School of Agricultural and Resource Economics

A Handbook for Postgraduate Research Students

The School of Agricultural and Resource Economics (ARE) welcomes new postgraduate research students. Postgraduate research students make a valuable contribution to the School in a variety of ways. Your postgraduate studies will be one of the most important, stimulating and, hopefully, enjoyable phases of your life, although we also know how demanding it can sometimes be.

This handbook will assist you in becoming familiar with the School and to help you settle in. It provides advice to assist you in meeting some of the inevitable challenges that may arise in conducting advanced research projects.

In addition, it will provide you with answers to some of the questions you might have about postgraduate life. Further information about postgraduate study is available from:

- the Postgraduate Students' Association (http://www.psa.guild.uwa.edu.au)
- the Graduate Research School (www.postgraduate.uwa.edu.au)
- the University’s Current Students Website (www.uwa.edu.au/current/information)

For safety and health information please refer to the School’s safety and health manual and the University Safety site - www.safety.uwa.edu.au. You will be asked to complete a Safety and Health induction when you start with the School – this will be arranged by the admin staff.

This Handbook is divided into two sections. The first section provides some information specific to the School, and the second section provides information on postgraduate study.

We hope that your postgraduate studies will be stimulating, enjoyable and productive.

If you have any comments on the handbook or suggestions on what else could be included, please email the School Manager emma.smith@uwa.edu.au
SECTION ONE: GENERAL INFORMATION

The following information is intended to assist you in becoming familiar with the School and to help you settle in. If you need any further information please do not hesitate to contact the admin staff, School Manager, or your supervisor.

Head of School  David Pannell  david.pannell@uwa.edu.au  4735
School Manager  Emma Smith  emma.smith@uwa.edu.au  3665
Accounts/Admin Officer (Mon, Wed, Thu)  Heather Gordon  heather.gordon@uwa.edu.au  7869
Administrative Officer  Deborah Swindells  deborah.swindells@uwa.edu.au  2539

The Admin Office is located in room G022.

The Centre for Environmental Economics and Policy (CEEP) is a part of the School, and the Director is David Pannell.

Emergency Telephone Numbers

For all emergency calls, 24 hours a day, phone 2222 from an internal office phone or 6488 2222 from a mobile phone or 1800 655 222 from a public phone, Your call will be answered by Security for immediate attention.

Other Useful Telephone Numbers
Safety and Health Representative  tba (Faculty Office)
First Aid Officer  Deborah Swindells  2539
UWA Switchboard  99
University Medical Centre  2118
Security/Emergency (including ambulance or fire)  2222

The following information is listed in alphabetical order of topic. Please read this handbook thoroughly at the commencement of your studies, and refer to it periodically throughout your studies. As this handbook is updated annually, please download a new copy from http://www.are.uwa.edu.au/staff each year.

CAMPUS CARD
All staff, visitors and students of The University of Western Australia are entitled to a UWA Campus Card. The UWA Campus Card can be used for the following:

- examination proof of identification
- electronic access to buildings
- identification on UWA premises
- library borrowing and electronic database access
- storing cash value for copying and printing payments at UWA libraries
As soon as you have enrolled at UWA you can log on to studentConnect and follow the link on the home page to CaptureME (or go to the Campus Card website). You can then upload your photo and you will be advised via your student email account on when and where you can collect your card plus what specific citizenship identity documents are required for collection. Distribution points for cards may be in different locations across campus, depending on the time of year.

Once you have been issued with a Campus Card, please arrange with the School Manager to have your card programmed to give you after-hours access. More information on the Campus Card is available from: http://www.campuscard.uwa.edu.au/obtain-card/students

CLEANING
Cleaners will empty the bins daily. Please use the paper bin for recycling, and use the other bin for all other rubbish. Avoid leaving food scraps in office bins on Fridays as the bins won’t be emptied until Monday morning.

COMPUTER SUPPORT AND COMPUTER LABS
When you first start you will need to discuss your computer requirements with your supervisors. Once you have agreed on your requirements, the admin staff will arrange to order the computer for you if you need to purchase one – see the purchasing section of this handbook for more information.

Please allow two or three weeks for the computer to arrive. IT staff will assist you in setting up your computer. In the meanwhile there may be a laptop you can borrow, or you may wish to work on your own computer if you have one. We do recommend that you use your first couple of weeks settling in, speaking to your supervisors about your potential research proposal topic, and reading literature relevant to your potential topic.

All IT related enquiries and requests must be directed to the IT Contact Centre either by email, phone or website; each request is assigns an incident number in the IT Service Desk:

- Via email ithelp-is@uwa.edu.au;
- Via phone to the Science IT Help Desk: 6488 1515
- Via the web http://itservicedesk.uwa.edu.au - use your UWA ID (staff/visitor number) and Pheme password to gain access.

The IT Help Desk is available from 8am to 5pm Monday to Friday.

COMPUTER WORKSTATIONS and ERGONOMICS
For your own wellbeing please set up your computer workstation following the advice provided by UWA Safety and Health http://www.safety.uwa.edu.au/policies/computer_workstation_ergonomics. It is strongly recommended that an ergonomic assessment is arranged with a Safety and Health representative – you can arrange one by filling in this form: http://www.safety.uwa.edu.au/health-wellbeing/physical/ergonomics/assessment.

