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.

The HDR Candidate 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 Higher Degree by Research degrees at the University of Tasmania. In addition to this guide, you should familiarise yourself with the Graduate Research website, which provides a wealth of information and resources:

https://www.utas.edu.au/research-admin/graduate-research
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 Tracey Dickson**
Acting Dean of Graduate Research

Congratulations on the start of your research journey.
Academic Unit
As per Ordinance 14 - Academic Structure, the primary academic organisation of the University consists of Colleges, which consists of one or more Academic Units e.g. the College of Arts, Law and Education has five Academic Units, one of which is the School of Humanities.

Candidate Management Advisor (CMA)
CMAs are your first point of contact for HDR queries that are administrative in nature.

Co-supervisor
A supervisor within an HDR candidate’s supervisory team who is not their Primary Supervisor.

Confirmation of Candidature
Confirmation of Candidature (also referred to as Confirmation or CoC) provides a critically important opportunity to review an HDR candidate's academic development, Research Plan, performance, and resources to determine the viability of continued candidature.

An HDR candidate must pass Confirmation to progress to their second year EFT.

Discipline
As per Ordinance 14 - Academic Structure, within each Academic Unit there may be discipline-based groups e.g. within the School of Humanities there are four Disciplines, one of which is English.

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

EFT
Equivalent full-time enrolment. An HDR candidate studying full-time has an EFT of 1.0, while an HDR candidate studying part-time has an EFT of 0.5.

eStudent
A University system where HDR candidates can change personal information such as their contact details, manage coursework enrolment, look up fees (if applicable) and check graduation details.

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

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

Graduate Research Office (GRO)
The Graduate Research Office 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.

Higher Degree by Research (HDR)
A Doctoral degree or a Master of Research degree.

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
An electronic candidature management system, providing information to HDR candidates on their candidature, milestones and progression.

Maximum degree period
The period within which an HDR candidate must submit their thesis or examinable works (i.e. exegesis and creative work) for examination. This is normally 2 years EFT for a Masters of Research degree and 4 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 of Research.

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

PhD
Doctor of Philosophy.

Professional Doctorate (Prof Doc)
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.

Primary Supervisor
The Primary Supervisor is the research academic within a supervisory team with whom an HDR candidate will work most closely with. 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 twelve calendar months thereafter an annual review is undertaken by the supervisory team and the Graduate Research Coordinator.

Supervisory team
A team of supervisors, comprising of a Primary Supervisor and one to three co-supervisors, who supports an HDR candidate in their research degree.
Who you need to know
Who you need to know

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 Candidature Management Advisor (CMA) within GRO for your College. For more complex enquiries, please make an appointment to meet with someone in person. GRO staff are divided into Admissions (applications, scholarships and enrolments) and Candidature (commencements, variations, coursework and examinations), so make sure you check the right location for your enquiry and College in the table below.

You can also call GRO, Monday to Friday, between 9.00am and 5.00pm AEST: +61 3 6226 8559.

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<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>
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<td>Hobart Centenary Building, Level 3, Room 303, Sandy Bay campus.</td>
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<td>Hobart Building A, Level 1, Room 172, Newnham campus.</td>
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<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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<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>
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<tr>
<td></td>
<td></td>
<td>Hobart Advocate House, Medical Science Precinct, 17 Liverpool Street, Hobart.</td>
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<td>Hobart Building A, Level 1, Room 172, Newnham campus.</td>
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<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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Academic roles and responsibilities

Undertaking a research degree is a unique experience and every project is different. As a Higher Degree by Research (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.

The roles and responsibilities are described in the following:

- **Higher Degree by Research Infrastructure and Resources Policy:** [https://www.utas.edu.au/research-admin/graduate-research/policies-and-forms/hdr-policies](https://www.utas.edu.au/research-admin/graduate-research/policies-and-forms/hdr-policies)
- **Higher Degree by Research Supervision Policy:** [https://www.utas.edu.au/research-admin/graduate-research/policies-and-forms/hdr-policies](https://www.utas.edu.au/research-admin/graduate-research/policies-and-forms/hdr-policies)
- **Higher Degree by Graduate Research Coordination Policy:** [https://www.utas.edu.au/research-admin/graduate-research/policies-and-forms/hdr-policies](https://www.utas.edu.au/research-admin/graduate-research/policies-and-forms/hdr-policies)

To manage your expectations, it is highly recommended that you familiarise yourself with these documents. To assist, a summary of the various academic roles and their responsibilities have been provided, beginning with HDR candidates.

**Higher Degree by Research Candidates**

HDR candidates are candidates enrolled in a Doctoral degree or a Master of Research degree.

Higher Degree by Research candidates are responsible for:

- Undertaking research activity, as agreed with their supervisory team, 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

An important part of your research journey is also 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. If you’re unsure who they are, please ask your GRC to assist.

**Supervisors**

Your supervisory team includes your Primary Supervisor and between one to 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.

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
- 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 Coordinator
Every Academic Unit has several 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 within the GRC Register: [https://www.utas.edu.au/research-admin/graduate-research/supervisors/grc-register-and-training](https://www.utas.edu.au/research-admin/graduate-research/supervisors/grc-register-and-training)

Graduate Research Coordinators are responsible for:
- Providing advice to the Head of Academic Unit to assist with the 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 the 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.

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 of candidature. You can ask your supervisors to help you facilitate this meeting.

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 Structure Policy, Delegations Policy, and Delegations Profiles and Schedules: [https://www.utas.edu.au/policy/by-category](https://www.utas.edu.au/policy/by-category)
- 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.

Dean of Graduate Research
The Dean of Graduate Research 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 of Graduate Research can make an appointment. Contact details are available online: [https://www.utas.edu.au/research/degrees/contact-us](https://www.utas.edu.au/research/degrees/contact-us)

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 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.
What you need to do
What you need to do

Before your first day

• Get excited!
  You are about to begin your Higher Degree by Research, and join the University of Tasmania’s research community.

• Read your Acceptance of Offer email
  Please read your Acceptance of Offer email carefully and undertake all the requested steps.

• Arrange accommodation and request airport pickup (For international or interstate candidates moving to Tasmania)
  For candidates moving to Tasmania to commence their research, consider your accommodation options. The University of Tasmania have a range of on-campus options, as well as links to off-campus accommodation alternatives: https://www.utas.edu.au/student-living. The University of Tasmania also provides a free airport pick-up service: https://www.utas.edu.au/students/international-students/airport-pickup-request

• Familiarise yourself with roles and responsibilities
  Familiarise yourself with your role and responsibilities as an incoming candidate, and the roles and responsibilities of your supervisory team, Graduate Research Coordinator (GRC), Head of Academic Unit and Dean of Graduate Research. A handy summary is provided above.

