



Flinders
UNIVERSITY

College of Business,
Government & Law

**INSPIRING
ACHIEVEMENT**

College of Business, Government and Law

2021

Supervisory Handbook

March 2021

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1.0 Welcome

This handbook provides an overview of the Higher Degree Research (HDR) supervisory processes in the College of Business, Government and Law (BGL) as of March 2021, including who to contact for HDR matters, the latest rules about who can supervise, pathways and processes for new HDR applications, what to do when you have a new student and funding opportunities and awards for your students and you as supervisors. A list of key HDR dates for 2021 and 2022 is also provided in Appendix A.

2.0 BGL HDR Contacts

BGL has traditionally had an HDR Coordinator and HDR area advisors for business, law, government and criminology. Under the oversight of the Vice-President and Executive Dean and Dean (Research), collectively this group oversaw matters pertaining to honours, PhD and Masters. Since 1 July 2020 the HDR area advisors have been absolved and there is one Coordinator for PhD and Masters related matters, one BGL Graduate Diploma Research Methods (GDRM) Coordinator and one BGL Honours Coordinator.

Role	Contact person	Responsibilities	Email address
BGL HDR Coordinator	Associate Professor Caitlin Hughes	PhD and Masters matters: student enquiries and enrolments, scholarships, milestones, approvals of examiners and thesis amendments, appointment and change of supervisors, arranging HDR events etc.	caitlin.hughes@flinders.edu.au
BGL Graduate Diploma Research Methods Coordinator	Professor Roberta Crouch	GDRM matters.	roberta.crouch@flinders.edu.au
BGL Honours Coordinator	Dr Jessica Genauer	Honours matters.	jessica.genauer@flinders.edu.au
BGL HDR Student Representative	Reem Alothmany	HDR student matters including independent advice to students on any HDR matters, advice and advocacy on behalf of HDR students across BGL, arranging HDR events and social activities.	reem.alothmany@flinders.edu.au

Other contacts

Role	Contact person	Email address
CGBL HDR Student Enquiries	College Research Support team	cbgl.hdrstudents@flinders.edu.au
Vice-President & Executive Dean	Professor Michael Gilding Executive support – Julie Dover	CBGL.ExecutiveAssistantVPED@flinders.edu.au
Dean of Research	Professor Gerry Redmond	gerry.redmond@flinders.edu.au
College Research Support	Stacey Richardson	cbgl.research@flinders.edu.au
College Research Support & HDR Working Group Support	Marja van Breda	cbgl.research@flinders.edu.au cbgl.hdrstudents@flinders.edu.au

Biggles (BGL HDR Social club)

Biggles was founded in July 2019, and it is officially associated with Flinders University Student Association (FUSA). It was formed to address questions, issues, concerns and aspirations of HDR students.

Conscious of how the PhD journey can often be quite isolating, the primary goal is “To assist BGL HDR students in adjusting to the University environment, and support HDR students.”

Meet the team:

- Ros Wong, President. Email: ros.wong@flinders.edu.au
- Reem Alothmany, Vice President. Email: reem.alothmany@flinders.edu.au
- Felicia Kim, Secretary. Email: felicia.kim@flinders.edu.au
- Phillip Screen, Treasurer. Email: phillip.screen@flinders.edu.au

The Biggles group meet informally with HDRs every month over lunch to provide support, assistance and encourage connectivity among HDR students. Biggles also arrange some postgraduate events eg. the 2020 BGL HDR Postgraduate Workshop which covered topics like HDR student well-being, publishing and life after a PhD. (A new workshop will be held in 2021).



(Photos taken at the 2020 BGL HDR Postgraduate Workshop)

Any BGL HDR student can get involved in Biggles by attending one of the informal gatherings or via email. Some events have bookings through the [BGL HDR FLO](#) site (eg. Biggles workshop), but not the informal gatherings. Please encourage your HDR student(s) to join in.

Biggles' objectives are as follows:

- ✓ To encourage, facilitate and provide peer student support for HDR students in BGL.
- ✓ To provide opportunities for peer discussion for HDR students.
- ✓ To provide representation and a voice for HDR students in BGL.
- ✓ To facilitate social events for HDR students in BGL.
- ✓ To provide peer induction guidelines for new HDR students.
- ✓ To invite other HDR students to mentor new HDR students.
- ✓ To encourage harmony and connectivity among HDR students and help international students become members of HDR.
- ✓ To assist HDR students identify points of contact to facilitate and ease understanding of BGL and University related processes.
- ✓ To provide a social group and connect HDR students across BGL disciplines.

3.0 BGL HDR Course Options

HDR course options at BGL are evolving. There is a Master's by Research, PhD, a PhD by prior published work, and a Higher Doctorate for Law specifically. Summaries of each are below.

Course	Eligibility factors		Course length (FTE)	Requirements
	Academic qualifications	Meet English language requirements?		
Master's by Research	<ul style="list-style-type: none"> Bachelor degree with Honours from an Australian university (which must include studies relevant to the proposed degree and field of research). <p>OR</p> <ul style="list-style-type: none"> Evidence of equivalent qualification. 	√	1-2 years	30,000-50,000 word thesis
PhD	<ul style="list-style-type: none"> An Australian Honours degree Class 1 or 2A or equivalent qualification (at least <u>AQF Level 8</u>), including a research component of at least 6 months' full-time study achieving Distinction (75%). <p>OR</p> <ul style="list-style-type: none"> Evidence of equivalent research experience, such as a substantial first-author refereed publication or track record as an investigator on a competitive grant. 	√	2-4 year (expected: 3 years)	70,000-100,000 word thesis
PhD by Prior Published Work	<ul style="list-style-type: none"> Bachelor degree with Honours Class 1 or 2A or equivalent. Minimum of 3 years engaged in practice and research. Generated a range of prior published work: as a general guide, at least six to eight clustered first-author publications, of high-quality publications that form a substantial contribution to knowledge. 	√	6-12 months	Thesis comprising a contextual statement and a body of published work accumulated prior to acceptance into candidature
Higher Doctorate - Doctor of Law	<ul style="list-style-type: none"> Have a relevant doctoral degree of at least five years standing from an Australian university, or the equivalent as approved by the relevant authorised delegate Have a body of published work in English (which may be a translation), produced prior to their candidature, to submit for examination. Satisfy the University that there is a <i>prima facie</i> case that the applicant's body of work meets the requirement for admission to the award. There is no requirement that the applicant must have studied or worked at Flinders. 	√	6-12 months	Thesis demonstrating body of work that has made internationally recognised, significant and sustained original contributions at a level substantially higher than the requirements of a Doctor of Philosophy.

1+3 PhD Pathway

Since July 2020, Flinders has a fifth option: a 1+3 PhD Pathway. This involves students undertaking the Graduate Diploma in Research Methods (GDRM) as a pathway to a PhD (specifically they are enrolled in a 4-year PhD involving 1 year of GDRM). This pathway is targeted at international applicants who have funding but do not meet direct entry requirements for a PhD. For example, they may have undertaken a Master's degree but not have done a thesis or they may need more training in research methods specifically.

- **Eligibility:** Applicants must normally hold an approved degree or equivalent qualification from an approved tertiary institution and have achieved a grade point average of 5.00 or greater. They will also be required to have proof of meeting English language requirements.
- **Course length:** The GDRM is a 36-unit program (one-year FTE), but with credit students may be able to enrol for six months.
- **Requirements:** Applicants will undertake a research project and write a minor thesis and complete any additional research methods, communication and coursework requirements as recommended by their supervisor and GDRM coordinator.

To transition to a PhD a student must obtain a grade of credit overall and distinction in the research project. This research project cannot be used in the PhD thesis.

For further details and subject options see Appendix B.

4.0 Processes and Pathways for New HDR Applicants

BGL is cognisant of the need to improve responses to new HDR applicants. This requires more rapid responses and smoother processes for application for students and supervisors.

To help in this process we have introduced a new system to respond to student enquiries and two new flow diagrams of the processes, developed in consultation with the Office of Graduate Research.

For any enquiry from a potential HDR applicant:

- Respond to the student as soon as possible.
- Thank the student for their enquiry.
- Let the student know if you are or are not interested, eg. "This is outside the scope of my expertise, but I will forward this enquiry on."
- cc or forward to BGL HDR Student Enquiries (cbgl.hdrstudents@flinders.edu.au).

Any enquiries sent to BGL HDR Student Enquiries will be entered into a database and used to forward onto other supervisors where needed.

The full diagrams and processes are outlined in Figures 1 and 2.

