



SYDNEY BUSINESS SCHOOL

University of Wollongong

Higher Degree Research (HDR) Student Handbook 2011



Welcome from the Dean

Congratulations on choosing to do a Higher Degree Research (HDR) degree with the Sydney Business School (SBS) at the University of Wollongong. The University of Wollongong is one of Australia's leading research institutions. UOW received the maximum five stars in six categories, including Research Intensity under the *Good Universities Guide's* ranking system in 2009.

You have taken on a major commitment to study and research and I congratulate you on your determination to succeed. A doctorate or Masters by Research is a demanding qualification, requiring commitment to applying the highest standards of scholarship to your professional area of interest. Your coursework will provide the foundations for rigorous research and further develop your understanding of organisations and developments in management thinking. Your supervisors will guide and encourage you through your original research.

Best wishes for the success of your studies. May your research enrich you, and may it result in findings which add value both to the academic community and the professional world.

Good luck with your doctorate!

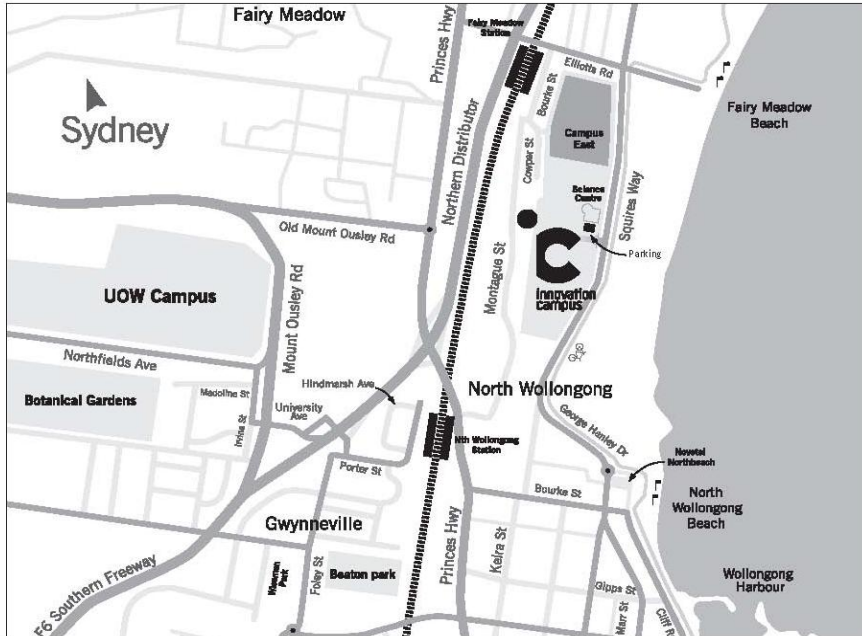
Professor John J. Glynn
Executive Dean

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1. Location

Sydney Business School
Level 1 & 2, Building 232
Innovation Campus
North Wollongong NSW 2522
Website: <http://www.uow.edu.au/sbs/index.html>



2. Key Contacts

Contact details for all UoW staff can be found at the Staff Directory website at <http://www.uow.edu.au/about/contacts.html>

Assoc. Prof. Nelson Perera
Head of Postgraduate Studies,
PhD Co-ordinator (Acting)
Phone: 42 21 4028
Email: nperera@uow.edu.au
Office: Building 232, Level 2

Dr Lindsay Oades
DBA/ MBR Co-ordinator
Phone: 4221 3694
Email: loades@uow.edu.au
Office: Building 232, Level 2

Dr Mark Rix
PhD Co-ordinator (Study Leave for
Autumn 2011)
Phone: 42 21 4740
Email: mrrix@uow.edu.au
Office: Building 232, Level 2

Prof Les Johnson
DBA/ MBR Co-ordinator
Email: lesterj@uow.edu.au

Prof. John Glynn
SBS Executive Dean
Email: jglynn@uow.edu.au
Contact Megan Edgar to make an
appointment by phone 42 21 8138 or
email megan_edgar@uow.edu.au

Mrs Kelly McGrath
Administrative Officer (Research)
Phone: 42 98 1266
Email: kwilcock@uow.edu.au
Office: Building 232, room 1.01
Workdays: Wednesdays and Thursdays

3. Graduate Qualities

As a Graduate of Sydney Business School at the University of Wollongong, you will have the opportunity to develop the following qualities:

| | |
|--|--|
| Understand business theory and practice | In-depth understanding of business theory and practice and how to apply them. Understand current issues. Understand how different aspects of business and management relate to each other. |
| Intelligent use of information | Find and evaluate information, using a variety of sources and technologies. Acknowledge the work and ideas of others. Critically analyse the information found and use it to address specific questions. Be open to new ideas. Question and challenge received ideas, using evidence to support one's point of view. |
| Leadership | Taking initiative. Using oral and written communication skills, presentation skills, teamwork and interpersonal skills. Being organised, managing one's time and priorities. |
| Responsible and ethical | Understand how decisions can affect others and make ethically informed choices. Appreciate and respect diversity. Act with personal and professional integrity as part of local, national, global and professional communities. |
| Creative Problem Solving | Take on challenges and opportunities. Apply creative, research, logical and critical thinking skills to respond effectively. Prioritise issues, make and implement decisions. Be flexible, thorough, innovative and aim for high standards. |
| Awareness of importance of Learning and Professional Development | Awareness of importance of keeping up to date with knowledge of the issues, theories and practices of management and of business research. Commitment to life-long learning and professional development. |
| Independent High Quality Research | Ability to conduct independent ethical research using appropriate methodologies and data analysis. Report its outcomes to a range of national and international audiences using an appropriate format and language. Make a contribution to professional practice. |

