



HIGHER DEGREE RESEARCH

**Master of Business Research &
Doctor of Philosophy**

**HANDBOOK
for
STUDENTS and SUPERVISORS**

2020

INTRODUCTION

This handbook has been compiled to aid higher degree research (HDR) Students at Australian National Institute of Management and Commerce (IMC) and their Supervisors. The objective is to ensure that both students and supervisors receive optimal support in their research supervision and training activities.

The information, Policies and Procedures referred to in this Handbook are aligned with:

- Australian Code for the Responsible Conduct of Research (the Australian Code) (2018) is a code developed by the National Health and Medical Research Council and Universities Australia ([file:///C:/Users/IMC%20IT/Downloads/The-australian-code-for-the-responsible-conduct-of-research-2018%20\(1\).pdf](file:///C:/Users/IMC%20IT/Downloads/The-australian-code-for-the-responsible-conduct-of-research-2018%20(1).pdf)).
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code, 2018).

All policies, procedures and forms relevant to HDR Candidature are available on the IMC website or from the research administration team research@imc.edu.au

The research administration team will provide other relevant materials at an orientation and induction session, to be arranged with the Chair of HDRSC and Dean of School. The research administration team can be contacted through research@imc.edu.au

The *Higher Degree, Research and Scholarship Committee* (HDRSC) oversees the delivery and management of the HDR Program.

GETTING STARTED

Your application for HDR Candidature will be assessed by the HDRSC prior to approval of your probationary candidature (refer to IMC's *Higher Degree Research Admissions Policy*). The HDRSC will oversee the appointment of supervisors (refer to IMC's *Higher Degree Research Supervision Policy*), and subsequent progression to the confirmation of candidature and other matters including progress reports and the submission of the Thesis for Examination (refer to IMC's *Higher Degree Research Confirmation of Candidature and Progression Review Policy and Procedure* and IMC's *Higher Degree Research Assessment and Assessment Appeals Policy*).

The HDRSC must be informed if there is any change to residency status, enrolment variation, variation of supervisors, or difficulties in progress. The research administration team will provide appropriate forms and/or advise on necessary actions to facilitate this requirement.

FIRST CONTACT

The first step after enrolling at IMC is to make contact with the research administration team to arrange a meeting with the Chair of the HDRSC and to arrange participation in an Orientation and Induction session. There will be discussions concerning the proposed research project and the selection and appointment of appropriate supervisors before and during your coursework component of the award.

The student, Chair of the HDRSC and supervisors need to sign the Research Degree Supervisor Agreement (Appendix 1). The student and research administration team should each retain a copy. The agreement at Appendix 1 is an example that should be adapted as agreed between student and the supervisors and agreed to by the Chair of the HDRSC. The originals should be forwarded by the research administration team to IMC's Admission Officer within two weeks of commencement of candidature.

STUDENT/SUPERVISOR RELATIONSHIP

The supervisors and other qualified staff will provide guidance to the student throughout the student's research, including coursework and thesis.

The supervisors will introduce students to the broader research scholarly community and bring to their notice opportunities to attend national and international symposia and conferences and to encourage preparation of presentations and research articles, particularly during the thesis phase.

To ensure that students get the most benefit from their supervisors the relationship will be professional.

MINIMUM FACILITIES

The minimum facilities to be provided to students are outlined in IMC's *Guidelines on Minimum Resources for Higher Degree Research Students*.

Students should contact their principal supervisor and/or the research administration team research@imc.edu.au for further assistance in regard to these facilities.

STUDENTS' AND STAFF RESPONSIBILITIES

When students sign their enrolment, they are signing an agreement to be bound by the *Australian Code for the Responsible Conduct of Research*, IMC's *Code of Conduct for Research*, IMC's *Human Research Ethics Policy*, IMC's *Student Academic Integrity Policy*, and all other relevant Policies, Procedures and Codes of IMC. Students who breach Codes, Policies or other responsibilities as prescribed, may have their candidature suspended or terminated.

Students should conform to acceptable standards of behavior and respect the rights and responsibilities of all IMC employees and fellow students. They must comply with Occupational Health and Safety policies and the Safety and Security requirements of at each of IMC's campuses.

Students must maintain regular attendance at 'coursework' classes and regular communication (as set out in Appendix 1) with their supervisors, including meeting at least one (1) hour every two (2) weeks during the 'thesis' phase of their enrolment, or as agreed in writing by the supervisors and the student and approved by Chair, HDRSC.