Figure 1: PhD Pathway for BGL HDRs

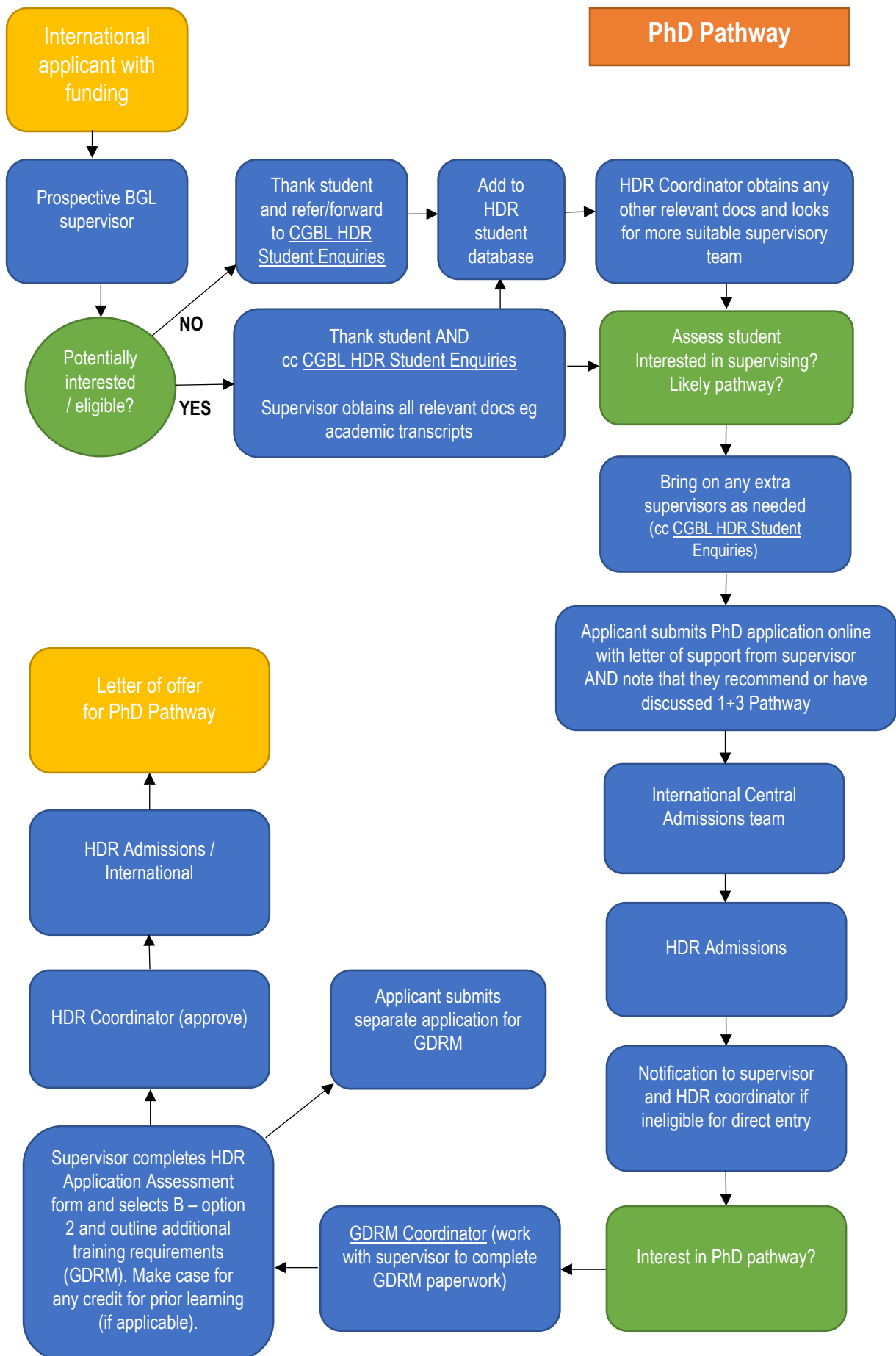
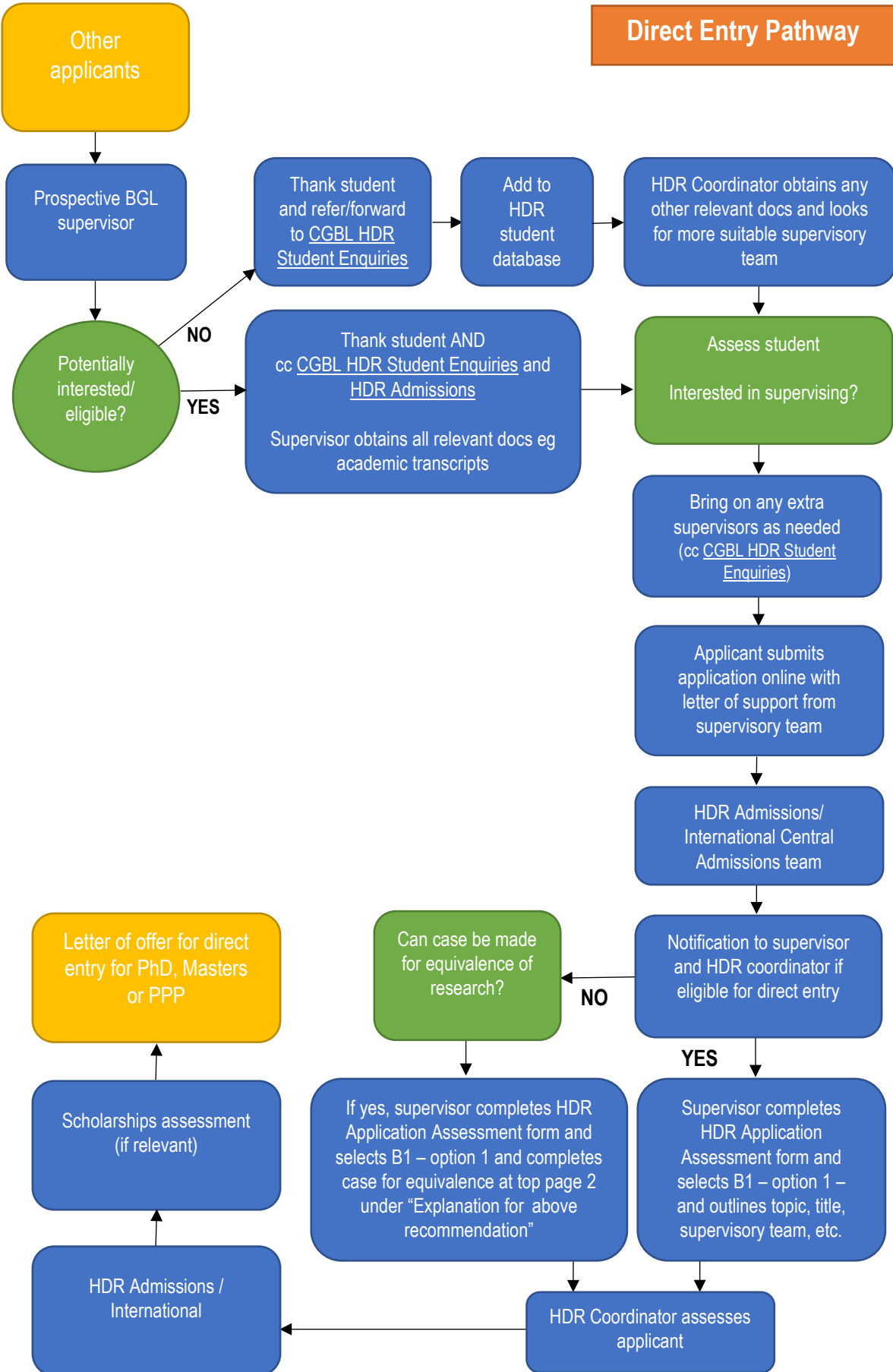


Figure 2: Direct Entry Pathway for BGL Master's, PhDs and PhD by Prior Published Work



5.0 Onboarding and Steps if you have a New HDR Student

There are several steps to onboard your new student and ensure they have a smooth start to their HDR studies:

- 1) New HDR students need to make sure they have completed all the required forms, eg. if studying overseas or in another state new students will need to complete an external form.
- 2) You and your student will need to decide upon a date for commencement that is a minimum of 2 weeks in the future and send a group email confirming that date to:
 - a) HDR Admissions (HDR.Admissions@flinders.edu.au)
 - b) BGL HDR Coordinator (caitlin.hughes@flinders.edu.au)
 - c) College Research Support (cbgl.hdrstudents@flinders.edu.au)
 - d) College Operations (cbgl.operations@flinders.edu.au)

The group email will trigger the setup in Inspire and it will ensure that all relevant parties know when the student intends to commence and, if required, plans can be made to organise a desk, for example. It will also help trigger a 'First-Day Welcome Email' that will be sent together with a copy of the BGL HDR Student Handbook.

- 3) Access to desks is controlled centrally, so the College Operations team will seek advice from you and your student if access to a desk space and computer in the College is required. If this is so, the College Operations team will coordinate access with the College Space and Facilities Officer (Steve Slape) in the shared spaces assigned for HDR students. This will ensure that the space and access will be ready for the student on their commencement date. On that date, the student can go to BGL Reception and a member of the Operations team will direct them to their desk and show the amenities (kitchens, bathrooms, printers, the Cove).
- 4) All onshore students need to obtain a student card. HDR students can acquire student cards (swipe cards) as directed during their enrolment process, eg. if the student is interstate this will be mailed. Swipe card access will be arranged as soon as their card is issued and the Security ID advised to the BGL Operations team. Access takes up to 3 working days to be activated.

To get swipe card access to a shared office students can log in to Service One (which is found in Okta), choose Facility Services, Building and Room Access, and complete the required information.

Access to [HDR Central](#) is activated at the time of admission by the Office of Graduate Research.
- 5) The college offers an annual Office Works voucher (also see: 8.0 BGL HDR Funding Schemes) valued at \$140 for a full-time HDR student and \$70 for a part-time HDR student. This voucher can be used for their office supplies.
- 6) To access the BGL HDR FLO page, students can either email cbgl.hdrstudents@flinders.edu.au and request to be added OR (preferable) they can add themselves at [BGL HDR Student FLO site](#).
- 7) Finally, we encourage you to meet with your new student (in person or virtually) on their first day. One key thing to discuss is expectations of supervision (eg. [Expectations of Supervision Survey](#)) and how often you will meet. While we note that the frequency of supervision will likely vary over the period of an HDR's candidature, BGL recommends Principal Supervisors meet at least once a month with their HDRs.

6.0 Steps if your Student Wishes to Defer

If your HDR student wishes to defer their offer, the steps to take will differ according to whether they are domestic or international. Domestic students can defer their offer through the [Flinders Student Information System](#) (SIS). If the student is international, please ask the student to email Flinders International Admissions (FIC) INTLAdmissions@flinders.edu.au and request a deferral form. FIC will check for eligibility and whether their IELTS, qualifications, etc., will still be current and then forward to the BGL HDR Coordinator and supervisors for review and approval. **NB.** An offer which is not accepted or deferred within the time specified will lapse.

For additional COVID-19 processes see Appendix C.

7.0 BGL HDR Resources for Loan

BGL has obtained a number of resources that are available for short term loan (up to four weeks) to BGL HDR students specifically. This fills an identified need from HDRs. The resources available are as follows:

- 4 Webcams
- 4 Headsets/headphones
- 3 Voice recorders

These can be borrowed for up to a month.

When students need to borrow any of the items, please have them first send an email to cbgl.operations@flinders.edu.au stating what they need and the dates they need it for. The student will then receive notification of availability, and when to pick the item(s) up from BGL Reception. Borrowers will be required to sign the Equipment Loan Agreement before the equipment can be taken away. This agreement is about taking responsibility for the equipment if it is lost or damaged.

If the above resources are unavailable, the Office of Graduate Research have [digital recording equipment](#) available for loan.