4. Study Requirements

UoW Higher Degree Research Students are required to:

- complete the Commencement of Candidature form within the first month of starting your course.
- complete the Annual Progress Report as requested by the Research Student Centre distributed via SOLS in October each year.
- complete the Research Proposal Review before completion of 48 credit points of your degree. Part time students are encouraged to present at the end of their first year of study.
- Present at the SBS Research Week conference once your supervisor advises you have reached the appropriate stage of your research.
- meet your supervisor regularly and provide annual summary updates of your research to your supervisor

- notify your supervisor of any form of leave required, i.e. fieldwork, conference attendance, holiday or an extended break from study. This should be done in writing. An extended break from study is termed a leave of absence and is used when the break is equivalent to the duration of a session or a year for medical, compassionate or other acceptable reasons. The application form and grounds for an extended period of leave can be found at: <http://www.uow.edu.au/research/rsc/hdrhb/UOW008939.html>

5. Our Expectations

- Submit articles for publication/ conference presentation during your candidature.
- Abide by the Ethical Research code of practice, <http://www.uow.edu.au/about/policy/UOW058663.html>
- Comply with all University and Sydney Business School policies and regulations
- Attend Higher Degree Research Student conferences organised by UOW and SBS
- Attend workshops organised by UOW Research Student Centre
- Attend visiting lecturers' presentations, both at the Innovation and main campuses
- Achieve a 65% or higher coursework grade, where coursework is part of your program of study.

6. Support and what you can expect

- Supportive supervisory and administrative staff
- Full time research students are allocated a computer and workstation within our Research Student Office, Level 1 SBS building, iC campus.
- Access to resources for the purpose of your study such as computer, internet, printers and basic stationery (funds loaded on student cards for use of photocopier may be provided to full time students)
- Financial support for travel and other costs associated with conference attendance in line with SBS HDR Student Funding Policy as outlined on <http://www.uow.edu.au/sbs/aboutus/research/UOW018386.html>
- Financial support towards the cost of professional proof reading of your Thesis in line with the University of Wollongong's editorial assistance guidelines <http://www.uow.edu.au/research/rsc/supervisor/UOW017263.html> . (Only applications nominating professional editors preapproved by SBS will be accepted.)
- Financial support for attendance at qualifying conferences to which a presentation will be delivered. Conditions apply.

7. Building Access

Access to the building is available:

Monday to Thursday 8 am – 9 pm
Friday 8 am to 5 pm

Weekend entry by swipe card only

Full time research students who are allocated a workspace in the research room **only** are eligible for a swipe card. Please see the SBS admin assistant for an application form.

DBA/MBR classes typically scheduled on Saturdays are usually held in the teaching rooms on level 1 and the building will be accessible 30 minutes before the class commences.

When you are in the building outside of opening hours, please sign in the attendance book which can be found at Reception. Also ensure that all doors in the building are appropriately secured.

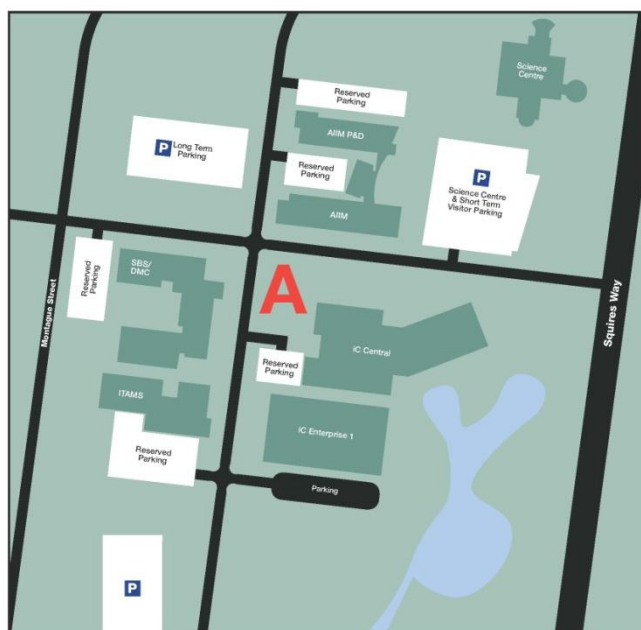
SECURITY SERVICE

Security patrol the complex and are based in the SBS building on the ground floor.

8. Emergency Evacuation Procedures

If you hear a continuous alarm bell or are requested by a Building Warden, or a member of staff, to evacuate the building you must:

- leave the building immediately by the nearest exit;
- proceed, to the assembly area indicated "A" in the map below;
- remain in the assembly area until you receive further instruction from the Building Warden or Security Staff;
- do not re-enter the building until advised it is safe to do so by the Building Warden or Security Staff.



