Department of Anthropology,
School of Culture History and Language
College of Asia and the Pacific
Australian National University

Information for Prospective and Entering PhD Students

The following information was last updated in January 2012 and is subject to revision without notice. It is for prospective and incoming postgraduate students in Anthropology, School of Culture, History and Language (CHL) only, and should be read in conjunction with the information contained separately in the document entitled Induction Guide to the ANU Graduate Research Field of Anthropology, which is available for download at http://anthropology.anu.edu.au/welcome

Welcome to the Department of Anthropology, CHL. Postgraduate students who are enrolled in our department belong to the ANU-wide Anthropology Research Field, along with students formally enrolled in several other departments and centres. However they receive most of their support from staff and resources based CHL.

This brochure covers the following matters:

1. Arrival
2. Life in Canberra
3. Office space
4. Facilities
5. Staff
6. Field Equipment
7. Thesis Production
8. Photography and Cartography Services
9. Fieldwork Funding
10. Conference Funding
11. Seminar Attendance
12. Postgraduate Induction Seminar series
13. Mid-year Annual Progress Review
14. Monthly Departmental tea
15. Departmental Library
16. Tearooms

For general information about postgraduate study and research at the ANU, students are directed to the Graduate Research Online Handbook at http://studyat.anu.edu.au/graduate_research.html, which covers information relating to:

- orientation, admission, enrolments and scholarships
- the requirements of a research degree and thesis
- supervision
- other university resources and services
1. **Arrival**

Students joining our department are expected to arrive in Canberra no later than 31 March in the year they begin their doctoral studies. This is important because from that date all new students are expected to participate in the First Year Induction run by the Department and the Anthropology Graduate Programme, beginning in early April. When you arrive you should report to either one of the two School Administrators whose full time job it is to look after Postgraduate Research Students: Penelope Judd or Jo Bushby. Students who find they are unable to arrive by 31 March should alert one of them at phd.chl@anu.edu.au as early as possible.

Our administrative staff seek to have office space, computer, library card, access to email, fax, mail etc. ready for newly enrolling students upon their arrival in Canberra so that they can begin their work as early as possible. This requires, however, that new students notify Penelope Judd or Jo Bushby, at least one week prior of the exact date of their arrival in Canberra. Students who appear without providing prior notice of their arrival may have to wait for one or two weeks before office space, computer access, and other support facilities can be arranged for them.

At the time of the arrival (if not arranged previously), new students will be assigned a provisional Supervisor to whom they can turn for academic advice while they familiarise themselves with Anthropology, CHL and University. Later in their first year, all students will be required to nominate an academic Panel consisting of a Principal Supervisor (Panel Chair), Co-Supervisor, and at least one Advisor (further details of panel composition, selection, duties, etc. are provided after students’ arrival).

2. **Life in Canberra**

Situated close to Canberra’s Civic centre, students and staff at the ANU are close to the numerous social, cultural, governmental and civic activities that mark the annual calendar of the national capital as well as the recreational attractions of the South Coast and the Snowy Mountains. For more information on the ANU and life in and around Canberra, visit http://www.anu.edu.au/about/

3. **Office Space**

Once enrolled in the School, Anthropology postgraduate students are provided with office space for their work. Because office space in the School is at a premium newly enrolled students are allocated shared office space in the period leading up to their major fieldwork, usually undertaken near the end of their first year.

http://chl.anu.edu.au/anthropology/
4. Facilities

The School provides considerable support for postgraduates’ research as regards IT and other services:

- Library privileges.
- Stationary supplies.
- Fieldwork equipment (see details below).
- Use of telephone for local calls.
- Access to fax for research purposes.
- Exclusive use of a desktop computer.
- Shared scanner and CD burner facilities.
- Full access to the Internet and ANU email facilities in accordance with the ANU's IT Policies and Rules.
- Printer/copier facilities.
- Free advice to help you make appropriate decisions on IT needs or purchases before arrival (see IT Advisor under Admin Staff).