CONTACT DETAILS
Please keep the School’s admin staff informed of any changes to your address or phone numbers.

FACSIMILE
The School does not have a fax machine – if you require a fax machine Uniprint provide a service for a small fee – they are located in the Guild Village. http://www.uniprint.uwa.edu.au/services

HUMAN RESOURCES
If you undertake casual work in the School, the School Manager will give you a contract to complete and sign. This contract needs to be processed as soon as possible to register you on the payroll and
to notify Human Resources of your commencement date. Please advise the School Manager of any changes to employment status, such as changes to your visa.

Please note: Scholarship holders and students on visas will have limitations on the hours they are allowed to work – check your Scholarship and visa paperwork for your specific limitations.

You will need to complete fortnightly timesheets signed by the staff member who is supervising your casual work, and provide them to the Accounts/Admin Officer by midday on the Wednesday the week prior to payday (ask the School Manager or Accounts/Admin Officer for a schedule if you are unsure). Blank timesheets can be requested from the Admin Office.

Casual staff must log in to the Employee Self Service website (ESS) to access pay slips (please note that pay slips are not mailed out to employees), or to update your personal details, emergency contacts, qualifications, banking details, etc:

www.hr.uwa.edu.au/hr/user_support/applications2/web_self_service

KEYS
The School’s admin staff will issue you with a key for your office. You are responsible for its return when you leave. Do not lend your key to any other person or make duplicates. If you lose your key please advise the School immediately. You will be charged for the cost of a replacement key.

LIBRARIES
All UWA library users require their UWA Person ID (staff, student or visitor number) and their Pheme password to access library systems and services as follows:

- Check or renew your loans;
- Course Materials Online (CMO);
- Get It (Document Delivery);
- Remote access to online resources (access from outside the UWA library);
- SuperSearch;
- You can load money onto your Campus Card in order to do photocopying at UWA libraries.

A list of UWA libraries can be found here: http://www.is.uwa.edu.au/about/contact-us

The School library is housed in the Resource Room. All books borrowed from the Resource Room must be recorded on the sheet in the Resource Room. The School has a subscription to The Economist magazine – please do not remove The Economist copies from the Resource Room.

MAIL
The School's Mail Bag Delivery Point number is **M089**. Mail is delivered and collected once daily in mailbags, which is located in Room G022 (Admin Office) between approximately 10.30am and 11am. Internal mail for other areas within the university should be placed in the mailbag, clearly quoting the addressee and mail box number.

Incoming mail will be placed in the pigeonholes, which are located in the corridor outside the Admin Office. Please ensure that you check and clear your pigeonhole regularly. Your shared pigeonhole will be the first letter of your surname in the ‘Postgraduates’ section.

If you want to put any **personal** mail in the mailbag, you **must** put an Australia Post stamp on the envelope for the correct value. If you are unsure of the value or require express mail for personal items, please use the Australia Post Office located at Broadway Fair shopping centre.
MAGAZINES
The latest edition of the Economist and other general reading materials are also kept in the Resource Room for everyone’s viewing. Please do not remove the magazines from the Resource Room.

MORNING TEAS
Birthdays are normally celebrated with the ageing member of the School bringing in a treat of some sort for their colleagues (usually a cake (or two!)). To date, nobody has considered it necessary to limit the number of birthdays any School member may wish to have in any one year. This tradition of treating other members of the School (and oneself) also applies to those persons departing or returning after an extended break, receiving an unexpected financial windfall OR any other reason as deemed appropriate by the School!

It is the practice of the School for new staff members and new PhD students to be given a welcoming morning tea in the Resource Room, within the first couple of weeks of commencement. This is organised by the admin staff, paid for by the School and will give you an opportunity to meet the other members of the School. All are encouraged to attend.

NOTICE BOARDS
There are a few notice boards in the School where notices are regularly placed: the Resource Room, the eastern foyer and opposite the Admin Office. Please check regularly for new notices.

PHHEME
Pheme is the name of the password which allows you to access most UWA websites and systems. You should activate your Pheme account as soon as possible. Use a web browser and navigate to www.pheme.uwa.edu.au and follow the instructions given.

Pheme support is available at: http://help.pheme.uwa.edu.au/pheme/students. The Pheme website also allows you to reset a forgotten password.

PHOTOCOPYING
The School’s photocopier is situated in the Resource Room. You will need a personal ID code to use the photocopier, and this will be issued to you by the Admin Office during your induction.

The photocopier can also scan documents and email them to you – your email address needs to be set up in the photocopier before this can be done, so please ask the School's admin staff to assist you if you are unsure how to set this up.

POSTGRADUATE ENHANCEMENT PROGRAM (PEP)
The Postgraduate Enhancement Program (PEP) is run to enhance the student experience for ARE’s PhD students. Several PEP sessions are run each semester. The topics are varied and include workshops, informal discussions, and guest speakers. All postgraduates are strongly encouraged to attend these sessions.

