

**WESTERN SYDNEY**  
UNIVERSITY



# Master of Research Stage 2 Guide

# GENERAL INFORMATION

## GRADUATE RESEARCH SCHOOL

The Graduate Research School will provide administrative support throughout your research stage and you can contact us for any matters relating to your enrolment, variations to your candidature and general enquiries.

For advice about your research project, please consult with your supervisor(s).

## SUPERVISORS

Your supervisor is the first point of contact for all questions and advice relating to your research project.

Some candidates may have a supervisory panel to provide additional advice and expertise to the project.

## HIGHER DEGREE RESEARCH DIRECTOR

Your School or Institute HDR Director can help you with advice about your supervision, policies and milestones in your candidature. The HDR Director can also connect you with key events and people in your research area.

You should also find out who is the HDR Administrator in your School or Institute as they often work closely with the HDR Director.

## WORKLOAD EXPECTATIONS

It is expected that full-time candidates will spend approximately 35 hours per week on their study and that part-time candidates will spend approximately 20 hours per week on their study. This is a general guide only and circumstances may change at different stages of your candidature.

You need to dedicate suitable time with minimal interruptions to work on your research project.

If you have family, employment or other responsibilities, you need to develop strategies to effectively manage your study and make progress with your thesis.

If you are experiencing difficulties managing your workload, please talk to your supervisors or access student support services such as the [Counselling Service](#), [Disability Service](#) or [Student Welfare Service](#).

## ENROLMENT

You will be provided with a unit code at the start of the research stage. You must enrol in this unit code at the start of each session.

Your candidature may be lapsed if you do not maintain your enrolment.

If you need assistance with your enrolment, please contact the Graduate Research School.

## STUDENT EMAIL

You are required to check your student email account on a regular basis (at least weekly).

All communication from the University will be sent to your student email account. You must also use this account when contacting the University.

You may also have access to a staff account or other account – please ensure you are using the correct account for all student matters.

## VARIATIONS

Your circumstances may change during your candidature and it is important that these

changes are recorded by the Graduate Research School.

These variations include:

- Apply for leave
- Change your study mode (i.e. full-time or part-time)
- Change your thesis title
- Change your supervisory panel
- Apply for overseas study leave

All variations should be submitted online using the Forms Centre:

<http://bit.ly/formscentre>

For more information about using the online form, please refer to the [Form Centre User Guide](#).

## CANDIDATURE SUPPORT FUNDS

You are eligible to access candidature support funds to use for research expenses. These funds are administered directly by your School or Institute and you should contact your HDR Director for advice.

## WORKSHOPS

The Graduate Research School provides a range of workshops and training opportunities. Many of the sessions are designed for doctoral candidates, however, they are often suitable for Master of Research candidates in the research stage.

For more information, please visit the HDR Workshops page: <http://bit.ly/2GOizlQ>

There is also a range of online resources available via the Research Training vUWS site, including videos, recommended resources and access to Turnitin:

<https://vuws.westernsydney.edu.au/>

## LENGTH OF THESIS

The word count for the final thesis is 20,000 to 25,000 words. This does not include references, appendices or other supporting material.

## THESIS FORMATTING

There is no prescribed format that you need to use when preparing your thesis and the expectations may vary across disciplines.

For a general guide to formatting a thesis, please refer to the [HDR Examination Handbook: Appendix 1: Thesis Format Guidelines](#).

Another option is to review other theses that have been previously submitted at Western Sydney University. You can search for these via the Library's [Research Direct](#) repository.

## TURNITIN – PLAGIARISM AND REFERENCE CHECKING

You can access Turnitin via the Research Training vUWS site:

<https://vuws.westernsydney.edu.au/>

You should use Turnitin to check drafts of your thesis throughout the research stage. Turnitin reports can help you identify instances of missing references or text that has not been suitably paraphrased.

You should also submit your complete thesis to Turnitin for a final check before your submission.

You may wish to discuss your Turnitin reports with your supervisor for advice.

# THESIS SUBMISSION AND EXAMINATION

## NOMINATION OF EXAMINERS

You should begin discussing potential examiners with your supervisor from early in the research stage. While you cannot know the final composition of your examination panel, you can be involved in developing a shortlist of potential examiners and identifying any that you have a conflict of interest with or would otherwise prefer not to examine your thesis.

Your supervisor will be required to submit an online Nomination of Examiners form via the Forms Centre: <http://bit.ly/formscentre>

This form must be submitted by your supervisor.

You must not know the final composition of your examination panel.

## HOW TO SUBMIT YOUR THESIS

You can submit your thesis using the online Thesis Submission Form: <http://bit.ly/formscentre>

For more information about using the online form, please refer to the [Form Centre User Guide](#).

You will be required to upload a PDF copy of your thesis to Cloudstor (file sharing service) and submit a link using the online form:

[How to Upload Your Thesis to Cloudstor](#)

## EXAMINATION PROCESS

Your thesis will be examined by two external examiners, nominated by your supervisor and approved by your School or Institute.

After you submit your thesis, the Graduate Research School will distribute it to your examiners.

Examiners are asked to return their reports within four weeks, however, this process may take longer due to their availability and circumstances.

When we receive the examiner reports, they will be sent to your supervisor and HDR Director for review. The final outcome will be sent to the Research Studies Committee for final approval. You will then be notified of the outcome.

The Graduate Research School will do everything possible to ensure the process happens as quickly as possible, however, you should be aware that it can be a lengthy process and involves many variable factors.

We will notify you as soon as the final outcome is known, however, there is limited information or updates that we can provide during the examination process.

Western Sydney University  
Locked Bag 1797  
Penrith NSW 2751 Australia



[WESTERNSYDNEY.EDU.AU](http://WESTERNSYDNEY.EDU.AU)