

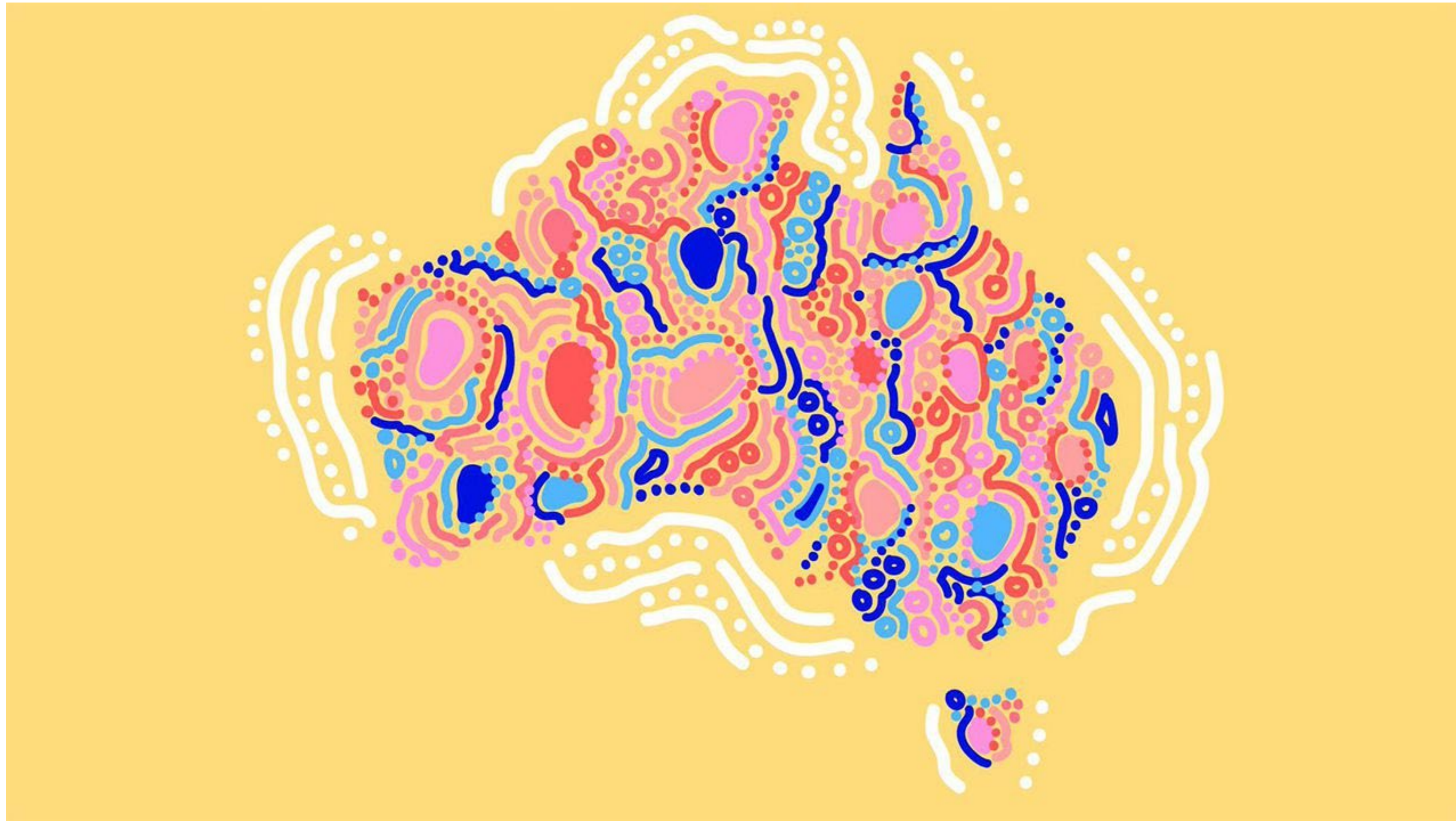


Curtin University

HDR Student Orientation Welcome and Overview

Tania Lerch, HDR Research Training Officer
Graduate Research School, Curtin University

Acknowledgement of Country



Part 1

- 09.15** **Welcome from the Graduate Research School**
Tania Lerch, Research Training Officer, GRS
- 09.25** **Welcome & How to Make the Most of your Research Degree Experience**
Mitchell Craig President, Postgraduate Students Committee (PSC)
- 09.45** **From enrolment to graduation – an overview from the Graduate Research School**
Tania Lerch, Research Training Officer, GRS
- 10.45** **Short break**
- 11.15** **Academic Language and Literacy Learning Coordinators**
Dominik Karski, Science and Engineering; Sarah Veitch, Business and Law; Paul Kebble, Health Sciences; Chantelle Leach, Humanities
- 11.30** **Research Integrity, Ethics, Hazards and Safety**
Jennifer Hoffman, Manager, Research Integrity
- 11.45** **Student Assist**
Dr Andrew Cameron, Student Guild

12.00 Lunch Break in the foyer

Part 2

13.00 Library Support

- 13.00 ○ Faculty Librarian support (10 minutes)
Jaya Ralph, Faculty Librarian – Business, Humanities & Law
- 13.15 ○ Academic Skills (10 minutes)
Petra Dumbell, Academic Skills Advisor
- 13.30 ○ Library Copyright and Thesis (15 Minutes)
By Petra Dumbell, Academic Skills Advisor
- 13.45 ○ Research Data Planning and Management (15 minutes)
John Brown, Library (video recording)

14.00 Curtin Careers
Kelly Kendall-Jones Career Development, Student Success

14.15 Computational Skills Training for HDR students
Daniel Marrable, Curtin Institute for Computation

14.30 Close



Overview

Welcome to Curtin University

Things you need to know

Overview of Milestones

Research funding support and
Internships

Important Contacts, Websites and
Resources

Vision

*Through partnership,
we will make a
difference for people
and our planet*

CURTIN 2030



Welcome to Curtin University

[Kaia video link](#)

Largest University in WA with ~56,000 students in total

~1,800 HDR students, ~ 40% International students

Global campuses

Malaysia; Singapore; Mauritius; Dubai, Bentley (Perth), Perth City, Kalgoorlie and Midland

Member of the ATN group of Universities

Curtin University, Deakin University, RMIT University, The University of Newcastle, University of South Australia, and University of Technology Sydney.

Curtin University – Faculties and Schools

| Health Sciences | Science and Engineering |
|------------------------|---|
| Medical School | Civil and Mechanical Engineering |
| Allied Health | Earth and Planetary Sciences |
| Nursing | Elect Eng, Computing & Math Sciences |
| Population Health | WASM: Minerals, Energy and Chem engineering |

| Business and Law | Humanities |
|-----------------------------------|---|
| Accounting, Economics and Finance | Education |
| Management and Marketing | Design and Built Environment |
| Curtin Law School | Media, Creative Arts and Social Inquiry |

Centre for Aboriginal Studies

Graduate Research School (GRS)

Higher Degree by Research (HDR) student recruitment,
management and governance

Scholarships and admissions

Progression/milestones, Thesis examinations

HDR policies and procedures

HDR student and supervisor training

Strategic initiatives

HDR internships

Collaborative PhD programs

Industry-embedded PhDs



Rebecca Firth

Graduate Research School Lead



Prof Chris Reid

Dean, Graduate Studies

Graduate Research School Team

Admissions & Scholarships



Nate Moore
Graduate Studies Officer



Doreen Phan
Graduate Studies Officer



Mike Roberts
Graduate Studies Officer



Anthony Tang
Graduate Studies Officer

Progression & Thesis Examinations



Steven Cheah
Graduate Studies Officer



Zalila Abdul Rahman
Senior Graduate Studies
Officer



Catherine Martin
Graduate Studies Officer



Mehari Tesfamariam
Senior Graduate Studies Officer

Development & Training



Charmaine Cragan
Graduate Studies Officer



Tania Lerch
Research Training Officer



Michelle Kelly
Project Coordinator

GRS Contacts

GRS – Level 1, Building 101 (entry opposite medical centre)

ROC.GRS@curtin.edu.au for all HDR queries

ROC-Excellence@curtin.edu.au for training

Phone: +61 8 9266 3337

Visit websites

[Higher degree by research](#)

[Milestones](#)



Supervision Framework for HDR Students



- Supervisors – Primary / Co-Supervisor
 - Thesis Chair – Key part of the Team
- School Director of Graduate Research
- Faculty Graduate Studies Committee
 - Graduate Research School

Organisational Progress for HDR Students – Milestone Model for Progression



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Enrolment

Milestone
1

Milestone
2

Milestone
3

Examination

HDR Student Portal - OASIS

Oasis.curtin.edu.au
Welcome tab

The screenshot displays the OASIS student portal interface. At the top, there is a navigation bar with the Curtin University logo, a search bar, and links for OASIS Help, Contact Us, and LOGOUT. Below this, a blue header bar shows the user's name 'Alice' and notification counts for emails (999+) and messages (186). A secondary navigation bar contains tabs for Welcome, My Studies, My Experience, My Library, and My Campus. The main content area greets the user with 'Hi Alice,' and a notification that 'You have 3044 new emails.' A quote by Thomas Edison is displayed in a yellow box: 'There is no substitute for hard work.' - Thomas Edison. A grid of service tiles includes BLACKBOARD, eSTUDENT, ePAY, CHANGE PASSWORD, ORDER OFFICIAL DOCUMENTS, and FAQs. A search bar for the Library Catalogue is provided with a 'SEARCH' button and links to 'Databases' and 'How to use the catalogue'. Two promotional cards are featured: 'Personalised Orientation Planner' with a 'PLAN YOUR O-WEEK' graphic and 'Enrol in Listening to Country: First Nations' Perspectives in semester 1, 2023!' with an image of people on a dirt path. The bottom section, 'Discover Events', includes a 'See all Events' link and a row of event cards with 'In-person' and 'Online' labels and heart icons.