POSTGRADUATE REPRESENTATIVE
A current PhD student is nominated within the School to be the Postgrad Representative each year, who can assist you with queries or concerns. A Deputy position is also assigned, for when the Postgrad Rep is unavailable.

PURCHASING
If you wish to make a purchase with your operating funds you must complete a requisition form: http://www.are.uwa.edu.au/staff/purchasing/online-requisition-form. Fill out all the required fields, including your Project Grant (PG) number (which will be given to you by the School Manager when you commence your studies) and ensure you enter your main supervisor’s email address correctly, as it will
be sent to them for approval. You must upload your updated project budget to the requisition form, so that your supervisor can see how this cost fits within your total budget, before they approve the requisition form (you will be provided a budget template by the School Manager when you commence your studies). Please also attach any other relevant documents such as the purchase quote.

The School’s admin staff will then advise you on how to make the purchase. Please note that invoices require a purchase order to be issued prior to the invoice being received – the admin staff can provide further information about this. If the purchase can be made by credit card the admin staff will arrange to pay by the School’s credit card on your behalf. Any travel bookings must be made through Trobexis via the Admin Office.

For more information about purchasing see the Staff section of ARE’s website: http://www.are.uwa.edu.au/staff/purchasing

There are UWA guidelines relating to obtaining quotations or issuing tenders and these must be followed. Ask for admin assistance or refer to the financial services website: http://www.finserv.uwa.edu.au/guidelines/guidelines/ap/qt

REIMBURSEMENTS
You must always have your requisition form approved prior to making a purchase. The School’s policy is that you should, wherever possible, make purchases via the School’s credit card – speak to the admin staff about this. However, if you need to make a purchase from your own cash or credit card for a particular reason, you need to complete a requisition form (as per the instructions above) and, once this is approved by your supervisor and you have made the purchase, you must bring the original receipt to the Admin Office.

If the reimbursement is less than $50 you can be reimbursed from petty cash. However, for amounts more than $50 your reimbursement will need to be processed by the School’s admin staff through UWA Financial Services and will take approximately two to three weeks. The money will be transferred to your bank account.

RESOURCE ROOM
The Resource Room is for everyone to enjoy. It is not any one person's responsibility to clean up. Therefore, please make sure you clean up after yourself after using the kitchen facilities, and tidy up after reading newspapers, books or magazines. If you use the fridge please make sure you throw away your old food scraps.

Put your name on anything you prefer not to be used by anyone but yourself.

There is a normal bin for rubbish and a recycling bin – please make sure you put recyclable items such as paper or recyclable containers into the recycling bin.

SAFETY AND HEALTH
You will be asked to complete a Safety and Health induction by the admin staff, when you start with the School. Please note that any hazards or incidents must be reported: http://www.safety.uwa.edu.au/incidents-injuries-emergency/notification

SECURITY/INSURANCE
Please keep your office locked when there is no-one in your office; take your key with you if other students are working in the office, so you do not get locked out if they vacate the room. There are frequently thefts on campus so do not assume that your items will be safe if you leave the room.
unlocked. The University's insurance does not cover personal items. However, all thefts must be reported immediately: [http://www.security.uwa.edu.au/report/theft](http://www.security.uwa.edu.au/report/theft). Call Security on 2222 if you have any immediate security concerns.

Computers must be locked down securely. Security cables, brackets and combination locks can be purchased from your operating funds via the School’s Admin Office (please complete a requisition form). Laptops should be locked away securely when not in use; all PhD students have access to lockable storage space in their offices.

Prior to any UWA property (e.g. computers) being removed from campus, authorisation is to be obtained – please see the admin staff for paperwork.

Further information on insurance is available from: [http://www.safety.uwa.edu.au/insurance](http://www.safety.uwa.edu.au/insurance)

**SEMINARS**

School Seminars are held during first and second semester. Information regarding date, time, speaker and topic is circulated by email and is available on the School’s website [http://www.are.uwa.edu.au/research/seminars](http://www.are.uwa.edu.au/research/seminars). All academic members of the School, including postgraduate research students, are expected to contribute to the School seminar program, both by making presentations of their research and by attending seminars whenever possible. Regular attendance at seminars broadens your knowledge of agricultural and resource economics.

**STATIONERY**

General stationery items are supplied by the School and are kept in the stationery cupboard near the Resource Room – the key is kept in the admin office. Please advise the admin staff if you have specific requirements or anticipate a high usage of a particular item. Please complete the Stationery Usage form located in the stationery cupboard and make a note if you have taken a low stock item. For non-standard items you may be required to complete a requisition form and purchase the item from your own operational funds.

**TELEPHONE**

When using an office phone you can call internal (UWA) numbers by just dialing the extension. For example, to call Security just dial 2222. However, if you are calling an external line from a UWA phone you need to dial 0 first, and then the full number. Each postgraduate office has one shared phone.

All UWA phone numbers start with the prefix 6488, so if you are calling a UWA number from your home phone or mobile phone you must include 6488 prior to the extension (e.g. to call Security from your mobile dial 6488 2222).