The Wardens for SBS are Aslam Umar Ali (Level 2) and, Grace Tramontana (reception Level 1).
The warden for IC central is David Fuller.

9. First Aid

If you injure yourself whilst on campus, please contact our First Aid Officer, Ms Jennifer Reynolds (Level 2) for assistance. First Aid Kits are located in the office behind reception on level 1 and in the photocopier area on Level 2.

10. Research Student Room – Room 1.11

Part time research students are welcome to use the spare computers in the Research Student Room to access the research software programs installed or use the quiet workspace away from work or home.

Please respect one another's right to a quiet and clean room. This means the research student room should not be used to meet friends or conduct group work and absolutely no food is to be consumed in the room. Beverages with spill proof lids are permitted. Ring tones should be muted and personal calls must be taken outside the room.

A common space for lunch and for meeting friends is available on the ground floor. Break out rooms can be booked at reception for group work, study groups or meetings.

BASIC HOUSEKEEPING

Cool water is also available at the dispenser in the teaching foyer area on Level 1. A kitchen is available on level 1 and you are welcome to coffee, tea, sugar and milk. A microwave oven is also available for use. Please wash all of your cups, dishes, cutlery and any equipment immediately after use. School staff do not wash the dishes, therefore it is the responsibility of each individual to wash his/her own dishes and to leave the kitchen in good order.

11. Library/ Resource Room

The library is open on Monday to Thursday from 9am to 9pm and on Friday from 9am to 5pm. You are encouraged to work closely with the SBS Librarian, Miss Lauren Richardson lauren@uow.edu.au, who is located in the Library at SBS but also to make use of the Library on the main campus. While much of the literature you will need to access for your research is available electronically through the UOW Library, you may also need to access some documents through Inter Library Loan.

Loans from the main campus can be returned to our Library here in the innovation campus, however in order to return loans to the main campus library on time you will need to hand them in the day before they are due (pick up from IC is in the morning).

12. UoW Email Account

All students have an active University of Wollongong email account. Your email address is your username, for example: abc123@uow.edu.au UoW staff will use this email address to communicate with you. You have the option of forwarding all UoW email to your personal or work email address. Please follow the steps below.

1. Open Microsoft Outlook email account
2. Click **Options** (on top right hand side)
3. **Create an Inbox rule**
4. **Create a New Rule for arriving messages**
5. Select **Apply to all messages**
6. Select **Redirect the messages to**
7. Enter your personal/ work email address
8. Click **SAVE**

13. Course duration

The normal course duration is three years full-time or six years part-time. The maximum course duration is four years full-time or eight years part-time.

14. Ethics, Plagiarism and Confidentiality

All SBS students are expected to behave in an ethical and responsible manner. All research involving human participation is subject to approval by the University's Ethics Committee <http://www.uow.edu.au/research/rso/ethics/human/index.html> .

Students must acknowledge all sources correctly in the Harvard format <http://www.library.uow.edu.au/resourcesbytopic/UOW026621.html> . Failure to acknowledge a source correctly could lead to allegations of plagiarism. The University of Wollongong's policy on plagiarism <http://www.uow.edu.au/about/policy/UOW058648.html> explains that even unintentional plagiarism can lead to serious consequences. If in doubt about the meaning of plagiarism or how to cite your sources, ask your supervisor, Library staff or Course Coordinator.

Information gathered in connection with your research should be kept confidential and only used for the purpose of your research. Discuss with your supervisor the need for confidentiality and/or anonymity.

If it may be possible to commercialise the output of your research, familiarise yourself from the outset with UOW's Commercialisation and Intellectual Property Policies and discuss with your supervisor at the Commencement of Candidature Discussion <http://www.uow.edu.au/research/forms/index.html#hdr>

15. Research Week and other networking events

The highlight of the SBS research year is the annual Research Week, where visiting speakers and doctoral students present their research. In addition, students are encouraged to participate in the University of Wollongong's Research Week.

Informal networking events are also organised to ensure that students can develop a network of their peers, with whom they can exchange ideas, test the robustness of their proposals, and give each other support and encouragement.

Students are encouraged to attend lectures by visiting academics and to take advantage of other networking opportunities.

16. Support for your research

Your first point of contact is your supervisor/s, who can advise you on the content of your thesis, your methodology, suggest useful sources of information, advise on your application for ethical approval and many more aspects of your research. Remember that supervisors have a heavy workload and you may find it more efficient to schedule regular meetings in advance, rather than spend a lot of effort trying to find mutually convenient times for each meeting.

You can also seek help and advice from your Course Co-ordinator or the School's Research Officer. Sydney Business School also provides support in the form of laptop computers with software for both quantitative and qualitative analysis. These laptops may be booked for month-long periods when you get to the research stage of your thesis. If you plan to make use of these computers, plan ahead so that there is a laptop available when you need it, and so that you plan your data gathering, bearing in mind the form of analysis you expect to undertake. Sydney Business School also supports research students whose supervisors recommend relevant training, e.g. in the use of SPSS.

