HDR Orientation - Overview

HDR Process and GRS Services

Professor Garry Allison, February 2020
Welcome to Curtin University!

- Largest University in WA with ~56,000 students in total
- ~2,000 HDR students, ~40% International students
- Member of the ATN group of Universities
  Curtin
  UniSA, UTS, RMIT, ..
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, applies across all faculties and schools
  - Research Office Curtin
    - Graduate Research School (everything operational HDR)
    - Research Integrity
    - Research Excellence (HDR / Supervisor training)
  - Curtin International
    - Enrolment (International onshore)
    - 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 (DGR), 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
• Research Integrity
• ORCID
• RIG

↓

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
Essential things you need to know

- **Australian Code for the Responsible Conduct of Research** 2018 sets out principles and responsibilities that both researchers and institutions are expected to follow when conducting research. Links to ‘Authorship’ and ‘Management of Data and Information in Research’.

- **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 **Research Initiation Guide**, research involving humans, animals, biosafety, chemical safety, Radiation safety. Apply after Candidacy approval, before data collection.
Essential things you need to know cont…

- **Research Integrity Training** - All HDR students must complete on Blackboard as part of Milestone 1 – see instructions [handout](#).

- **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 things you need to know cont…

- **Respectful Relationships** – Curtin’s online training program to help students studying at our Australian campuses understand all aspects of consent, sexual harassment and sexual assault.

- **Respect Now Always** provides additional resources and support relating to sexual harassment, sexual assault and consent.

- **Respect. Now. Always.** is a sector-wide program developed by Universities Australia to prevent sexual violence in university communities and improve how universities respond to and support those who have been affected.
UA Principles for Respectful Supervisory Relationships

- **Agreed Principles for Australian Unis** – make sure you know them

1. A sexual or romantic relationship between a supervisor and their student is NEVER appropriate.
2. Universities recognise there is a power imbalance in the supervisor-student relationship and that the greater power rests with the supervisor.
3. The professional relationship between a supervisor and their student is characterised by mutual respect and trust.
4. Expectations, roles and responsibilities or students and their supervisors are clear.
5. Safeguards are used to protect students from situations of risk and unwanted advances from their supervisors.
Milestone 1 Requirements

- **Research Proposal**
  1. Written research proposal – 5 pages for Masters Students, 10 pages for Doctoral (not including references and appendices)
  2. Must include:
     1. Title and Abstract
     2. Background, which situates the project in the scholarship.
     3. Detailed description of methodology and methods
     4. Detailed project timeline – recommend a monthly Gantt chart
     5. Full budget – including, but not restricted to, how the project will use the **Research Support Fund** allocation (**Reimbursable items**).
  3. The research proposal must be well edited – ‘publication’ standard.
Milestone 1 Application form

- **Field of Research**
  - Select one [six digit FoR](#) that best defines the research thesis.
  - (We would like to see more 6 digit FOR codes in the system soon)

- **Apply for an ORCID (open researcher and contributor ID).**
  Register via the [ORCID website](#)
  All Curtin Research Staff and HDR students MUST have an ORCID.

- **See [Milestones](#)**
Milestone 2

- Completion of the Application Form
- Sample of written work (3000 words)
- Oral presentation – reviewed by 2 peer assessors
- Completion and dissemination plan
  
  Authorship agreements if required

- There is a template you may like to use
  
  - Prompt to insert a Gantt chart – list each task you need to complete and assign it to a week/month.
  - List of potential publications and proposed outlet
  - Proposed conference before M#3
Milestone 3

- The pre-submission presentation of the thesis work
- Completed around 3 months prior to submission.
- Submit -> ‘Under Examination’ (Load goes to zero – no fees).

Scholarships

- Living stipends 3 years plus 6 months completion if approved.
- Fee offsets (between 0 and 100%) for 4 years.
Essential Facilities for HDR Students

Essential Facilities and Research Support Funds – for Guidelines for Essential Facilities; Research Support and Fieldwork expense application form; Concur Claim Form, and Research Support Fund Reimbursement List.

- **High cost courses** Doctoral up to $3,325 at M1 & M2; Masters up to $1,662 at M1 & M2
- **Low cost courses** Doctoral up to $2275 at M1 & M2; Masters up to $1,137 at M1 & M2
- **Curtin Sarawak** MYR 3325/ 1900 per allocation (M1 & M2) for high cost courses and MYR 2275/ MYR 1300 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/ Mobility (Doctoral students only)**, $2,500 – usually after Milestone 2 before M3. 50% of support funds can be used to contribute to mobility
- 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 **Information Management and Archives** Procedures and Advice.
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
  [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?

- **Conflict of Interest** definition page 5 [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 panel.
Authorship

**Australian Code** - an author is an individual who:

- *has made a significant intellectual or scholarly contribution to research and its output, and*
- *agrees to be listed as an author.*

A significant intellectual or scholarly contribution must include one and should include a **combination of two or more** of the following:

- *conception and design of the project or output*
- *acquisition of research data (involving significant intellectual judgement, planning, design, or input)*
- *contribution of knowledge, where justified,*
- *analysis or interpretation of research data*
- *drafting significant parts of the research output or critically revising it so as to contribute to its interpretation*
Authorship cont’d

Curtin Policy & Procedures:

- Authorship, Peer Review and Publication of Research Findings
- Authorship, Peer Review and Publication of Research Findings Policy and Procedure
You still have much to learn.

Speaking like Yoda is still plagiarism!!!!
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.”
- Academic Integrity Information for Students and Student Guides
- Management of Academic Integrity Warnings for New to Curtin Students Procedure
Research Integrity – HDR raining

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’)

Unit Materials
- Arts and Humanities
- Biomedical Sciences
- Engineering and Technology
- Natural and Physical Sciences
- Social and Behavioural Sciences
Reporting – APR; End User Report

- **Annual Progress Report (APR):**
  - short online questionnaire in July
  - Enables you and your Thesis Committee to assess your progress
  - Your supervisor is required to fill out a similar summary of your progress
  - Who completes? HDR students who were enrolled on or after 1 Jan 2020
  - If you don’t submit - your enrolment status will be changed to Absent Without Leave (AWOL).
  - You will be emailed information and reminders – check your OC once a week

- End User Survey
  - Twice per year; compulsory
  - Online survey – about 10 questions
  - You will be emailed information and reminders – check your OC 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)

- Embrace and recognise diversity
- Use University facilities and services in an honest and responsible manner.
- Recognise that cheating, plagiarism and fabrication or falsifications of data are not acceptable.
- 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 – ROC.GRS@curtin.edu.au
  Complaints - Integrity and Standards Unit (ISU)
  Complaint Resolution Process
  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
Opportunities for HDR Students

• AWARE group - 5 WA universities
• eGrad School (New ATN model in 2021)
• Publons Academy for Peer Review online module
• Mentoring
• Competitions - Three Minute Thesis (3MT) & Visualise Your Thesis
• Mobility grants
• Internships (APR Intern, iPREP, Nicolas Baudin mobility program)
• Higher Education Academy Fellowship Application Support
• Bootcamps “shut up and write”....
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 (Industry and PhD Research Engagement program)
- Supports ResBaz – research software tools/carpentry – ECU hosting July 2020
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 and Info for supervisors here
- Students prepare practice reviews, SV’s give feedback; receive certificate of completion
- Free for students and/staff
Mentoring – Curtin Career Plus & Industry Mentoring Network in STEM

- **Curtin Career Plus** program:
  - Run by Curtin Careers
  - Matches Curtin students to an industry mentor.
  - Enhances your confidence and career management skills,
  - Build your professional networks
  - Expressions of Interest for 2020

- **IMNIS** – Industry Mentoring Network in STEM - 12 months
  - Run by Applied (Aust Academy of Tech. & Eng.) – EOI March/April
  - 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)

- Enhance HDR student communication skills
- Networking opportunity
- Global competition
- Applications open June/July
- Heats/Final in late August.
- Winner goes to the Asia-Pacific final at UQ
- Visit [Curtin 3MT website](#) and [UQ 3MT](#)
- [Visual Your Thesis competition](#) – 60 second slide show - Open Now, closes 13 March
ROC Contacts

GRS - Building 101 (entry opposite medical centre)

- ROC.GRS@curtin.edu.au for all HDR queries or
- ROC-Excellence@curtin.edu.au for training
- Phone: +61 8 9266 3337

Main HDR websites:

- Managing Your HDR
- Graduate Research School
Higher degree by research

During your higher degree by research (HDR), you may need to change the details of your course, travel for research, or seek other support. These forms, guidelines, policies and workshops will assist you every step of the way – from orientation to submitting your final thesis.

HDR forms, guidelines and policies
Find forms, guidelines and policies relevant to completing or changing your HDR course.

HDR scholarships and funding
Scholarships and funds are available to support your research and related travel.

HDR resources and development
Access a range of training opportunities, workshops and courses for HDR candidates.

Pre-candidature
Prepare for your candidacy by attending orientation and getting to know our facilities and policies.

During candidature
Information to help you manage your degree, including reporting and milestones criteria.

Thesis and examination
Information about thesis preparation, submission and examination.
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.

Please note that for milestone information relating to the unique Miles program, please refer to the Miles page.

For more information see:
- HDR Milestones Implementation Information Sheet [pdf 14KB]
- Higher Degree by Research (HDR) Milestones Policy
- Higher Degree by Research (HDR) Milestones Procedures
- HDR Milestones Guidelines [pdf 143KB]

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.

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

Milestone 1 review process
Support/Resources for Students

- Faculty/School: Faculty Dean, Directors of Graduate Research; Thesis Committee Members
- Resources and Development  ROC-Excellence@Curtin.edu.au
- Library (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 to search events/jobs
- Student Guild and PG Students Committee (PD for HDR students; Student Assist; student clubs)
Being a Curtin HDR Student

- Engage
- Communicate
- Enjoy

Questions?