Faculty of Science & Technology

Higher Degree by Research (HDR) Handbook

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# [Faculty Induction for Candidates](#_College_Induction_for)

On enrolment at Charles Darwin University, new HDR candidates will receive an induction email from the Faculty HDR Coordinator. The email will provide useful information to assist the candidate on commencement of their candidature:

* FST HDR Handbook
* FST HDR Allocation Amounts
* FST HDR Financial Assistance

Candidates are to familiarize themselves with this information, as they will provide insight and answers to commonly asked questions.

Activation of your computer account is done via: [www.cdu.edu.au/student-central/my-computer-account](http://www.cdu.edu.au/student-central/my-computer-account). Press the plus sign next to **Activation** and then choose **Activate my computer account**.

You will then be issued a [firstname.lastname@students.cdu.edu.au](mailto:firstname.lastname@students.cdu.edu.au) email address and [s123456@students.cdu.edu.au](mailto:s123456@students.cdu.edu.au) log in for the CDU Portal.

The [firstname.lastname@students.cdu.edu.au](mailto:firstname.lastname@students.cdu.edu.au) email address will bounce to whichever email address you have nominated in **myAccount**, whether it be a personal email or a work email.

# [CDU Portal](#_CDU_Portal)

Access to the CDU Portal is via: <https://cduportal.azurewebsites.net/>

Candidates will log into the CDU Portal using their student number, [s123456@students.cdu.edu.au](mailto:s123456@students.cdu.edu.au).

Important tiles to activate within the first year of candidature will be Grammarly, Zoom and OneDrive. To activate your access just click on the tile.

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# [Minimum Resources for Candidates](#_Minimum_Resources_for)

Candidates on campus will have access to the following resources as part of the Minimum Resource Policy:

* Desk
* Chair
* Lockable Filing Cabinet
* Bookcase
* Computer

It is important for candidates and their supervisors to keep in mind that the Faculty only has access to a small number of HDR Desk Spaces on campus. The HDR Coordinator will try their best to accommodate candidates and find them a desk space in the same vicinity of the Principal Supervisor, but sometimes this isn’t possible straight away.

# [Purchasing a CDU Computer & Other IT Equipment](#_Purchasing_a_CDU)

The Faculty budgets $2,000 (ex GST) per HDR candidate to purchase a new computer on enrolment. Candidates are to discuss with their supervisor whether a laptop or desktop is more suitable for the duration of their candidature.

The process for purchasing is as follows:

* Discuss with supervisor and email computer specifications though to HDR Coordinator, [FST-HDR-Coordinator@cdu.edu.au](mailto:CEITE-HDR-Coordinator@cdu.edu.au)
* HDR Coordinator will request a quote from ITMS procurement
* Quote will be sent to candidate and supervisor for approval
* Once approved the HDR Coordinator will put a purchase request through LogIT, along with a copy of the quote
* The LogIT request will be approved by the Faculty Manager and ITMS will purchase the item.

If accessories are required, please include with the computer request (docking station, laptop bag, keyboard, mouse). Any request over $2,000 the extra funds will be taken from student allocation.

\*Any orders that do not go through the HDR Coordinator will be rejected.

\*\*These purchases are CDU assets and are to be returned to the University once candidates complete their degree.

IMPORTANT NOTE: ITMS will ask for an estimated time of arrival when requesting a quote from suppliers. Any special-order computers may take longer than expected. Turnaround of receiving computer goods will not be within a week, expect it to be at least three weeks or more depending on availability.

# [External HDR Candidates](#_External_HDR_Candidates)

External HDR Candidates have a different option for purchasing computer equipment.

The same process for internal candidates can be followed and ITMS will arrange postage of the computer (this cost is to be budgeted into the $2,000).

Or, the other option is candidates can purchase a laptop personally and claim a reimbursement. The claim will come from student allocation funds (not the Faculty $2,000) – the candidate will own the laptop, it will not be a CDU asset.

# ORI [HDR Forms & Processes](#_HDR_Forms_&)

HDR Forms and Process information can be found on the Office of Research & Innovation’s webpage: <https://www.cdu.edu.au/research-and-innovation/current-hdr-candidates/hdr-forms-and-codes>

# [Milestones](#_Confirmation_of_Candidature)

Besides your thesis, you will also need to fulfil some other [milestones](https://www.cdu.edu.au/research-and-innovation/current-hdr-candidates/milestones).  These milestones are designed to help you complete your thesis and enhance your career.

