2015 Research Enhancement Program

Frequently asked questions

How many workshops do I need to attend and when do I have to do these?

Every Postgraduate Research Student, commonly known as HDR (Higher Degree Research) Students, needs to undertake a minimum of 5 Generic Skills workshops during the period of their candidature. This is generally 3-4 years FTE (Full-time equivalent) for PhD by Research students (twice the time for part-time students) and 1-2 years for Masters by Research students.

How do I know which are the Generic Skills workshops?

The Office of Research and Innovation is responsible for running the Research Enhancement Program, which includes workshops for HDR Students, HDR Supervisors and CDU Researchers of all levels. All of these workshops, unless stated otherwise, count as Generic Skills workshops. In 2015 these workshop blocks are running four (4) times in Casuarina:

1. Monday 30 March 2015 to Thursday 2 April 2015;
2. Monday 1 June 2015 to Friday 5 June 2015;
3. Monday 17 August 2015 to Friday 21 August 2015; and
4. Monday 5 October 2015 to Friday 9 October 2015.

There will also be a workshop block run on our Alice Spring Campus in late 2015.

The library runs research workshops, and from these both the Advanced Information Skills and Managing Information using Endnote workshops count as Generic Skills Workshops.

The Menzies School of Health also run a Research Skills Training workshop program each year, usually in June/July, and each of these workshops can also be counted as Generic Skills Workshops.

Do I need to attend every workshop?

You only need to attend a minimum of 5 Generic Skills workshops during your Candidature to fulfil this requirement, however, you can attend as many workshops as you like.

Where do I find more information about the workshop content?

In the workshop program each workshop name is hyperlinked to a description. If there is no link there is no further description available.

How does CDU know how many workshops I have attended?

Attendance is taken at each workshop, and this information is then recorded in our research database. This database is checked to ensure a minimum of 5 Generic Skills workshops have been attended prior to CDU confirming your eligibility to graduate.
**I can’t attend the whole workshop – does this count?**

It is not recommended for only part workshops to be attended – coming and going disrupts the facilitator and other students and part attendance doesn’t count towards your Generic Skills quota (and this is noted on the attendance sheet).

We try to run similar types of workshops each semester so that if you miss one in Semester One for example, something similar is usually run in Semester Two.

**I’m a Menzies student – does this mean I only have to attend Menzies workshops?**

Both Menzies and CDU students have the choice to attend which of the workshops on offer best meet their particular requirements. Both Menzies and CDU students have access to all workshops, as long as they meet any pre-requisites.

**I’m not based in Darwin – are there any alternate workshops I can attend?**

CDU belongs to the Innovative Research Universities Network which collectively run a set of workshops delivered by Thinkwell and known as the Highly Effective Researcher Program. These Universities have agreed to reciprocal rights for our HDR students to attend any of these HERP workshops (only) at our partner institutions. Further information can be found by contacting the relevant university:

- Flinders University;
- Griffith University;
- James Cook University;
- La Trobe University; and
- Murdoch University;

**How much do these workshops cost?**

Unless otherwise stated all Generic Skills workshops are free to CDU and Menzies staff and HDR students.

**The workshop I want to do has prerequisites – how do I find out what these are?**

In the workshop program each workshop name is hyperlinked to a description. All prerequisites are listed in these descriptions.

**I don’t meet the prerequisites for a workshop I want to do. Can I still attend?**

Prerequisites are advised for a reason. Unless there are exceptional circumstances applicants not meeting these prerequisites won’t be enrolled in the workshop.

**How do I enrol in a workshop?**

All enrolments for Research Enhancement Program workshops need to completed online, as do Library workshops. Those wishing to enrol in one of the Menzies Research Training Skills Workshops need to contact Menzies at researchskillstraining@menzies.edu.au.
How do I know I’ve been enrolled?

You will receive email advice for each of the workshops you have enrolled in within 5 business days of your online enrolment being received. If after 5 business days have elapsed you still haven’t received confirmation please email research.degrees@cdu.edu.au.

I forgot to enrol online before the closing date. Can I just show up?

If you turn up on the day without enrolling we cannot guarantee you a place in that workshop, and may have to turn you away. These workshops take considerable planning and some have pre-requisites or maximum numbers of participants.

I’ve enrolled in a workshop and now I can’t go. Do I need to let anyone know?

As these workshops cost the organiser to run, and some have maximum numbers, or catering requirements, you need to let the organiser know as soon as possible if you can no longer attend at research.degrees@cdu.edu.au. As attendance is taken at each workshop, no shows and those who cancel at the last moment will be noted, with Supervisors and Faculties advised accordingly.

I am an external student and want to travel to Darwin to attend workshops. Is there any funding available for me to do this?

Students should contact their faculty representatives to discuss this. These are:

- **EHSE**: Brooke Williamson  PGRResearch@cdu.edu.au
- **LEBA**: Jen Girling  lebaresearch@cdu.edu.au
- **Menzies**: Caroline Walsh  Caroline.Walsh@menzies.edu.au

Which workshops should I attend?

A schedule of suggested workshops is listed on the next page. These are based on a three year PhD schedule, so those in a Masters by Research Program should chose those that are most relevant to their stage of study.

Are there mandatory workshops which I have to attend?

Research Student Induction is currently the only essential workshop for all students to attend. These are run once each semester, usually in the first week of the Research Enhancement Program, and all students need to attend this in their first 12 months.

I have attended similar workshops at other institutions – do I also have to attend CDU workshops to meet my generic skills attendance requirements?

Each case will be taken on its own merit.

For further advice please contact Tracy Hooker, Research Students and Skills Enhancement Manager, Office of Research and Innovation, research.degrees@cdu.edu.au
2015 Research Enhancement Program

Suggested HDR Core Workshops – for information of Students and Supervisors

<table>
<thead>
<tr>
<th>Theme</th>
<th>Responsible Org Unit</th>
<th>Year 1 (FTE)</th>
<th>Year 2 (FTE)</th>
<th>Year 3 (FTE)</th>
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<td>Motivational &amp; Confidence/ Performance</td>
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<td>ORI</td>
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<td>• 7 Secrets of Highly Successful HDR Students Masterclass;</td>
<td>• Turbocharge your writing workshop;</td>
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<td>• Time For Research;</td>
<td>• Presenting your Research with Confidence</td>
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<td>Library</td>
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<td>• HDR - Defeating Self Sabotage Masterclass;</td>
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<td>• Participation in 3MT Competition</td>
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<td>Information Management &amp; Presentation</td>
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<td>ORI</td>
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<td>• Research presentation (including preparing for your CoC)</td>
<td>• Using Word to Format your Thesis</td>
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<td>• Animal Ethics (where required)</td>
<td>• Participation in 3MT Competition</td>
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<td>• Human Ethics (where required)</td>
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<td>Writing skills</td>
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<td>• Introduction to Research Writing;</td>
<td>• Writing Publications Retreat</td>
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Note: these are provided as a guide only and students and supervisors should choose those Research Enhancement workshops which are most suitable for each individual.