**TRAVEL BOOKINGS/CONFERENCE BOOKINGS**

All travel bookings are done through the online Trobexis system (self-arranged travel). For postgraduate students this needs to be arranged by the admin staff, as students do not have direct access to the system. The first time you travel, the admin staff will ask you to complete an Individual Traveler Profile, prior to making a booking.

If you are planning to undertake Fieldwork, you must complete a fieldwork plan which needs to be authorised – please speak to your supervisors and the School Manager well in advance of planning your trip. If you are travelling to remote areas you will also need to put in place a communication plan with the School Manager to check in with the School on agreed dates.
Conference registrations (e.g. the Annual AARES Conference) are often booked online and may require payment by the School’s credit card – please contact the Admin Office for assistance. A requisition form will be required, as for all purchases.

VEHICLES
Bookings for UWA vehicles can be made through other Schools within the Faculty and can be organised through ARE’s Admin Office.

WEBSITE
The School's website is a very useful source of information and it is strongly recommended that you look through it thoroughly and refer to it regularly: www.are.uwa.edu.au.

The School also has a Facebook page which is kept regularly updated with news and events and which we encourage you to follow: www.facebook.com/AREatUWA.

You can also follow us on Twitter: @AREatUWA

We also encourage students to join our Alumni page on Linkedin: www.linkedin.com/ARE

We are always keen to put stories onto the website, Facebook or Twitter, so we very much welcome stories and photos from students about field trips, research, successes, collaborations, or other relevant events. Please forward any of these stories to the School Manager, or to CEEP’s Research Officer Tamara Harold if you are a CEEP student.

Every PhD student is asked to put a research profile on the website. This is an important page for you to talk about your research project and may be used by research collaborators, the media, or potential employers to understand your area of research. You will be asked by the Admin Officer to write your profile very soon after commencing, and you need to keep it updated throughout your studies. http://www.are.uwa.edu.au/research/postgrads
SECTION TWO: POST-GRADUATE STUDY

Please note this section of the handbook is not in alphabetical order. Please read it thoroughly at the commencement of your studies, and refer to it periodically throughout your studies.

SUPERVISION

UWA policy states that all Higher Degree by Research (HDR) students must have a minimum of 2 UWA supervisors. In addition, at ARE our School policy is that all students should have a minimum of 2 ARE supervisors, even if the student has supervisor/s from another UWA School. There is no limit on the number of supervisors a candidate may have but of course it must be possible to ensure that all parties are able to meet regularly and agree on the direction of study. You are also welcome to consult with other members of staff, although you should be aware that you may not get immediate feedback.

http://www.postgraduate.uwa.edu.au/schools/appointment-of-supervisors-of-higher-degree-by-research-students

It is crucial to have a good working relationship with your supervisors. While it is possible to change supervisors during your research, it is important to discuss any change with all those involved.

Responsibilities of supervisors:

- Consult on a regular basis;
- Read and provide feedback on draft material;
- Provide guidance in preparation of research proposal and thesis;
- Encourage student involvement in scholarly activities.

Supervision Expectations

Supervisors will aim to return draft chapters to students within one week although this will not always be possible because of other teaching and research or administrative commitments. If you have concerns about consistent or protracted delays or if conflict develops between you and your supervisor, you should first discuss the problem with your supervisor. If you cannot resolve the situation, then discuss it with your other supervisors. If there is still no resolution, consult the Postgraduate Committee which will advise you and, if necessary, and with your permission, discuss the matter with your supervisor(s).

Postgraduates usually experience a wide range of emotions while doing their research. Having a clear understanding about your own role and responsibilities and those of your supervisors may alleviate some of the emotional stress associated with doing a postgraduate research degree.

GRADUATE RESEARCH SCHOOL FORMS

In late 2014 the Graduate Research School (GRS) introduced online forms, through the StudentConnect system. Currently only a few forms are used in StudentConnect but eventually all forms will be online. The GRS will communicate by email about further changes. For forms that are still downloadable from the website, see this page:

http://www.postgraduate.uwa.edu.au/students/forms

RESEARCH PROPOSAL

Within the first six months of your enrolment (nine months for part-time students), postgraduates need to prepare their research proposal in consultation with their supervisors, to submit to the Graduate Research School (GRS): http://www.postgraduate.uwa.edu.au/students/proposals. Students are required to provide their research proposal to the School’s Postgraduate Committee.
at least one month prior to the date it is due to the GRS, to allow the Committee adequate time to review the proposal and to provide feedback for you to action. The Administrative Officer will send you a reminder a month before it is due to the Postgraduate Committee, along with a research proposal submission form, but it is your responsibility to ensure you meet deadlines, so do not rely on receiving reminders from the admin office or supervisors. The process is as follows:

- Prepare your draft research proposal in consultation with your supervisors. Check for spelling and grammatical errors before submitting to your supervisors;
- Submit your draft research proposal to your supervisors, along with the research proposal submission form;
- Your supervisors will provide you with feedback, for you to revise your research proposal as required; this step may need to be repeated until your supervisors approve your draft;
- Submit your research proposal, along with the signed-off research proposal submission form, to the Administrative Officer;
- The Postgraduate Committee will review the research proposal, and provide feedback by email;
- You must acknowledge the Committee’s feedback by email, including comments on how you have addressed the feedback in the proposal;
- Once the proposal is approved by your supervisors and the Graduate Research Coordinator, you can submit it to the GRS, along with the cover sheet which is located on their webpage: http://www.postgraduate.uwa.edu.au/students/proposals
- Also ensure the Administrative Officer has a final copy, to keep on file.

