

Faculty of Science & Technology

Higher Degree by Research (HDR) Handbook

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Faculty Induction for Candidates

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

- FST HDR Handbook
- FST HDR Allocation Amounts

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

Your computer account can be activated via www.cdu.edu.au/student-central/my-computer-account.

Press the plus sign next to **Activation**, then choose **Activate my computer account**.

You will then be issued a firstname.lastname@students.cdu.edu.au email address, and s123456@students.cdu.edu.au login for the CDU Portal.

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

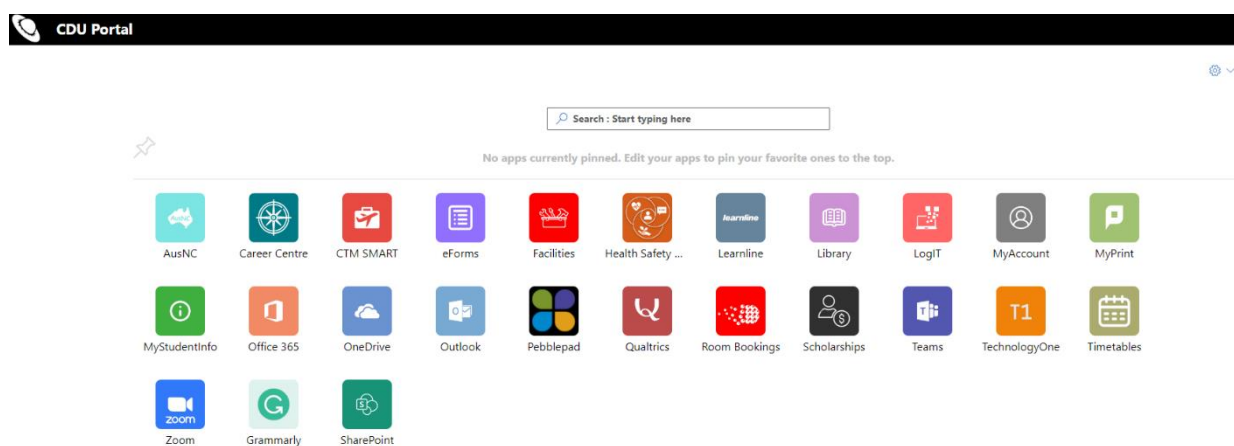
CDU Portal

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.

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.



Minimum Resources for Candidates

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 as the Principal Supervisor, but sometimes this isn't possible immediately.

Purchasing a CDU Computer & Other IT Equipment

The faculty budgets \$2,200 (ex GST) per HDR candidate to purchase a new computer upon enrollment. 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 through to HDR Coordinator, FST-HDR-Coordinator@cdu.edu.au
- The HDR Coordinator will request a quote from the ITMS procurement team.
- 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 them with the computer request (docking station, laptop bag, keyboard, mouse). Extra funds will be taken from student allocation for requests over \$2,200 ex GST.

*Any orders not going through the HDR Coordinator will be rejected.

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

IMPORTANT NOTE: ITMS will request an estimated arrival time when requesting supplier quotes. 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 to six weeks or more**, depending on availability.

Computers for external HDR Candidates

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

The same process can be followed for internal candidates, and ITMS will arrange postage for the computer (this cost is to be budgeted into the \$2,200).

The other option is for candidates to purchase a laptop personally and claim a reimbursement. The claim will come from student allocation funds (not the faculty \$2,200) – the candidate will own the laptop; it will not be a CDU asset.

Printing

Candidates on Campus can print from any accessible printer.

-To print, select the printer's name **Any-Ricoh on casprint1**

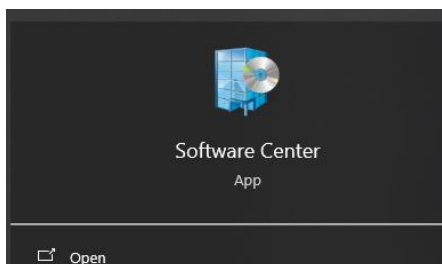
-find the closest printer and tap your student card on the scanner, and your printing will be released.

-Contact ITMS on 89466600 if you cannot find the printer's name.

HDR Candidates are not charged for printing. You will see a printing balance on your account. Please disregard the balance.

CDU Software Centre

The CDU software center can be found by searching the word software in the Windows search bar. If you cannot find the software you need, a purchase request can be made from your allocation. Contact the FST HDR Coordinator to purchase additional software.



ORI HDR Forms & Processes

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

Besides your thesis, you will also need to fulfill some other [milestones](#). These milestones are designed to help you complete your thesis and enhance your career.

Milestones information can be found in the link below.

<https://www.cdu.edu.au/research-and-innovation/current-hdr-candidates/milestones>

Travel (Domestic/International/Fieldwork)

If you have not traveled under CDU before, you must be set up with a Traveler Profile in the CTM Travel System (it can take up to 24 hours to be active). Contact FST-HDR-Coordinator@cdu.edu.au to request setup.

All travel more than 50km from the base must be entered into the CDU travel system (CTM) for insurance purposes.

Travel can be booked by the HDR Coordinator through the CDU Travel system CTM, or a reimbursement claim can be submitted.

