Information for New Research Students - 2015

WELCOME TO CHARLES DARWIN UNIVERSITY

This guide is intended to provide you with a quick and accessible overview of Candidature requirements and services available to research students enrolled at Charles Darwin University (CDU).

New research students should make an appointment with your Faculty Contact (back page) to receive an induction to, and information about, the role of the Faculty in supporting your studies.
STUDENT CARD
As an enrolled student you are entitled to a student card. Student cards provide access to facilities such as the Library, after hours computer laboratories, University Bookshop discounts and other discounts where notified by the business.

Internal Students can obtain a card from:
Casuarina Campus – Uni Info Shop, Orange 1
Palmerston Campus – Cashier, Building A
Alice Springs Campus – Uni Info Shop

External Students can obtain a card by completing the form at this link:
The completed form plus a photo and identification documents must be mailed to the address on the form.

COMPUTERS AND EMAIL ACCOUNTS
All new students to CDU are issued with access to a computer account. This allows access to CDU computer services, internet, emails, learning applications and more.

Your computer account needs to be activated before you can obtain access to these services. You can activate your account at this link:
http://www.cdu.edu.au/current-students/computeraccount
Once you have activated your account, it is essential that you subscribe to the research student email list using your CDU student email address. This is the email list that will be used to provide all HDR students with annual report and re-enrolment forms, and information regarding additional training opportunities and other activities of relevance to research students.

To register go to:

POLICY AND PROCESSES
It is important that students familiarise themselves with the Higher Degree by Research (HDR) Student Policies and Processes. These can be found at:

Research students should also familiarise themselves with the Office of Research and Innovation’s web pages for useful information, links and downloading of relevant forms:
http://www.cdu.edu.au/research/ori

RESEARCH REGULATIONS
All research conducted at Charles Darwin University must be undertaken in a responsible manner that complies with the requirements of the Australian Code for Responsible Conduct of Research, a copy of which is provided with your offer of admission. This ensures that research organisations, researchers and research trainees are accountable for their actions and for the use of public funds.

The Code and associated University policies, guidelines and procedures provide direction on matters such as management of research data and primary materials, supervision of research trainees, publication and dissemination of research findings, authorship of research outputs, responsibilities in peer review, dealing with conflicts of interest and undertaking collaborative research across organisations.

Further information regarding the University's Research Practice Policy and associated guidelines and procedures can be found at:

OBTAINING ETHICS CLEARANCE
For research activities that involve animals or humans, ethics clearance must be obtained prior to commencement of the research and retained for the entire period of candidature.

Further information can be obtained from:
http://www.cdu.edu.au/research/ori/ethics

LIBRARY SERVICES
The CDU Library offers a range of services and resources for research students and staff, including a range of databases, journals, inter-library loans, workshops, podcasts, citation tools, and theses databases.

Further information can be obtained from:

INDUCTION AND RESEARCH ENHANCEMENT PROGRAM (REP) WORKSHOPS
It is essential that all HDR students attend the Research Student Induction session in their first year of candidature and attend a minimum of five (5) generic skills (REP) workshops during the period of candidature. In deciding which workshops to attend, Students should consult with their Supervisors.
The Research Enhancement Program workshop calendar will be available early in each calendar year at: [http://www.cdu.edu.au/research/ori/skills-enhancement](http://www.cdu.edu.au/research/ori/skills-enhancement)

You must register online to attend these workshops and your attendance will be recorded.

A range of other workshops and training sessions, which may also count toward generic skills, is also accessible from the above website.

**DEVELOPD**

DeveloPD is an online learning portal for the flexible delivery of e-learning courses with the provider SkillSoft.

You can select from a catalogue of over 3,500 courses with a vast array of content ranging from business, interpersonal skills, IT training and compliance courseware to complement your professional development.

Login details can be accessed by sending an email to: develoPD@cdu.edu.au

**CONFIRMATION OF CANDIDATURE**

All new students undergo a process of confirming their candidature during the first year of enrolment.

