

SCHOOL OF HISTORY

HDR STUDENT INFORMATION KIT

Welcome to the School of History. This guide should be used in conjunction with the *ANU Higher Degree Research Guide* and the *CASS HDR Student Guide*. This kit provides additional information about the postgraduate experience in the School of History. Most of this information can also be found on the School of History website.

Relevant Websites

College of Arts and Social Sciences (CASS)

HDR student guide

<https://cass.anu.edu.au/current-students/higher-degree-research>

School of History Website

<http://history.cass.anu.edu.au>

School of History Student Webpages

<http://history.cass.anu.edu.au/current-students/policies-and-resources>

<http://history.cass.anu.edu.au/students/current/phd-mphil-students>

CASS Student Office Webpage

<http://cass.anu.edu.au/current-students/resources>

Research School of Social Sciences website

<http://rssh.anu.edu.au>

ANU Graduate Research Office

<https://services.anu.edu.au/business-units/dean-higher-degree-research/graduate-research-office>

COVID-19 advice for HDRs

<https://www.anu.edu.au/covid-19-advice/research/hdr-candidates>

Key contacts in School of History

Acting HDR Convenor
Dr Tania Colwell

Postgraduate Administrator
Stephanie Brinkworth

Senior Administrator
Karen Smith

Website Administrator
Danika Waley



Coombs Building

Q: Who do I contact about my research topic, panel, supervision, writing of thesis, general academic questions relating to my PhD?

The first point of contact for any questions with regard to your PhD program should be your primary supervisor. You should also consult the School's HDR Convenor about any academic matters, and particularly in regard to coursework requirements.

Q: What events are held in the School of History?

Keep an eye on the School of History's website, including the internal Sharepoint calendar. You should attend weekly seminars and take advantage of HDR workshops, masterclasses, and student events, including those connected to Allan Martin week which is held every year. There are also various student-led reading and writing groups; and you are encouraged to organise these as you need. See the Convenor for support. Participation in workshops and masterclasses, as well as seminar attendance, can count as credit toward 'The Professional Historian', the coursework elective for History students. Check with your supervisor.

Research Centres

The School of History has three dedicated research centres:

- The National Centre for Biography (NCB),
- Australian Centre for Indigenous History (ACIH)

- Centre for Environmental History (CEH)

It also hosts the ARC Laureate Project: Rediscovering the Deep Human Past.

They all hold research events from time to time.

Centre websites:

<http://ncb.anu.edu.au/news> - National Centre for Biography

<http://acih.anu.edu.au/events> - Australian Centre for Indigenous History

<http://ceh.environmentalhistory-au-nz.org/events/> - Centre for Environmental History

<https://history.cass.anu.edu.au/research/rediscovering-deep-human-past> - Rediscovering the Deep Human Past

Milestone Check-list for full-time PhD and MPhil Students School of History, RSSH¹

| Progress Milestone | Due | Requirement details |
|--|--|--|
| Research Plan* *in subsequent years, 'Annual Plan' | 3-6 months after commencement; thereafter due annually by 30 September | Research plan for the coming year. The first plan should confirm the names of panel members (a chair/supervisor and at least two other members). Please use form provided. |
| Annual Report and Plan Doctoral Students | For first-year students, 9 months** after commencement (December for those commencing by or before March), thereafter due annually (by 30 September) | 1. Report of research activities during the past year, including confirmation of participation in Research Integrity Training, completion of an ethics proposal (where relevant), and enrolment in or completion of any other training. 2. Detailed plan for the coming year. Note that the forms provided allow an opportunity to flag any personal, academic or logistical problems which may influence your research and its timely completion. |
| Master of Philosophy students | For first-year students, 6-9 months after commencement, thereafter due the following year (by 30 September) | |

¹ Adapted from The Higher Degree Research Guide <http://cass.anu.edu.au/current-students/higher-degree-research/resources-current-HDR-students>

In order to graduate students must complete these milestones. Once completed successfully milestones are recorded on the ANU Student System. Each student's milestone due dates and completion records are available on ISIS. ***Applications for scholarship extensions or program extensions cannot be considered unless all progress milestones have been met.***