The Research Student Centre (RSC) provides information on Enrolment and re-enrolment, Leave, Supervision, Progress Reports, Scholarships, Thesis Submission and Examination. The RSC have compiled useful information in the Higher Research Degree (HRD) Handbook available at <http://www.uow.edu.au/research/rsc/hdrhb/index.html> .

You are welcome to attend the free seminar series organised by the RSC and listed on <http://www.uow.edu.au/research/rsc/news/seminars/index.html> . Topics include developing critical arguments, writing research proposals and getting your research published. Some of the supporting information (slides/podcasts) is available at <http://lectopia.cedir.uow.edu.au/lectopia/lectopia.lasso?ut=669> However, the advantage of attending the workshops in person is that you meet other research students and you have the opportunity to ask questions.

The Library has a range of services to help postgraduate researchers, including assistance in finding information, setting up alerts, using End Note and document delivery for documents not available at this university. Lauren Richardson is available in the resource room on campus. There are excellent resources for researchers on the Library website <http://www.library.uow.edu.au/researchers/> and a self-guided

information skills tutorial

<http://www.library.uow.edu.au/help/training/tutorials/resedge/>. In addition to information specific to your topic area, the Library also has some useful texts on obtaining a doctoral degree. References are available on the eLearning site.

Associate Professor Nelson Perera nperera@uow.edu.au at the Sydney Business School offers his expertise as a statistician and author of the highly regarded textbook **Data Analysis with SPSS** (*published by Pearson*) to all our doctoral students. The Statistical Consulting Service <http://www.uow.edu.au/informatics/mathscs/> offer free advice on the planning of surveys and experiments, the collection of data and their entry into a computer, statistical analyses, and the presentation of results. They also provide training for researchers and there is a self-guided Statistical Skills tutorial <http://www.uow.edu.au/student/attributes/statlit/> which briefly explains how to gather, analyse and present data.

If you would like any help with writing academic English, understanding critical thinking, analysis and writing, there is help available through Student Services <http://www.uow.edu.au/student/services/ld/students/>. This site also provides notes on writing research proposals.

ITS provide a range of courses on IT packages as well as resolving IT issues on campus. The current calendar is on <http://www.uow.edu.au/its/training/UOW001554.html>.

For non-academic problems, there is also help available through our Student Support Advisors. Further information is available at <http://www.uow.edu.au/student/services/SSA/index.html>. A counselling service is available at <http://www.uow.edu.au/student/services/cs/>.

Doing any doctorate takes time and can be a lonely experience. Don't struggle by yourself. Take time to meet others and talk about your research, even if it's just having a cup of coffee and a chat with your Course Co-ordinator or a fellow student.

17. Support for Conferences and Inter-Library Loans

Sydney Business School encourages researchers to attend conferences, in particular doctoral colloquia, to present their research, as feedback is valuable in improving the quality of your work.

We expect you to present at the SBS Research Week before obtaining funding for external conferences and to identify suitable conferences with your supervisor. We also expect you to discuss with your supervisor how you can incorporate learning from conferences attended into your thesis.

Sydney Business School's policy on research funding for HDR students and an application form are available on <http://www.uow.edu.au/sbs/aboutus/research/UOW018386.html>

Some funding is also available from the Research Student Centre
<http://www.uow.edu.au/research/forms/index.html#hdr>.

Where the University of Wollongong Library does not have information students need for their research, but can obtain the information by Inter-Library Loan (Document Delivery) <http://www.library.uow.edu.au/documentdelivery/index.html> , the Sydney Business School will pay the associated charges, e.g. relating to overseas theses which are not available online or for loan.

18. Working with your supervisor

Your supervisor's role is to help you mature into an independent researcher, capable of formulating and testing hypotheses and of making a contribution to both academic knowledge and professional practice. The relationship will vary over time as you develop confidence in your choice of methodology, your ability to make sense of your data, and your knowledge of the relevant literature.

Doctoral students will be allocated a supervisor on acceptance into the programme. The supervisor and student will agree on their mutual commitments, signing the Commencement of Candidature form in the first month
<http://www.uow.edu.au/research/forms/index.html#hdr>.

Following the successful completion of your Research Proposal Review, students may choose to continue working with the same supervisor or may choose to change supervisors, e.g. if the nature of their topic has changed and another supervisor would be more appropriate. You may also choose to change supervisors at a later stage.

Our practice is for students to have a second supervisor, who may have complementary expertise in an area such as statistics, a related field, an industry, a geographic region etc. For instance, if a topic relates to management in a specific field, one supervisor might focus on the management aspects, the other on the particular industry or field where management is applied. The secondary supervisor may take the lead in advising the student when the primary supervisor is unavailable due to study leave or other reasons.

Your supervisor may be any of the academic staff at the University of Wollongong who themselves have a doctorate and understand the process you will be going through. Co-supervisors can be from outside the University but your primary supervisors needs to be a member of staff at UOW.