After the proposal is accepted by the GRS, it is expected that the student will present a short proposal Seminar as part of the School seminar program.

SCHOOL POSTGRADUATE COMMITTEE
The School’s Postgraduate Committee meets every month to review research proposals and annual reports, as well as other HDR matters. The Chair of the Postgraduate Committee is the School’s Graduate Research Coordinator.

SCHOOL POSTGRADUATE DISCUSSION COMMITTEE
All PhD students in the School of Agricultural and Resource Economics will meet with the Postgraduate Discussion Committee every three to six months to discuss research progress as well as any problems or concerns. This purpose of this process is to give you an opportunity to voice any concerns about your project, your progress, your supervisor/s, or any other aspect of your studies. You can choose to keep the discussion confidential from your supervisors. This process is known as the Postgraduate Progress Review Discussion. You will be advised of your meeting date in advance and you will be required to complete the preparation form. The current version of the form is available on the School’s website: http://www.are.uwa.edu.au/students/review

ANNUAL REVIEW OF PROGRESS
The Graduate Research School requires all students to complete an Annual Report: http://www.postgraduate.uwa.edu.au/staff/forms. The Annual Report is intended to demonstrate that you are active and making progress as a research candidate and provides an opportunity for you, your supervisors and the Postgraduate Committee to review your progress and to discuss and revise your research plan. It is particularly important to review your progress in light of the time limit for your candidature to ensure that you will complete within this limit. A satisfactory Annual Report is a condition of re-enrolment. Candidates who do not submit a satisfactory report will not have their re-enrolment for the following year approved and continuation of their candidature will be jeopardised.
It is expected that your Annual Report be completed **at least one month before it is due** to the Graduate Research School, so it can go before the Postgraduate Committee. An email from admin staff will be forwarded to you a month prior to that (i.e. two months prior to the GRS due date), though it is **your responsibility to be aware of when your report is due**. Note that this follows the same process as the [Research Proposal](#), but does not require a submission form.

*Please Note: The GRS Annual Report is in addition to the School Postgraduate Review Discussion.*

**STUDENT PERCEPTIONS OF RESEARCH SUPERVISION (SPORS)**

A useful tool for both supervisors and students is the Student Perceptions of Research Supervision (SPORS) [http://www.catl.uwa.edu.au/evaluation/student-research](http://www.catl.uwa.edu.au/evaluation/student-research). This process helps develop a joint understanding and consistent expectations among students and supervisors. A SPORS should be completed soon after your commencement and it is suggested that it is reviewed on an annual basis.

**OPERATING FUNDS**

<table>
<thead>
<tr>
<th>Degree</th>
<th>School Allocation</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD (with supporting funds)</td>
<td>None, but the School funds the cost of <em>general</em> administrative expenses (stationery, photocopying, etc).</td>
<td>Supporting funds should cover all field/survey expenses, travel and computer expenses. The student in conjunction with the supervisor prepares a budget which is reviewed annually.</td>
</tr>
<tr>
<td>PhD (without supporting funds)</td>
<td>$5000 (in total) + the School funds the cost of <em>general</em> administrative expenses.</td>
<td>Funds should cover all field/survey expenses, travel and computer expenses. The student in conjunction with the supervisor prepares a budget which is reviewed annually.</td>
</tr>
<tr>
<td>MSc by Research (with supporting funds)</td>
<td>None, but the School funds the cost of <em>general</em> administrative expenses (stationery, photocopying, etc).</td>
<td>Supporting funds should cover all field/survey expenses, travel and computer expenses. The student in conjunction with the supervisor prepares a budget which is reviewed annually.</td>
</tr>
<tr>
<td>MSc by Research (without supporting funds)</td>
<td>$2500 (in total) + the School funds the cost of <em>general</em> administrative expenses.</td>
<td>Funds should cover all field expenses, travel and computer expenses. The student in conjunction with the supervisor prepares a budget which is reviewed annually.</td>
</tr>
</tbody>
</table>

You must discuss your budget with your supervisors as soon as possible on commencement, and then annually or more frequently if needed. You will not be allowed to overdraw your funds. Your funds will be held in a Project Grant (PG) and this number will be given to you by the School Manager on commencement. You must always quote this PG on a requisition form when making purchases, and requisition forms need to be authorised by your main supervisor. All purchases must be in direct relation to your research project. For purchasing guidelines see the [Purchasing](#) section of his handbook.
Note that travel grants are also available. You may apply for a Travel Grant from the University up to a maximum of $1750 during your higher degree candidature. Further details and application forms are available from: [http://www.postgraduate.uwa.edu.au/students/funding/travel](http://www.postgraduate.uwa.edu.au/students/funding/travel)

**All computers purchased from your operating funds remain the property of the School and the computer must be returned to the School upon course completion.** You will have the opportunity to purchase your computer from the School at the depreciated cost at the end of your studies.