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| Thesis Proposal Review Doctoral Students | 9** months after commencement (December), with the first Annual Report and Plan | A detailed thesis proposal, including: your research question and subject; the sources to be analysed; the methodology to be employed; the historiography you address and the fields of literature within which your research sits; and the original contribution your project will make to scholarship. |
| Master of Philosophy students | 6-9 months after commencement, with the first Annual Report and Plan | Where relevant provide details of the fieldwork and related funding required to undertake your research. NOTE: The full panel must assess and approve the thesis proposal review, report and plan in order for candidature to proceed. |
| Mid-term Review Doctoral Students | 18 months to 24 months after commencement | The presentation of draft chapters and an oral report to your panel and the Graduate Director (followed by questions and discussion) of your progress, including: the chapter structure of your thesis; a description of your chapters; the number of chapters completed; and an indication of any research or writing to be completed. |
| Master of Philosophy students | 9-12 months after commencement | |

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| <p>Pre-submission Oral Presentation of thesis²</p> | <p>3 months before thesis submission. Note that the milestone is assigned when you first enrol and is set for 6 months before the maximum submission date (as calculated at that time) to allow sufficient time to organise and prepare for the presentation.</p> | <p>One-hour public presentation of your research material and question time.</p> <p>This is to gauge your: independent command of the material; ability to communicate clearly and concisely the analysis of the material and findings; and ability to respond appropriately to constructive comment and criticism.</p> |
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** University guidelines allow for the submission of these reports as late as 12 months after commencement. However students are strongly urged to adhere to the recommended nine-month deadline since fieldwork funding may not be released until a thesis proposal review is completed (including a meeting of the full panel) and an annual plan and report has been submitted and reviewed.

² This applies to all full-time students who commenced after 1 January 2008. If a panel has serious concerns about a student's compliance with the University's rules and policies relating to candidature, or judges that a student's work will not meet the standards for the degree, it has the discretion to report those concerns to the College Dean.

Coursework for Current PhD students

All newly-enrolled Higher Degree Research (HDR) students are required to complete a series of courses over the first 18 - 24 months of full-time candidature. These are designed to enhance your academic training and to broaden your professional skills. The School of History offers two courses for HDR students:

1. The Craft of History: Approaches, Themes, Methods

[The Craft of History: Approaches, Themes, Methods](#) is the program's foundation course and runs in two modules. The first module focuses on historiographical concepts, methods and theories. It usually runs over four days as an intensive series of eight workshops, led by members of the School's academic staff.

The second module comprises two half-day workshops focused on questions of constructing a research archive of original materials, and methods for using and interpreting evidence. Advance preparation (the completion of assigned readings and the posting of discussion questions) is required, as well two reflective essays due after the completion of each module.

The intensive historiographical workshops usually run during the break in semester 1, with the archive workshops taking place in the second half of first semester.

2. The Professional Historian: Advanced Training

[The Professional Historian: Advanced Training](#) course consists of two components. The first is a series of four workshops to be held in second semester. These workshops focus on the formulation of your research questions and hypotheses, the development of your research strategy, your choice of methods, and your situation of your project within existing fields of research. This module culminates in the presentation of your thesis proposal at a thesis proposal presentation day, to which the entire School is invited; it also contributes directly to the completion of one of your HDR milestones.

The second component aims to develop students' historical communication skills. It may be completed in a variety of ways by completing graduate intensive workshops, attending seminars and masterclass, and by participating in reading groups held across the year. Assessment may include such activities as reflective essays, book reviews, or contributions to online media outlets, such as the Conversation.

PLEASE NOTE: HDR students may take courses in other departments to fulfil their elective requirement. Consult your supervisor or the graduate director to discuss your options.

For more detailed course information, visit Programs and Courses: <https://programsandcourses.anu.edu.au>

Funding

Q: How do I access fieldwork funding during my candidature?

The School of History offers fieldwork funding (nominally up to \$6,000). These funds are primarily for fieldwork (including in archives) and conference attendance. You will not have access to this funding until you complete your Thesis Proposal Review milestone. Your supervisor must support your application. The application form can be found on the School of History website: <http://history.cass.anu.edu.au/students/current/phd-mphil-students>

Tutoring

If you are interested in tutoring for the School of History you should discuss your options with your supervisor. To register your interest please contact Karen Smith in the Joint Office.

