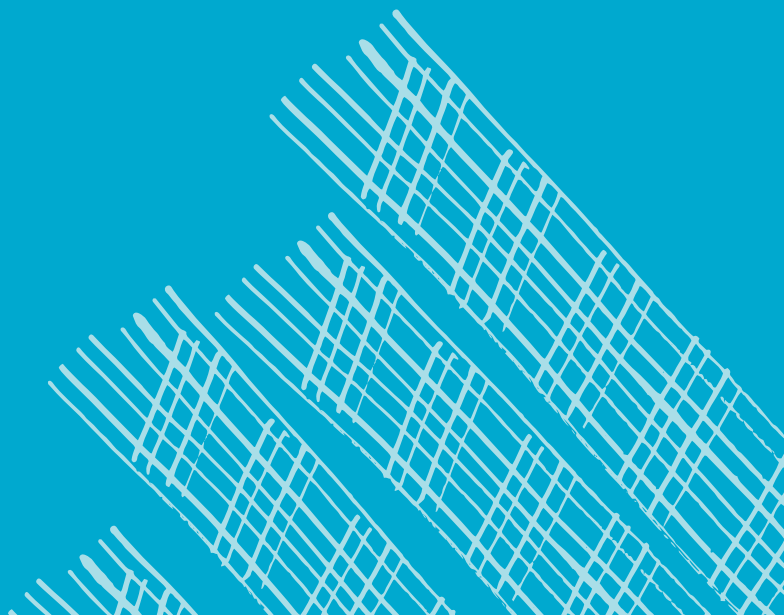UNIVERSITY OF
CANBERRA

Getting started
IN YOUR RESEARCH DEGREE

The University of Canberra acknowledges the Ngunnawal people,
traditional custodians of the lands where Bruce Campus is situated.
We wish to acknowledge and respect their continuing culture
and the contribution they make to the life of Canberra and the region.
We also acknowledge all other First Nations Peoples on whose lands we gather.

Getting Started Checklist

UC Website

Found your course information on the UC website

- Reviewed your typical study pattern

- Planned what units you need to enrol in each year

myUC

Logged in using your student credentials

Visited the Graduate Research section

Provided your Unique Student Identifier (USI)

Enrolled correctly for Semester 2

Updated your contact details on myUC

Arranged your fees or loans

- Downloaded Statement or account or arranged SSAF and SA-HELP

Ordered a Student ID (and/or) Staff ID card

Logged in to Student/Staff email

- Arranged forwarding if desired

RGrad

Logged into RGrad

> **Find out more online**

Graduate Research School

AND FACULTY CONTACTS

Graduate Research School 6206 8370 Building 1, Level B, Room 5		
General Enquiries	For administrative support relating to: • admission, enrolment, examination and graduation • candidature management • policy • industry engagement and opportunities	graduateresearch@canberra.edu.au
HDR Development	Coordinates development workshops, events and outreach opportunities for UC candidates	hdrdevelopment@canberra.edu.au
Dean	• oversees academic and strategic planning • escalation point for resolving complex concerns for you and your supervisor	dean.graduateresearch@canberra.edu.au

Faculty HDR contacts

FACULTY	CONTACT	CONTACT DETAILS
Arts and Design	HDR Convenor / Administrative Officer	artsanddesignhdr@canberra.edu.au
Business, Government and Law	Associate Dean Research HDR / Administrative Officer	bglhdr@canberra.edu.au
Education	Associate Dean Research HDR / Administrative Officer	educationhdr@canberra.edu.au
Health	HDR Convenor / Administrative Officer	healthhdr@canberra.edu.au
Science and Technology	HDR Convenor / Administrative Officer	scitech-hdrsupport@canberra.edu.au

Welcome

to the University of Canberra's research community

You are at the start of one of the most rewarding degrees you will undertake, and you are joining a vibrant group of researchers. UC has a network of experts who will guide you through your candidature and help you build skills in research thinking and practice, and in engaging with other academics and industry to ensure your research delivers on its potential.

