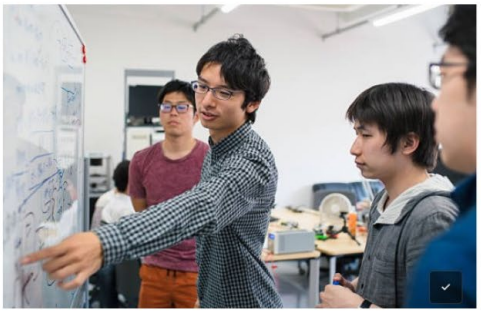
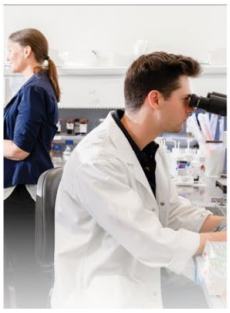
Flinders University

INSPIRING ACHIEVEMENT

HDR Student Handbook

College of Medicine and Public Health





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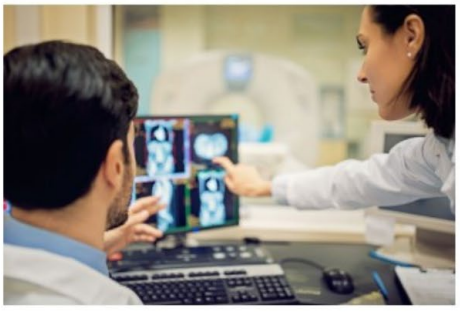

2025

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Welcome to the College of Medicine and Public Health

This handbook provides an overview of the processes for the Higher Degree Research (HDR) students in the College of Medicine and Public Health (CMPH), including who to contact for HDR matters, funding opportunities, professional development opportunities, student support services and awards for HDR students.

About the College of Medicine and Public Health

The CMPH delivers basic science, clinical, and population-based research, integrated teaching programs and high-quality clinical services.

The CMPH footprint reaches out from the world class teaching hospital at the Flinders Medical Centre in South Australia, the Health and Medical Research Building and others in Bedford Park and Tonsley, to multiple rural clinical locations in South Australia and the Northern Territory.

The research, teaching and learning from the CMPH changes the lives of individuals and communities. Our research and teaching aims to equip the next generation of leaders and innovators with the skill, commitment and vision to protect vulnerable communities and truly advance health outcomes. Our fundamental vision is to improve the health of our communities.

Flinders Health and Medical Research Institute (FHMRI)

Researchers in the College of Medicine & Public Health operate within the Flinders Health and Medical Research Institute (FHMRI), which brings together world-leading, innovative and inspiring research experts, working on some of medicine's greatest unknowns, leading new discoveries with the bold ambition to eliminate disease and improve health.

FHMRI works with health practitioners, patients, and a large network of rural and remote partnerships to understand and find solutions to health and medical needs.

FHMRI's Flagship and Impact Programs are based in Sleep Health and Eye and Vision research, and Cancer and Health Equity research, respectively. FHMRI is also home to the National Centre for Education and Training on Addiction and International Centre for Point-of-Care Testing, and over 600 researchers, organised in over 80 research groups, addressing the wide breadth of health and medical research from molecules to whole populations.

More information about FHMRI research is available here.

FHMRI Research Education and Development (RED)

FHMRI Research Education and Development (RED) supports FHMRI researchers and HDR students through training workshops, a mentorship program, networking and social events, professional and personal researcher development opportunities.

FHMRI-RED is led by Associate Professor Amy Reynolds who is responsible for developing and implementing education and development opportunities for researchers across the career spectrum. Amy chairs the FHMRI-RED committee, which oversees HDR matters, communities of practice, mentoring, research student recruitment and events, & grant development support.

The FHMRI-RED Website is your 'go to' site for all CMPH resources to support you through the HDR Program.

CMPH HDR Support

Support for HDR students is provided by the HDR Coordinator Dr Tim Schultz, Deputy HDR Coordinator A/Prof Nicole Lovato and Michelle Cox. This team will respond to your queries about the CMPH HDR program via: HDRsupport.CMPH@flinders.edu.au

Please also use this HDR Handbook to support your own understanding of how to successfully navigate University HDR policies and practices.

If you need to get in touch with the CMPH HDR team, please email HDRsupport.CMPH@flinders.edu.au .

Onboarding if you are a new HDR student

Building and security access

In the first instance, please check with your supervisor about the building and security access you will need during your studies. A list of weblinks and contacts can be found in Appendix A: Useful Weblinks and Contacts (p.24).

Office of Graduate Research

The Office of Graduate Research (OGR), under the carriage of the Dean of Graduate Research, oversees the lifecycle of Higher Degree by Research students including:

- Admissions
- Progression
- Milestone information
- Examination and completion
- Online candidature management
- Research and employability skills training for students
- Industry engagement
- Registration and ongoing training of HDR supervisors

Key contacts for the OGR are provided below.

