HDR Orientation - Overview
HDR Process and GRS Services

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Welcome to Curtin University!

- Largest University in WA with ~46,000 students in total
- ~2,300 HDR students, ~44% International students
- Member of the ATN group of Universities
  UniSA, UTS, RMIT, Curtin
What we will cover in this session

- Overview of the HDR Process
- Things you need to know
- Important Contacts, Websites, and Resources
Organisational Structure

- Central – Strategic, administrative, cuts across all faculties and schools
  
  Research Office Curtin
  Graduate Research School
  Research Integrity
  Research Excellence (HDR training)

Curtin International

Enrolment
Visa

Curtin Library

Library resources
Training resources
Organisational Structure cont…

- **Faculties and Schools**
  - **Health**
    - Medical school; Nursing, midwifery, paramedicine; OT, social work and speech; pharmacy and biomedical; Physio and exercise; Psychology; Public health
  - **Business and Law**
    - Accounting; Economics, finance and property; Management; Marketing; Law.
  - **Science and Engineering**
    - Civil and mech eng; Earth and planetary sci; Elect eng, comp and mathematical sci; Molecular and life sciences; WASM: minerals, energy and chem engineering.
  - **Humanities**
    - Education; Design and built environment; Media, creative arts and social inquiry.
  - **Centre for Aboriginal Studies**

- **Line of approval**
  - Supervisor, (thesis chair), School Director of Graduate Research, Faculty Graduate Studies Committee, Graduate Research School (GRS)
Overview of the Research Degree Path

Application for admission

Milestone 1 (Candidacy)
- Written research proposal
- Oral presentation
- School review

Milestone 2 (Mid-term)
- Sample of written work
- Oral presentation on progress and completion/dissemination plan (conference planning, authorship agreement)

Milestone 3 (Pre-submission)
- Oral presentation – celebratory; supervisors nominate examiners

Submission of Thesis & Examination

Graduation

• Research Integrity
• ORCID
• HIT
Essential things you need to know

- **Australian Code for the Responsible Conduct of Research** All researchers including students must adhere *(covers principals and practices of responsible research; data management; supervision; publishing; authorship; peer review; research misconduct)*

- **Student Charter** *(student responsibilities)*

- **Rule 10: Degree of Doctor by Research** and **Rule 11: Degree of Master by Research** *(covers enrolment; candidacy; progress; thesis submission/examination; terminations & appeals)*

- **Essential Facilities for HDR Students** *(details in next slides)*

- **Milestones** – see also **Forms/Info sheets**

- **Research Ethics and Safety** – includes links to **Hazard Identification Tool**, research involving humans, animals, biosafety, chemical safety, Radiation safety. **Apply after Candidacy approval, before data collection.**
Research Integrity Training - All HDR students must complete this on Blackboard as part of Milestone 1.

Curtin’s Research Management Policy:

2.1.1. … A strong research culture will demonstrate:

(a) honesty and integrity;

(b) respect for human research participants, animals and the environment;

(c) good stewardship of public resources used to conduct research;

(d) appropriate acknowledgment of the role of others in research; and

(e) responsible communication of research results.

2.1.2. Responsible research is demonstrated through the adoption of Curtin’s Guiding Principles, Values and Signature Behaviours and the Curtin University Code of Conduct.

Curtin Values – Integrity, Respect, Courage, Excellence, Impact
Essential Facilities for HDR Students

See Essential Facilities information – for links to Guidelines for Essential Facilities; and Research Support Fund Reimbursement List

- High cost courses: Doctoral up to $4,000 at M1 & M2; Masters up to $2,000 at M1 & M2
- Low cost courses: Doctoral up to $2,800 at M1 & M2; Masters up to $1,400 at M1 & M2
- Curtin Sarawak: MYR $4,000/ MYR $2,000 per allocation for high cost courses and MYR $2,800/ MYR $1,400 per allocation for low cost courses.
- Students must use Concur to claim reimbursements.
- Schools provide access to computer/printer/basic software; desk/chair; storage space; after hours access to relevant on-campus facilities
- Support for Conference Attendance (Doctoral students only), $2,500 – usually after Milestone 2
- See also Travel & Insurance for HDR’s
Management of Research Data