8.0 BGL HDR Funding Schemes

The College provides support to research students whilst enrolled in an HDR course. Funding is provided via four schemes. College HDR funding **guidelines** and **the application forms** are found on the [BGL HDR FLO](#) page under [Funding, Prizes and Awards](#) tab. Please direct your student to this. (See examples of the Funding Schemes in Appendix D. Please note applications must be sent as a PDF.)

Funding is provided via the following four schemes:

- i) **Research Student Maintenance Allowance (RSM-A)** – for day-to-day activities, such as printing and stationery

RSM-A funding is provided to support the day-to-day costs of pursuing an HDR. RSM-A funding will be allocated to each student on an annual basis. There is no need to apply as students will receive an email notifying them of voucher needs and availability.

Current allocation (2021): \$140 per full time student per year / \$70 per part time student per year, in the form of an Officeworks expense card.

RSM-A is capped at \$560 for a PhD (\$140 over 4 years) and \$280 for a Master by Research for the entire candidature.

- ii) **Research Student Maintenance Project (RSM-P)** – for research costs, including fieldwork

RSM-P funding is provided to support the student's main research project costs. The amount of RSM-P awarded will depend on the nature of the project and will normally be up to \$3,000 over the entire length of the student's candidature.

Examples of **eligible** items include:

- costs related to data collection, including travel (ie. fieldwork)
- costs related to accessing primary documents (eg. Freedom of Information applications)
- computational and other work (including modelling, simulation, and signal processing) requiring specialist software packages or annual licences fees not available as site licences

Non-eligible items include:

- items that would duplicate basic services already provided by the University, eg. materials held in the library and internet connection/use charges
- purchase of books / conference proceedings (although primary-source documents may be considered). Items not available in the library should be ordered through document delivery or can be ordered by supervisors for purchase by the library
- research assistance

- transcription costs
- hardware (eg. computer, laptop, phone, recording device)
- conference travel, registration or associated costs, unless the conference itself provides direct evidence or material for the actual research project (ie. the equivalent of fieldwork) – See RSM-C for conference travel funding information
- workshop travel, registration or associated costs, unless the workshop itself provides direct evidence or material for the actual research project (ie. the equivalent of fieldwork) – See RSM-T for training funding information

iii) **Research Student Maintenance Conference (RSM-C)** – for conference travel

RSM-C funding is provided to support HDR students presenting a paper at a national or international conference. The conference must be of significance to the relevant discipline, and the candidate must have a paper accepted at the conference.

HDR students may apply for conference funds up to a maximum of \$2,000 per candidature (maximum of \$1000 per Australian conference and maximum of \$1500 per international conference). Funding will normally be provided by reimbursement against receipts submitted.

Students can apply for RSM-C funding more than once during their candidature. However, funding to attend a PhD-specific event will only be granted once. If other funding requests are made, they must be for presenting a paper in the main conference.

Funding can only be used for conference-related expenses, including:

- Airfares (economy class only)
- Conference registration
- Accommodation
- Travel insurance (only if arranged through Flinders)
- Transport (taxis, buses, etc)

Meals will not be funded.

iv) **Research Student Maintenance Training (RSM-T)** – for professional development related to thesis completion

RSM-T funding is provided to support professional development related to thesis completion, up to a maximum of \$1000 per candidature. This can include:

- attendance at workshops, summer schools, methods courses, or other research training programs
- travel costs related to attending workshops or other training programs (eg. airfare, accommodation, insurance, local transport. Meals will not be funded.)
- supplies required to complete research training programs that are not already offered through Flinders University (eg. textbooks, online resources, software licences)

All funding requested under RSM-T must be directly related to the student's current HDR degree and the associated thesis. The purpose of this funding is to enable students to produce a better quality thesis and/or to submit their thesis sooner.

Students can find the guidelines and applications forms on the [BGL HDR Student FLO site](#).

Assessment

Applications will be assessed by the HDR Working Group. Students are able to apply at any time. Applications and required documentation need to be sent to: cbgl.hdrstudents@flinders.edu.au.

Other relevant HDR funding

If students want funds for thesis editing or printing specifically, they will need to [apply](#) to the central university. Flinders HDR students can claim up to \$500 towards the cost of thesis editing and optional printing and binding of the final thesis copy. For reimbursement students will need to complete an online request through Inspire: [HDR allowances claim form](#). Claims for the thesis allowance must be lodged

within three months of the final examined and university approved version of the thesis being uploaded to the Library depository.

9.0 Processes for Milestones and Confirmation of Candidature

Milestones are a compulsory part of HDR candidature and are required to be completed by HDR students and their supervisors regularly (usually annually) based on the students individual HDR timeline. This process is designed to provide independent feedback, to ensure that HDR students are progressing at an appropriate rate for their stage of candidature and to identify early on any concerns that may arise. There are three major milestones during a student's candidature: Confirmation of Candidature, Mid-Candidature Review and Final Thesis Review.

Confirmation of Candidature

The purpose of the Confirmation of Candidature is to assess whether the HDR student has a viable research project that is achievable for the degree in which the student is enrolled. To complete the Confirmation of Candidature, the following is required:

- Research proposal presentation before a review panel and other college staff and/or students;
- Research proposal: Approximately 10,000 (PhD) and 5,000 (Master's) expected word count which needs to include the following:
 - Clear research question
 - Draft chapters of the introduction, full literature review and planned methodology appropriate to the discipline
 - The original contribution to knowledge (PhD only) / synthesis for a Master's degree
 - A bibliography/reference list and an academic integrity check ([Turnitin](#))
 - A summary of work completed during the past 12 months (FTE)
 - A completion plan of what needs to be achieved in the next 12 months
 - Indication of whether ethics approval is required for the project and if an application for ethics has been lodged

Milestone Process within BGL

Processes for milestones differ slightly between Colleges. In this College for each major milestone the BGL HDR Coordinator will schedule a review panel composed of:

- an independent reviewer (a member of academic staff at Flinders University who is qualified to comment on the student's progress and research area, but who is not part of the student's supervisory team), and;
- the BGL HDR Coordinator (or Dean of Research where the BGL HDR Coordinator is also the supervisor).

A review meeting will be scheduled for the panel, the student, and the supervisory team. Students will then prepare a presentation and written work (eg. Confirmation of Candidature Research Proposal, draft chapters or full thesis draft) and email the written material to the panel members at least one week in advance. In addition, milestones must be logged through Inspire, the online HDR progression system.

All major milestones will follow the same process:

- The student provides a presentation and overview of their progress. In the case of a Confirmation of Candidature milestone, the student must present their research proposal, followed by questions and feedback.
- The panel meet with the student (without supervisors present).
- The panel meet with the supervisory team (without the student present).
- The panel meet to discuss progress and to make a decision. The panel's decision is communicated to the student and supervisory team verbally then uploaded into the Inspire system.

The Office of Graduate Research provides intensive workshops for each milestone, which the student can book through Inspire. These workshops help the students develop a general idea of what is expected, and how they should prepare.

10.0 The HDR Inspire System

Inspire is Australia's first 'digital doctorate' designed for HDR students - and their supervisors and advisers - to enable them to obtain the skills and guidance they need to succeed in completing their candidature on time. Using this system, it is possible for a PhD student to manage all aspects of their doctorate using just the one system: Inspire. To login go to: <https://inspire.flinders.edu.au/flinders> (Note: Inspire is best used with Chrome or Firefox browsers. Internet Explorer or other browsers may not work correctly.)

Inspire is available for all principal and associate HDR supervisors and you can view your students' details by choosing the appropriate role. Please note, only the Principal Supervisor can sign online forms.

Inspire can be used for HDR Supervisors to:

- view student details
- view the timeline for students (eg. due dates for Milestones and thesis submission date)
- view, comment on and approve Milestone documents
- approve variations to candidature (including intermission, change of status, extensions to candidature and scholarship and withdrawal)
- nominate examiners
- review HDR Supervisor Development Program compliance

The Inspire website contains information about all the functionality in Inspire including quick reference guides and FAQs. This is available at: <https://staff.flinders.edu.au/research/inspire>.

See Appendix E for common Qs and As regarding the Inspire system.

11.0 Scholarships

Key Dates for International and Domestic Scholarships

International Scholarship Round

- [Australian Government Research Training Program \(AGRTP\) Scholarship \(International\)](#)
Opening Date: TBC Closing Date: 06-08-2021
- [Flinders International Postgraduate Research Scholarship \(FIPRS\)](#)
Opening Date: TBC Closing Date: 06-08-2021
- Flinders University International Scholarship Meeting – October 2021

Domestic Scholarship Round

- [Australian Government Research Training Program \(AGRTP\) Scholarship \(Domestic\)](#)
Opening Date: 01-09-2021 Closing Date: 31-10-2021
- [Flinders University Research Training Program \(FURS\) Scholarship \(Domestic\)](#)
Opening Date: 01-09-2021 Closing Date: 31-10-2021
- Flinders University Domestic Scholarship Meeting – December 2021

For further scholarships information, please visit the [Scholarship database page](#).

CBGL PhD Top Up Scholarships

In 2020 BGL ran a PhD Top Up scholarship scheme. This scheme is being repeated in 2021 to attract high quality applicants for 2022. [BGL PhD top-up scholarships](#) will be awarded to high-achieving domestic or international PhD students, valued at \$5,000 per annum for a PhD degree (maximum 3 years, with a possible 6-month extension). There are six scholarships available for applicants commencing in 2022.

Deadlines: Opening Date: 01-07-2021 Closing Date: 31-01-2022

Eligibility: All Scholarship applicants must be:

- newly enrolled students – that is students who will commence in 2022;
- a PhD student at the College of Business, Government and Law at Flinders University – that is a PhD student studying business, government, law or criminology;
- a domestic student (Australian citizens or permanent residents of Australia), or New Zealand citizen, or an international student;
- enrolled full-time;
- (for domestic students) in receipt of the Australian Research Training Program (RTP), the Flinders University Research Scholarship (FURS), or an equivalent scholarship;
- (for international students) in receipt of the Australian Government Research Training Program (AGRTP), or an equivalent scholarship which includes an Overseas Student Health Cover (OSHC);
- able to demonstrate academic merit and research potential.

12.0 Who Can Supervise?

At Flinders in order to be an HDR supervisor a successful application for the Register of HDR Supervisors is required. As of 12 March 2021, all applications will be conducted via Inspire. Log into Inspire via the 'researcher' role and navigate to the 'Register of HDR Supervisor' menu and review the data in the table and click on 'Apply for Registration'. You will be notified by email about the progress and outcome of your application.