HDR Student Portal - OASIS

Oasis.curtin.edu.au

My Experience tab

The screenshot displays the 'My Experience' section of the OASIS student portal. At the top, a blue navigation bar contains the 'OASIS' logo, the user's name 'Alice', and notification icons for '999+' and '198'. Below the navigation bar, a menu includes 'Welcome', 'My Studies', 'My Experience' (the active tab), 'My Library', and 'My Campus'. The main content area is titled 'My Experience' and includes an introductory paragraph: 'University can be confusing, so we've put together some Quests to help you on your journey. This includes all the exciting tasks and opportunities to help you explore your options, build yourself and apply what you've learned into new experiences. Track your progress and tick off items as you navigate through your Curtin experience!'. A progress bar below the text shows 0% completion. The page features six blue milestone cards arranged in a 2x3 grid, each with a circular icon, a title, and a brief description. The milestones are: Milestone 1 (enrolment notification), Milestone 2 (research progress reflection), Milestone 3 (celebration of achievements), Industry Engagement (core training for HDR students), Research Preparedness (orientation and standards), and Upskill with the ATN Frontiers 'Future'... (futures-focused learning modules).

OASIS Alice 999+ 198

Welcome My Studies **My Experience** My Library My Campus

My Experience

University can be confusing, so we've put together some Quests to help you on your journey. This includes all the exciting tasks and opportunities to help you explore your options, build yourself and apply what you've learned into new experiences. Track your progress and tick off items as you navigate through your Curtin experience!

0%

- Milestone 1**
On receipt of your official notification of enrolment, you will be considered a provisional candidate until your application for Milestone 1 is approved by your School and Director of Graduate Research for your school.
- Milestone 2**
Milestone 2 provides you with the opportunity to reflect on the progress made in your research project and finalise a strategy for the timely completion and dissemination of research findings.
- Milestone 3**
Milestone 3 is a chance to celebrate your achievements in your program with your School colleagues.
- Industry Engagement**
If you're a higher degree by research (HDR) student, you should undertake core training in compliance and integrity, plus a range of professional development programs to gain key competency skills and enhance your employability.
- Research Preparedness**
Before you begin your Higher Degree by Research (HDR), you're encouraged to attend orientation, explore your faculty's research facilities and services, and familiarise yourself with our HDR code of conduct and other academic standards.
- Upskill with the ATN Frontiers 'Future'...**
Co-created and delivered by expert academic and practitioner staff across ATN member universities, the program offers a suite of futurist-focused learning modules free of charge to HDR students. Modules will suit a range of ambitions for wherever your research degree leads you in your career, roles and industries.

GRS website

<https://www.curtin.edu.au/students/essentials/higher-degree-by-research/>

- [Home](#) > [Current Students](#) > [Student essentials](#) > [Higher Degree by Research](#)
- [HDR scholarships and funding](#)
- [HDR forms, guidelines and policies](#)
- [Resources and development](#) >
- [Starting your HDR course](#) >
- [During candidature](#)
- [Thesis and examination](#)
- [Milestones](#)
- [Faculty-specific information](#)
- [Research ethics and safety](#) >
- [Contacts and help](#)



HDR forms, guidelines and policies

Find forms, guidelines and policies relevant to completing or changing your HDR course.

[View all HDR forms, guidelines and policies](#)



HDR resources and development

Access a range of training opportunities, internships and courses for HDR candidates.

[Develop your skills today](#)



Starting your HDR course

Prepare for your candidature by attending Orientation and getting to know our facilities and policies.

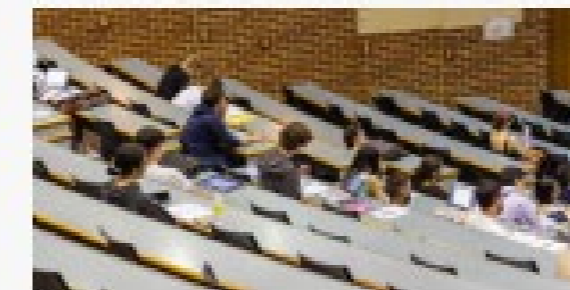
[Start preparing here](#)



Managing your HDR enrolment

Information to help you manage your degree, including reporting and milestone criteria.

[Find more information about your degree](#)



Thesis and examination

Information about thesis preparation, submission and examination.

[Get prepared](#)



Faculty-specific information

Find more information about your own faculty.

[Find your faculty](#)



Milestones

Monitor your progress through milestones.

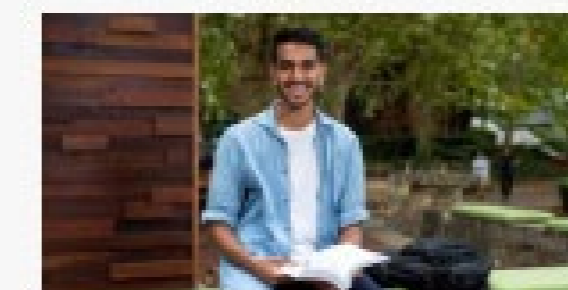
[See where you're at](#)



Research ethics and safety

Students must follow ethical and safety requirements while conducting research at Curtin.

[More about ethics and safety](#)



Contacts and help

Find people who can assist you with administrative processes.

[See all contacts](#)

Important to know

Important to know these

- [Australian Code for the Responsible Conduct of Research](#)
- [HDR Policy & Procedures](#)
- [Curtin's Research Management Policy](#)
- Curtin's Guiding Principles [Values and Signature Behaviours](#)
- [Curtin University Code of Conduct](#)
- [Student Charter](#)

Student Rights and Responsibilities

ALL students have [rights and responsibilities](#)

Check and confirm your enrolment >

Uphold Curtin values >

Follow the Student Charter >

Align with Academic Integrity principles >

Meet deadlines >

Provide feedback >

Use ICT resources appropriately >

Adhere to statutes, rules, policies and procedures >

Right of appeal >

Understand Academic Integrity

Academic integrity means acting with the values of honesty, trust, fairness, respect, and responsibility in learning, teaching and research”

- Universities Australia (2017)

Academic integrity principles align with Curtin’s core values: integrity, respect, courage, excellence and impact.

“Plagiarism is presenting the work or property of another person as your own without appropriate acknowledgement or referencing...”

[Academic Integrity Governance](#)

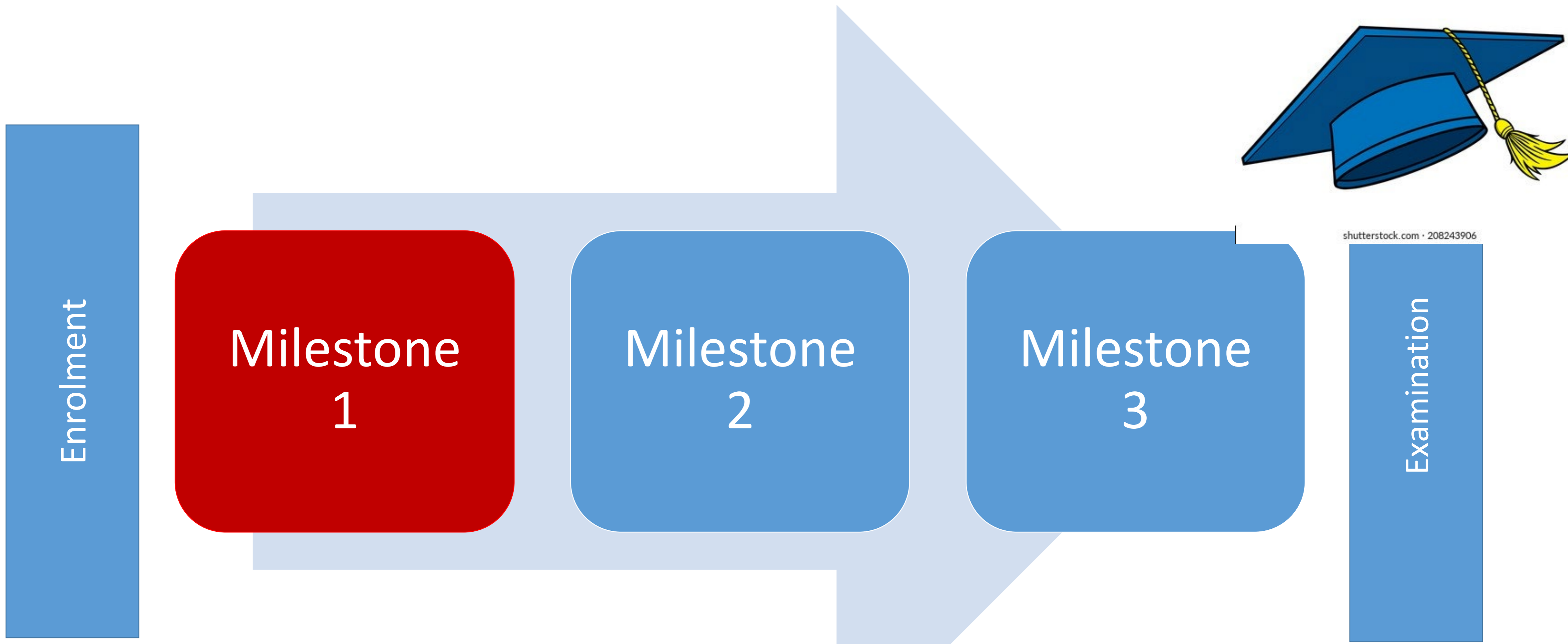
[Academic Integrity student essentials](#)