**TIME LIMITS AND THESIS LIMITS**
University regulations stipulate that the maximum time for completion of a PhD is four years full-time excluding suspensions and for an MSc two years excluding suspensions. For more information on the terms of candidature for both PhD and Masters, see [http://www.postgraduate.uwa.edu.au/students/candidature](http://www.postgraduate.uwa.edu.au/students/candidature).

PhD theses may not exceed 100,000 words, excluding appendices, tables and illustrative matter. Masters theses may not exceed 50,000 words. A thesis which is likely to exceed this limit must be supported with reasons in writing by the Head of School.

**HUMAN RIGHTS AND ETHICS COMMITTEE**
All students must apply for and receive ethics approval from the Human Rights and Ethics Committee, before undertaking survey work. The Ethics Committee meets monthly and you will need to submit your application two weeks before each meeting. Full guidelines, including meeting dates and all the necessary forms are available from: [http://www.research.uwa.edu.au/staff/human-research/welcome-to-HREO](http://www.research.uwa.edu.au/staff/human-research/welcome-to-HREO)

**REQUESTS FOR SUSPENSION, PERMISSION TO TRAVEL, ANNUAL LEAVE, ETC.**
If you intend to go on leave of any type, suspend your enrolment, travel to a conference, etc., you need to gain approval from your supervisors, and complete the appropriate form. Forms can be located on StudentConnect or on the GRS forms page: [http://www.postgraduate.uwa.edu.au/students/forms](http://www.postgraduate.uwa.edu.au/students/forms). In addition, please notify the administrative staff in the School so that we are aware of your absence. You may also need to inform your scholarship administrators.

All travel must be booked via the Admin Office on the Trobexis booking system, as this system also tracks location of students in the case of emergency, and applies UWA travel insurance. More details about insurance: [http://www.staff.uwa.edu.au/procedures/risk/insurance/student#people](http://www.staff.uwa.edu.au/procedures/risk/insurance/student#people)

It is essential that correspondence regarding suspensions, extensions, travel, completion dates, etc be sent to each body concerned. Details of rules can be found at [http://www.postgraduate.uwa.edu.au/students/candidature](http://www.postgraduate.uwa.edu.au/students/candidature).

**RESOURCES AND TRAINING**
There is a wide range of resources and training available to students. Full details can be found at [http://www.postgraduate.uwa.edu.au/studentnet/resources](http://www.postgraduate.uwa.edu.au/studentnet/resources).

Shortly after you commence, discuss with your supervisors your level of mathematical knowledge (i.e. maths, econometrics and advance macro economics) and your ability to apply it within the context of your proposed study to ascertain what, if any, additional training you will require. PhD students will be expected to complete up to four Masters-level units if your supervisors identify...
skills or knowledge gaps – you do not need to pay a fee for up to four units as part of your PhD studies. See Appendix A for the list of recommended units.

**WRITING SKILLS**
The following table is designed to assist you with common writing problems. If you require other assistance please seek recommendations from your supervisor(s).

<table>
<thead>
<tr>
<th>Common Writing Problems</th>
<th>Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Poor formatting (failure to use Styles well or at all).</td>
<td>See various tips here: <a href="http://cyllene.uwa.edu.au/~dpannell/pgadvice.htm">http://cyllene.uwa.edu.au/~dpannell/pgadvice.htm</a></td>
</tr>
<tr>
<td>- Poor punctuation:</td>
<td>See <a href="http://liit.ilstu.edu/golson/punctuation/">http://liit.ilstu.edu/golson/punctuation/</a></td>
</tr>
<tr>
<td>English mechanics especially around connecting words such as 'however'. If you run</td>
<td></td>
</tr>
<tr>
<td>out of breath reading something, it probably needs punctuation somewhere.</td>
<td></td>
</tr>
<tr>
<td>- Poor flow of the writing:</td>
<td>- Use an online or real dictionary. For example:</td>
</tr>
<tr>
<td>Not reading own writing before handing over to others. Re-read your own draft and see</td>
<td><a href="http://www.merriam-webster.com/">http://www.merriam-webster.com/</a></td>
</tr>
<tr>
<td>how much more you could refine it before handing it over to others.</td>
<td><a href="http://www.onelook.com/">http://www.onelook.com/</a></td>
</tr>
<tr>
<td>- Insufficient planning before starting to write:</td>
<td>- Grammar books: &quot;A practical English grammar&quot; by A.J. Thomson (and A.V.</td>
</tr>
<tr>
<td>Lack of logic in writing structure. Present your ideas in a systematic order and</td>
<td>Martinet if it is a newer edition).</td>
</tr>
<tr>
<td>use available advice or materials on scientific writing.</td>
<td>- Purdue Owl writing guide:</td>
</tr>
<tr>
<td>- Inefficient writing processes:</td>
<td><a href="http://owl.english.purdue.edu/owl/">http://owl.english.purdue.edu/owl/</a></td>
</tr>
<tr>
<td>Taking far too long to write things, writing and re-writing things; long sentences that</td>
<td>- English writing exercises for engineers and scientists:</td>
</tr>
<tr>
<td>are difficult to read. Breakdown your ideas into manageable sentences.</td>
<td><a href="http://www.writing.engr.psu.edu/exercises/">http://www.writing.engr.psu.edu/exercises/</a></td>
</tr>
<tr>
<td>- Poor paragraph structure:</td>
<td>- Strunk and White, The Elements of Style. (Any edition).</td>
</tr>
<tr>
<td>Long paragraphs. One main idea or argument in a paragraph could be a good guiding</td>
<td>or</td>
</tr>
<tr>
<td>- Poor English expression:</td>
<td>University, Academic Information Systems (ACIS), Project Bartleby, 1995</td>
</tr>
<tr>
<td>It is safe to assume that 'effect' is a noun and 'affect' a verb for economics writing,</td>
<td></td>
</tr>
<tr>
<td>although both words have noun and verb versions. Misuse of articles such as 'a' and 'the'.</td>
<td></td>
</tr>
<tr>
<td>Read a grammar chapter on articles. The article 'the' is what is known as the definite</td>
<td></td>
</tr>
<tr>
<td>article. If you are referring to students in general, you would say 'students'. If it is</td>
<td></td>
</tr>
<tr>
<td>a particular group, use 'the students'.</td>
<td></td>
</tr>
</tbody>
</table>
PAID WORK DURING STUDY
Scholarship holders have limitations on the amount of hours they can work while studying. Generally, scholarship holders cannot exceed eight hours per week of work. But ensure you check your own scholarship and visa terms carefully prior to taking on any work commitments.

