Research Student Induction

Gabrielle Falls  Manager, University Research Services
Lee-Ann Cole  Research Degrees Administration Officer
Sian Gyte  Senior Research Administration Officer

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Overview of workshop

- Code of Conduct, Common Rules
- Time Commitment & Employment
- Scholarships
- International Students
- Confirmation of Candidature
- Ethics Clearances
- Progress Reports
- Other Requirements
- Communication
- Resources & Assistance
- Questions & Comments
Code of Conduct

• **Australian Code for the Responsible Conduct of Research**
  • Responsible research practices and integrity in research for institutions and their researchers
  • Management of research data and materials
  • Supervision of research trainees
  • Publishing and disseminating research findings
  • Authorship
  • Effective peer review
  • Collaborative research
  • Conflicts of interest
  • Breaches and misconduct
Common Rules

1. Doctor of Philosophy
2. Master by Research
3. Research Professional Doctorate
Common Course Rules

- Courses leading to the Advanced Diploma/Associate Degree
- Courses leading to the Higher Education Diploma
- Courses leading to the Degree of Bachelor
- Courses leading to the Honours Bachelor Degree
- Courses leading to the Award of Graduate Certificate
- Courses leading to the Award of Graduate Diploma
- Courses leading to the Degree of Master (by Coursework)
- Courses leading to the Degree of Master (by Research)
- Courses leading to the Accounting of a Professional Doctorate (Coursework)
- Courses leading to the Accounting of a Professional Doctorate (Research)
- Courses leading to the Degree of Doctor of Philosophy (Under Review)
- Courses leading to the Degree of Doctor of Science

Note: You will need Adobe Acrobat Reader to view pdf files. Get Adobe Acrobat reader.
Common Rules Contents

• Program of Study
• Conditions re
  • Supervision
  • Resources
  • Enrolment
  • Candidature
  • Leave
  • Thesis
  • And more...
Time Commitment and Employment

• **Full time students**
  - A *minimum* of 30 h/week committed to study
  - Employment *must* be pre-approved
  - International Students check visa conditions

• **Part time students**
  - A *minimum* of 15 h/week committed to study
  - Part time measured as half of full time
  - Employment may be undertaken without approval

• **You may apply to change status**
  - Conditions apply for scholarship holders
Scholarships

• Generally for full time Students

• Conditions of Award for Scholarships
  • Leave
  • Employment

• Scholarships associated with funding contracts will have additional requirements
  • Intellectual Property
  • Reporting
  • Other conditions
International Students on Student Visas

• Some of the CDU rules may not apply because of the conditions of their student visas, eg.
  • Leave of absence
  • Employment
  • Research students differ from other international students

• For advice contact either the International Office or the International Facilitator in Equity Services.
Important Milestones

• Confirmation of Candidature
• Ethics Clearance
• Progress Reports
Confirmation of Candidature

- Supervision Agreement
- Detailed Research Proposal
- Oral Presentation
- If requirements are not completed within timeframe, the DVC will ask the student to ‘show cause’ why they should remain enrolled
Confirmation of Candidature cont

- Supervision Agreement
  - In place within first 4 months FTE of commencement
  - Sets out responsibilities of student and supervisors
  - Signed by both student and supervisor
  - Must be endorsed by Faculty
  - Forms can be downloaded from: http://www.cdu.edu.au/research/office/researchcodesandforms.htm
Confirmation of Candidature cont

• The Supervisory Panel
  • 1 x Principal Supervisor – full time CDU staff member
  • 2 x Associate Supervisors
  • Supervisors must be on the CDU Supervisor Register
  • Fill in the forms to add/change supervisors
  • Get all the signatures and endorsements
Confirmation of Candidature cont

- **Research Proposal**
  - Submitted within first 4 months FTE of commencement
  - Not the one you handed in to apply for admission!
  - Approx 2-5000 words (varies according to discipline)
  - Template with headings you need to follow

Forms can be downloaded from:
Confirmation of Candidature cont

• Oral Presentation
  • Within first 6-9 months FTE of commencement
  • Delivered to a group of disciplinary peers, including the Faculty HDR Panel, on the detailed research proposal and any preliminary results
  • Organised by the Faculty in consultation with supervisor
  • Chair of HDR Panel discusses outcome with student and Principal Supervisor
  • Candidates who receive a negative assessment may repeat - provided this occurs within the timeframe allowed for Confirmation
Confirmation of Candidature cont

