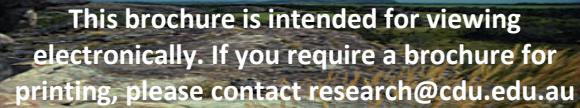




# Information for New Research Students

[www.cdu.edu.au/  
research/](http://www.cdu.edu.au/research/)



This brochure is intended for viewing electronically. If you require a brochure for printing, please contact [research@cdu.edu.au](mailto:research@cdu.edu.au)

## Confirmation of Candidature

In order for your candidature to be confirmed you must submit a detailed **Research Proposal** and a **Supervision Agreement** and give an **oral presentation** to a group of disciplinary peers.

### Due Dates:

- Research Proposal and Supervision Agreement are due within four months of commencing for full-time students, or eight months for part-time students
- For Doctor of Philosophy, the confirmation of candidature must be completed within nine to twelve months of full-time study. For Masters by Research and Research Professional Doctorate the confirmation of candidature must be completed within six months of full time study.

For further information on this process click here:

[http://www.cdu.edu.au/governance/documents/ResearchProposalSupervisionAgreementandConfirmationofCandidatureProcess\\_000.pdf](http://www.cdu.edu.au/governance/documents/ResearchProposalSupervisionAgreementandConfirmationofCandidatureProcess_000.pdf)

## Ethics

Ethics clearance must be obtained before the commencement of research activities involving animals or humans. The ethics process takes approximately three weeks, however in some cases it may take up to approximately 9 weeks.

Applications to the Committees are due two weeks prior to the meeting. Late applications **WILL NOT** be accepted.

For meeting dates see web address:

<http://www.cdu.edu.au/research/office/ethicscalendar.html>

Further information regarding Ethics enquiries can be found at :  
<http://www.cdu.edu.au/research/office/ethics.html>

## Interim & Annual Reports

Every year you will be required to complete an Annual Report. You will be notified if an Interim Report is also required. The report forms will be sent out via the research-students list (see second page of this flyer).

It is a requirement of your candidature that these are completed within six weeks and returned to the Office of Research and Innovation.

The Reports facilitate a process for dialogue between you, your supervisor, Executive Dean and Deputy Vice Chancellor (Research and International), regarding your progress.

## Generic Skills Workshops

As a Research Student you are required to undertake at least five Generic Skills Workshops over your candidature.

A Generic Skills brochure will be available on the website at the start of each year. You must register to attend these workshops. Further information can be accessed at: <http://www.cdu.edu.au/research/office/workshops.html>

From 2010 a Compulsory Induction Session for Commencing Research Students will be included with these workshops.

## Enrolment

At the start of every year you should enrol for the full calendar year, unless you are on approved leave of absence for a full semester.

Enrolment forms will be emailed to you around November each year. All enrolment forms need to be lodged at the Office of Research and Innovation, 2nd Floor, Orange 2 or by post to:

Charles Darwin University,  
Casuarina NT 0811

or email a scanned copy to:

[research.degrees@cdu.edu.au](mailto:research.degrees@cdu.edu.au)

## Student Card

As an enrolled student you are entitled to a student card.

**Internal Students** can obtain a card from:

- Uni Info Shop, Casuarina Campus, Building 29
- Cashier, Palmerston Campus, Building A
- Uni Info Shop, Alice Springs Campus

**External Students** can obtain a card by completing the form at this link:

<http://www.cdu.edu.au/studentportal/docs/2010/gen103.pdf>

**Student cards provide access to facilities such as:** Library, after hours computer labs, University Bookshop discounts and other discounts where notified by the business.

## Communication

**It is essential that you subscribe to the research students email list using your CDU student email address only. Go to this link to subscribe:**

<http://lists.cdu.edu.au/mailman/listinfo/research-students>

As a subscribed member you will receive all correspondence of a generic nature relevant to research-students.

We will use only your **CDU student email address** for corresponding with you for the duration of your candidature. Your CDU email address will be issued when you have activated your student account once you are enrolled. To activate your account, go to [http://www.cdu.edu.au/studentnet/student\\_idmanager.html](http://www.cdu.edu.au/studentnet/student_idmanager.html)

For any problems with your email address or student account, the CDU IT help desk can be contacted on 08 8946 6600 or [ITMS-Support@cdu.edu.au](mailto:ITMS-Support@cdu.edu.au)

Please keep the Office informed of any changes to your addresses.

## Policy & Processes

Research Students should become familiar with our Office of Research and Innovation Webpage for useful info and links for downloading forms for all Current Research Students.

The Higher Degree by Research (HDR) Student Policies & Processes can be accessed at:

<http://www.cdu.edu.au/governance/Processes.htm>

## MyResearch

MyResearch is a useful online resource for CDU research students which covers topics such as literature reviews, goal setting, supervision agreements, writing up and more. It also includes tips and advice from supervisors and past students.

<http://learnline.cdu.edu.au/myresearch/>

## Research Grants & Scholarships

See these web pages for more information on grants and scholarships.

### Scholarships

<http://www.cdu.edu.au/research/students/scholarships/internal.html>  
<http://www.cdu.edu.au/research/students/scholarships/external.html>

### Research Grants Database

[http://www.cdu.edu.au/research/office/grants\\_fellowsh\\_resources/funding\\_databases.html](http://www.cdu.edu.au/research/office/grants_fellowsh_resources/funding_databases.html)

### Research Bulletin and Research Funding Email List

<http://www.cdu.edu.au/research/office/researchbulletin.html>

### Conference Travel Grants

Contact your School or Faculty for more details.



## Contacts

### Office of Research and Innovation

**Research Degrees and Scholarships Officer**

**Phone:** 08 8946 6548

**Email:** [research.degrees@cdu.edu.au](mailto:research.degrees@cdu.edu.au)

### Research Administration Officer (Examinations)

**Phone:** 08 8946 7065

**Email:** [research@cdu.edu.au](mailto:research@cdu.edu.au)

### Animal Ethics Committee and Human Research Ethics Committee

**Phone:** 08 8946 6498

**Email:** [cdu-ethics@cdu.edu.au](mailto:cdu-ethics@cdu.edu.au)

### Faculties and IAS Schools

**Faculties:**

**Faculty Education, Health & Science**

**Phone:** 08 8946 6471 **Email:** [pgresearch@cdu.edu.au](mailto:pgresearch@cdu.edu.au)

### Faculty of Law, Business and Arts

**Phone:** 08 8946 6828 **Email:** [Vakina.poniris@cdu.edu.au](mailto:Vakina.poniris@cdu.edu.au)

### Institute of Advanced Studies:

**Graduate School of Health Practise**

**Business Manager Phone:** 08 8946 7255

**Email:** [Natasha.Lawrence@cdu.edu.au](mailto:Natasha.Lawrence@cdu.edu.au)

### School for Environmental Research

**Admin Assistant Phone:** 08 8946 6413

**Email:** [Roanne.ramsey@cdu.edu.au](mailto:Roanne.ramsey@cdu.edu.au)

### Menzies School of Health Research

**Scholarship manager:** 08 8922 7953

**Email:** [Kalotina.Halkitas@menzies.edu.au](mailto:Kalotina.Halkitas@menzies.edu.au)