The supervisor will acknowledge emails within 48 hours and respond within 5 working days. Students will be advised by a supervisor in advance of leave so that supporting arrangements can be made. Supervisors must ensure that all administrative requirements are met in a timely manner.

Students must maintain the progress of their research work in accordance with the agreed stages, and to conduct their research in accordance with IMC's *Human Research Ethics Policy*.

Students must ensure that all data are recorded in a durable and appropriately referenced form and stored safely for a period of not less than 7 years from the date of the final thesis submission (refer to IMC's *Research Materials and Data Management Policy* and the related *Location of Research Data Form*). Students should speak to their supervisors about this matter.

Ultimately, candidates must accept sole responsibility for the academic quality of the submitted thesis, and for its eventual success or failure.

Students have a responsibility to keep themselves informed about the appropriate complaints and appeals processes. These will be explained during the Orientation and Induction Session.

Failure to meet satisfactory performance expectations *will be prima facie grounds* for a review of the student's (or supervisor's) performance. The Supervisor will inform the Chair of the HDRSC of the need for such a review. Reasons for failure to meet satisfactory performance requirements will be recorded and should be communicated to the student in writing. Remedial actions to address the failure to meet satisfactory performance will be recorded and approved by the Chair of the HDRSC. There will be a minimum of three reviews of thesis progress: at "confirmation", at the mid-candidature and pre-submission stages. Additional reviews may be conducted where progress is delayed or deemed unsatisfactory by the Principal Supervisor and when approved by the Chair of the HDRSC.

ROLES OF SUPERVISORS

It is the job of the HDRSC and the Chair of the HDRSC to ensure that supervision is available at the commencement of candidature. To be appointed as a Supervisor, those eligible must be listed on the *Register of Higher Degree Research Supervisors* (refer to IMC's *Higher Degree Research Supervision Policy*).

Two Supervisors are to be appointed per candidate, one Principal, the other Associate supervisor. If necessary adjunct appointments can be made to either or both levels of supervisors. They will sign a contractual agreement with the institution as well as with the candidate (see Appendix 1).

The Supervisors will:

- be familiar with the rules governing candidature, and the standards for the Master of Business Research and/or Doctor of Philosophy degrees;
- be familiar with current research in the disciplinary areas relevant to the topic of the supervised research;
- be sensitive to disabilities of students (physical, learning etc.);
- maintain effective, regular contact with the candidate, as agreed early in the candidature.
- request written work from the candidate at regular and reasonable intervals, in consultation with the other supervisor/s;
- return such work with constructive criticism within one month; comment critically and constructively and in reasonable time on the drafts of the thesis; and recognise that the best supervision requires that higher degree research candidates begin writing early in

their candidature.

- provide feedback to the candidate and the other supervisor/s promptly and advise the candidate of any modifications to the schedule of work suggested by the monitoring.
- remind the candidate of the need to follow ethical practices as laid down in IMC's *Human Research Ethics Policy* and as specified by the HDRSC.
- be alert to personal problems and circumstances that may beset the candidate, without being unduly intrusive, and be acquainted with the system of pastoral care available.
- be prepared to relinquish supervision if, in the opinion of the Chair of the HDRSC, it would be in the best interests of successful candidature.
- agree with the candidate and the other supervisor/s on the nature of any inspections of research apparatus, field trials or field sites that may subsequently be used to evaluate and monitor the candidate's progress;
- ensure that the candidate is aware of the consequences of inadequate progress or of standards below that generally expected; identify the problems in consultation with the candidate and the other supervisor/s, and suggest ways of addressing them;
- ensure that the candidate is trained in safe working practices relevant to the field of research and of the Occupational Health and Safety Policy;
- encourage the candidate to prepare papers for peer reviewed publication or for presentation at conferences during the course of their candidature or as may be required by their chosen thesis approach;
- ensure that agreement is reached between the candidate and the supervisors concerning shared authorship of publications and acknowledgment of contributions during and after candidature;
- conduct all aspects of supervision in accordance with equal opportunity principles, in an atmosphere free of threat or harassment, and with sensitivity to diversity;
- co-operate with the Chair of the HDRSC in finding alternative supervision if required, and make available to any appointed alternative or additional supervisors, all records on supervision of the candidate and of progress in the candidature; and
- ensure that candidates receive quality supervision by:
 - respecting the rights of the students as well as those of other supervisors who may be involved with the student's research;
 - acceding to reasonable requests by their students;
 - treating all students under their supervision equitably, with due attention to health and safety, ethics, and intellectual property;
 - making clear to candidates the names and responsibilities of their assigned supervisors;
 - being sensitive to special needs of gender, culture and language without prejudicing the academic requirements of the award;
 - ensuring that supervisors are familiar with regulations governing candidature and standards acceptable for the award;
 - making available sufficient time and meeting regularly with students and each other to discuss the progress of the candidate's research program, and regularly report upon such progress to relevant committees; and
 - monitoring progress of students.