5. Anthropology Staff

Academic staff with primary affiliations to the Dept. of Anthropology are:

Dr Assa Doron
Dr Andrew Kipnis
Dr Andrew McWilliam (Head of Department)
Prof Mark Mosko
Prof Kathy Robinson
Prof Alan Rumsey
Dr Philip Taylor
Dr Phillip Winn

Other CHL staff with secondary affiliations to the Department are:

Associate Professor Ariel Heryanto, Island Southeast Asia, CHL
Dr Chris Ballard, History, CHL
Dr Jane Ferguson, Mainland Southeast Asia, CHL
Dr Anna-Karina Hermkens, Pacific Studies, CHL
Assoc Prof Ariel Heryanto, Island Southeast Asia, CHL
Prof Margaret Jolly, Gender and Cultural Studies, CHL
Dr Kathy Lapani, Gender and Cultural Studies, CHL
Dr Rachel Morgain, ARC Fellow, CHL, CASS
Dr Katerina Teaiwa, Pacific Studies, CHL
Amrih Widodo, Island Southeast Asia, CHL
As Head of Department, Andrew McWilliam is responsible for our academic programme including (along with Supervisors and the Convenor of the Graduate Field of Studies) matters regarding the training and supervision of enrolled postgraduates.

Additional anthropologists within the College of Asia and Pacific who have various affiliations with Anthropology as regards graduate supervision and training, seminars, joint research, etc. include:

Dr Richard Eves, State, Society and Governance in Melanesia Project  
Dr Colin Filer, Resource Management in Asia Pacific  
Prof James Fox, Resource Management in Asia Pacific (retired)  
Dr Nicole Haley, State, Society and Governance in Melanesia Project  
Dr Peter Jackson, History, CHL  
Dr Andrew Walker, Resource Management in Asia Pacific  
Dr Michael Young, Anthropology, CHL (retired)

Our administrative staff are shared across the School to which we belong (CHL), and include highly-trained professional people with technical expertise. The ones who will be working most closely with you as postgraduate students are:

Ms Penelope Judd, Postgrad Student Support  
Ms Jo Bushby, Postgrad Student Support  
Ms Helen Parsons, Editorial Assistant, TAPJA  
Dr Stephen Meatheringham, IT Advisor

6. Field Equipment

The Department of Anthropology maintains limited field equipment that students can borrow for their field research: audio recorders, still cameras, and video cameras. For details contact Andrew McWilliam. The policy on field equipment is currently under review.

7. Thesis Production

The University’s Academic Skills and Learning Centre is available to all students who require assistance with the basic skills of English writing. The Centre has proven to be a valuable resource for many thesis-writing students regardless of whether English is their first or second language.

School staff are also available to provide advice regarding thesis formatting and assistance in making style sheets. In addition students can get advice on available photographic reproduction, photocopying and binding services.
NOTE: You are strongly advised to seek information on all IT issues regarding thesis production as early as possible after commencing your studies, and to consult the ANU’s policy paper entitled INFORMATION FOR CANDIDATES ON THE SUBMISSION AND EXAMINATION OF THESE FOR THE DEGREE OF DOCTOR OF PHILOSOPHY which is available on the web: http://policies.anu.edu.au/guidelines/research_theses_submission_and_examination_information_for_higher_degree_research_students/guideline

8. Photography and Cartography Services

CHL Anthropology students in CAP are entitled to the services provided by the CAP Photography and Cartography Units for still photography and graphics associated with their fieldwork and theses. For CAP Photography contact Darren Boyd at 6125 4289 or darren.boyd@anu.edu.au. For CAP Cartography contact Kay Dancey at 6125-2230 or cartography@anu.edu.au

9. Fieldwork Funding

Anthropology students are expected to conduct a sustained period of ethnographic fieldwork as part of the research leading to their degrees. Funding is available from the School for PhD students’ research expenses, including fieldwork expenses. The minimum amount you are entitled to is $7000. You may apply for a further $2,500 under certain conditions which can generally be met by all Anthropology students. One of these conditions is that you must also apply for fieldwork funding from an outside source, e.g., the Wenner-Gren Foundation (http://www.wennergren.org/programs/dissertation-fieldwork-grants). For further details see Penelope Judd or Jo Bushby.