Please review the [HDR Supervisor Policy](#) and [HDR Supervisor Procedures](#) for the requirements for the Register. These include that all supervisors must be research active and must complete HDR Supervisor Core Training within 12 months of joining the register. If you have any questions please email: HDRSupervisor.Register@flinders.edu.au.

Teaching specialists are **not** eligible to be on the supervisor register and cannot therefore be a principal or associate supervisor. However, teaching specialists can be appointed as an adjunct supervisor, to provide additional expertise to the supervisory team. (Any supervision by adjunct supervisors will not be counted in the workload model.) Remaining on the register is conditional on updating supervisor training.

13.0 Supervisor Training and Compliance

Supervisors need to update their supervisor training every 2 years by participating in Lunchtime Seminars or online Steps Program training modules. A complete list of workshops and online training is available through the [HDR Supervisor Development FLO Site](#).

You can check on whether you are up to date through Inspire. Specifically Inspire now includes:

- A full history of completed supervision development activities.
- Ability to review compliance with the HDR Supervisor Development Program.
- Ability to access a certificate of compliance for People and Culture.
- Ability to book onto courses.
- Ability to self-record external HDR supervisory activities on a Supervisor Development Activity form to be included in compliance points.

Workshops for 2021

A complete list of workshops and seminars for 2021 is available through the HDR Supervisor Development FLO site. All supervisor development seminars are being held online via Teams. Courses include:

- Thu 25 Feb 12-1pm HDR Supervisor Development Core 1
- Thu 25 Feb 1-2pm HDR Supervisor Development Core 2
- Thu 4 Mar 12-1pm Communication strategies between students & supervisors
- Thu 11 Mar 12-1pm Confirmation of Candidature
- Thu 13 May 12-1pm Why do students change supervisors?
- Thu 27 May 12-1pm Having difficult conversations with students/supervisors
- Thu 10 Jun 12-1pm Selection of Examiners
- Thu 22 Jul 12-1pm HDR Supervisor Development Core 1
- Thu 22 Jul 1-2pm HDR Supervisor Development Core 2
- Thu 12 Aug 12-1pm Completion Strategies: How to achieve timely completion
- Thu 2 Sep 12-1pm Complaints about PhD Supervision: What, How, Why
- Thu 30 Sep 12-1pm HDR Supervisor Development Core 1
- Thu 30 Sep 1-2pm HDR Supervisor Development Core 2

Online Steps Program

On top of the blended learning opportunities, there are 30 online Steps, and content is being added to the list on a monthly basis. The goal is to create a responsive list that aligns with the needs of supervisors and students. These are short online sessions which HDR Supervisors can complete at any time for 5 program points. The Steps program is beneficial for regional, remote and rural HDR supervisors, as well as those unable to attend seminars. Please note, the Steps topics do not need to be done in any order. HDR supervisors can choose from the array of Steps topics below to personalise their development.

Online Steps can be completed directly on the HDR Supervisor Development FLO site, or click below to be directed to the specific FLO site module. (Please note: if you do not have access to view, you will need to first complete the short quiz on the front page.)

- | | |
|---|---|
| <ul style="list-style-type: none">• Step 1: The Supervisory Charter• Step 2: The Higher Doctorate• Step 3: The PhD Set-Up Document• Step 4: SOCK• Step 5: The Part-Time PhD• Step 6: The External PhD• Step 7: PhD by Prior Publication• Step 8: Artefact and Exegesis• Step 9: 10 Drafts to Completion• Step 10: Deficit Doctorate for Supervisors• Step 11: Post -PhD Strategies for Career Development• Step 12: What can PhD students and supervisors 'do' during the examination process• Step 13: At Risk?• Step 14: Negotiating emotional and sexual relationships between students and supervisors• Step 15: Cotutelle• Step 16: Supervisory Declaration | <ul style="list-style-type: none">• Step 17: Early career researchers and the PhD• Step 18: Mid-career researchers and the PhD• Step 19: Respect. Now. Always.• Step 20: Rescue Supervision• Step 21: Disciplinary Literacy• Step 22: How do you know your student has finished their PhD?• Step 23: Maintaining professional relationships• Step 24: Managing student perfectionism• Step 25: Using social media to build your supervisory profile• Step 26: Intellectual Property• Step 27: What does the OGR do?• Step 28: Sponsors, sponsorships and sponsored students• Step 29: Supervising a posthumous thesis• Step 30: Contact Officers• Step 31: Why do Professional Development?• Step 32: Higher degree students and moving from university to industry• Step 33: Communication systems for supervisors |
|---|---|

14.0 Sexual harassment and sexual assault prevention and response

Flinders University has adopted the [Sexual Harassment and Sexual Assault Prevention and Response Policy](#). This affirms Flinders University's commitment to:

- creating a safe and respectful environment for work and study for all members of the University community;
- responding compassionately and appropriately to reports of sexual harassment and sexual assault; and,
- providing an accessible mechanism for addressing reports of sexual harassment and sexual assault.

All HDR Supervisors are strongly recommended to undertake the responding to disclosures of sexual assault and sexual harassment training. You can access this training at: [Responding to disclosures of sexual assault and sexual harassment](#).

15.0 Student Research Intellectual Property (IP) Procedures

All enrolled students including HDR students own the IP created by them in the course of their University studies. As such before the student enrolls all Principal Supervisors for HDR students are required to discuss with the student or potential student whether the IP arising from the student's participation in the proposed research activity:

- has, or is likely to have, potential for commercial exploitation;
- is likely to result in IP which is jointly created by the student's supervisor or other University staff or academic status holders;
- builds upon pre-existing University-owned IP;
- is the subject of an agreement or activity involving the University and a third party (eg., a placement or externally funded scholarship or research activity); or,
- involves the creation of teaching materials for future use by the University.

Advise the student that if any of the conditions are met, the student may need to assign their IP to the University or a relevant third party, as a precondition of participating in the chosen research activity and arrange for the student to speak with a Student IP Counsellor in the Office of Graduate Research.

For more information see: [Student Research IP Procedures](#).

16.0 Appointment of Examiners

It is a responsibility of supervisors to nominate examiners for HDR students and to do so at least three months prior to the thesis being submitted. There are a number of eligibility criteria to consider in selecting examiners. Of note:

- Examiners must hold a qualification equivalent to or higher than the degree for which the thesis is being examined eg. an examiner must hold a PhD to examine a PhD thesis
- Examiners must be research-active – defined as having a minimum of five publications in the last five years

For the full list of criteria and the process for nomination see [HDR Examination Procedures](#). NB. If supervisors do not nominate examiners, examiners will be appointed by the CBGL HDR Coordinator.

17.0 Thesis Editing

Engagement of a paid, professional editor is permitted under [HDR Thesis Rules](#) on the following conditions:

- editing is limited to formatting, grammar and style;

-
- does not alter or improve the substantive content or conceptual organisation of the thesis;
 - supervisors oversee the process and monitor professional editing to ensure the consistency of thesis quality; and,
 - students include an acknowledgement of the help given or work carried out in editing their thesis.

As noted in 8.0 Other relevant HDR funding, Flinders HDR students can claim up to \$500 towards the cost of thesis editing. For reimbursement students will need to complete a request through Inspire: [HDR allowances claim form](#).

18.0 Professional Development for HDR Students

The University offers a wide range of personal development opportunities for HDRs for free. These are offered by a range of providers: Office of Graduate Research; Horizon; Centre for Innovation in Learning and Teaching; Library; and external providers like Coursera.

Research and Employability Skills Training (REST) Program

The Research and Employability Skills Training (REST) Program is a structured training program for all HDR students, based on the [Vitae Researcher Development Framework \(RDF\)](#). The aims of REST are to:

- Provide a structured and comprehensive skills training program for all HDR students which includes research and transferrable skills employers seek;
- Ensure all HDR students, regardless of their physical location, are able to access the program through online course delivery and monitoring;
- Enable students to identify their training needs and plan, document and control their professional development journey;
- Ensure that upon completion, students are able to articulate and demonstrate the skills they have developed throughout their candidature through documented evidence.

REST is an individualised program, run through Inspire, where students identify their existing skills and priorities and choose what training is most relevant to them based on their career aspirations and stage of their candidature. It also consolidates all research and transferrable skills training across the university. The REST FLO site (<https://flo.flinders.edu.au/course/view.php?id=49767>) has numerous resources for students for the professional development in addition to the courses. HDR Supervisors can self-enrol in this FLO site too.

Some of the key (and most popular REST programs in 2020) were:

- Planning your PhD
- Introduction to research project management
- Communicating the impact of your research
- Writing workshop - Getting started with your thesis writing
- Writing workshop - Structuring your thesis
- Writing workshop – Writing the first full draft of your thesis
- Industry engagement for HDR Students
- HDR mid-candidature intensive workshop
- Non-academic careers in a post-pandemic world

The 2021 REST Program is being finalised. A number of online courses will be available to be completed at any time and all scheduled workshops will be offered online via video-conferencing. Students book into courses via Inspire.

For more information about professional development opportunities refer to the HDR Development website: <https://students.flinders.edu.au/my-course/hdr/development>.

[COMS9001 Communicating Research](#)

This topic is available to HDR students as part of their candidature. The topic is intended for new students in their second semester of candidature, to facilitate achieving the first HDR Milestones. COMS9001 is a 12 week topic, assisting HDR students, from all disciplines to improve their written and oral communication skills within the context of their study. Subjects covered include:

- Writing a literature review;
- Writing a research proposal;
- Planning and structuring a research thesis;
- Developing arguments and selecting evidence;
- Disseminating research;
- Revising and editing a document;
- Planning and delivering oral presentations.

[Academic Internship Program for Doctoral Students](#)

The [Academic Internship Program](#) aims to work with a select cohort of PhD students throughout the year to a) promote and raise the awareness of the importance of learning and teaching in higher education and b) develop the teaching skills and knowledge of PhD students who have aspirations to pursue a career in academia. The program is run by the Centre for Innovation in Learning and Teaching (CILT). The program is delivered through a two-day intensive workshop followed by eight workshops held throughout the year focusing on specific areas of training eg. preparing for teaching; developing an academic career; assessment and feedback; using educational technology and online teaching; supporting diversity and teaching evaluation through self and peer review. Participants are provided with a minimum of four paid teaching or tutoring session that are funded by the College. A maximum of four students per College can take part in any one year.