PARTICULAR RESPONSIBILITIES OF PRINCIPAL AND ASSOCIATE SUPERVISORS

Particular roles of the **Principal Supervisor** are to:

- guide the candidate towards effective conduct of the research and candidature, by discussing with the candidate:
 - the nature and standard of research appropriate to the degree;
 - the choice of an appropriate research topic;
 - the time, assistance, funds and material resources available for the research, and means for acquiring these; and
 - the planning of an effective program for research, analysis, writing and preparation.
- ensure the candidate undertakes the Confirmation of Candidature process in accordance with the current policy;
- maintain effective, regular contact with the Associate supervisor/s to monitor the candidate's progress and coordinate communication with the candidate;
- maintain communication with the Higher Degrees, Research and Scholarships Committee on the candidate's work and progress;
- keep records of the candidate's work, accounts of progress, and problems in candidature adequate for another supervisor to take over supervision if necessary;
- consider the availability of a field of examiners at least 3 months before the thesis is submitted and comply with IMC's Policies regarding thesis submission;
- comment promptly and constructively on successive drafts of the thesis in consultation with the Associate supervisor/s; and, at the time of submission, certify that the thesis is properly presented, conforms to regulations, and is fit for examination;
- advise the candidate if further work seems necessary at this stage, without preventing the candidate from submitting the thesis. If a thesis is submitted against the advice of the Principal Supervisor, that person is entitled to forward a report to the HDRSC detailing their concerns about the thesis. This report will be available to the candidate but not to the appointed examiners.

It is the particular responsibility of **Associate-supervisors** to:

- maintain an agreed level of communication with the Candidate and the Principal Supervisor;
- provide support for the Candidate and Principal Supervisor through input on the effective conduct of the candidature, such as: the planning of an effective program for research, analysis, writing and thesis preparation; the time, assistance, funds and material resources available for the research, and means for acquiring these; the provision of complementary academic expertise, such as specialised knowledge of a particular technique or sub-area of study; and act, by default, as the Principal Supervisor in the event of that person's absence for any reason (except where the Associate-supervisor is an Adjunct appointment, in which case a replacement internal supervisor must be appointed).

Collectively, it is important to also note that:

- It is expected that the Principal Supervisor will maintain close consultation with the student and Associate supervisor/s throughout the period of candidature.
- The Associate supervisor has an important supportive role to play and should be

present, where agreed, at meetings arranged between students and their supervisors.

- Supervisors should communicate to international students the members of administrative staff designated to be their official point of contact when issues or critical incidents arise that need resolution;
- Supervisors must make clear to students the complaints and appeals processes as outlined later in this handbook;
- Supervisors need to be aware of restrictions that apply to extending, withdrawing or suspending a student's candidature, as doing so may affect the student's visa conditions;
- Students should be aware of the requirements relating to the regular assessment of student progress;
- Supervisors must report as early as possible to the Chair of the HDRSC if students are at risk of not meeting their course requirements. This can be done in the progress reports and/or by separate communication. Intervention strategies will be put in place where 'at risk' students are identified.

Also see IMC's *Higher Degree Research Supervision Policy*.

CHANGE OF SUPERVISION ARRANGEMENTS

Reasons why supervision may change during candidature include: resignation of a supervisor, retirement of a supervisor, or a supervisor going on extended leave. In these cases, IMC will attempt to provide an alternative supervisor from within. If this is not possible, IMC will attempt to recruit the services of a suitably qualified person from another institution or assist the student in changing their candidature to another university.

If a student desires a change of supervision, it is usual for the student to discuss the request with their Principal Supervisor in the first instance. If the student is unable to discuss his/her request with the Principal supervisor, or if there is no agreement between student and Principal supervisor, the situation should be discussed with the Chair of the HDRSC. Allocation of supervisors remains the responsibility of the Chair of the HDRSC, and thus no change in supervisor is possible without the approval of the Chair of the HDRSC. In the case where the Chair of the HDRSC is the supervisor, then the role will be undertaken by the Provost.