This process includes:
Preparation and Submission of
a) a Supervision Agreement;
b) a detailed Research Proposal; and
c) Delivery of an Oral Presentation to a group of disciplinary peers.

For Doctor of Philosophy Candidates, the confirmation of candidature must be completed within eight (8) months of full-time study or sixteen (16) months of part-time study.

For Master by Research and Research Professional Doctorate Candidates, the confirmation of candidature must be completed within six (6) months of full-time study or twelve (12) months of part-time study.

Further information regarding the Confirmation of Candidature process can be found at: [http://www.cdu.edu.au/governance/research.html](http://www.cdu.edu.au/governance/research.html)

**REPORTING PROGRESS**

All HDR Students and their Principal Supervisors will be required to complete an Annual Progress Report. In the first year you will also be required to complete an Interim Report.

It is a requirement of your candidature that the Report forms are completed and provided to your Faculty by the due date.

These Reports enable a discussion between you, your supervisors, the Faculty and the Deputy Vice-Chancellor regarding your progress.

If, at any stage, an Annual Report demonstrates that there are issues of concern, a mid-year Interim Report will be requested to enable the University to assist you with these issues and monitor progress in addressing the concerns.

The Annual Report Form will be emailed to you via the research student mailing list and Interim Report Forms will be emailed to your CDU Student email address.

**ANNUAL RE-ENROLMENT**

It is necessary to re-enrol in your studies every calendar year. It is essential that you enrol for the full calendar year unless you are on an approved Leave of Absence for a full semester.

Enrolment Forms for the next calendar year will be emailed to you via the research student mailing list each November.

To ensure ongoing enrolment, Enrolment Forms must be completed and lodged with the Office of Research and Innovation before the end of February each year.

**SUPPORT AND EQUITY**

There are a range of services available to support students at CDU. Such services include personal counselling, disability support, accommodation, loans, career advice, resolving grievances and administrative complaints.

Further information can be obtained from: [http://www.cdu.edu.au/ses/](http://www.cdu.edu.au/ses/)

**INTERNATIONAL SUPPORT**

Specialised support to International students is available through the Office of International Services. The International Student Advisor is able to provide advice on a range of issues including visas and leave of absence requests.
FOR MORE INFORMATION CONTACT

OFFICE OF RESEARCH AND INNOVATION (ORI):
T: 08.8946 6090
E: research.degrees@cdu.edu.au

Research Degrees Administration Officer
(Admissions, Enrolments, Examinations, Student Enquiries)
T: 08.8946 7065
E: research.degrees@cdu.edu.au

Senior Research Degrees Administration Officer
(Scholarships, Annual & Interim Reports, Progression Issues)
T: 08.8946 6548
E: research.degrees@cdu.edu.au

Human Research and Animal Ethics
T: 08.8946 6923
E: ethics@cdu.edu.au

OFFICE OF INTERNATIONAL SERVICES:
(International Students only – general information, entry requirements, application documents, admissions, visas)
T: 08.8946 7215
E: international@cdu.edu.au

OFFICE OF LIBRARY SERVICES:
T: 08 8946 7016
E: referencedesk@cdu.edu.au

Research Services Coordinator
T: 08.8946 6541
E: jayshree.mamtora@cdu.edu.au

FACULTY CONTACTS:

Engineering, Health, Science & the Environment
T: 08.8946 6471
E: pgresearch@cdu.edu.au

Law, Education, Business & Arts
T: 08.8946 6156
E: LEBAResearch@cdu.edu.au

Menzies School of Health Research
T: 08.8922 8698
E: caroline.walsh@menzies.edu.au
W: http://www.menzies.edu.au/

Australian Centre for Indigenous Knowledge and Education
T: 08 8946 6482

Support and Equity
T: 08.8946 6288
E: equity@cdu.edu.au

International Student Advisor
T: 08.8946 7215
E: internationalsupport@cdu.edu.au