised document to the Panel by a nominated date
 - the candidate be accepted for enrolment in the Master of Arts (Research) degree

Confirmation of Candidature

Confirmation countdown

3 weeks before

Send your thesis title and abstract to cif.hdr@qut.edu.au to advertise your seminar

2 weeks before

Complete the online Confirmation of Candidature process through QUT Virtual. Screenshots of this process are attached to this document. In this online process you will be asked to:

- Confirm your supervisory team
- Enter the time, date and location of your seminar
- Upload a copy of your confirmation document (referred to as Confirmation of Candidature Report – Part A)
- Upload a copy of your 1-2 page summary report (referred to as Confirmation of Candidature Report – Part B)
- Add any comments regarding your submission (optional)
- Hit Submit

This will then be forwarded to your supervisors for comment.

2 weeks before

Deliver 5 hard copies of your Confirmation Document to Kate Simmonds/Julie Gallant in Z6-101a to distribute to the panel members.

The week of the colloquium

Come along to other student's seminars to find out what they are doing and support your fellow postgrads!

On your big day

The confirmation process is designed to help you towards completion and it will occur in a supportive environment. Good luck!

Confirmation Document requirements

The candidate is required to submit a copy of their confirmation document to each of the panel members a minimum of 2 weeks prior to the confirmation seminar.

An electronic copy of this file also needs to be uploaded to the online form in the section Confirmation of Candidature Report – Part A.

The confirmation document needs to include:

- The area of study in which the candidate's course is located
- Any remaining coursework to be completed including an assessment plan
- The nature of participation in scholarly activities of the centre/research concentration, school, or faculty in which the study is being undertaken
- The objectives of the program of research and investigation and its relationship to published research in the same field
- The research methods to be followed
- The title of the thesis and
- A timeline for completions of the research program
- Details of anticipated production expenses for the candidates who will generate an exhibition, performance or production

Formatting:

- Normally between 60-80 pages in length (this may vary in relation to practice-led work)
- 1.5 line spacing
- 12pt font
- Single sided copies
- Bound in a temporary coil binder

In addition, you must submit a 1-2 page report (point form) addressing the following. ***This needs to be uploaded to the online form in the section Confirmation of Candidature Report – Part B.***

1. Thesis title
2. Objectives of the program of research and its relationship to published research in the same field
3. Proposed Research Plan and Timeline (including any planned travel or data gathering activities)
4. Report on progress to date including scholarly activities undertaken
5. Confirmation Seminar Flyer or email notice
6. Articulating student only (articulating from Masters to PhD) – Reasons for requesting articulation and a demonstration of your ability to complete the PhD within the normal length of candidature

Confirmation Presentation requirements

The seminar presentation will usually last around 45 minutes and will be followed by a question and answer session with the seminar attendees. While the presentation must be well structured and informative it is unlikely to be an exhaustive presentation of all that is provided in the written document. The Panel Chair, a faculty-appointed role, will act as moderator and time keeper.

At the end of the seminar the Panel will discuss the presentation and document and then meet with the candidate to provide more complete and explicit feedback. This would be expected to take about 40-60 minutes and include advice on the recommendations the panel will make and the changes expected to the work, if any.

The panel will prepare a written report and make a recommendation regarding confirmation of candidature to the Faculty and Research Degrees Committee based on their deliberations. This will also be provided to the candidate for reference.

Research Students Centre Frequently Asked Questions

What is the purpose of the Confirmation Seminar Presentations?

The PhD Confirmation is an event that is designed to identify the capacity of PhD students to successfully complete their thesis, through public presentation of their work in progress to an expert panel, their peers, and others interested in their research field. The confirmation will occur in a supportive environment, where there is an expectation that all contributions to the discussion will be respectful in form, and disagreements will be engaged with in a scholarly manner. All participants in the PhD confirmation process are expected to adhere to the QUT Code of Conduct and the Code of Good Practice for Postgraduate Students and Supervisors.

