HDR Student Handbook

College of Medicine and Public Health
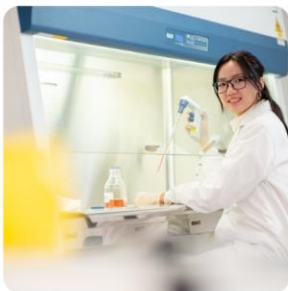
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Welcome to the College of Medicine and Public Health

This handbook provides an overview of the processes for the Higher Degree Research (HDR) students in the College of Medicine and Public Health (CMPH), including who to contact for HDR matters, funding opportunities, professional development opportunities, student support services and awards for HDR students.

About CMPH

The CMPH footprint reaches out from our world class teaching hospital at the Flinders Medical Centre in South Australia to multiple rural clinical locations all the way to Darwin in the Northern Territory.

We promote research in health services, systems improvements, public and population health, improved clinical care and laboratory and precision medicine.

Rural and Remote Health SA & NT

The collective vision of CMPH is to be recognised as the global leader in producing a committed, highly skilled, and culturally safe rural and remote health workforce, and rural and remote health research; both of which pay attention to the needs of our First Nations communities.

Image from https://www.flinders.edu.au/college-medicine-public-health
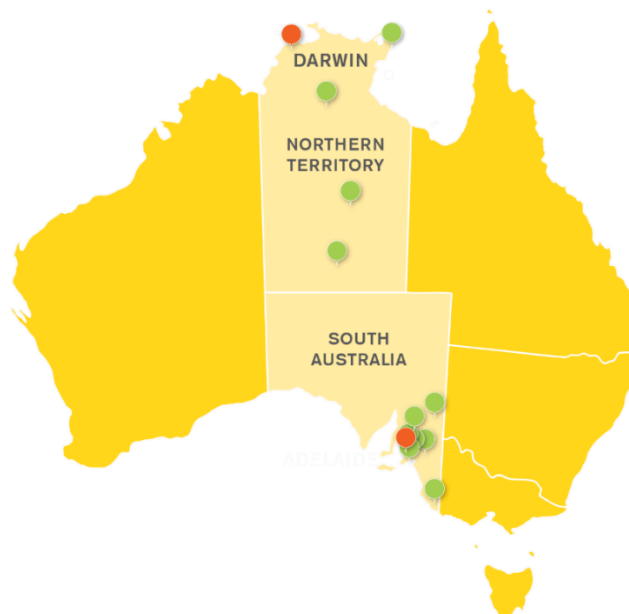
CMPH has an extensive presence across the NT: there are 100 staff across our five locations in Darwin, Alice Springs, Katherine, Nhulunbuy, and Tennant Creek.

Flinders University Rural Health SA facilitates high quality multidisciplinary health education and research across rural communities in South Australia. Our campuses are located in Mt. Gambier, Victor Harbor, Murray Bridge, the Barossa and Renmark, but we do also accommodate medical, nursing and allied health students on placement in some of the more remote regions of South Australia, including Coober Pedy, Roxby Downs, and Ceduna.

More information about Rural and Remote Health in NT can be found here and information about Rural and Remote health in SA can be found here.

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Flinders Health and Medical Research Institute

CMPH's institute, the Flinders Health and Medical Research Institute (FHMRI) brings together world-leading, innovative, and inspiring research experts to improve health, prevent disease and combat health inequalities. With research themes spanning molecular biosciences, clinical translation and healthy communities, FHMRI provides a focus for education and lifelong learning, leveraging academic and research opportunities, and establishing platforms for collaboration, innovation and the exchange of knowledge.

Please see the Addendum to this document for contact details for FHMRI, the Centre for Marine Bioproducts Development, and for the College of Medicine and Public Health. Up-to-date addendums with any changes to contact details as well as errata for updates to the information to this handbook can be located on the HDR teams and RED Hub website, or by emailing cmph.research@flinders.edu.au.

RED Hub

Research Education and Development (RED) Hub supports FHMRI researchers through training workshops, a mentorship program, networking and social events, professional and personal development opportunities.

The RED Hub website provides information about upcoming events and workshops; information about the professional development and grant support; the communities of practice, special interest groups and services; and HDR student resources.

HDR Mentoring

FHMRI has a mentoring scheme for HDR students where groups of up to four students are mentored by two Early and Mid-Career Academics (EMCAs). This provides the opportunity for the EMCA mentors to share their professional and personal skills and experiences, and is based on encouragement, constructive comments, openness, mutual trust, respect, and a willingness to learn and share.

If you are interested in joining the mentoring program please fill out the form on the RED Hub Mentoring webpage.

Office of Graduate Research

The Office of Graduate Research (OGR), under the carriage of the Dean of Graduate Research, oversees the lifecycle of higher degree by research students including:

- Admissions
- Progression
- Milestone information
- Examination and completion
- Online candidature management
- Research and employability skills training for students
- Industry engagement
- Registration and ongoing training of HDR supervisors

Key group	Roles
HDR Admission	Oversee enquiries and enrolments as well as scholarship enquiries.
HDR Progression	Oversee timely progression of HDRs and degree management. Get in touch if you want advice about how to transfer from part time to full time, change where you study e.g. from internal to external, have issues with progress or need an extension, change supervisors, intermit. Click here for more information.
HDR Development	Coordinates and supports HDR Induction Program and HDR professional development e.g. REST and online training programs. Get in touch with any training questions or suggestions about new programs you would like to see.

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Key group	Roles
HDR Examinations	Oversees the examination phase and ensure an efficient, professional examination process that upholds research integrity. Get in touch with any enquiries in relation to HDR examination and completion.

Onboarding at CMPH and steps if you are a new HDR student

Higher Degrees by Research important information

Make sure you are familiar with the following documents:

- Flinders University Higher Degrees by Research Policy.
  This policy sets out the principles which apply to admission, enrolment, progression, examination and completion for a University higher degree by research (HDR) award.

- Higher Doctorate Procedures
  These procedures specify the admission, enrolment and examination processes for a candidature for a higher doctorate.

- HDR Admission and Enrolment Procedures
  These procedures specify the requirements for:
  • prospective students to apply for admission to a higher degree by research (HDR) candidature
  • admitted students to enrol, vary their enrolment, transfer between candidatures or withdraw from enrolment.

The third document, HDR Admission and Enrolment Procedures, contains particularly important information about extensions, changing from part-time to full-time and vice versa, intermissions, and amendments to research topics.

Also refer to Appendix A for Course options.

Building and security access

In the first instance, please check with your supervisor about the building and security access you will need during your studies. A list of weblinks and contacts can be found in Appendix B.