Where a change of supervisor is approved, a *Change of Supervision form* (available from the research administration team), signed by the newly appointed supervisors, and the Chair of the HDRSC must be submitted to the research administration team.

DISPUTES BETWEEN STUDENTS AND SUPERVISORS

Relationships between students and supervisors vary widely and sometimes disputes occur. Undertaking a research degree is not easy. There are times, such as during the final writing up of a thesis, where the pressure on the student/supervisor relationship may be at its greatest. These times may cause such stress that a student contemplates withdrawing from their thesis rather than continuing. As already indicated, there are many sources of assistance available that can help overcome such problems.

It is suggested that students and supervisors try to discuss their issues and come to an agreed solution. If this does not produce the desired result and mutual agreement, there are sources of assistance available. First, the Chair of the HDRSC must be informed and provide assistance. Many of the issues students and supervisors encounter will have been dealt with

previously by the people in the support service areas, usually with positive outcomes.

A dispute may arise when either a student or supervisor calls into question the work undertaken by another student or supervisor. The Chair of the HDRSC must be informed and provide assistance.

If needed, independent advocacy is available for HDR students. Contact the Research Services Administrator concerning support services and relevant policies.

GRIEVANCE PROCEDURES

Grievance procedures need to be understood by candidates and supervisors. The procedures available to higher degree research candidates are intended to prevent deterioration in the student-supervisor relationship, to the point of jeopardising successful completion by the candidate.

A grievance can be notified by:

- (a) a candidate;
- (b) a supervisor/s; or
- (c) fellow students or staff.

In the first instance the complainant should speak to the other parties, describing the cause(s) for dissatisfaction, and seek informal resolution.

Failing resolution informally, formal **complaint resolution** mechanisms are available. Students may lodge a formal complaint form to complaints@imc.edu.au, which will refer the matter to the Student Grievance Committee. The Student Support Officer (or delegate) will provide support, assistance and advice. Information regarding the conditions and strategies for lodging a formal grievance, along with the processes involved in the consideration of the grievance and follow-up actions, is provided in *Student Complaints and Appeals Policy and Procedure* and Procedure of Section 4.3 and Section 4.6.

External Mediation/Dispute Resolution may be accessed by the student. Clear information is provided to the student about this phase.

SCHOLARSHIPS

Information concerning scholarships is available on the IMC website.

Information about extension of Scholarships and suspension of scholarships should be discussed with the Student Services Administrator, and the decision will be made by Chair of the HDRSC.

EMPLOYMENT WHILST STUDYING

Candidates should discuss this matter with their Principal Supervisor and the research administration team. For international students, visa conditions should be clearly understood and complied with.

GETTING ORGANISED

Students will be advised of the details of support services during the Induction Sessions. The details concerning minimum facilities will be outlined in the policy.

LIBRARY RESOURCES

The Principal Supervisor or the Librarian will detail the resources available to students during the Induction Session. All databases can be accessed on and off-campus.

ACADEMIC SKILLS

Information will be outlined during the Induction Session. Academic Workshops will be provided to all students.

SUBMISSION OF THESIS AND EXAMINATION

IMC's *Higher Degree Research Assessment and Assessment Appeals Policy* explains the thesis submission and examination process.

INTELLECTUAL PROPERTY

Students have both moral rights and ownership of the intellectual property contained in the thesis developed during their candidature unless there is a pre-existing IP agreement between the candidate and supervisor(s) and third parties. Such agreements will be verified and, if necessary, updated promptly.

Such IP agreements will be held with Student Support Services and also on the student's file. Such agreements will recognize Background IP.

In general, students should not assign Confidentiality or Copyright to third parties. The student should assign any Confidentiality and Ownership of IP agreements only after they have been advised to obtain independent legal advice for which IMC Education will pay.

Any delays in publication of thesis that arise from any confidentiality agreements should be limited to a maximum of two years from the date of submission.

Publications which result from the student's higher degree research candidature at IMC should show IMC as the student author's affiliation.

PROBATIONARY CANDIDATURE

See IMC's *Higher Degree Research Confirmation of Candidature and Progression Review Policy and Procedure*.