For more information on research supervision, see the following codes of practice
<http://www.uow.edu.au/about/policy/UOW058665.html>
<http://www.uow.edu.au/about/policy/UOW058663.html>

19. eLearning @UoW

There is an eLearning site for SBS Higher Degree Research (HDR) students with notes on coursework subjects and other helpful information. This site is available to you while you are enrolled as a research student so that at any time you can refer back to the notes e.g. on literature reviews or research methodology. The site will be updated with relevant links during the course of your studies.

We encourage you to put a summary of your research on the site so that your fellow students can share information with you that may be helpful, and you can share information with them.

You can also use the forum for informal networking with your fellow students.

20. Getting published

Publishing is an important way to share your research with the world and give you valuable feedback from reviewers, editors and readers, as well as enhancing your credibility in the field. Journals vary in the sort of articles they publish, the methodologies they expect, the level of analysis and discussion. They also vary in their intended audience, some being targeted at practitioners and others aimed primarily at other academics.

UOW Library has useful advice on journals related to specific topics <http://www.library.uow.edu.au/resourcesbytopic/index.html> . The choice you make will be partly influenced by your future career intentions, as some journals are rated more highly by academics than others.

Professor Anne-Wil Harzing compiles a list of journal ratings in Management which is available on <http://www.harzing.com/resources.htm#/jql.htm> .

Discuss with your supervisor which journals you think are appropriate for your research and read each issue as it appears. This will be useful when you come to submit your own articles.

21. What is the DBA?

The Doctor of Business Administration (DBA) is a research-based professional doctorate. The research questions addressed in a DBA relate to an applied topic. As a result, DBA candidates usually make a contribution to professional practice as well as a contribution to academic knowledge.

The DBA provides structured research training and coursework required, before students undertake their own research. Students take four coursework subjects, comprising research training and advanced management theories and applications, developing students' skills base and their knowledge of contemporary thinking in management.

Students develop and refine their initial research proposal, gain ethical approval and conduct their research. Research can be conducted in a broad range of areas and methodologies also vary widely. The common denominator is that the topic is applied, rather than a purely theoretical topic which might be appropriate for a PhD (although PhD theses can also relate to applied topics).

In a typical DBA dissertation, the student will:

- Critically discuss a comprehensive literature review
- Justify their choice of methodology analysis of the data,
- Relate their findings to the literature and current professional practice
- Draw some conclusions/implications/recommendations.

A DBA dissertation may also include a model, instrument or other application.

22. Objectives of the DBA Programme

- Enable students to conduct independent research on a topic of interest to themselves personally, of interest to their profession and/or industry, and to contribute to the academic literature in this topic area
- Enhance students' understanding of leading edge management thinking
- Develop students' management skills
- Provide a high quality professional doctorate, backed up by rigorous research training, in a supportive and collegiate environment

23. DBA Structure

There is a compulsory induction, comprising a thorough explanation of the expectations and requirements of the DBA, the purpose and nature of research, ethical considerations, time management, project management, and the foundations of a peer support network.

Figure 1 Full-Time DBA

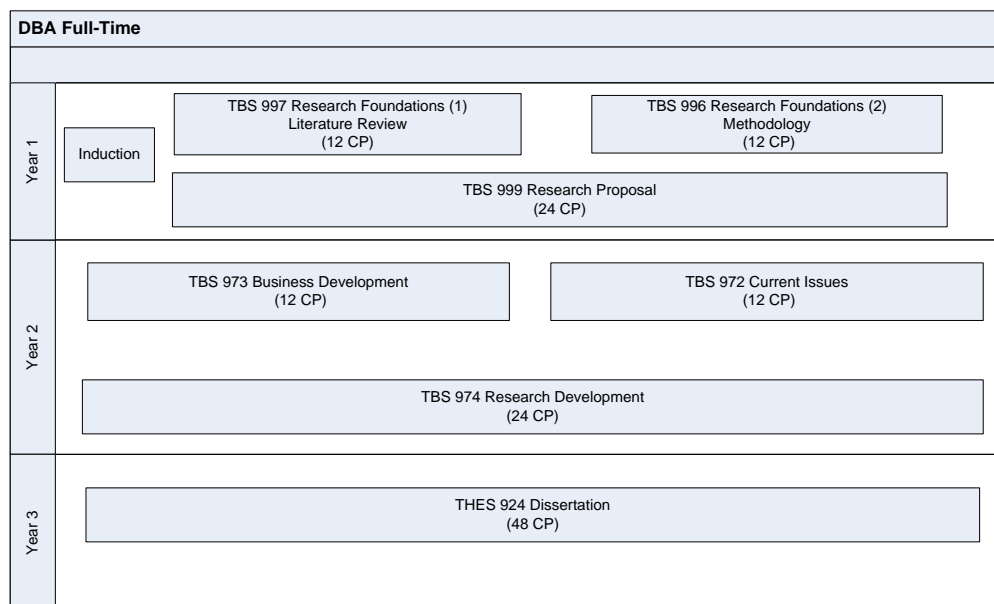
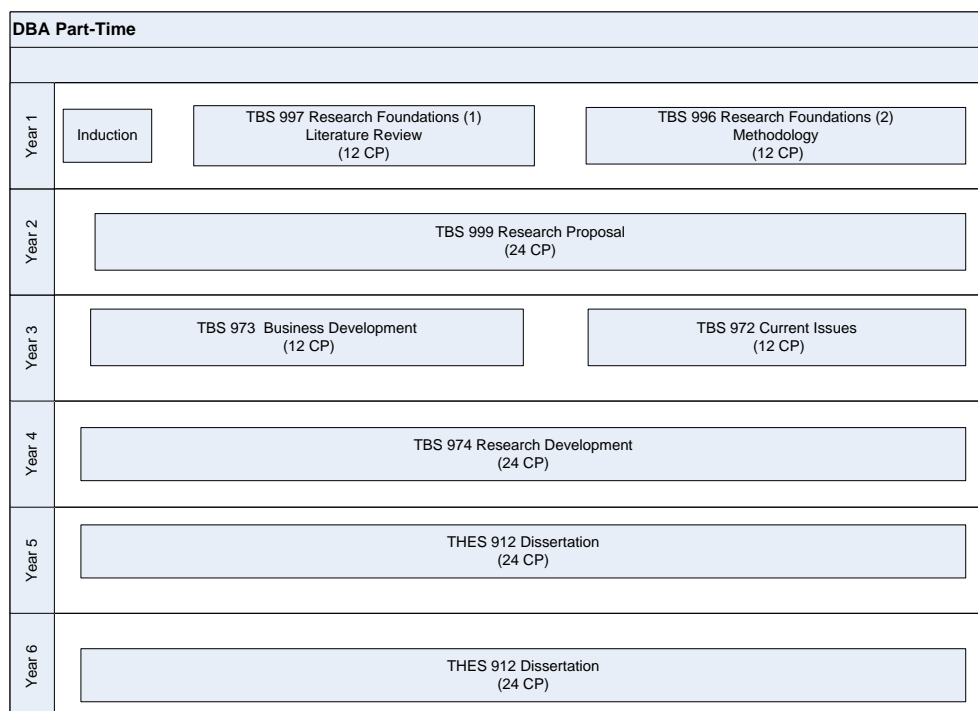