Confirmation milestone provisions require that the student present a public seminar. This requirement means all students have opportunities during candidature to present their work orally and to gain feedback and discussion on their research-to-date. These opportunities are considered a vital part of the research training framework at QUT. Participation by staff, students and others at the seminars is encouraged and welcomed to provide a rigorous and informing experience for researchers in training.

What are the benefits of having a Seminar?

The process is primarily a formative one not a summative one. Broadly the seminar, conducted during the student's program of study, is aimed at improving the quality of the student learning. It enables faculty and community members to engage with the work of the student. The goal of feedback is to inform and impact positively on the student's research design and conduct.

What is the format of the event?

About two to four weeks before the event the student will submit a written confirmation document that will be circulated to the members of the panel asked to review the work. The panel will be asked to comment on the work and to attend the seminar and participate in a discussion with the student after the seminar.

The seminar presentation will usually last between 30-60 minutes (**45 minutes for CIF**) and will be followed by a question and answer session with the seminar attendees. While the presentation must be well structured and informative it is unlikely to be an exhaustive presentation of all that is provided in the written document. The Chair will act as moderator and time keeper.

At the end of the seminar the panel will normally meet separately with the student for further discussion and to provide more complete and explicit feedback. This would be expected to take about 40-60 minutes and include advice on the recommendations the panel will make and the changes expected to the work, if any.

The panel will prepare a written report and make a recommendation regarding confirmation of candidature to the Faculty and Research Degrees Committee based on their deliberations. This will also be provided to the candidate for reference.

How does the Panel assist during the Presentation?

The Panel and particularly Panel Chair have responsibility for managing the framework and conduct of the seminar. They ensure sufficient time is given for the student to present and for the audience to ask questions. Further, they have a role in ensuring that the discussion and scholarly debate of ideas is positive and enabling and that the rigorous interrogation of ideas does not give way to personal, inappropriate questioning or to criticism focussed at the presenter rather than the ideas.

The Chair should at the start of the seminar inform participants who may not be familiar with the format that:

- The purpose of the seminar is to provide useful feedback to the student
- There is a confirmation or thesis document that has informed this presentation
- There will be time given to questions at the end of the presentation
- The work presented is a work in progress and will be informed and guided by the feedback provided by the confirmation/final seminar process.
- The Chair reserves the right to adjudicate to ensure that the session runs smoothly, meets requirements and keeps to time.

The panel should review the QUT Code of Conduct to become familiar with the expectations in terms of behaviour of QUT staff and students in this context. The Panel has a responsibility to the student and university to seek to ensure that the terms of this code are observed during seminars.

What happens if the topic deals with sensitive issues?

It should be acknowledged that the point of research studies is to seek to create new knowledge and that this may challenge existing ideas, values or ideals. Students have a responsibility to ensure that sensitive issues are managed with care giving due consideration of the rights of others.

All participants have a responsibility to listen to the point of understanding and respecting contrasting points of view. The spirit of discussion is intended not to encourage the imposition of beliefs but rather the sharing of disparate views and frameworks that may support the student in their work.

Many projects involve signing an Intellectual Property and/or Confidentiality Agreement; does this affect the format of the presentation?

Where aspects of a student's work are subject to Intellectual Property and/or confidentiality agreements it is for the student and supervisor to prepare the presentation in light of these. In exceptional circumstances,

and only with the prior approval of Research Degrees Committee, seminar participation may be restricted and, as appropriate, participants may be asked to sign confidentiality and/or non disclosure agreements. Where QUT is a party to these agreements the Office of Commercial Services can assist with ensuring appropriate arrangements.

If agreements do not involve QUT the candidate is strongly encouraged to seek independent legal advice. QUT can not give guidance in these matters as there is a risk to the student that their objectivity may be compromised. Limited free legal services are available through the Student Guild.

Many projects involve Ethical Clearance; does this affect the format of the presentation?