Your primary home is in the faculty where your supervisor is based. Here you conduct your research, work with faculty researchers and other research candidates, and develop understandings of both disciplinary and cross disciplinary research.

Your Faculty's Associate Dean Research, Higher Degree by Research Convenor, and research administrators are there to support your progress, manage resources, and build your research skills and networks.

The dedicated staff at the Graduate Research School oversee all aspects of your HDR progress: enrolment and orientation, tracking progress and milestones, connecting you with industry and community, answering tricky questions, advising when things go wrong, and steering you and your supervisor through the examination process.

HDR Development coordinates workshops, webinars, writing intensives and panels to inspire you to publish, win funding, and promote your research as well as programs to engage with industry and develop your networks.

My role as Dean of the Graduate Research School is to oversee the development of the HDR programs and the policies that guide them. I am your point of contact if you or your supervisor have serious issues you need addressed. The Graduate Research School is located on the Concourse, at 1B5. Please come and visit us and meet the people who will support you through your HDR journey.

Professor Wayne Spratford

*Dean, Graduate Research School,
University of Canberra*

Getting started at UC

Your workspace

Your faculty will arrange a workstation, computer access and provide other resources.

Student ID cards

After enrolling in units via MyUC you can upload a photo for your student ID card. You should always carry your student ID card while you are on campus. It is also used for e-parking permits, printing and scanning and for electronic access to buildings and rooms.

▶ **Find out more online**

Email and network accounts

All official university communications regarding your enrolment and candidature will be send to your student email account.

You have a UC staff email account for printing and additional staff access. You may choose to set up an automatic forward from your student emails to your UC staff account.

HDR student systems

MyUC student portal – to self-enrol in coursework and thesis units each semester, access unit timetables, download your fees Statement of Account, update contact details and more.

UC Learn (Canvas) – to access course material and submit assignments online for the research training coursework units.

RGRAD – to check your enrolment, keep track of progress, check due dates for milestones, view your scholarship details, candidature variations (e.g. leave or enrolment load) and other information related to your course.

Inkpath – to undertake a skills audit and book relevant HDR Development workshops to address your specific development needs. You can use Inkpath to monitor your progress against your development goals.

IT Service Desk - contact the IT Service Desk for IT support.

servicedesk@canberra.edu.au
02 6201 5500

HDR Orientation

Embarking on your research degree can be daunting, but we're here to help

HDR orientation

The Graduate Research School has a dedicated HDR Orientation day with all the essential information you need to set yourself up for success. There are also targeted sessions for international students during Orientation week.

This booklet contains information about sessions highly recommended for early-stage HDR students.

Find out more about the University-wide O-week program online

Overview of Orientation Day:

- Getting started at UC
- Getting to know the campus
- What to expect in your research degree
- Managing your degree
- Coursework for PhD Plus
- Respectful relationships at UC
- Student supports and services
- HDR Development
- Industry internships
- Wellbeing and international student support
- Cultural onboarding for researchers: Indigenous inclusion and representation in your research project

Progressing in your Degree

The Graduate Research School is dedicated to helping you from admission to graduation

Graduate Research School

- Central point of contact
- Admissions and scholarships
- Assistance with enrolment, leave and other changes
- Track and maintain records of candidature milestones and supervisory panel changes
- Manage the thesis examination process
- PhD mandatory coursework units

HDR Development

- HDR candidate orientation
- Research training and skill development
- Community-building events

You are required to manage your candidature to ensure successful and timely completion of your degree.

Candidature management encompasses:

- Maintaining your enrolment
- Understanding the requirements of and achieving mandatory milestones by their due date
- Engaging with progress reporting and process support measures (if required)
- Accessing resources (physical and financial)
- Managing changes to your candidature, which may include, for example:
  - Taking leave or intermission from your course
  - Making a change to your supervisory panel
  - Changing your enrolment from full-time to part-time or vice versa
  - Transferring between research courses
- Submitting your thesis for examination.