• Once all three completed **successfully** in timeframe = candidature confirmed by DVC

• If not successfully completed within timeframe = asked to “show cause” by DVC

• May be given an extension by DVC
Ethics Clearances

• **Must be obtained if your research project:**
  - Involves human beings or their information
  - Involves live animals

• **Can take up to 3 months**

• **You cannot commence your actual research data collection until approval is given**

• Information and forms available from: [cdu.edu.au/research/office/ethics.html](http://cdu.edu.au/research/office/ethics.html)

• Seminars and workshops next week
Progress Reports

• Interim Report and Annual Report
• Annual Report must be completed by ALL research students EVERY year
• Interim Report must be completed by:
  • All NEW research students
  • Students returning from extended leave
  • Other students who are requested to do so
• Forms via research-students list (subscribe now!)
Other Requirements

• Enrol every year (forms via research-students list)

• Leave Forms
  • Maternity, paternity, sick
  • Recreation leave (20 days per yr)
  • Leave of Absence – up to one year over entire candidature

• Travel
  • Approval required PRIOR to travel >50km from normal place of study
  • Complete a Movement Requisition
  • Note DFAT warnings for International travel

• 5 Generic Skills Workshops over candidature
Communication

• CDU email address
  • All new students provided with one
  • Subscribe to the Research-students list
  • ORI use student email for all communication, eg.
    • Scholarships
    • Annual reports
    • Enrolment forms
    • Workshops
Research-students -- This list is for Research Students only.

This mailing list is a means of disseminating information such as important notices, announcements and student related information. If you think that you should be on this list then please enter your details and a moderator will see it.

To see the collection of prior postings to the list, visit the Research-students Archives. (The current archive is only available to the list members.)

Using Research-students

To post a message to all the list members, send email to research-students@lists.edu.au.

You can subscribe to the list, or change your existing subscription, in the sections below.

Subscribing to Research-students

Subscribe to Research-students by filling out the following form. This is a closed list, which means your subscription will be held for approval. You will be notified of the list moderator's decision by email. This is also a hidden list, which means that the list of members is available only to the list administrator.

Your email address:

Your name (optional):

You may enter a privacy password below. This provides only mild security, but should prevent others from messing with your subscription. Do not use a valuable password as it will occasionally be emailed back to you in plaintext.

If you choose not to enter a password, one will be automatically generated for you, and it will be sent to you once you've confirmed your subscription. You can always request a mail back of your password when you edit your personal options.

Pick a password:

Recenter password to confirm:

Which language do you prefer to display your messages? English (USA)

Would you like to receive list mail bunched in a daily digest?  No  Yes

Subscribe

Research-students Subscribers

(The subscribers list is only available to the list administrator.)

Enter your admin address and password to visit the subscribers list.
Resources and Assistance

• **Minimum Resources**
  • Provided by Faculty - Access, Desk, IT, Funding
  • Provided by Library – Loans, Information Resources & Services

• **Skills Enhancement**
  • Generic Skills Fortnight
  • Other throughout year
  • Language & Literacy Support

• **Problems Solving/ Complaints**
• **Research website**
Problem Solving

• Supervisor

• Faculty Academic contacts
  • EHSE - Jim Mitroy (via Heather Robertson)
  • LEBA - Aggie Wegner
  • Menzies - Suzanne Belton
  • ACIKE – Terry Dunbar

• Head of School

• Indigenous Academic Support Unit

• Office of Leadership and Organisational Culture
  • Counselling, Disability support, Accommodation support, International student advisor, Careers and employment

• Office of Research & Innovation and DVC
Complaints

• **Current student grievance processes:**

• **Office of Leadership and Organisational Culture**
  08 8946 6509 or [complaints@cdu.edu.au](mailto:complaints@cdu.edu.au) for information, assistance, documents etc
Key Contacts

Faculty Research Student Admin

ACIKE
Karen McLean
karen.mclean@cdu.edu.au

LEBA
Alison Chin
lbadeanadmin@cdu.edu.au

EHSE
Heather Robertson
pgresearch@cdu.edu.au

Menzies
Caroline Walsh
caroline.walsh@menzies.edu.au
Key Contacts cont

Office of Research & Innovation

• Lee-Ann Cole
  Most research student central admin issues
  research.degrees@cdu.edu.au

• Sian Gyte
  Scholarships, progress reports, skills enhancement
  research.scholarships@cdu.edu.au

• Ethics
  cdu-ethics@cdu.edu.au
Questions and Comments