PROGRESS REPORTING DURING CANDIDATURE

In addition to regular meetings and exchange of email correspondence regarding progress, written reports will be produced by the candidate at "confirmation", mid candidature and final "pre-submission" stages. (See Appendix 1). A template for such reports will be available from

the Research Services Administrator. The reports are to be counter-signed by the Supervisor and submitted to the Chair of the HDRSC for consideration. Demonstrated lack of progress will have consequences. Support mechanisms and remedial plans will be implemented under the direction of the Chair HDRSC. After the implementation of support and remedial plans, continued failure to achieve satisfactory progress will result in the candidate being invited to 'show cause' as to why their candidature should not be terminated (see the following section on Intervention Strategies).

INTERVENTION STRATEGIES

Each student's progress will be monitored throughout their program of study. Conditions regarding required coursework that are unmet within set timeframes may raise concerns that lead IMC to determine a student is at risk of not progressing. Additionally, a student's principal supervisor may submit reports on progress to the HDRSC at any time.

Where any concerns are identified, an intervention strategy may be implemented. Strategies for assisting students at risk could include, but are not limited to, the student:

- attending academic skills programs;
- receiving individual case management;
- attending counselling;
- receiving assistance with personal issues which are influencing progress;
- receiving mentoring;
- being placed in a suitable coursework module; or
- a combination of the above.

An intervention strategy may be activated by:

- a letter to the student;
- an approved extension to candidature;
- personal contact with the student by a suitably authorised staff member.

In certain circumstances conditions may be placed on a student's continued candidature. This may be initiated by the Dean of School or the Chair of the HDRSC and constitutes an intervention strategy. Conditions may take the form of a more structured program of study with set goals and targets with timelines against which progress can be monitored. Failure to meet these set goals against timelines may result in a student being required to show-cause to the HDRSC at the conclusion of their current enrolment period. Any formal conditions of candidature will be provided in writing and progress monitoring meetings may take place with nominated people. If a student is identified as being at risk of not progressing, he or she is expected apply themselves with a strong commitment to the intervention strategy.

An intervention strategy must be implemented for International students who are deemed to be at risk of not meeting course progress requirements. Other students may also be subject to intervention strategies.

CHANGE IN THESIS TITLE / RESEARCH TOPIC

To change their thesis title or research topic a student needs the principal supervisor's written approval.

RESEARCH INVOLVING HUMANS

Students must obtain appropriate Human Research Ethics Approval (see IMC's *Human Research Ethics Policy*). Students and their supervisor(s) should discuss the needs for ethics approval as early as possible in the candidature.

RESEARCH ON LAND REVERTED TO TRADITIONAL CUSTODIANSHIP

Candidates should be prepared to negotiate appropriate agreements with relevant Aboriginal or Torres Strait Islanders. Agreement must be reached that protects the rights of the traditional custodians.

VARIATIONS OR WITHDRAWAL FROM CANDIDATURE

Issues may arise that require changes to candidature. This may include suspension or extension of candidature or terminal withdrawal. Where scholarship and visa provisions allow it, students may apply to switch between part-time and full-time enrolment after having given reasonable notice.

Applications for extensions, suspension or changing to part-time enrolment are not automatically approved. They should all be made in writing to the Chair of the HDRSC detailing the justification for consideration.

RESEARCH STUDENT WELLBEING

Physical and mental health play a significant role in your research success. At IMC, we provide academic and personal counselling and support and services for research students.

INDIVIDUAL COUNSELLING

It is important for you to know that you are not alone in dealing with the pressures you may face as part of your studies. All members of the IMC team are willing to offer guidance and support if required. Our Senior Student Service Manager and the Academic and Administrative teams have an open-door policy and are willing to talk to you about any matters you may be facing.

Student services can assist students with issues including but not limited to:

- Personal/cultural problems, such as stressful circumstances or emotional issues which interfere with your studies
- Financial problems which may prevent you meeting your educational or living expenses
- If you think you may have chosen the wrong course
- Decision making, interpersonal issues and personal behavioral patterns
- Incidents of harassment or discrimination
- Incidents of sexual harassment or sexual assault
- Adjustments to your studies
- Guidance on future career pathways and academic progress
- Guidance on mental health and life coaching

Individual assistance is available for students in need of specialised counselling. Please feel free to contact Student Services Office via counselling@imc.edu.au or just drop by.