HDR Scholarships

A variety of university, government and non-government scholarships are awarded based on academic merit, research potential, and demonstrated need for full-time study towards Masters by Research, PhD or Professional Doctorate degrees.

Successful applicants who make satisfactory progress receive a tax-free living allowance for up to three years full-time study for a Doctorate by Research, or up to two years for Masters by Research (part-time study is not tax free). Scholarship holders are also entitled to paid recreation and sick leave and, in some cases, paid parenting leave. Students relocating from interstate or overseas may also be eligible to claim an allowance for travel expenses and relocation costs to Adelaide.

You can search for available scholarships via the scholarship database. Scholarship options can also be found in the Addendum to this document (updated yearly). **Top-up scholarships may also be available**. In some cases, students must also be expecting to receive, or already be in receipt of, a Research Training Program scholarship or equivalent to be eligible.

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Processes for Milestones

The milestone processes allow students to demonstrate they have the necessary knowledge, skills and resources to proceed with doctoral level research.

Milestones are a compulsory part of HDR candidature and are required to be completed by all HDR students and their supervisors regularly (usually annually) based on the student's individual HDR timeline. This process is to ensure that HDR students have an opportunity to highlight and track their HDR achievements, professional development completed, and to plan the next 6 or 12 months of candidature. Milestones are a snapshot of a point in time to assess if HDR students are progressing at an appropriate rate for their stage of candidature and effectively working towards a timely completion of their degree. There are three major milestones during a students' candidature: Confirmation of Candidature, Mid-Candidature Review and Final Thesis Review.

Milestone Requirements

There are three parts to every major milestone; a presentation, an interview with a Thesis Milestone Panel (outlined below) and the online milestone form in Inspire. Students must complete the presentation and interview components before finalising the online form and all parts should be completed before the due date. Please see the Flinders University milestone information webpage and **college specific information is at the bottom of the page.** Supervisors do not have the ability to upload documents into milestones. Students should not sign off on their milestone until they have presented work to their assessors and have assessor's comments to upload to Inspire.

Each milestone review requires an evaluation of progress, an assessment of the student's written work including a Turnitin report, and an assessment of the student's oral communication via a seminar or similar. [*Note: Interim Milestones do not require an oral presentation*].

Thesis Milestone Panel

Within the first 6 months of FTE candidature a Thesis Milestone Panel should be formed by the Principal Supervisor (with assistance from the Theme Advisor). The Thesis milestone panel will comprise of the Principal Supervisor and Associate Supervisor/s, and 1-2 independent assessors. The independent assessor(s) will ideally be part of the panel throughout the candidate's degree but will not be the thesis examiner(s). These assessors can come from within the University, or be external experts. Your supervisor and the Theme Advisor will be able to provide support if you are uncertain who this may be.

Milestone Process

For each major milestone review, students will be asked to nominate the Milestone Showcase they would like to participate in. Milestone Showcases in CMPH happen three times a year, with all dates set at the end of the previous calendar year so students are able to plan ahead. You can find these details in the Handbook insert.

Alternatively, you may hold your presentation at any reasonable time to suit the milestone due date, as long as the panel has been formed and your Theme Advisor has been made aware of the plans.

Milestone Showcases will be open to other students and staff of the College. Ideally interviews with the Thesis Milestone Panel will be held directly after each seminar. The CMPH HDR Committee would prefer that PhD students aim to conduct the Confirmation of Candidature seminars and interview 7-9 months after commencement, however they must be completed by 12 months (refer to the Milestone Timetable 4.1 of the HDR Progression Procedures). The earlier point is recommended to enable students to address any issues by the 12-month point, thus preventing a lengthy Confirmation of Candidature process.

Please note: Students who wish to present during any of the three CMPH College Seminars should email the CMPH HDR coordinator as soon as possible. Students will still be responsible for finding times that their supervisory panel and assessors are available, but the FHMRI research development and support team will organise locations for presentations and interviews, calendar invites and advertising in the newsletter if students are presenting in a Milestone Showcase. If students choose to do a milestone presentation outside

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of the college seminars, they will need to organise the presentation and any advertising themselves (email fhmri@flinders.edu.au *to have a notice put in the FHMRI newsletter).*

The milestone panel should receive all documentation in advance from the student (<u>minimum of two weeks before the booked presentation</u>), including the research proposal and literature review for Confirmation of Candidature and thesis chapters and papers/published work for Mid Candidature Review).

The milestone presentation will usually take about one hour. This will begin with a 25-minute presentation, with an additional 5 minutes allocated for questions from the room. When the panel is satisfied that this process is complete, the student and milestone review panel should begin the review meeting by either moving to a second location (if part of the milestone series, this second room will be organised by FHMRI RDS as part of the process) or by asking other non-panel members to leave the presentation room.

The panel will discuss the presentation and make a recommendation on the proposal. It is recommended that the supervisors take notes of any verbal feedback during the meeting and provide that feedback to students as a written summary. Feedback from assessors may also be provided as tracked changes/comments on an electronic document.

A student can present the proposal through live videoconference link if it is not possible to do so in person, and wherever possible we will ensure that offshore and interstate candidates are able to join and present in Milestone Showcases via Teams.

Please note: *most Milestone presentations are shown live via Teams even if the student presents in person. It is up to the student and milestone panel if they wish the presentation to be recorded, however, please either set up a second meeting for only the student and milestone panel for the review meeting (or ask FHMRI RDS to do so prior to the presentation week) OR remember to change the view/edit sessions on the recording in Teams so that only the presenting HDR student is able to see the recording. This will ensure any feedback is not able to be seen by anyone else who accesses the recording later on. Care should also be taken if the presentation includes any sensitive information.*

The HDR Coordinator will use information from the Assessors, student and supervisor/s to decide whether the student should be allowed to proceed with their studies as intended, or if modifications to their research program may be necessary.

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.

We strongly encourage you to attend the Milestone Showcases, particularly Confirmation of Candidatures, of other HDR students in the college. Doing so is important to support your peers and increase your awareness of the breadth and depth of the research being undertaken. It can also help demystify the milestone process!

Confirmation of Candidature

Completion of the Confirmation of Candidature milestone requires that HDR students successfully present—in both written and oral form—a full research proposal for evaluation, with the written proposal including an initial literature review. The development of a research proposal is a critical step towards producing a thesis, in line with the College's aspiration to develop high quality research activities among its staff and students. Guidelines for the research proposal are discussed below.

Regardless of theme, the College's Confirmation of Candidature milestone process will provide:

- A forum in which the supervisory panel, nominated assessor(s) and theme advisors can assess a HDR student's research plan;
- An opportunity for HDR students to receive critical feedback on their research plans in a supportive environment;
- An opportunity for HDR students to enact an important part of academic practice, i.e. the communication of knowledge through public presentation.