Key group (click to email)	Role
Dean of Graduate Research	Leads the OGR, which is dedicated to enhancing the national and international reputation, impact engagement and overall success of graduate researchers and graduate research at Flinders University.
HDR Admission	Oversee enquiries and enrolments as well as scholarship enquiries.
HDR Progression	Oversee timely progression of HDRs and degree management. Get in touch if you want advice about how to transfer from part time to full time, change where you study e.g. from internal to external, have issues with progress or need an extension, change supervisors, intermit. Click here for more information.
HDR Development	Coordinates and supports HDR Induction Program and HDR professional development e.g. REST and online training programs. Get in touch with any training questions or suggestions about new programs you would like to see.
HDR Engagement	All Engagement, Industry and Cotutelle related inquiries.
HDR Examinations	Oversees the examination phase and ensure an efficient, professional examination process that upholds research integrity. Get in touch with any enquiries in relation to HDR examination and completion.
General enquiries	For anything that is not related to the above topics.

Higher Degrees by Research important information

Make sure you are familiar with the following documents:

Flinders University Higher Degrees by Research Policy.

This policy sets out the principles which apply to admission, enrolment, progression, examination and completion for a University Higher Degree by Research (HDR) award.

Higher Doctorate Procedures

These procedures specify the admission, enrolment and examination processes for a candidature for a higher doctorate.

HDR Admission and Enrolment Procedures

These procedures specify the requirements for:

- prospective students to apply for admission to a Higher Degree by Research (HDR) candidature
- admitted students to enrol, vary their enrolment, transfer between candidatures or withdraw from enrolment.
- Extensions, changing from part-time to full-time and vice versa, intermissions, and amendments to research topics.

Also refer to Appendix B. CMPH HDR course options and entry pathways (p.25) for Course options.

HDR Examination procedures

These procedures set out the requirements for selection and engagement of examiners for HDR theses, the examination process, consideration of Examiner Reports, and finalisation of awards.

Charter for HDR Student and Supervisor Responsibilities

This charter describes the responsibilities of HDR students and supervisors throughout the candidature.

HDR Scholarships

A variety of university, government and non-government scholarships are awarded based on academic merit, research potential, and demonstrated need for full-time study towards Masters by Research, PhD or Professional Doctorate degrees.

Successful applicants who make satisfactory progress receive a tax-free living allowance for up to three years full-time study for a Doctorate by Research, or up to two years for Masters by Research (part-time study is not tax free). Scholarship holders are also entitled to paid recreation (20 days per year, in addition to public holidays, for a full-time student) and sick leave (up to 10 days per year) and, in some cases, paid parenting leave. Students relocating from interstate or overseas may also be eligible to claim an allowance for travel expenses and relocation costs to Adelaide. Top-up scholarships may also be available. To receive these, in some cases, students must also be expecting to receive, or already be in receipt of, a Research Training Program scholarship or equivalent to be eligible.

HDR students should be aware of the Research Student Conference Travels Grants (up to $2500 for international travel and $500 for domestic travel) and the Thesis Write-Up Stipend (to assist non-scholarship holder HDR students to write-up and submit their theses).

Find out more about scholarships and search the database for options here.

Milestones

Milestones allow students to demonstrate they have the necessary knowledge, skills and resources to proceed with higher degree research.

Milestones are a compulsory part of HDR candidature and are required to be completed by all HDR students and their supervisors regularly (usually annually) based on the student's individual HDR timeline. This process is to ensure that HDR students have an opportunity to highlight and track their HDR achievements, complete professional development and to plan the next 6 or 12 months of candidature. Milestones are a snapshot of a point in time to assess if HDR students are progressing at an appropriate rate for their stage of candidature and effectively working towards a timely completion of their degree.

University procedures for HDR Milestones are included here.

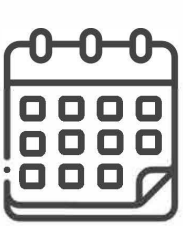
Please see the text below and contact HDRsupport.CMPH@flinders.edu.au for any queries relating to the milestones. A milestone planner and submission checklist has been developed by the CMPH HDR Community of Practice (Figure 1).