Your supervisor and Faculty HDR Convenor or ADR can provide advice if you are considering a change to your candidature.

Find out more online

Faizan Ul Hasan

PhD candidate at the University's **Centre for Environmental Governance** within the **Faculty of Business, Government and Law**.

Faizan's thesis explores the intersection of science, policy and practice for sustainable groundwater governance in Pakistan to help achieve agricultural water security.

Faizan explains why water management has become a critical challenge in the climate crisis.

"The current La Niña has seen abnormally large amounts of rain in short periods cause devastating floods here in Australia and overseas, while other regions remain bone dry. Temperature variations and humidity are affecting the agriculture industry and variations in surface water are increasing groundwater dependency and use."

 Read the full story online

Faizan Ul Hasan pictured with fellow candidate Pinker Yao

HDR Courses

Completing a Higher Research Degree isn't necessarily about getting a PhD

You can develop valuable knowledge and transferable skills through the UC HDR Development program. You will have the opportunity to disseminate your research and participate at national and international conferences, gain industry experience, connect with professional partners and build your networks.

You are not limited to a 'traditional' book-length thesis. At UC, we encourage our candidates to incorporate publications or works of creative practice into their thesis.

We will support you through your research journey and celebrate with you at the finish line.

> **Find out more online**

Our **Doctor of Philosophy in Clinical Psychology** is designed for those looking to take their career to the next level. You will complete masters-level professional training and participate and publish an independent research project – allowing you to register as a psychologist once you graduate.

Our **Professional Doctorate** courses offer the opportunity to immerse yourself in the professions and, through research, discover innovative and original solutions to professional practice problems.

Our **Masters by Research** courses can be used as a pathway to PhD, or as a standalone course. Over two years, you will learn how to research independently and to communicate your findings effectively to have the most impact.

Two HDR candidates at our weekly student writing group HDR Writers' Lab

Find out more about HDR events **canberra.edu.au/hdr-events**

PhD Plus

Engage with industry partners with internship placements, mentoring, and networking opportunities. Expand your horizons for your post-PhD career

DOCTOR OF PHILOSOPHY (MXP001)
Four-year (full-time equivalent) 96 credit point degree

> **Find out more online**

Overview of PhD Plus

Required Coursework

The PhD Plus program includes two compulsory coursework units (6 credit points total):

- Principles of Research (3 credit points)
- Practice of Research (3 credit points)

These units will support you to undertake your research project.

Restricted Choice Coursework

Your faculty offers additional restricted choice units in research methods and design (6 credit points total).

Thesis

All PhD candidates will complete a research thesis (84 credit points). The thesis is in the form of a written dissertation, a series of publications or a creative portfolio and exegesis.

At UC we are piloting an oral thesis defence which will provide candidates the opportunity for in-depth discussion with internationally recognised researchers in your field.

Industry Engagement

Industry engagement is one of the best ways for you to further develop your capabilities as a researcher and your transferable and professional skills. It will help you build your professional networks to enhance career options and employability for your post PhD career. Hear from current PhD candidates talk about what they got out of engaging with industry.

⊙ **Find out more online**

Industry Internship

Undertake an internship with an industry partner during your candidature. An early internship can help to shape your research, or a later internship can provide 'real-world' experience to help the transition to industry or profession. An internship will help to build your networks, transferrable skills as well as your industry-specific research skills to enhance your post PhD career options and employability.

Three Minute Thesis

Three Minute Thesis (3MT®) is a research communication competition developed by the University of Queensland for PhD and Professional Doctorate students. Heats are held across UC faculties each year. Finalists progress to the UC 3MT Finals. Competitors have just three minutes to convince a panel of judges and live audience of their research significance. Finalists compete for a prize pool of up to $5000, plus the chance to represent UC at the Asia-Pacific 3MT competition.