• Read your Conditions of Award (For candidates in receipt of a Living Allowance Scholarship)
  Please ensure you read your Award Conditions. Please note, scholarship payments cannot commence until you have an open Australian bank account. If you’re unsure where your closest bank is relative to the University campus, please contact UConnect and they will be able to assist you: https://www.utas.edu.au/students/admin/u-connect
Your first day

- **Familiarise yourself with your campus**
  Look at a campus map and familiarise yourself with your relevant campus and the services it offers: [https://www.utas.edu.au/campuses](https://www.utas.edu.au/campuses)

- **Meet your Primary Supervisor**
  Attend a meeting with your Primary Supervisor and take some time to get to know each other. During this meeting:
  - Complete the necessary commencement paperwork (accessible through your Acceptance of Offer email, or on the Candidate Forms webpage: [https://www.utas.edu.au/research-admin/graduate-research/policies-and-forms/hdr-candidates-forms-and-guidelines](https://www.utas.edu.au/research-admin/graduate-research/policies-and-forms/hdr-candidates-forms-and-guidelines)).
  - Organise infrastructure (such as your laptop, desk allocation, and access card)
  - Discuss Information Technology and system requirements.
  - Organise an on-site induction
  - Schedule your initial supervisory meeting with your supervisory team and preferably your GRC
  - Discuss and establish research and behavioural expectations
  - Ask your Primary Supervisor to meet your GRC.

- **Submit your commencement paperwork**
  Submit, either in person or via email, the completed commencement paperwork to a Candidature Management Advisor (CMA) within the Graduate Research Office (GRO): [https://www.utas.edu.au/research/degrees/contact-us](https://www.utas.edu.au/research/degrees/contact-us). Confirmation of enrolment will be sent to your personal email address and may take up to 1 working day to occur.

- **Set up your space**
  Your Academic Unit will provide you with the necessary infrastructure to work on-campus. Please ensure you acquire information about building, office and/or lab access, your desk allocation, tea and washroom facilities, photocopying, travel, internet access and on-campus mailing addresses.

- **Undertake an on-site induction**
  Undertake an on-site induction within your Academic Unit. For all candidates (irrespective of whether you are on- or off-campus), please ensure you acquire information about:
  - Key personnel within the Academic Unit and College. This includes the professional staff who are there to assist you with day-to-day enquiries regarding administration.
  - Academic Unit and College specific facilities and support arrangements (e.g. funding for conference attendance).
  - Any Academic Unit-specific inductions you are required to undertake.
  - Any relevant email distribution lists you should be added to.
  - Where or how to meet other HDR candidates.

- **Be safe**
  Save the Security number (+61 3 6226 7600) in your phone and familiarise yourself with other emergency contact information: [https://www.utas.edu.au/infrastructure-services-development/emergency-management](https://www.utas.edu.au/infrastructure-services-development/emergency-management). You can also request assistance from Campus Security by using SafeZone. SafeZone is an app for your mobile device that can be downloaded for free: [https://www.utas.edu.au/campus-services/security/safe-zone](https://www.utas.edu.au/campus-services/security/safe-zone)
Your first two weeks

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

• Get your student ID card
  Once you have submitted your confirmation of candidature paperwork, and upon receipt of a Confirmation of Enrolment email, obtain your student ID card through a UConnect location, or online: https://www.utas.edu.au/students/admin/id-and-access

• Get your login details
  Your University email, username and password details (login details) will be emailed separately to your personal email account. It may take up to 3 working days to be generated upon being enrolled. Please contact Service Desk if you have not received your details after this time: https://www.utas.edu.au/service-desk

• Have your initial supervisory meeting
  Undertake your initial supervisory meeting with your supervisory team and preferably your GRC. During this meeting, discussion points should include:
  • Key project aims
  • Each party’s role, responsibilities and expectations, including how to provide feedback and resolve issues
  • A proposed timetable and methods of working together
  • Key milestones, including whether ethics approval is needed (and, if so, how to obtain it), provisional timelines for your Research Plan, and Confirmation of Candidature

• Coursework
  • Intellectual Property
  • Authorship
  • Project-specific support available from the Academic Unit or University
  • Participation in research events and professional development.

After this meeting you will need to organise and undertake regular meetings with your supervisory team, to review and advise on project progress.

• Meet your Graduate Research Coordinator
  If you have not done so already, meet your GRC. The GRC works alongside the Head of Academic Unit and your supervisors to oversee your candidature. A list of GRCs is available online within the GRC Register: https://www.utas.edu.au/research-admin/graduate-research/supervisors/grc-register-and-training

• Log in to the University systems
  Upon receipt of your login details you will be able to access a range of online systems required during candidature, including webmail, iGRad, eStudent and MyLO. For further information on these student systems, please refer to this Guide and the Commencing Candidates website under What you need to know: https://www.utas.edu.au/research-admin/graduate-research/commencing-candidates

• Commence the HDR Candidate Induction
  Access MyLO and start the HDR Candidate Induction: https://www.utas.edu.au/mylo. All new candidates are required to undertake the HDR Candidate Induction, to ensure a smooth transition into their HDR program. The Induction is self-paced and should be completed within your first week of candidature.

• Enrol in coursework units
  Enrol in your coursework units as early as possible via eStudent: https://estudent.utas.edu.au. Coursework units undertaken during candidature teach you high-level research, communication and management skills. For further information on your coursework, or on how to apply for an exemption or credit, please refer to the HDR Coursework webpage: https://www.utas.edu.au/research-admin/graduate-research/current-candidates

For domestic candidates, please ensure you complete a Commonwealth Assistance Form (eCAF) during the enrolment process. Instructions on how may be accessed here: https://www.utas.edu.au/__data/assets/pdf_file/0006/1154796/Completing-your-Commonwealth-Assistance-Form-online.pdf

• Familiarise yourself with responsible research conduct
  Ensure you are aware of and understand what is required to ensure responsible research conduct. A handy summary is provided within this Guide.

• Meet an International Student Advisor (For international candidates)
  Visit or contact an International Student Advisor: https://www.utas.edu.au/students/learning/advisers. International Student Advisors can provide assistance with understanding University policies and procedures or accessing services and information pertinent to international candidates, such as finding accommodation and understanding visa requirements. They can also assist with any personal circumstances affecting your candidature.

• Pay your Student Services and Amenities Fee (For domestic candidates)
  Ensure you pay your Student Services and Amenities Fee (SSAF). SSAF is a compulsory fee for student services and amenities provided, which are non-academic in nature. Further information on SSAF may be found online: https://www.utas.edu.au/students/admin/ssaf

Make sure to complete the HDR Candidate Induction, accessible in MyLO:

Your first month

With the excitement and activity of your first two weeks behind you, it can be hard to know what to do next. Understanding candidature progression and how you manage candidature is therefore your next step, in addition to completing the HDR Candidate Induction and beginning some key activities and tasks necessary for Confirmation of Candidature, your first formal review.