Figure 2 Part-Time DBA



TBS 997 Literature Review

TBS997 will give students an understanding of the purpose and requirements of a literature review and the skills to undertake one. This first literature review will result in a broad overview of the topic of interest and identify where there may be gaps in the literature.

TBS 996 Research Methodology

This subject will give students an understanding of the purpose, philosophy and application of research, with particular emphasis on research focus, defining and refining research questions, quantitative and qualitative methods, the advantages and disadvantages of each and how to choose the appropriate method(s), the use of multi-method approaches, and options for data analysis and presentation.

In TBS 999 and TBS 974, students develop and refine their research proposal, based on the skills they acquire in Research Foundation 1 Literature Review (TBS 997) and Research Foundation 2 Methodology (TBS 996) before they begin their research. This rigorous training and preparation gives students the best chance of successfully conducting their research.

TBS 972 Current Issues in Business

In addition to their research training, doctoral students will be exposed to contemporary management issues in our seminar series, TBS 972. These seminars will be given by UoW staff, visitors and doctoral student, and will give students the opportunity to defend their ideas to their peers and to challenge ideas put forward by others.

TBS 973 Business Development

TBS 973 will provide insights into, and stimulate students to think about the latest research into managing change and leadership, while helping students to develop a portfolio of skills in consultancy, coaching and mentoring. These skills will help students in carrying out their research, in their professional lives and in peer support of their fellow students.

Thus, in completing the DBA and becoming expert in a highly focused area of research, students also become familiar with advanced management theories and their application, developing both academic and professional skills.

Students at advanced stages of their doctorates are encouraged to share their experiences with those beginning their research journey.

To complete your DBA on time, it is important to submit the four coursework subjects (TBS 997, TBS 996, TBS 972 and TBS 973) on time. You must also complete:

- End Year 1 (or equivalent part-time) Research Proposal (TBS999)
- End Year 2 (or equivalent part-time) Refined Research Proposal (TBS974)
- End Year 3 (or equivalent part-time) Thesis submission
(or Research Progress Summary if delayed)

When you have completed your DBA, we would welcome you as a mentor for new students beginning their research.

Assessing your progress

Your progress on the coursework is assessed by assignments not by exams. You must achieve an average of 65% across the four coursework subjects, TBS 996, TBS 997, TBS 972 and TBS 973.

Your progress in developing and refining your research proposal is assessed by your supervisor and a panel of academics in TBS 999 and TBS 974. Once you start your research, your progress will be assessed by your supervisor based on the information you discuss at regular meetings and on your written drafts of your thesis. You should aim to start writing from the earliest stage of your research and write as you go. It is far easier for your supervisor or anyone else to give you feedback once you put your ideas in writing. You will also find that the writing process helps clarify your thinking. Writing usually improves with revision so the earlier you start writing, the better chance you have to produce a coherent and convincing argument.

Your progress is also noted on the Annual Progress Report
<http://www.uow.edu.au/research/rsc/hdrhb/UOW008952.html>

24. How are DBA theses examined?

DBA theses are examined according to the following criteria and you should bear these criteria in mind from the start of your DBA:

a) Statement of research problem and context

A clear statement of the problem is an important indicator of the focus of the research. The research problem should be clearly stated and should generate specific hypotheses, predictions or questions which can be addressed through the proposed research. The problem will be a real world issue rather than a purely abstract question.