Where aspects of the student's work or data are subject to ethical clearance provisions it is for the student and supervisor to prepare the presentation in light of these. In exceptional circumstances, and only with prior approval of Research Degrees Committee, seminar participation may be restricted. For further advice on appropriate arrangements please contact the Faculty Research Ethics Advisor and/or the University's Research Ethics Officer

What will be the outcome of the Confirmation Process?

A key outcome of the process is a recommendation from the Panel to the university's Research Degrees Committee on the confirmation of the candidate's enrolment in the PhD. The process should provide the candidate with feedback and advice on their project. This may involve changes to the project.

Creative Industries Faculty POLICY PhD (IF49) FINAL SEMINAR

1. PhD Candidates should be referred to Final Seminar if their work is deemed to be within three months of submission for examination.
2. Final Seminars will be scheduled on Fridays from 12pm-2pm in Z2-315 on the CI Precinct at QUT Kelvin Grove.
3. The Principal Supervisor together with the candidate is responsible for contacting the CIF Research Office to request a final seminar booking. This is done via Kate Simmonds/Julie Gallant at cif.hdr@qut.edu.au
4. Once a date has been booked, the Principal Supervisor is responsible for proposing the initial composition of the five member Panel and referring this panel to the CIF Research Office before its final make-up is confirmed. The Research Office may suggest additions or changes to this Panel. It should consist of:
 - The supervisory team
 - Panel Chair (allocated by the CIF Research Office)
 - Two external members (including someone who is external to CIF)
5. Three weeks prior to the seminar, the PhD Candidate must send their thesis title and abstract to cif.hdr@qut.edu.au in order to advertise the seminar.
6. As Panel members are required to read a penultimate draft of the whole thesis, hard copies must be submitted no later than **3 weeks prior to the seminar**. **Failure to submit the documents by the due date will result in your seminar being postponed.**
7. The Document presented by the Candidate should be as close as possible to the Document that will be submitted for examination. It is the responsibility of the Candidate to print and bind copies of the Document for each of the Panel members. Electronic copies will not be accepted. Printing and binding can be organised through QUT's Printing Services (QPS). Print jobs can be submitted through their online service at:

<http://www.qpsservices.qut.edu.au/>

QPS can be contacted at:

Room 521, M Block Gardens Point GPO Box 2434 Brisbane 4001	Ph: 3138 4019 Fax: 3138 9167 Email: qps.admin@qut.edu.au
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QPS's online service is very convenient and easy to use. The CIF Research Office will not format, print or bind student documents. These copies should be submitted to the Research Office no later than **three weeks prior** to the Final Seminar date. The Research Office sends the documents to the Panel together with a copy of an email flyer advertising the event.

Please have the hard copies delivered to:

Kate Simmonds/Julie Gallant
Student Support Officers
CIF Research Office

Z6 'The Hub' Room 101a
CI Precinct QUT KG Campus
Kelvin Grove QLD 4059

Students may be able to access some funding from the Faculty to use towards the printing and binding costs. Please submit a [Request for Funding](#) form to Mrs Jenny Mayes. The form can be found on **pages 60-61** at the back of this Handbook or via the following link:

<http://sharepoint.ci.qut.edu.au/research/Research%20Forms/Forms/WebFldr.aspx>

8. The Panel Chair is a faculty representative chosen by the Research Office. It is the Chair's responsibility to ensure that the Seminar adheres to University and Faculty guidelines and that the seminar takes place in a supportive and scholarly atmosphere.
9. The Final Seminar of two hours is made up of :
 - a 45 minute presentation by the Candidate, open to the public
 - 15 minutes of Q&A
 - a 15 minute closed discussion session for the Panel
 - a 15 minute Panel briefing to the Candidate
 - At the close of this session, the Panel and Candidate sign the appropriate paperwork. This is submitted by the CIF Research Office to the Research Students Centre.
10. Within 5 working days, the Panel Chair (the Faculty representative) sends a DRAFT report on the proceedings to the Panel via email. This should contain clear directions as to the work to be undertaken by the Candidate prior to submission. Once panel members approve this report a FINAL copy is sent by the Chair to all Panel members and the Candidate. It is the responsibility of the Principal Supervisor and Candidate to meet and discuss this report.
11. Important points to remember:
 - Electronic copies will not be accepted
 - The 5 hard copies must be submitted to Kate Simmonds/Julie Gallant in the Research Office at least **three weeks** prior to the Final Seminar date. Two weeks prior is not acceptable for a Final Seminar. **Failure to submit the documents by the due date will result in your seminar being postponed**
 - Copies must be bound in temporary, plastic coil binding with a clear front cover and black back cover.
 - The Research Office sends the documents to the Panel together with a copy of an email flyer advertising the event.

The final steps:

Examination

Final submission

Graduation!

Examination

Examination of Creative Practice

If a live performance or exhibition forms part of your MA/ PhD submission, your supervisor needs to work with the Creative Industries Research Office to ensure the examiners are invited to the event. Candidates are not required to meet with examiners at the event. Live performances and exhibitions need to be held in a similar time period to the final seminar.

No more than 3 months can lapse between examination of the exhibition and submission of the thesis for examination.

QUT regulations do state that a copy of the "exegesis in temporary binding" must be submitted to examiners, however, the Faculty will accept a framing report which introduces and contextualises the creative work by outlining the conceptual matters it investigates and sketches a contextual review of the project. This framing report would typically be between 10-15 pages, include a significant bibliography and may incorporate images and other relevant supporting material."

Examiners must receive this framing report AT LEAST seven days prior to the exhibition.

For the complete regulations please refer to page 66 of the Handbook

Nomination of Examiners

Around the time of submission of the draft thesis for examination, it is important examiners for your thesis are nominated.

For MA (Research) candidates, *one internal examiner* and *one external examiner* must be nominated, along with a Reserve examiner that may also be internal.

For PhD candidates, three external examiners must be nominated; two readers and one reserve examiner.

You should discuss with your supervisor a pool of possible examiners. However, as examiners have the right to anonymity, you will not know who the final examiners for your work will be. Supervisors then discuss chosen examiners with the Head of Postgraduate Research Studies for approval.

The Nomination of Examiner form may be submitted to the Faculty Research Office prior to submission of your thesis for examination.

Once you have completed your thesis and durable record in the case of creative works, submit your thesis to the Creative Industries Research Office. Please ensure that you include the *Statement of Original Authorship*, duly signed, in your temporary bound thesis.

Your thesis needs to be lodged with the Research Students Centre **before** the census date in March to avoid re-enrolling in semester 1 of that year. Subsequently, your thesis needs to be lodged with the Research Students Centre **before** the census date in August to avoid re-enrolling in semester 2 of that year.

You must submit 3 copies of your work to the Faculty Research Office. At the time of submitting your thesis, your thesis needs to be accompanied by a *Lodgement of Thesis for Examination Form*. Until this form is lodged and signed, your thesis cannot be sent for examination.

Once all is in order, your thesis is then sent to the Research Students Centre. The Research Students Centre handle all contact with the examiners and you must wait for the examiners' reports. Examiners have 2 months to examine a thesis. While some examiners attack these tasks with enthusiasm and complete them quickly, others take the full 2 months or even longer on occasions. When this happens, it is Research Students Centre who follows up with the examiner and negotiates the delivery of the examination report.

Return of Thesis from Examiners

Once the thesis has been examined and the examination reports are returned to the Research Students Centre (RSC), they are then forwarded to the Faculty Research Office. If an examiner has returned a marked-up copy of the thesis, you will be contacted regarding this as it may be valuable for you to consider the mark-ups provided. Please note, however, that many examiners do not mark the thesis and only provide a report. From here you will be allotted a time period to make your revisions. As a guide, you will have:

- Two weeks – no corrections
- One month – minor corrections
- Three months – major corrections
- One year – resubmission

Once you have made these changes, they need to be approved by your Principal Supervisor and then forwarded to the CIF Research Office for faculty approval.

