

Faculty of Science & Technology

Higher Degree by Research (HDR) Handbook

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Faculty Induction for Candidates

New HDR candidates will receive an induction email from the Faculty HDR Coordinator on enrolment at Charles Darwin University. The email will provide helpful information to assist candidates with the commencement of their candidature and include the:

- FST HDR Handbook
- FST HDR Allocation Amounts

Candidates are to familiarize themselves with this information, as they will provide insight and answers to commonly asked questions.

Computer accounts can be activated via www.cdu.edu.au/student-central/my-computer-account.

You will then be issued email addresses firstname.lastname@students.cdu.edu.au and s123456@students.cdu.edu.au login for the CDU Portal.

The firstname.lastname@students.cdu.edu.au email address will bounce to whichever email address you have nominated in **myAccount**, whether it be a personal or work email.

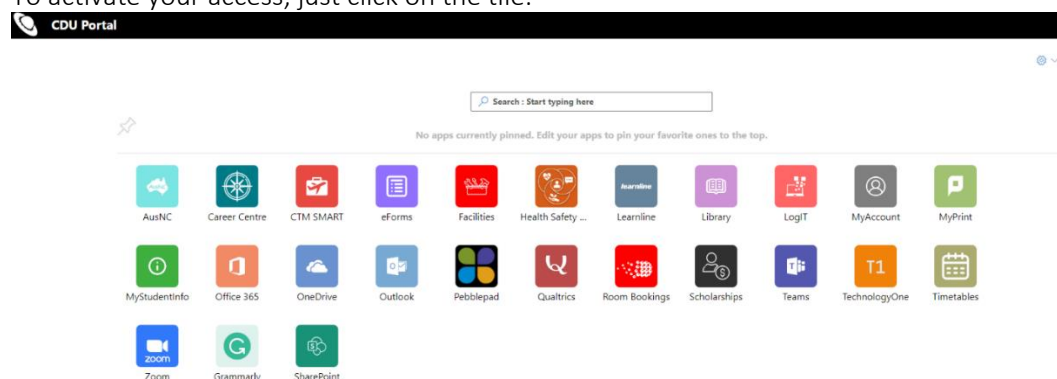
CDU Portal

Access to the CDU Portal is via: <https://cduportal.azurewebsites.net/>

Candidates can log into the CDU Portal using their student number, s123456@students.cdu.edu.au.

Important tiles to activate within the first year of candidature will be Grammarly, Zoom and OneDrive.

To activate your access, just click on the tile.



Minimum Resources for Candidates

On-campus HDR candidates are entitled to an individual workspace or guaranteed access to a hot desk. Access to a workspace will be provided within one week of commencement. At minimum, this workspace will have a desk with monitors, a keyboard, and a mouse, a chair, and access to a printer/photocopier and lockable storage and will be available to the candidate during office hours and on weekends.

The minimum resources policy can be found here. [CDU HDR Minimum Resources Policy](#)

It is important for candidates and their supervisors to keep in mind that the Faculty only has access to a small number of HDR Desk Spaces on campus. The HDR Coordinator will try their best to accommodate candidates and find them a desk space in the same vicinity as the Principal Supervisor, but sometimes this isn't possible immediately.

Work Health and Safety (WHS)

All Candidates using office space on Campus must complete the General WHS Induction checklist with the principal supervisor within the first week of commencement. The Principal Supervisor is responsible for going over these checklists with their students. Completed forms are to be submitted to FST-HDR-Coordinator@cdu.edu.au.

[WHS Induction Information \(PDF, 1.34 MB\)](#)

[General WHS Induction Checklist \(DOCX, 444.62 KB\)](#)

If lab space is required, consult your principal supervisor and complete the Lab Induction checklist. Before any lab activity commences, the Hazard and Risk Management form needs to be completed. The principal supervisor is responsible for going over these checklists with the HDR candidate. Completed forms are to be submitted to FST-HDR-Coordinator@cdu.edu.au.