• Familiarise yourself with candidature progression and milestones
  Familiarise yourself with your candidature milestones and requirements. General information is accessible within this Guide, with a succinct description of each type found on the Candidature Milestones webpage: https://www.utas.edu.au/research-admin/graduate-research/current-candidates

• Familiarise yourself with candidature management and variations
  Familiarise yourself with how you manage and undertake variations to candidature. A useful summary is provided within this Guide.

• Book a research consultation with a Research Librarian
  An essential tool for success, Research Librarians provide guidance in various areas including research planning, accessing pertinent literature, publishing your research outputs and measuring impact. They can also assist you to sign up for ORCID and Researcher IDs, which will help build your research profile when you publish.
  During your consultation you will be required to complete an Information Skills Checklist: https://www.utas.edu.au/library/contact-us/research-librarians
  The consultation is also an opportune time to discuss how the Library can assist you with your Data Management Plan and Literature Review, both requirements of Confirmation of Candidature.

• Start the process of getting ethics approval (if required)
  Many research projects require human or animal ethics approval to proceed. It is therefore 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, please contact the Research Integrity and Ethics team: https://secure.utas.edu.au/research-admin/research-integrity-and-ethics-unit-rieu

• Commence your Research Plan
  The Research Plan is a live document, which can be created and maintained throughout candidature in iGRad: https://www.utas.edu.au/research-admin/graduate-research/igrad
  It describes your project’s aims, methods, directions and milestones, which should be reviewed and updated regularly during candidature.
  The first draft of your Research Plan must be completed at three months’ EFT and submitted to your GRC through iGRad. For more information about the Research Plan please refer to your Primary Supervisor for Academic Unit-specific requirements and, for more general information refer to the Higher Degree by Research Reviews of Progress Policy and Procedure: https://www.utas.edu.au/research-admin/graduate-research/policies-and-forms/hdr-policies

• Commence your Data Management Plan
  Begin to create a Data Management Plan, which will describe how you will collect, organise, manage, store, secure, back up, preserve and share your research data. The Data Management Plan should adhere to the Management of Research Data Procedure: https://www.utas.edu.au/policy/by-category.
  The Library also has a range of resources to help you develop your Data Management Plan: http://utas.libguides.com/ResearchData/management
  For more information, please liaise with your Primary Supervisor and/or contact a Research Librarian: https://www.utas.edu.au/library/contact-us/research-librarians
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.
Your first year

Within the first month of candidature you’ve begun to work on key tasks many of which will contribute to Confirmation of Candidature, the first formal review you will undergo at the end of your first year EFT of candidature.

- **Submit your first Research Plan draft**
  The first draft of your Research Plan must be completed at 3 months’ EFT, and submitted through iGRad: [https://www.utas.edu.au/research-admin/graduate-research/igrad](https://www.utas.edu.au/research-admin/graduate-research/igrad). Once you have done so, please notify your GRC and Primary Supervisor to ensure they are aware. Please note, the Research Plan is a live document that will be reviewed annually in each Annual Review (including Confirmation). It may therefore change as your candidature progresses.

- **Make progress with your coursework**
  In your first year, you should focus on completing any coursework units that are required for Confirmation. These are:
  - Masters by Research – XGR501: Introduction to Higher Degree by Research
  - PhD – XGR501: Introduction to Higher Degree Research, and one other unit
  - Professional Doctorate – You should discuss your coursework requirements with your 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 from based on the skills and knowledge that will enhance your ability to complete your research project: [https://www.utas.edu.au/research-admin/graduate-research/current-candidates/your-graduate-research-coursework](https://www.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. Your supervisors will be able to advise you regarding length, format, style and any other requirements. You are encouraged to discuss this with your supervisors early on in your candidature to give you as much time as possible to complete the written work. Research Librarians can also assist you in searching for and accessing relevant literature: [https://www.utas.edu.au/library/contact-us/research-librarians](https://www.utas.edu.au/library/contact-us/research-librarians)

- **Confirmation of Candidature**
  Confirmation of Candidature is your first major review. It occurs at 12 months’ EFT, however you and your supervisors should start planning for Confirmation from the very beginning of candidature. The primary purpose of Confirmation is to make sure that you have the capacity to undertake your research project within the maximum degree period, and that your research project is clearly defined, coherent and feasible.

  To have your candidature confirmed and to allow continued enrolment in your course, you must fulfil the following requirements:
  - Research Plan
  - Ethics requirements (if required)
  - 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

  For Confirmation, the required documentation is submitted via iGRad. Submission may begin as soon as the tab appears in iGRad, 2 months before the due date.

  For more information about Confirmation please refer to your Primary Supervisor for Academic Unit-specific requirements and, for more general information and requirements please refer to the Higher Degree by Research Reviews of Progress Policy: [https://www.utas.edu.au/research-admin/graduate-research/policies-and-forms/hdr-policies](https://www.utas.edu.au/research-admin/graduate-research/policies-and-forms/hdr-policies)

  A succinct summary of this candidature milestone may also be accessed on online: [https://www.utas.edu.au/research-admin/graduate-research/current-candidates](https://www.utas.edu.au/research-admin/graduate-research/current-candidates)
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 - sometimes referred to as the Mid-Candidature Review. Annual Reviews check your academic performance is consistent with your Research Plan and make sure that you have the right resources and support to complete your research project within the maximum degree period.
  In order to participate in an Annual Review, you must provide a range of information and documents in iGrad: https://www.utas.edu.au/research-admin/graduate-research/igrad
  This will become your Annual Review Report, which is then assessed by your GRC and supervisors within a Review of Progress meeting.
  You can start completing your Report as soon as the tab appears in iGrad, 2 months before the due date.

- **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.

For more information about your Annual Review please refer to your Primary Supervisor for Academic Unit-specific requirements and, for more general information refer to the Higher Degree by Research Reviews of Progress Policy: https://www.utas.edu.au/research-admin/graduate-research/policies-and-forms/hdr-policies

A succinct summary of this candidature milestone may also be accessed on online: https://www.utas.edu.au/research-admin/graduate-research/current-candidates/your-graduate-research-coursework

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

Your final year is approaching. Here are some things you can do, last but not least of which is prepare for the most exciting milestone of all: Thesis submission.

- **Prepare for your third or final Annual Review**
  At the end of your third year EFT you may go through your final Annual Review. The purpose and process of this review is the same as the previous Annual Review – to assess your academic performance relative to your Research Plan and ensure you have what you need to complete your project.
  Just like your previous Annual Review, you will need to complete an Annual Review Report via iGrad. This will be used as the basis for a Review of Progress 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.
  For more information about your Annual Review please refer to your Primary Supervisor for Academic Unit-specific requirements and, for more general information refer to the Higher Degree by Research Reviews of Progress Policy.