PLANNING & COMPLETING YOUR MILESTONE

1. Print this out and fill in your key dates
(**work backwards from your milestone due date in Inspire**)
2. Tick off your goals as you complete them
3. Consult the CMPH HDR handbook for more details regarding each step
4. Reach out for support! HDRsupport.cmph@flinders.edu.au

~12 WEEKS OUT - Date:

- [ ] Book your presentation and organise your assessor(s)
- [ ] Make final changes to research proposal over next month or so



6 WEEKS OUT - Date:

- [ ] Email **assessor(s) and CMPH HDR support** to confirm presentation date/time and post-presentation meeting. Include **research proposal and assessor feedback form template**

4 WEEKS OUT - Date:

- [ ] Give your presentation and meet with assessor(s) and CMPH HDR support afterwards
- [ ] Incorporate any feedback into your proposal

2 WEEKS OUT - Date:

- [ ] Start filling out the Inspire form and ensure your accompanying documents are ready

MILESTONE SUBMISSION CHECKLIST (INSPIRE)

Due Date:

- [ ] Documents supporting ethics approval (if applicable)
- [ ] Draft chapters
- [ ] Turnitin report for draft chapters
- [ ] Assessor feedback forms
- [ ] Completion plan
- [ ] Completed Inspire form

Figure 1 CMPH HDR Milestone planner and submission checklist (with thanks to the CMPH HDR Community of practice)

Milestone Requirements

There are three **major milestone** reviews during a student's candidature: confirmation of candidature, mid-candidature review and final thesis review. The timing of these three milestones differs based on your degree (Master by Research or PhD) and your enrolment status (full-time or part-time); you can readily see when your milestones are due by clicking on 'Timeline' under 'Degree management' in Inspire. For example, as shown in Figure 2, for a full-time PhD student commencing in October 2024, the confirmation of candidature, mid-candidature review and final thesis review would be due after 1 year (October 2025), 2 years (October 2026) and 3 years (October 2027), respectively. Whereas for a full-time Master student, the three major milestones are conducted over 2 years. Timeframes are twice as long for part-time students and also include three annual interim milestones for part-time PhDs and three interim milestones over 4 years for part-time Master students.

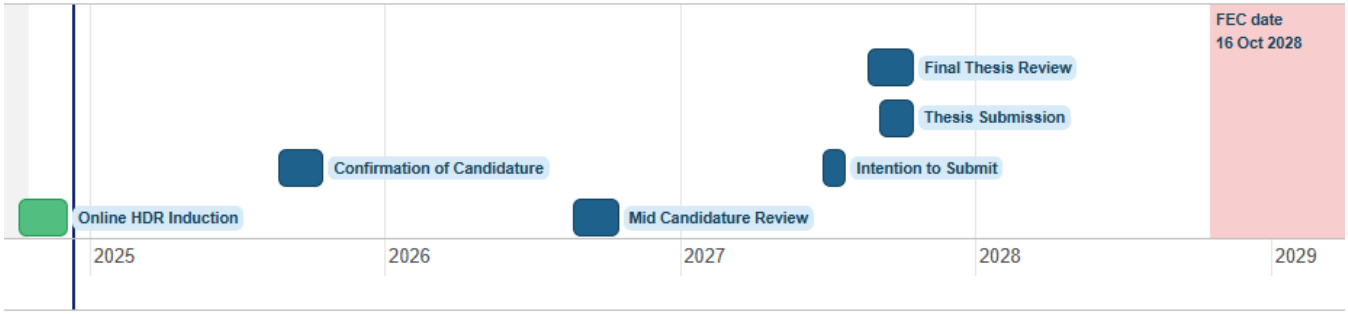


Figure 2 Timeline from the Inspire system for a full-time PhD starting in October 2024 showing the three major milestones (confirmation of candidature, mid candidature review, final thesis review). Other milestones including the online HDR induction, intention to submit and thesis submission are also shown.

There are three parts to the confirmation of candidature and mid-candidature review milestones; an oral presentation, a post-presentation meeting (outlined below) and the online milestone form in Inspire. The final thesis review milestone includes an oral presentation and the online milestone form in Inspire but there is no post-presentation meeting.

Students must complete the presentation and meeting components before finalising the online form and all parts should be completed before the due date. Please see the Flinders University milestone information webpage.

Students should not sign off on their milestone and submit to supervisors until they have presented work to their assessors and have assessor's comments to upload to Inspire. However, please note that an assessor report is not required for the final thesis review.

Supervisors are required to approve the online milestone form in Inspire before it is then sent for review by the HDR Coordinator.

Each **major milestone** includes an evaluation of progress, an assessment of the student's written work including a Turnitin report, and an assessment of the student's oral communication via a seminar or similar. See below for more information about evaluation criteria for each major milestone.

Interim milestones, for part-time students and/or those enrolled beyond the final thesis review, include an evaluation of progress and an assessment of the student's written work, including a Turnitin report. Interim milestones do not require an oral presentation or post-milestone meeting.