TEACHING INTERNSHIP SCHEME
The University's Teaching and Learning Committee offers a Teaching Internship Scheme for promising doctoral research students to develop teaching skills in their field and to undertake a program of professional development during the course of their PhD candidature. Further details are available from: http://www.teachingandlearning.uwa.edu.au/students/postgraduates/internship.

STUDENT SUPPORT SERVICES
It is not unusual to experience a multitude of highs and lows whilst writing a research thesis. As your fellow postgraduates are involved in the same process, they can play an important support role during your candidature. However, you may prefer to contact the Counseling Service for more professional and confidential support and advice - www.student.uwa.edu.au/life/health/counselling. This service is available to help postgraduate students deal with personal, interpersonal and other problems encountered in their work, study or personal life.

Student Services offer a full range of services and details can be found here: http://www.student.uwa.edu.au/contact/studentservices

Student Services offer a Mentor Scheme which is organised so that commencing students have the opportunity to meet with mentors in the same or similar course to them. The mentor will help the student settle into the University and will listen to any questions and concerns and find ways of helping to resolve issues and find information and solutions.

Student Services run Study Smarter workshops focusing learning skills for postgraduates and it is recommended that you make use of these free workshops: http://www.student.uwa.edu.au/learning/studysmarter. They also offer an extensive library.

UPGRADING FROM A MASTERS TO A PHD
UWA Masters by Research students who have not yet been awarded the degree, and want to continue their research at the higher standard of a PhD, may be considered for transfer for PhD candidature. Normally an application to upgrade is lodged six to 12 months after commencement but an application may be lodged at any time during the Masters candidature. If the application is successful any candidature time consumed in the Masters by research program will be included as part of the maximum candidature time (four years full-time equivalent) of the PhD. Lodge an application upgrade form accompanied by details of proposed research. For more information see: http://www.postgraduate.uwa.edu.au/students/candidature/upgrade

Decisions about upgrades are assessed within the School, by the student's Supervisors and the Postgraduate Committee. However, final approval rests with the Graduate Research School. You will be advised in writing of the outcome of your application. This process can take up to six weeks.

PUBLISHING
The School encourages all students to publish the results of their research in refereed journals. As well as the obvious benefits of having publications on your CV, publishing provides you with external criticism of your research. One of the benefits of this is that it may allow you to prepare better for the sorts of issues that examiners look at.
Your supervisors will provide advice and practical help in preparing your manuscripts for submission to journals. Supervisors should be given the opportunity to co-author articles arising directly from your thesis research, but if they are a co-author they must have contributed to the paper. If you have concerns about authorship on your papers, discuss it first with your supervisors and, if necessary, with the Postgraduate Discussion Committee.

Here is one summary (based on one prepared by a very experienced journal editor) of the steps involved in successful journal publishing.

1. Choose an appropriate journal i.e. one that publishes papers in similar area and of the same standard. A journal that is included in the Social Science Citation Index or the Science Citation Index is strongly preferred.
2. Very carefully follow the journal's instructions.
3. Beg colleagues to give hyper-critical advice on everything - punctuation, grammar, writing, setting-out, etc.
4. Submit with a letter that just says title, authors and journal; nothing about how good the paper is or what problem it solves or who has read and approved it.
5. Let three months go by before gently enquiring from the editor as to referee reports.
6. Treat the referee and editor comments with the utmost seriousness. No curses about how they "don't understand"! If they don't, it is the author's fault.
7. Eagerly accept comments. Write a response to the reviews, in which you explain how each review comment has been accommodated in the revised paper, or if you really can't accept a comment give the editor substantial reasons.
8. Get colleagues to be hyper-critical of the new version.