- **Finalise your coursework**
  By your third year EFT, you should have completed all 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: [https://www.utas.edu.au/research-admin/graduate-research/current-candidates/your-graduate-research-coursework](https://www.utas.edu.au/research-admin/graduate-research/current-candidates/your-graduate-research-coursework)

- **Prepare for thesis submission**
  The final and perhaps most exciting milestone of your candidature is 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 as prescribed in Policy.
  For more information about thesis submission, please refer to your Primary Supervisor for Academic Unit-specific requirements and, for more general information refer to the Higher Degree by Research Thesis Preparation, Submission and Examination policy: [https://www.utas.edu.au/research-admin/graduate-research/policies-and-forms/hdr-candidates-forms-and-guidelines](https://www.utas.edu.au/research-admin/graduate-research/policies-and-forms/hdr-candidates-forms-and-guidelines)

A succinct summary of the steps involved in the preparation, submission and examination of this candidature milestone may also be accessed here: [https://www.utas.edu.au/research-admin/graduate-research/current-candidates](https://www.utas.edu.au/research-admin/graduate-research/current-candidates)

To assist, thesis submission, examination and graduation guidelines, forms and templates are also accessible online: [https://www.utas.edu.au/research-admin/graduate-research/policies-and-forms/hdr-candidates-forms-and-guidelines](https://www.utas.edu.au/research-admin/graduate-research/policies-and-forms/hdr-candidates-forms-and-guidelines)

To assist, thesis submission, examination and graduation guidelines, forms and templates are also accessible online: [https://www.utas.edu.au/research-admin/graduate-research/current-candidates](https://www.utas.edu.au/research-admin/graduate-research/current-candidates)

To assist, thesis submission, examination and graduation guidelines, forms and templates are also accessible online: [https://www.utas.edu.au/research-admin/graduate-research/current-candidates](https://www.utas.edu.au/research-admin/graduate-research/current-candidates)
Tips for success 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.

Build your research skillset

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: https://www.utas.edu.au/research-admin/graduate-research/research-training-opportunities

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: https://www.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: https://www.utas.edu.au/research-admin/graduate-research/policies-and-forms/hdr-policies

Resources
There are 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: https://www.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: https://www.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.

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.

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 please review the Guidelines for Incorporating Publications into a Thesis: https://www.utas.edu.au/research-admin/graduate-research/policies-and-forms/hdr-policies

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: https://www.utas.edu.au/events
• UTASLife: https://www.utas.edu.au/utaslife
**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: [https://www.utas.edu.au/students/shw](https://www.utas.edu.au/students/shw)
- Supporting and Managing Candidates’ Mental Health: [https://www.utas.edu.au/research/graduate-research/candidates-mental-health/home](https://www.utas.edu.au/research/graduate-research/candidates-mental-health/home)
- Aboriginal and Torres Strait Islander HDR candidates: [https://www.utas.edu.au/riawunna](https://www.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.
What you need to know
**What you need to know**

**Rules, policies, procedures and ordinances**

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, procedures and ordinances that provide guidance to Higher Degree by Research candidates and all staff involved with research at the university.

Rule 4 – Rules of Graduate Research is the overarching framework for research degrees at the University of Tasmania: https://www.utas.edu.au/academic-governance/academic-senate/academic-senate-rules

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 Minimum Infrastructure and Resources
- Higher Degree by Research Supervision
- 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

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, with the wider framework, organised by category, found here: https://www.utas.edu.au/policy/by-category

**Ordinances**

Within the governance framework of the University are ordinances. Of particular importance within the HDR space are the following:

- Ordinance 8 - Student Complaints
- Ordinance 9 - Student Discipline
- Ordinance 14 - Academic Structure (from 15 July 2019)
- Ordinance 21 - Student Behaviour and Conduct

You can access these ordinances online: https://www.utas.edu.au/university-council/university-governance/ordinance

**Respectful and responsible conduct**

People are the heart of our University community. As members of our University community we work and study in close proximity to each other, regularly interact and often depend upon one another, all of which requires high levels of trust and respect. Our University is therefore committed to a culture that encourages respectful and responsible conduct.

**Values and behavioural expectations**

Our University is committed to a values-based culture. This means the foundation of our community is based upon a shared set of values and by behavioural expectations that have been set in place to help us be safe, feel valued and respected, and thrive. These values are:

- Respect and self-respect
- Fairness and justice
- Integrity
- Trust and trustworthiness
- Responsibility
- Honesty

Aligned with these values are our behavioural expectations, which are set out within the University Behaviour Policy and Procedure: https://www.utas.edu.au/policy/by-category

You should familiarise yourself with these values and expectations, because a safe and respectful University community is everybody’s responsibility. For further information on our values and expectations please go online: https://www.utas.edu.au/students/shw/values

Further assistance may also be acquired from the Safe and Fair Community Unit (SaFCU). SaFCU is a University-wide service providing support, advice, and information to assist all community members be safe and well: https://www.utas.edu.au/students/shw/safe-fair-community-unit

**Respect. Now. Always.**

The University is a member of Respect. Now. Always., an initiative launched in 2016 by Universities Australia 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. For further information, please refer online: https://www.utas.edu.au/respect-now-always

As an HDR candidate at the University, you also have access to the following free online MyLO units:

- Responding to Disclosures of Sexual Violence
- Consent Matters

The Responding to Disclosures of Sexual Violence 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: https://mylo.utas.edu.au/d2l/le/discovery/view/course/344712

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: https://www.utas.edu.au/students/shw/safe-fair-community-unit/sash

The Consent Matters unit is a course to help you understand sexual consent, boundaries, respect, and positive intervention: https://mylo.utas.edu.au/d2l/le/discovery/view/course/344711
Responsible research conduct
The University of Tasmania is dedicated to creating and maintaining an environment that promotes responsible research conduct in accordance with the Australian Code for the Responsible Conduct of Research (the Code).

In response to the Code, our University has implemented a suite of policies and procedures, which are outlined in the University of Tasmania’s Responsible Conduct of Research Framework. It is every candidate’s responsibility to be aware of and adhere to the Code and Framework.

In addition to research integrity, each HDR candidate must abide by the University’s commitment to uphold a high level of academic integrity. As noted within A Guide to Academic Integrity for Students:

“Academic integrity is about mastering the art of scholarship. Scholarship involves researching, understanding and building upon the work of others and requires that you give credit where it is due and acknowledge the contributions of others to your own intellectual efforts. At its core, academic integrity requires honesty.

“This involves being responsible for ethical scholarship and for knowing what academic dishonesty is and how to avoid it.”