Thesis Milestone Review Group

Within the first 6 months of commencing a full-time candidature, a Thesis Milestone Review Group should be formed by the Principal Supervisor (with assistance from the HDR Coordinator if required). The Thesis Milestone Review Group will comprise the Principal Supervisor, Associate Supervisor(s), and 1-2 independent assessor(s). The independent assessor(s) are

not the thesis examiner(s). These assessors can come from within the University or be external experts. It is the supervisory team's responsibility to identify at least one assessor.

Assessors must be:

(i) free from real or perceived bias, either for or against the candidate, or the supervisor or the project. They may be a member of staff or have adjunct status at Flinders University or another tertiary institution (e.g. Adelaide University or SAHMRI).

(ii) available to attend the student's presentation and meet with the student at the post presentation meeting which will be held after the oral presentations at confirmation of candidature and mid-candidature review.

(iii) research active and knowledgeable in the discipline.

(iv) qualified equivalent to or higher than the degree for which the thesis is being examined, or possess equivalent professional experience as determined by the CMPH HDR Coordinator.

(v) empathic with the theoretical framework used by the candidate.

(vi) familiar with the requirements of Flinders University, and the essential parts of the Course Rules governing the particular degree.

(vii) able to provide written feedback to be uploaded into Inspire by the student following the presentation. The 'Assessor feedback' template should be used, from the FHMRI-RED student resources page.

Milestone Process

To complete milestones, students will require the following mandatory materials:

- Copy of relevant Ethics Approval(s).
- Written work - for example literature review and research proposal (confirmation of candidature or interim pre- confirmation of candidature), draft chapters or papers or copies of published work (mid-candidature and interim reviews), or draft full thesis (final thesis review & interim post final thesis review).
- Turnitin Report in accordance with the academic integrity. This will prospectively identify any possible plagiarism risks, including self-plagiarism.
- Evidence of oral presentation with written feedback following a post-presentation meeting (uploaded into Inspire by the student). Further details about the oral presentation and meeting are below.
- Completion Plan – a plan must be uploaded into Inspire. The OGR has templates available to download; Completion Plan or GANTT planning chart which we encourage you to use.

It is suggested that PhD students conduct their confirmation of candidature presentations and post-presentation meetings 8-10 months after commencement, however, they must be completed by 12 months (refer to the Milestone Timetable 4.1 of the HDR Progression Procedures). The earlier time is recommended to enable students to address any issues by the 12-month mark, thus preventing a lengthy confirmation of candidature process.

Oral presentation

For each major milestone review, students will be asked to nominate a CMPH Milestone Forum they would like to participate in by emailing HDRsupport.CMPH@flinders.edu.au. CMPH Milestone Forums are open to other students and staff of Flinders University, and invited guests, and are held most Fridays, from 12.30pm, in the level 2 seminar area, Health & Medical Research Building (HMRB), Bedford Park or via Teams.

It is recommended students send this email no later than 12 weeks prior to their milestone due date in Inspire to allow time for scheduling of the presentation. Students are responsible for checking availability and coordinating their supervisors and assessors to attend their

presentations and post-presentation meetings.

If you or your Thesis Milestone Review Group are unable to attend a Friday Forum, you may hold your presentation at any reasonable time to suit the milestone due date, as long as the Thesis Milestone Review Group can all attend, and HDRsupport.CMPH@flinders.edu.au has been advised. Clinical group presentations, seminar series, grand rounds, or conferences could all be utilised as other fora for a milestone presentation, remembering that audience feedback and responding to questions are important parts of the milestone. The CMPH HDR support team will promote the presentation and try to attend, so please include in your email the location, the time of your presentation, links to join online, and confirm the Review Group's availability for the post-presentation meeting.

The Thesis Milestone Review Group should receive all documentation in advance from the student (a minimum of two weeks before the presentation), including the research proposal and literature review for confirmation of candidature and thesis chapters and papers/published work for mid-candidature review).

All milestone presentations will typically be around 25-minutes, with an additional 5 minutes allocated for questions from the room.

A student can present entirely via Teams if they are unable to present in person at Bedford Park during the Friday Forums.

If the student wishes, they can record their presentation via Teams. The recording will be saved in their OneDrive, either in the 'Recordings' or 'Standard OneDrive' folder.

If there are Intellectual Property (IP) considerations please advise when you are booking your presentation date, and it will be advertised as a 'closed' session, with anyone who is not a Flinders University staff member or student required to sign a non-disclosure agreement (which will be provided by the HDR Coordinator at the presentation).

Post-presentation meeting

This meeting is required for both confirmation of candidature and mid-candidature reviews. Ideally, 30-minute post presentation meetings with the student, the Thesis Milestone Review Group and CMPH HDR Coordinator or delegate, are held directly after the presentation, either face to face or online, and allow the Thesis Milestone Review Group to ask questions of the candidate and clarify any areas of uncertainty. It is recommended that the principal supervisor takes notes of any verbal feedback during the meeting and provides the feedback to students as a written summary. Feedback from assessors may also be provided as tracked changes/comments on an electronic document.