[Lab WHS Induction Checklist \(DOCX, 1.08 MB\)](#)

[Hazard and Risk Management \(DOCX, 286.5 KB\)](#)

Candidates who access lab space after hours must complete a separate after-hours lab access request form along with the Hazard and Risk Management form for the related activity. The principal supervisor is responsible for going over these checklists with their students. Completed forms are to be submitted to fst-support@cdu.edu.au

[After Hours Lab Access Request - Yellow 2 \(DOCX, 116.28 KB\)](#)

After hours work in the lab should not commence before the approval has been obtained.

Purchasing a CDU Computer & Other IT Equipment

FST HDR computers (PCs/Laptops)

1. HDR students are expected to supply their own laptop
2. On-campus HDR candidates may request access to a loan laptop within the first month of candidature from CDU **Digital Technology Solution (DTS)**
3. If your research requires access to a specific type of computer or software, FST will approve the purchase of a computer from the HDR allowance on submission of a project budget signed by the principal supervisor and ADR.
4. FST HDR-coordinator will place the order for the computer purchase through DTS.
5. Any device purchased with the HDR allowance or issued by DTS remains the property of the University and must be returned when the student completes or discontinues.

The CDU Information technology policy can be found in the HDR minimum resources procedure document:

[Higher Degree by Research - Minimum Resources Procedure / Governance Document Library](#)

Candidates should consult with their supervisor to determine whether a laptop or desktop is more suitable for the duration of their candidature, and to decide how much of their HDR allowance should be allocated to the computer.

The process of purchasing is as follows:

- Discuss with supervisor and obtain a quote or select from the CDU standard device list (check below #) and email through to the HDR Coordinator, FST-HDR-Coordinator@cdu.edu.au
- The HDR Coordinator will put a purchase request through LogIT, along with a copy of the quote
- The LogIT request will be approved by the ADR and DTS will purchase the item.
- Purchases may take up to eight weeks

CDU standard devices list and cost can be obtained from the HDR Coordinator.

*Any orders not going through the HDR Coordinator will be rejected.

****These purchases are CDU assets and should be returned to the HDR coordinator once candidates complete their degrees.**

IMPORTANT NOTE: DTS will request an estimated arrival time when requesting supplier quotes. Any special-order computers may take longer than expected. Turnaround of receiving computer goods will not be within a week; expect it to be eight weeks **or more**, depending on availability. Meanwhile, candidates can request access to a loan laptop from CDU DTS.

Printing

Candidates on Campus can print from any accessible printer.

-To print, select the printer's name, **Any-Ricoh on casprint1**

-Find the closest printer and tap your student card on the scanner, and your printing will be released.

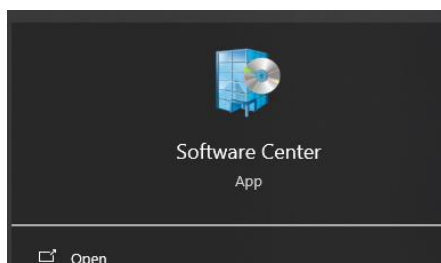
-Contact DTS at 89466600 if you cannot find the printer's name.

HDR Candidates are not charged for printing. You will see a printing balance on your account. Please disregard the balance.

CDU Software Centre

The CDU software center can be found by searching the word software in the Windows search bar.

If you cannot find the software you need, a purchase request can be made from your allocation. Contact the FST HDR Coordinator to purchase additional software.



After Hours Office Access – for on-campus candidates

The Faculty HDR Coordinator and Supervisor can organise access to candidates office area after hours. Candidates full name, student card number, proxy number (if you have one, located on the back of the student card) and building/level/room number will be required. Please allow a few business days for your request to be processed.

For any problems contact CDU security on Free call: 1800 646 501 (Australia-wide 24/7) or Casuarina 08 8946 7777 (24/7). Waterfront campus (08) 8946 8888 (8 am-2 pm; 4 pm-9 pm Mon-Fri).

E: security@cdu.edu.au

Air-Conditioning (After-Hours) for on-campus candidates

It can get hot in buildings after hours. All buildings have swipe facilities to control the air conditioning. If you plan on working after regular office hours (0800-1630), you will need your student card to operate the air- conditioning system in your area.

ORI HDR Forms & Processes

HDR Forms and Process information can be found on the Office of Research & Innovation's webpage: <https://www.cdu.edu.au/research-and-innovation/current-hdr-candidates/hdr-forms-and-codes>

Milestones

Besides your thesis, you will also need to fulfill some other [milestones](#). These milestones are designed to help you complete your thesis in time.