Research integrity and ethics, and academic integrity are the backbone of our University’s research culture. To ensure your understanding of what is expected of you as an HDR candidate, please familiarise yourself with the following:


• University of Tasmania’s Responsible Conduct of Research Framework: https://www.utas.edu.au/research-admin/research-integrity-and-ethics-unit-rieu/research-integrity-university-of-tasmania-responsible-conduct-of-research-framework

• Responsible Conduct of Research Policy:

https://www.utas.edu.au/policy/by-category

• Research Integrity & Ethics website: https://www.utas.edu.au/research-admin/research-integrity-and-ethics-unit-rieu

• Plagiarism and Academic Integrity Policy: https://www.utas.edu.au/policy/by-category


• Academic Integrity and Misconduct website: https://www.utas.edu.au/curriculum-and-quality/academic-integrity-and-misconduct

For further information on research integrity, or if ethics approval is required for your project, please contact the Integrity and Ethics unit: https://www.utas.edu.au/research-admin/research-integrity-and-ethics-unit-rieu/contacts

Misconduct, complaints and resolving difficulties
When issues arise the University is committed to providing an environment in which genuine concerns or complaints are treated seriously, impartially, and resolved as quickly as possible.

Inappropriate behaviour:
Behaviour that is inconsistent with our University values is considered to be inappropriate behaviour. Inappropriate behaviour of staff and candidates is managed in line with the University Behaviour Policy and Procedure.

If something has happened which is felt to be inappropriate behaviour, or you require further information, please contact the Safe and Fair Community Unit (SaFCU).

Safe and Fair Community Unit
SaFCU 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, please contact SaFCU (+61 3 6226 2560, SaFCU@utas.edu.au). For more detailed information about SaFCU, please go online: https://www.utas.edu.au/students/shw/safe-fair-community-unit

Resolving difficulties within the academic unit:
Where possible, candidates should work with their Primary Supervisor to resolve difficulties as soon as they arise during candidature. HDR candidates may also seek advice and support from the Postgraduate Advocate and Welfare Support Officer at the Tasmania University Union: https://tuu.com.au/assistance/advocacy/

Where a candidate has been unable to resolve a problem with their supervisors they should continue to seek to resolve the problem by working with the following people in their Academic Unit, in the order presented:

• Graduate Research Coordinator

• Head of Academic Unit

• College Executive Dean

If a candidate is still unable to resolve the problem a formal complaint may be made through the Dean of Graduate Research, following the procedure outlined within Ordinance 8 - Student Complaints: https://www.utas.edu.au/university-council/university-governance/ord

For matters related to harassment or discrimination, or other inappropriate behaviour, formal complaints may be actioned under the University Behaviour Policy and Procedure: https://www.utas.edu.au/policy/by-category

Research misconduct:
The definition of research misconduct and the process for submitting an allegation of research misconduct are
Academic misconduct:
The University of Tasmania’s A Guide to Academic Integrity for Students details the expectations of scholarship and defines academic dishonesty.

Breaches of academic integrity resulting in allegations of academic misconduct are investigated according to the procedure within Ordinance 9 - Student Discipline: https://www.utas.edu.au/university-council/university-governance/ord

For further information on academic misconduct, or to access the academic integrity Guide please go online: https://www.utas.edu.au/curriculum-and-quality/academic-integrity-and-misconduct/student-misconduct

Review of Decisions made by the Dean of Graduate Research:
Where a decision has been made by the Dean of Graduate Research, a candidate may request that the Deputy Vice-Chancellor (Research) review the decision. If the candidate is still unsatisfied with the decision of the Deputy Vice-Chancellor they may give notice in writing within 20 days to the Office of the Deputy Vice-Chancellor Students and Education, that they seek an appeal under Part 4 of Ordinance 8 - Student Complaints.

Candidature progression and milestones
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. For Master of Research candidates this is 2 years EFT, and for Doctoral candidates this is 4 years EFT. During candidacy you will be required to undertake various action items or milestones. These milestones have been provided to ensure there are opportunities for project refinement through periodic feedback and guidance.

Your candidacy milestones are:
- Initial Supervisory Meeting
- Regular Meetings
- Research Plan Draft
- Ethics Approval (if required)
- Confirmation of Candidature
- Annual Reviews of Progress
- Milestone Progress Reports to GRC
- Thesis Submission and Examination

A succinct summary of what each candidacy milestone entails may be accessed here: https://www.utas.edu.au/research-admin/graduate-research/current-candidates

Managed in iGRad, the Action Dates tab details every milestone, including when they are due for completion. Before the due date, iGRad will send reminder emails. Depending on milestone type it is generally the responsibility of your Primary Supervisor or Graduate Research Coordinator (GRC) to complete the 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.

If you have concerns about meeting your milestone by the due date or you wish to complete a milestone earlier, please liaise with your Primary Supervisor or GRC first. If your query remains unresolved, the Graduate Research Office (GRO) is also happy to assist you and, in exceptional circumstances the Dean of Graduate Research may approve shifting the due date.

For further information please access the following:
- Candidature Milestones webpage: https://www.utas.edu.au/research-admin/graduate-research/current-candidates
- iGRad - Your Candidature Management Tool webpage: https://www.utas.edu.au/research-admin/graduate-research/current-candidates
- Higher Degree by Research Reviews of Progress Policy and Procedure: https://www.utas.edu.au/research-admin/graduate-research/policies-and-forms/hdr-policies
- Higher Degree by Research Thesis Preparation, Submission and Examination Policy: https://www.utas.edu.au/research-admin/graduate-research/policies-and-forms/hdr-policies
It is important that you plan for and requested.

Medical Leave of Absence should be working days of sick leave are taken, a Supervisor. If more than 10 consecutive the Academic Unit via your Primary degree period and is managed within Annual leave and sick leave are included within the total length of the maximum degree period. Where possible, you should discuss your intention to apply for a leave of absence with your Primary Supervisor before you apply.

Candidature variations
During candidature you may be required to make changes to your enrolment or project. These changes are referred to as variations.

Possible variations include:
- Leave of absence (not to be confused with sick or annual leave)
- Change of enrolment status (or load; full-time to part-time and vice versa)
- Change of campus (mode)
- Change of thesis topic
- Change of supervisor
- Transfer to PhD from MRes (and vice-versa)
- Extension of candidature and/or scholarship
- Withdrawal from candidature

All candidacy variation applications must be endorsed by your Primary Supervisor, GRC and Head of Academic Unit, and must be approved by the Dean of Graduate Research to proceed.

If you are in receipt of a Living Allowance Scholarship Award, please check the conditions of the Award as an application to vary candidature may affect the tenure of the Award and your eligibility to retain the Award. Furthermore, in the case of leave of absence there may be eligibility for paid Leave.

Prior to submitting an application, all international candidates should seek advice from an International Student Advisor: https://www.utas.edu.au/students/learning/advisers. For international candidates there may be visa implications to your request that may prevent an application being successful.

Prior to submitting an application, all Professional Doctorate candidates should seek advice from their Course Coordinator.

All candidate forms may be accessed via the Forms & Policies website: https://www.utas.edu.au/research-admin/graduate-research/policies-and-forms. All forms that are eForms may also be managed and tracked via the Service Portal: https://utas1.service-now.com/selfservice/

For further information on all candidature variations, please access the following:

The Candidature Team within GRO is also happy to assist you with any queries you may have: https://www.utas.edu.au/research/degrees/contact-us

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Candidature management and variations

Your primary focus during 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.