If you were required to undertake some major changes, you will also need to submit a report to the Faculty advising how the amendments were addressed. This report is also submitted to the examinations section of the RSC.

Lodgement of Final Thesis

Once the amendments have been made and approved, you may go ahead and have your thesis bound. We recommend you make five hard copies of the thesis and one electronic copy on CD/DVD; one hard copy for your principal supervisor, two for yourself (one to lend and one to keep), one for the Faculty's theses display cabinet, and one to be sent to the Research Students Centre for registering. The Research Students Centre will then pass that copy on to QUT's Library. *Please ensure you have SIGNED the Declaration of Original Authorship in your thesis. A Request for Submission of the Final Thesis Form is required to accompany your thesis to the Research Students Centre.*

The thesis must be presented in accordance with the requirements of the QUT Council, including any accompanying declarations and in accordance with the *Requirements for Presenting Thesis*

Submission checklist

To be submitted in person to Kate Simmonds/Julie Gallant, Z6 The Hub Room 101a, ground floor, CI Precinct QUT Kelvin Grove.

- 3 copies of your final thesis (signed)
- 1 electronic copy of your thesis on CD
- 1 signed *Request for submission of final thesis form*
- 1 report addressing the examiners recommendations (if you had Major changes)

Thesis Proof Reader

Ms Melissa Giles
Phone 0405 494 245
mk.giles@student.qut.edu.au

Thesis Editors

Write Touch
Phone (07) 3353 1383
Mobile 0409 615 426

dscot13@bigpond.net.au

Tovenews Pty Ltd
Phone (07) 3735 3595
s.jarvis@griffith.edu.au

Thesis Binding

QUT Printing Services (QPS) at Kelvin Grove or Gardens Point can arrange to have your thesis sent to the Milton office to be bound. Providing you have the necessary funds remaining in your research support funds, an account code can be given to them so you won't need to worry about payment. See the RHD Student Support Officer for further information.

You can submit your thesis online at: <http://www.qps.qut.edu.au/requisition/>

QPS provides a thesis binding service. QPS can also print (black/white and colour) and arrange binding of final thesis copies.

Preliminary thesis copies can be printed and bound in much the same way as the regular copying and binding or QPS jobs. Copies may be comb, thermal or cloth bound.

Final thesis copies must be case bound to exact standards, including embossed gold or silver text for the cover and spine.

Thesis can be submitted at service centers on campus or in person to Milton Printery, thesis binding has a turn around time of five working days. When submitting a thesis we require you to fill out a requisition form either online or hardcopy with an electronic file (PDF preferred) of the thesis.

Contact QPS via printingservices@qut.edu.au or phone 3138 4019 for a quote or to discuss your requirements.

NOTE: To fill out a form online, you are required to enter an account code – please contact Kate Simmonds or Julie Gallant via cif.hdr@qut.edu.au or 3138 3716/3138 3799 for this number. Alternatively, Jenny Mayes (j.mayes@qut.edu.au) or 3138 3728 can assist.

Other recommended final thesis binding service providers:

Able Bookbinding
46 Latham St, Chermside QLD 4032
ph: (07) 3359 0931

F & R Pohlmann
Pty Ltd
Master Bookbinders
Lot 10, Sutton Court
Camp Mountain, QLD, 4520
ph: (07) 3289 1459
fax: (07) 3289 1459

Manson Leather
2/15 Virginia St, Virginia QLD 4014
ph: (07) 3865 3555

[Yellow Pages](#) – search under Book Binders

Transcription Services

Jean Bowra
Phone 0405 021 802
Email j.bowra@qut.edu.au

eScribe Digital Transcription Services
Email: info@escribe.com.au
Web: www.escribe.com.au

OutScribe Australian transcription service
Phone: 08 8121 2062
E-mail: annette@outscribe.com.au
Web: <http://www.outscribe.com.au>
[Yellow Pages](#) – search under Transcription Services

Award of Degree and Graduation

Congratulations on completing your Research Higher Degree!