The HDR milestones are:

|  |
| --- |
| Confirmation of Candidature, including: |
| * HDR Supervisory Charter |
| * Research Integrity Training |
| Mid-Candidature Review    -    For PhD students only |
| Final Year Review |
| Interim Progress report    -    For part-time students or as requested |

Ethics Clearance:  If your research involves human research participants, animals, defence trade controls, or issues surrounding First Nations people, you will need to seek ethics clearance, after you have completed your confirmation of candidature.

The HDR Coordinator will arrange the following for your COC:

* Send the nominated Faculty Assessment Panel a “Panel Request” calendar invite once a day/time has been allocated.
* Book a lecture theatre/classroom in **Room Bookings**
* Create a Zoom or teams link for the presentation.
* Email a Faculty Invite to FST HDR Candidates & FST Higher Education Staff
* Arrange a **Trial COC** with the candidate and supervisor in the room that has been booked.

# [Travel (Domestic/International/Fieldwork)](#_Travel_(Domestic/International/Fiel)

If you have not travelled under CDU before you will need to be set up with a Traveller Profile in the CTM Travel System (can take up to 24 hours to be active).

**Domestic & International Travel – Conference/workshops/visiting external supervisors.**

Please email [FST-HDR-Coordinator@cdu.edu.au](mailto:CEITE-HDR-Coordinator@cdu.edu.au) to discuss options for travel bookings. Bookings can be made through the CTM Travel system. Or HDR Candidates can make bookings personally and claim for reimbursement (a PTA number will need to be raised **before** travelling – the HDR Coordinator can assist with the PTA).

**Fieldwork**

* Fieldwork Participant form is to be submitted to [FST-support@cdu.edu.au](mailto:FST-support@cdu.edu.au) once signed by yourself and your supervisor. Final approver will be either the Faculty PVC or RIEL Director ([riel@cdu.edu.au](mailto:riel@cdu.edu.au)). This form only needs to be completed once annually.
* Email travel details to the HDR Coordinator so a Pre-Trip Approval (PTA) number can be raised and emailed back to you. A PTA number is required before the FST Fieldwork Plan can be submitted for Faculty approval.
* FST Fieldwork Plan and risk assessment is to be submitted to [FST-support@cdu.edu.au](mailto:FST-support@cdu.edu.au) for Faculty approval. Please make sure the form is completed and signed by yourself and your supervisor. A FST Fieldwork Plan is to be submitted before every fieldwork trip (with a new PTA#).

Fieldwork forms can be found on the [Faculty website](https://www.cdu.edu.au/science-technology/research/current-hdr-students).

# [CDU Vehicle Hire](#_CDU_Vehicle_Hire)

HDR Candidates have access to hiring CDU Fleet Vehicles on Casuarina Campus. To hire a CDU Vehicle, you will need to be set up with an AutoCentral login.

The HDR Coordinator can log an **“Application to Drive a CDU Vehicle”** eCentre Request on your behalf. The following information will be required:

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Once approved, Facilities will set up the AutoCentral log in and email you the password.

# [First Aid Training / 4WD Courses / Coxswain](#_First_Aid_Training)

As part of the Faculty Occupational Health and Safety, HDR candidates are required to undertake First Aid Training before going out on fieldwork. If you are driving a boat or hiring a CDU 4WD, the Coxswain and 4WD courses are applicable.

**First Aid Training**

Generally, First Aid Courses are obtained through St John Australia. There is a training center in Casuarina, just a short walk from CDU Casuarina Campus. Candidates can choose to use another provider, but they must be a Nationally Recognised Trainer.

Options are 1 Day First Aid Course, 2 Day First Aid Course, Remote First Aid Course.

**4WD Courses**

4WD Courses are provided by Train Safe NT or Charles Darwin University.

Options are 1 Day 4x4 Course, 2 Day 4x4 Course.

Requirements for international students: Current NT driver’s licence.   
A copy of passport and visa will need to be provided so eligibility can be determined. As this course is provided by the Commonwealth Government a request for visa holder fee reduction must be signed by the Faculty Associate Dean and then approved by the PVC Education Strategy.   
\*This is organised by the Faculty HDR Coordinator.

