

September 2016

Higher Degree by Research Student Induction Handbook

Welcome to CDU

Faculty of Law, Education, Business and Arts

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Introduction

This handbook has been put together to include information you may require during your candidature. It does not cover all the policies and guidelines pertaining to your candidature but places more emphasis on Faculty matters. It should be regarded as a 'ready reckoner' during your period of research.

LEBA Research Office

As a first rule, please send any queries to lebaresearch@cdu.edu.au or by phone to extension 6156.

The Associate Dean Research & Research Training is Professor Lisa McManus.

If you have any queries relating to your student funding allocation, competitive grants, claims for reimbursement, or all other administrative issues – contact the Research Administration Officer on extension 6156, or lebaresearch@cdu.edu.au

LEBA Heads of Schools / Directors

Each School / Institute / Centre has its own Head of School / Director.

School of Academic Language and Learning

Associate Professor Douglas Bell

Douglas.Bell@cdu.edu.au

Business School

Dr Aggie Wegner

Aggie.Wegner@cdu.edu.au

School of Creative Arts and Humanities

Professor Brian Mooney

Brian.Mooney@cdu.edu.au

School of Education

Professor Laurence Tamatea

laurence.tamatea@cdu.edu.au

School of Indigenous Knowledge & Public Policy

Dr Curtis Roman

Curtis.Roman@cdu.edu.au

School of Law

Professor Ned Aughterson

Ned.Aughterson@cdu.edu.au

The Northern Institute

Professor Ruth Wallace

Ruth.Wallace@cdu.edu.au

Induction

On arrival at campus, you should make contact with the Faculty Research Administration Officer. She will go through the day to day administration issues that you need to be aware of. Each year the Faculty will host a Welcome and Induction function to which all postgraduate students and their supervisors will be invited.

Study Room Allocation

Internal students are generally allocated a workspace whilst on campus. Ideally this issue should have been dealt with prior to you commencing your research, as study space is limited. Your office space will include a desk and chair, lockable filing cabinet and bookshelves, together with a desktop computer and access to a printer and photocopier. Basic stationery supplies will be provided by the Faculty Research Administration Officer.

If you take an extended leave of absence you will need to formally request that you be allowed to retain your office space. Such a request must be endorsed by your supervisor and sent to the Faculty Research Administration Officer for approval by the Associate Dean Research & Research Training.

Telephone, Computer and Internet Access

All students will have access to dedicated postgraduate research personal computers. These computers should have email/internet access and an appropriate level of software. Initially this will be arranged by the Faculty Research Administration Officer on your commencement.

If you have any subsequent issues, please contact the ITMS Help Desk on extension 6600 or itms-support@cdu.edu.au. If the problem is not rectified to your satisfaction, please let the Faculty Research Administration Officer know.

After Hours Access & Air-conditioning

To gain access to your particular work area after hours, you will need to contact the Faculty Research Administration Officer and provide the following:-

- your full name
- student card number
- building/level/room number

Photocopying

Most photocopiers on campus require a pin number. The Faculty Research Administration Officer will be able to provide you with a pin number and full instructions on how to log on to the photocopier located in your study area.

Milestones

Research Degree Supervision Agreement

A jointly signed record of the agreement entered into and/or the understandings held by supervisor and candidate regarding the supervisory relationship. This document is a statement of mutual responsibilities and obligations. This relationship must be registered with the Office of Research and Innovation (via LEBA Research Office) within one to four months of commencing candidature. Refer to <http://www.cdu.edu.au/research/ori/forms-codes> for more information.

Form: HDR14 – Supervision Agreement

Signed by: Candidate and Principal Supervisor

Forward to: Faculty Research Administration Officer, Blue 5.1.67

Research Proposal

Your Research Proposal is due within 4 (four) months of commencing for full-time student and 8 (eight) months if part-time. It should be approximately 5,000 words in length with sufficient detail to allow for the evaluation of feasibility and resource implication as set out in <http://www.cdu.edu.au/research/ori/forms-codes>

Form: HDR13 – Research Proposal Cover Sheet

Endorsed by: Supervisor

Forward to: Faculty Research Administration Officer, Blue 5.1.67

Associate Supervisor Form for Research Degree Candidates

Use this form to add or change Associate Supervisors. Associate Supervisors of CDU research students must be a member of, or have applied to be a member of, the CDU Supervisor Register. If you are unsure whether your proposed Associate Supervisor(s) is on the register, please check with the Faculty Research Administration Officer on extension 6156 or email lebaresearch@cdu.edu.au

Form: HDR11 – Associate Supervisor

Signed by: Principal Supervisor, Associate Supervisor(s) and Candidate

Forward to: LEBA Research Admin Officer, Blue 5.1.67

Interim & Annual Reports

In your first year you will be required to complete an Interim Report and Annual Report (October/November). From your second year of study only an Annual Report at the end of

the year is necessary. It is a requirement of your candidature that these Reports be completed within 6 (six) weeks. These reports facilitate a process for dialogue between you, your supervisor, Head of School (if necessary) and the Deputy Vice Chancellor (Research and International) regarding your progress. The reports may also be used to resolve any issues in relation to your research degree. Please note that these reports must be completed even if you are on approved leave of absence or you have only recently commenced your course.