[Horizon Professional Development Workshops & Programs](#)

[Horizon Professional Award](#) also provide opportunities to broaden skills, expertise and connect with industry professionals with one on one and group courses on topics including Presentations & Public Speaking, Critical Thinking, Leadership and more (see Appendix F for more details).

[Coursera](#)

Coursera provides online courses from universities from across the globe for free. Examples include:

- [Qualitative Research Methods](#) – University of Amsterdam
- [Understanding Research Methods](#) – SOAS University of London
- [Survey Data Collection and Analytics](#) – University of Maryland

[Flinders University Library](#)

The library provides a range of resources for HDRs, including research consultations, assistance in conducting systematic reviews and statistical support. These can be booked online or face to face.

Online researcher induction	A Library induction guide designed specifically for higher degree research students, academics, and researchers to facilitate access to key Library and research services
Systematic literature research	A resource to assist Flinders University staff and HDR students undertaking systematic literature research
Systematic review searching	A resource to assist Flinders University staff and HDR students undertaking systematic reviews including service guidelines
Publication support service	Advice about publishing projects and other ways to disseminate research, workshops for Research Higher Degree students and early career researchers and individual consultations to researchers at all levels

Statistical tools and services

The University offers a wide range of [statistical tools and services](#) for researchers and HDRs including a full-time statistical consultant who will provide one on one consultations and advice.

- Statistical consultant: Dr Pawel Skuza
Room 301, Level 3, Central Library
Email: stats.consultant@flinders.edu.au
[Requests for statistical consultation form](#)

On a regular basis, throughout the year, Flinders University also provides statistical training and workshops run through the Centre for Innovation in Learning and Teaching that are open to staff and HDR students. There are currently 17 workshops available from introductory to advanced level. For example:

- [Introduction to IBM SPSS](#)
- [Introduction to Statistical Analysis](#)
- [Logistic Regression and Survival Analysis](#)
- [Structural Equation Modelling using Amos](#)
- [Complex Sample Survey Design / ABS and DSS Confidentialised Datasets](#)

For the full list and dates for scheduled courses in 2021 go to: <https://ienrol.flinders.edu.au/index.php/it>.

Flinders University also provides access to an online surveys tool - [Qualtrics](#) – for any HDR, with college or FUSA approval.

HDR Central

The library also provides a dedicated, swipe-card accessible study area for HDRs: [HDR Central](#). Key features include:

- hot desks
- quiet study zones
- bespoke software, such as Dragon Naturally Speaking
- small occupancy spaces for communal work
- a dedicated and bookable computer - [Statistics PC](#) - with specialised stats software eg. STATA.

HDR Central has been designed to cater for all students, especially part-timers and those with impairment.

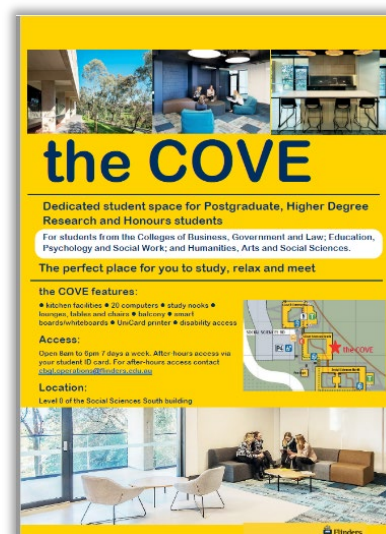
19.0 Student Resources/ Supports

[the Cove](#)

Any HDRs or Honours students in BGL, EPSW or HASS can access the Cove: a dedicated space to study, relax and meet other students.

Features include:

- 20 computers
- study nooks
- full kitchen facilities
- tables and chairs
- comfy lounges
- a balcony
- printer
- afterhours access for HDRs



[The Student Learning Support Service offers support to all students in the areas of:](#)

- Academic writing
- Endnote
- General study skills
- Statistics
- Referencing

[English Language Program \(ELP\)](#)

The English Language Program (ELP) assists students who come from a non-English speaking background to improve their English within an academic context in a supportive and engaging learning environment. Modules are free, consisting of a series of 7 weekly workshops. For student inquiries, please contact the Student Learning Support Service at sless@flinders.edu.au.

[International Student Services](#)

The International Study Services (ISS) team is part of Flinders International. ISS is the first point of contact for all onshore international students, including those studying online due to COVID-19-related travel restrictions. It offers a range of programs supporting enrolment, study and social life, as well as referring students to services on campus and within the local community. ISS organises a general orientation program for new international students, day and weekend tours throughout the semester, social activities and information sessions.

[Health, counselling and disability services](#)

Student physical and mental health and wellbeing is very important while studying. There are many facilities and services available to help look after HDRs.

- [Health services](#)
- [Counselling services](#)
- [Disability services](#)
- [Safety on campus](#)
- [Equal opportunity](#)
- [Oasis-wellbeing centre](#)

One new resource is the [Good Vibes Experiment](#). Launched in March 2021, this is a campaign developed by Flinders University students, FUSA and health professionals to improve, sustain and maintain mental health of the Flinders community. This has online resources, evidence-based well-being tactics, links and face-to-face and online workshops.

20.0 Awards for HDRs and HDR Supervisors

Vice-Chancellor's Award for Doctoral Thesis Excellence

The Deputy Vice-Chancellor (Research) and the University Higher Degrees by Research Committee have established the [Vice-Chancellors Award for Doctoral Thesis Excellence](#) to recognise student achievements. To be eligible for nomination for the award a student will normally have received recommendations from two external examiners that the degree should be awarded without amendments to the thesis (A, A). Students passed with minor amendments (A,B) may also be considered on the basis of a case made by the nominator to the University Higher Degrees by Research Committee. Up to twelve awards will be given each year. The award consists of a medal for desk display and a certificate from the Vice-Chancellor.

Best HDR Student Publication

Research is the foundation for innovation, but research in and of itself is only the first step. Dissemination is key. This award for [Best HDR Student Publication](#) recognises the best of our research higher degree students and their transformative scholarship. This annual program demonstrates Flinders University's commitment to high quality research dissemination. We celebrate the Best HDR Student Publications through these awards. The value of each award will be \$1,000.

HDR Student Research Impact Prize

The [HDR Student Research Impact Prize](#) recognises the quality and impact of research of exceptional Higher Degree by Research students at Flinders University. The value of the prize is \$1,000.

Key criteria:

- Research impact, in terms of actual and potential adoption/translation or application by government, educational and community organisations, industry and/or business.
- International and/or national recognition of the research undertaken during the candidature.
- Verified demonstration of making a difference to society and culture through research.
- Other recognition for the quality of research undertaken during the candidature (for example, prizes and awards conferred, recognition by professional organisations).

Vice-Chancellors Award for Excellence in Higher Degree Research Supervision

The [Vice-Chancellor's Award for Excellence in Higher Degree by Research Supervision](#) is for outstanding achievements across various dimensions of excellence in HDR supervision:

- The extent and range of their supervision activities;
- The positive outcomes for their students;
- Their respect and support for students as individuals;
- Their support for students' career development;
- Their broader contribution to the development of supervisory practice within the College or University.

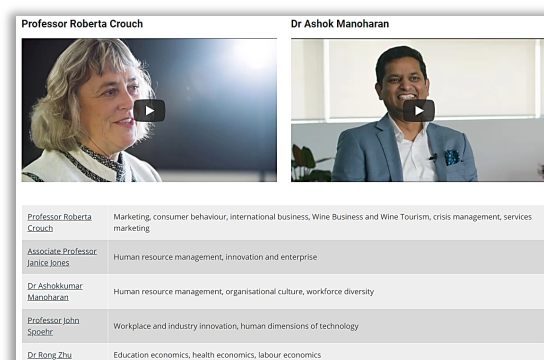
The Vice-Chancellor confers the Award for Excellence in HDR Supervision annually to coincide with the awarding of the Vice-Chancellor's Prize for Doctoral Thesis Excellence. The recipient will receive a \$5,000 award and a certificate. The prize money can be used to support any project related to the recipient's career development or academic work, including conference attendance or research. (While the grant may be used to support research, a 'buy-out' of teaching or supervision responsibility is not considered appropriate.) The prize money is paid directly to the relevant University consulting account for use by the winner.



21.0 BGL HDR Web Presence for Supervisors and Students

BGL supervisors, interest areas and selected supervisory videos are on the web. This information helps students find prospective supervisors. It also demonstrates the breadth of expertise in the College.

Please ensure your details are there and that your topics / areas of expertise are relevant and up to date.




Please contact the [BGL HDR Coordinator](#) if there are omissions or errors.



	
Professor Roberta Crouch	Dr Ashok Manoharan
Marketing, consumer behaviour, international business, Wine Business and Wine Tourism, crisis management, services marketing	Human resource management, innovation and enterprise
Associate Professor Janice Jones	Human resource management, organisational culture, workforce diversity
Dr Ashokkumar Manoharan	Workplace and industry innovation, human dimensions of technology
Professor John Sproth	Education economics, health economics, labour economics
Dr Bong Zhu	

Since 21 August 2020, BGL has added profiles and project details for BGL PhD students to the web, as a means to increase exposure to the students and their research. Each student has a photo, project title and a project blurb. The current list of students can be viewed at [CBGL Meet Our PhD Students](#).

Meet our PhD students

 David Waterford Project title: <i>Politicians as policymakers: The interaction of interests, ideology, information and institutions in an Australian state</i> Supervisors: Professor Gerry Redmond, Professor Charles Lees Learn more	 Dwi Ratih S. Esti Project title: <i>Effectiveness of evaluation practices in supporting regional development planning</i> Supervisors: Associate Professor Noore Siddiquee, Professor Gerry Redmond Learn more	 Fajar Fadli Project title: <i>The governance of renewable energy in Indonesia</i> Supervisors: Associate Professor Noore Siddiquee, Dr Peter Tangney Learn more
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Please encourage your student to take up this opportunity. Students can email [CBGL Research](#) if they would like to be added to the website.