⊙ **Find out more online**

2023 Three Minute Thesis finalist,
Ayrin Assadimoghadam, Faculty of Arts.

Senada Meskin

The Three Minute Thesis (3MT) Final was an emotional celebration of passionate research that showcased the forefront of gender equality in academic research.

2023's unique all-female finale saw seven Higher Degree by Research (HDR) candidates, representing four of the University's faculties, pitch their thesis in three minutes or less for prizes, and the opportunity to represent UC at the **Asia-Pacific Semi-Final** at the University of Queensland.

Senada won the major prize for her pitch about the underrepresented experiences of Australian Muslim women in the workplace. She said, "I did not expect to win because I honestly, honestly believe that each and every one of us could have won easily, without question ... I've grown really close to every participant, so we have this kind of sisterhood. So, if somebody else had won, I would feel equally excited."

➤ **Read the full story online**

2023 UC 3MT winner, Senada Meskin, pictured with Lucy Johnston, interum Vice-Chancellor and President, (former Deputy Vice-Chancellor Research and Enterprise), and Professor Wayne Spratford, Dean, Graduate Research School

Principles for Respectful Supervisory Relationships

The University of Canberra endorses the *Principles for Respectful Supervisory Relationships*, developed jointly by Universities Australia, the National Tertiary Education Union, the Council of Australian Postgraduate Associations and the Australian Council of Graduate Research School. The Principles outline the expectations and responsibilities of HDR supervisors and candidates to ensure mutually respectful relationships and a safe university environment.

The Principles:

- Universities recognise there is a power imbalance in the supervisor-candidate relationship and that the greater power rests with the supervisor

- The professional relationship between a supervisor and their candidate is characterised by mutual respect and trust

- Expectations, roles and responsibilities of candidates and their supervisors are clear

- Safeguards are used to protect candidates from situations of risk and unwanted advances from their supervisors

- A sexual or romantic relationship between a supervisor and their HDR candidate is never appropriate

- Sexual assault and sexual harassment are unacceptable

- The safety and wellbeing of anyone who reports sexual assault or sexual harassment are promoted and protected by the university

- Disclosures or formal reports of sexual assault or sexual harassment are met with support and compassion

If you feel concerned or need to raise or report a matter under the Principles, you may contact your supervisor, HDR Convenor, Associate Dean Research (ADR), UC Student Wellbeing team or the Graduate Research School Dean.

Supervisory Panel

You are supervised throughout your candidature by a panel of experts in your field. Your primary supervisor is responsible for guiding you and supporting you as you become an independent researcher.

Your relationship with your supervisor should be one of open communication and mutual respect. Your primary supervisor is your main point of contact for any academic questions or assistance you require.

ROLE	EXPECTATION
You	Familiarise yourself with HDR, research integrity, and ethical research conduct policies
	Establish and maintain respectful working relationships with your supervisor panel, and keep to regular meeting schedule
	Drive the research and writing process, and ensure timely progress
	Keep your supervisors informed of your progress and any issues or concerns that arise
Primary Supervisor	Take primary responsibility for candidate's supervision and progression
	Manage and oversee the supervisor panel
	Contact point for the candidate, and liaison between the candidate and the University
	Sign off on coursework, milestones, application for leave, and examination
	Facilitate opportunities for engagement, conferences, dissemination of research, and publication
	Provide timely and constructive feedback on drafts
	Work with candidate to ensure timely completion of degree
Secondary Supervisor	Provide academic support, guidance and evaluate progress
	Attend panel meetings and milestones
Advisor	Provide specialist or supplementary academic, technical or professional expertise

My Support

Candidature

If you are experiencing difficulties with your candidature, your supervisor is your first point of contact. Your faculty HDR team can also help. If you need further assistance, you can reach out to your faculty HDR Convenor and Associate Dean Research (ADR).