Forms: Will be emailed to you from the Office of Research and Innovation

Signed by: Candidate and Primary Supervisor

Forward to: Faculty Research Administration Officer, Blue 5.1.67

Oral Presentation

As part of the confirmation of candidature process, all commencing research degree candidates are required to give an oral presentation to a group of disciplinary peers and other colleagues on your detailed research proposal and any preliminary results, which is assessed by the Faculty. The oral presentation is to be scheduled once you have submitted a copy of your Research Proposal and Supervision Agreement. The date of the presentation will depend on the availability of the Assessment Panel and it is your responsibility, together with your Supervisor, to arrange this.

Confirmation of Candidature

Confirmation requires the successful completion of:

- (a) Supervision Agreement
- (b) Written Research Proposal
- (c) Oral Presentation

The successful completion of any one component does not imply successful completion of another component. Once all components of the confirmation process have been satisfactorily completed, you will be advised by the Office of Research and Innovation that candidature has been confirmed.

Who: Office of Research and Innovation

Extension of Candidature

Candidates who require an extension to their maximum period of candidature must apply in writing to the Deputy Vice-Chancellor (Office of Research and Innovation). The application must include the reasons for the candidate not being able to complete within the maximum period of candidature, together with written submissions from the Primary Supervisor and Faculty either supporting or not supporting the application for extension. The candidate must also include a timetable which details the remaining work required for submission of thesis.

Form: HDR19 – Extension Request

Signed by: Candidate and Supervisor
Forward to: Faculty Research Administration Officer, Blue 5.1.67

Request for Leave of Absence

You are entitled to request leave of absence, but total leave of absence, excluding sick, maternity or paternity leave, granted during the period of candidature shall not exceed one year.

Form: HDR21 – Leave of Absence
Signed by: Principal Supervisor
Forward to: Faculty Research Administration Officer, Blue 5.1.67

Financial Assistance

During the period of your candidature, the University allocates PhD and other research students, a student allocation each semester for the duration of your research as follows:

Masters: 2 years full-time or 4 years part-time
PhD: 3 years full-time or 6 years part-time

This funding is provided to assist you with your postgraduate research expenses, for example: purchase of equipment, software, assistance with travel expenses, binding and printing of your thesis. Allocations accrue each semester and funds are available to students currently enrolled in an approved course of study. Students must obtain approval from their supervisor before purchasing any items.

Currently, allocation will be as follows:

Full-time student	\$1,600 pa
Part-time student	\$ 800 pa

If you wish to know the balance of your account, please contact LEBA Research Administration Officer in the Faculty Research Office by phone (8946 6156) or email lebaresearch@cdu.edu.au. You might find it handy setting up your own Excel spreadsheet and keeping tabs on your expenditure/balance. Allocations are credited to your account at the end of January each year. To claim reimbursements, see below.

Queries: extension 6156, email lebaresearch@cdu.edu.au

In certain circumstances it is possible to apply for an advance on your allocation. This will be considered upon a formal request from you and needed to be fully supported by your principal supervisor.

Additional Funding Initiatives offered by Faculty of LEBA

Competitive Grants are offered twice yearly: April and August. Find below the four Competitive Grants available:

Supplementary Funding Grant - \$1,500

Intended to supplement LEBA funding and should be used for activities related to a student's substantive HDR project only.

For further information: <http://www.cdu.edu.au/leba/research-postgraduate-candidates>

Applications forwarded to: Faculty Research Administration Officer, Blue 5.1.67

HDR Student Conference Travel Grant – international conference up to \$2,500, domestic conference up to \$1,500

Intended to support travel by HDR students to present at a conference, therefore students must have acceptance of a paper or poster presentation and present to the Faculty on the conference upon their return.

For further information: <http://www.cdu.edu.au/leba/research-postgraduate-candidates>

Application forwarded to: Faculty Research Administration Officer, Blue 5.1.67

External HDR Student/Supervisor Travel Grant - \$1,500

To provide an opportunity for external HDR students to meet with his/her supervisor, or an external supervisor to meet with his/her student.

For further information – students: <http://www.cdu.edu.au/leba/research-postgraduate-candidates>

For further information - staff: <http://www.cdu.edu.au/leba/research-staff>

Application forwarded to: Faculty Research Administration Officer, Blue 5.1.67

Note that students applying for these grants must be in compliance with their reporting requirements and have also completed all milestones compatible with the duration of candidature.