Domestic Travel

For travel within Australia, send the following details to the FST HDR Coordinator so they can submit a PTA (pre trip approval):

Travel location, travel dates, reason for travel, if you plan to take personal days, and if yes, how many and where the funding will come from

CDU Insurance does not cover personal travel days.

Ensure you read the following:

[CDU Travel Policy](#)

International Travel

For travel outside Australia, submit the following memos to the FST HDR Coordinator so they can submit a PTA:

[High Risk Country - Travel Memo \(DOCX, 853.9 KB\)](#)

[Non-High Risk Country - Travel Memo \(DOCX, 853.04 KB\)](#)

Ensure you read the following:

[CDU Travel Policy](#)

Fieldwork

All HDR Candidates and their participants attending the field trip (if any), whether they are CDU members or not, must complete the [Fieldwork Participant form](#) annually.

Before you submit a [FST Fieldwork Plan](#), a PTA must be entered. The HDR Coordinator can assist with this. Ensure that the HDR Coordinator knows all participants who are going so they can be added to the PTA.

If you have not traveled under CDU before, you must be set up with a Traveler Profile in the CTM Travel System (it can take up to 24 hours to be active). Contact FST-HDR-Coordinator@cdu.edu.au to request setup.

Once you and your supervisor have signed off, the completed FST Fieldwork Plan can be submitted to FST-support@cdu.edu.au along with the fieldwork participant form/s. The final approver will be the Faculty PVC or relevant discipline chair or director.

A FST Fieldwork Plan must be submitted before every fieldwork trip (with a new PTA#).

Fieldwork forms can be found on the [Faculty website](#).

CDU Vehicle Hire

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

The HDR Coordinator can log an **“Application to Drive a CDU Vehicle”** eCentre Request on your behalf. Send the following information to the FST-HDR-Coordinator@cdu.edu.au :

Applicant

Work Phone No.

Mobile No.

* College / Department

* Licence Number * Expiry Date

* Licence Class Car HC HR LR MR R

* Copy of Licence No file selected.

* 4WD Trained Yes No

* Copy of 4WD Course No file selected.

Once approved, Facilities will set up your AutoCentral login and email you the password.

First Aid Training / 4WD Courses / Coxswain

HDR candidates must undertake first aid training before doing fieldwork as part of the Faculty of Occupational Health and Safety. 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 use another provider, but they must be nationally recognised trainers.

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 license.

A copy of the passport and visa must be provided to determine eligibility. 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 approved by the PVC Education Strategy.

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 must be provided when booking (info below).

The unique student identifier number (USI) is an individual education number the Australian government provides. It is used to record your Australian training achievements online through Nationally Recognised Training providers.

You can create your USI number via the link www.usi.gov.au/students

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

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, such as the purchase of equipment and software, assistance with travel expenses, and editing/formatting of your thesis. Allocations accrue each semester, and funds are available to currently enrolled students. 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 (2024), 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 Excel spreadsheet and keep tabs on your expenditure/balance. Allocations are credited to your account at the beginning of January and July each year. Refer to the finance section below on how to make purchases.

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 with significant conference expenditures should note that this cannot be used as justification for additional funds to complete the project should they completely expend their allocation.

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

Finances

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

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

Reimbursement

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

When completing the reimbursement form, please note:

- All international transactions do not have GST.
- International invoices shown in non-AUD amounts must have the bank transaction amount shown in AUD or a screenshot of the currency conversion rate as supporting documentation.
- All reimbursement costs relating to travel must include a PTA number on the reimbursement form. Contact the HDR Coordinator to log your travel as a PTA (Pre-Trip Approval)
- Order confirmations will not be accepted as a receipt or tax invoice.

If it is the first time claiming a reimbursement, a **Bank Account Details** form must 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 to set you up in the finance system.

IMPORTANT NOTE: Student Allocation funds do not include 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.

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 must be 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 sent 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.

IMPORTANT NOTE:

- The supplier must be set up in the Finance System for payment (this can be checked by the HDR Coordinator)
- Invoices must be addressed correctly. Example below.

[HDR Candidate Name]

[Charles Darwin University]

Finance forms can be found on the [Current FST HDRs website](#)

Forms must be completed properly, and supporting documentation must be included.

[Statutory Declaration \(PDF, 6.67 KB\)](#) Stat decs can be used for lost receipts and tax invoices.

On Campus Meeting Room Bookings

Meeting room bookings can be requested through Outlook calendar invites by including the meeting room email in the invite request.

Purple 12.1.27 – MeetingRoom-Purple12-1-27@cdu.edu.au **swipe access required**, large monitor with HDMI input, teleconference phone. Can fit around 10 participants.

Yellow 2.2.10 - MeetingRoom-Yellow2-2-10@cdu.edu.au Teleconference phone monitor to connect laptop with HDMI, fridge, tea and coffee. Can fit around 10 participants.

Red 1.2.32 - meetingroom-red1-2-32@cdu.edu.au Teleconference phone, large monitor and video conferencing. Can fit around 12-14 participants.

Red 1.3.28 – meetingroom-red1-3-28@cdu.edu.au Large monitor to connect to laptop with HDMI input. Can fit around 8 participants.

Other CDU meeting rooms can be booked through the Venue Hire tile on the Portal. Contact FST-HDR-coordinator@cdu.edu.au to check availability and book.