It is expected that the literature review will confirm a gap in the literature relating to the problem in a particular context as, if the problem had already been addressed, further research would not be required. The context may be one or more companies, government agencies, or an industry or profession, within a particular country or countries.

There should also be a statement about the significance of the research, why the answer matters and to whom the answer matters.

b) Critical review of relevant literature

A doctoral candidate should be familiar with the key literature in their area. The literature review should be a logically structured, critical review of relevant, predominantly recent literature, although not ignoring seminal works in the field. It will not be a catalogue of the literature but will identify the themes in the literature and relate them to the research problem. The candidate should be able to situate their research in relation to the field.

c) Analysis and discussion of findings

The findings should be analysed and related to the literature and to practice, arriving at a clear conclusion. While acknowledging limitations, the discussion should also consider implications for practice.

d) Explanation and justification of chosen methodology and ethical approach

Well-chosen methodologies underpin good research. The methodology/ies chosen for research and for data analysis will be explained and justified in terms of applicability to the research question(s), and their validity and reliability. Limitations of the methodology should also be acknowledged.

The dissertation should highlight relevant ethical issues and how they have been addressed by the researcher. The dissertation should include evidence of approval by the UOW Human Research Ethics Committee
<http://www.uow.edu.au/research/rso/ethics/UOW009388.html#HumSSBHREC> .

e) Contribution to academic knowledge and/or professional practice

A DBA dissertation should make a contribution to knowledge or practice, and is not carried out merely for the sake of doing the research.

Where the literature revealed a gap relating to the research problem which has been addressed by the research, this should be identified as an academic contribution. If journal articles or other academic publications have been submitted/published relating to the research, these should be cited as evidence of contribution. The examiner is also invited to offer an opinion on whether the thesis contains material suitable for publication.

A professional contribution might take the form of the development of a model, instrument or guidelines or other form of addressing the problem identified. Examples of evidence of contribution could be inclusion of the guidelines in the body of knowledge relating to a particular profession, pilot testing of an instrument by organisations, dissemination to professional organisations.

f) Originality and creativity

The thesis should be the student's own work. In some cases, a student may be working as part of a team. Where this is the case, the student should indicate the part of the work for which they were personally responsible.

Creativity may be indicated in various ways, e.g. in the topic selected, the research methodology or form of data analysis. Originality does not mean that the question has never before been asked, but, for example, that it has not been asked in this particular context or answered in this particular way, that the results differ from previous findings, or that the analysis or contribution is original.

g) Integration, presentation, clarity and referencing

The research should be presented in a manner appropriate to the field of research. The text should read as a coherent whole, with logical links between different parts.

The text should be clearly and succinctly written, well-structured and well-presented. Table of contents should include labelled figures and tables as well as chapters and sections/sub-sections. There should be no typographical or

grammatical errors which might distract the reader from the flow of the argument.

Acknowledgement of sources is important. All sources referred to in the text must be cited using the Harvard format.

Length is not a criterion. The thesis should be as long as required to meet the stated criteria and no longer.

h) Quality

In meeting the above criteria, it is expected that the dissertation will demonstrate that the candidate has reached a doctoral standard in their work and can convince the reader that their research has led them to the stated conclusions and recommendations.

25. Complex Facilities and Surrounds

- IC Central house a kiosk, conference and function centre and IC Health – Gym
- A shower is available on the ground floor of our building
- Prayer rooms in the CTCP building adjacent to SBS
- Campus East cafeteria is a brief walk north along the path adjacent the Science centre. It is open from Sunday to Thursday 7.30 a.m. to 9.00 p.m. & Friday & Saturday from 7.30 a.m. to 8.30 p.m. The Café is always open during these times whilst the Food Court is open for breakfast 7.30 am - 10.30 am; Lunch 12.00 noon - 2.00 pm and Dinner 5.30 pm to 7.30 pm.
- North Beach is a 15min walk (or a free trip on the Gong bus) and is dotted with cafes/food places. Overlooking the beach you will find a Kiosk, Diggies café and the Mud Cat to name a few.
- Fairy Meadow and North Wollongong train stations
- Fairy Meadow retailers are a 5 minute drive away.

26. University Facilities

- Research Student Centre - Ground Floor, Building 20
- Student Central - Ground Floor, Building 17
- Library - Building 16
- National Australia Bank - Ground Floor of the Function Centre
- Post Office - Ground Floor of building 17
- ITS – Building 17, Level 1
- There are a number of places you can buy food on campus. See this map for further details: <http://unicentre.uow.edu.au/food/index.htm>

27. Transport

A free shuttle bus circulates Wollongong city. The loop connects the innovation complex with the main campus, North Wollongong and Fairy Meadow train stations, the city centre and the hospital. The bus stops along the entrance of the innovation complex on Squires Way and services the city in both clockwise and anticlockwise

directions. For more information visit
<http://www.uow.edu.au/about/transport/shuttles/index.htm>

Transport to and from the University's main campus can be found at:
<http://www.uow.edu.au/about/transport/>

28. Parking

Options for student parking include:

- The Pay & Display parking bay adjoining the Science Centre
- Permits for parking are not available for students however one opportunity a year (January) to purchase a permit is offered through a ballot organised by the Research Student Centre.
- Information for parking at the University's main campus can be found at <http://www.uow.edu.au/about/parking/parkingatwollongong/index.html>

A fine may be issued for vehicles which are: not parked in accordance with signs and posted conditions; not displaying a valid machine dispensed ticket; exceeding the expiry time shown on any ticket or exceeding any posted time restrictions (e.g. 1P).

