WELCOME TO FLINDERS UNIVERSITY

I am delighted to welcome you to the research team at Flinders University. Your success as a research higher degree candidate will form a vital part of further building our reputation as a research-intensive university with a high national and international research profile. 2016 is an exciting year for Flinders University because it is our 50th anniversary. We will continue to invest in direct assistance for our research higher degree candidates through scholarships, allowances, travel assistance, technology support and skills training. The Office of Graduate Research supports a range of resources to enhance the student experience, facilitate timely completions and provide opportunities for candidates to prepare for fulfilling careers. All of our faculties have dedicated structures in place to ensure your program runs smoothly and to assist you in achieving excellence in your studies. I welcome your interest in undertaking a research higher degree program at Flinders. I encourage you to contact our staff to ensure you benefit from all the opportunities that will enable you to gain an advanced research degree of international standing. The information in this brochure will help you in your research journey. I wish you every success in that journey.

Professor Robert Saint
Deputy Vice-Chancellor (Research)

Flinders University recognises that our postgraduates contribute in a major way to its research and academic life. The University, therefore, provides a range of excellent resources, including study space, funding and a suite of professional development and skills-rich courses to enhance the postgraduate experience for domestic and international candidates. The aim is to prepare you to become knowledgeable, flexible, independent researchers with a variety of career options. The Office of Graduate Research supports this mission by offering a streamlined service for future and current RHD candidates and links them to academic and pastoral support systems on campus. We look forward to assisting you over the course of your candidature.

Professor Jeri Kroll
Dean of Graduate Research

FIVE STEPS TO FLINDERS

This five-step enrolment guide is designed to provide you with important information and contact details of key members of staff who can assist you with planning your study, accessing the Student Information System, enrolling in your research degree, and participating in orientation and induction activities.

As a Research Higher Degree (RHD) candidate your enrolment is administered by the RHD Administrative Officer in your faculty.

You are encouraged to familiarise yourself with the range of University services and systems, including the Student Information System where you can update your personal information and bank details, view enrolment and financial information, and pay your fees.

Important information you need can be found on the University’s website. Go to flinders.edu.au and choose the Research link.
**STEP 1: PLAN YOUR STUDY**

**Accept or defer your offer**
In order to accept the offer for your research higher degree candidature, return the *Response to Offer of Higher Degree Candidature* form, mailed with your letter of offer, to your Faculty RHD Administrative Officer by mail or email to the address specified on the form.

The offer of research higher degree candidature is valid for six months from the date of your letter of offer from the faculty.

To defer your offer you will need to write to the Faculty RHD Administrative Officer. Deferrals are normally approved for 6 months. See page 6 for contact details.

**International candidates**
If you are an international applicant, please ensure that you are aware of any visa and other immigration requirements. Details of these requirements are provided in your *Offer of Admission*. Please contact the Case Officer listed on your offer for further information. See page 6 for International Centre contact details.

**Contact your supervisor(s)**
It is essential that you make contact with your supervisor(s) in person, by telephone or by email, to advise them of your commencement date and plan your first meeting. This will ensure that you can begin your research project in a timely manner.

Your supervisor(s) will provide the academic support for your research higher degree candidature, ensuring your thesis is planned appropriately and written to university standards. They will also help you to adhere to Faculty Milestones and to Flinders degree completion time limits.

You may wish to discuss undertaking the topic COMS9003: Communication Skills for Research Higher Degree Students. This topic is designed to be studied in parallel with your research to enhance your writing and to meet the communication standards of your candidature and beyond.

Go to [flinders.edu.au/graduate-research](http://flinders.edu.au/graduate-research) and choose the Progress and completion link for more information.

**Duration of candidature**
Enrolment is for the duration of your candidature; i.e., two years full-time equivalent for a Masters by Research, three years full-time equivalent for a Professional Doctorate and four years full-time equivalent for a PhD. Part-time enrolment is normally on a half-time basis; approximately 15-20 hours of study per week.

You should familiarise yourself with the responsibilities of a research higher degree candidate as well as the responsibilities of your supervisor, school and the University. Refer to Appendices A–E in the Research Higher Degree section of the Student Related Policies and Procedures at [flinders.edu.au/ppmanual/student/research-higher-degrees.cfm](http://flinders.edu.au/ppmanual/student/research-higher-degrees.cfm).