Further detailed advice writing for journals or about the publishing process is available in the publications below:


**THESIS SUBMISSION**

The student and supervisors must ensure that the thesis is properly prepared for examination. Comprehensive information and step-by-step guidelines are available from the Graduate Research School website:

http://www.postgraduate.uwa.edu.au/students/thesis/examination/submission
Appendix A: LIST OF RECOMMENDED UNITS

ECON2233 Microeconomics: Policy and Applications
Intermediate level microeconomics focusing on fundamental concepts: consumer behavior, producer behavior, market equilibrium, market power and, possibly, public goods and externality problems. Good starting point for students with limited economics in the background.

ECON3302 Applied Microeconomics
Focuses on how tools from microeconomics can be applied to analyse specific issues, e.g. market failure, labour markets, health policy, competition issues, productivity and addition.

ECON3372 Advanced Mathematics for Economists
Advanced unit. Ideal for students who have had previous training in intermediate level mathematics economics (e.g. through a degree in economics or agricultural economics). Mathematics as applied to economic theory including: linear programming, Kuhn-Tucker theory, envelope theorems, fixed-point theorems and game theory.

ECON4402 Microeconomic Theory
Advanced unit covering duality in the study of consumer choice, revealed preference, price change measurement, index numbers, some production economics (technical change, efficiency), market equilibrium and dynamics, welfare economics, market power and its regulation (monopoly, oligopoly) and information economics (incl. uncertainty and agency theory). Good for students with adequate economics in the background (e.g. students with degrees in economics or agricultural economics).

ECON4405 Public Economics
Advanced unit. Focuses on evaluation of policies as applied to a range of issues including: public goods, externalities, information asymmetry, cost benefit analysis, political economics & voting, optimal taxation, poverty/inequality and fiscal federalism.

SCIE4401 Data Use in the Natural Sciences
Exploratory data analysis, statistical inference, simple and multiple regression, experiment design and ANOVA. Introduces students to R/Rstudio, software used for all exercises and project based essay work. Uses online resources and supplementary materials to teach. Suitable for students with little or no statistics in the background.
SCIE4402 Data Management and Analysis in the Natural Sciences
Has two modules, with first one covering development of hypotheses, design of experiments and overview of some of the analysis methods (incl. linear regression and analysis of variance/ANOVA). For Module 2, students choose between options of focus and the emphasis is on undertaking analysis and reporting findings in a manner consistent with research projects. Students are introduced and use R for this unit.

ENVT4402 Analysis for Natural Resource Management
Introduces methods that integrate the science of ecology, conservation, and economics to inform decision making for conservation and natural resource management. The unit has two modules. The first introduces simple mathematical models and computer software for conservation planning and natural resource management. The second module focuses on applications to real-world conservation and natural resource planning problems, including selecting nature reserves, wildlife conservation, and fisheries management.

AGRI4402 Agricultural Economics
Starts with reviews of basic economic concepts of market structure and performance, and financial performance measures. Other potential topics to explore include contemporary industrial organisation, including industry structure, pricing, game-theoretic approaches to strategic interaction and related issues. The second module focuses on the application of theoretical and empirical models in agribusiness.

ECON4410 Environmental and Resource Economics
Covers topics including: non-market valuation techniques, economics of mining (incl. royalties and taxation), demand and supply for resources, mine site management, economics of multiple use forestry, and ecosystem services.

ECON5510 Applied Demand and Production Analysis
Advanced but application-oriented treatment of the economics of consumer and producer choice. Demand module covers demand systems, functional forms, econometric estimation and separability/aggregation issues. Production economics module covers fundamental concepts in the analysis of producer behaviour, dual approaches (cost and profit functions), productivity/efficiency measurement, index numbers, stochastic frontier analysis, data envelopment analysis and distance functions.

ECON5511 Climate, Energy and Water Economics
http://handbooks.uwa.edu.au/units/unitdetails?code=ECON5511
Broad topics include: economics of climate change, energy policy and climate change, and climate change and the economics of water management.
SCIE5500 Advanced Modelling


Three modules provide an overall understanding of the place of modelling in science and a general overview of common modelling approaches and issues, including Systems Analysis and Conceptual Modelling, Validation and Testing, Sensitivity Analysis, Simulation, Analysis of Dynamics and Stability, Models for Management Decision Support, Optimisation, Stochasticity and Uncertainty. Two further modules provide students with the opportunity to focus on techniques and issues specific to disciplines such as coastal environments, agricultural economics and ecosystems, and conservation ecology.

Note that ECON2272 is also a recommended unit for ARE students, but is not currently being offered. There is no information about whether ECON2272 will be offered in future. Check the UWA Handbook.

For all units listed above, it is important to check the handbook links for up-to-date details including semester and prerequisites.