Procedures and Facilities

Q: Who should I contact for questions regarding enrolment, leave, fieldwork funding and acquittal, scholarship extensions, milestone paperwork, IT, stationery, coursework enrolment, extension of program, mail and travel paperwork?

Please consult Karen Smith or Stephanie Brinkworth for administration matters and please submit all official paperwork through them. You can manage many of these processes yourself through ISIS/Manage My Degree.

Forms for candidature – all on Manage My Degree (MMD) eForms

It is important to maintain accurate records of your candidature. Forms are required to record the following:

- milestone completions
- apply/return from leave
- changes in intensity of program
- candidature extension
- scholarship extension
- coursework enrolment
- withdrawal from program

All these forms can be found on ISIS. Milestone reminders will be sent to you via e-mail from ISIS. You will need to generate the form on the site.



CASS Student Office, Beryl Rawson Building

Forms for fieldwork/research/conference travel – all paper work should be submitted to Karen Smith

Application for Funding

In order to apply for research funding you should consult your supervisor before you fill out your form. The Head of School reviews applications and makes the final decision.

<http://history.cass.anu.edu.au/current-students/current-phd-and-mphil-students>

Travel Approval

You will need to complete a Travel Approval form to cover you for insurance and allow you to be reimbursed expenses. This needs to be completed **BEFORE TRAVEL**.

<http://anu.edu.au/eforms>

Note: We do not issue scholarship/travel grants. We use reimbursement or travel advances. We require original receipts for both these options to be presented at the completion of your fieldwork.

Publications

Whenever you publish articles, papers, book reviews, or media pieces, the details

of these publications need to be recorded in the University's data collection system (Aries). Please contact the School of History administration office as soon as your publication appears, so that it may be entered.

Q: What workplace facilities are available to me during candidature?

Desk and shared office

At the commencement of HDR enrolment full-time PhD students are allocated a desk, computer and phone in a joint office. Part-time students or external students who visit the school may be allocated a desk in the Graduate Centre. You will receive a key upon arrival, which must be returned at the completion of your candidature.

Third-year students may be allocated a single room, if rooms are available, to provide a quiet writing space.

Phones

Phones in student offices have local call access. If you need to make a long-distance call see the administrator. You will need to dial 0 for external calls. ANU phone numbers are (02) 612, followed by the extension (e.g. 612 52354). To make internal calls you just need to ring the extension. To reach the switchboard you can dial 9 or 5111, or you may look up people on the website:

<http://www.anu.edu.au/staff>

A voicemail service is available on all phones. Setting up information can be found on the DOI website.

<http://information.anu.edu.au/>

To access voicemail dial 53333 and follow the prompts.

If you need to forward a call to a different phone hold down “transfer” button, dial the extension to which you want the call to go, transfer again, then replace the receiver after the person has answered.

Student/Staff Contact List

Contact lists will be e-mailed to you as they are updated.

Stationery

Basic stationery supplies are available in the School of History’s Administration Office.

Postage

We provide a postage service at the ANU for all work-related correspondence.

Personal mail requires a stamp and can be left in the mailing out tray located in the School of History’s Administration Office. Official ANU envelopes are also available.

For both overseas and local mail, please write your initials or name/History/RSSS underneath where ANU is written – this allows mail to be returned for any reason.

Pigeonhole

HDR students are allocated pigeonholes for all incoming mail.

Printing and copying

Your office computer is connected to printers within the schools. Please see the

School Administrator if you have any questions or problems with printing.

Although there is no set limit on printing we urge you to save resources. Accordingly:

- always double side printing or photocopying
- put multiple pages to a page if the photocopier can do this
- scan as many documents as possible to save printing.

E-mail

CASS IT staff set up new students with a CASS login. You will need to use your login information to access libraries and e-mail, as well as the internet. If you have a personal e-mail address you must set it to receive e-mail from your ANU e-mail address. All official correspondence will be sent via your ANU address.

Web presence

The School of History website is updated regularly, and HDR students’ information appears on it. Your name will appear in the ‘people’ section, along with your thesis topic and contact information. You will also be added to the ANU phone directory.