**STEP 2: ACCESS THE STUDENT INFORMATION SYSTEM**

**Locate your Flinders Student ID number**
Your Student ID number is provided to you in your letter of offer from your Faculty RHD Administrative Officer or in your *Offer of Admission* if you are an international candidate.

**Activate your login code (FAN) and password**
Before you can access any of the online student services at Flinders University you will need to activate your login code (known as your FAN or Flinders Authentication Name) and set a secure password.

You will use your FAN and password for a range of University services, including Flinders email and Flinders Learning Online (FLO). FLO is an online learning environment at Flinders University, used for electronic resources, information and discussion forums.

Go to [flinders.edu.au](http://flinders.edu.au) and choose Current students > Student computing to obtain and activate your FAN.

**Access the Student Information System**
The Student Information System is where you will find your enrolment details, Fee Account, scholarship payment details and general personal details. Go to Current students > Student info system. Log in using your Flinders Student ID number and the password that you created when activating your FAN.

Before you make an appointment with your RHD Administrative Officer to enrol in your research degree and thesis topic, you should update and confirm your personal details in the Student Information System.

Use the menu to:
- check that your name, date of birth and gender details are correct
- check your address, phone, email and emergency contact details
- check your citizenship and residency details
- update your cultural details
- update any disability details

Ensure that your details are correct and kept up-to-date at all times.
**STEP 3: ENROL IN CANDIDATURE AND THESIS TOPIC**

As a research higher degree candidate, you are required to enrol in your research degree and thesis topic at the commencement of your candidature. Enrolment is by appointment only and takes approximately 30 minutes. Once you have accepted the offer of candidature, please contact your Faculty RHD Administrative Officer to arrange and book an appointment. See page 6 for contact details.

**Variations to candidature**

Should you need to change your candidature, including study load, requests for leave or change of research project title, you will need to submit a variation to candidature application through your Faculty RHD Administrative Officer. Scholarship holders must also note the information on page 4. If you need to withdraw from candidature for any reason, please ensure that the RHD Administrative Officer is aware as soon as possible.

Remember to seek approval from your supervisor(s) first.

**Obtain your student ID card**

Your student ID card is required to borrow books from the Library, store credits required for photocopying and printing, attend examinations, obtain an academic transcript, obtain student concessions from transport and businesses (including those on campus), access Flinders University buildings and for attendance at student organised functions.

For information on how to obtain your student ID card, follow the link from [Current students > Enrolment information](#).

**STEP 4: FEES AND SCHOLARSHIPS**

**Fees**

As a research higher degree candidate the tuition amount you pay will depend on whether you are a domestic candidate or international candidate.

**Domestic research higher degree candidates** are normally provided a Research Training Scheme place and are exempted from tuition fees for up to four years full-time equivalent study for a Doctorate and up to two years full-time equivalent study for a Masters by Research. For further information visit the [Current students > Enrolment information > Research students](#) page.

Domestic research higher degree candidates are required to pay a compulsory **student services and amenities fee**. The cost is capped at $290 for full-time enrolment in 2016, which is reduced for part-time and some external research candidates. The actual fee is charged pro-rata, depending on how long you are enrolled in a given semester.

You can pay this fee up-front or eligible candidates (Australian citizens and permanent humanitarian visa holders) can choose to apply for a SA-HELP loan to assist with the fee. If you wish to defer your student services and amenities fees you must complete a **Request for SA-HELP assistance** form prior to the payment due date. You can do this in the ‘My Commonwealth Assistance’ tab of the Student Information System through [Current students > Student info system](#).

**International research higher degree candidates** are required by the Australian Government to pay tuition fees for all programs, including research higher degrees. The fees for your program will be detailed in your Offer of Admission. This will also include the details of any scholarships granted to successful applicants.

For international candidates studying onshore, the student services and amenities fee has been included in your tuition fee.

**Get your Fee Account**

Your Fee Account is only available online and will not be mailed to you. You can view and print your Fee Account from the ‘My Finance’ tab of the Student Information System through [Current students > Student info system](#).

Within the ‘My Finances’ tab you will also be able to view outstanding and historical transactions and pay outstanding fees.

**How to pay**

Visit the ‘Payment methods’ page at [Current students > Fees and financial assistance](#) for details.

**Scholarships**

A wide range of university government and non-government scholarships are available to candidates, such as Australian Postgraduate Awards and Flinders University Research Scholarships. Selection is based on academic merit. See [Current students > Scholarships](#) or contact Flinders Connect for more information. See page 6 for contact details.

Scholarship holders should note that the period of scholarship tenure is not necessarily the same as their candidature tenure and should refer to the scholarship conditions of award. Scholarships are normally tenable for three years full-time in the case of a Doctorate or two years full-time in the case of a Masters by Research. For some scholarships, candidates undertaking a Doctorate may be eligible for a six-month extension of the tenure of their award. Extensions are only considered on study grounds outside of the candidate’s control.

If you apply for leave from candidature, you must also apply for intermission from your scholarship. Application forms can be obtained from [Current students > Scholarships > Forms](#), and must be returned with your supervisor’s approval via the ‘Request Support’ tab in the Ask Flinders website. See page 5 for information about Ask Flinders.
STEP 5: ORIENTATION AND INDUCTION

Within the first twelve months of candidature every candidate must complete a required program of structured activities. These activities include Faculty Milestones as specified by your faculty/school, as detailed on page 4. You are required to complete and attend the compulsory core components that consist of an online RHD induction and a formal university and faculty-based induction seminar. See page 6 for induction dates and contact details for further information.

USEFUL INFORMATION FOR RHD CANDIDATES

Know your rights and responsibilities as a student

• Keep your contact details up-to-date
  Keep your personal details on the Student Information System up-to-date at all times, in particular your address, telephone number and emergency contacts.

• Read your University email regularly
  Your University email is used for enrolment and study-related communication. It is your responsibility to check your email regularly.

• Student Related Policies and Procedures
  All candidates are expected to familiarise themselves with the University’s policies. Matters such as student conduct, assessment, academic integrity, computer facility rules, RHD rules and prizes and awards are detailed at Current students>Policies and Procedures.

• Australian Code for the Responsible Conduct of Research
  All candidates should read the Australian Code for the Responsible Conduct of Research available at: nhmrc.gov.au/guidelines/publications/r39

• Equal Opportunity
  If you are feeling harassed or discriminated against, contact our Equal Opportunity Contact Officers or call the Student Equal Opportunity Adviser on (08) 8201 2118.
  flinders.edu.au/equal-opportunity

Cotutelle Doctoral Degrees

If you are a doctoral candidate who has already been admitted and in your first year, you might consider applying for a Cotutelle Doctoral Degree. Cotutelle refers to a doctoral degree program that is undertaken jointly at Flinders University and an international higher education institution. A PhD candidate (domestic or international) can divide his/her candidature between Flinders and the partner institution. A successful candidate will be awarded a doctoral degree from both institutions.

Candidates seeking to undertake a Cotutelle Doctoral Degree need to have an appropriately resourced project and supervision at both partner institutions. Potential candidates must also satisfy each university’s normal admission requirements, including language proficiency. Cotutelle agreements must normally be in place by the end of the first year of equivalent full-time study.

For more information about a Cotutelle Doctoral Degree, see Research>Office of Graduate Research.

Milestones

Each Faculty’s Research Higher Degrees Committee in consultation with the schools has developed research higher degree milestones for candidates to help them to structure their candidature.

The Faculty Milestones provide candidates with an overview of what is expected by the school, faculty and University to demonstrate appropriate progress during each year of study.

These can be found at flinders.edu.au/rhdmilestones

You are required to consult these regularly to ensure that you are on track with your study.

Liaison Librarians

Liaison Librarians act as a link between students and the Library resources for their subject area. Each Liaison Librarian specialises in specific subject areas and can help students with researching information and using the Library databases.

If you have a brief reference question, you can use the Ask a Librarian’ email form via the Electronic Reference Desk. For other enquiries, come into the Library or contact the Liaison Librarian for your subject area.

For a full list of Liaison Librarians go to: flinders.edu.au/library/info/liaison/

Research Higher Degree Professional Development Program

The Office of Graduate Research manages the RHD Professional Development Program that provides all RHD candidates with a comprehensive range of lectures, workshops and seminars related to research training and development free of charge. Each semester this program is emailed to all candidates and available on the website. You will also be notified of any additional planned activities via your Flinders email.