**Coxswain**

Coxswain Course is provided by Charles Darwin University.

\*The costs for the above courses are all covered by the Faculty, please contact the HDR Coordinator to arrange reimbursement or assist with making the payment/booking the course.

Requirements: USI number will need to be provided when the booking is made (info below).

**Unique Student Identifier Number (USI)** is an individual education number provided by the Australian Government. It is used to keep an online record of your Australian training achievements through Nationally Recognised Training providers.

You can create your USI number via the link [www.usi.gov.au/students](http://www.usi.gov.au/students)

Email the HDR Coordinator before booking with justification why you need to attend the course.

# [Student Allocation Account](#_Student_Allocation_Account)

The Faculty allocates PhD and Masters by Research candidates, a student allocation each semester for the following duration:

**Masters: up to 2 years full-time or 4 years part-time**

**PhD: up to 3 years full-time or 6 years part-time**

This funding is provided to assist with research expenses, for example: purchase of equipment, software, assistance with travel expenses and editing/formatting of your thesis. Allocations accrue each semester and funds are available to students currently enrolled. Students must obtain approval from their supervisor before purchasing any items.

**\*Funds are not inclusive of GST**

On your admission into the University, the Faculty determines whether your area of research is characterised as a “high” cost or “low” cost area based on regulations from the federal government. The base level of Faculty funding you will receive will depend on whether your project is determined to be a “high” cost or “low” cost project. For this year (2022), allocation will be as follows:

**High cost (full-time student) $1800 per semester**

**High cost (part-time student) $900 per semester**

**Low cost (full-time student) $800 per semester**

**Low cost (part-time student) $400 per semester**

If you wish to know the balance of your account, please contact the HDR Coordinator. You might find it handy to set up your own Excel spreadsheet and keep tabs on your expenditure/balance. Allocations are credited to your account at the beginning of January and July each year. To claim reimbursements, see below.

Students are permitted to use part of their allocation to support conference attendance. However, this cannot be used to the detriment of supporting other requirements in their projects. Students who have significant conference expenditures should note that this cannot be used as justification for additional funds to complete project should they completely expend their allocation.

NOTE: In certain circumstances it is possible to apply for an advance on your allocation. This will be considered upon a formal request from you and needs to be fully supported by your principal supervisor.

# [Finances](#_Finances)

There are several options for HDR Candidates to make purchases from their student allocation funding:

**Reimbursement**

A reimbursement claim can be processed via the HDR Coordinator. A **Reimbursement Claim** form will need to be completed and submitted with receipts/tax invoices.

If it is the first time claiming a reimbursement, a **Bank Account Details** form will need to be completed and sent to the HDR Coordinator with a copy of your student ID card (not applicable if you are external and don’t have a card). This only needs to be done once for set up in the finance system.

IMPORTANT NOTE: Student Allocation funds are not inclusive of GST; the GST component comes from a CDU Central account. Receipts must show the GST component to be claimed centrally, otherwise it will come from your budget.

If purchases are made in a different currency, please provide a screen shot of the AUD amount coming out of your bank account.

**CDU Credit Card**

The HDR Coordinator has a credit card to make purchases on your behalf, purchases must be under $1,000 and an invoice provided to make the payment.

**Quote/Purchase Order**

To make a purchase via a quote from a Supplier, the HDR Coordinator will enter the quote into the Finance System and a Purchase Order will be created and send it to the Supplier (cc student). Once goods are received from the Supplier, please advise the HDR Coordinator so the Purchase Order can be approved for payment.

IMPORTANT NOTE: Goods will only be paid for after they are received. Suppliers must be set up in the Finance System before a quote can be entered – this can be checked via the HDR Coordinator.

**Invoice Payment**

Invoice payments under $1,000 can be paid for via the HDR Coordinator’s credit card. Purchases over $1,000 will be paid in the CDU Financial System.

IMPORANT NOTE: Supplier must be set up in the Finance System for payment and invoice must be addressed correctly:

[HDR Candidate Name]

[Charles Darwin University]

**Forms are to be completed properly and supporting documentation included.**

\*Supervisor approval must be granted verbally or via email before any purchases are made. It is also a good idea to check that you have enough funding in your account if it is a large purchase.