Research Student Travel – Fieldwork, Conference etc.*

If you are undertaking travel outside of 50kms from the campus at which you are based, there are certain procedures which must be followed. You are responsible for ensuring that you have completed the necessary paperwork, organized the required authorisations and fulfilled any other requirements. If this is not done, the travel will be deemed to be unauthorized and you will not be covered by the University's insurance. Refer to <http://www.cdu.edu.au/sites/default/files/fas/docs/4440GuidelinesforTravelonOfficialUniversityBusiness.pdf> for further information.

International Travel

Before planning an overseas travel related to your research you should first consult the Department of Foreign Affairs and Trade (DFAT) web site and not the travel advice relevant to your country of destination.

If your research work involves travel to a destination which carries a DAFT warning of level 4 and above your movement request for official travel form requires approval from the Pro Vice-Chancellor R&RT. It is the responsibility of the person travelling to keep abreast of the DFAT advisories and if there is any increase in the severity of the travel advisories the PVC R&RT must be notified and your application reassessed. Failure to comply with these travel requirements will result in you having no insurance cover with the Charles Darwin University.

If you have any further queries please contact the Faculty Research Office on extension 6156.

Claiming Reimbursements

As mentioned previously, PhD students and other research students receive a student allocation from CDU each semester for the duration of their research to assist with their postgraduate research expenses. Allocations accrue each semester, and funds are available to students currently enrolled in an approved course of study. Student should obtain approval from their supervisor before purchasing any items.

To claim a reimbursement from your student funding:

- You must be enrolled in an approved course of study;
- Your supervisor has approved the expenditure in principle;
- With the exception of travel expenses (see below), the expense must be incurred before a reimbursement can be claimed;
- If no prior reimbursement claim has been made, your bank account details will need to be provided to Accounts Payable (even if you are employed by CDU) by completing a PhD/Research Students Bank Account Details form (see below);
- A PhD Students Reimbursement Claim (Cheque & EFT) form is to be correctly filled out (see below) and originals* of receipts attached;
- Completed Reimbursement Claim form, together with accompanying paperwork should be forwarded to the LEBA Research Admin Officer, Blue 5.1.67

*Under CDU guidelines, we are unable to accept scanned copies of receipts and/or invoices.

Claiming expenses incurred in a foreign currency

If goods/services have been purchased in a foreign currency, and you have paid for some on your credit card, you will be reimbursed the amount shown on your credit card statement, as the financial institution will automatically convert the expenditure at the current exchange rate and display the amount in AUD on your statement.

If you are claiming reimbursement for goods/services purchased in a foreign currency and are providing receipts for the expenses in a foreign currency, you will be reimbursed the amount in AUD at the current exchange rate of the day your claim for reimbursement is processed, i.e.: the date the LEBA Research Admin Officer receives your reimbursement will be the date of the exchange rate conversion to AUD.

The following forms can all be downloaded from <http://www.cdu.edu.au/finance/forms> :

PhD student Bank Account Details

If you have not claimed a reimbursement previously, we require you to complete this form and forward directly to Accounts Payable for confidentiality reasons. It can be faxed to (08) 8946 7070 or emailed to suppliers@cdu.edu.au.

PhD/Research Student Reimbursement Claim (Cheque & EFT)

The following fields must be completed before a reimbursement can be processed. Please note that if you double-click on the table on the form and enter in the full price and GST paid, the table will calculate the balance (ex GST).

<i>Field</i>	<i>Details</i>
Payee name:	Name of claimant
Requisition No:	Leave Blank
Purchase Order No:	Leave Blank
Date:	Date of claim
Expenditure Details	
Date:	Date of purchase of item
Supplier:	From whom goods/services were provided
Cost-code:	Leave blank
Amount:	Total cost of item purchased (including GST)
GST:	Amount of GST paid
Amount less GST:	Cost of item purchased less GST
Business or Private use:	This must be completed, i.e.: 100% business or private use
Signature of Claimant:	To be signed by you
Signature of Supervisor:	Must be signed by your Supervisor. Claims submitted without a Supervisor's signature will not be processed and will be returned to claimant

Tax Invoices/Receipts

- As stated above, original Tax Invoice must be attached for purchases over \$82.50 including GST
- Original Invoices/Receipts must be attached for purchases under \$82.50
- Proof of payment must be provided
- If you are unable to provide original invoices/receipts, you must complete a Statutory of Declaration stating why no original is available and provide full details of the purchase including the supplier's ABN if the purchases were made in Australia (see below).

Statutory Declaration

If you are unable to provide original copies of your invoices/receipts, you must complete a Statutory Declaration stating why no original is available, and provide full details of the purchase including the supplier's ABN if purchases made in Australia. Please note: this form may be witnessed by anyone over the age of 18 years.