Supervisor panel issues and grievance resolution

If you experience difficulties or conflict, you can reach out to your faculty HDR Convenor, ADR, or you may contact the Dean of Graduate Research School. If the conflict remains unresolved, you may lodge a formal grievance.

Progress

If you experience issues during your candidature that are impacting on your progress, we encourage you to discuss options with your supervisor as soon as possible. Your supervisor may recommend Progress Support Strategy to help you get your research back on track.

Student Centre

Student Centre provides advice and support for all UC students including HDR candidates. They provide support relating to:

- Payment of fees
- ID cards
- Credit applications
- Unit waivers
- Troubleshooting MyUC issues

InclusionUC

If you are a student with a disability and/or ongoing health condition, the InclusionUC team can provide you with specialised support and information to facilitate equal participation in your educational journey at UC. The team provides a range of supports and reasonable adjustments ranging from extensions for assessments and materials in alternative formats as well as AUSLAN interpreters and internship support.

Wellbeing

Student Wellbeing and Support provides confidential guidance and information.

- Transition and first year support
- Mental health and Wellbeing
- Accommodation and safe housing
- Financial Support
- Crisis Support and incident response
- Settling into life at UC and in Canberra
- Social activities
- Wellbeing support
- Better understanding your student visa requirements
- Connections to other services
- International student support
- Peer Mentoring Program

Find out more online

International Students

**International research candidates who are in Australia
on a Student Visa (subclass 500).**

At Student Wellbeing and Support, International Student Advisors provide specialist support to UC international students. This can include information to better understand their student visa conditions and entitlements, transition support, and information about social activities around campus.

Contact the team for information on:

- Settling into life at UC and in Canberra
- Extra-curricular programs
- Tailored support for Australia Awards students
- Student visa requirements and expectations
- Other UC services

> **Find out more online**

> **Find out more about student visa compliance online**

Library and Study Skills

The Library is located on the concourse, in Building 8 and provides 24-hour access to group study spaces, silent study spaces, WI-FI, student computers and printing.

The UC Library provides one-to-one Research Consultations for HDR students. They can advise on searching for your literature review, scoping, or systematic review. They can also help with other aspects of research, like workshops on how to use Covidence Software or Endnote.

You can book a research consultation, and see our workshop schedule, by following the "Research Consultations and Training" link on the Library home page. You can also view upcoming workshops in the Inkpath app.

Study Skills offers drop-in Study Help sessions for academic writing, research and referencing. Additionally, students can access Studiosity online study support for writing feedback. The Study Help site has a range of interactive resources to help you with your research.

Find out more online

Murray Turner, Liaison Librarian and Team Leader – Research and Information Services, UC Library.

A short video about the UC Library and Study Skills online

Ethics and Integrity

Integrity in research

The University is committed to promoting and ensuring the responsible conduct of research and expects all researchers to uphold certain standards and values in order to act with integrity.

As a researcher, you are required to complete the online Research Integrity modules. We also offer face-to-face workshops that provide guidance on academic and research integrity, principles of robust research practices and advice on solving complex ethical and integrity issues that you may encounter.

Ethics

If your research involves working with human participants or with animals, you will need to apply to the relevant Ethics Committee for approval, before commencing your project. Ethics approval ensures that your research complies with established guidelines, with University policy and external regulations.