[Management of Academic Integrity Warnings for New to Curtin Students Procedure](#)

“

| | |
|----------------------------------|--|
| ACADEMIC INTEGRITY | Complete the Academic Integrity Program (AIP) |
| Academic Integrity Program (AIP) | Use the student guides and checklist |
| Contract cheating | Learn how to reference |
| | Be informed about appropriate use of Gen-AI technologies |
| | Learn about correct copyright procedures |
| | Develop your English language skills |
| | Learn about Turnitin – Curtin’s text matching system |
| | Watch these videos |

Milestone 1



M1 Requirements –

Before starting the M1 form students ...

- ✓ Complete PELA (where faculty requires)
- ✓ Field of Research
 - ✓ Select one [six digit FoR](#) that best defines the research thesis.
- ✓ Apply for an ORCID (open researcher and contributor ID).
 - ✓ Register via the [ORCID website](#)
- ✓ Complete the [Research Initiation Guide](#)
- ✓ Complete the Research Integrity training (on Blackboard)
- ✓ Complete a [Research Data Management Plan](#)
 - ✓ See Library [RDM Libguide](#)

After M1 - Ethics

- Students normally only have ethics approved after M1 is approved.
- The Principal Supervisor may already have ethics approval but it MUST cover the proposal.
- Your supervisor is responsible for this governance.

About Milestone 1

What are the conditions for Milestone 1? >

When is Milestone 1 due? >

What is required for my Milestone 1 application? >

What is the review process for Milestone 1? >

Supporting information for Milestone 1 >

Forms, guidelines and policies >> Milestones

Milestone 1

Milestone report form (HDR student initiated only)

Student may wish to refer to the Research Proposal Information Sheet [.pdf 586kB]

The following paper-based forms should only be used in extenuating circumstances and will be decommissioned by April 2023.

- Milestone 1 Application form [.pdf 413kB]
- Milestone 1 Reviewer's Report [.pdf 418kB]

HDR Milestone 1 report form

HDR forms, guidelines and policies

Find forms, guidelines and policies for successfully completing your HDR course.

HDR Enrolment and Supervision

Milestones

PhD and MPhil Students

Milestone 1

Milestone report form (HDR student initiated only)

Student may wish to refer to the [Research Proposal Information Sheet \[pdf 586kB\]](#)

[How to apply](#)

[Find a supervisor](#)

[HDR Scholarships and funding](#)



HDR forms, guidelines and policies

Find forms, guidelines and policies related to completing or changing your HDR course.

[View all HDR forms, guidelines and policies](#)



HDR resources and development

Access a range of training opportunities, internships and courses for HDR candidates.

[Develop your skills today](#)



Starting your HDR course

Prepare for your candidacy by attending Orientation and getting to know our facilities and policies.

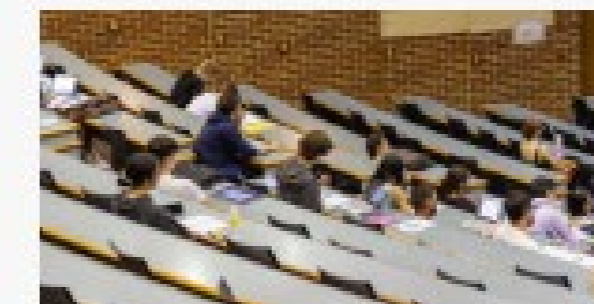
[Start preparing here](#)



Managing your HDR enrolment

Information to help you manage your degree, including reporting and related one criteria.

[Find more information about your degree](#)



Thesis and examination

Information about thesis preparation, submission and examination.

[Get prepared](#)



Faculty-specific information

Find more information about your own faculty.

[Find your faculty](#)



Milestones

Monitor your progress through milestones.

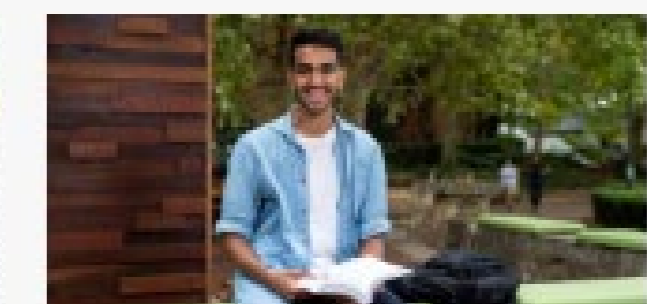
[See where you're at](#)



Research ethics and safety

Students must follow ethical and safety requirements while conducting research at Curtin.

[More about ethics and safety](#)



Contacts and help

Find people who can assist you with administrative processes.

[See all contacts](#)

Milestone 1 – new web form

Why move to an online form for M1?

- ✓ Procedural compliance
- ✓ PELA /SeLL inclusion
- ✓ Compulsory uploads
- ✓ USI (NEW and compulsory from 2023)
- ✓ Research Integrity Training. (Coming soon - Respectful relationships (Aust) & Student essentials)
- ✓ Supervisor inclusion (ability to return to the student, when missing data etc)
- ✓ Thesis chair, included in the process
- ✓ DGR or delegate oral meeting scheduling
- ✓ [Amendments offline](#)
- ✓ DGR approval ([DoR consultation offline](#))
- ✓ GRS formal notice of completion

When does it start?

- available now!
- Students initiate the online form here [HDR forms](#) >> Milestone 1.
- Built in workflow allows for supervisor, thesis chair, DGR to complete their sections of the online form
- Paper-based form will be unavailable from April

Research Integrity

Research Integrity Announcements

OFFICE OF RESEARCH & DEVELOPMENT


Curtin University

Institution Organisation

Announcements

Acknowledgement of Country

Posted on: Monday, 20 February 2023 14:59:06 o'clock AWST



On behalf of Curtin University and the Centre for Aboriginal Studies: We respectfully acknowledge the Elders and custodians of the Whadjuk Nyungar nation, past and present, their descendants and kin. The Curtin University Bentley Campus enjoys the privilege of being located in Whadjuk / Nyungar Boodjar (country) on the site where the Derbal Yerrigan (Swan River) and the Djarlgarra (Canning River) meet. The area is of great cultural significance and sustains the life and well being of the traditional custodians past and present. As representatives of Curtin University we are proud to honour the Nyungar people and value this place of shared learning. We recognise the impacts of colonisation on Indigenous Australians and as active participants in reconciliation we are committed to moving forward together in a spirit of mutual honour and respect.

! Aboriginal and Torres Strait Islander users of this Blackboard unit are advised there may be images, viewings, stories, photos and written materials of people which could be disturbing and/or of persons who are deceased.

About the Research Integrity training for Higher Degree by Research Students


Posted on: Wednesday, 2 February 2022 11:21:38 o'clock AWST

Curtin is strengthening its research culture as it pursues its objective to be a research-intensive university that attracts and retains iconic scholars who undertake high-impact research that changes lives. Curtin's status as a research-intensive university will be determined by the quality, scale, and significance of its research. Each researcher at Curtin has a role in achieving our strategic research objectives.

The Research Integrity Professional Development program was developed by Epigeum, a leading publisher of online courses. It has been developed for the Australian

Posted by: Brett Cullen
Posted to: Research Integrity

Posted by: Tania Lerch
Posted to: Research Integrity



- Research Integrity
- Announcements
- Contacts
- Unit Materials
- My Grades
- Originality Checking
- Turnitin How-to videos
- Studiosity
- Making Connections and Staying Well
- Career Development

Unit Materials



[The Responsible Conduct of Research](#)



[The Responsible Conduct of Research Quiz](#)



[When Things Go Wrong: Breaches of the Code](#)



[Planning Your Research](#)



[Managing and Recording Your Research](#)



[Data Selection, Analysis and Presentation](#)



[Scholarly Publication](#)

- Research Integrity
- Announcements
- Contacts
- Unit Materials
- My Grades
- Originality Checking**
- Turnitin How-to videos
- Studiosity
- Making Connections and Staying Well
- Career Development

Originality Checking



Originality Checking with Turnitin

Plagiarism is a growing issue in postgraduate research. An early understanding of how to avoid plagiarism will assist you as you move forward in your studies.

Turnitin is text matching software that checks for originality by identifying passages that already exist in the Turnitin database. Turnitin is used widely throughout the higher education sector and therefore is a powerful and informative tool.

The Turnitin facility has been added to this Research Integrity training on Blackboard to give all HDR students automatic access to check their written work for originality. Checking your candidacy proposal and your thesis chapters for originality via Turnitin is your own and does not match to other sources, except where reasonable for it to match.

Who is required to use the Turnitin submission links?

The Turnitin links in this Blackboard unit have been created for use by Higher Degree by Research (HDR) students. It is compulsory for all HDR students.

HDR students are required to check their written work at two separate stages of their enrolment:

1. Prior to Submission of Milestone 1

The 'Summary of Proposed Research Program' (i.e. 'Milestone 1 written proposal') must be submitted to Turnitin using the M1 link (previously called Candidacy) **before** the Milestone 1 report form is submitted. This is done using the M1 link. After uploading, the Turnitin Originality/Similarity Report can be accessed and downloaded. Share the Similarity Report with your supervisor and discuss whether any changes are needed to ensure the work or others has been referenced. After submitting the Report form, confirming you have completed the steps above and attach a copy of the Similarity Report to your application.

2. Prior to submission of final thesis prior to Examination

Thesis Chapters are submitted to Turnitin **before** the thesis is submitted for examination (excluding any published papers forming part of the thesis). Shortly after uploading, the Turnitin Originality/Similarity Report can be accessed and downloaded. Share the Similarity Report with your supervisor and discuss whether any changes are needed to ensure the work or others has been referenced as appropriate and there is no accidental plagiarism. When you submit your thesis to the Graduate Research School, you will be asked to confirm this has been done, via the 'Copyright' form.

My thesis includes papers for publication - do I need to submit these through Turnitin?

For the final thesis pre-examination, if your thesis consists of papers, you only submit to Turnitin chapters or papers that *have not been published*. Unpublished papers can be submitted via the Turnitin papers link prior to being submitted to Turnitin. Do not submit your chapters that do not contain published papers via the chapter links, such as the introductory and conclusion chapters.

Do I have to use the separate thesis chapter links or can I upload the whole thesis using one link?

The Turnitin submission links for HDR students have been set up to be the most appropriate for the whole HDR life cycle. As the thesis is developed, you can submit sections/chapters to Turnitin regularly as they are drafted and revised. The critical parameter is the file size. If the whole document is within the size limit (100 MB) then you can submit a single file containing multiple chapters. The key issue is that you can demonstrate that the thesis is your own work.

A note about references

Turnitin treats references as simple text and it matches the text if it finds the text (i.e. the reference) used in another source, which of course will happen often. The parameters for the submission link have been set to ignore the text matches.

Where can I find out more about Turnitin?

Please see the Information for Students on Curtin's Academic Integrity website: [What is Turnitin?](#) and [Turnitin for Students](#)

If you have any queries about the above information, please contact the Graduate Research School at GRS.training@curtin.edu.au



Milestone 1

This folder contains information about the requirements for originality checking of your Milestone 1 written proposal as well as the link to submit your drafts and final document to Turnitin



Thesis

This folder contains Turnitin submission links to use when checking drafts of your thesis chapters.



Other papers and presentations

This Turnitin submission link is provided to you as an HDR student to check for paraphrasing errors in papers that you are submitting for publication.

As Curtin's license to use Turnitin is limited to checking student work submitted for credit within a Curtin course this link should not be used for work that is not directly related to your HDR degree.

>> [View/Complete](#)

Apply for an ORCID

<https://orcid.org/>



- ORCID provides a persistent digital identifier (an ORCID iD) that you own and control
- distinguishes you from every other researcher
- connect your iD with your professional information — affiliations, grants, publications, peer review
- use your iD to share your information with other systems, ensuring you get recognition for all your contributions, saving you time and hassle, and reducing the risk of errors

Milestone 1 – Research Proposal

Masters x 5 pages; Doctoral x 10 pages for (not including references & appendices)

- Title and Abstract
- Background, which situates the project in the scholarship.
- Detailed description of methodology and methods
- Detailed project timeline – recommend a monthly Gantt chart
- Full budget – including, but not restricted to, how the project will use the Research Support Fund allocation (Reimbursable items).

Expected Publication Standard - well edited

Intellectual Property

As a general rule the University does not claim ownership of Intellectual Property created by Students

There are **several exceptions** and all supervisors and students should consult the [Intellectual Property](#) Policy and Procedures or contact the [IP team](#)

IP training by [Knowledge Commercialisation Australia and Gemaker](#)



Conflicts of Interest

Conflict of interest or duality of interest?

Conflict of Interest see [Australian Code for the Responsible Conduct of Research](#)

You have an interest in the research because you stand to benefit or lose from it (prestige, qualifications, employment...)

You have a duality of interest if you have an interest because of different roles you play, or might play e.g. researcher and owner of a company that might use the intellectual property.

Sometimes the obligations you have in each role conflict.

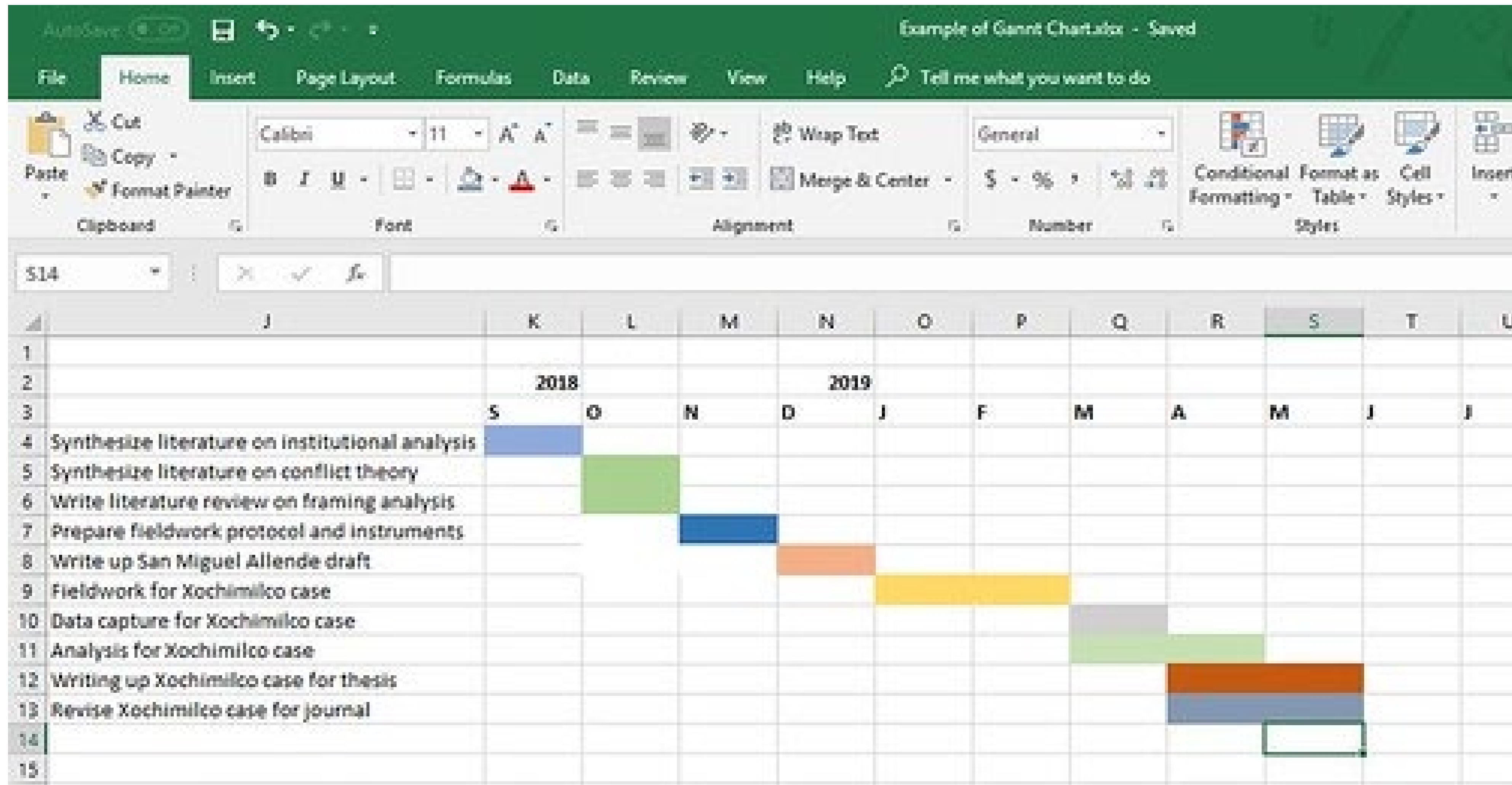
Declare your interests. Declare early. Discuss with your thesis panel.

© Cartoonbank.com



"Try this—I just bought a hundred shares."

Project Timelines



M1 – Oral Presentation & Review

The DGR (or nominee) will arrange the oral presentation

Supervisors and reviewers attend

(not always practical for all supervisors to attend)

Feedback provided to the student/supervisor

Supervisor oversees any changes/ revisions

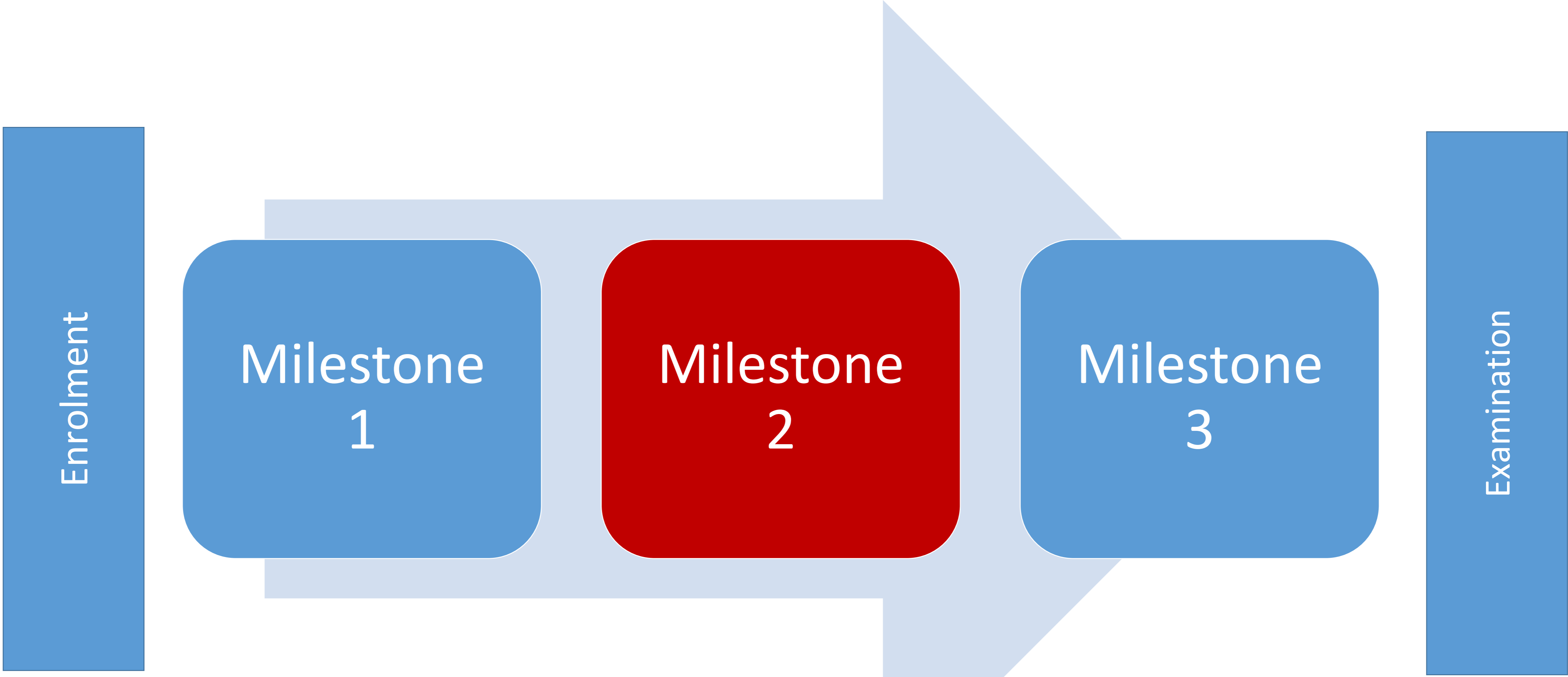
Supervisor advises DGR when changes have been made

DGR may review, ask chair to review or send for full review again

If there is a lack of consensus then this goes to
the Dean of Research (Chair of the FGSC)



Milestone 2



M2 requirements

Sample of written work (3000 words)

M2 application form

- Progress update

- Completion and dissemination plan (use a Gantt chart)

 - List of potential publications and proposed outlet

- Proposed conference/ Mobility plan BEFORE M#3 due date.

- Co-authoring - Authorship agreements

Oral presentation – reviewed by 2 peer assessors

Due date – outcome due to the GRS after 18 months FTE (Doctoral) and 12 months FTE (Masters MPhil*).

[Milestones](#) (M2 Application form, M2 Reviewer's Report, & Authorship Agreement form)

[HDR Student Progression Procedures](#)

M2 Outcomes

Milestone application must be assessed by the School, does not require FGSC approval

DGR :-

Approve

Reject

Reject

See [Guidelines for Conditional Enrolment \(HDR Forms, guidelines and policies, >> HDR Enrolment and Supervision\)](#)

Specific conditions are set for tasks to be undertaken to ensure that the student can get back on track.

If school unable to reach consensus, then it goes to the Dean of Research (Chair of the Faculty Committee)

Milestone 2 – reasons for rejection/conditional status

Poor presentation / editing / quality of submission

Project has not progressed as originally planned and, in the opinion of the reviewers, is not progressing in an academically sound and/ or timely manner.

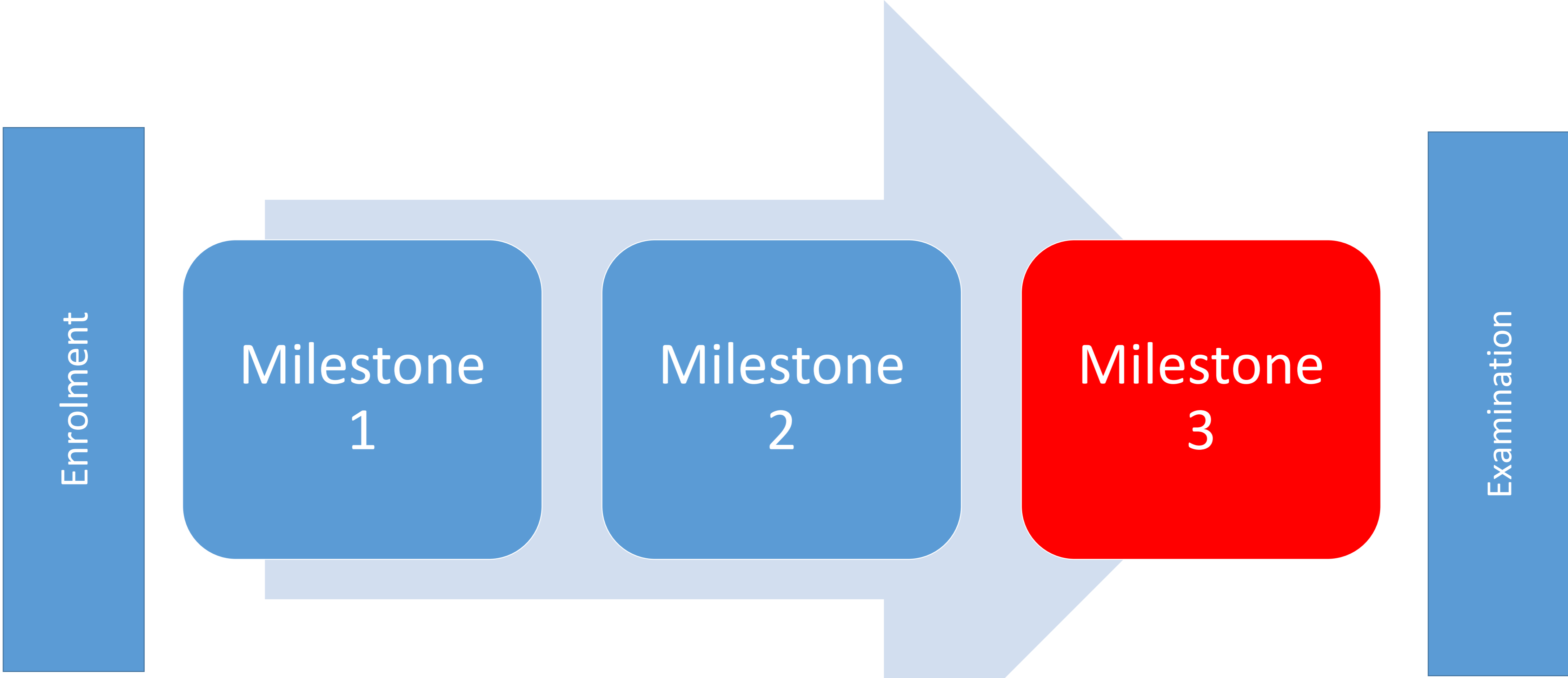
Failure to address reviewer comments

Budget/ timeline miss-management leading to concerns about the project being able to be viably completed with the remaining time/ resources.

Conditional Status

- Most often due to milestones not being met
- If this happens, you'll have opportunity to revise. You'll receive feedback from the reviewers and DGR to get your research back on track
- Work with your supervisor to resolve the research problems, get back to good standing and continue with your research

Milestone 3



Milestone 3

Pre-submission presentation of the thesis work

Completed around 3 months prior to submission

Supervisor will nominate examiners at this time

Authorship agreements should be revisited

Attribution should be explicitly addressed in the oral presentation

End of HDR matters should be discussed (closing out of ethics, data storage).

Submit thesis >> 'Under Examination'

At Curtin, students are **not informed of the names** of the selected Examiners.

Thesis preparation & submission

Thesis and Examination

information about the requirements for the presentation of your thesis, how to submit it and what the examination process involves

Preparing your thesis

[Guides to assist you in preparing your thesis](#) >

[Referencing](#) >

[Professional editing](#) >

[Submitting your thesis](#) >

[Confidentiality of thesis](#) >

[Enrolment status and fees](#) >

A note about thesis format

- Not all topics/ programs are suitable for thesis by publication/ hybrid
- Publication delay is not grounds for an extension
- Ensure authorship issues are openly discussed, agreed in writing and revised as required.

Thesis submission forms & guidelines

[Thesis submission forms and guidelines](#)

Thesis Submission

Forms

- [Nomination of Examiners](#) (Staff access only)
- [Thesis Submission for Examination](#) (HDR student access only)
- [Request for extension of time to submit/resubmit thesis](#) [.pdf 226kB]
- [Thesis Title Page template](#) [.docx 26kB]
- [Thesis Declaration](#) [.pdf 70kB]
- [Examination Report \(example\)](#) [.pdf 491kB]
- [Deposit of Final Thesis](#) (HDR student access only)
- [Thesis Permanent Binding](#) [.pdf 338kB]

Guidelines

- [Guidelines for Thesis Preparation and Submission](#) [.pdf 445kB]
- [Guidelines for Professional Thesis Editing](#) [.pdf 297kB]
- [Guidelines for Conflict of Interest for Thesis Examination](#) [.pdf 174kB]
- [Guidelines for Deposit of Final Thesis](#) [.pdf 204kB]



Thesis Submission and Examination

- 2 external expert Examiners
- Written review and opportunity to respond if require
- Pass or Fail
- Process (2-3 months)



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Changes to Enrolment

DGR email to the GRS

- Change to thesis committee

- Change of thesis title

- Setting student to conditional status/ or returning to good standing

DGR to complete relevant [form](#) and submit to GRS

- Change of mode (full-time to part-time)

- LOA less than 12 months duration

- Change of course

- Course withdrawal

Requiring FGSC approval

- LOA greater than 12 months

Course Conversion: Masters to PhD

Can occur after Milestone 1 has been achieved (equivalent to Honours)

Usually within first year of study

Must be on good standing

Student to submit M1 application for assessment at higher level

DGR to treat M1 application in same way as any other Doctoral students M1 application

DGR to attach a letter confirming the conversion is approved

Not to be used as a strategy for extending time of a Masters student who has run out of time

It is not something that needs to be discouraged – it can be an effective pathway into a PhD

Annual Progress Reports

Annual Progress Report

Occurs approx. May-June

Student completes online form (if UX does not complete).

Failure to complete results in an AWOL status.

SV completes separate online form (or if absent, thesis chair or co-SV)

Use form to recommend status: Good standing; Conditional.

If recommending a change of status, provide comments for the DGR.

For Conditional status, must list conditions and due dates.

An Official Communication will be sent to student by the GRS.

APR will be
phased out -
Stay tuned for
more info



What could go wrong?

Poor Supervision

- Ensure regular meetings

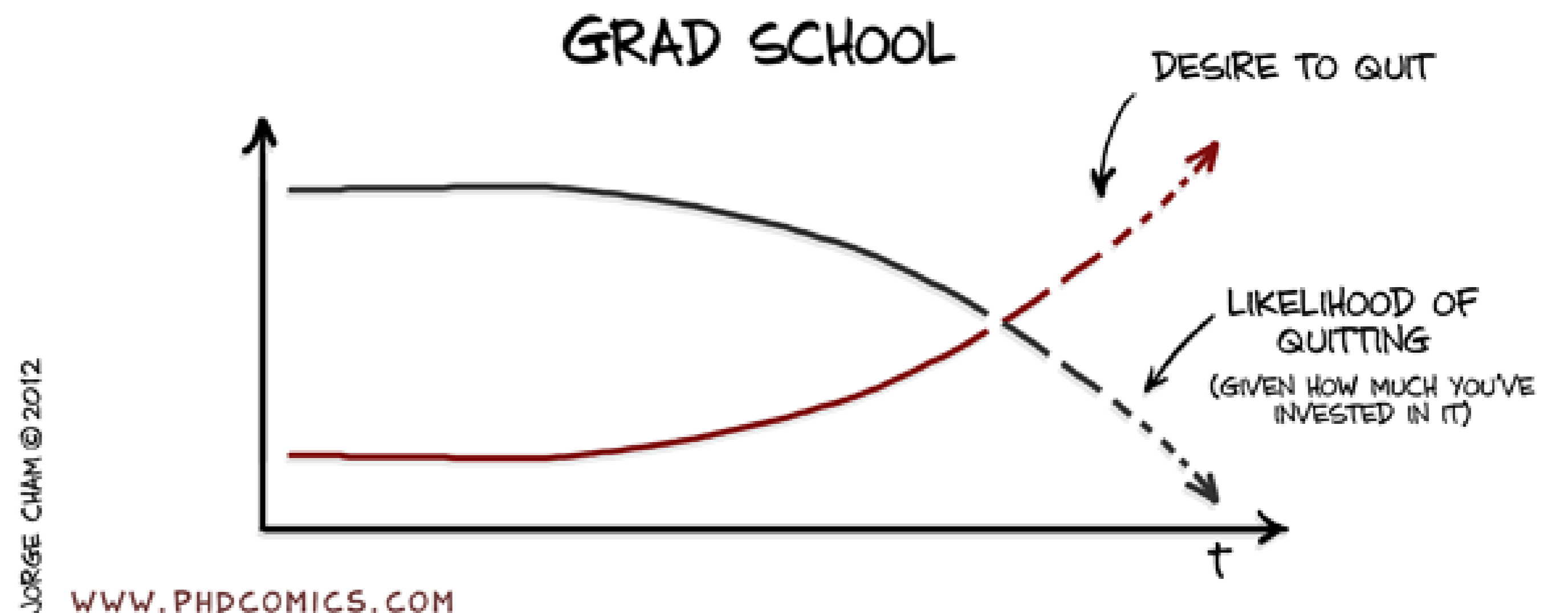
- Engage with Thesis Chair / Supervisory team and DGR

Leave of Absence

- Life happens

Exit strategy

- Masters option





Curtin University

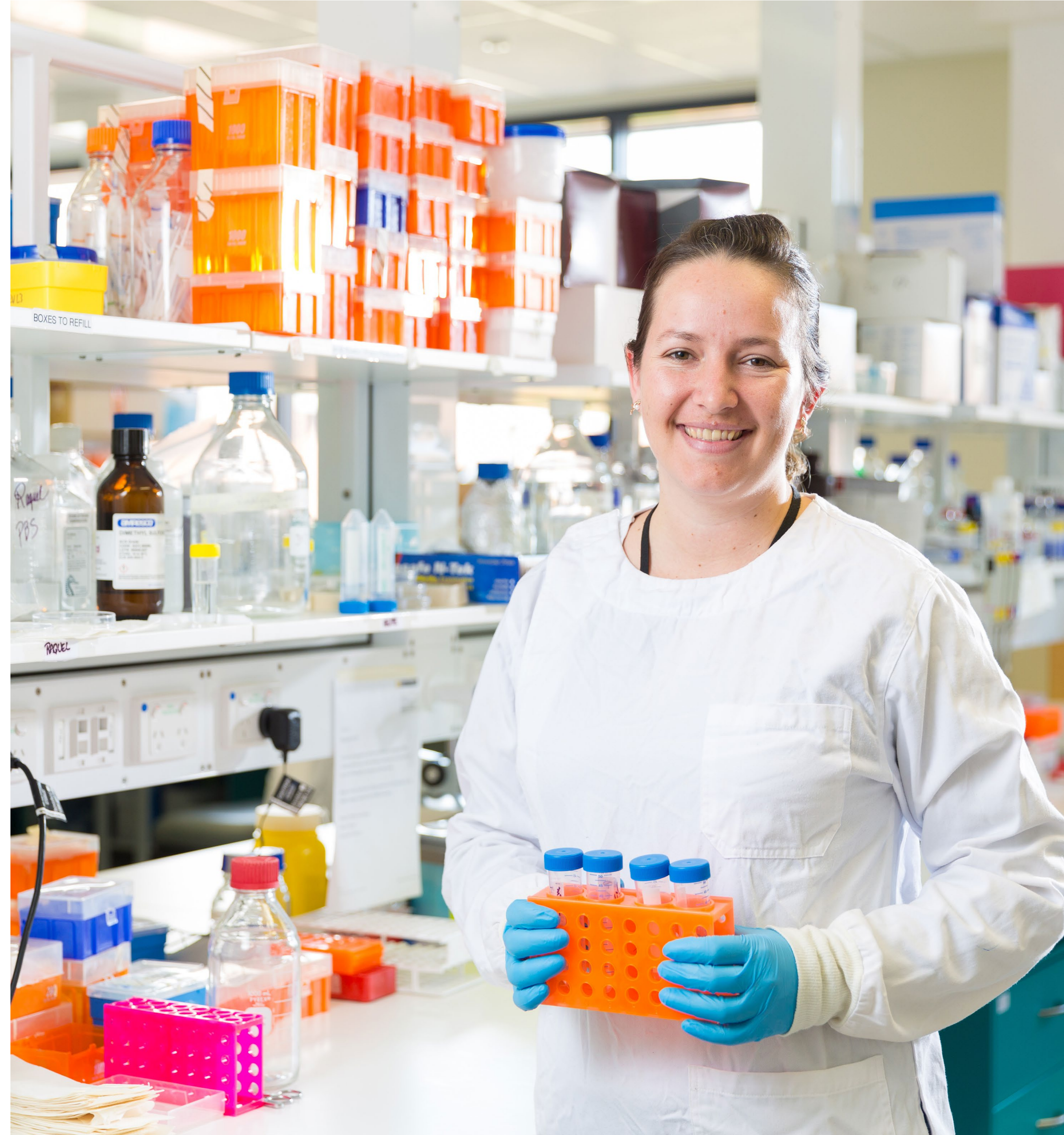
Higher Degree by Research Orientation Research Internships

A global university

Western Australia | Dubai | Malaysia | Mauritius | Singapore

Research internships

- Make a real contribution
- Inform your research
- Opens employment pathways
- Build industry networks



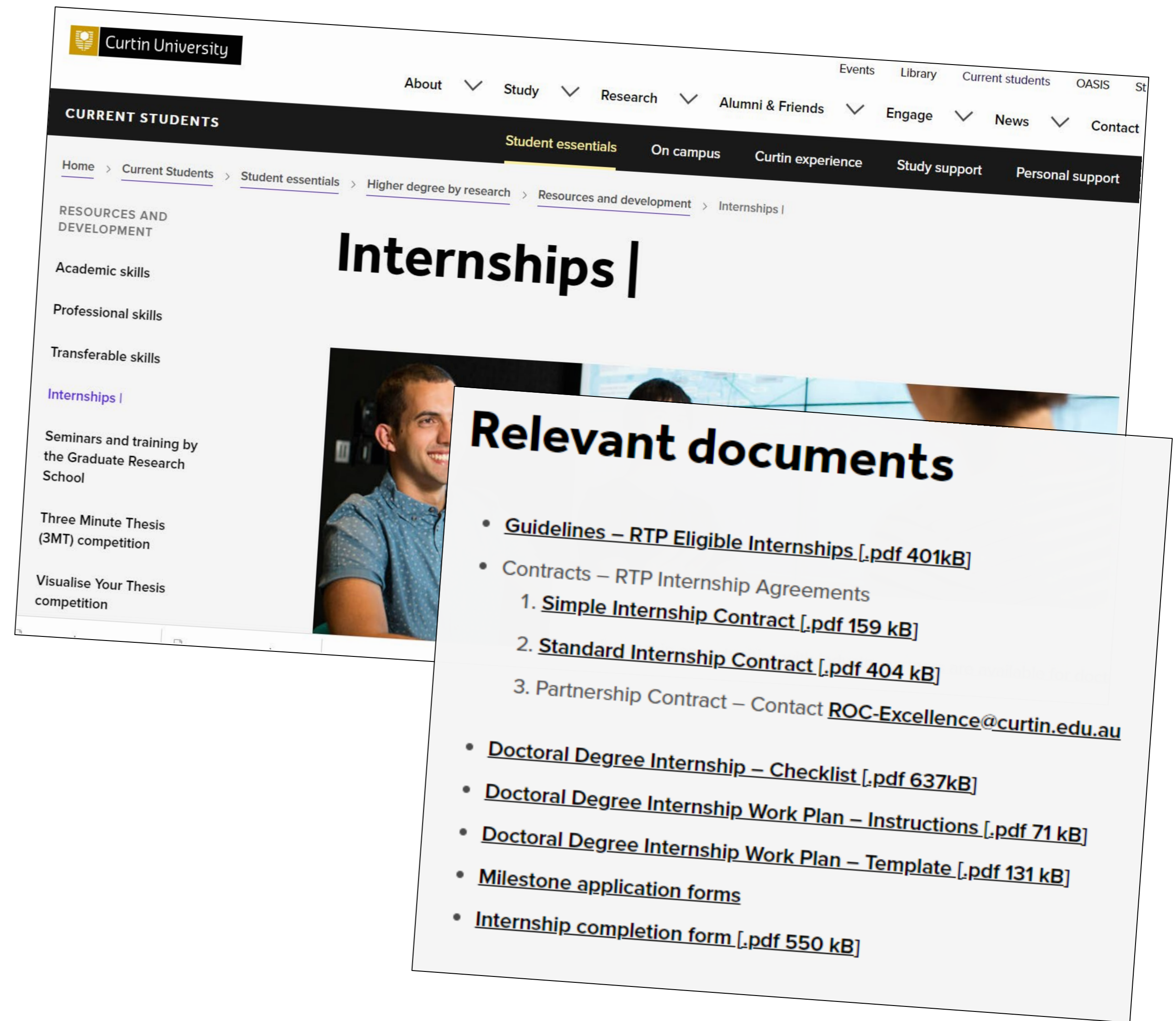


Organising an internship

- Discuss project ideas with your supervisory team
- Decide on a suitable industry host or opportunity
- Attend an *Internship Preparation Workshop*
- Check eligibility for the internship incentive
- Prepare a work plan and internship agreement
- Send documents to Graduate Research School
- Begin your internship
- Update your CV and referees

Resources

- Internship Preparation Workshops (held quarterly)
- Work plan template
- Internship agreement templates
- Support from your supervisors and the Curtin Careers team



The image shows a screenshot of the Curtin University website. The top navigation bar includes links for About, Study, Research, Alumni & Friends, Engage, News, and Contact. Below this is a secondary navigation bar with links for Student essentials, On campus, Curtin experience, Study support, and Personal support. The main content area is titled "Internships |" and features a sidebar with links to Academic skills, Professional skills, Transferable skills, and Internships |. The main content area includes a photo of a young man and a list of relevant documents.

Relevant documents

- [Guidelines – RTP Eligible Internships \[.pdf 401kB\]](#)
- [Contracts – RTP Internship Agreements](#)
 1. [Simple Internship Contract \[.pdf 159 kB\]](#)
 2. [Standard Internship Contract \[.pdf 404 kB\]](#)
 3. [Partnership Contract – Contact \[ROC-Excellence@curtin.edu.au\]\(mailto:ROC-Excellence@curtin.edu.au\)](#)
- [Doctoral Degree Internship – Checklist \[.pdf 637kB\]](#)
- [Doctoral Degree Internship Work Plan – Instructions \[.pdf 71 kB\]](#)
- [Doctoral Degree Internship Work Plan – Template \[.pdf 131 kB\]](#)
- [Milestone application forms](#)
- [Internship completion form \[.pdf 550 kB\]](#)

curtin.edu.au/students/essentials/higher-degree-by-research/resources-development/internships/

Next steps

- Discuss project ideas with your supervisor
- Access the online resources including
 - Guidelines
 - Internship incentive eligibility criteria
 - Work plan
 - Internship agreement templates
- Attend an *Internship Preparation Workshop*
- Plan your internship
- If you are eligible, receive the internship incentive
- Update your CV



Contact us



For more information visit:

curtin.edu/hdr-essentials

For internships, search *HDR resources and development > HDR Internships*



Still have questions?

Phone: +61(08) 9266 3337 or email ROC.GRS@curtin.edu.au

Opportunities for HDR Students

Training/workshops by:

[GRS & Curtin Events Calendar](#)

[Library](#) (Bootcamps; Shut Up and Write; GRASP; methods)

[Curtin Challenge](#)

[Game Changers](#)

Workshops/events listed on [UniHub](#)

[Curtin Institute for Computation](#)

[ResBaz](#)

[IP](#) & Commercialisation training

Engagement Grant; Dissemination Grant; Internship Incentive

Internship programs - [APR Intern](#), [iPREP Biodesign](#),

ATN Frontiers Program

ATN Modules

Online training program for HDR students by the Australian Technology Network

Enhance knowledge and skills in the future of research and work

Foundations of the Future – practitioner focus; prepares students to shape the future of innovation and productivity.

The Future Professional

The Future of Work and Innovation

The Future of Data

The Future of Collaboration

The Future of Leadership

The Future of Communication

The Future of Technology

The Future of Project Management



Mentoring - IMNIS

[IMNIS](#) – Industry Mentoring Network in STEM - 12 months

by [Australian Academy of Technology and Engineering](#)

EOI March/April, look out for email invitation

Students matched with an industry mentor (Perth based)

Pragmatic advice, broad professional network, industry engagement; advice for industry career opportunities

Monthly mentor/mentee meeting

Networking events in Perth



Web of Science Academy

<https://webofscienceacademy.clarivate.com/pages/29/home>

Free for students and/staff

Courses on offer:

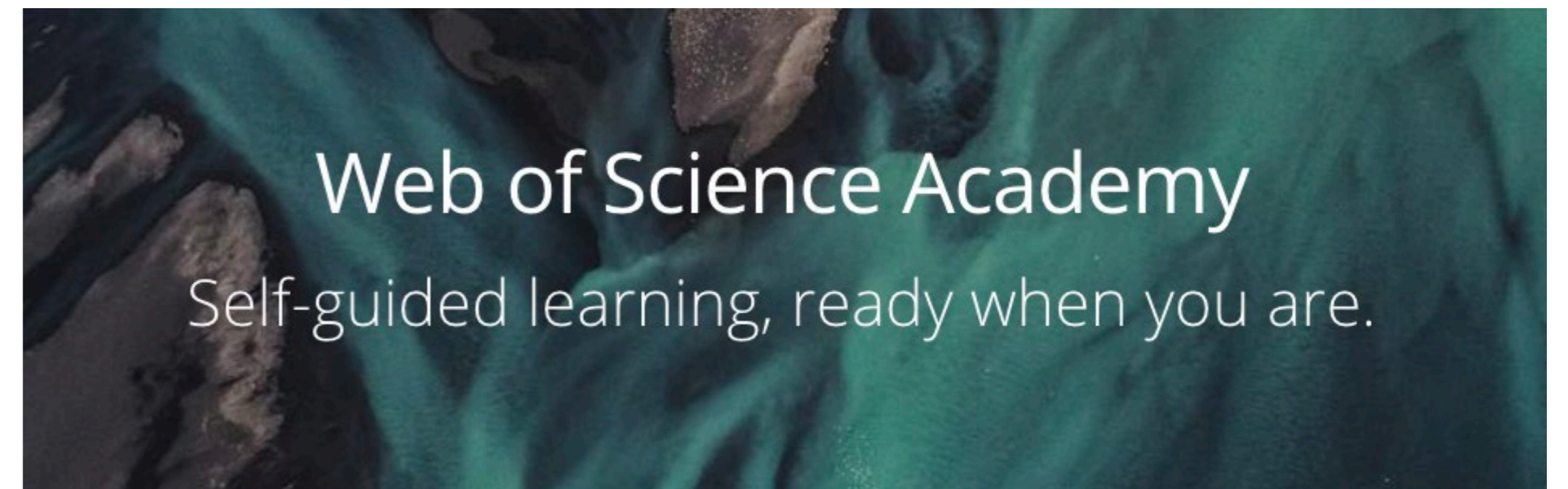
Good Citation Behaviour

An introduction to peer review

Reviewing in the Sciences

Co-reviewing with a mentor

Mentoring in Peer Review



Student Presentation Competitions

Enhance communication/presentation skills

Networking opportunities

Curtin & global competitions, prizes to be won!

Resource materials, mentoring and practice sessions available to support entrants

[Famelab](#) – February/March

[Visual Your Thesis competition](#) – 60 second slide show. Competition will run April/May

[Curtin 3MT](#) website and [UQ 3MT](#). Opens June, heats/final in September.

[Pitch it Clever](#) by Universities Australia

Support & Resources for Graduate Students

[Student Essentials](#) for links to: [Curtin Experience](#) [Curtin Connect](#)
[Personal Support](#) (Career; Counselling; health; equity; disability; etc)

[UniHub](#) to search events/jobs/resources

[Student OASIS](#) >> 'My Experience' tab – prompts students to complete essential/recommended quests & tasks, eg, HDR-only: Research Preparedness, Milestones; industry engagement

Faculty/School: Faculty Dean, Directors of Graduate Research; Thesis Committee Members

Library ([Faculty Librarians](#); [Library Research support](#); [GRASP](#))

[Research ethics and safety](#) includes link to RIG

[Health, Safety and Emergency Management](#) CHARM; Risk Assessments

[Curtin Institute for Computation](#)

[Student Guild](#) eg [Student Assist](#); [student clubs](#) etc

HDR Newsletters

Students

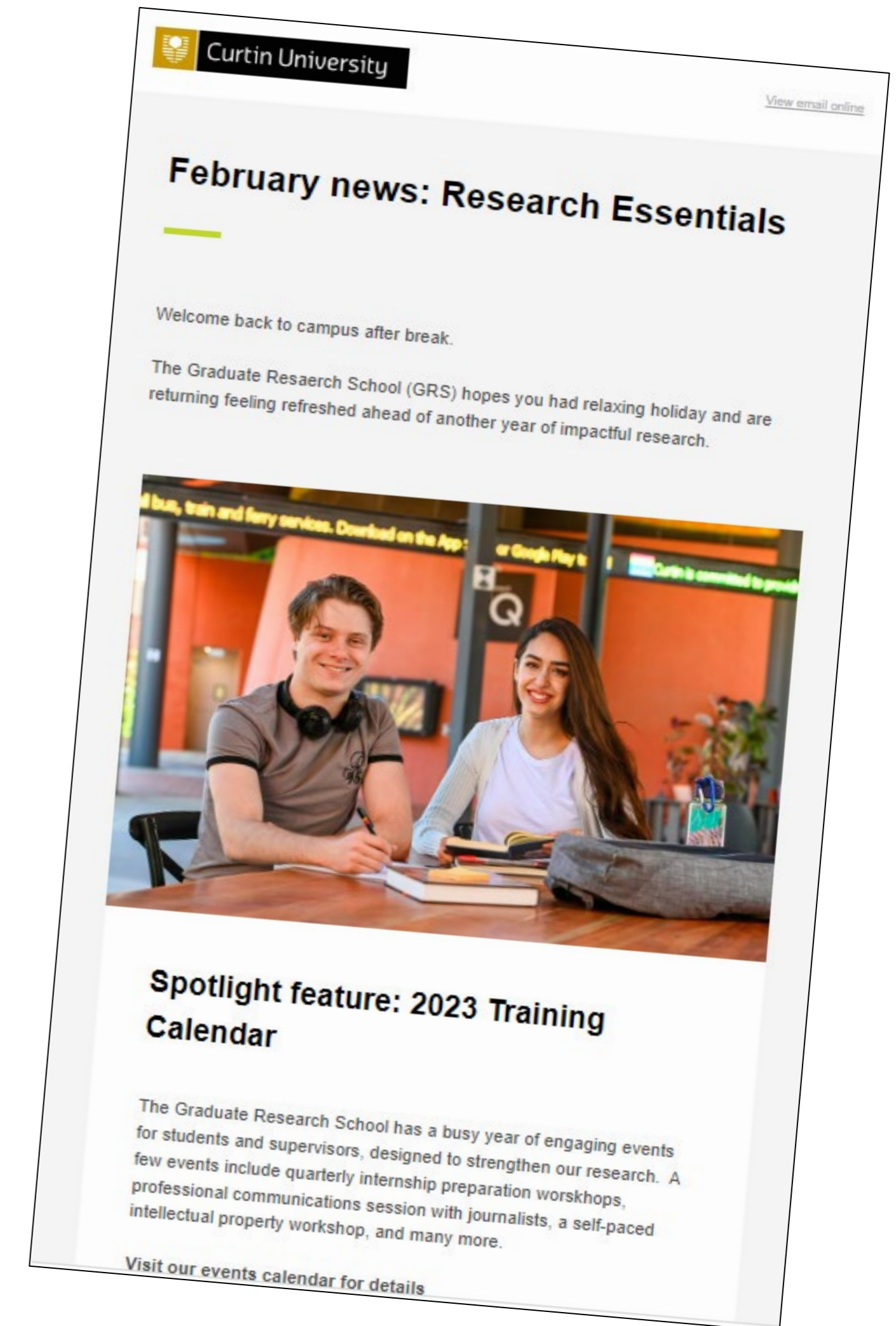
- Summary
- Spotlight feature
- Student announcements
- Events and training
- Scholarships and grants
- Work opportunities
- Other news
- Enquiries

Recurring content deadline

- **Content ideas:** First Monday of every month
- **Distribution:** Third Tuesday of every month.
- Nominate a 'student & supervisor' story (include a reason 'why'):
ROC-Excellence@curtin.edu.au

Supervisors

- Summary
- Spotlight feature
- News
- Events and training
- Grants and awards
- Industry partnerships
- Useful resources



Questions?

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Thank you

Make tomorrow better.