Annual/Sick leave
As an HDR candidate you are entitled to 20 working days annual leave (pro rata) and 10 working days sick leave per year. Annual leave and sick leave are included within the total length of the maximum degree period and is managed within the Academic Unit via your Primary Supervisor. If more than 10 consecutive working days of sick leave are taken, a Medical Leave of Absence should be requested.

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

Leave of absence
A leave of absence refers to a period of non-enrolment, when you are not working on your research degree for personal or medical reasons. When approved by the Dean of Graduate Research, a leave of absence does not change the total length of the maximum degree period but shifts the maximum expiry date in proportion to the approved leave. This is likewise the case if you are in receipt of a Living Allowance Scholarship Award; the Scholarship period will not change but the expiry date will shift in proportion to the approved leave.

There are limits to the duration of a leave of absence and some restrictions may apply prior to Confirmation 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.

For Academic Unit-specific requirements, please refer to your Primary Supervisor and GRC. The Candidature Team within GRO is also happy to assist you with any general queries you may have: https://www.utas.edu.au/research/degrees/contact-us

At the University of Tasmania, Google Chrome is the recommended web browser. If you run into technical difficulties, try using Google Chrome first, then contact Service Desk.
**Other useful information**

**Travelling**

**Travel Policy**
As an HDR candidate you must abide by the University’s Travel Policy and Procedure: [https://www.utas.edu.au/policy/by-category](https://www.utas.edu.au/policy/by-category).

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, and ensure it is supported by your Academic Unit: [http://utas.edu.au/finance/travel](http://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 an 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: [https://www.researchprofessional.com](https://www.researchprofessional.com).

**Living allowance scholarships**
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 the conditions detailed in the Conditions of Award and Letter of Offer. It is vital that you are familiar with the conditions of your scholarship, particularly when requesting a variation to candidature.

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: [https://www.utas.edu.au/research/degrees/scholarships/other-scholarships](https://www.utas.edu.au/research/degrees/scholarships/other-scholarships).

**Fees**

**International HDR candidates**
Unless a Tuition Fee Scholarship has been awarded, international HDR candidates are charged tuition fees for the duration of their research degree. Fees are charged in advance each enrolment period (of which there are two each year - 01 January to 30 June, and 01 July to 31 December). HDR candidates can access their fee statements online via eStudent and need to ensure that their fees are paid by the due date: [https://estudent.utas.edu.au](https://estudent.utas.edu.au).

An international HDR candidate’s tuition fee includes the Student Services and Amenities Fee.

**Domestic HDR candidates - Research Training Program (RTP) Fees Offset**
The RTP Fees Offset was introduced by the Commonwealth Government in 2017 to replace the Research Training Scheme (RTS). The RTP Fees Offset covers tuition fees for domestic candidates enrolled in a research degree for the duration of the course with no extension available.

Other applicable fees, such as the Student Services and Amenities Fee, are the candidate’s responsibility.

**Student Services and Amenities Fees (SSAF)**
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, childcare, food services and sporting and recreational activities. Further information about SSAF may be found online: [https://www.utas.edu.au/students/admin/ssaf](https://www.utas.edu.au/students/admin/ssaf).

HDR candidates should access eStudent and ensure that their fees are paid by the due date: [https://estudent.utas.edu.au](https://estudent.utas.edu.au).

**SA-HELP**
SA-HELP is a loan scheme that assists eligible candidates to pay all or part of their SSAF.

If eligible for SA-HELP, and if utilised, the amount is added to a candidate’s accumulated Higher Education Loan Program (HELP) debt. For further information on SA-HELP, or for assistance from the Fees Unit, please go online: [https://www.utas.edu.au/fees](https://www.utas.edu.au/fees).

**Student visas and changes to citizenship**

International HDR candidates must remain keenly aware throughout candidature of the conditions of their student visa, particularly when applying for a variation of candidature. International Student Advisers and GRO 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 in GRO 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: [https://www.utas.edu.au/students/learning/advisers](https://www.utas.edu.au/students/learning/advisers).

If your citizenship/residency status changes, please ensure you complete a Change of Citizenship/Residency Status form and attach documentary evidence in support of a change in status. This form must be submitted as soon as possible after a change of citizenship/residency for changes to take immediate effect, including eligibility for the RTP fees offset. For further information, please go online: [https://www.utas.edu.au/enrolments/citizenship](https://www.utas.edu.au/enrolments/citizenship).

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University of Tasmania > [utas.edu.au/graduate-research](utas.edu.au/graduate-research) 23
Support services and resources

The University of Tasmania provides a range of services and resources to ensure you have access to a safe, welcoming, inclusive and supportive environment. The following services are available to all Higher Degree by Research (HDR) candidates, whether they be on- or off-campus. An overview of helpful support services is also available on the Graduate Research website: https://www.utas.edu.au/research-admin/graduate-research/current-candidates

Research-based services and resources

<table>
<thead>
<tr>
<th>Area/Resource</th>
<th>Can help with</th>
<th>Contact details</th>
</tr>
</thead>
</table>
| Business Development and Technology Transfer | • Intellectual Property  
• Commercialisation  
• Innovation  
• Partnering with industry, government or the community | +61 3 6226 2614  
Research.IP@utas.edu.au |
| Central Science Laboratory (CSL) | • 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 | • Admission  
• Scholarship  
• Enrolment  
• Commencement  
• Variation  
• Coursework  
• Examination | +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 | • 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 | • 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 |
### Library support

<table>
<thead>
<tr>
<th>Area/*Resource</th>
<th>Can help with</th>
<th>Contact details</th>
</tr>
</thead>
</table>
| Library for Researchers [https://www.utas.edu.au/library/research](https://www.utas.edu.au/library/research) | • Developing and applying search strategies  
• Accessing key literature  
• Signing up for research identifiers  
• Collecting, managing and publishing research data  
• Managing references | +61 3 6226 1818  
If you wish to contact a Research Librarian directly, please visit the Contact us webpage: [https://www.utas.edu.au/library/contact-us/library-contacts](https://www.utas.edu.au/library/contact-us/library-contacts)  
To organise a research consultation, email Research.Librarians@utas.edu.au or use the online form: [https://www.utas.edu.au/library/forms/research-consultation](https://www.utas.edu.au/library/forms/research-consultation)  
To participate in a workshop, please book online: [https://www.utas.edu.au/library/research/research-workshops](https://www.utas.edu.au/library/research/research-workshops) |