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To complete the milestone students will require the following mandatory materials:

- Copy of relevant Ethics Approval/s
- Written work - for example literature review and research proposal or draft (Confirmation of Candidature or Interim Pre- CoC), draft chapters or papers or copies of published work (Mid Candidature and Interim Reviews), or draft full thesis (Final Thesis Review & Interim Post Final Thesis Review)
- Turnitin Report in accordance with the Academic Integrity Policy (Access HDR Turnitin box via the REST FLO site – self enrol via the https://flo.flinders.edu.au/course/view.php?id=49767)
- Evidence of oral presentation with written feedback – (further information in Oral Presentation section below) Presentation must be completed and written feedback needs to be uploaded into Inspire by the Student.
- Completion Plan – a plan must be uploaded into Inspire. The OGR has templates available Completion Plan (DOCX 12KB) or gantt chart (XLSX 787KB) which we encourage you to use.

Research Proposal for your Confirmation of Candidature

Preparing and submitting the research proposal

At the Confirmation of Candidature stage, HDR students are expected to demonstrate a level of competence in the following broad criteria as appropriate for the discipline or field of enquiry:

- Conceptual or theoretical knowledge of field of study.
- Ability to evaluate literature critically.
- Ability to design appropriate methods of investigation.
- Ability to develop and present coherent arguments.
- Ability to focus on a research topic.
- Ability to explicate a clear and coherent research question.

Developing the proposal

During the first year of enrolment, HDR students' efforts should be focused on planning their research project and developing their full research proposal in consultation with their supervisors. If the student experiences any difficulties when preparing their full research proposal, they should discuss these issues with their primary supervisor in the first instance. Supervisors could provide the student with a good example of a proposal that has been developed for a project in a similar area, or from a previous student (with those other students' explicit permission).

A research proposal is a well-considered plan for undertaking research. Its purpose is to demonstrate to a panel that the student has acquired sufficient knowledge in their research area to pose a novel and theoretically-motivated question, that the student has a good grounding in the research methods that they will need to use, that they can communicate these methods effectively, and that they are prepared and able to conduct the research ethically and with integrity. Therefore, the proposal document and presentation must provide enough detail for the milestone panel to make a judgement about the soundness of the research plan.

The proposal presentation should be a critical but constructive and supportive meeting. It is an opportunity to gain feedback and insights—from an informed audience—that will be helpful in the development of the project. The proposal does not have to be a blueprint for the entire thesis; rather it is the solid foundation on which the thesis will be built. Indeed, it is anticipated that the research will evolve and change somewhat over the course of the research project.

The proposal should:

- provide a working title for the thesis;
- provide a brief outline of the project;
- establish why the planned research is original and significant (for example, its importance for advancing knowledge in the field, discipline or region and/or implications for methodology or understanding);
- clearly state the research question;

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- specify the aims and research questions or objectives that have been established for the project;
- establish a conceptual framework for the project and contextualise these concepts within a body of related research, usually through the development of a critical review of this literature and theory;
- establish a clear rationale for the planned research that explains how the research will advance current understanding in the area;
- set out details of the research design and the research procedures to be used;
- articulate the research methodologies and forms of analysis that will be used to address these aims / research questions;
- set out a schedule of resources required to undertake the proposed research (e.g., equipment; field work expenses), after consultation with supervisor(s);
- explain how the research procedures will allow each of the research objectives and/or research questions to be addressed;
- show that ethical issues associated with the project have been considered. A copy of ethical approval by the relevant committee application should accompany the research proposal. If ethical approval is required but has not been sought, an explanation and plan for application should be included. If the research does not require ethical approval, a statement stating that approval is not required, and why, should be included.

In considering the above elements a panel will assess whether the:

- writing is clear and concise;
- arguments being made are clearly structured;
- review of literature covers the key theoretical positions and the significant previous research related to the project;
- significance of the project is clearly established;
- research aims and research questions are clearly expressed and cover a body of research that is appropriate to meet the originality requirements of the degree;
- research methodologies and procedures are suitable for achieving the research aims;
- research procedures will be used appropriately;
- planned forms of analysis that will be undertaken are appropriate;
- limitations of the project have been made clear;
- ethical considerations are addressed;
- suitable resources are provided within the research team to ensure the project is feasible.

Structure of a proposal

The research proposal should be a minimum of 5,000 words. Research proposals come in many forms, influenced by the researcher's discipline and philosophical stance. The exact form of your proposal should be guided through discussion with your supervision team.

The proposal will be typed in 12-point font and be double-spaced. Reference style recommendation is discipline-specific, but style must be consistent through the document.

The suggested structure is:

- Cover page with title, the student's name, the supervisor's name(s);
- Overview/introduction: reviews the background literature using relevant research and logic to justify the study's topic and hypotheses, describes the proposed studies, and concludes with the statement of specific aims, hypotheses, or predictions. This section may include the establishment of a theoretical or conceptual framework used to review the literature and refine a research question;
- Methodology: include considerable detail for the first proposed study. In the case of a multi-study thesis, or research using grounded theory or critical methods, each study need not always have similar levels of detail, but it should be evident that the student has thought of the specific directions in which the research could progress. Sections may include information on:
- Theoretical framework
- Methodology
- Research design matters including:

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- Participants (intended participants and method of recruitment)
- Materials (description of experimental stimuli/apparatus or questionnaires)
- Procedure.
  - Results. Pilot data are helpful, but not essential. Preliminary data may be included here.
  - Brief outline (list) of statistical analyses appropriate to test the stated hypotheses.
  - References (as needed)
- Additional sections that are not included in the word count:
  - Ethical considerations including questions of principle and regulation, including:
    - Whether the research requires Human or Animal Ethics approval, whether it has intellectual property implications, and whether other constraints are anticipated.
    - Resources and budget (1 page; including materials, equipment, and other resources needed to conduct the research).
- Timeline: The proposal documentation should also include the completion plan that is part of the milestone process. You might also like to include a list of detailed goals for the next 6 months.
- Appendices for other information such as power analyses, instruments, interview guides, measures, materials or ethics approval letters.
- Turnitin report on the proposal document, that will be later uploaded to Inspire with a copy of the proposal.

Evaluation Criteria
The written proposal and oral presentation together will be evaluated for the extent to which the student demonstrates:

- sufficient knowledge and understanding of the topic;
- an appropriate theoretical framework which will lead to an original and defensible thesis;
- that the proposed research is original or adds value to existing knowledge and that the research can be placed into an existing body of knowledge and that the student has the necessary skills to do so;
- to summarise, interpret, evaluate, and critique the relevant literature;
- to design and interpret research methods, as appropriate;
- to summarise, interpret, evaluate, and critique research findings or data;
- to communicate research findings in formats appropriate to the discipline;
- to demonstrate critical insights;
- capacity to carry out independent research.

Outcome
There may be issues about the research plan or significance that arise in the proposal presentation meeting that require further consideration. Where problems in the research plan are identified it is expected that members of the panel will provide feedback— including possible directions for solution of the problems—that will help the student to address any problems and develop their research.

If required, the reviewers may request a revised proposal, and/or a second proposal meeting with new presentation before reaching a decision. In this case, another critical analysis of the proposal document by a proposal committee will take place as soon as practicable in order to facilitate the timely completion of the student's research. Should the document continue to provide insufficient detail or fail to address the issues arising from the presentation, the candidate will be counselled by the HDR Theme Advisor or College HDR Coordinator on a case-by-case basis.

Mid Candidature Review

A similar process is engaged for the mid-candidature review, however these presentations will differ depending on discipline, and on individual student projects. Broadly, the following information is provided to guide preparation:

Evaluation Criteria
The written progress submission and oral presentation together will be evaluated for the extent to which the student demonstrates:

- sufficient progress in undertaking, and where relevant reporting, content on the topic;

- ability to summarise, interpret, evaluate, and critique the relevant literature;
- ability to execute research methods, as appropriate;
- ability to analyse, summarise, interpret, evaluate, and critique research findings or data;
- ability to communicate research findings in formats appropriate to the discipline;
- ability to demonstrate critical insights;
- capacity to carry out independent research.

Final milestone presentation

The final milestone presentation is a slightly different process. There is no requirement for the assessor(s) to attend (as there are no reports required) but many wish to do so, so they can see how the thesis and student have progressed. **Students will have one hour, comprised of 45 minutes of presentation and 15 minutes of questions, to present an overview of research completed in their studies.** Final thesis reviews are encouraged to be presented in the Milestone Showcases, and students will receive prompts to select their preferred presentation timeslots in a similar fashion to other milestones.

When things aren't going to plan…

Preparation for Milestones is often a point at which students, supervisors or the HDR Theme Advisors and co-ordinators become more aware of issues with progress related to the candidature. A variety of contributing factors, including personal (health, wellbeing), professional (supervision, resources), and research (unexpected interruptions, changes to projects, changes to funding sources) can impact student progression through their research higher degree.

The important thing to remember is, there is a team of supports here in the College for you to reach out to.

In the first instance, we recommend reaching out to your Theme Advisor and making them aware of any issues which may be impacting on your progress. In addition, the HDR Co-ordinator is available to discuss any factors which may be impacting your research progress. The sooner we are aware of any issues, the sooner we are able to connect you with the supports within the University or provide additional input to support you with challenges which are impacting your progress. On page 20, you will also find a list of supports within the University environment if you would prefer to confidentially seek support – including counselling, health services and disability services.

Reconciliation Action Plan

Flinders University's collective vision is to foster an environment that recognises and embraces Aboriginal and Torres Strait Islander peoples, knowledges, and cultures. This vision for reconciliation is grounded in the concepts of togetherness, reciprocity, and respect. Flinders University recognises the unique position of Indigenous Australians as First Nations people and is committed to Indigenous education and engagement. The Reconciliation Action Plan (RAP) is part of the university's ongoing work to increase Aboriginal and Torres Strait Islander community participation, retention, and success in higher education.

Our Strategic Plan, The 2025 Agenda: Making a Difference, states our commitment to: engaging with Indigenous Australians, students, staff and the community respecting Indigenous knowledge systems and perspectives, progressing Indigenous advancement in education, research, employment and wellbeing.

Harassment, gender inclusivity, and equal opportunity in the workplace

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.
- Please speak to your supervisor, HDR coordinator, or HDR college representative if you experience any harassment or assault.

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CMPH GIDE committee

The College of Medicine and Public Health (CMPH) is committed to enshrining gender inclusion, diversity and equity (GIDE) in all college activities and providing a safe, collegial and fair environment for all. The GIDE Committee was established to inform, lead and implement a range of strategic priorities for CMPH at Flinders University to provide a safe, collegial and fair environment that is characterised by equity, respect and inclusivity. The committee has developed a GIDE strategy for the College to frame this work (link) and seeks to work alongside and in support of the Reconciliation Action Plan.

The committee has undertaken a range of activities over recent years including implementing a promotion support scheme for women and diverse staff, developing Relative to Opportunity promotions and grant assessment guidelines, celebrating important events (e.g. International Women's Day, Pride in STEM), contributing to the CMPH anti-racism strategy, and providing input to other committees and CMPH Executive.

The CMPH committee chair is Anna Ziersch, who can be contacted at anna.ziersch@flinders.edu.au .

Equal opportunity and diversity contact officers

Flinders University has a network of trained equal opportunity contact officers who are located across the university. EO contact officers can provide confidential support and information to staff and students involved in a complaint of discrimination, harassment, sexual harassment or bullying.

Special interest groups and services

Health Data & Clinical Trials

Health Data & Clinical Trials (HDCT) is Flinders University's premier research consultancy team. Our purpose is to facilitate and enhance clinical research capacity; via conduct and uplift of clinical trials and health-focussed research, development of foundational health data science, including clinical registries, and leveraging existing strengths & modern approaches.

Our group email is: hdct@flinders.edu.au, we are centrally located on Level 6 of FMC, and our range of potential support services can be seen on the HDCT website.

Data Analytics Graphics and software

Data Analytics Graphics and software (DAGs) is a community of analysts and researchers at Flinders University with the common interest of:

- Using novel analytics and graphical techniques in their research
- Sharing analytical expertise
- Sharing analytic materials
- Collaboration to enhance research impact

The Data, Analytics, Graphics and software (DAGs) group hosts workshops for analytical skill advancement, and support cross-discipline collaboration between researchers and analysts. Our team of biostatisticians are available for consultancy on projects.

More information about workshops, including past presentations and resources, can be found on the DAGs website which also has a link to sign up to the mailing list to hear about upcoming events.

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 *

Please note: Inspire is best used with Chrome or Firefox browsers. Internet Explorer or other browsers may not work correctly.

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Inspire can be used by HDR Students to:

- Check student details
- Aid professional development including identifying your goals and development needs, developing a tailored plan for developing and recording your progress through the [Research and Employability Skills Training (REST)](#)
- Book into OGR and other courses
- Log and complete milestones
- Change or add a supervisor
- Apply for variations to candidature including
    - change enrolment location
    - transfer to full-time or part-time
    - an intermission
    - extensions of candidature and scholarship
    - scholarship recreation leave
- Apply for an HDR thesis allowance
- Submit your thesis for examination.

The Inspire website contains information about all the functionality in Inspire including quick reference guides and FAQs. Here is a quick reference [Inspire Student Guide](#). See also video: [https://youtu.be/-njRYO5HtNk.](https://youtu.be/-njRYO5HtNk) Of note is how to read and use your timeline.

Your timeline

Your timeline shows all the Milestones required for your candidature. It allows you to proactively plan and manage your time during your candidature by being aware of upcoming milestones that you need to complete as part of your successful progression in the degree.
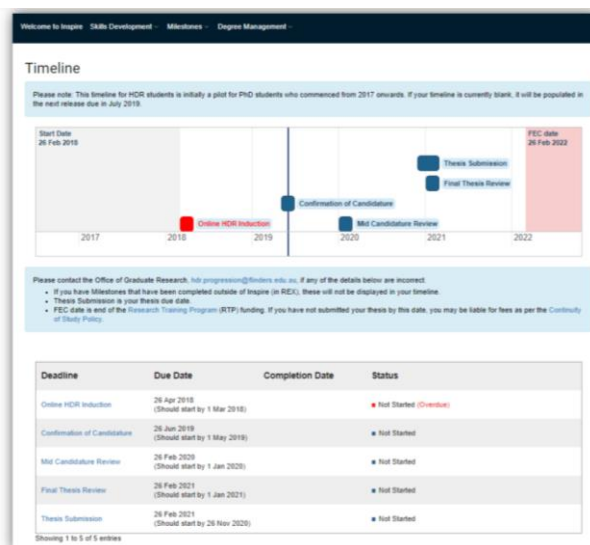
If you have an overdue milestone it will be marked red (e.g. online HDR induction in the graphic above). Once you complete a milestone or task it will turn green. The timeline thus allows you to track your progress through your HDR and get you closer to submission. NB. If you submit a degree management form such as to change from full time to part time your timeline will adjust accordingly.

See [Appendix E](#) for common Qs and As regarding the Inspire system.

HDR Student Professional development

The University offers a wide range of personal development (PD) 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. You can log on to Inspire and check the Skills

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Development section, you will find seminars, discussion groups and much more. You will be required to provide a summary of the PD you have undertaken every 12 months when you complete a milestone, but undertaking PD also helps enhance your HDR journey and improve your employability post PhD. It is best to work on your summary throughout the year rather than waiting for it to be due.

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, rung 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. Some of the most popular REST have been:

- 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

COMS9001 Communicating Research

The Communicating Research program is an optional program 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

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 e.g., 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.

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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 C 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
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

CMPH HDR funding schemes

The College provides support to research students whilst enrolled in a Higher Degree by Research (HDR) course.

Research Student Maintenance (RSM)

RSM is offered by the College Research Committee to assist with the cost of research project being undertaken by HDR students. The RSM allocation is a grant-in-aid for maintenance and consumables. The amount offered is a contribution to the total maintenance costs and may not cover all expenses associated with a HDR research project.

A HDR student is eligible to apply for up to $2000 per year of FTE candidature to a maximum of $6000 during the normal enrolment period (up to 3 years for PhD; 2 years for Master of Science by research; 1 year for Master of Surgery or Master of Clinical Education by research).

First year HDR students can request a laptop computer using their 1st year RSM allocation. Part-time students can obtain a laptop using their first two years' worth of RSM allocation. Please see Laptop section below for further details. Further details about laptop supply **including the conditions under which students may keep their assigned laptop** can be found in Appendix D.

Examples of eligible items include:

- Stationary, disks, tapes, photocopying, printer ink cartridges
- Chemicals/reagents
- Minor equipment

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- Survey questionnaires
- Australian field travel
- International field travel for data collection purposes
- Open Access publication fees only in Q1 ranked journals in the latest SCImago ranking when student is the first author. Please refer to http://www.scimagojr.com/journalsearch.php
- Student conference travel costs **as a supplement only***.

 **Please note: an exemption is allowed only if the student has applied for and is successfully award the* $750 College Student Conference Travel *grant. The RSM can then supplement "top up" the gap in regard to attendance of the same conference the grant was awarded for.*

RSM allocations must not be used for costs associated with:

- Publications, Conference travel, overseas field trips - except for exceptions listed above
- Purchasing of printers for home use or additional computers
- Conference registration
- Membership subscriptions
- Workshops
- Training courses
- Thesis production – see below

Application forms for RSM funding can be found on the CMPH funding website. Questions, including balance enquiries, and completed application forms should be submitted by email to cmph.research@flinders.edu.au.

Student Conference Travel Grants

The College offers Student Conference Travel Grants to assist with expenses related to presenting at a conference. This is subject to the student presenting a paper or poster at the conference (local or overseas) with $750 maximum funding available (one award per full time equivalent year). Please see Travel

 section below.

Publication expenses, reimbursement, credit card use and tax invoices

Students should **contact their supervisors** in the first instance.

Further questions can be submitted to cmph.research@flinders.edu.au .

Gift cards

Students may wish to use gift cards as participant reimbursement which will need ethical approval before gift cards can be purchased.

Gift cards need to be requested through Service One. As students will not have access, the request will need to be made by a supervisor on behalf of their student.

Thesis Allowance

Student finance offers a Thesis Allowance to assist with thesis production costs. Research higher degree students can claim up to $500 towards the cost of thesis editing and optional printing and binding of the final thesis copy.

Student resources/ supports

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.

- 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 provide statistical training and workshops run through the Centre for Innovation in Learning and Teaching that are open to all 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 go to: https://ienrol.flinders.edu.au/index.php/it.

Flinders University also provides access to an online surveys tool - Qualtrics – for any HDR student, with college or FUSA approval.

University software

A range of licensed software is available for all staff to access on their work computer, whether they are Windows or Mac OS X, through the **IDS Support Portal**.

Examples of useful software include: Endnote, IBM SPSS & Amos, and NVivo. Students may also place requests for other software.

Details can be found on the Digital Services page.

Support for digital and IT services is available from 8am to 5:30pm, Monday to Friday, except for public holidays. You may also choose to lodge a service request through serviceone.

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 slss@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.

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- [Health services](#)
- [Counselling services](#) – note that counselling is free for any student
- [Disability services](#)
- [Safety on campus](#)
- [Equal opportunity](#)
- [Oasis-wellbeing centre](#)

One further resource is the [Good Vibes Experiment](#). 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 wellbeing tactics, links and face to face and online workshops.

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 e.g. STATA.

HDR Central has been designed to cater for all students, especially part-timers and those with impairment. For any issues with access, submit a ServiceOne request.

Vlogs

Professor Tara Brabazon, the former Dean of Graduate Research made a weekly series of videos (Vlogs) on how to complete a successful PhD. HDR students report these are very useful, and most watch 12 or more Vlogs a year. These are accessible via the [OGR YouTube](#).

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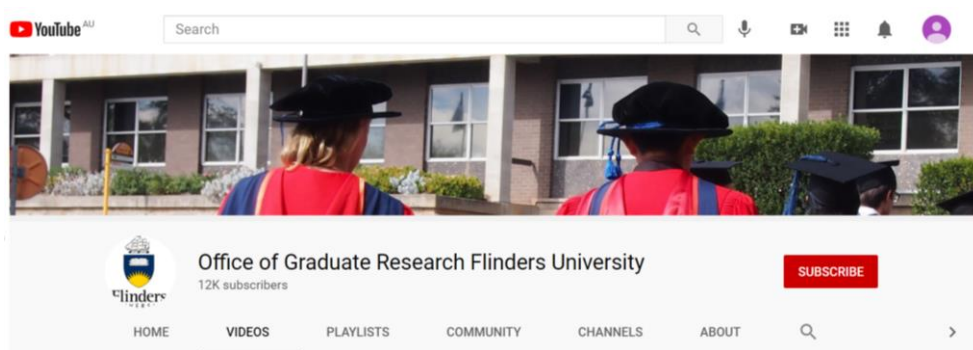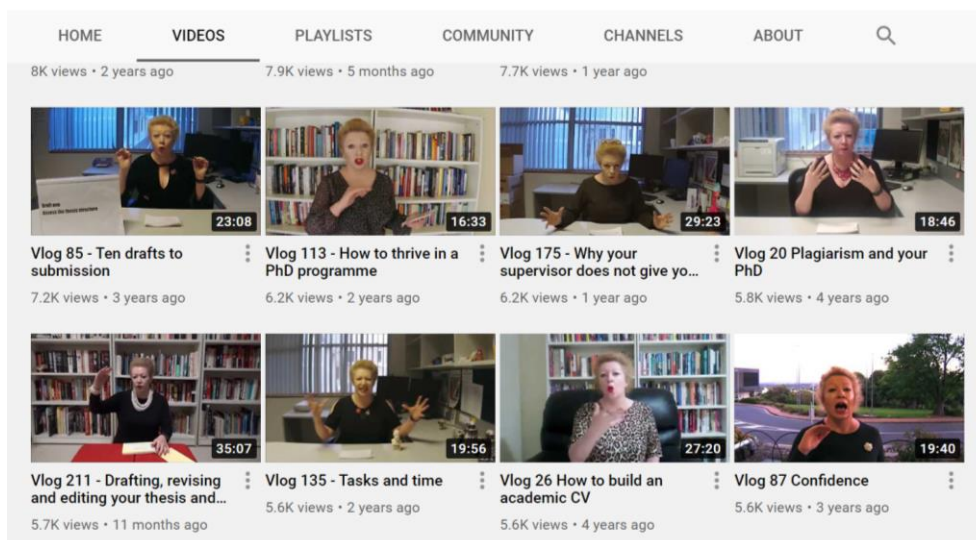
Research Professional

Research Professional is a search engine and database that allows users to create and save custom searches for national and worldwide funding opportunities.

Searches can be filtered by funder, funder type, deadline, discipline, keyword etc. Users also have the ability to set up and receive regular email alerts of new funding opportunities or news in specific areas of interest. All opportunities listed on the system have been eligibility verified for Australian researchers.

All Flinders staff have access to Research Professional via the Okta dashboard. Select the large green (on the top right) '+ Add Apps' button and then to add Research Professional to your dashboard, search for 'Research Opportunity Database'.

If you would like assistance in setting up your tailored searches and alerts for funding opportunities in Research Professional, please contact reseach.grants@flinders.edu.au.

Getting to and around Flinders University

New students to Flinders University are encouraged to visit the links below for information on the many different ways to get to campus and further details including where the Flinders Medical Centre (FMC) is located. Flinders University has car parks available throughout Bedford Park campus for students, staff and visitors. Parking must be paid for when parked on campus from Monday to Friday, 9am to 5pm. Flinders is accessible by public transport via various bus routes or the Tonsley train line from the city (information provided below)

Options for parking include:

- A vPermit

- A valid casual parking session running through CellOPark

- A valid casual parking session running through new visitor parking machines (car park 6 or 13, two-hour maximum parks only)

Flinders University operates three free bus services:

- Campus Connector which links the main University, Flinders Station Plaza, Sturt and the Flinders Medical Centre (FMC) bus interchange

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- Tonsley Link which links Tonsley campus, Bedford Park campus, Ring Road (car park 3) and Sturt campus
- Station Express from Station Plaza to Registry

All services operate Monday to Friday from 7.00am - 6.00pm (excluding public holidays) and during mid-semester and mid-year breaks

There is currently no specific timetable, with the service, instead, adapting to the peaks and troughs of traffic conditions, demand, and access assistance as it is required.

The BusMinder App provides travellers with real-time information about the location of each service. Download the free BusMinder Parent app from the Apple App Store or Google Play.

Log in details are:
username: loopbus@flinders.edu.au
password: loopbus

If you would like to leave feedback about your trip or you have lost property, click on the bus icon on the app and fill in the details.

An Access cab is available for transporting students and staff within University grounds. It can carry one wheelchair and three passengers at one time and meets SA Transport Board requirements.

To use the Access cab call Security 820 12880 and allow 15-20 minutes for it to arrive at the pick up point. There is no charge for this service.

Flinders Press (print service)

Flinders Press is a quality print service, offering, for a fee:

- Digital colour
- Facilities management
- General printing
- High volume copying
- Wide format printing

Examples of items that can be printed are business cards, certificates, posters and banners, and booklets.

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 elsewhere 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.

Student research 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 enrols** 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

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- 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 (e.g., 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.

Travel

In accordance with the Travel Policy, all domestic and international travel must be booked through specific travel management companies.

Information about domestic and international travel can be found here.

Flinders University provides free travel insurance cover for members of the University community who have been approved to travel for and on behalf of the University. Cover is provided for both staff and students and for domestic and international travel but is subject to University and policy terms, conditions, limitations and exclusions.

Publishing during HDR study

At Flinders University we encourage you to publish during your HDR study and know that this can be helpful for peer review and to expand your track record and aid dissemination of your research. Rules around publishing during your thesis are outlined here: Research Publication, Authorship and Peer Review Policy and HDR Thesis Rules. We strongly encourage all HDRs to discuss publishing and authorship with your supervisors at the start of your PhD and at other key points e.g. as you near the end of your PhD. Points to consider are preferred outlets to publish in (e.g. Manuscripts to Q1 journals), preferred approach (e.g. multi author or single author), timing of publishing (e.g. during or post HDR study) and authorship. Some key points are noted below.

General guidance in the area of **publication**, **authorship** and **peer review** can be found in the Authorship, Peer review, and Publication and dissemination of research sections respectively, of the Australian Code for the Responsible Conduct of Research 2018 (the 2018 Code). **Authorship criteria** are found in the Authorship section of the 2018 Code, namely: "While authorship conventions vary across disciplines, 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 where the acquisition has required significant intellectual judgement, planning, design, or input
- contribution of knowledge, where justified, including Indigenous knowledge
- analysis or interpretation of research data
- drafting significant parts of the research output or critically revising it so as to contribute to its interpretation."

It is considered that two of these criteria may suffice, but all three are preferred.

Inclusion of publications in your thesis

Except in the case of a PhD by prior published work, publications can only be included in a thesis if they arose during the candidature

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Publications or significant sections of publications rising out of work conducted during candidature may be included in the body of the thesis on the following conditions:

- they contribute to the overall theme of the work
- they are formatted in the same way as the other chapters
- they are in the same typeface as the rest of the thesis
- published and unpublished sections of a chapter are clearly differentiated with appropriate referencing or footnotes, and
- unnecessary repetition in the general introduction and conclusion, and the introductions and conclusions of each published chapter, is avoided.

Multi-author papers may be included within a thesis, provided:

- the student is the primary author
- there is a clear statement in prose for each publication at the front of each chapter, describing the percentage contribution of each author to the paper, from conceptualisation to realisation and documentation, in accordance with the Research Publication, Authorship and Peer Review Policy, and
- each of the other authors provides permission for use of their work to be included in the thesis on the Co-Authorship Approval Form.

Awards for HDRs

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 programme 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, invitations to prestigious conferences).

CMPH HDR Student Awards

The PhD Awards (up to 3 in total) will be awarded to recognise excellence. The awardees will have demonstrated excellence in at least one of the following categories in the last year:

1. Publications (include a complete citation and sentence for each describing the standing within the field and significance of the publication)
2. External/University awards (e.g. poster and oral presentation awards at conferences, Vice Chancellor Doctoral thesis excellence award; list awards and source)
3. Service to the discipline, mentoring/tutoring, outreach (up to 300 words).

Links to other documents

- Charter for HDR Student and Supervisor Responsibilities
- HDR Admission and Enrolment Procedures
- HDR Progression Procedures
- HDR Examination Procedures
- HDR Thesis Rules
- GANNT planning chart – OGR tool to assist HDR student planning

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Appendix A: CMPH HDR course options

HDR course options at CMPH include a Masters by Research, PhD, a PhD by prior published work, and a higher doctorate for law specifically. Summaries of each are below.

All courses must meet English language requirements. For detail of Academic qualifications required see Table 2.

Table 1: HDR course options

Course	Eligibility factors	Course length (FTE)	Requirements
Master's by Research **(Masters of Science, MSc)** course rule	• **Bachelor's degree with Honours** from an Australian university (which must include studies relevant to the proposed degree and field of research). *OR* Evidence of equivalent qualification.	1-2 years	35,000-50,000 word thesis
Master's by Research **(Masters of Surgery)** course rule	• Doctor of Medicine from an Australian university *OR* Evidence of equivalent qualification. • Have satisfactory evidence of two years' appropriate experience in an approved teaching hospital, with a minimum of 12 months' surgical experience within a clinical setting	1-2 years	35,000-50,000 word thesis
PhD course rule	• An Australian **Honours degree Class 1 or 2A** or equivalent qualification (at least AQF Level 8), including a research component of **at least 6 months' full-time** study achieving Distinction (75%). *OR* a **Doctor of Medicine** with minimum Credit average *OR* a **Graduate Diploma or Masters degree by coursework** with a research component of at least 18 units, with an average grade of Distinction or better in the research component *OR* a **Masters by Research** degree *OR*	2-4 year (expected: 3 years)	70,000-100,000 word thesis

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Course	Eligibility factors	Course length (FTE)	Requirements
	Evidence of equivalent research experience, such as a substantial first-author refereed publication or track record as an investigator on a competitive grant.		
PhD by Prior Published Work course rule	• As per PhD above and this is to be completed at least 3 years prior. • Minimum of 3 years engaged in practice and study of discipline. • Generated a range of prior published work: as a general guide, at least six to eight clustered first-author publications of high-quality 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

Pathways to PhD entry into HDR pathways

Table 2: Entry paths

Course	Academic qualifications	Timing
Honours course rule	An Australian **Honours degree Class 1 or 2A**	Upon completion
Doctor of Medicine (MD)	Minimum credit average	
Masters by Research	After confirmation of candidature at ~ 9 months.	Students can upgrade from Masters by Research if a capacity to undertake work at the more advanced level is demonstrated
Masters by Coursework and Research- (see below for examples of relevant courses)	• Minimum 18 units research component Average of Distinction or better for research component	
Graduate Diploma in Research Methods course rule	**Bachelors degree** or equivalent qualification with a GPA of 5 or above	• This pathway is targeted at international applicants or those coming from a non-traditional learning background 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. • 1 year course.

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Course	Academic qualifications	Timing
		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
Course	**Academic qualifications**	**Timing**
Honours **course rule**	An Australian **Honours degree Class 1 or 2A**	Upon completion

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Appendix B: Useful Weblinks and Contacts

Accident, Injury and Hazard Reporting
https://staff.flinders.edu.au/workplace-support/whs/report-accident-incident-hazard
https://flinsafeportal.flinders.edu.au/FlindersEcPortal/

Emergency and Fire Safety
https://staff.flinders.edu.au/workplace-support/whs/emergency-fire-safety
https://staff.flinders.edu.au/workplace-support/whs/emergency-fire-safety/evacuation-videos

Risk Management and Risk Assessments
https://staff.flinders.edu.au/workplace-support/whs/managing-risk
https://staff.flinders.edu.au/workplace-support/whs/information-documents/forms

Hazardous Chemicals and ChemWatch
https://staff.flinders.edu.au/workplace-support/whs/information-documents/topic/hazardous-chemicals-safety

Information and Digital Services
To request access to R or S drives, software, shared email, port activation, report WiFi problems etc. log into ServiceOne via Okta
https://flinders.okta.com/app/UserHome?fromLogin=true

Building Access
Most University buildings are accessible Mondays to Fridays between 7.30am and 6.00pm. Building access is managed by Security.

To gain after-hours access to a building, take your staff or student ID card to your college or department administration office where they will determine which buildings and rooms you are authorised to enter. The Security Office will then program the system to accept your card at appropriate entrances. Your college or department office will use ServiceOne to lodge the request.

If you would like 24/7 access to the student Hub this can be requested via ServiceOne.

FMC Security Card Access Form
To request a security card for access to FMC and/or FCIC, complete the 'fmc-access-form' and bring to the FMC security office (straight ahead through FMC Northern Entrance, opposite Theo's café) between the hours of 1pm -4pm on Tuesdays or Thursdays or 8am – 11am on Wednesdays.
https://staff.flinders.edu.au/content/dam/staff/documents/cnhs/fmc-access-form.pdf

Car Parking
To arrange car parking, log into vPermit via Okta
https://flinders.okta.com/app/UserHome?fromLogin=true

Key Requests
To request a laboratory/office key, email:
cmph.operations@flinders.edu.au or
kiley.macdonald@flinders.edu.au
or, if in FMC, complete the form FMC service key request form and send to:
healthfmcenvironmentalservices@sa.gov.au

Biosafety
If your project involves working with genetically modified organisms (GMOs), familiarise yourself with the Biosafety Manual and your research group's IBC/OGTR approvals and GMO handling, disposal, storage, transport and decontamination procedures.
https://staff.flinders.edu.au/research/integrity/biosafety

Animal Ethics
https://staff.flinders.edu.au/research/integrity/animal-ethics

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To arrange **chemical safety training** or **liquid nitrogen training** in FMC, email:
hanna.krysinska@flinders.edu.au

To arrange **centrifuge training** or **autoclave training** in FMC, email:
angela.binns@flinders.edu.au

To arrange **photocopier access** or **meeting room booking**, email:
cmph.operations@flinders.edu.au or
kiley.macdonald@flinders.edu.au

Research Facilities Contacts
The following CMPH-associated Research Facilities may be important in your research project. Please see the following websites and/or email contacts for available instruments and services, induction and training information, contact details and forms.

Flinders Proteomics Facility
https://www.flinders.edu.au/fhmri-neuroscience/our-labs/proteomics-facility-laboratory

Flinders Microscopy (Light Microscopy)
https://www.flinders.edu.au/microscopy/optical

South Australian Genomics Centre (SAGC) – Flinders Node
https://www.flinders.edu.au/research/facilities/flinders-genomics

Flow Cytometry Facility
https://www.flinders.edu.au/research/facilities/flow-cytometry

CellScreen SA (CeSSA)
https://www.flinders.edu.au/research/facilities/cell-screen-sa-facility

College of Medicine and Public Health Animal Facility
roxanne.collingwood@flinders.edu.au

CMPH Cell Culture Facility
elise.tucker@flinders.edu.au

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Appendix C: Horizon Professional Development Workshops & Programs

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

Workshops	Key Topics
Collaboration & Teamwork	• 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	• Causes of Conflict • Level of Conflict • Strategies for Managing Conflict • Negotiation in the Workplace
Critical Thinking & Problem Solving	• The 5 Why's • The Process of Critical Thinking: Knowledge, Comprehension, Analysis, Application, Synthesis and Action • Complex Problem-Solving Case Study
Cross Cultural Communication	• To be developed
Design Thinking	• What is Design Thinking • The Mindset of a Designer • The Design Thinking Process • Design Thinking in Action (case study)
Digital & Data Literacy	• Drivers of digital transformation • 4th industrial revolution • Exploring the Digital Competence Wheel
Effective Decision Making	• Decision Making Styles • Context of Decision Making in the Workplace • Barriers to Effective Decision Making • Decision Making Model
Giving & Receiving Feedback	• The Importance of Feedback • Giving Feedback of Value • Obtaining and Receiving Feedback • Complex Feedback Case Studies
Innovation & Creative Thinking	• Creativity vs Innovation • The Creative Process • Connecting the Unconnected • The Process of Innovation • Sustaining vs Disruptive Innovation
Networking & Industry Connection	• De-bunking Networking Myths • The Benefits of Networking • Where To Build Networks • How To Build Connections and Mentors
Presentations & Public Speaking	• The Challenge of Public Speaking • Types of Presentations in the Workplace • Planning and Preparation • Keys to Delivering a Presentation

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Appendix D: Rules for Laptop purchasing using RSM funding

The laptop computer is provided for the student's exclusive use during the period of their HDR candidature and remains the property of Flinders University.

- The laptop must be returned on completion of your MSc degree or if you withdraw.
- If you upgrade to a PhD you may retain the laptop during this candidature.
- If you withdraw from your PhD you must return the laptop.
- When you have completed your PhD at this University, the University will assign ownership of the laptop over to you.
- Upon completion of your PhD all University software must be removed prior to them taking possession.
- Should you complete your PhD candidature, and stay on at the University as an employee, you may keep the laptop and retain the uploaded University software.

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Appendix E: HDR Inspire System Q and A

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.

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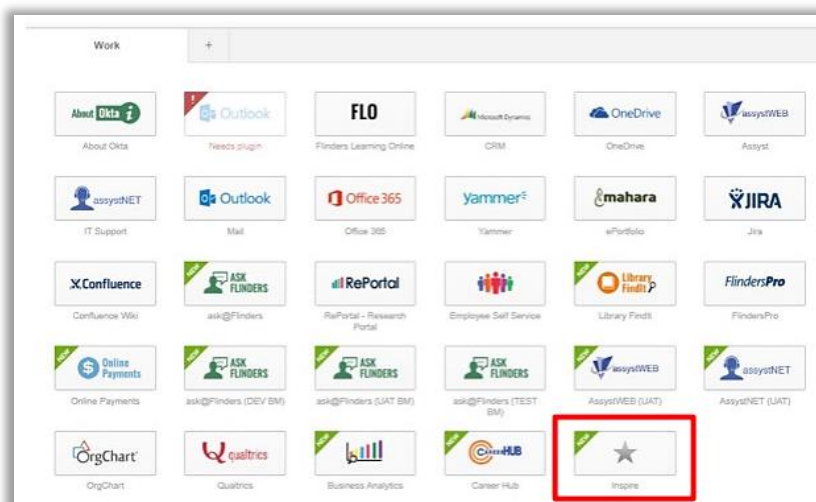
This link will direct to you to the Inspire home page at https://inspire.flinders.edu.au.
This will then sign you in automatically using single sign on.

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

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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

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