ORI Milestones information can be found in the link below.

<https://www.cdu.edu.au/research-and-innovation/current-hdr-candidates/milestones>

CoC Oral Defence Presentation

The **principal supervisor** must contact and nominate 3 panel members to the assessment panel. Date and time of the presentation and documents must be submitted **4 weeks before the planned presentation date** through Snapform (HDR12-part2) initiated by the candidate.

The HDR coordinator will book the venue and send the invitations and documents to the assessment panel at least 2 weeks prior to the date of the oral presentation.

Further details can be found on the Research web and the HDR progression policy.

<https://www.cdu.edu.au/research-and-innovation/current-hdr-candidates/milestones/confirmation-candidature>

<https://policies.cdu.edu.au/view-current.php?id=19>

A **budget must** be included in the proposal on how the HDR allocation will be used for the project.

An example of the budget table to be included in the proposal document can be found in the link below.

[COC Proposal Budget example.docx](#)

Travel (Domestic/International/Fieldwork)

HDRs are responsible for checking their VISA requirements, health checks, the Smart Traveler website, checking their itineraries to ensure they are correct, and any notes the travel arrangers have left, and being familiar with the CDU travel policy.

CDU Travel Policy

If you have not traveled under CDU before, you must be set up with a Traveler Profile in the CTM Travel System (it can take up to 24 hours to be active). Contact FST-HDR-Coordinator@cdu.edu.au to request setup. This is a one-off setup.

All travel more than 50km from the base must be entered as a PTA (pre-trip approval) into the CDU travel system (CTM) for insurance purposes.

The HDR Coordinator can book travel through the CDU Travel system CTM, or a reimbursement claim can be submitted after you purchase the flights/accommodation, etc.

Domestic Travel

For all travel send the following details to the FST HDR Coordinator so they can submit a PTA (pre-trip approval) or book the trip.

Note – If your request for the FST HDR Coordinator to book through the CTM travel system, a PTA is not required.

- Supervisor's approval
- travel location
- travel dates
- If accommodation is required, and how many days, keeping in mind check-in and out times
- reason for travel,
- attendees,
- If you plan to take personal days, and if yes, how many days and
- Where will the funding come from? For example, student allocation, supervisor or grant funds

CDU Insurance does not cover personal travel days.

International Travel

For all travel, send the following details to the FST HDR Coordinator so they can submit a PTA (pre-trip approval) or book the trip.

Note – If your request for the FST HDR Coordinator to book through the CTM travel system, a PTA is not required.

- Supervisor's approval
- travel location
- travel dates
- If accommodation is required, and how many days, keeping in mind check-in and out times

- reason for travel,
- attendees,
- If you plan to take personal days, and if yes, how many days and
- Where will the funding come from? For example, student allocation, supervisor or grant funds

For travel outside Australia to high-risk countries, submit the following memos to the FST HDR Coordinator so they can submit a PTA:

[High-Risk Country - Travel Memo \(DOCX, 853.9 KB\)](#)

High-risk countries are listed on the [Smart Traveler](#) website and are classified as reconsidering your need to travel and not traveling.

Fieldwork

All HDR Candidates and their participants attending the field trip (if any), whether they are CDU members or not, must complete the [Fieldwork Participant form](#) annually.

Before you submit a [FST Fieldwork Plan](#), a PTA must be entered. The HDR Coordinator can assist with this. Ensure that the HDR Coordinator knows the dates, location and all participants who are going so they can be added to the PTA.

If you have not traveled under CDU before, you must be set up with a Traveler Profile in the CTM Travel System (it can take up to 24 hours to be active). Contact FST-HDR-Coordinator@cdu.edu.au to request setup.

Once you and your supervisor have signed off, the completed FST Fieldwork Plan can be submitted to FST-support@cdu.edu.au along with the fieldwork participant form/s. The final approver will be the Faculty PVC or relevant discipline chair or director.

A FST Fieldwork Plan must be submitted before every fieldwork trip (with a new PTA#).

Fieldwork forms can be found on the [Faculty website](#).