### System support

<table>
<thead>
<tr>
<th>Area/*Resource</th>
<th>Can help with</th>
<th>Contact details</th>
</tr>
</thead>
</table>
| Service Desk [https://www.utas.edu.au/service-desk](https://www.utas.edu.au/service-desk) | • IT and network-related requests or enquiries (including systems, software, data management and storage)  
• All phone requests or enquiries (including Skype for Business)  
• Video Conference support and bookings  
• Audio visual support and bookings  
• Password management | General enquiries: +61 3 6226 2600  
Direct IT enquiries: +61 3 6226 1818 (8:00am-6:00pm weekdays; 10:00am-1:00pm weekends and statewide public holidays)  
Chat: utas.edu.au/selfservice (8:00am-6:00pm weekdays)  
Face to Face: Morris Miller Library (Sandy Bay Campus) and Launceston Campus Library (Newnham Campus) (10:00am-4:00pm weekdays during semester periods; 11:00am-1:00pm weekends during non-semester periods) |

*Self Service Portal [https://utas1.service-now.com/selfservice/](https://utas1.service-now.com/selfservice/)  
A self-service, online tool that enables you to create, track and access an online request and enquiry. Requests and enquiries are triaged directly to the team responsible and may include all requests as noted above for Service Desk.  
Please note: All HDR candidature variations, submitted via an eForm, may be accessed and tracked from here. | For Service Portal queries, please contact Service Desk.
## Other support

<table>
<thead>
<tr>
<th>Area/*Resource</th>
<th>Can help with</th>
<th>Contact details</th>
</tr>
</thead>
</table>
| **Student Advisers**  
[https://www.utas.edu.au/students/learning/advisers](https://www.utas.edu.au/students/learning/advisers) | • Time management  
• Academic adjustment  
• Study issues  
• Navigating systems or processes  
• Stress  
• Financial problems  
• Housing problems  
• Relocation issues  
• Physical or mental health or relationship issues | If you wish to contact a Student Adviser directly, please visit the Student Advisers webpage: [https://www.utas.edu.au/students/learning/advisers](https://www.utas.edu.au/students/learning/advisers)  
For detailed, non-enrolment advice, please book an appointment: [https://careerhub.utas.edu.au/students/appointments/app/](https://careerhub.utas.edu.au/students/appointments/app/) |
| **International Student Advisers**  
[https://www.utas.edu.au/students/learning/advisers](https://www.utas.edu.au/students/learning/advisers) | • In addition to the normal services provided by Student Advisers, International Students Advisers assist with:  
• Visa requirements  
• Confirmation of Enrolment (CoE) forms  
• Dealing with cross-cultural or social adjustment difficulties | Hobart  
+61 3 6226 1797  
+61 3 6226 6633  
ISA.Hobart@utas.edu.au  
Launceston  
+61 3 6324 3506  
ISA.Launceston@utas.edu.au |
| **Student Learning Advisers**  
[https://www.utas.edu.au/students/learning/advisers](https://www.utas.edu.au/students/learning/advisers) | • Developing spoken and/or written English Language skills  
• Clarity, coherence, sentence structure and vocabulary in your thesis  
• Oral presentation practice  
• Work on any other English language-related aspect of your research project | To organise an individual consultation, please visit the Student Learning Consultation webpage: [https://www.utas.edu.au/students/learning/consultation](https://www.utas.edu.au/students/learning/consultation)  
To participate in a workshop (on-campus or online), refer here to see what’s on offer: [https://www.utas.edu.au/students/learning/student-learning-workshop](https://www.utas.edu.au/students/learning/student-learning-workshop) |
| **Fees**  
[https://www.utas.edu.au/fees](https://www.utas.edu.au/fees) | • Fee types and requirements, including when and how to pay  
• HELP Loans  
• Reimbursement | 1300 361 928  
Fees.Unit@utas.edu.au |
| **UConnect**  
[https://www.utas.edu.au/students/admin/u-connect](https://www.utas.edu.au/students/admin/u-connect) | • Navigating and accessing University-wide information and services, including:  
• Student ID and Access Cards  
• Student Advisers  
• Fees (e.g. Tuition Fees)  
• General queries regarding student systems like MyLO and eStudent (For more detailed enquires, please contact Service Desk directly) | 1300UCONNECT or 1300 826 663  
QLess Virtual Queuing System: [https://www.utas.edu.au/qless](https://www.utas.edu.au/qless)  
In person:  
Hobart: Morris Miller library  
Launceston: Building Y (Student Centre)  
Cradle Coast: Building D  
Rozelle: Rozelle Campus Library |
| **Graduation**  
[https://www.utas.edu.au/graduation](https://www.utas.edu.au/graduation) | • HDR graduation requirements  
• Conferral in absentia through Council  
• Certificates and transcripts | 1300 361 928  
u.connect@utas.edu.au |
## Wellbeing-based services and resources

<table>
<thead>
<tr>
<th>Area/*Resource</th>
<th>Can help with</th>
<th>Contact details</th>
</tr>
</thead>
</table>
| UConnect      | • Navigating and accessing University-wide information and services, including:  
• Campus orientation  
• Accommodation  
• Personal counselling  
• Employment and career advisers  
• Visa and Confirmation of Enrolment (CoE) forms | 1300UCONNECT or 1300 826 663  
QLess Virtual Queuing System: [https://www.utas.edu.au/qless](https://www.utas.edu.au/qless)  
In person:  
Hobart: Morris Miller library  
Launceston: Building Y (Student Centre)  
Cradle Coast: Building D  
Rozelle: Rozelle Campus Library |
| Safe and Fair Community Unit | • University values and behavioural expectations, as prescribed by the University Behaviour Policy  
• Raising concerns or making a complaint regarding inappropriate behaviour  
• Accessing Behaviour Contact Officers | +61 3 6226 2560  
SaFCU@utas.edu.au |
| Disability Advisers | • Accommodation and access | To make an appointment:  
Call: 1800 817 675  
In person: Please contact UConnect |
| Personal Counselling | • Academic or personal concerns including:  
• Anxiety and/or stress  
• Depression  
• Motivational problems  
• Relationship difficulties  
• Issues in the supervisory relationship | To make an appointment:  
Call: 1800 817 675  
In person: Please contact UConnect  
After hours crisis support:  
Call: 1300 511 709  
Text: +61 488 884 168 |
| Tasmanian University Union (TUU) | • Independent advocacy  
• Postgraduate representation  
• Financial counselling and assistance  
• Counselling  
• Connecting via clubs and societies  
• Housing and rental resources  
• Student complaints | If you wish to contact TUU directly, please access the Contacts webpage: [https://tuu.com.au/contact-us/](https://tuu.com.au/contact-us/)  
For information on who the Postgraduate President is, please refer to the University Committees webpage: [https://tuu.com.au/representation/university-committees/](https://tuu.com.au/representation/university-committees/) |
| Safety and Wellbeing (Work, Health and Safety) | • Safety information  
• Work, health and safety training  
• Incident and investigation response procedure | +61 3 6226 6298  
+61 3 6226 7555 (Emergencies)  
[health.safety@utas.edu.au](mailto:health.safety@utas.edu.au)  
To report an incident, please access MySAFETY: [https://www.utas.edu.au/work-health-safety/mysafety-resources](https://www.utas.edu.au/work-health-safety/mysafety-resources) |
| Personal Security and Emergency | • Personal Security can assist with:  
• Reporting suspicious behaviour  
• On-campus escorts | For Personal Security call: +61 3626 7600  
In an emergency call:  
• Emergency Services (0) 000  
• Police non-emergency (0) 131 444  
• Poisons information (0) 131 126 |
# Using the systems and drives

The University of Tasmania provides a range of systems and network drives, many of which you will use regularly during your candidature. These are listed in the table below, in alphabetical order. Please note, at the University of Tasmania, Google Chrome is the recommended web browser.