22.0 Links to Other Documents

- [Charter for HDR Student and Supervisor Responsibilities](#)
- [Expectations of supervision survey](#)
- [HDR Supervisor FLO site](#)
- [Information for Supervisors website](#)
- [HDR Supervisor Policy](#)
- [HDR Supervisor Procedures](#)
- [HDR Admission and Enrolment Procedures](#)
- [HDR Progression Procedures](#)
- [HDR Examination Procedures](#)
- [HDR Thesis Rules](#)
- [GANNT planning chart](#) – OGR tool to assist HDR student planning
- [Milestone Supervisor Quick Reference Guide for use in Inspire](#)
- [Staff/Student Relationships Policy](#)
- [Research Publication, Authorship and Peer Review Policy](#)

Appendix A: Table of key HDR dates for 2021/22

Date	Event
18 February 2021	BGL and HASS S1 Welcome Event
26 March 2021	OGR S1 Induction
30 March 2021	BGL Orientation for New HDRs
20 April 2021	Ethics Session for BGL HDRs
1 July 2021	BGL Top Up Scholarships for 2022 Open
13 July 2021	Presentation Skills
5 August 2021	BGL and HASS S2 Welcome Event
6 August 2021	International scholarship applications for 2022 (AGRTP and FIPRS) close
27 August 2021	OGR S2 Induction
1 September 2021	Domestic scholarship applications for 2022 (AGRTP and FURS) open
20 September 2021	Biggles Postgraduate Workshop
October 2021	Flinders University International Scholarship Meeting
31 October 2021	Domestic scholarship applications for 2022 (AGRTP and FURS) close
November 2021	BGL and HASS HDR Spring Conference
26 November 2021	Internal deadline for best BGL HDR Student publication
December 2021	Flinders University Domestic Scholarship Meeting
31 January 2022	BGL Top Up Scholarships for 2022 close

Appendix B: GDRM Program of Study (1+3 PhD Pathway)

The Graduate Diploma in Research Methods is a 36-unit program that requires one year of full-time study, or the equivalent part-time. The course is designed to provide knowledge and skills in research methods as a pathway towards further learning at a research higher degree level. Students can enrol in semester 1 or semester 2.

Credit

Credit may be granted for study undertaken in an approved Honours or postgraduate course or equivalent qualification, which has been completed at an approved institution, eg. if a student has sufficient research methods skills but have not completed a thesis.

Program of study

The 2021 program of study offered by BGL is listed below. A full course will cover research methods, communication, a minor thesis plus one research specialisation topic. The topics should be selected in consultation between the student, supervisor and the GDRM Coordinator.

Topic	Course Code	Course Name	S1	S2
Research methods (9 units)	BUSN7050 CRIM3402 POAD9058	Research Methods (4.5 units) / or, Advanced research methods and analysis (4.5 units) Research design (4.5 units)	Yellow	Blue
Oral and written communication (4.5 units)	COMS9001	Communicating research (4.5 units)	Yellow	Blue
Thesis dissertation (18 units)	BUSN7200 INTR7015	Honours thesis Honours thesis	Yellow	Blue
Research specialisation topics (4.5 units)	BUSN7019 BUSN9017	Critical readings in business (4.5 units) Marketing strategy and decision making (4.5 units)	Yellow	Blue
	CRIM7301	Advanced theory and research applications (in criminology) (4.5 units)	Yellow	White
	LLAW3256 POAD8007	Socio-legal theory (4.5 units) Policy analysis: Frameworks, approaches and values	White	Blue
	INTR7017	From topic to thesis: Honours workshop	Yellow	Blue

Expectations for 1+3 PhD pathway

It is expected that the student should have the same principal supervisor for the 1+3 PhD pathway. The thesis component for the GDRM should be different to the PhD thesis eg. a related or pilot project.

To transition to a PhD a student must obtain a grade of credit overall and distinction in the research project.

For more information see [GDRM form](#) and <https://students.flinders.edu.au/my-course/course-rules/postgrad/gdprmbgl>

Appendix C: COVID-19 Processes across the University

The university response to COVID-19 for HDRs continues to evolve. For the most up to date information go to: <https://students.flinders.edu.au/coronavirus-information/hdr-students>

A few key reminders about options that are available for HDRs.

Intermissions

Candidates are encouraged to take intermissions if needed due to COVID-19.

Can a candidature extension be granted due to COVID-19?

As per the [email advice](#) from the Deputy Vice-Chancellor (Research) on 12 May 2020, for students who had current enrolment as at 1 March 2020, the overtime fee will be waived between 4 years and 4 years and 6 months when the student provides concrete demonstration of how their research has been “adversely impacted by coronavirus restrictions.” Documented evidence must be provided. HDR students can contact the Office of Graduate Research (gradresearch@flinders.edu.au) about how to make an application.

Can a scholarship extension be granted due to COVID-19?

Scholarship extensions are assessed on a case-by-case basis. Six-month scholarship extensions are available – and granted – on the basis of disruptions to a research schedule. For more information refer to the [higher degree by research scholarship information](#) website. As per the [email advice](#) from the Deputy Vice-Chancellor (Research) on 12 May 2020, current holders of an AGRTPS (domestic and international) stipend may be eligible for an additional 3-month COVID-19 extension.

For students who had current enrolment as at 1 March 2020 who do not complete within three years and six months, an additional extension of 3 months can be given, moving the extension of the RTP stipend to 3 years and nine months. The reason for this extension must be a concrete demonstration of how their research was “adversely impacted by coronavirus restrictions.” Documented evidence must be provided. The normal timelines, deadlines and processes for extension requests of candidature and RTP stipends remain in place. Please contact rhdscholarships@flinders.edu.au if you have any questions.

International HDR Admissions and COVID-19

While COVID-19-related travel restrictions apply, successful HDR applicants who are outside Australia and from countries which are deemed ‘low risk’ in terms of issuing of student visas, can be offered the opportunity to commence their study offshore provided that:

- the student will come to Australia to study as soon as the travel restrictions are lifted
- study resources are available for an offshore start, and
- there is agreement from the supervisors and College to support the arrangement

From late June 2020, international HDR offers are being sent with an [Addendum to offer](#) and an [‘Offshore Resources’ Form](#).

Working from home

The College will assist HDR students to work from home if required. Direct students to contact cbgl.operations@flinders.edu.au to discuss any shortfall in equipment.

Appendix D: CBGL HDR Funding Schemes' Guidelines and Application Forms

Note: HDR Students must use the PDF Application Forms that are found on the BGL HDR FLO Site under [Funding, Prizes and Awards](#).

Guidelines

The Schemes

The College provides support to research students whilst enrolled in a Higher Degree by Research (HDR) course (Master's by Research or PhD). Funding is provided via **four** schemes:

1. **Research Student Maintenance Allowance (RSM-A)** – for day-to-day activities, such as printing and stationery
2. **Research Student Maintenance Project (RSM-P)** – for research costs, including fieldwork
3. **Research Student Maintenance Conference (RSM-C)** – for conference travel
4. **Research Student Maintenance Training (RSM-T)** – for professional development related to thesis completion

Eligibility – PLEASE READ CAREFULLY

All Research Student Maintenance Schemes are intended to support HDR students only. (Under no circumstances will funding be allocated to support activities performed by supervisors.)

- To be classified as an HDR student, you must be enrolled in an HDR course in the College (coursework postgraduate students are not eligible). Some HDR programs might have a small coursework component, in which case you must be enrolled in the thesis component to be eligible.
- Funding will not be allocated to students on intermission, nor to students who have passed their expected completion date (ie. who are 'over time').
- No funding will be awarded retrospectively.
- Applications for RSM-P, RSM-C, and RSM-T will only be considered after the student's Confirmation of Candidature Milestone has been completed.

Applications can be submitted at any time and must be made on the appropriate forms. Applications are to be sent as an attachment in an email to: cbgl.hdrstudents@flinders.edu.au.

Instructions

1. Research Student Maintenance Allowance (RSM-A)

RSM-A funding is provided to support the day-to-day costs of pursuing an HDR.

RSM-A funding will be allocated to each student automatically on an annual basis. There is no need to apply.

Current allocation (2019): \$140 per full time student per year / \$70 per part time student per year, in the form of an Officeworks expense card.

No RSM-A will be allocated to students after their expected completion date and therefore RSM-A is capped at \$560 for a PhD and \$280 for a Master by Research for the entire candidature.

2. Research Student Maintenance Project (RSM-P)

RSM-P funding is provided to support the student's **main research project costs**.

Examples of eligible items include:

- costs related to data collection, including travel (ie. fieldwork)
- costs related to accessing primary documents (eg. Freedom of Information applications)
- computational and other work (including modelling, simulation, and signal processing) requiring specialist software packages or annual licences fees not available as site licences

RSM-P funding will **not** be provided for:

- items that would duplicate basic services already provided by the University, eg. materials held in the library and internet connection/use charges

- purchase of books / conference proceedings (although primary-source documents may be considered). Items not available in the library should be ordered through document delivery or can be ordered by supervisors for purchase by the library
- research assistance
- transcription costs
- hardware (eg. computer, laptop, phone, recording device)
- conference travel, registration or associated costs, unless the conference itself provides direct evidence or material for the actual research project (ie. is the equivalent of fieldwork) – See RSM-C for conference travel funding information
- workshop travel, registration or associated costs, unless the workshop itself provides direct evidence or material for the actual research project (ie. is the equivalent of fieldwork) – See RSM-T for training funding information
- Thesis preparation costs: note that RSM is provided to assist with costs associated with the actual carrying out of research, not for the production of the final thesis. RSM may not be used for editing/ proofreading, printing, or binding of the thesis. Currently funding is still available for thesis preparation costs up to the value of \$500 from the [scholarships' office](#).

NOTES:

- The amount of RSM-P awarded will depend on the nature of the project and will normally be less than \$3,000 over the entire length of the student's candidature. Receipts must be submitted where appropriate.
- Financial assistance is only provided in the year of candidature in which this specific work is expected to be undertaken. However, in special circumstances, applications may be made through the Research Committee to carry over funds into the next calendar year.
- Normally, overseas field work support is provided once per candidature; applications for additional support will be handled on a case by case basis.
- Ethics clearance must be obtained prior to requesting funds. Evidence of ethics approval must be attached to the application for funding.

All requests for funding must be clearly and compellingly justified, with all relevant quotes attached. Applications without a justification of the budget and relevant quotes (eg. airfares, accommodation) will not be funded.