The student is responsible for organising this meeting, including inviting all members of the Thesis Milestone Review Group and the CMPH HDR support person (CMPH HDR Coordinator or delegate). Room 505 in HMRB is booked on Friday afternoons for this purpose. The HDR support person has access to level 5 HMRB, if the student does not.

Following the post-presentation meeting, or at another convenient time, the CMPH HDR support person will meet with the student alone to discuss any concerns or questions the student may have without supervisors present.

Milestone Preparation

The Office of Graduate Research provides intensive workshops for each milestone, which the student can book through Inspire. These workshops help the students develop a general idea of what is expected, and how they should prepare.

We also strongly encourage you to attend the weekly milestone Forum of other HDR students in the college, particularly confirmations of candidature. Doing so is important to support your peers and increase your awareness of the breadth and depth of the research being undertaken. It can also help demystify the milestone process! Detailed descriptors to assist preparation for each milestone follows.

Confirmation of candidature

Completion of the confirmation of candidature milestone requires that HDR students successfully present (in both written and oral form) a full research proposal for evaluation, with the written proposal including an initial literature review. The development of a research proposal is a critical step towards producing a high quality thesis. Guidelines for the research proposal are discussed below. Additionally, for the confirmation of candidature, students must create a digital Data Management Plan (DMP), which documents how research data will be collected and managed, including its storage, privacy issues, dissemination and retention or disposal. For more information refer to the library resources for researchers – Research Data.

1. Preparing and submitting the research proposal

At the confirmation of candidature stage, HDR students are expected to demonstrate a level of competence in the following broad criteria as appropriate for the discipline:

- conceptual or theoretical knowledge of field of study;
- ability to evaluate literature critically;
- ability to design appropriate methods of investigation;
- ability to develop and present coherent arguments;
- ability to focus on a research topic;
- ability to explicate clear and coherent research question(s).

2. Developing the written proposal

During the first year of enrolment, HDR students' efforts should be focused on planning their research project and developing their full research proposal in consultation with their supervisors. If the student experiences any difficulties when preparing their full research proposal, they should discuss these issues with their primary supervisor in the first instance. Supervisors could provide the student with a good example of a proposal that has been developed for a project in a similar area, or from a previous student (with those other students' explicit permission).

A research proposal is a well-considered plan for undertaking research. Its purpose is to demonstrate to a panel that the student has acquired sufficient knowledge in their research area to pose a novel and theoretically-motivated question, that the student has a good grounding in the research methods that they are planning to use, that they can communicate these methods effectively and that they are prepared and able to conduct the research ethically and with integrity. Therefore, the proposal document and presentation must provide enough detail for the milestone panel to make a judgement about the soundness of the research plan.

The proposal should:

- provide a working title for the thesis;
- provide a brief outline of the project;
- establish why the planned research is original and significant (for example, its importance for advancing knowledge in the field, discipline or region and/or implications for methodology or understanding);
- clearly state the research question;
- specify the aims and research questions or objectives that have been established for the project;
- establish a conceptual framework for the project and contextualise these concepts within a body of related research, usually through the development of a critical review of this literature and theory;
- establish a clear rationale for the planned research that explains how the research will advance current understanding in the area.
- set out details of the research design and the research procedures to be used;
- articulate the research methodologies and forms of analysis that will be used to address these aims / research questions;
- set out a schedule of resources required to undertake the proposed research (e.g., equipment; field work expenses), after consultation with supervisor(s);

- explain how the research procedures will allow each of the research objectives and/or research questions to be addressed;
- show that ethical issues associated with the project have been considered. A copy of ethical approval by the relevant committee application should accompany the research proposal. If ethical approval is required but has not been sought, an explanation and plan for application should be included. If the research does not require ethical approval, a statement that approval is not required, and why, should be included.

3. Structure of the proposal

The research proposal should be a minimum of 5,000 words. Research proposals come in many forms, influenced by the researcher's discipline and philosophical stance. The exact form of your proposal should be guided through discussion with your supervision team.

The proposal will be typed in 12-point font and be double-spaced. Reference style recommendation is discipline- specific, but style must be consistent through the document.