Safety and Security

Fire Alarm

If you hear the fire alarm siren sounding, please prepare to exit the building following the advice of your Fire Warden. If you are asked to leave the building, please

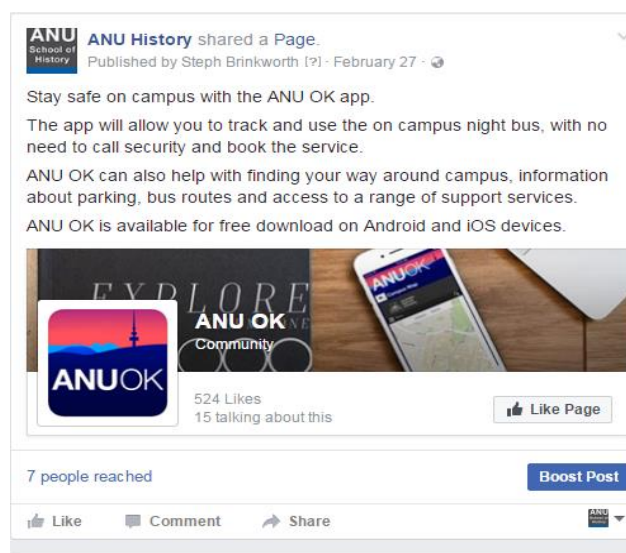
turn off your computer, collect your valuables and vacate your room as quickly as possible but do not lock the door. Use the closest exit to your office and walk around the outside of the building to the grassed area in front of Menzies Library and await further instructions. Do not re-enter the building until it is advised that it is safe to do so.

First Aid

If you need First Aid assistance (not life threatening) you can contact the Joint Office who will contact the nearest First Aid officer in the building.

If a life threatening emergency occurs, call 000.

RU OK contacts



Stay safe on campus with the ANU OK app.

The app will allow you to track and use the on campus night bus, with no need to call security and book the service.

ANU OK can also help with finding your way around campus, information about parking,

bus routes and access to a range of support services.

ANU OK is available for free download on Android and iOS devices.

Website

<https://www.ruok.org.au>

Q: Can I access the building after hours or on weekends?

Access to the Coombs Building after hours is available by using your student card to open the front doors. There are no other access points after hours.

Security

The Security Unit is staffed 24 hours and can be contacted on (02) 612 52249 or e-mail: Security@anu.edu.au.

Please note: There have been regular cases of theft in this building, so it is advisable to lock your valuables away and to lock your door when stepping out.

At night you need not walk alone to transport, car parks or anywhere else on campus. Walk with a friend or a Security-UniSafe escort, or catch the free Safety Bus, provided by the University's Security department. The ANU Safety Bus operates from Monday to Friday during semester to provide a secure transport service for students and staff. For special pick-up requirements call ANU Security on 6125 2249 or contact the bus direct on 0428 632 201. A timetable is available at <http://facilities.anu.edu.au/unisafe/?pid=9>

General Information

Computer and IT Services

For all IT related matters, call the College of Arts & Social Sciences (CASS) IT helpdesk on x54321, or log a job through their website.

intranet.cass.anu.edu.au

Libraries on campus

There are three main libraries on ANU campus: The Chifley Library, the Menzies Library and the W.K. Hancock Library. Please ensure that all borrowed books are returned to the libraries, as non-returned books can attract heavy fines.

Photocopying in the libraries is by pre-paid plastic card. Photocopying in the libraries is much more expensive than using the School's photocopier, so consider borrowing and scanning whenever practicable.

The ANU Library Catalogue, is available from the campus network via:
<http://anulib.anu.edu.au>.



Menzies Library

Local transport

ACTION bus runs through ANU campus and may be caught in Garran Road at University House. A timetable can be obtained from www.action.act.gov.au and the phone number for ACTION is 131710.

Smoking

ANU is a smoke-free campus – smoking is not allowed in or near Coombs. The only exceptions to this are the officially signposted Designated Outdoor Smoking Areas (DOSAs) required under licensing law near the Kambri Precinct and University House and DOSA agreed to by individual residences within the residential precinct. For more information, see <https://services.anu.edu.au/human-resources/wellbeing/smoke-free-campus>

School of History – Who to Contact for What