Graduation Ceremonies & Information

<http://www.studentservices.qut.edu.au/grad/ceremonies/>

Graduation Citation Requirements (for PhD Students)

http://www.rsc.qut.edu.au/pdfs/examinations/Guidelines_for_Graduation_Citations.pdf

Alumni

<http://www.qut.edu.au/commun/alumni.jsp>

Careers and Employment

<http://www.careers.qut.edu.au/>

Appendix

CI Faculty Forms

Research Equipment Request Form (Equipment Loans Centre)	Page 59
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Renewal/Request for Office Space	Pages 62-63
Long-term laptop loan scheme	Page 64
Short-term laptop loan scheme	Page 65

CI Faculty Policy on Examining Creative Works

Page 66

Research Equipment Request Form

Submit your completed form to the Equipment Loans Centre, Rm 103, Z6 The Hub, CIP between 9am and 5pm Monday to Friday. All requests must be received 72 hours in advance of proposed collection date to guarantee your request is considered in time

Project Details	Name of Project:		
Please provide a brief description of your Research Project.			
Please List the Equipment that you Require (NOTE all equipment will be subject to availability and use of some high end production equipment may require proof of your experience)			
Date/Time to be collected	Date/Time to be returned	Where will the equipment be used/stored?	
Will you require ongoing access to this or other equipment? (Please attach a production schedule)		Total Expected Quota (hrs)	Project End Date

Support from Project Supervisor	
<i>I have discussed the project requirements and objectives with the applicant, and have assessed the request for resources outlined above. I believe that use of CIF resources for this project accords with QUT's MOPP and the Creative Industries Faculty's Asset Management guidelines and accordingly support the request. I acknowledge that this use of resources, including repair costs, may be attributed to the applicant's Discipline/Portfolio cost centre, in Faculty reporting.</i>	
Signature	Date
Project Supervisor's Name	Contact phone number
Additional Comments	

Technical Services Use Only

Receiving Officer's Name	Receiving Officer's Signature	Date
Authorising Officer's Name	Authorising Officer's Signature	Date
Other Comments/Recommendations		Reservation made in Web Checkout?



CREATIVE INDUSTRIES FACULTY RESEARCH OFFICE

**REQUEST FOR FUNDING OR FACILITIES TO SUPPORT
POSTGRADUATE RESEARCH**

INSTRUCTIONS

- Before completing this form refer to the Policy on Funding in the Postgraduate Student Handbook
- Read the [Student Travel Guidelines](#) prior to making any travel arrangements
- This form **MUST** be completed for any reimbursements. All supporting documentation and original receipts need to be supplied with this request application
- Candidate to complete and sign section 1 and then submit the form to their Principal Supervisor for approval
- Principal Supervisor to complete section 2 then submit form to: Creative Industries Resources Team, Z4 The Hut, Level 1, Kelvin Grove

SECTION 1 TO BE COMPLETED BY STUDENT ONLY

Given Name/s: _____

Surname Name: _____ Student Number: _____

Address: _____

_____ Postcode: _____

Telephone: _____ Mobile: _____

COURSE DETAILS

Course Code: _____ Course Title: _____

Mode of Study: Full Time Part Time

Principal Supervisor: _____

Associate Supervisor/s: _____

Date	Details of Request for Funding or Facilities	Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Candidate's Signature: _____ Date: _____

SECTION 2 TO BE COMPLETED BY SUPERVISOR ONLY

Tick appropriate box:

I Approve the above Request

I have notified Student of decision

I Reject the above Request

I have not notified Student of decision

Supervisor's Signature: _____ Date: _____

Additional Comments:

REQUEST FOR HDR DESK SPACE

Personal and Candidature Details:

Name:		Phone Number/s	
Email Address:			
Student Number	Course:	PhD <input type="checkbox"/>	Masters <input type="checkbox"/>
		F/T <input type="checkbox"/>	P/T <input type="checkbox"/>
Supervisor's Name			
Course Start Date/..../20...	Proposed end date/..../20....