The suggested structure is:

- Cover page with title, the student's name, the supervisor's name(s);
- Overview/introduction: reviews the background literature using relevant research and logic to justify the study's topic and hypotheses, describes the proposed studies, and concludes with the statement of specific aims, hypotheses, or predictions. This section may include the establishment of a theoretical or conceptual framework used to review the literature and refine a research question;
- Methodology: include considerable detail for the first proposed study. In the case of a multi-study thesis, or research using grounded theory or critical methods, each study need not always have similar levels of detail, but it should be evident that the student has thought of the specific directions in which the research could progress. Sections may include information on:
    - Theoretical framework
    - Methodology
    - Research design matters including:
    - Participants (intended participants and method of recruitment)
    - Materials (description of experimental stimuli/apparatus or questionnaires)
    - Procedure.
    - Results. Pilot data are helpful, but not essential. Preliminary data may be included here. Brief outline of statistical analyses appropriate to test the stated hypotheses.
    - References (as needed)
- Additional sections that are not included in the word count:
    - Ethical considerations including questions of principle and regulation, including whether the research requires Human or Animal Ethics approval, whether it has intellectual property implications, and whether other constraints are anticipated.
    - Resources and budget (1 page; including materials, equipment, and other resources needed to conduct the research).
    - Timeline: The proposal documentation should also include the completion plan that is part of the milestone process. You might also like to include a list of detailed goals for the next 6 months.
    - Appendices for other information such as power analyses, instruments, interview guides, measures, materials or ethics approval letters.
    - Turnitin report on the proposal document, that will be later uploaded to Inspire with a copy of the proposal.

4. The oral presentation

The proposal presentation should be a critical but constructive and supportive meeting. It is an opportunity to gain feedback and insights—from an informed audience—that will be helpful in the development of the project. The presentation does not have to be a blueprint for the entire thesis; rather it is the solid foundation on which the thesis will be built. Indeed, it is anticipated that the research will evolve and change somewhat over the course of the

research project.

5. Evaluation criteria

The written proposal and oral presentation together will be evaluated by the Thesis Milestone Review Group for the extent to which the student demonstrates:

- sufficient knowledge and understanding of the topic;
- writing is clear and concise;
- arguments being made are clearly structured;
- relevant literature is summarised, interpreted, evaluated, and critiqued
- the significance of the project is clearly established, and that the proposed research is original or adds value to existing knowledge;
- research methodologies and procedures are suitable for achieving the research aims
- research procedures will be used appropriately;
- planned forms of analysis that will be undertaken are appropriate;
- research findings communicated in formats appropriate to the discipline;
- critical insights are demonstrated;
- limitations of the project have been made clear;
- ethical considerations are addressed;
- suitable resources are provided within the research team to ensure the project is feasible.

6. Progress

Based on all information provided for the confirmation of candidature milestone, the HDR Coordinator will make an assessment as to whether the student is demonstrating sufficient progress towards a timely completion.

There may be issues identified in the written materials or oral presentation that indicate insufficient progress, for example, a gap in the student's understanding, a lack of critical thinking in the literature review, a potential weakness in the methods, or research questions that are unclear, unanswerable or ambiguous. In cases where there are concerns about sufficient progress, it is expected that members of the Thesis Milestone Review Group will provide feedback— including possible directions for solution of the problems—that will help the student to address any problems and to further develop their research to address the concerns.

If required, the Thesis Milestone Review Group may request a revised proposal, and/or a second proposal meeting with a new presentation to demonstrate that their feedback has been carefully considered and incorporated, as appropriate. In this case, another critical analysis of the proposal document by Thesis Milestone Review Group will take place as soon as practicable in order to facilitate the timely completion of the student's research. Should the document continue to provide insufficient detail or fail to address the issues arising from the presentation, the student will be counselled by HDR Coordinator.

Mid candidature review

The following information is provided to guide preparation, acknowledging that written submissions and presentations will differ depending on discipline, and on individual student projects.

1. Evaluation criteria

Both the written progress submission and oral presentation will be evaluated for the extent to which the student demonstrates:

- sufficient progress in undertaking, and where relevant reporting, content on the topic;
- ability to summarise, interpret, evaluate, and critique the relevant literature;
- ability to execute research methods, as appropriate;

- ability to analyse, summarise, interpret, evaluate, and critique research findings or data;
- ability to communicate research findings in formats appropriate to the discipline;
- ability to demonstrate critical insights;
- capacity to carry out independent research.

2. Progress

Progress at the mid candidature review milestone will be assessed as per the confirmation of candidature milestone.

Final thesis review

The final thesis review presentation is a slightly different process. There is no requirement for the assessor(s) to attend (as there are no reports required) but many wish to do so, so they can see how the thesis and student have progressed. Students present an overview of research completed in their studies. Evaluation criteria and progress are assessed similarly as per the mid candidature review.