The program consists of four broad streams: academic development, computer applications, research skills, and professional development skills.

Enquiries regarding the program (course availability, times and locations) should be made to the Office of Graduate Research on (08) 8201 2982. Visit the RHD Professional Development Program web page for further information at Research>Office of Graduate Research.

Getting to Flinders

Public transport information and information on car-pooling, car parking and parking permits can be found by following the campus link from Flinders home page.
If you have questions about:
• scholarship applications and scholarship leave requests
• fee enquiries, including the student services and amenities fee and international tuition fees
• academic transcripts
Ask Flinders at flinders.edu.au/ask
Browse the current FAQs or submit a specific enquiry via the ‘Request Support’ tab.

Research Higher Degree Candidates FLO site
The Office of Graduate Research has developed the Research Higher Degree Candidates web space as a Flinders Learning Online (FLO) topic. It is a one-stop shop for the majority of your needs, providing you with:
• resources for part-time, external and mature-age RHD candidates
• workshop notes from the RHD Professional Development Program
• discussion forums
• relevant RHD contacts
• important policies and procedures
• scholarships and grants
• links to RHD sites and relevant forms
• useful RHD readings and resources
• RHD career pathways
Go to: flo.flinders.edu.au
Note that your supervisor will also have access to these resources on a separate FLO site.

Feel free to contact the Office of Graduate Research with any queries, comments, or requests for further resources that you would like to see included on the research higher degree candidates web space site. Email: rhd@flinders.edu.au.

Contact your faculty directly
If your question relates to your RHD candidature, please phone or email your faculty directly, include your Student ID number and degree. See page 6 for contact details.

Contact the Office of Graduate Research
The Office of Graduate Research oversees research higher degrees at the University including:
• RHD Policies and Procedures
• RHD Professional Development Program
• Cotutelle degrees
• Register of Research Higher Degree Supervisors
You will find useful resources and information on managing your candidature at Research>Office of Graduate Research.

Ask Flinders
If you have questions about:
• scholarship applications and scholarship leave requests
• fee enquiries, including the student services and amenities fee and international tuition fees
• academic transcripts
Ask Flinders at flinders.edu.au/ask
Browse the current FAQs or submit a specific enquiry via the ‘Request Support’ tab.
IMPORTANT DATES
YOU NEED TO KNOW

The last day to pay for international tuition fees and domestic student services and amenities fees is:
• Friday 11 March 2016 for Semester 1
• Friday 5 August 2016 for Semester 2

Induction for Research Higher Degree candidates will take place on:
• Friday 1 April 2016 for Semester 1
• Friday 26 August 2016 for Semester 2

USEFUL CONTACT DETAILS

Flinders Connect
Web: flinders.edu.au/ask
Phone: +61 1300 FLINDERS
(1300 3546 3377)
Location: Level 0, Central Library,
Bedford Park

International Centre
Web: flinders.edu.au/international
Ph: +61 8 8201 2727
Email: internationalapply@flinders.edu.au
Location: Registry Building
(Basement level)

International Student Services (ISS)
Web: flinders.edu.au/international-students/services
Ph: +61 8 8201 2717
Email: iss@flinders.edu.au
Location: Union Building
(Basement Level)

Office of Graduate Research
Web: flinders.edu.au/graduate-research/
Ph: (08) 8201 5893
Email: gradresearch@flinders.edu.au
Location: Registry Building

Education, Humanities and Law
Ph: (08) 8201 3590
Email: ehlrhd@flinders.edu.au

Medicine, Nursing and Health Sciences
Ph: (08) 8201 5470
Email: health.rhd@flinders.edu.au

Science and Engineering
Ph: (08) 8201 2515
Email: fse.rhd@flinders.edu.au

Social and Behavioural Sciences
Ph: (08) 8201 2160
Email: sbs.rhd@flinders.edu.au

Flinders Learning Online (FLO) Help Desk
(for password, FAN and FLO queries)
Web: flinders.edu.au/library/flo
Ph: +61 1300 FLINDERS
(1300 3546 3377)
Location: Central Library

Flinders University Student Association (FUSA)
Web: fusa.edu.au
Ph: (08) 8201 2371
Email: fusa@flinders.edu.au