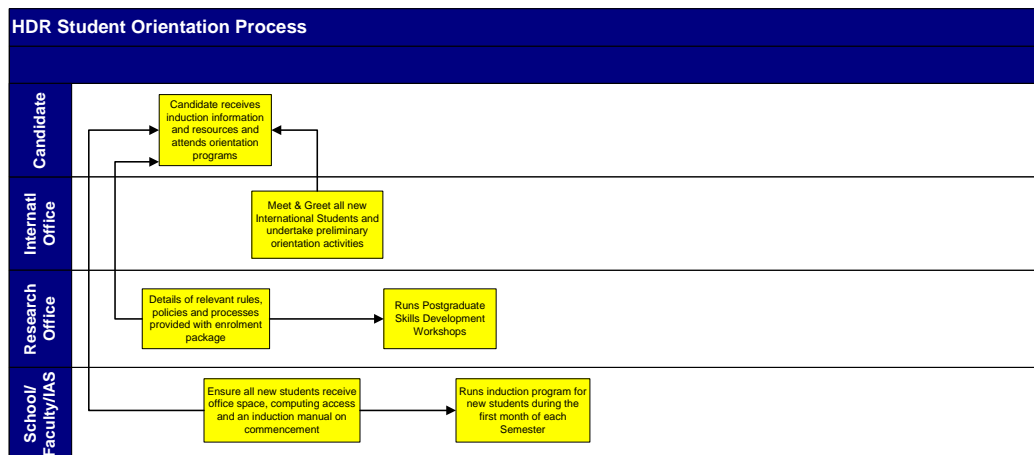


**Endorsed by Academic Board at Meeting 02/05 on 20<sup>th</sup> May 2005**

<b>Intent:</b>	<b>Attributes:</b>
<p>The purposes of student orientation and induction are to provide a time for new students to familiarise themselves with the university.</p> <p>Charles Darwin University's academic and administrative staff and Student Union are all heavily involved in helping students settle into their new environment.</p> <p>The orientation and induction programs are designed to help new students become familiar with all the services, facilities and programs offered across the University as well as those at specific campuses.</p>	<p>Essential features of the process include provision of:</p> <ul style="list-style-type: none"> <li>• Induction manual and information including CDU rules, policies and processes.</li> <li>• A program of orientation activities including the Postgraduate skills development workshops.</li> <li>• Office space and computer access.</li> </ul> <p>Charles Darwin University sees the importance of ensuring that all students are familiar with their campuses, their course requirements and services available.</p>



Process Step       Decision Step 

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Process Step	Summary of Process	Responsibility
Ensure all new students receive office space, computing access and an induction manual on commencement	Each School must ensure that students have access to minimum resources as outlined in the Guidelines on Minimum Resources (Appendix 1) and an induction manual.	School
Details of relevant rules, policies and processes provided with enrolment package	The Research Office provides a copy of rules, policies and processes relevant to Higher Degree by Research Students with the student's offer of candidature. See Appendix 2 for a list of the headings for such documents.	Research Office
Meet & Greet all new International Students and undertake preliminary orientation activities	The International Office meets & greets all new International Students on arrival in Darwin and undertakes preliminary orientation activities	International Office
Candidate receives induction information and resources and attends orientation programs	Candidate receives induction information and resources from School, Research office and, if applicable, International Office and attends orientation programs run by the same.	School, Research Office, International Office
Runs Postgraduate skills development workshops	Research Office runs Postgraduate skills development workshops throughout the year in consultation with CDUPSA and in conjunction with presenters from CDU and externally on a range of topics relevant to new and continuing HDR students.	Research Office
Runs induction program for new students during the first month of each Semester	The School/Faculty/IAS runs an induction program for new students during the first month of each Semester	School/Faculty/IAS

## Appendix 1:

### GUIDELINES ON MINIMUM RESOURCES FOR HIGHER DEGREE RESEARCH CANDIDATES (PHD, RESEARCH PROFESSIONAL DOCTORATE AND MASTERS BY RESEARCH)

The following minimum resources shall be provided for PhD, Research Professional Doctorate and Masters by research candidates at Charles Darwin University. The resources shall be provided by the Faculty/IAS in which the candidate is enrolled.

#### 1. Candidates on Campus:

##### 1.1. Office space -

Candidates will be offered an office space with a desk and chair, lockable filing cabinet and bookshelves. The office space may be a space within a shared or common area.

##### 1.2. Computing Facilities -

Candidates will have access, on a shared basis, to dedicated postgraduate research personal computers within Faculties. Computers will provide email/internet access, and an appropriate level of software will be available.

##### 1.3. General Facilities -

Candidates will have reasonable access to photocopying, fax, postage and telephone for usage in relation to their degree. Basic stationery supplies will be provided.

##### 1.4. Interlibrary Loans -

*Up to 200 interlibrary loans would be provided free to PhD students, and up to 100 for Research Professional Doctorate and Masters by research students, with additional loans supported by the library where possible. There would be no restriction on interlibrary loans for which the cost was met by the student or cost centre.*

##### 1.5. Direct Financial Support -

A reasonable level of financial support shall be provided. The current indicative funding is \$1,000pa for full time candidates and \$500pa for part time candidates, which can be carried over from one year to another for research project work. For Research Professional Doctorate candidates the level of funding is proportional to the research component of their degree.

Funding will be provided for a minimum of three years and maximum of four years for PhD candidates; a minimum of 2 years and maximum of 3 years for Professional Doctorate candidates; and a minimum of 1 year and maximum of two years for Masters by research candidates. Faculties are expected to budget for the minimum periods whereas extensions up to the maximum period are at the faculties' discretion.

Although students may choose to use their allocation to attend a conference, this should not be at the expense of essential items required for completion of their degree.

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1.6. Laboratory Space -

Where relevant, each candidate shall have sufficient laboratory space, equipment and facilities to enable successful completion of the candidate's program of research.

2. Candidates off Campus:

Where computer networking is possible candidates will be provided with a modem for email/internet access through CDU. Candidates shall receive the same level of Direct Financial Support as on campus candidates. Additional reasonable support may be provided if fax and telephone communication is necessary.

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## Appendix 2:

### Rules, policies and processes for postgraduate research students

#### Course related

Course Rules  
Supervision processes, including supervision agreements  
Research Proposals  
Overseas travel

#### Scholarships and other Postgraduate Resources

Minimum Resource Guidelines

#### Ethics

CDU ethics policies, procedures and guidelines

Details of how to access further information on research, scholarships, IP, examinations, ethics and for downloading forms etc. are also provided.

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