Milestone outcomes

The HDR Coordinator will review progress and information from the assessors, student and principal supervisor to decide whether the student should proceed with their studies as intended, or if modifications to their research program may be necessary. The HDR Coordinator will select one of the following recommendations based on the information provided:

1. **Continuation of candidature -** The student's progress is satisfactory, and they should continue with their studies, or, in the case of a confirmation of candidature, they should begin their research program as proposed (subject to minor revisions if necessary).
2. **Recommend upgrade to PhD** (if currently a Masters by Research) – This option is only used at the interim pre-confirmation or confirmation of candidature milestone. The student has demonstrated that the project has the scope and scale required of a PhD and the student is capable of completing a PhD in the expected duration of candidature. Student and supervisor will also be required to complete the 'Degree Transfer or Significant Change to Project' form in Inspire.
3. **Recommend downgrade to Masters** (if currently a PhD student) – The student's progress is not considered to be at the standard of a PhD but is at the standard of a Masters by Research. The student and supervisor will be required to complete the 'Degree Transfer or Significant Change to Project' form in Inspire.
4. **Recommend 3 month probationary period to resubmit the milestone**: The student has been identified as experiencing difficulty progressing and significant modifications to the research program are necessary. The student may be asked to submit a revised draft, revised chapters, or a revised research proposal, as the case may be, and/or deliver another presentation within 3 months (exclusive of any leave).
5. **Recommend ongoing or escalating difficulty progressing** (only once a student has already had a 3 month probationary period). The student's progress is unsatisfactory. The student will receive an ongoing or escalating difficulty progressing letter from the Office of Graduate Research and will be given 10 working days from the date the letter is issued to arrange a meeting with the Office of Graduate Research and your supervisor/s to discuss actions that can be completed by you within a specified timeframe to rectify your ongoing or escalating difficulty progressing.

The student will get a notification from Inspire with details of the HDR Coordinator's recommendation and a link to view their completed milestone.

If things aren't going to plan…

Preparation for milestones is often a point at which students, supervisors or the HDR support

team become more aware of issues with progress related to the candidature. A variety of contributing factors, including personal (health, wellbeing), professional (supervision, resources), and research (unexpected interruptions, changes to projects, changes to funding sources) can impact student progression through their research higher degree.

The important thing to remember is there is a support team here in the College of Medicine & Public Health, and within the broader Flinders University community, for you to reach out to.

In the first instance, we recommend contacting the HDR Coordinator and making them aware of any issues which may be impacting on your progress. The sooner we are aware of any issues, the sooner we are able to connect you with the supports within the University or provide additional input to support you with challenges which are impacting your progress. In the section 'Student resources and support' later in this handbook you will also find a list of supports within the University environment if you would prefer to confidentially seek support – including counseling, health services and disability services.

Summary

The College of Medicine and Public Health's milestone process provides:

- A forum in which the Thesis Milestone Review Group and HDR Coordinator can assess a HDR student's research plan;
- An opportunity for HDR students to receive critical feedback on their research plans in a supportive environment;
- An opportunity for HDR students to enact an important part of academic practice, i.e. the communication of knowledge through public presentation.

Please contact HDRsupport.CMPH@flinders.edu.au for any queries matters relating to the milestones.

The HDR Inspire system

Inspire is the online candidature management system to manage all aspects of your doctorate, including tracking progress, requesting changes to candidature, submitting thesis for online examination and results. To login go to: https://inspire.flinders.edu.au/flinders *

* Please note: Inspire is best used with Chrome or Firefox browsers. Internet Explorer or other browsers may not work correctly.

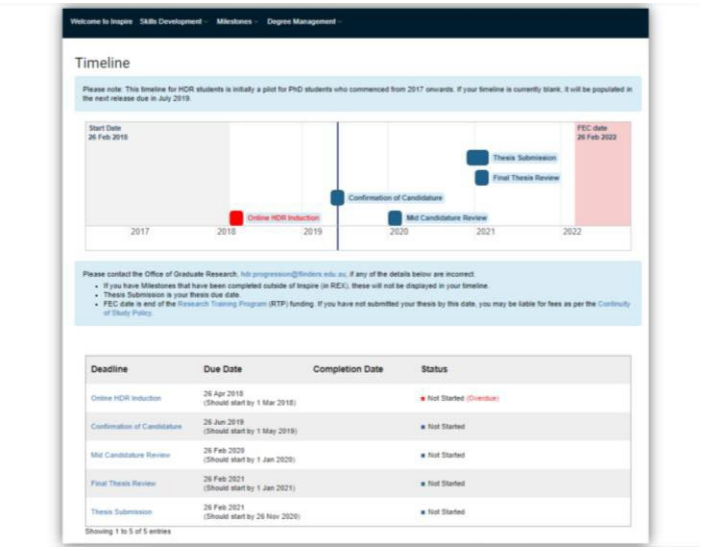
Inspire can be used by HDR Students to:

- Check student details
- Aid professional development including identifying your goals and development needs, developing a tailored plan for developing and recording your progress through the Research and Employability Skills Training (REST).
- Book into OGR and other courses
- Log and complete milestones
- Change or add a supervisor
- Apply for variations to candidature including
- Change enrolment location
- Transfer to full-time or part-time
- Request an intermission or extension candidature and/or scholarship
- Request scholarship recreation leave
- Apply for an HDR thesis allowance
- Submit your thesis for examination.