MENTAL HEALTH

Good mental health is essential for all students to achieve their academic success. Many people experience mental health difficulties. It is quite common that students experience psychological distress or mental health difficulties, such as acting inappropriately or in disruptive ways; exhibiting aggression and disrespect and so on. Mental health difficulties can significantly reduce a student's capacity to meet their course requirements, it can also highly impact their personal lives throughout all aspects. The institute has various activities to promote mental wellbeing and facilitate a healthy student's life cycle, such as Stress-Free Week before the exams each semester. If you need any assistance, or you would like to just chat to someone about your situation, please do not hesitate to drop into Student Services. Our staff can listen to your story and give you support if you need, including hot tea, chocolate and a hug. If you need immediate external support and intervention, please contact Lifeline on 13 11 14. More information can be found on their website: <https://www.lifeline.org.au/>.

You can also get help for emergencies from the following resources:

- NSW Mental Health Line: 1800 011 511
- Prince of Wales Emergency Department: 02 9382 2222

SAFETY

It is important to be aware of potential dangers and risks whilst travelling around Sydney. Be mindful of avoiding empty and badly lit places, especially at night. Walk with a friend or stay with a crowd and avoid empty train carriages. Be aware of your surroundings at all times, and make sure that you can access assistance if necessary.

For more personal safety tips and crime prevention, you can visit the safety page of City of Sydney via:

- www.cityofsydney.nsw.gov.au/community/safety/crime-prevention/what-you-can-do
- <http://insiderguides.com.au/staying-safe-essentials/>

These guides are available in many languages. These safety tips cover household safety, car security, personal safety and fire safety. We want your time at the institute to be a rewarding, safe and educational experience. We operate a 24/7 security camera in the Bay 3 common area. For more safety information, please refer to <https://www.imc.edu.au/current-students/student-services/safety> South Eveleigh Security

ROAD SAFETY

All road users in NSW should be able to arrive safely at their destination.

In Australia we drive on the left side of the road and walk on the left.

For road safety tips refer to

<http://www.rms.nsw.gov.au/roads/safety-rules/road-safety.html>

FIRE SAFETY

The first priority in any fire situation is safety of life.

Smoke kills. Do not place yourself at risk.

If there is a fire/smoke in South Eveleigh, please follow the following the procedure:

Remove yourself and others from danger;

Make a final check of the room and shut the door;

Raise the alarm;

Follow the instructions by fire wardens;

Commence evacuation and move to the evacuation assembly area.

Always remember, if there is emergency call 000 (Police, Ambulance and Fire). You can also find the institute's Critical Incident Policy online: <https://www.imc.edu.au/about-us/policy-register>

Further emergency contacts for dealing with critical incidents are provided below:

Victims of Crime Support Line: 1800 633 063

Crime Stoppers: 131114

Alcohol and Drug Counselling: 02 9361 8006

NSW Rape Crisis Centre: 1800 424 017

Eastern and Central Sexual Assault Services: 02 9515 9040

Crisis Service-ask for afterhours crisis workers: 02 9515 6111

Please note, if you encounter difficulty or danger and need support from the institute, please do not hesitate to ask us. Our staff is here to support you, help you study and to live safely while in Australia.

CYBER SAFETY

SPAM EMAILS

If you receive an email from someone you do not know and the subject line seems a bit strange, you may have received a Spam email. Here are a few tips to help you pick up whether you have come across Spam:

The email may be advertising something;

The email is making offers that you weren't expecting;

There are misspelt words in the subject line and/or throughout the body of the email;

The mail may be in a different language; or

The email is announcing that you have won a prize or contest that you don't recall signing up for.

PERSONAL INFORMATION

Your personal information may include your passwords, tax file number, contact details or any kind of information that you would reasonably not want in somebody else's hands. Such information can be used to identify you and if in the wrong hands could lead to issues such as identify theft. It is important that you do not disclose your personal information to parties that you

do not know or trust online through social media, emails or through any other online modes of communication. The institute does not accept any responsibility for the misuse of your personal information that you may provide an unauthorized party that is not connected to the institute while using your student emails and facilities.

WEBSITE DANGERS

Certain websites may have harmful programs or viruses that may damage your computer or steal your personal information. It is important that you are vigilant while surfing the web. Here are a few tips to help you identify problem sites:

Avoid websites that encourage you to click on a link to download or save a file;

Avoid websites that are threatening, hurtful or contain adult content;

Avoid websites that ask for your personal information; and

Avoid websites that have popups and advertisements attached to it.