Find out more online

Sue Atkinson is a senior strategic communication consultant and an Associate Researcher at the University of Canberra
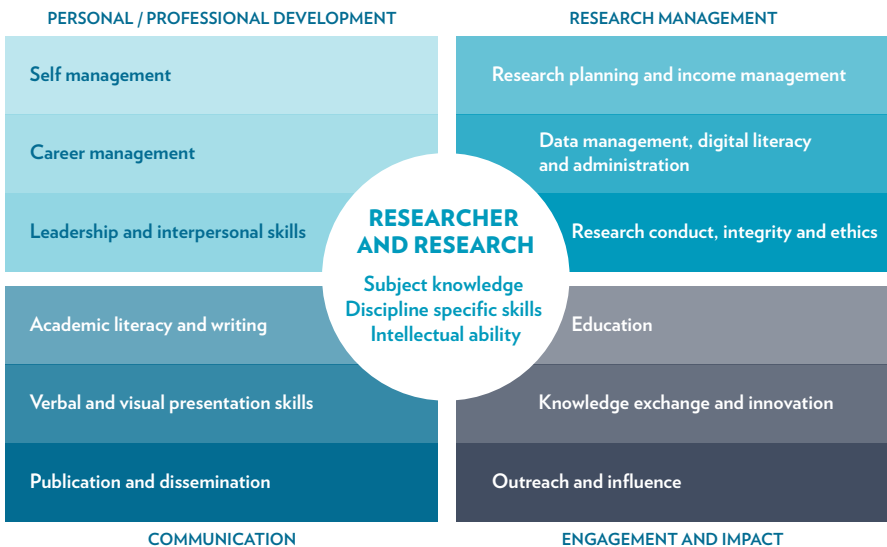
HDR Development Program

Develop your research capabilities and transferrable skills

All workshops in the HDR Development program are informed by the Researcher Development Skills Framework, articulating key researcher skills for personal development, career progression, and employability.

HDR Development runs a number of workshops, activities and events each semester from the following learning streams:

- Academic Communication
- Engagement and Impact, including career planning and progression
- HDR Orientation
- Wellbeing

- HDR Community: study groups, writing intensives, networking events, and lunchtime catch-ups
- HDR Events, including Three Minute Thesis competition final

Research Development Skills Framework

PERSONAL / PROFESSIONAL DEVELOPMENT	RESEARCH MANAGEMENT
Self management	Research planning and income management
Career management	Data management, digital literacy and administration
Leadership and interpersonal skills	Research conduct, integrity and ethics
Academic literacy and writing	Education
Verbal and visual presentation skills	Knowledge exchange and innovation
Publication and dissemination	Outreach and influence
COMMUNICATION	ENGAGEMENT AND IMPACT

RESEARCHER AND RESEARCH
Subject knowledge
Discipline specific skills
Intellectual ability

Find out more online

Ravikiran (Ravi) Parameshwara and Soujanya Narayana

Originally from India, Ravi and Soujanya – husband and wife, and PhD candidates – looked to Australia for more opportunities in the field of affective computing. They've found that and more at the University of Canberra – connecting with industry leaders within the Human Centred Technology (HCT) Research Centre and being mentored by a scientist at a leading behavioural analysis company.

> **Read the full story online**

Ravikiran (Ravi) Parameshwara and Soujanya Narayana

Supports for all students

UC Security
- Lost Property
- Building access
- Student and Campus Safety
- Chaperone service
- Incident Reporting
- Parking Management
- Prayer room
- Women's room

Careers UC
- CV help
- Job portal
- Careers Fair
- Career Planning support
- Volunteering opportunities
- Earn while you learn
- CareerHUB portal (job opportunities)

UC Library
- Group Study Spaces
- Borrowing
- Journal Articles
- Inter-library loans
- Writing support

Study Skills
- Drop-in Help sessions
- Peer-Assisted Learning
- Study Skills English Language Support
- ASK advisors
- individual consultation referrals

Ngunnawal Centre
- Support for Indigenous students
  - Academic resources and pathway programs
  - Cultural support
  - Wellness
  - Scholarships and financial resources
  - Career connections

Student Central – physical one-stop shop for student enquiries about:

- Student ID card Printing
- Student Timetable
- Wellbeing and International: can connect you to the right support when you're in crisis
  - Financial Assistance
  - Financial support
  - Pastoral Care
  - International Student Support
    – Student Visa
    – Getting Settled in Canberra
  - UC Thrive
    – Peer Mentor Program
    – Crafternoons
    – Walk and Talk
    – Community-building and support
- Graduation

myUC

Online one-stop-shop for learning supports and UC student services

- My Studies
- Enrolment and Timetable
- Fees and Scholarships
- Learning Resources
- Careers, internships, placements
- Student supports

Medical and Counselling

- Counselling service
- Medical Centre
  - GPs
  - Nurses
  - Vaccinations
- Support Groups
  - ADHD Management Group
- Training
  - Mental Health First Aid
  - Bystander Training

Student Life (UCx)

- Clubs and societies
- UC Fitx Gym
- SRC
- Events, music festivals, sporting competitions
- Student benefits and discounts
- UC Women's Room

IT Support

- support with your UC-issued laptop
- VPN and remote access
- UC student and staff email
- Your faculty will Issue you with laptop and workspace, authorise any non-standard software

UC Supports for HDR Candidates

Faculty

- Workstation and UC laptop
- Supervisory Panel, ADR-HDR, HDR Coordinator, Peers

Graduate Research School

- HDR Services
  - Admission
  - Scholarships and Stipends
  - Fees
  - Leave
  - Enrolment
  - Examination and submission
- Industry Engagement
  - Internships
- HDR Development
  - Workshops and Training
  - Community Building
  - Weekly writing group
  - Monthly Lunch on the lawn
  - Special Events and Competitions
  - Mentoring Program

UC Staff Resources (available for HDR candidates)

- Campus-wide printing (free)
- Learning and Development
  - PD Week
- Staff Portal
- Learning and Teaching
  - UC Learn SHED
  - Canvas support (UC Learn)

Research Services

- Research Grants
- Research Analytics
- eResearch
- Research Integrity and Ethics

Library Support for HDR Researchers

- Endnote and Covidence software training
- Library guides (e.g. literature review, research impact factors)
- Copyright training and support
- Theses borrowing
- Research Portal
- Academic Support for HDR students

Contacts and Services

Student Centre	**student.centre@canberra.edu.au** | 1300 301 727
Crisis Support	1300 271 790 | 0488 884 227 text
Financial Support	**wellbeing@canberra.edu.au** **canberra.edu.au/future-students/support-at-uc/financial-support**
HDR student representatives	**hdr.reps@canberra.edu.au**
Health and Safety	**canberra.edu.au/safe-community/report-an-incident**
Inclusion UC	**inclusion@canberra.edu.au** | 6201 5233 **canberra.edu.au/on-campus/health-and-support/inclusion-uc**
International Students	**international.student@canberra.edu.au** **canberra.edu.au/current-students/international-students**
IT Service Desk	**servicedesk@canberra.edu.au** | 6201 5500
Medical and Counselling	6201 2351 / 0409 507 734 - To speak to a doctor after hours **canberra.edu.au/on-campus/health-and-support/medical-counselling**
Multi-Faith Centre (MFC)	**chaplaincy@canberra.edu.au** | 6201 8841
Ngunnawal Centre	**ngunnawaladmin@canberra.edu.au** | 6201 2998
Student Accommodation	**canberra.edu.au/future-students/life-at-uc/accommodation**
Study Skills	**studyskills@canberra.edu.au** | 6201 2205
Student Wellbeing	**wellbeing@canberra.edu.au** | 6206 8841 **canberra.edu.au/future-students/support-at-uc/student-wellbeing**
UC Health Clinics	**healthclinic@canberra.edu.au** | 6201 5843
UC Security	**security@canberra.edu.au** | 6201 2050 / 24 hours 6201 2222
UC Students Representative Council (UCSRC)	**ucsrc@canberra.edu.au** **facebook.com/ucsrc.canberra**

UNIVERSITY OF CANBERRA

canberra.edu.au/graduate-research

02 6206 8370
University of Canberra
Canberra, ACT 2617

The information in this booklet is correct as of January, 2025.