If you experience any difficulties, please contact Service Desk: [https://www.utas.edu.au/service-desk (+61 3 6226 2600)]

<table>
<thead>
<tr>
<th>System</th>
<th>Description</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eduroam</td>
<td>Eduroam enables you to connect to the wireless network, and is available at all Australian universities and research institutions using your University login details.</td>
<td>[<a href="https://utas1.service-now.com/selfservice">https://utas1.service-now.com/selfservice</a> Click on &quot;Find Answers&quot;]</td>
</tr>
<tr>
<td>EndNote</td>
<td>Software used to manage your references and format your bibliography.</td>
<td>[<a href="http://utas.libguides.com/endnote">http://utas.libguides.com/endnote</a>]</td>
</tr>
<tr>
<td>eStudent</td>
<td>A student management tool for coursework enrolment, paying fees and updating personal details.</td>
<td>[<a href="https://estudent.utas.edu.au">https://estudent.utas.edu.au</a>] Support: [<a href="https://askus.utas.edu.au/app/answers/detail/a_id/1128/kw/what%20is%20e">https://askus.utas.edu.au/app/answers/detail/a_id/1128/kw/what%20is%20e</a> student]</td>
</tr>
<tr>
<td>iGRad</td>
<td>A candidature management tool, providing information on your candidature, milestones and how you are progressing. This tool is also required to manage your research plan and for thesis submission.</td>
<td>[<a href="https://www.utas.edu.au/research-admin/graduate-research/igrad">https://www.utas.edu.au/research-admin/graduate-research/igrad</a>]</td>
</tr>
<tr>
<td>Locomote</td>
<td>Locomote is the University’s travel management system for travel requests and authorisations. You must book all University-related travel in accordance with the University’s Travel Policy and Procedure.</td>
<td>[<a href="http://www.utas.edu.au/finance/travel/book-travel/locomote-log-in">http://www.utas.edu.au/finance/travel/book-travel/locomote-log-in</a>]</td>
</tr>
<tr>
<td>MyLO</td>
<td>An online learning tool for mandatory units such as the Induction Module, as well as coursework units.</td>
<td>[<a href="https://www.utas.edu.au/mylo">https://www.utas.edu.au/mylo</a>] Support: [<a href="https://www.utas.edu.au/mylo/student-support">https://www.utas.edu.au/mylo/student-support</a>]</td>
</tr>
<tr>
<td>MySAFETY</td>
<td>MySAFETY is the health and safety system at UTAS for reporting incidents and hazards.</td>
<td>[<a href="https://www.utas.edu.au/work-health-safety/mysafety-resources">https://www.utas.edu.au/work-health-safety/mysafety-resources</a>]</td>
</tr>
<tr>
<td>N Drive</td>
<td>Storage of data requiring multi-person access. Written permission from your Primary Supervisor may be required, depending on folder content. Access will require logging in if you have not done so already.</td>
<td>[<a href="https://utas1.service-now.com/selfservice">https://utas1.service-now.com/selfservice</a> Click on &quot;Find Answers&quot; and &quot;File Sharing&quot;]</td>
</tr>
<tr>
<td>Office 365</td>
<td>Productivity software, including Word, Powerpoint, Excel, Outlook, OneNote etc. A cloud based service that allows access on up to 10 PCs or Macs, and on mobile devices.</td>
<td>[<a href="https://utas1.service-now.com/selfservice">https://utas1.service-now.com/selfservice</a> Click on &quot;Find Answers&quot;]</td>
</tr>
<tr>
<td>OneDrive</td>
<td>Storage of personal data. Access will require logging in if you have not done so already.</td>
<td>[<a href="https://utas1.service-now.com/selfservice">https://utas1.service-now.com/selfservice</a> Click on &quot;Find Answers&quot;]</td>
</tr>
<tr>
<td>PebblePad</td>
<td>A platform to collect, curate, create, communicate and share achievements, personal capabilities and professional skills. A personal learning space that can be used during candidature and after graduation via an alumni account.</td>
<td>[<a href="https://www.utas.edu.au/pebblepad">https://www.utas.edu.au/pebblepad</a>]</td>
</tr>
<tr>
<td>System</td>
<td>Description</td>
<td>Access</td>
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</tr>
<tr>
<td>R Drive</td>
<td>Storage of research data. Access will require logging in if you have not done so already.</td>
<td><a href="https://utas1.service-now.com/selfservice">https://utas1.service-now.com/selfservice</a> Click on “Find Answers” and “File Sharing”</td>
</tr>
</tbody>
</table>
| RiskTeq                       | RiskTeq is a management tool for staff, students and volunteers participating in field activities at the University. As well as record keeping 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. | https://fieldteq.its.utas.edu.au/Login.aspx
| Service Portal (Service Now)  | A tool that enables you to create, track and access a support request. Requests may include: | https://utas1.service-now.com/selfservice/                                                                                             |
|                              | • Requesting access to various network drives |                                                                                                                                         |
|                              | • Acquiring additional software (please note, non-University of Tasmania software, which requires payment, will require Primary Supervisor approval and provision of an account code to charge the fee to) |                                                                                                                                         |
|                              | • Data management and storage |                                                                                                                                         |
| Skype for Business            | Part of the Microsoft Office suite to enable communication. |                                                                                                                                         |
| Turnitin                      | A tool that produces an originality report that highlights where care may need to be taken to correctly acknowledge the work of others and prevent potential plagiarism. | https://www.utas.edu.au/turnitin                                                                                                        |
| Virtual Private Network (VPN or MyVPN) | VPN provides secure, encrypted connections to University network and resources. If you are off-campus, you will need to activate VPN prior to accessing secure systems such as iGRad and the network drives. | http://utas1/service-now.com/selfservice/
Click on “Find Answers”                                                                                                      |
| Web Access Research Portal (WARP) | WARP is the University’s research output database. Use the HDR Publications Upload area to register publications that you write as part of your research degree. | https://rmdb.research.utas.edu.au/public/rmdb/q/warp_hdr_get_pub                                                                |
| Webmail                      | All HDR candidates are provided with a University email account. This is integral as all formal University correspondence is sent to this account, and is also likely to be used by your supervisors, other University staff and HDR candidates. You must check your University email regularly to avoid missing important information regarding your candidature and other University matters. | https://www.utas.edu.au/webmail                                                                                                          |
Further information
utass.edu.au/graduate-research