The institute has the highest quality firewall and virus protection in place to protect you while using the Internet and your personal information. The institute accepts no responsibility if you visit a site that is clearly dangerous from your personal system and effectively pass on viruses or malware to your peers.

CYBER BULLYING

Cyber bullying is when a person uses the internet to threaten, intimidate, embarrass or put down others.

If you think you are the victim of cyber bullying or the attack is by another student or staff member and you become overwhelmed, please talk to the Student Services Manager for further advice. If you witness cyber bullying, please help the institute to promote a safe online environment for its student and staff and assist the victim where possible. The institute encourages you to report such behavior so that we may respond appropriately. If possible, please save evidence of the alleged conduct in the event that the Student Services Manager needs to conduct investigations.

If a student is found to have engaged in cyber bullying, the institute will not tolerate such behaviour and this will likely attract penalties and sanctions under the Student Code of Conduct.

GENERAL SUGGESTIONS

- Always have virus protection on your computer that is regularly updated;
- Ensure that the software on your computer is regularly updated so that you do not lose any important assignment or work; and
- If you need any assistance or further information regarding your IT matters, please send an email to itsupport@imc.edu.au.

PREVENTING SEXUAL ASSULT AND SEXUAL HARASSMENT

At IMC, we want to ensure students stay safe and enjoy their time here in Australia. IMC is committed to preventing, correcting, and disciplining incidents of unlawful harassment and violence, and to providing support to all students.

If you are in danger, please always call the emergency contact **000 for police, fire, or ambulance**.

If you want to report sexual assault/harassment regarding an IMC student/staff, you can lodge your formal complaint via complaints@imc.edu.au

If you need counselling service, you can also send email to counselling@imc.edu.au or come to the Student Services Office to get support.

If you need any further information on this matter, please do not hesitate to contact us via studentservices@imc.edu.au

Counselling and support services outside IMC are available to all students in NSW and many of them are 24/7:

NSW Rape Crisis Centre: 24/7 hotline and online counselling service
1800 424 017
www.nswrapecrisis.com.au

1800 RESPECT Line: 24/7 sexual assault, harassment and domestic violence counselling service
1800 737 732
www.1800respect.org.au

NSW domestic violence line: 24/7 state-wide telephone crisis counselling and referral service for women and persons who identify as female
1800 656 463

QLife: (3pm to 12am) hotline and WeChat support service for people who are LGBTI.
1800 184 527
qlife.org.au

IMC has zero tolerance for sexual assault, harassment, bullying and discrimination against and by students. All students and staff are expected to share responsibility for contributing to a safe, inclusive and healthy campus environment in accordance with Code of Conduct for students and Code of Conduct for Staff. Please also refer to our Bullying Harassment and Discrimination Prevention Policy and Procedure and Sexual Assault and Sexual Harassment Policy available on the IMC website.

Guidelines for Research Degree Supervisor Agreement (Appendix 1)

RESEARCH CONTRACT FOR HIGHER DEGREE RESEARCH

This 'Research Contract' is consistent with the IMC's *Code of Conduct for Research*.
It may only be revised in consultation with the Chair of HDRSC, in order to ensure the most beneficial arrangements between the candidate and supervisors.

1. Prof/Dr X_____ (Principal Supervisor), Prof/Dr Y__ (Associate -
Supervisor if appointed – add extra names if required) and Student Z_____
_____ agree to work cooperatively; to complete successfully within the time allowed by the course
rules the research thesis; and to observe the formal terms and conditions set out below.

2. Formal and Informal Contract: The relationship between supervisor and student is mainly informal, based on a strong personal relationship built over a period of close cooperation. The formal contract provides for an objective measure of the supervisor-student relationship, with explicit performance measures.

3. Objective Performance Measures: The close personal supervisor-student relationship makes it difficult for either the supervisor or student to assess performance or to criticise the other party. Objective performance measures as set out below help to ensure that the student is achieving satisfactory performance.

4. Supervisors: There should normally be two supervisors appointed: the Principal Supervisor who takes primary responsibility for the student, and a 'Associate supervisor', who may be an emerging scholar being trained to be a supervisor or a supervisor with special skills (quantitative, quantitative or theory knowledge and skills).

5. Research Code and Ethics: The student will adhere to the research code and research ethics requirements and all the administrative requirements of IMC. The student will sign the agreement below to acknowledge that she/he understands the research code, research ethics requirements and IMC's research rules.