29. Useful Information for International Students

The following information may be useful for international students who have recently moved to Australia or the local Wollongong area.

Medical and Emergencies

For medical attention from a General Practitioner (GP) there are options in most suburbs. One option is the Wollongong Medical Centre at 237-241 Crown Street, Wollongong, Ph. 42 54 2600 or see: <http://www.wollongongmedicalcentre.com.au/>. The Centre is open 8.00 am to 6.30 pm Monday to Friday, 9.00am to 5.00pm on Saturdays and Sundays and most Public Holidays. No appointments are necessary.

If you require urgent medical attention outside of the above hours, you are advised to visit the Emergency Department at Wollongong Hospital located on Loftus Street, Wollongong.

The cost for a student with an 'ahm' card is \$40 on weekdays (Monday to Friday) and \$60 on weekends (Saturdays and Sundays) and Public Holidays. You will receive an approximate refund of 70% of this fee from 'ahm'. You can take your receipt and your 'ahm' card to the 'ahm' office at 77 Market Street, Wollongong. The phone number is 134246 or see: <http://www.ahm.com.au/>

The phone number for emergencies is 000 (Police, Ambulance, Fire Brigade). All non emergency police enquiries should be direct to the police assistance Line (Phone: 13 1444) or Wollongong Police Station, Cnr Church & Market Street, Wollongong (Phone: 42 26 7899).

Accommodation

There are some links on the University website that you may find useful (<http://www.uow.edu.au/about/accommodation/> and

<http://unicentre.uow.edu.au/classifieds/listing.php?catid=2>

Another option is to look on <http://www.domain.com.au/> and <http://www.realestate.com.au/>. The Illawarra Mercury (local paper) has extensive classified listings every Saturday.

To rent a property you will need to complete an application form and provide supporting documentation such as proof of identification (eg. passport, driver's licence), proof of income and references. You will also be required to sign a 'lease' (a contract outlining the length of time that you will rent the property – usually 6 or 12 months) and pay a 'bond' (which is normally the equivalent to 4 weeks rent). This bond money is refunded at the end of your lease providing that there is no damage to the property.

Shopping

The town centre in Wollongong is a good place for general shopping (eg. Clothing, electrical goods) but the actual supermarkets tend to be in the outer suburbs.

Major supermarket chains include Woolworths, Coles and Aldi. Many people find Aldi a cheap store for groceries however you may find that it does not stock all of your grocery needs. If you do shop at Aldi, take a \$2 coin for hire of the shopping trolley which you will get 2 back when you return the trolley. Keira and Campbell St in Wollongong also host a number of specialty grocers and butchers offering Asian style produce.

For store locations see the websites:

Coles: <http://www.coles.com.au/>

Woolworths: <http://www.woolworths.com.au/>

Aldi: <http://www.aldi.com.au/>

Furniture

Inexpensive second-hand (used) furniture can be found in the UniCentre Classifieds on-line at: <http://unicentre.uow.edu.au/classifieds/listing.php?catid=3>

There are also many second hand furniture stores all over Wollongong and the surrounding areas. A particularly good one is the St Vincent de Paul Warehouse located at 110 Montague Street, North Wollongong (Ph. 42 29 7919).

Another option is to hire furniture and or electrical goods from somewhere like Radio Rentals, Shellharbour Super Centre, Shop 7, New Lake Entrance Road, Ph. 42 96 5688.

Employment

In order to apply for a job in Australia, (where visa or residency status permits) you will need to prepare a Resume. A Resume (also known as a CV or Curriculum Vitae) is a document that outlines your previous work history and qualifications. Careers and job seeking assistance can be found at <http://www.uow.edu.au/careers/index.html> .

30. Problems

If any problems arise, please discuss with your supervisor and/or Course Coordinator as problems can often be resolved more easily if tackled early. Do not wait for your Annual Progress Review to note any issues you may have. Informal discussions are often enough to find a solution.

If you have an issue with your supervisor(s) and cannot reach agreement, you may wish to consult with your Course Coordinator. You may also consult with the Head of Postgraduate Studies, Associate Professor Nelson Perera, or with the Dean, Professor John Glynn.

Sometimes, particularly for students completing their research degree whilst working full-time, a particular spike in workload or a personal issue may leave the student with insufficient time to spend on their doctorate. In this case, or for health or other personal reasons, leave of absence may be appropriate. Students should discuss with their supervisor or Course Coordinator. The University's Policy on Leave of Absence for HDR students is available at <http://www.uow.edu.au/research/rsc/hdrhb/UOW008939.html>.