- See next presentation - *Research Data Management* by the Library
- **Curtin Research Data and Primary Materials Policy** – covers collection; storage; ownership; access; data sharing; retention periods; confidentiality; destruction.
- The Library: **Research Data Management Planning Tool** – to help you create a data management plan. Your supervisor can then request R:drive storage on your behalf
- **Research Data Management LibGuide**
- Retention and disposal of data should be in line with WA State government **Disposal Authorities** and Curtin’s **Records and Information Management** guidelines.
Intellectual Property

- As a general rule the University does not claim ownership of Intellectual Property created by Students.
- There are several exceptions and all supervisors and students should consult the *Ownership of Intellectual Property* Policy and Procedures at [http://policies.curtin.edu.au/findapolicy/#i](http://policies.curtin.edu.au/findapolicy/#i) (under “I” for IP) or contact the IP team.
Conflicts of Interest

Conflict of interest or duality of interest? See section 7 of the Australian Code for the Responsible Conduct of Research ....

- You have an interest in the research because you stand to benefit or lose from it (prestige, qualifications, employment…)
- You have a duality of interest if you have an interest because of different roles you play, or might play e.g. researcher and owner of a company that might use the intellectual property.
- Sometimes the obligations you have in each role conflict.
- Declare your interests. Declare early. Discuss with your thesis committee.
Authorship

- Section 5 of ‘The Code’:
  Attribution of authorship depends to some extent on the discipline, but in all cases, authorship must be based on substantial contributions in a combination of:
  - conception and design of the project
  - analysis and interpretation of research data
  - drafting significant parts of the work or critically revising it so as to contribute to the interpretation.

- Curtin Policy & Procedures: Authorship, Peer Review and Publication of Research Findings

When you have finished your candidacy you should have some form of authorship agreement

Authorship, Peer Review and Publication of Research Findings Policy and Procedure
Plagiarism and Academic Integrity

- Principles of academic integrity align with Curtin’s core values (integrity, respect, courage, excellence and impact).
- “Plagiarism is a form of fraud and intellectual theft, and is a serious breach of academic integrity. It means presenting the work or property of another person as one's own without appropriate acknowledgment or referencing.” (Sourced from the Information for Students at http://academicintegrity.curtin.edu.au/students/)
- See Academic Integrity at Curtin: Student guidelines for avoiding plagiarism and the Student Checklist to Prevent Plagiarism http://academicintegrity.curtin.edu.au/global/studentbook.cfm
- See also Management of Plagiarism Policy and Procedures
Research Integrity Training & Turnitin

- Developed by Epigeum in collaboration with Australian Universities
- Compulsory for all researchers - HDR students and staff
- HDR students complete BEFORE candidacy submitted.
- Found on Blackboard, login via Student OASIS (pic next slide)
- It contains links for 'Originality Checking', i.e., Turnitin – text matching software – to assist students avoid plagiarism
- Use the Turnitin links to check candidacy proposal and thesis chapters

Turnitin is a text matching software and identifies where common clusters of words match. – So it picks up the copy and paste… and assistance by Dr Google or Prof Wiki…

AND

If individuals try to get around this You still have much to learn.

Speaking like Yoda is still plagiarism!!!!
How can students self enrol?
• login to Blackboard
• open tab ‘Organisations’,
• from Catalogue select ‘Research Office at Curtin’
• Enrol in HDR version of Research Integrity (hover over the Organisation ID & click on down arrow and ‘Enrol’)
Reporting – APR; End User Report

- **Annual Progress Report (APR):**
  - Every April
  - Enables you and your Thesis Committee to assess the progress of your research project.
  - The APR is a very short online questionnaire. Your supervisor is required to fill out a similar summary of your progress
  - Who completes? HDR students who were enrolled on or before 31 December in the previous year
  - If you don’t submit your APR by the closing date your enrolment status will be changed to Absent Without Leave (AWOL).
  - You will be emailed information and reminders – so check your OC at once a week

- **End User Survey**
  - Twice per year; compulsory
  - Online survey – about 10 questions
  - You will be emailed information and reminders – so check your OC at once a week
Student Rights & Responsibilities

- **ALL students have rights and responsibilities** e.g.
  - Check/confirm enrolment;
  - Uphold Curtin values;
  - Follow the Student Charter;
  - Align with Academic Integrity principles;
  - Meet deadlines
  - Provide feedback
  - Use ICT resources appropriately;
  - Adhere to statutes rules, policies and procedures
  - Right of appeal
Student Charter

- **Student Charter** – students are expected to:
  - Inform themselves of, and comply with, all relevant laws, University Statutes, rules, by-laws, the University’s Guiding Ethical Principles, policies and procedures relating to their rights as a student.
  - Participate constructively in the learning experience.
  - Be aware of course requirements and their individual academic progress.
  - Behave in an appropriate manner within the learning environment, showing respect for both staff and fellow students at all times. *Cont’d over*
Student Charter (continued)

- Use University facilities and services in an honest and responsible manner.
- Recognise that cheating, plagiarism and fabrication or falsifications of data are not acceptable.
- Embrace and recognise diversity.
- Adhere to the proper use of copyright material.
Conflict Resolution

• Rules and Policy:
  Section 15, Grievance Procedures, of
  Rule 10: Degree of Doctor by Research and
  Rule 11: Degree of Master by Research
  Complaints Policy and Procedures

  ▪ Contacts:
    Graduate Research School
    Integrity and Standards Unit (ISU)
    Complaint Resolution Process
    http://complaints.curtin.edu.au/
    Manager, Conflict Resolution
    E: complaints@curtin.edu.au  T: (08) 9266 7454

    PG Students Committee psc.president@guild.curtin.edu.au
    Student Assist Officers within the Curtin Student Guild
    E: reception@guild.curtin.edu.au  T: 9266 2900
Collaborative Opportunities for HDR Students

- Next 5 slides…
  - AWARE group - 5 WA universities
  - eGrad School
  - Publons Academy for Peer Review online module
  - Mentoring
  - Three Minute Thesis (3MT) & Visualise Your Thesis
Collaboration through “Advancing WA Research Education” (AWARE)

- AWARE is a collaboration between the Graduate Research Schools of the 5 WA universities
- Offers opportunities for WA HDR students through InSPiRE workshops, iPREP
- Supports ResBaz – research software tools/carpentry – Curtin hosting 2-4 July 2019
e-Grad School (eGSA)

- Offered by www.egradschool.edu.au
- 11 Online modules in 3 pathways – Advance; Lead; Engage
- Career-enhancing skills and knowledge
- 5 weeks duration, 2-3 hours per week
- Moderated
Publons Academy: Peer Review training online

- [https://publons.com/community/academy/](https://publons.com/community/academy/)
- HDR Students [enrol here](https://publons.com/community/academy/) and Info for [supervisors here](https://publons.com/community/academy/)
- Students prepare practice reviews, SV’s give feedback; receive certificate of completion
- Free for students and/staff
Mentoring – Curtin Next Step & Industry Mentoring Network in STEM

- **Next Step Mentoring** program:
  - Run by Curtin Careers
  - Matches Curtin students to an industry mentor.
  - Enhances your confidence and career management skills,
  - Build your professional networks
  - **Register your Expressions of Interest**

- **IMNIS - Minerals and Energy program - 12 months**
  - Students matched with an industry mentor (Perth based)
  - pragmatic advice, broad professional network, industry engagement; 
    advice for industry career opportunities
  - Monthly mentor/mentee meeting
  - networking events in Perth
3 Minute Thesis competition (PhD students)

- Run each year across Australia and beyond
- Heats/Final held August. Winner goes to the Asia-Pacific final at UQ
- Enhance HDR student communication skills
- Good networking opportunity for HDR students
- Visit Curtin 3MT website and UQ 3MT

- Visual Your Thesis competition
Additional opportunities

• Mobility grants
• Boot ‘camps’
• Seminars and master classes
• Higher Education Academy Fellowship Application Support
GRS Contacts

Location: Building 101 (entry opposite medical centre)

- Future Students: GRS.FutureStudents@curtin.edu.au
- Current Students: GRS.CurrentStudents@curtin.edu.au
- Scholarships: Research_Scholarships@curtin.edu.au
- Dean, GRS: GRS.Dean@curtin.edu.au or 7461 (building 201:642B)
Website - Managing Your HDR

Managing your higher degree by research

If you are a higher degree by research (HDR) student, read on for information about Curtin’s supports for HDR students, HDR milestones, making changes to your course and thesis preparation and submission.

While you study
Essential information for HDR students about facilities, reporting, supervisors, travel and more.

Milestones
Information and forms for assisting you to successfully complete your milestones.

Collaborative/joint HDR students
Information for students enrolled in a collaborative or joint HDR program.

Thesis preparation and submission
Information about thesis preparation, submission and examination. This section contains information about preparing a thesis by publication and publication attribution requirements.

Developing your research profile
How you can develop your research profile through publications, conferences and media.

Research training and courses
Information about various training opportunities, internships and courses for HDR students.

HDR scholarships
Information about scholarships for current HDR students.

Forms for HDR students
Quickly find the forms you need here.

Contacts and help
Information about who to contact, when and how.
Website - Milestones

Milestones
During your enrolment your progress will be formally monitored at three points. These points are known as milestones. The defined milestones are: Milestone 1 (candidacy), Milestone 2 (mid candidacy) and Milestone 3 (pre-submission).

You need to formally apply to your school to have your progress reviewed for each milestone. For each milestone there is an application form which you will need to complete and submit to your supervisor along with the required supporting documentation to commence the milestone review process within your school. You will also need to provide an oral presentation on your progress for each milestone review.

For more information see:
- HDR Milestones Implementation Information Sheet [pdf 146KB]
- Higher Degree by Research (HDR) Milestones Policy
- Higher Degree by Research (HDR) Milestones Procedures
- HDR Milestones Guidelines [pdf 132KB]

Milestone 1 (Candidacy)
On receipt of your official notification of enrolment, you will be considered a provisional candidate until your application for Milestone 1 (Candidacy) is approved by your School and Faculty Graduate Studies Committee. The Graduate Research School will notify you once your Milestone 1 application has been approved by your Faculty Graduate Studies Committee.

Important note: Data collection (e.g. surveys, questionnaires or interviews, etc.) must not be conducted by provisional candidates.

Milestone 1 research proposal reviewer form [pdf, 149KB]
Milestone 1 seminar reviewer form [pdf, 141KB]
Support/Resources for Students

• Faculty/School: Faculty Dean, Directors of Graduate Research; Thesis Committee Members

• **Resources and Development** ([ROC-Excellence@Curtin.edu.au](mailto:ROC-Excellence@Curtin.edu.au))

• Library ([Faculty Librarians; Library Research support; GRASP workshop series](mailto:Faculty Librarians; Library Research support; GRASP workshop series))

• University Counselling and Health Services

• **Research Standards** (Ethics and Hazardous Materials)

• Research ethics and safety (includes link to HIT)

• Health, Safety and Emergency Management

• Curtin Institute for Computation

• Careers and [UniHub](http://www.curtinunihub.com) to search events/jobs

• **Student Guild** and PG Students Committee (Complaints; [Student Assist](http://www.curtinunihub.com/studentassist); student clubs)
Being a Curtin HDR Student

- Engage
- Communicate
- Enjoy

Questions?