Allocations are at the discretion of the College and are subject to availability of funds. No guarantee of full funding can be made.

The student's supervisor has a responsibility to oversee the funding application and to ensure that the funds are expended in the best interests of the student.

3. Research Student Maintenance Conference (RSM-C)

RSM-C funding is provided to support HDR students presenting a paper at a national or international conference. The conference must be of significance to the relevant discipline, and the candidate must have a paper accepted at the conference.

HDR students may apply for conference funds up to a maximum of \$2,000 per candidature (maximum of \$1000 per Australian conference and maximum of \$1500 per international conference). Funding will normally be provided by reimbursement against receipts submitted.

Students can apply for RSM-C funding more than once during their candidature. However, funding to attend a PhD-specific event will only be granted once. If other funding requests are made, they must be for presenting a paper in the main conference.

Funding can only be used for conference-related expenses, including:

- Airfares (economy class only)
- Conference registration
- Accommodation
- Travel insurance (only if arranged through Flinders)
- Transport (taxis, buses, etc)

Meals will not be funded.

4. Research Student Maintenance Training (RSM-T)

RSM-T funding is provided to support professional development related to thesis completion, up to a maximum of \$1000 per candidature. This can include:

- attendance at workshops, summer schools, methods courses, or other research training programs
- travel costs related to attending workshops or other training programs (eg. airfare, accommodation, insurance, local transport. Meals will not be funded.)
- supplies required to complete research training programs that are not already offered through Flinders University (eg. textbooks, online resources, software licences)

All funding requested under RSM-T must be directly related to the student's current HDR degree and the associated thesis. The purpose of this funding is to enable students to produce a better quality thesis and/or to submit their thesis sooner.

Example of HDR Project Funding Application Form

1. APPLICANT DETAILS			
NAME:			
EMAIL:			
RESEARCH SECTION:			
DEGREE:		FULL TIME OR PART TIME:	
DATE OF ENROLMENT:		EXPECTED THESIS SUBMISSION DATE:	
DATE OF COMPLETION OF CONFIRMATION OF CANDIDATURE:			
HAVE YOU HAD FUNDING PREVIOUSLY APPROVED IN THIS DEGREE, UNDER THIS SCHEME?		TOTAL AMOUNT APPROVED TO DATE:	
2. PROJECT DETAILS			
THESIS TITLE:			
PRINCIPAL SUPERVISOR:			
IS ETHICS APPROVAL REQUIRED?		ETHICS APPROVAL NUMBER AND DATE APPROVED:	
3. BUDGET			
ELIGIBLE ITEMS ONLY. Refer to funding guidelines for details. Please provide quotes as a separate attachment.			
ITEM			AMOUNT
TOTAL AMOUNT REQUESTED:			
4. BUDGET JUSTIFICATION			
Justify each item requested in the budget. Eligible items only - refer to funding guidelines for details. INCLUDE RELEVANT DATES FOR TRAVEL, FIELDWORK, AND OTHER PROJECT SPENDING.			

Please specify the significance of this funding to your research project.

5. CERTIFICATION

STUDENT APPLICANT

I certify to the best of my knowledge that:

- I am eligible for Research Student Maintenance funding.
- I have only requested funding for eligible items according to the funding guidelines.
- All details in this form are true and complete.

SIGNATURE:

DATE:

PRINCIPAL SUPERVISOR

I certify to the best of my knowledge that:

- The funding requested is essential to the completion of the research project.
- The timeline described in the budget justification section is realistic and achievable.
- I am generally satisfied with the student's progress in this degree.
- All details in this form are true and complete.

SIGNATURE:

DATE:

Example of HDR Conference Application Form

1. APPLICANT DETAILS

NAME:			
EMAIL:			
RESEARCH SECTION:			
DEGREE:		FULL TIME OR PART TIME:	
DATE OF ENROLMENT:		EXPECTED THESIS SUBMISSION DATE:	
DATE OF COMPLETION OF CONFIRMATION OF CANDIDATURE:			
HAVE YOU HAD FUNDING PREVIOUSLY APPROVED IN THIS DEGREE, UNDER THIS SCHEME?		TOTAL AMOUNT APPROVED TO DATE:	

2. PROJECT DETAILS

THESIS TITLE:			
PRINCIPAL SUPERVISOR:			
IS ETHICS APPROVAL REQUIRED?		ETHICS APPROVAL NUMBER AND DATE APPROVED:	

3. BUDGET

ELIGIBLE ITEMS ONLY. Refer to funding guidelines for details. Please provide quotes as a separate attachment.

ITEM	AMOUNT

TOTAL AMOUNT REQUESTED:			
4. CONFERENCE DETAILS			
NAME OF CONFERENCE:			
LOCATION OF CONFERENCE:			
DATES OF CONFERENCE:			
DATES OF TRAVEL:			
SIGNIFICANCE OF CONFERENCE PARTICIPATION TO CANDIDATURE:			
PROPOSED PUBLICATION OUTPUT:			
MY PAPER HAS BEEN ACCEPTED FOR PRESENTATION (please provide evidence)			
5. CERTIFICATION			
STUDENT APPLICANT			
<p>I certify to the best of my knowledge that:</p> <ul style="list-style-type: none"> - I am eligible for Research Student Maintenance funding. - I have only requested funding for eligible items according to the funding guidelines. - All details in this form are true and complete. 			
SIGNATURE:		DATE:	
PRINCIPAL SUPERVISOR			
<p>I certify to the best of my knowledge that:</p> <ul style="list-style-type: none"> - Participation in this conference will benefit the student and their candidature. - I am generally satisfied with the student's progress in this degree. - All details in this form are true and complete. 			
SIGNATURE:		DATE:	

Example of HDR Training Funding Application Form

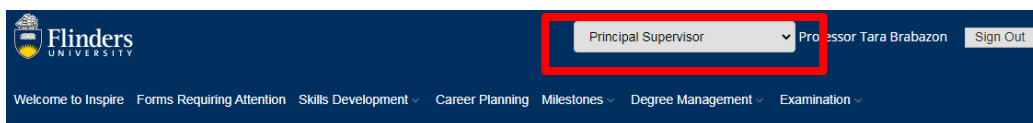
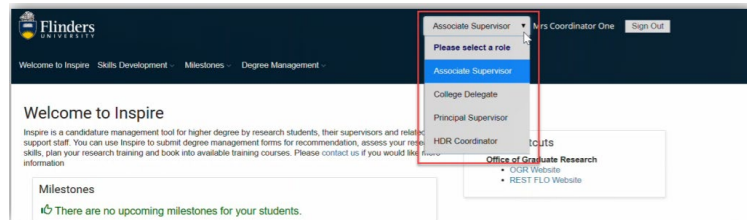
1. APPLICANT DETAILS			
NAME:			
EMAIL:			
RESEARCH SECTION:			
DEGREE:		FULL TIME OR PART TIME:	
DATE OF ENROLMENT:		EXPECTED THESIS SUBMISSION DATE:	
DATE OF COMPLETION OF CONFIRMATION OF CANDIDATURE:			
HAVE YOU HAD FUNDING PREVIOUSLY APPROVED IN THIS DEGREE, UNDER THIS SCHEME?		TOTAL AMOUNT APPROVED TO DATE:	
2. PROJECT DETAILS			
THESIS TITLE:			
PRINCIPAL SUPERVISOR:			

IS ETHICS APPROVAL REQUIRED?		ETHICS APPROVAL NUMBER AND DATE APPROVED:	
3. BUDGET			
ELIGIBLE ITEMS ONLY. Refer to funding guidelines for details. Please provide quotes as a separate attachment.			
ITEM			AMOUNT
TOTAL AMOUNT REQUESTED:			
4. TRAINING DETAILS			
NAME OF TRAINING PROGRAM:			
LOCATION OF TRAINING:			
DATES OF TRAINING:			
Please explain the significance of this training program to your HDR research, and justify the costs listed in section 3:			
5. CERTIFICATION			
STUDENT APPLICANT			
<p>I certify to the best of my knowledge that:</p> <ul style="list-style-type: none"> - I am eligible for Research Student Maintenance funding. - I have only requested funding for eligible items according to the funding guidelines. - All details in this form are true and complete. 			
SIGNATURE:		DATE:	
PRINCIPAL SUPERVISOR			
<p>I certify to the best of my knowledge that:</p> <ul style="list-style-type: none"> - This training program will benefit the student and their candidature. - I am generally satisfied with the student's progress in this degree. - All details in this form are true and complete. 			
SIGNATURE:		DATE:	

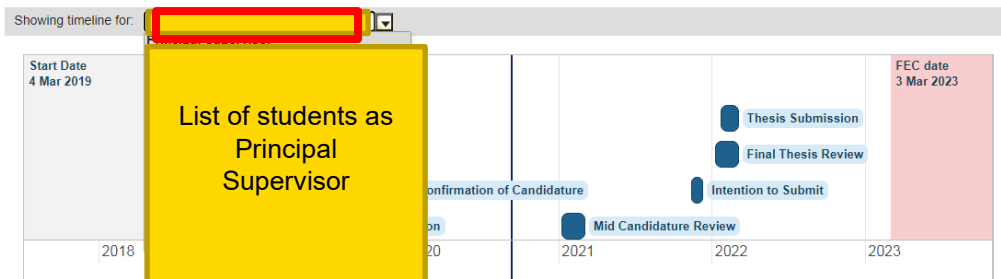
Appendix E: HDR Inspire System Q and A

What if I can't see my students?

If you have more than one role, for example you are both an Associate Supervisor and a Principal Supervisor, you may need to select the correct role before you see your forms requiring attention. You do this by clicking on the “Please select a role” drop down in the top right corner of the screen.