6. Formal Review: There will be a formal review process of the student's progress run by the Higher Degree, Research and Scholarships Committee, with regular reporting on progress, according to the schedule below. This will generally comprise a written proposal and presentation seminars at "confirmation" stage and a "final/Pre-submission" presentation and a mid-candidature written report completed by the student and supervisor. The "Confirmation" presentation will be before an appointed Committee with external representation. The "Final/Pre-submission" presentation will be before an internal Committee.

7.

Report	Master of Business Research	Doctor of Philosophy
1	Proposal Presentation and Confirmation Due: End of Semester 2	Proposal Presentation and Confirmation Due: End of Semester 2
2	Progress Report Due: End of Semester 3	Mid-Candidature Report Due: End of Semester 4
3	Final/ Pre-Submission Presentation Due: End of Semester 4*	Final/ Pre-Submission Presentation Due: End of Semester 6*

**If candidature extends past the minimum period, then annual reviews are required up to the date of the Pre-Submission Presentation*

8. Master of Business Research and PhD students will defend their research proposals (“Confirmation”) and present their results (“Final/pre-submission”) at formal presentation sessions. Students will additionally submit a progress/mid-candidature report. When a member of the MBR/PhD Committee is a supervisor, an alternative member will be appointed from Senior Academics at IMC to participate in consideration of the case. Failure to meet performance requirements will trigger a review process as set out by IMC, where both the performance of the supervisor and the student will be assessed, and remedial measures implemented.

1. Year 1 Confirmation:

Confirmation occurs after the completion of the coursework component and the completion of a research proposal, which ensures that the research direction is sound, the methodologies appropriate and the standard of writing satisfactory. Any difficulties that might impede successful completion can be identified and remedied.

Candidates are required to address the following in their proposals:

- A critical review of recent work in the field (i.e. literature review),
- An updated plan of research,
- An updated timetable for completion of the thesis,
- A comprehensive statement of the resources required to complete the project within the funded period.

2. Progress Report/Mid-candidature Review

The formal review will be a written document:

A. The student completes:

- Rating of overall progress
- Satisfaction with supervision (quality of feedback from supervisor; confidence in supervisor)
- Statement about regular meetings
- Number of hours each week working on HDR
- Type, quantity and quality of written work
- Barriers to progress

B. The supervisor(s) completes:

- Rating of overall progress

- Satisfaction with student’s performance (assessment of your feedback to student)
- Statement about regular meetings
- Number hours each week they believe student works on HDR
- Type, quantity and quality of written work
- Remedial action to address barriers to progress

C. The HDRSC will approve that progress is satisfactory and that a research plan is in place for completion OR institute a process for addressing problems.

3. Final/ Pre-Submission Presentation

Students will formally present a summary of their final thesis and research findings to an internal PhD/MBR committee which will consider if the thesis is suitable for examination and will offer final comments prior to the thesis being sent for examination. While the decision to submit for final examination is ultimately one for the student, it is expected that the committee will offer constructive comments and suggestions which the student will be strongly encouraged to consider.

9. Dispute Resolution: follow IMC’s *Student Complaints and Appeals Policy and Procedure*.

10. Students and Principal Supervisors should maintain regular communication and correspondence, especially as regards discussions on progress and any material changes in arrangements or the research plan. This would normally comprise a chain of email correspondence. Where disagreements arise or where significant decisions are agreed in verbal discussions, these should be confirmed by email. There is a mutual responsibility between supervisor and student to ensure that there is agreement in writing to any material changes which may affect the content, process or timing of the research.

11. Failure to Meet Satisfactory Performance: The failure to meet satisfactory performance as identified by the Principal Supervisor or the student requires a review of the student’s (or supervisor’s) performance. The Supervisor will inform the Chair of the Higher Degree, Research and Scholarships Committee. Reasons for failure to meet satisfactory performance requirements will be recorded. Remedial actions to address the failure to meet satisfactory performance will be recorded and approved by the Chair of the Committee.

12. Scheduling Meetings: The supervisor and student will meet at least every two (2) weeks for at least 1 hour, or as agreed and approved by Chair, HDRSC. The supervisor will acknowledge emails within 48 hours and respond within 5 working days. Generally, the schedule for future meetings will be organised at the conclusion of the current meeting. The student will be responsible for coordinating meetings.

Signed by Principal Supervisor _____

Signed by Associate supervisor(s) [if any]. _____

Signed by Student _____

Confirmed by the Chair of the HDRSC _____

Date: