## Contents

Welcome from the Dean of Graduate Research  
Quick reference guide  
Introduction  

**Who you need to know** 5  
**What you need to do** 8  
- Your first day 9  
- Your first week 10  
- Your first year 12  
- Your second year 14  
- Your third year 15  
- Submitting your thesis 16  
- Throughout your candidature 18  

**What you need to know** 20  
- Policies and procedures 21  
- Staying on track 21  
- Taking leave 21  
- Making changes 22  
- Using the systems 22  
- Travelling 23  
- Developing your skills 23  
- Scholarships and student visas 23  
- Safety and support 24  
- Key support services 25
Congratulations on commencing your Higher Degree by Research (HDR), and welcome to the University of Tasmania. As an **HDR candidate** you are a part of the wider research community and a crucial part of the University’s strategic plan to produce distinctive research and creative output, which make important contributions to the future of Tasmania and the world.

We are committed to providing you with a high-quality research education and experience, and all the support you require to engage in world class research. We view our HDR candidates as colleagues and look forward to exchanging ideas with you throughout your candidature.

Whether you continue in research or pursue other endeavours after your higher degree, we will help you to develop the capabilities, skills, knowledge and experience for a successful future.

Inside this guide you will find an introduction to the resources you need to keep on track and information to help you understand the processes and milestones involved in successful candidature.

This guide will also introduce you to the work of the Graduate Research Office and the online candidature management system, iGRad. You will not need all of this information to begin with, but it is worth having this booklet at hand as you navigate your way through the graduate research experience.

I wish you all the very best for your future research and career.

**Professor Clive Baldock**  
Pro Vice Chancellor  
(Research Development) and Dean  
of Graduate Research

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Congratulations on the start of your research journey.
Quick reference guide

Frequently used terms and acronyms

Academic Unit
The University organises its teaching and research activity into Academic Units, which include Colleges, Schools, and Institutes. Academic Units may also refer to sections within Schools and Institutes such as Disciplines and Centres.

Candidature Management Advisors (CMAs)
CMAs are your first point of contact for Higher Degree by Research queries that are administrative in nature.

Confirmation of Candidature
Confirmation of Candidature (sometimes referred to as Confirmation or CoC) provides a critically important opportunity to review a HDR candidate’s academic development, Research Plan, performance, and resources to determine the viability of continued candidature.
A HDR candidate must pass Confirmation to progress to second year EFT.

Doctoral degree
Doctor of Philosophy and Professional Doctorate – unless otherwise specified.

EFT
Equivalent Full Time. A HDR candidate studying full-time has an EFT of 1.0, while a HDR candidate studying part-time has an EFT of 0.5

eStudent
The University’s student system where HDR candidates can change personal information such as contact details, manage enrolment for the Graduate Certificate in Research, look up fees (if applicable) and check graduation details.

Full-time
Full-time candidature means at least 38 hours per week is spent on your research training.

GRC
Graduate Research Coordinator.
A GRC is the main coordinator of research training within an Academic Unit.

GRO
The Graduate Research Office (or ‘GRO’) is responsible for the administration of candidature management including:
- Admission to candidature
- Administration of living allowances (scholarships)
- Enrolment, variations, and administration of the examination process.

HDR
Higher Degree by Research.

HDR Candidates
Individuals enrolled in Higher Degrees by Research at the University of Tasmania are usually referred to as research or HDR candidates rather than students.

iGRad
The electronic candidature management system accessed through e-Student.

Maximum degree period
The period within which a HDR candidate must submit their thesis or examinable works (i.e. exegesis and creative work) for examination i.e. normally two years EFT for a Masters of Research and four years EFT for a doctoral degree.

Milestones
Milestones are candidature requirements that include Confirmation of Candidature, (annual) Reviews of Progress and thesis submission.

MRes
Master by Research.

ODGR
Office of the Dean of Graduate Research.

Part-time
Part-time candidature means a minimum of 19 hours per week is spent on your research training.

PhD
Doctor of Philosophy.

Professional Doctorate
A Professional Doctorate (sometimes abbreviated to Prof Doc) is a professional research qualification which has an equivalent status to a PhD. It is designed for mid-career and senior managers who wish to integrate advanced research into their professional lives.

PVC (RD)
Pro Vice-Chancellor (Researcher Development).

TUU Postgraduate Council
A sub-committee of the Student Council comprising current postgraduates representing HDR candidate interests.

Primary Supervisor
The research academic with whom you will most closely work, appointed in accordance with Rule 4 and the Supervision Policy. They are responsible for ensuring that all administrative and regulatory requirements prescribed in iGRad and relevant Higher Degree by Research Policies and Procedures are met by the HDR candidate.

Research Plan
The plan that outlines, within the maximum degree period, the direction and milestones of all aspects of a research program. The plan should be reviewed and updated on a regular basis in iGRad.

Review of Progress
Every HDR candidate is required to undergo an initial review of progress (called Confirmation). Every 12 calendar months thereafter an annual review is undertaken by the supervisory team and the Graduate Research Coordinator.

Supervisory team
A supervisory team comprises a primary supervisor and one to three other supervisors, supporting a particular HDR candidate in their Higher Degree by Research. Refer to the Supervision Policy for more information:
utas.edu.au/research/graduate-research/rules-policies-procedures-and-guidelines
Campus maps

All campus maps are available online: [utas.edu.au/campuses/maps](utas.edu.au/campuses/maps)

Graduate Research Office

The Graduate Research Office (GRO) can help you with a range of matters relating to your candidature. If you have an administrative enquiry, a good starting point is to email the CMA within the Graduate Research Office for your College. For more complex enquiries, you can make an appointment to meet with someone in person. GRO staff are divided into pre-commencement (applications, scholarships and enrolments) and post-commencement (commencements, variations, examinations and coursework), so make sure you check the right location for your enquiry and College in the table below.

You can call the Graduate Research Office Monday to Friday between 9.00am and 5.00pm AEST: +61 3 6226 8559.

<table>
<thead>
<tr>
<th>College</th>
<th>Email</th>
<th>Location</th>
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<tbody>
<tr>
<td>College of Arts, Law and Education (CALE)</td>
<td><a href="mailto:GraduateResearch.CALE@utas.edu.au">GraduateResearch.CALE@utas.edu.au</a></td>
<td>Hobart 301 Sandy Bay Road, Sandy Bay campus.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hobart Centenary Building, Level 3, Room 303, Sandy Bay campus.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Launceston</strong> Building A, Level 1, Room 172, Newnham campus.</td>
</tr>
<tr>
<td>College of Business and Economics (CoBE)</td>
<td><a href="mailto:GraduateResearch.TSBE@utas.edu.au">GraduateResearch.TSBE@utas.edu.au</a></td>
<td>Hobart 301 Sandy Bay Road, Sandy Bay campus.</td>
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<td><strong>Launceston</strong> Building A, Level 1, Room 172, Newnham campus.</td>
</tr>
<tr>
<td>College of Health and Medicine (CHM)</td>
<td><a href="mailto:GraduateResearch.CHM@utas.edu.au">GraduateResearch.CHM@utas.edu.au</a></td>
<td>Hobart 301 Sandy Bay Road, Sandy Bay campus.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hobart Advocate House, Medical Science Precinct, 17 Liverpool Street, Hobart.</td>
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<tr>
<td></td>
<td></td>
<td><strong>Launceston</strong> Building A, Level 1, Room 172, Newnham campus.</td>
</tr>
<tr>
<td>College of Sciences and Engineering (CoSE)</td>
<td><a href="mailto:GraduateResearch.CoSE@utas.edu.au">GraduateResearch.CoSE@utas.edu.au</a></td>
<td>Hobart 301 Sandy Bay Road, Sandy Bay campus.</td>
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Introduction

This guide is designed to support you to undertake your research degree by providing an overview of key information and links to the policies, procedures and guidelines that govern research degrees at the University. In addition to this guide, you should familiarise yourself with the Graduate Research website, which provides a wealth of information and resources: [utas.edu.au/research-admin/graduate-research](utas.edu.au/research-admin/graduate-research)

Roles and responsibilities

Undertaking a research degree is a unique experience and every project is different. As a HDR candidate you should have a clear understanding of your role and responsibilities, and those of your supervisors, Graduate Research Coordinators (GRCs), Heads of Academic Units and the Dean of Graduate Research.

These are described in the Higher Degree by Research Supervision Policy and summarised below.

Higher Degree by Research Candidates are responsible for:

- Undertaking research activity as agreed with their primary and other supervisors related to their research project.
- Producing a thesis which fulfils the relevant degree requirements and is presentable according to the accepted practices of the University.
- Becoming familiar with the rules and expectations as set out in the University rules, policies, procedures and guidelines relevant to Higher Degrees by Research.
- Being proactive in holding regular meetings with their supervisory team and individual supervisors (either face to face, or using electronic media).
- Becoming independent researchers with supervisory guidance resulting in the self-regulation of research activity.
- Providing formal progress reports as required, through the primary supervisor, at periods specified by the University.
- Research quality and practices, safety, personal ethical responsibility.
- Developing an approved research budget in consultation with the primary supervisor.
- Acquiring information about relevant research funding schemes, including additional scholarships, training scholarships, travel scholarships, prizes and awards that they may be eligible.
- Being an active participant in the research life of their Academic Unit and University.
- Abiding by the University Behaviour Policy.

Supervisors are collectively and individually responsible for:

- Supporting the HDR candidate to develop and design their research project so that it is of the quality and standard required for the qualification and can be completed within the maximum degree period.
- Showing that the research meets the standards of the Australian Code for the Responsible Conduct of Research.
- Providing mentoring and guidance in all aspects of conducting and completing the research project and in all written components of completing the research, including the thesis and associated publications or equivalent.
- Ensuring all HDR candidature milestones are met on time.
- Creating and promoting an inclusive research training environment.
- Providing a level of pastoral care and having an awareness of the HDR candidate’s basic wellbeing.

Graduate Research Coordinators are responsible for:

- Providing advice to the Head of Academic Unit to assist with assessment of supervisory practices within the Academic Unit and any problems or grievances (including those related to academic or research misconduct) that may arise, and may need to be reported to College Executive Deans/and the Dean of Graduate Research.
- Reporting to the Head of Academic Unit, any proposed changes to candidature that may impact on the allocation of supervisory resources.
- Advising supervisors and HDR candidates on matters related to timely progression of candidature as per section 3.2.3 of the Higher Degree by Research Graduate Research Coordination Policy.
- Providing a level of pastoral care to HDR candidates.

Heads of Academic Units are responsible for:

- The administration of the Academic Unit including planning, budget, strategy, human resources and performance as per the Academic Structures Policy, Delegations Policy and Schedules.
- Reviewing and attesting to research activity status of supervisors.
- Ensuring high quality supervision practices by supervisors.
- Providing a level of pastoral care to HDR candidates.

The Dean of Graduate Research is responsible for:

- Encouraging high quality supervision practices, for monitoring supervisory practices across the University, and for taking action as appropriate to ensure that high quality supervision is achieved for all HDR candidates.
- Reporting to the Academic Senate on research higher degree supervision in the University.
- Approving supervision arrangements on the advice of the Head of Academic Unit. The Dean of Graduate Research must seek assurance that:
  - those nominated can provide appropriate supervision by virtue of their qualifications and experience, their research interests and their personal qualities, and
  - supervision has been taken into account in the academic’s workload model and adequate supervision can be maintained for the duration of candidature regardless of staff leave and other absences from the University.
Who you need to know
Who you need to know

Supervisors
Your supervisors include your Primary Supervisor and between one and three co-supervisors. The supervisor’s role is to guide, advise and support you to complete your candidature. They are your first port of call for any matters relating to your research project.

More information is available in the Supervision Policy: utas.edu.au/research/graduate-research/rules-policies-procedures-and-guidelines

Graduate Research Coordinator
Every Academic Unit has several Graduate Research Coordinators or ‘GRCs’ whose role is to oversee supervision in consultation with the Head of Academic Unit (in most cases, this is the Head of School). If you have any issues or questions about your candidature that you would like to discuss with someone other than your supervisors, your GRC is the first person to talk to. A list of GRCs is available online: utas.edu.au/research-admin/graduate-research/supervisors/grc-register-and-training

Head of Academic Unit
The Head of Academic Unit is responsible for academic line management within each Academic Unit. While you will primarily liaise with your supervisors, you should take the opportunity to meet the Head of Academic Unit during your first few weeks. You can ask your supervisors to help you facilitate this meeting.

HDR Representatives
HDR Representatives are nominated to represent HDR candidates at key meetings. You should ask your GRC to introduce you to the HDR Representative for your area. There are also elected Postgraduate Council members of the Tasmanian University Union (TUU), whose details are available online: tuu.com.au/representation/postgraduate-council

Other HDR Candidates
An important part of your research journey is getting to know other HDR candidates. Not only will this enrich your experience, but it will provide you with a valuable support network. You are encouraged to be proactive early in your candidature by introducing yourself to other HDR candidates in your area and attending events.

Dean of Graduate Research
The Dean of Graduate Research is also the Pro Vice-Chancellor (Researcher Development) and provides leadership and oversight for the University’s HDR strategy and policy and the distribution of Commonwealth and University scholarships. The Dean of Graduate Research liaises with the Graduate Research Office on operational matters and makes the final determination on all issues related to candidature and examination. Any HDR candidate wishing to meet with the Dean can make an appointment. Contact details are available online: utas.edu.au/research/contact-us

Professional staff
You should get to know the professional staff within your Academic Unit. They are there to assist you with day-to-day enquiries regarding administration.

Research Librarians
Research Librarians are an important source of information and support throughout your candidature. They can help you to:

- develop and apply search strategies
- access key literature
- sign up for research identifiers
- collect, manage and publish your research data
- manage references.

Consultations may be requested via email: Research.Librarians@utas.edu.au or using the online form: utas.edu.au/library/forms/research-consultation

Additionally, Research Librarians run regular workshops. Participation in workshops can be booked online: utas.edu.au/library/research/tours-and-workshops

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**Research Division**

The Research Division provides essential advice and assistance to researchers and HDR candidates. Who you contact will depend on the nature of your query. **Use this table to help you find the right area to ask.**

<table>
<thead>
<tr>
<th>Area</th>
<th>What they can help with</th>
<th>Contact details</th>
</tr>
</thead>
</table>
| Business Development and Technology Transfer  
utas.edu.au/research/partnering/technology-transfer-and-commercialisation | • Intellectual Property  
• Commercialisation  
• Innovation  
• Partnering with industry, government or the community | General enquiries: +61 3 6226 2614  
Research.IP@utas.edu.au  
If you have a more detailed enquiry, you can contact the Business Development Manager (BDM) for your College: utas.edu.au/research-admin/contacts |
| Central Science Laboratory (CSL)  
utas.edu.au/research/central-science-laboratory | • Research problem solving using multiple analytical science techniques  
• Advice on project and experimental design, method development and data interpretation  
• Training on state-of-the-art research equipment  
• A gateway for access to research analytical infrastructure not available at the University | Jump.Start@utas.edu.au |
| Graduate Research Office  
utas.edu.au/research-admin/graduate-research | • Admission  
• Scholarship  
• Enrolment  
• Commencement  
• Variation  
• Examination  
• Graduation | +61 3 6226 8559  
GraduateResearch.CALE@utas.edu.au  
College of Arts, Law and Education  
GraduateResearch.CoSE@utas.edu.au  
College of Sciences and Engineering  
GraduateResearch.CHM@utas.edu.au  
College of Health and Medicine  
GraduateResearch.TSBE@utas.edu.au  
College of Business and Economics |
| Research Hubs  
utas.edu.au/research-admin/contacts/research-hubs | • Publication and research outputs  
• Funding sources and how to apply for funding | Research.ABLE@utas.edu.au  
Arts, Business, Law and Education (College of Arts, Law and Education; College of Business and Economics; University College)  
Research.CHM@utas.edu.au  
College of Health and Medicine  
Research.CoSE@utas.edu.au  
College of Sciences and Engineering |
| Research Integrity and Ethics  
utas.edu.au/research-admin/research-integrity-and-ethics-unit-rieu | • Human Ethics  
• Research Integrity  
• Clinical Trial Governance  
• Animal Ethics | +61 3 6226 6254  
Human.Ethics@utas.edu.au  
Human Ethics  
Animal.Ethics@utas.edu.au  
Animal Ethics  
Clinical.Trials@utas.edu.au  
Clinical Trials |
| Researcher Development  
utas.edu.au/research-admin/researcher-development | • Graduate Certificate in Research  
• Graduate Research Conference  
• Researcher development opportunities and resources | +61 3 6226 8559  
Researcher.Development@utas.edu.au  
Researcher Development  
GradCert.Research@utas.edu.au  
Graduate Certificate in Research |
What you need to do
What you need to do

Your first day

- **Get excited!**
  You are joining the University of Tasmania’s research community.

- **Look at a campus map**
  The University has five different campuses – three in Tasmania and two in Sydney. Make sure you look at a campus map so you know where to go: [utas.edu.au/campuses](utas.edu.au/campuses)

- **Meet your Primary Supervisor**
  Take some time to get to know each other, but don’t forget to get your supervisor to help you to complete the necessary paperwork (dated with your start date). These documents will have been emailed to you, and are also available online: [utas.edu.au/research-admin/graduate-research/policies-and-forms/hdr-candidates-forms-and-guidelines](utas.edu.au/research-admin/graduate-research/policies-and-forms/hdr-candidates-forms-and-guidelines)

  You should also talk to your supervisor about getting a computer and any other resources you will need for your project, as per the Higher Degree by Research Minimum Infrastructure and Resources Policy: [utas.edu.au/research-admin/graduate-research/rules-policies-procedures-and-guidelines](utas.edu.au/research-admin/graduate-research/rules-policies-procedures-and-guidelines)

- **Give your paperwork to your Candidature Management Advisor**
  You can do this in person or via email, but make sure you do it on your first day!

- **Arrange your desk allocation**
  Your supervisors or GRC will provide advice on your desk allocation, show you around your office area and introduce you to other HDR candidates.
Your first week

You might be feeling a bit unsure about the first week of your candidature. Don’t worry – it’s completely normal to feel this way. Here is a list of things you can do in your first week that will help you to get organised. You will be getting stuck into your research in no time!

- **Set up your space**
  Your Academic Unit will provide you with the necessary requirements such as a desk, furniture, office space, and information technology (IT) and laboratory access. You should discuss the resources you need for your project with your supervisors, as per the Higher Degree by Research Minimum Infrastructure and Resources Policy: utas.edu.au/research-admin/graduate-research/rules-policies-procedures-and-guidelines

- **Get your student ID card**
  Following email confirmation that your enrolment has been completed, you can organise your student ID card. Students require a current University of Tasmania ID card to verify their identity for enrolment, examination and security purposes and to utilise Library and printing services. Information about how to get your ID card is available online: utas.edu.au/students/admin/id-and-access

- **Sort out your IT requirements**
  All HDR candidates will be provided with access to appropriate information technology (IT) resources as per the Higher Degree by Research Minimum Infrastructure and Resources Policy: utas.edu.au/research-admin/graduate-research/rules-policies-procedures-and-guidelines
  You should discuss your IT requirements with your supervisors.

- **Undertake on-site inductions**
  Ask your supervisors or GRC if there are any site-specific inductions that are required. These should take place as soon as possible to minimise any delays to your project.

- **Read the policies and rules that govern your candidature**
  It is important that you have a positive experience during your candidature and leave with the skills you need for your desired career. To achieve this, the University adheres to a clear framework of rules and policies. It is a condition of enrolment that HDR candidates abide by these rules and policies: utas.edu.au/research/graduate-research/rules-policies-procedures-and-guidelines

- **Log in to the University systems**
  Once you have received your University email, username and password (generally within two working days of enrolment), you will be able to access a range of important online systems and information. These include iGrad, eStudent, MyLO and Webmail (see ‘Using the systems’ on Page 22 for more information about systems).

- **Meet your Graduate Research Coordinator**
  Your Graduate Research Coordinator or ‘GRC’ works alongside the Head of Academic Unit and your supervisors to oversee your candidature. You should contact your GRC if you have any issues or questions about your supervision or candidature that you would like to discuss with someone other than your supervisors. A list of GRCS is available online: utas.edu.au/research-admin/graduate-research/supervisors/grc-register-and-training

- **Book a research consultation with the library**
  Research Librarians can support you to build your research skills, conduct your research and manage your research data. They can also assist you to sign up for ORCID and Researcher IDs, which will help build your research profile when you publish. You can book a one-on-one research consultation online: utas.edu.au/library/forms/research-consultation

- **Enrol in coursework units**
  Coursework units undertaken during candidature teach you high-level research, communication and management skills. As per the conditions of candidature outlined in your offer letter, PhD candidates must complete the full Graduate Certificate in Research (four units) in order to graduate, while MRes candidates only need to complete two units. Unit enrolment is managed in eStudent.
  It is generally recommended that HDR candidates enrol in the required core units as early as possible to meet their required milestones.

  Coursework requirements vary for HDR candidates enrolled in a Professional Doctorate or undertaking the Quantitative Marine Science (QMS) or the Quantitative Antarctic Science (QAS) programs. More information is available online: utas.edu.au/research-admin/graduate-research/current-candidates/your-graduate-research-coursework

- **Pay your Student Services and Amenities Fee**
  (domestic HDR candidates only)
  The Student Services and Amenities Fee (SSAF) is a compulsory fee for student services and amenities of a non-academic nature such as employment and career advice, financial advice, and sporting and recreational activities. It can be paid via eStudent. More information about SSAF is available online: utas.edu.au/students/admin/ssaf
• **Complete introductory units in MyLO**
  MyLO is the University’s online learning environment. All HDR candidates should complete the following units: IT Security 101, Work Health & Safety Integrated Training, Research Integrity at UTAS and Research Skills Training. You can access MyLO online: [utas.edu.au/mylo](utas.edu.au/mylo)

• **Ask to be added to email lists**
  Ask the administrative staff in your Academic Unit to add you to any relevant email distribution lists. This will help to keep you up to date with important information and events in your area.

• **Schedule your first meeting with your supervisors**
  You should contact your supervisors to arrange a time for your first formal meeting as soon as possible. It is essential to be well prepared for this meeting as this will help you to establish a positive and productive relationship with your supervisors. See ‘Throughout your candidature’ on page 18 for some suggested discussion points.

At the end of your first year you will go through a process called **Confirmation of Candidature**.

It is important that you prepare for this well in advance.

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Find out more: Visit [utas.edu.au/research-admin/graduate-research/current-candidates/your-candidature-milestones](utas.edu.au/research-admin/graduate-research/current-candidates/your-candidature-milestones)
Your first year

You’ve ticked off all of the important tasks during your first week – now what?

With the excitement and activity of your first week behind you, it can be hard to know what to do next.

While the first year of candidature is different for everyone, there are some key activities and tasks you need to complete. Many of these will contribute to your Confirmation of Candidature, which is the first formal review you will undergo at the end of your first year.

Get ethics approval (if required)
Many research projects require human or animal ethics approval to proceed. It is essential that you discuss with your supervisors whether ethics approval is needed for your research and, if so, how to obtain it. For more information, contact the Research Integrity and Ethics team or visit: utas.edu.au/research-admin/research-integrity-and-ethics-rieu

Create your Research Plan
Your Research Plan describes your project’s aims, methods, directions and milestones. It is a dynamic document that should be reviewed and updated regularly during your candidature. It is important that you discuss your Research Plan with your supervisors and provide them with sufficient opportunity to have input.

The first draft of your Research Plan must be completed at three months’ equivalent full-time enrolment and submitted to your GRC. It is then reviewed by your supervisors and GRC at each annual review, including Confirmation of Candidature.

You can create and maintain your Research Plan in iGRad: utas.edu.au/research-admin/graduate-research/igrad

Detailed information about your Research Plan is available in the Higher Degree by Research Reviews of Progress Policy: utas.edu.au/research-admin/graduate-research/policies-and-forms/hdr-policies

Make progress with your coursework
PhD and MRes candidates are automatically enrolled in the Graduate Certificate in Research (X5A). This course is designed to help you to develop high-level research, communication and management skills.

It is comprised of four units (two core and two elective) and can be tailored to suit your research project.

PhD candidates must complete all four units and MRes candidates only need to complete two. You will need to enrol in the units within eStudent.

In your first year, you should focus on completing the units that are required for Confirmation of Candidature. These are:

- **PhD** – XGR501: Introduction to Higher Degree Research and one other unit.
- **Masters by Research** – XGR501 Introduction to Higher Degree by Research.
- **Professional Doctorate** – You should discuss your coursework requirements with your Professional Doctorate Course Coordinator.
- **Quantitative Marine Science (QMS) or Quantitative Antarctic Science (QAS) program** – Your coursework will contribute to the Graduate Diploma of Marine and Antarctic Science (S6O). Questions should be directed to the QMS Program Coordinator.
You should also take some time to plan the rest of your units.

There are a range of elective units on offer that you can select based on the skills and knowledge that will enhance your ability to complete your research project:  

\[ \text{utas.edu.au/research-admin/graduate-research/current-candidates/your-graduate-research-coursework} \]

Complete a significant piece of academic writing

By the end of your first year you need to produce a piece of academic writing that is relevant to your research project and appropriate for your discipline. This piece of writing is particularly important as it is required for Confirmation of Candidature. Your supervisors will be able to give you advice regarding length, format, style and any other requirements. You are encouraged to discuss this with your supervisors early in your candidature to give you as much time as possible to complete the work.

Create a Data Management Plan

Your Data Management Plan should describe how you will collect, organise, manage, store, secure, back up, preserve, and share your research data. It should adhere to the Management of Research Data Policy and Procedure, available online:

\[ \text{utas.edu.au/policy/alphabetical} \]

The library has a range of resources to help you develop your Data Management Plan:  

\[ \text{utas.libguides.com/researchdatamanagement/DMP} \]

Confirmation of Candidature

Confirmation of Candidature (or simply Confirmation) is your first major milestone. It occurs at 12 months' equivalent full-time enrolment, however you and your supervisors should start planning for Confirmation from the very beginning of your candidature.

The primary purpose of Confirmation is to make sure that you have the capacity to undertake your research project within the specified candidature time limit, and that your research project is clearly defined, coherent and feasible.

To have your candidature confirmed, you must fulfil the following requirements:

- Research Plan
- Ethics Requirements
- Data Management Plan
- Written Work
- Oral Presentation
- Peer Review
- Supervisor-Candidate meetings
- Coursework
- Any additional criteria required by your Academic Unit or specified in your letter of offer

You must provide the required information and documents for Confirmation in iGRad. Candidature must be confirmed to allow continued enrolment in your course.

Detailed information about Confirmation can be found in the Higher Degree by Research Reviews of Progress Policy and Higher Degree by Research Reviews of Progress Procedure:  

\[ \text{utas.edu.au/research-admin/graduate-research/policies-and-forms/hdr-policies} \]

A research degree at the University of Tasmania will enable you to be trained and mentored by some of the best researchers in the world, in one of the best learning environments in Australia.
Your second year

Congratulations on making it through Confirmation of Candidature.

By now, your research project will have developed significantly since you commenced. You might be about to collect data, or you may have already started. It is possible, however, that your research project isn’t as well-defined as you’d like it to be, or that your research has been delayed. It is normal to feel uncertain about your project and the progress you have made. Research is not a linear process, and you are likely to change direction and modify your plans multiple times during your candidature.

There are a number of things you can do to help you to navigate your second year of candidature and the challenges it brings.

Prepare for your Annual Review
Annual Reviews of Progress occur on each anniversary (12 calendar months) after Confirmation.

At the end of your second year you will go through an Annual Review, which is sometimes referred to as the Mid-Candidature Review. Annual Reviews are to check that your academic performance is consistent with your Research Plan and to make sure that you have the right resources and support to complete your research project within the maximum degree period. (See ‘Frequently used terms and acronyms’ on page 2).

In order to participate in an Annual Review, you must provide a range of information and documents in iGrad. This will become your Annual Review Report, which is subsequently assessed by your GRC and supervisors.

You can start completing your Annual Review Report as soon as the tab appears in iGrad, which is two months’ prior to your Annual Review.

The Higher Degree by Research Reviews of Progress Policy and Procedure contains detailed information about the Annual Review process: utas.edu.au/research-admin/graduate-research/policies-and-forms/hdr-policies

Continue to make progress with your coursework
If you are a PhD or MRes candidate, you should aim to enrol in and if possible, complete, any remaining units that are required for your candidature.

If you have already completed your core units and have remaining units to complete, you can select from a range of elective units which are offered throughout the year: utas.edu.au/research-admin/graduate-research/current-candidates/your-graduate-research-coursework

It is important to choose units that will help you with your research project. If you have any questions about selecting appropriate units, you should talk to your supervisors or GRC.

Sometimes, workshops and courses you undertake as part of your research can count towards your coursework. You can apply for an exemption or credit by completing the relevant form: utas.edu.au/research-admin/graduate-research/policies-and-forms/hdr-candidates-forms-and-guidelines

If you are enrolled in a Professional Doctorate or the Quantitative Marine Science (QMS) or Quantitative Antarctic Science (QAS) program, you should discuss your coursework requirements and any exemptions with your Course/Program Coordinator.
Your third year

Prepare for your final Annual Review
At the end of your third year you will go through your final Annual Review, which is sometimes referred to as a Thesis Review. The purpose and process of this review is the same as the previous Annual Review – that is, to assess your academic performance relative to your Research Plan and ensure you have what you need to complete your project.

Just like your Annual Review in your second year of candidature, you will need to complete an Annual Review Report using iGrad. This will be used as the basis for a review meeting with your GRC and supervisors. As your thesis deadline will be approaching, it is likely that your final Annual Review meeting will focus on your thesis.

The Higher Degree by Research Reviews of Progress Policy and Procedure contains detailed information about the Annual Review process: [utas.edu.au/research-admin/graduate-research/policies-and-forms/hdr-policies](utas.edu.au/research-admin/graduate-research/policies-and-forms/hdr-policies)

Finalise your coursework
By your third year, you should have completed all the coursework required for your candidature.

If not, there are a range of units you can select that are offered throughout the year. It is important to choose units that will help you with your research project: [utas.edu.au/research-admin/graduate-research/current-candidates/your-graduate-research-coursework](utas.edu.au/research-admin/graduate-research/current-candidates/your-graduate-research-coursework)
Submitting your thesis

The final and perhaps most exciting milestone of your candidature is the submission of your thesis.

Your thesis will embody the results of your research conducted during your candidature and demonstrate that your research has produced original findings that make a significant contribution to knowledge.

Your thesis may be presented in a variety of formats and media, however there are certain rules that must be adhered to. These are described in the *Higher Degree by Research Thesis Preparation, Submission and Examination Policy: utas.edu.au/research-admin/graduate-research/policies-and-forms/hdr-policies*

It is important to become familiar with the steps involved in the preparation, submission and examination of your thesis. These are summarised below.

Please note that these are a guide only and should be read in combination with the *Higher Degree by Research Thesis Preparation, Submission and Examination Policy*.

**Step 1: Abstract**

Approximately eight weeks prior to submitting your thesis for examination, you will need to upload your abstract to iGrad. On receipt of your abstract, GRO will ask your supervisors and Head of Academic Unit to nominate examiners for your thesis.

The nomination of examiners process is confidential. You are permitted to provide the names of examiners that you do not want to examine your work (and accompanying reasons), but that is the extent to which you are involved.

A Chair of Examiners will also be appointed by the Head of Academic Unit to act as an independent Chair throughout the examination process. Where the Head of Academic Unit is one of your supervisors, the relevant College Dean or Institute Director will appoint the Chair of Examiners.

**Step 2: Thesis submission**

Before the maximum expiry date of your candidature, you will need to submit your thesis including all relevant documentation and signatures for examination in iGrad.

It is important that you discuss the formatting, length and referencing of your thesis with your supervisors as early as possible in your candidature, as requirements depend on the discipline in which you have conducted your research.

Printed copies of your thesis are not required unless specifically requested by an examiner. GRO will request these from you if this is the case.

On receipt of your thesis, a request will be sent to your Head of Academic Unit to approve your submission. You can use iGrad to track when the examiners have been nominated, when your thesis has been sent and the due dates for the examiner reports.

**Step 3: Examiner reports**

Examiners are requested to return their reports, which include a written component and a recommendation on the examination outcome, to GRO within six weeks of receiving the thesis. This process often takes longer due to workload and personal circumstances.

GRO has procedures in place to follow up on overdue examiner reports.

Once all of the examiner reports have been received, they are sent to the Chair of Examiners. The Chair of Examiners is responsible for providing comments and a recommendation on the examination outcome to GRO based on the reports.

The Dean of Graduate Research then considers the recommendations of the examiners and the Chair of Examiners before determining how to proceed to the next stage.

Once determined, you will be informed of the outcome of your examination and sent copies of the examiner reports.

When you have completed any required revisions, you will submit your corrected thesis to the Chair of Examiners. They will review your final thesis and, if approved, recommend to GRO that your degree be awarded.

After GRO receive this approval, they will advise you of the identity of your examiners and invite you to upload your final thesis and graduation requirements to iGrad.

**Step 4: Final thesis submission**

After GRO have invited you to upload your final thesis and graduation requirements, you will need to submit your final thesis (including all supplemental material and signatures) in iGrad. Please be advised that printed copies are no longer required.

You will also need to provide:

- A Thesis Access Form
- All supplemental material associated with your thesis
- A thesis abstract for the purposes of the Australian Higher Education Graduation Statement (AHEGS). This is a Commonwealth requirement and must be strictly 2000 characters (including spaces) or less
- For PhD or Professional Doctorate candidates only: A 40-word summary of your thesis to be read at the ceremony to a general audience. Please refer to the 40 Word Summary Guidelines: utas.edu.au/research-admin/graduate-research/policies-and-forms/hdr-policies

Once you have fulfilled the above requirements, GRO will request Academic Senate approval to award your degree. You will be advised when this approval has been received.
Step 5: Graduation
Graduation ceremonies occur each year in August and December. In order to graduate, you will need to have completed the below steps:

• Made any required revisions to your thesis
• Received approval for your final thesis
• Submitted an electronic copy of your final thesis via iGRad
• Submitted a thesis abstract of strictly 2000 characters (including spaces) or less via iGRad for the purposes of the Australian Higher Education Graduation Statement (AHEGS)
• Submitted a 40-word summary via iGRad (for PhD or Professional Doctorate candidates)
• Submitted a Thesis Access Form via iGRad
• Obtained Academic Senate approval
• Checked/updated your graduation status and details via eStudent
  – NOTE: Degrees are regularly conferred at ceremonies held in August and December. If necessary, you may apply to have your degree conferred earlier at the next available meeting of the University Council. Please contact the Graduation Office for more information: utas.edu.au/graduation/contacts
• Checked your outstanding fees in eStudent
  – NOTE: All outstanding fees must be paid, including the Student Services and Amenities Fee (SSAF). Outstanding fees will prevent you from being able to graduate. Please contact the Fees Unit for more information: utas.edu.au/fees/contact-us
Throughout your candidature

Have regular meetings with your supervisors
Meeting regularly with your supervisors to discuss project progress, troubleshoot issues and develop action plans for future research is vital to the success of your candidature.

You are responsible for the scheduling and organisation of these meetings, including preparing the agenda and documenting the discussion.

In your first year, you are required to have at least six meetings with all of your supervisors. These meetings should take place every two months and be tracked in iGrad.

At your first meeting, it is recommended that you and your supervisors discuss expectations and come to a mutual understanding of each other’s roles and responsibilities. This discussion may include:

- meeting logistics such as when and where, who will be present, agenda-setting and record-keeping
- the time commitment for your project, including leave arrangements
- what you hope to achieve during your candidature
- provisional timelines for your Research Plan including key milestones
- participation in events such as seminars and lab meetings
- the level of support and involvement to expect from your supervisors
- your supervisors’ expectations of you
- how to provide feedback and resolve issues

To help facilitate a discussion about behavioural expectations, you may wish to use a tool such as the Role Perception Rating Scale: utas.edu.au/research-admin/graduate-research/commencing-candidates/resources-you-can-access

Other important things to discuss with your supervisors include:

- Coursework
- Intellectual property
- Authorship
- Funding
- Professional development

You should also use meetings with your supervisors to discuss the resources that you need to complete your project, as per the Higher Degree by Research Minimum Infrastructure and Resources Policy: utas.edu.au/research-admin/graduate-research/rules-policies-procedures-and-guidelines

Build your research skillset
The Researcher Development Framework is designed to help you to build and progress your research skill set over the course of your candidature.

The framework is available online: utas.edu.au/research-admin/researcher-development/development-for-hdr-candidates

There are no prescribed activities. Instead, you should review the framework and identify activities that are relevant to you and your research project. A good starting point for working through the framework is to discuss possible activities with your supervisors and GRC.

You are also encouraged to review the Researcher Development Calendar for suitable seminars and workshops: utas.edu.au/research-admin/researcher-development/research-training-events-calendar

Any travel that you wish to undertake for a development activity must be discussed with your supervisors and supported by your Academic Unit.

Develop your thesis
The best way to minimise stress as you approach your thesis submission deadline is to actively and consistently develop
your thesis throughout your candidature. Every thesis is different, however it is vital that you decide the format and plan the structure of your thesis with your supervisors and find an approach to working on your thesis that suits you.

It is also important to have an early discussion with your supervisors about formatting, length and referencing requirements, as these differ by discipline.

You should take some time to review the Higher Degree by Research Thesis Preparation, Submission and Examination Policy which provides important information about your thesis such as format, content, language and word count: utas.edu.au/research-admin/graduate-research/policies-and-forms/hdr-policies

Publish as you go
Publishing during candidature is a great way to build your publication record and receive peer review feedback on your research that will contribute to your thesis. You should discuss publications with your supervisor as early as possible in your candidature.

It is also possible to include your publications within your thesis. Where publications are included in your thesis (either in whole or part), you must include a co-authorship statement in the preamble of your thesis. For more information you should review the Guidelines for Incorporating Publications into a Thesis: utas.edu.au/research/graduate-research/rules-policies-procedures-and-guidelines

Stay engaged
Depending on the nature of your research project, you may spend a lot of time working independently.

It is important to stay engaged socially and professionally with members of the University and wider community. You might consider attending on-campus events, joining a club or society or connecting with the University Community, Friends and Networks Programme (UTASLife).

Events: utas.edu.au/events

Clubs & Societies:
tuu.com.au/clubs-societies

UTASLife: utas.edu.au/utaslife/home

Take care of yourself
There are a number of unique stressors faced by HDR candidates. Research takes a great deal of time and it can often be stressful and isolating.

To thrive during your candidature, it is important that you stay as mentally and physically well as possible. This can help you to better overcome challenges, build healthy relationships and work more productively.

There are a number of resources available that can help you to look after your physical and mental health and achieve a good work-life balance.

- Safety, Health and Wellbeing: utas.edu.au/students/shw
- Work, Health & Wellbeing Network: utas.edu.au/work-health-wellbeing
- Supporting and Managing Candidates’ Mental Health: utas.edu.au/research/graduate-research/candidates-mental-health/home
- Aboriginal and Torres Strait Islander HDR candidates: utas.edu.au/riawunna

Most importantly, you should never be shy about reaching out to someone if you need to talk. This person might be one of your supervisors, your GRC, another HDR candidate, a family member or friend, or anyone who you feel comfortable talking to. A range of support services is listed on page 25.
What you need to know
What you need to know

Policies and procedures

In order to ensure that you make an impact in your chosen field and develop the skills you need for your desired career, the University has rules, policies and procedures that provide guidance to HDR candidates and all staff involved with research at the university. Rule 4 – Rules of Graduate Research – is the overarching framework for higher degrees by research at the University of Tasmania.

Other important polices include:

- Higher Degree by Research Admissions & Enrolment
- Higher Degree by Research Candidature Management
- Higher Degree Research Reviews of Progress
- Higher Degree Research Thesis Preparation, Submission and Examination
- Higher Degree by Research Supervision
- Higher Degree by Research Minimum Infrastructure and Resources
- Higher Degree by Research Graduate Research Coordination
- PhD by Prior Publication
- Higher Degree by Research Aegrotat or Posthumous Awards

You can access these policies online: [utas.edu.au/research-admin/graduate-research/rules-policies-procedures-and-guidelines](utas.edu.au/research-admin/graduate-research/rules-policies-procedures-and-guidelines)

The University of Tasmania manages a broad Policy Framework, with a number of Policies, Procedures and Guidelines to support students and candidates across the institution. The Student Policy webpage can be found online at: [utas.edu.au/policy/student-policy](utas.edu.au/policy/student-policy)

Staying on track

It is expected that you will complete your research and submit a body of work (in most cases, a thesis) for examination within the maximum degree period. This is 4 years’ (PhD) or 2 years’ (MRes) equivalent full time (EFT).

Candidature milestones are designed to keep you on track to successfully complete your project within this period. They also provide you with the opportunity to refine your project, as well as receive feedback and guidance throughout your candidature.

Your candidature milestones are:

- Regular Meetings
- Research Plan
- Ethics Approval
- Confirmation of Candidature
- Annual Reviews of Progress
- Thesis Submission and Examination

The Action Dates tab of iGRad details every milestone for the lifetime of your candidature. Each milestone has a due date that is calculated based on your commencement date.

Your Primary Supervisor and GRC are responsible for signing off on each milestone in iGRad. If a milestone becomes overdue, either because it has not been completed or has not been signed off, you will receive an automatic reminder from iGRad. You should discuss any overdue milestones with your Primary Supervisor.

Taking leave

Your primary focus during your candidature is your research project. As such, there are requirements around the number of hours that you must devote to your research project. This is at least 38 hours per week for full-time HDR candidates and at least 19 hours per week for part-time HDR candidates.

Work experience and paid employment

If you are a full-time HDR candidate, you are limited to an average of 8 hours’ work experience or paid employment within standard business hours per week (Monday – Friday, 9am – 5pm) provided it does not interfere with your research project. Exceptions include work undertaken outside standard business hours or work approved by the Dean of Graduate Research. International HDR candidates should check their visa conditions for any restrictions on paid employment.

Leave of absence (suspension)

A leave of absence or suspension is a period of non-enrolment that may be granted on personal or medical grounds. When leave is approved, your expected thesis submission date and milestone action dates are adjusted. There are limits to the duration of a leave of absence and some restrictions may apply prior to Confirmation of Candidature and when you are approaching your maximum degree period. Where possible, you should discuss your intention to apply for a leave of absence with your Primary Supervisor before you apply.

To apply for a leave of absence you should complete the relevant form: [utas.edu.au/research-admin/graduate-research/policies-and-forms/hdr-candidates-forms-and-guidelines](utas.edu.au/research-admin/graduate-research/policies-and-forms/hdr-candidates-forms-and-guidelines)

Annual (recreational) leave

You are entitled to up to 20 working days’ annual leave (pro rata) per year. This leave is included within the maximum expiry period of your degree, and the process is managed by your Academic Unit.

It is important that you plan for and take your annual leave as it can help you to manage your work-life balance and prevent burn-out. It is important to discuss your annual leave arrangements with your Primary Supervisor.

Sick/carer’s leave

You are entitled to 10 working days each year for sick or carer’s leave. This leave is included within the maximum expiry period of your degree, and the process is managed by your Academic Unit.

If you take more than 3 days’ sick or carer’s leave (consecutive or total in one year) you will need to provide a medical certificate to your Academic Unit.
Making changes

During your candidature, things may happen that require you to make changes to your enrolment or project. These changes are referred to as ‘variations’. Possible variations include:

- Leave of absence
- Extension of candidature and/or scholarship
- Change of campus
- Change of enrolment status (full-time to part-time and vice versa)
- Transfer to PhD from MRes (and vice-versa)
- Withdrawal from candidature
- Change of thesis title
- Change of supervisor

To request a variation to your candidature, you need to complete the relevant form. Your request will then be considered by your Academic Unit and the Dean of Graduate Research. utas.edu.au/research-admin/graduate-research/policies-and-forms hdr-policies

Using the systems

There are several systems that you will use regularly during your candidature. These are listed and described below.

- iGRad: iGRad is the University’s electronic Candidature Management system. This system gives you, your supervisors and GRC an overview of your candidature, monitors your progress and is where you will submit your Research Plans, Annual Review Progress Reports and Thesis for Examination. utas.edu.au/research-admin/graduate-research/igrad
- Eduroam: Eduroam is a secure wireless internet network that is available at all Australian universities and research institutions. It can be accessed using your University account details. utas.edu.au/it/communication-technologies/wireless-internet-access
- eStudent: You can access eStudent to manage your personal details, enrol in your coursework units and monitor your current enrolment and academic progress. Fees information is also accessed via eStudent. If you are a Domestic HDR candidate, this is where you complete your electronic Commonwealth Assistance Form (eCAF) and pay your Student Services and Amenities Fees (SSAF). estudent.utas.edu.au
- MyLO: MyLO (My Learning Online) is the University’s online learning environment. You can use MyLO to access any induction modules you are required to complete and the units you complete as part of the Graduate Certificate in Research. utas.edu.au/mylo
- ServiceNow: ServiceNow is used by a range of University departments, including IT, to manage requests. All HDR candidates have access to the ServiceNow portal to search the Knowledge Base, submit requests or report issues. utas1.service-now.com/selfservice
- WARP: The Web Access Research Portal (WARP) is the University’s research output database. You should use the HDR Publications Upload area to register publications that you produce as part of your degree. rmdb.research.utas.edu.au/public/rmdb/q/warp_home
- Webmail: All HDR candidates are provided with a University email account. This is integral to your candidature as all formal University correspondence is sent to this account. Your supervisors and other University staff and HDR candidates are also likely to use this account to email you, even if you have a personal account. You must check your University email regularly to avoid missing important information regarding your candidature and other University matters. utas.edu.au/webmail

There are a range of other systems that you may not use regularly but are important to be aware of.

- Locomote: Locomote is the University’s travel management system for travel requests and authorisations. utas.edu.au/finance/travel/booktravel/locomote-log-in
- MySAFETY: MySAFETY is the University’s health and safety system for reporting incidents and hazards. utas.edu.au/work-health-safety/mysafety-resources
- MyVPN: MyVPN provides secure, encrypted connections to University network and resources. If you are off-campus, you will need to activate MyVPN prior to accessing systems such as iGRad, eStudent and MyLO. Instructions for installing VPN on your computer are available via ServiceNow. utas1.service-now.com/selfservice
- RiskTeq: RiskTeq is a management tool for staff, students and volunteers participating in field activities at the University. As well as recordkeeping it provides a central location for minimum standards and procedures relevant to field safety. RiskTeq incorporates a risk assessment process, project approval and review as well as meeting record keeping requirements. utas.edu.au/work-health-safety/health-and-safety-topics/risk-management
Travelling

Travel Policy
As a HDR candidate you must abide by the University’s Travel Policy and Procedure. All travel outside of your home state that is related to your research must be booked and authorised using Locomote. You should discuss your travel arrangements with your supervisors prior to making any plans. utas.edu.au/finance/travel

Travel funding
The University recognises that conference attendance is an important research activity which contributes to the research abilities and profile of a HDR candidate. Significant skills can be gained and networking opportunities can arise which may lead to future research collaborations and employment opportunities. Similar benefits can be gained from participating in short internships and other research training activities at research facilities or institutions of international standing.

You are encouraged to be proactive in finding and applying for possible sources of travel funding. A good starting point is to have a discussion with your supervisors and GRC. You can also search the Research Professional database for potential funding opportunities. researchprofessional.com

Developing your skills

Three Minute Thesis (3MT)
The Three Minute Thesis (3MT) is a competition designed to help HDR candidates develop academic and research communication skills. Competitors have three minutes to explain their thesis and its significance, in language that is appropriate to a non-specialist audience. The University hosts the 3MT every year, with the winner sponsored to compete in the Asia-Pacific Final.

You are encouraged to participate in 3MT, as the ability to communicate the importance of your research project and articulate your findings is a very valuable skill. More information about 3MT is available online. utas.edu.au/research-admin/graduate-research/research-training-opportunities/three-minute-thesis-3mt

Researcher Development
Researcher Development at the University provides an essential range of programs and resources that are designed to help you to build and progress your research career. You can find out more about what is available online. utas.edu.au/research-admin/researcher-development

You also have access to a range of online development resources including Vitae and Lynda. Vitae is an online depository of researcher development articles and training materials, including some that are specifically for HDR candidates. You can log in to Vitae using your University of Tasmania credentials: vitae.ac.uk

LinkedIn Learning is an online learning platform that contains more than 10,000 courses on a range of subject matter including business, software, technology and creative skills. You can log in to LinkedIn Learning using your University of Tasmania credentials. linkedin.com/learning

Internships
Internships can enable you to turn your PhD theory into practice, build industry networks and enhance your CV, and develop soft skills to support and complement your research expertise. You should talk to supervisor about identifying opportunities to undertake internships and placements during your candidature.

Career Development and Employment
Making informed decisions about your career is an important step in the transition from university to work or further study. The Student Leadership and Careers team can help you to clarify important career issues, assist you with your career decisions and provide many services to support you to build your career. utas.edu.au/students/careers

Teaching and tutoring opportunities
You may be interested in furthering your skills in teaching or tutoring. If so, you should discuss this with your supervisors as they are best placed to advise of relevant opportunities within your Academic Unit. You will need to be mindful of the restrictions on the amount of paid employment undertaken during your candidature, as stipulated in the Higher Degree by Research Candidature Management Policy. utas.edu.au/research-admin/graduate-research/rules-policies-procedures-and-guidelines

Scholarships and student visas

Living allowance scholarship
If you have been awarded a living allowance scholarship, please be aware that it may take up to four weeks from your commencement date for your first scholarship payment to occur. Payments are made fortnightly.

Scholarships are normally only offered on a full-time basis and are governed by conditions detailed in the Conditions of Award and Letter of Offer. It is vital that you are familiar with the conditions of your scholarship.

You are encouraged to keep an eye out for other scholarship opportunities during your candidature. A good place to start is the Research Degrees Scholarships webpage. utas.edu.au/research-degrees/scholarships/other-scholarships

Student visas
International HDR candidates must remain keenly aware throughout candidature of the conditions of their student visa, particularly when applying for suspensions or extensions. International Student Advisers and the Graduate Research Office will do their best to remind you of requirements or restrictions, but it is ultimately your responsibility to comply with the conditions of your visa.
If you require an extension to your Confirmation of Enrolment (CoE) please talk to your CMA and they will guide you through the process. Once your extension is approved, please contact an International Student Adviser to find out how this will affect your student visa.

Hobart International Student Advisers:
ISA.Hobart@utas.edu.au
Launceston International Student Adviser:
ISA.Launceston@utas.edu.au

Safety and support

The University provides a number of services and resources to ensure you have access to a welcoming, safe, inclusive, and supportive environment.

An overview of helpful services is available on the Graduate Research webpage: utas.edu.au/research-admin/graduate-research/current-candidates/support-services

Safety and security

Accident insurance

HDR candidates are provided with student accident insurance for incidents that may occur while they are working on their research project. It should be noted that a HDR candidate is not insured by the University as a student during periods of leave of absence, nor are they entitled to use the University facilities (e.g. library, laboratory, office) during these periods. Some restrictions apply in the case of fieldwork undertaken overseas.

Campus Security

The University Security Service can be contacted 24 hours per day, every day of the year to report suspicious behaviour on-campus or for help or advice. Security also provides a range of services to staff and students, including Help Point telephones, escorts on-campus in specific instances of concern, and assistance with non-emergency enquiries and requests. Information about managing your personal safety and security and Security contact information is available online.
utas.edu.au/campus-services/security

You can request assistance from Campus Security by using SafeZone. SafeZone is an app for your mobile device that can be downloaded for free. utas.edu.au/campus-services/security/safe-zone

Emergencies

In an emergency, you should telephone the police, fire brigade, and/or ambulance on 000. If you are using a University telephone, you will need to dial ‘0’ before dialling 000. Detailed information about what to do in an emergency is available online.
utas.edu.au/infrastructure-services-development/emergency-management

Reporting incidents and hazards

The reporting of incidents and identification of hazards is critical in achieving a safe workplace as it prompts action to help prevent any future accidents, injuries, or trauma. You can report any hazards and incidents you see or experience at the University using MySAFETY, the University’s online safety platform. utas.edu.au/work-health-safety/mysafety-resources

Work Health and Safety

The University is committed to ensuring the health and safety of HDR candidates when undertaking study, research, or other work at a University campus or facility or when undertaking approved field work activities. All HDR candidates are required to complete the MyLO Work Health and Safety - Induction and Training module. Please note, there is a specific course located within this module for HDR candidates undertaking XGR501 as part of the Graduate Certificate in Research. utas.edu.au/work-health-safety/students

Respectful behaviour and relationships

University Values and Expectations

The University is committed to a values-based culture. This means the foundation of the community is based on a shared set of values and behavioural expectations. You should familiarise yourself with these values and expectations, because a safe and respectful University community is everybody’s responsibility.
utas.edu.au/students/shw/values

University Behaviour Policy

The University affirms the right of every student to feel safe and respected. As such, the University has policies and procedures in place to describe the expected behaviours of our University community, and to help you navigate a way forward if you experience inappropriate behaviour. It is important you are familiar with these so you can assist yourself and others. The University Behaviour Policy and University Behaviour Procedure are available online: utas.edu.au/policy/alphabetical

Safe and Fair Community Unit

The Safe and Fair Community Unit (SaFCU) is a University-wide service providing support, advice, and information to assist all community members to be safe and well. They respond to notifications of sexual assault or sexual harassment, concerns raised in relation to wellbeing or behaviour, reports of misconduct, and the lodgement of general concerns or complaints.

If you have experienced sexual assault or sexual harassment, or have observed concerning or inappropriate behaviour, you are encouraged to contact the SaFCU (+61 3 6226 2560, SaFCU@utas.edu.au). Detailed information about the SaFCU is available online. utas.edu.au/students/shw/safe-fair-community-unit

All University members have access to the free online MyLO unit, Responding to Disclosures of Sexual Violence. This unit provides you with the skills to respond appropriately, empathetically, and confidently if someone chooses to share their experience of sexual assault or sexual harassment with you.
mylo-courses.utas.edu.au/course/33/responding-to-disclosures-of-sexual-violence

You should also be aware of the First Responder’s Protocol, which outlines how to respond to a disclosure of sexual assault or sexual harassment.
utas.edu.au/students/shw/safe-fair-community-unit/sash
The University is a member of Respect. Now. Always., an initiative launched by Universities Australia in 2016 to combat sexual assault and sexual harassment against students. The University is committed to ensuring it has effective strategies in place for preventing and responding to sexual assault and sexual harassment.
utas.edu.au/respect-now-always

All students and staff have access to the free online training unit Consent Matters; a course to help you understand sexual consent, boundaries, respect, and positive intervention. mylo-courses.utas.edu.au/course/32/consent-matters

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### Key support services

<table>
<thead>
<tr>
<th>Who</th>
<th>Summary of services</th>
<th>More information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Behaviour Contact Officers (BCOs)</td>
<td>BCOs provide information and assistance with accessing support when dealing with workplace behaviour involving discrimination, harassment, bullying, or other abuse.</td>
<td>utas.edu.au/students/shw/safe-fair-community-unit</td>
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<tr>
<td>Personal Counsellors</td>
<td>Personal Counsellors offer free and confidential counselling to HDR candidates experiencing a range of academic and personal concerns including anxiety, stress, depression, motivational problems, relationship difficulties, and issues in the supervisory relationship. There are a range of counselling services provided by the University, including face-to-face personal counselling, eCounselling, and after-hours crisis support.</td>
<td>utas.edu.au/students/shw/counselling</td>
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<tr>
<td>Disability Advisers</td>
<td>Disability Advisers provide support and guidance regarding accommodation and access for students with disabilities and health conditions.</td>
<td>utas.edu.au/students/shw/disability</td>
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<tr>
<td>Student Advisers</td>
<td>Student Advisers can assist with time management, academic adjustment, study issues, navigating systems or processes, stress, financial problems, housing problems, relocation issues, physical or mental health or relationship issues.</td>
<td>utas.edu.au/students/learning/advisers</td>
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<tr>
<td>Student Learning Advisers</td>
<td>Student Learning Advisers offer support for the development of English language and academic skills for all students, including HDR candidates. You can seek an individual learning consultation for advice about clarity, coherence, sentence structure, and vocabulary in your thesis; to practice an oral presentation; or work on any other English language-related aspect of your research project. A program of skills workshops is also offered.</td>
<td>utas.edu.au/students/learning/consultation</td>
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<tr>
<td>Tasmania University Union Inc. (TUU)</td>
<td>The TUU is the peak body of student representation for tertiary students at the University of Tasmania. The TUU provides a wide range of services to students including independent advocacy, advice on study issues, and financial counselling and assistance. The TUU Postgraduate Council is the representative body for all postgraduate students at the University. The TUU also provides a Postgraduate Advocate who can provide specific assistance to HDR candidates. You can contact the Postgraduate Advocate on +64 3 6226 5573.</td>
<td>tuu.com.au/assistance/</td>
</tr>
</tbody>
</table>
Further information
utas.edu.au/graduate-research