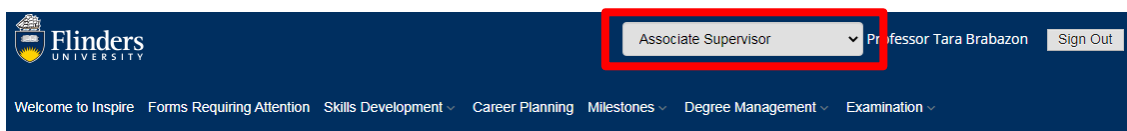


Timeline

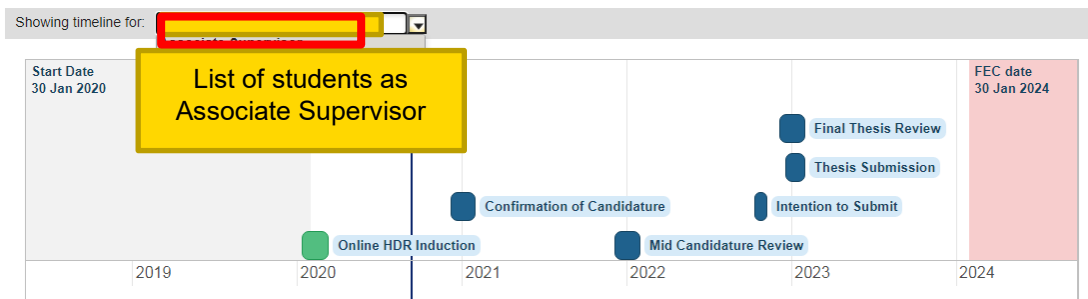


Please contact the Office of Graduate Research, hdr.progression@flinders.edu.au, if any of the details below are incorrect.

- Thesis Submission is your thesis due date. Please note: if you submit your thesis before a milestone due date, you do not need to complete that milestone.
- FEC date is end of the [Research Training Program \(RTP\)](#) funding. If you have not submitted your thesis by this date, you may be liable for fees as per the [Continuity of Study Policy](#).
- If you intend to extend your candidature, you do not need to complete your intention to submit form at this time.



Timeline



Please contact the Office of Graduate Research, hdr.progression@flinders.edu.au, if any of the details below are incorrect.

- Thesis Submission is your thesis due date. Please note: if you submit your thesis before a milestone due date, you do not need to complete that milestone.
- FEC date is end of the [Research Training Program \(RTP\)](#) funding. If you have not submitted your thesis by this date, you may be liable for fees as per the [Continuity of Study Policy](#).
- If you intend to extend your candidature, you do not need to complete your intention to submit form at this time.

Timeline – and how it works

Timelines are available to all students and can be seen by the student, supervisors and administrators. The timeline shows the student's start date, completed, near due and upcoming milestones as well as their thesis submission due date and their Funding Expected Completion (FEC) date.

The FEC date is driven by the [Research Training Program](#) scheme that provides students with a period of support to complete their degree: Doctoral students have a minimum of three years and up to a maximum of four years (FTE); and Master's students have a minimum of one year and up to a maximum of two years. Any time past the FEC date is considered overtime. This has the following consequences:

- Impact on the Research Block Grant funding as there is a delay in the University receiving the completion money for the student.
- Impact on the HDR funding model for Colleges via the Research Block Grant. Colleges funding is based on 50% in-time load and 50% completions.
- As per the [HDR Supervisor Policy](#), section 4.f, 'No supervisor may accept new supervision responsibilities if they are principal supervisor of two or more students who have not submitted by the date of maximum candidature duration as specified in the Higher Degrees by Research Policy, unless approved by the Dean of Graduate Research on the advice of the College HDR Coordinator'.
- Impact on the [Research Support Plan 2020-2022](#) goal 4.3 Maintaining the Timely Completion Rate of HDR Students to establish an average FTE target rate of 3.5 years.
- Reduced WAU: Normally no WAU are given in BGL to staff supervising HDR students who go over the time allocated to those theses.

When a degree management request is submitted and processed then all future milestones will automatically adjust to take into account the change (such as intermission or change of full-time/part-time or extension).

If supervisors have concerns about a student's progress or meeting a milestone deadline please email the HDR Progression Team (hdr.progression@flinders.edu.au) to discuss options.

Inspire - SkillsForge

[SkillsForge](#) is the software behind Inspire and it is the University's online candidature management system and relies on data feeds from [Student Management](#). A number of other universities use the software, including The University of Adelaide and University of South Australia, albeit under different names.

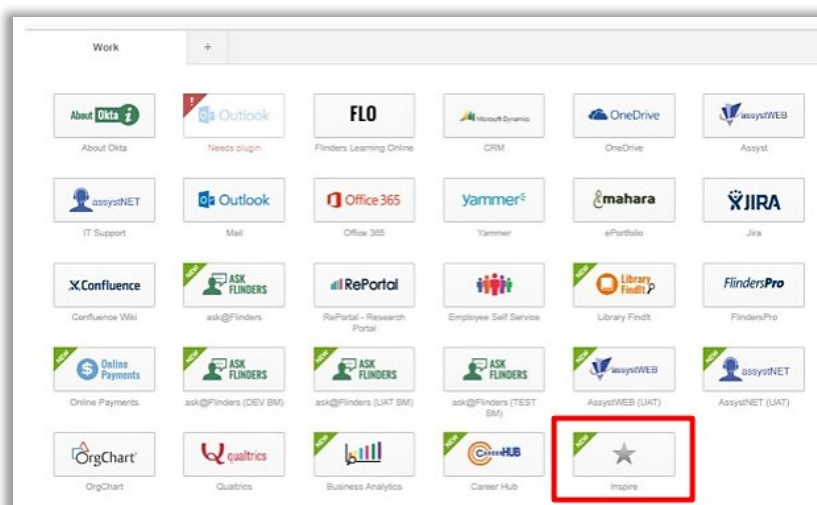


How do I get Inspire on my OKTA dashboard?

The OKTA dashboard will not have an Inspire app link. You can add your own link if you wish by following these steps:

1. Open OKTA dashboard
2. Click +Add Apps, green button at top right
3. Type OCF in Search for an app box
4. No apps found, click Add a Bookmark instead

5. Where it says App sign in URL add <https://inspire.flinders.edu.au/flinders/saml/login> and App name add Inspire.
6. Then click Add.



This link will direct to you to the Inspire home page at <https://inspire.flinders.edu.au>. This will then sign you in automatically using single sign on.

Inspire Reference Table

Admissions:

Enquiry management	Via email to HDR.Admissions@flinders.edu.au
Admission assessment	Via email. Includes applications for external status, sanctions regime risk assessments, applications for international tuition fee sponsorships. In 2020, international application assessments moved online via Studylink.

Degree Management:

All of these forms are initiated by the student.

Change or Addition of Supervisor	In Inspire
Degree Transfer or Significant Change to Project (includes upgrades and downgrades)	In Inspire
Full / Part Time Transfer	In Inspire
Intermission of Candidature (Leave of Absence)	In Inspire
Extension (Bridging extensions and extensions beyond the maximum duration of candidature)	In Inspire
Withdrawal of Enrolment	In Inspire
Application to Change Enrolment Location	In Inspire

Milestones & Timeline:

All of these forms are initiated by the student.

Interim Confirmation of Candidature	In Inspire
Confirmation of Candidature	In Inspire
Interim Mid Candidature Review	In Inspire
Mid Candidature Review	In Inspire
Interim Final Thesis Review	In Inspire
Final Thesis Review	In Inspire
Interim Post Final Thesis Review	In Inspire
Intention to Submit – this triggers the nomination of examiners by supervisor	In Inspire

Examinations:

Nomination of Examiners (Principal Supervisor)	In Inspire
Thesis Submission (Student)	In Inspire
Thesis Examination (HDR Exams Team: sending thesis to examiners & results to students)	In Inspire
Thesis Amendments	Coming to Inspire in 2021

Skills Development: REST

Initiated by the student.

Students and complete a Skills Needs Analysis – to identify training gaps	In Inspire
Students can search and book into training activities	In Inspire
Completed Activities Log – imported into Milestones	Inspire
REST Online Content	REST FLO site

Career Planning Tool: Inspire

Initiated by the student.

Career Focus – students encouraged to pick a career focus to tailor their training – academic, industry or entrepreneurial	In Inspire
Goal Setting – students can set individual goals and timelines	In Inspire

HDR Supervisor Development:

Initiated by the supervisor.

Online content and list of available courses/resources	HDR Supervisor Development FLO site
Supervisors not on campus can complete online Steps program	HDR Supervisor Development FLO site
Supervisors are able to view past program completion and current compliance	In Inspire
Supervisors are able to search and book into training activities	In Inspire
Supervisors are able to view and print certificate of program completion	In Inspire

Appendix F: Horizon Professional Development Workshops and Programs

Here are some of the Horizon Professional Development Workshops. Each session runs for 60-90 minutes.

Workshops	Key Topics
Collaboration & Teamwork	<ul style="list-style-type: none"> • What is a Collaborative Skillset • Stages of Team Development • Foundations of an Effective Team • Belbin's 9 Team Roles • Group Design Challenge
Conflict Resolution & Negotiation	<ul style="list-style-type: none"> • Causes of Conflict • Level of Conflict • Strategies for Managing Conflict • Negotiation in the Workplace
Critical Thinking & Problem Solving	<ul style="list-style-type: none"> • The 5 Why's • The Process of Critical Thinking: Knowledge, Comprehension, Analysis, Application, Synthesis and Action • Complex Problem-Solving Case Study
Cross Cultural Communication	<ul style="list-style-type: none"> • To be developed
Design Thinking	<ul style="list-style-type: none"> • What is Design Thinking • The Mindset of a Designer • The Design Thinking Process • Design Thinking in Action (case study)
Digital & Data Literacy	<ul style="list-style-type: none"> • Drivers of digital transformation • 4th industrial revolution • Exploring the Digital Competence Wheel
Effective Decision Making	<ul style="list-style-type: none"> • Decision Making Styles • Context of Decision Making in the Workplace • Barriers to Effective Decision Making • Decision Making Model
Giving & Receiving Feedback	<ul style="list-style-type: none"> • The Importance of Feedback • Giving Feedback of Value • Obtaining and Receiving Feedback • Complex Feedback Case Studies
Innovation & Creative Thinking	<ul style="list-style-type: none"> • Creativity vs Innovation • The Creative Process • Connecting the Unconnected • The Process of Innovation • Sustaining vs Disruptive Innovation
Networking & Industry Connection	<ul style="list-style-type: none"> • De-bunking Networking Myths • The Benefits of Networking • Where To Build Networks • How To Build Connections and Mentors
Presentations & Public Speaking	<ul style="list-style-type: none"> • The Challenge of Public Speaking • Types of Presentations in the Workplace • Planning and Preparation • Keys to Delivering a Presentation