10. Conference Funding

The School research funding described in 9 above may also be used for travel for students who wish to present their research findings at professional conferences. Some funding for this purpose will also be available from the Department. The policy for this is currently under review and will be finalized soon. Students are strongly encouraged to seek additional funding from external sources to pay for their conference travel, e.g., from the Australian Anthropological Society, which offers travel scholarships for students to attend and present papers at its annual conference.
11. Seminar Attendance

Two weekly Anthropology seminars - the Joint CAP-CASS Wednesday morning seminar and the Friday afternoon Graduate Seminar - are considered the core of the Anthropology Graduate Programme. During their tenure at the ANU, all Anthropology CAP postgraduates are expected to attend both seminars on a regular basis except for the period when they are conducting fieldwork off-campus (See *Anthropology Graduate Program Guide*, section 3.3).

12. Postgraduate Induction Seminar Course

As part of the induction process, the Anthropology Graduate Programme runs First Year Theory and Methodology seminar courses for all new students during First Semester. Both of these courses meet weekly during early April – June and are compulsory for all newly arrived Anthropology PhD students. The theory course consists of readings and critical discussions of classic and contemporary foundational works in anthropology, and of written work consisting mainly of draft versions of the student’s research proposal. The Methodology Seminar introduces students to a wide range of methods that are used in anthropological research. These seminars also provide an opportunity for all new students across the Programme to meet one another and familiarize themselves with each other’s research projects. For further details about these courses see http://anthropology.anu.edu.au/sites/anthropology.anu.edu.au/files/Handout%202011%20Theory%20and%20anthroplogy.pdf and http://studyat.anu.edu.au/courses/ANTH8102;details.html.

13. Mid-year Progress Review

Roughly mid-way through each year, students are required to complete an Annual Report outlining their progress and goals for the coming year. On the basis of this information, academic staff conduct an annual Progress Review of all students enrolled in the programme. These discussions provide an opportunity for all academic staff to be briefed on and to discuss each student’s progress through the programme (see the *Graduate Studies Anthropology* guide, sections 7.2 and 7.3).

14. Monthly Anthropology Tea

Approximately once a month, usually on a Thursday morning, the Anthropology Department Unit hosts a morning tea for all staff and students. At these informal social gatherings, newly arrived students and visitors are
welcomed, thesis submissions and degree completions are celebrated, and all of the birthdays occurring in that month are acknowledged.

15. Anthropology Library

In Coombs Room 7209 there is an Anthropology which includes several journals (*Oceania, TAPJA, Current Anthropology*, etc.), various reference materials (dictionaries, encyclopaedias, computer manuals, etc.), a small collection of monographs and audio-visual material, a large file of reprints, and other miscellaneous printed matter. Anthropology theses are also available to be borrowed but may not be taken outside of the Coombs Buildings.

Borrowing periods are as follows:

- General library material: 8 weeks
- Reference material: 2 days
- Theses: 2 weeks

Materials may be renewed once. Consult the library database at “H:\anth-info\3. Anth Library database\Anth library database.enl” to search the contents of the Anthropology library.

16. Tearooms

With Linguistics, Anthropology maintains a tearoom with fridge, sink, microwave and facilities for making coffee and tea. We are responsible for keeping it clean.

Fresh espresso coffee, tea, and a selection of snacks can be purchased mornings and afternoons in the Coombs tearoom, which is centrally located in the building and serves as the chief gathering place for students and staff both CAP and CASS. There is also a CHL tea room with an expresso machine that you can use for free, on the top floor of the Coombs Building in room 5225.