CDU Vehicle Hire

HDR Candidates have access to hiring CDU Fleet Vehicles on the Casuarina Campus. To hire a CDU Vehicle, you must be set up with an AutoCentral login.

The HDR Coordinator can log an “**Application to Drive a CDU Vehicle**” eCentre Request on your behalf. Send the following information to the FST-HDR-Coordinator@cdu.edu.au :

Applicant		
Work Phone No.		
Mobile No.		
* College / Department	College of Engineering, IT & Environment	
* Licence Number		* Expiry Date 
* Licence Class	☐ Car ☐ HC ☐ HR ☐ LR ☐ MR ☐ R	
* Copy of Licence	Browse... No file selected.	
* 4WD Trained	☒ Yes ☐ No	
* Copy of 4WD Course	Browse... No file selected.	

Once approved, Facilities will set up your AutoCentral login and email you the password.

First Aid Training / 4WD Courses / Coxswain

HDR candidates whose PhD project includes fieldwork must undertake first aid training before doing fieldwork as part of the Faculty of Occupational Health and Safety. If you are driving a boat or hiring a CDU 4WD, the Coxswain and 4WD courses are applicable.

First Aid Training

Generally, First Aid Courses are obtained through St John Australia. There is a training center in Casuarina, just a short walk from CDU Casuarina Campus. Candidates can use another provider, but they must be nationally recognised trainers.

Options are 1 Day First Aid Course, 2 Day First Aid Course, Remote First Aid Course.

4WD Courses

4WD Courses are provided by Train Safe NT or Charles Darwin University.

Options are 1 Day 4x4 Course, 2 Day 4x4 Course.

Requirements for international students: Current NT driver's license.

A copy of the passport and visa must be provided to determine eligibility. As this course is provided by the Commonwealth Government, a request for visa holder fee reduction must be signed by the Faculty Associate Dean and approved by the PVC Education Strategy.

Coxswain

Coxswain Course is provided by Charles Darwin University.

Please contact the HDR Coordinator to arrange reimbursement or assist with making the payment for/booking the course.

Requirements: USI number must be provided when booking (info below).

The unique student identifier number (USI) is an individual education number the Australian government provides. It is used to record your Australian training achievements online through Nationally Recognised Training providers.

You can create your USI number via the link www.usi.gov.au/students

Email the HDR Coordinator before booking with supervisor approval.

Bio Statistics Training

R training is provided and organised through Dr Mirjam Kaestli (Mirjam.Kaestli@cdu.edu.au and biostatsRIEL@cdu.edu.au). A mix of in-house and external biostatistics training opportunities are provided to students. Please reach out to Mirjam for further information about how you can access this training.

Student Allocation Account

The Faculty allocates PhD and Masters by Research candidates, a student allocation each semester for the following duration:

Masters: up to 2 years full-time or 4 years part-time

PhD: up to 3 years full-time or 6 years part-time

This funding is provided to assist with research expenses, such as the purchase of equipment and software, assistance with travel expenses, and editing/formatting of your thesis. Allocations accrue each semester, and funds are available to currently enrolled students. Students must obtain approval from their supervisor before purchasing any items.

***Funds are not inclusive of GST**

On your admission into the University, the Faculty determines whether your area of research is characterised as a “high” cost or “low” cost area based on regulations from the federal government. The base level of Faculty funding you will receive will depend on whether your project is determined to be a “high” cost or “low” cost project. For this year (2024), allocation will be as follows:

High cost (full-time student): \$1800 per semester

High cost (part-time student): \$900 per semester

Low cost (full-time student): \$800 per semester

Low cost (part-time student): \$400 per semester

If you wish to know the balance of your account, please contact the HDR Coordinator. It is handy to set up your Excel spreadsheet and keep tabs on your expenditure/balance. Allocations are credited to your account at the beginning of January and July each year. Refer to the finance section below on how to make purchases.

Students are permitted to use their allocation to support conference attendance. Students with significant conference expenditure should note that this cannot be used as justification for additional funds to complete the project should they completely expend their allocation.

A budget must be included in the CoC proposal on how the HDR allocation will be used for the project, so please plan ahead on how your HDR allowance will be used.