Desk:

<i>Preferred Location:</i>			
K Block level 5	<input type="checkbox"/>	K Block Level 3	<input type="checkbox"/>
Z2-204	<input type="checkbox"/>	H220	<input type="checkbox"/>
L221	<input type="checkbox"/>	L222	<input type="checkbox"/>
OD	<input type="checkbox"/>	(401,402, 403, 404, 405, 406)	
I will be using my desk 4 days per week		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "No" please provide details of anticipated usage			
.....			
If you will be working off-campus, please indicate the period of absence from your desk <i>(include details of absences for conferences, field work, leave of absence, working from home etc)</i>			
.....			

Computing Requirements:

Standard Desktop PC	<input type="checkbox"/>	Other (Provide details).....
Details of special software required for project		
(Note: Laptop request forms are available in the Postgraduate Handbook http://www.creativeindustries.qut.edu.au/research/students/attachments/2010-Postgraduate_Research_Student_Handbook.pdf		

.....
Signature

.....
Date

Return completed form to j.mayes@qut.edu.au, or deliver/mail to Room 202, Z4, CI Precinct, QUT

Research Office Use:			
Desk Allocated	Yes	<input type="checkbox"/>	Date.....
Student advised	Yes	<input type="checkbox"/>	Date
Notes			



CREATIVE INDUSTRIES FACULTY RESEARCH OFFICE

**REQUEST FOR FUNDING OR FACILITIES TO SUPPORT
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INSTRUCTIONS

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- Read the [Student Travel Guidelines](#) prior to making any travel arrangements
- This form **MUST** be completed for any reimbursements. All supporting documentation and original receipts need to be supplied with this request application
- Candidate to complete and sign section 1 and then submit the form to their Principal Supervisor for approval
- Principal Supervisor to complete section 2 then submit form to: Creative Industries Resources Team, Z4 The Hut, Level 1, Kelvin Grove

SECTION 1 TO BE COMPLETED BY STUDENT ONLY

Given Name/s: _____

Surname Name: _____ Student Number: _____

Address: _____

_____ Postcode: _____

Telephone: _____ Mobile: _____

COURSE DETAILS

Course Code: _____ Course Title: _____

Mode of Study: Full Time Part Time

Principal Supervisor: _____

Associate Supervisor/s: _____

Date	Details of Request for Funding or Facilities	Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Candidate's Signature: _____ Date: _____

SECTION 2 TO BE COMPLETED BY SUPERVISOR ONLY

Tick appropriate box:

I Approve the above Request

I have notified Student of decision

I Reject the above Request

I have not notified Student of decision

Supervisor's Signature: _____ Date: _____

Additional Comments:

SECTION 2 TO BE COMPLETED BY SUPERVISOR ONLY

Please tick the appropriate box	
<input type="checkbox"/> I Approve the above request and I have notified the student of my decision	
<input type="checkbox"/> I Reject the above request and I have notified the student of my decision	
Supervisors signature:	
Date:	
Additional Comments:	

HDR LAPTOP COMPUTER SUPPORT SCHEME

Student Name Supervisor:

Student No Course IF49 KK51 Are you currently enrolled? Yes No

Rationale for laptop computer.

What aspects of your study program require a laptop computer?

What would be the consequences if you are not supplied with a Laptop?

What tasks/activities do you need to achieve with the laptop? (i.e. video editing)

Comments, feedback and suggestions are
welcome!

Please contact Kate Simmonds or Julie
Gallant via cif.hdr@qut.edu.au