

## Student Guide, Policy & Processes

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

Higher Degree by Research (HDR) Student Guide and Policy & Processes can be accessed via this web address:

[http://www.cdu.edu.au/research/office/administration\\_management/hdr-student-guide.html](http://www.cdu.edu.au/research/office/administration_management/hdr-student-guide.html)

OR alternatively processes can be accessed at:

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

## 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>

### Research Grants Database

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

### Research Bulletin and Research Funding Email List

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

### Conference Travel Grants

[http://www.cdu.edu.au/governance/documents/ConferenceTravelGrants\\_CTYG\\_Process.pdf](http://www.cdu.edu.au/governance/documents/ConferenceTravelGrants_CTYG_Process.pdf)



## Contacts

### Research Office

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

Phone: 08 8946 6407

Human Research Ethics Committee

Phone: 08 8946 6498

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

Research Grants Officer

Phone: 08 8946 7064

Email: [hemali.seneviratne@cdu.edu.au](mailto:hemali.seneviratne@cdu.edu.au)

### 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 6830

Facsimile: 08 8946 6852

Email: [Kathryn.McTurk@cdu.edu.au](mailto:Kathryn.McTurk@cdu.edu.au)

### Institute of Advanced Studies

Graduate School of Health

Business Manager Phone: 08 8946 7255

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

School for Social, Policy and Research

Admin Assistant Phone: 08 8946 7113

Email: [Susan.Penfold@cdu.edu.au](mailto:Susan.Penfold@cdu.edu.au)

School for Environmental Research

Admin Assistant Phone: 08 8946 6413

Email: [Heather.Robertson@cdu.edu.au](mailto:Heather.Robertson@cdu.edu.au)

Menzies School of Health Research

Academic Administrator Phone: 08 8927 5187

Email: [Catherine.Richardson@menzies.edu.au](mailto:Catherine.Richardson@menzies.edu.au)



# Information for New Research Students

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



## Information for New Research Students

### Research Proposal & Supervision Agreement

In order for your candidature to be confirmed you must submit a detailed Research Proposal and a Supervision Agreement.

#### Due Dates:

- Within **four** months of commencing for full time students,
- Within **eight** months of commencing for part time students.

For further information on this process and policy go to:

<http://www.cdu.edu.au/governance/documents/ResearchProposalSupervisionAgreementandConfirmationofCandidatureProcess.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 emailed an Interim Report in April and an Annual Report in October. It is a requirement of your candidature that these are completed within six weeks and returned to the Research Office.

The Reports facilitate a process for dialogue between you, your supervisor, Head of School and Deputy Vice Chancellor (Research), 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 emailed to you at the start of each year. Further information can be accessed at::

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

### 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 Research Office, 1st Floor, Building 29 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/studentnet/docs/GEN103v2.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>

We will use only your **CDU student email address** for corresponding with you for the duration of your candidature.

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

Your CDU email address will be issued when you have activated your student account once you are enrolled. Instructions of how to activate your email account will be sent to your postal address.

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