Allocation cannot be used for publications after graduation.

NOTE: In certain circumstances, applying for an advance on your allocation is possible. This will be considered upon your formal request and needs to be fully supported by your principal supervisor.

FST HDR grants

The Faculty provides travel and supplementary grant funding to support HDR students in addition to the student allocation. The number of grants given depends on the funding available that year.

Grant Rounds

FST HDR Grant rounds will be advertised and open on the [FST HDR Current Students webpage](#) and via email to current students and supervisors three times a year. (Every 4 months i.e March, July and November)

HDR Travel Grants: Max \$5,000 in total per candidature

-HDR International Conference Travel Grant

-HDR Domestic Conference Travel Grant

-External HDR Travel Grant

HDR Supplementary Funding Grant: Max \$3,600

Only available when allocation is used up and in the 3rd year or more. Milestones must be up to date.

Further information can be found in this [link](#).

Finances

Supervisor approval must be granted via email before making purchases. Ensure you check that you have enough funding in your student allocation for any purchases.

A budget must be included in the CoC proposal on how the HDR allocation will be used for the project.

There are several options for HDR Candidates to purchase from their student allocation funding:

Reimbursement

A reimbursement claim can be processed via the HDR Coordinator. A [Reimbursement Form \(DOCX, 865.45 KB\)](#) form must be completed and submitted with receipts/tax invoices.

If you have insufficient funds in your student allocation, your reimbursement claim will not be processed.

When completing the reimbursement form, please note:

- All international transactions do not have GST.
- International invoices shown in non-AUD amounts must have the bank transaction amount shown in AUD or a screenshot of the currency conversion rate as supporting documentation.
- All reimbursement costs relating to travel must include a PTA number on the reimbursement form. Contact the HDR Coordinator to log your trip as a PTA (Pre-Trip Approval)
- Order confirmations will not be accepted as a receipt or tax invoice.

If it is the first time claiming a reimbursement, a [Bank Account Details Form \(DOCX, 54.27 KB\)](#) must be completed and sent to the HDR Coordinator with a copy of your student ID card (not applicable if you are external and don't have a card). This only needs to be done once to set you up in the finance system.

IMPORTANT NOTE: Student Allocation funds do not include GST; the GST component comes from a CDU Central account. Receipts must show the GST component to be claimed centrally; otherwise, it will come from your budget.

CDU Credit Card

The HDR Coordinator has a credit card to make purchases on your behalf; purchases must be under \$1,000, and an invoice must be provided to make the payment.

Quote/Purchase Order

To make a purchase via a quote from a Supplier, the HDR Coordinator will enter the quote into the Finance System, and a Purchase Order will be created and sent to the Supplier (cc student). Once goods are received from the Supplier, please advise the HDR Coordinator so the Purchase Order can be approved for payment.

IMPORTANT NOTE: Goods will only be paid for after they are received. Suppliers must be set up in the Finance System before a quote can be entered – this can be checked via the HDR Coordinator.

Invoice Payment

Invoice payments under \$1,000 can be paid via the HDR Coordinator's credit card. Purchases over \$1,000 will be paid in the CDU Financial System.

IMPORTANT NOTE:

- The supplier must be set up in the Finance System for payment (this can be checked by the HDR Coordinator)
- Invoices must be addressed correctly. Example below.

[HDR Candidate Name]

[Charles Darwin University]

Finance forms can be found on the [Current FST HDRs website](#)

Forms must be completed properly, and supporting documentation must be included.

[Statutory Declaration \(PDF, 6.67 KB\)](#) Stat decs can be used for lost receipts and tax invoices.

CDU Payment terms are 30 days – Payment may take longer if the supplier is not set up in the CDU system.

On-Campus Meeting Room Bookings

Meeting room bookings can be requested through Outlook calendar invites by including the meeting room email in the invite request.