When an expense has been incurred for which you wish to claim reimbursement, forward the completed PhD/Research Student Reimbursement Claim (Cheque & EFT) form to the Faculty Research Administration Officer, together with all original receipts. On receipt of these documents, the Faculty Research Administration Officer will check the claim and, if correctly completed with all required documentation, will raise a requisition. The paperwork is forwarded to Accounts Payable who then raises a Purchase Order and EFT your reimbursement monies into your nominated bank account. If the funds are not deposited into your bank account within 21 days from you submitting your claim, please contact Faculty Research Administration Officer and we will chase it up. The amount of your reimbursement will then be deducted from your student funding allocation account.

Code of Conduct

At Charles Darwin University, we value fairness and promote respect, integrity, professionalism, accountability and equality of opportunity.

Our Code of Conduct exemplifies these values. It provides guidance for staff, students and all those with whom we engage to recognize and practice these values to shape our culture.

To access CDU's code of conduct please visit:

<https://www.cdu.edu.au/governance/doclibrary/cod-001.pdf>

Student grievance processes

CDU provides all students with the option to raise grievances if in need. To access the current student grievance processes please visit:

<http://www.cdu.edu.au/governance/doclibrary/index.php>

If you would like to discuss a matter of grievance please contact directly the Complaints Management Unit or through the online Complaints Management System:

<http://www.cdu.edu.au/strategicservices-governance/complaints>

Useful Contacts

	Research Administration Officer, LEBA Research Office	(08) 8946 6156	lebaresearch@cdu.edu.au
Professor Lisa McManus	Associate Dean, Research & Research Training	(08) 8946 6156	lebaresearch@cdu.edu.au
Lee-Ann Cole	Research Degrees Administration Officer	(08) 8946 7065	lee-ann.cole@cdu.edu.au
Tracy Hooker	Researcher Students and Skills Enhancement Officer	(08) 8946 6402	Tracy.Hooker@cdu.edu.au
Shanthi Bandara	Senior Research Degrees Administration Officer	(08) 8946 6548	Shanthi.Bandara2@cdu.edu.au

Useful web sites

Faculty LEBA Home Page	http://www.cdu.edu.au/leba
LEBA Research & Postgraduates	http://www.cdu.edu.au/leba/research-postgraduate-candidates
LEBA Competitive Grants	http://www.cdu.edu.au/leba/research-postgraduate-candidates
Postgraduate Forms (Research)	http://www.cdu.edu.au/research/ori/forms-codes
Reimbursement/Bank forms	http://www.cdu.edu.au/finance/forms
Campus map	http://www.cdu.edu.au/campuses-centres
Update personal details	http://www.cdu.edu.au/studentnet/
Research Enhancement Program	http://www.cdu.edu.au/research/ori/research-enhancement-program
CDU Staff/Student Travel Page	http://www.cdu.edu.au/finance/travel
CDU Policies & Processes	http://www.cdu.edu.au/governance/doclibrary/index.php
DFAT Travel Advisories	http://www.smarttraveller.gov.au/zw-cgi/view/Advice/
Foreign Currency Converter	http://au.finance.yahoo.com/currency
Research Publications Collection	http://www.cdu.edu.au/research/ori/research-reporting
CDU thesis formatting guide	http://www.cdu.edu.au/research/ori/thesis-editing http://www.cdu.edu.au/research/ori/thesis-examination
CDU research site for current students	http://www.cdu.edu.au/research/ori/current-students
Code of Conduct	http://www.cdu.edu.au/governance/doclibrary/index.php

Student grievance process	http://www.cdu.edu.au/governance/doclibrary/index.php
Online complaint management system	http://www.cdu.edu.au/strategicservices-governance/complaints

Publications collection

During the course of your candidature you are encouraged to publish your work in peer reviewed journals and conference proceedings. This will help you write your thesis, and in addition assist you in gaining employment in research related areas. Your publications can generate income for the University. Every year, from December to February, the University creates a portfolio detailing the research publications of its staff. This entails filling out a pro-forma and then providing documentary evidence that the work was published and peer-reviewed. It is incumbent on all staff and students to report their peer-reviewed publications to the Faculty Research Office.

Finally....

The role of the Research Administration Officer in the LEBA Research Office is to assist you, the student, with all matters pertaining to your candidature. We recognise that at times you will be under pressure and will need assistance without the hassle of running around trying to find someone to help you. Your enquiry may not necessarily be related to this office, but we will do our utmost to facilitate your enquiry or request and if we cannot assist you we will certainly point you in the right direction. Our aim is to make your research journey as painless as possible so please don't hesitate to contact us.

Good luck with your endeavours and we look forward to seeing you graduate!