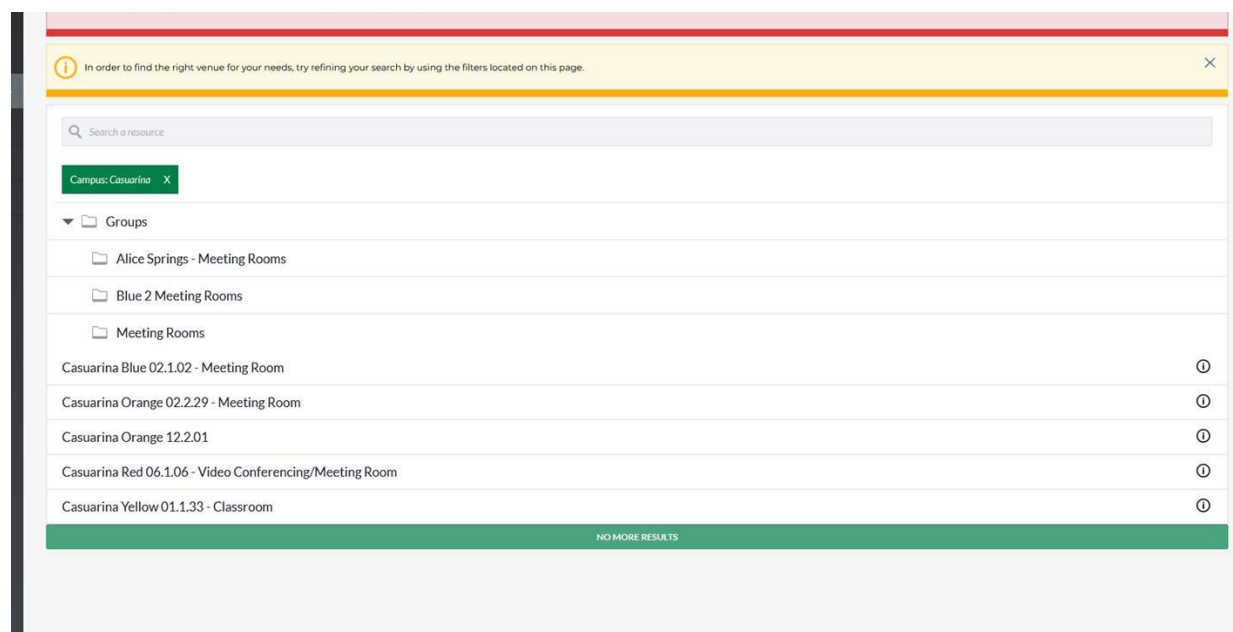
Purple 12.1.27 – MeetingRoom-Purple12-1-27@cdu.edu.au **swipe access required**, large monitor with HDMI input, teleconference phone. It can fit around 10 participants.

Yellow 2.2.10 - MeetingRoom-Yellow2-2-10@cdu.edu.au Teleconference phone monitor to connect laptop with HDMI, fridge, tea and coffee. Can fit around 10 participants.

Red 1.2.32 - meetingroom-red1-2-32@cdu.edu.au Teleconference phone, large monitor and video conferencing. Can fit around 12-14 participants.

Red 1.3.28 – meetingroom-red1-3-28@cdu.edu.au Large monitor to connect to laptop with HDMI input. Can fit around 8 participants.

Other CDU meeting rooms can be booked through the Venue Hire tile on the Portal. Contact FST-HDR-coordinator@cdu.edu.au to check availability and book.



Library Research Assistance

The CDU Library has recently launched a new 'Researcher' Page, outlining all services and guides that are provided by the library to researchers, including HDRs: <https://www.cdu.edu.au/library/researcher>. The page features [Research Data Management guide](#), which contains links to the [RDM](#) and [Primary Materials Checklist](#) and the [Data Management Plan online tool](#).

Also, HDRs (and other researchers) can book appointments directly through a new booking system:

- Book a Research Data Management [appointment](#)
- Book Higher Degree by Research [writing assistance](#)

CDU HDR Policies

[Higher Degree by Research - Admission and Enrolment Procedure](#)

[Higher Degree by Research - Collaborative Course Policy](#)

[Higher Degree by Research - Minimum Resources Procedure](#)

[Higher Degree by Research - Preparation, Submission and Examinations Procedure](#)

[Higher Degree by Research - Progression Procedure](#)

[Higher Degree by Research - Supervision Procedure](#)

[Higher Degree by Research and Research Training Program Scholarship Policy and Procedure](#)

[Higher Degree by Research Policy](#)