The Inspire website contains information about all the functionality in Inspire including quick reference guides and FAQs. Here is a quick reference Inspire Student Guide. See also video: https://youtu.be/-njRYO5HtNk.

Your timeline

Your timeline shows all the Milestones required for your candidature. It allows you to proactively plan and manage your time during your candidature by being aware of upcoming milestones that you need to complete as part of your successful progression in the degree.



If you have an overdue milestone it will be marked red (e.g. online HDR induction in the graphic above). Once you complete a milestone or task it will turn green. The timeline thus allows you to track your progress through your HDR and get you closer to submission. If you submit a degree management form such as to change from full time to part time your timeline will adjust accordingly.

See Appendix C: HDR Inspire System (p.27) for more information about Inspire.

HDR Student Professional Development

The University offers a wide range of personal development (PD) opportunities for HDRs for free. These are offered by a range of providers: Office of Graduate Research, Centre for Innovation in Learning and Teaching, Library and external providers like Coursera. You can log on to Inspire and check the Skills Development section, you will find seminars, discussion groups and much more. You will be required to provide a summary of the PD you have undertaken every 12 months when you complete a milestone, but

undertaking PD also helps enhance your HDR journey and improve your employability post PhD. It is best to work on your summary throughout the year rather than waiting for it to be due.

Research and Employability Skills Training (REST) Program

The Research and Employability Skills Training (REST) Program is a structured training program for all HDR students, based on the Vitae Researcher Development Framework (RDF). The aims of REST are to:

- Provide a structured and comprehensive skills training program for all HDR students which includes research and transferrable skills employers seek;
- Ensure all HDR students, regardless of their physical location, are able to access the program through online course delivery and monitoring;
- Enable students to identify their training needs and plan, document and control their professional development journey;
- Ensure that upon completion, students are able to articulate and demonstrate the skills they have developed throughout their candidature through documented evidence.

REST is an individualised program, run through Inspire, where students identify their existing skills and priorities and choose what training is most relevant to them based on their career

aspirations and stage of their candidature. It also consolidates all research and transferrable skills training across the university.

Some of the most popular REST modules are:

- Planning Your PhD
- Introduction to Research Project Management
- Communicating the Impact of your Research
- Writing Workshop - Getting Started with your Thesis Writing
- Writing Workshop - Structuring your Thesis
- Writing Workshop - Writing the First Full Draft of Your Thesis
- Industry Engagement for HDR Students
- HDR Mid-Candidature Intensive Workshop
- Non-academic careers in a post-pandemic world.

COMS9001 Communicating Research

The Communicating Research program is an optional program available to HDR students as part of their candidature. The topic is intended for new students in their second semester of candidature, to facilitate achieving the first HDR Milestones. COMS9001 is a 12-week topic, assisting HDR students, from all disciplines to improve their written and oral communication skills within the context of their study. Subjects covered include:

- Writing a literature review;
- Writing a research proposal;
- Planning and structuring a research thesis;
- Developing arguments and selecting evidence;
- Disseminating research;
- Revising and editing a document;
- Planning and delivering oral presentations.

Udemy

Flinders University offers HDR students a subscription to Udemy (https://www.udemy.com/). This is a global online learning platform offering courses on a wide range of topics on personal and professional development. There are thousands of courses that are potentially relevant to health and medical research delivered using online lectures; we recommend discussing with your supervision team what may be the most beneficial for you and your study.

All new HDR students receive an invitation from HDR Development in the Office of Graduate Research to subscribe to Udemy. If you don't receive the invitation, you can contact hdr.development@flinders.edu.au.

Coursera

Coursera provides online courses from universities from across the globe for free. Examples include:

- Qualitative Research Methods – University of Amsterdam
- Understanding Research Methods - University of London
- Survey Data Collection and Analytics – University of Michigan

Flinders University Library

The library provides a range of resources for researchers, including HDRs, such as research publishing consultations, assistance in conducting systematic reviews and statistical support. Examples of the some of the resources available are:

Using the library as a student	An overview to provide access to key Library and research services, including advice about using AI tools and services for rural & remote

	students.
Systematic Review	A resource to assist Flinders University staff and HDR students undertaking systematic literature research.
Publishing support advice	Advice about publishing projects and other ways to disseminate research.

Funding research expenses

The College provides support to research students whilst enrolled in a HDR course.

Research Student Maintenance (RSM)

RSM is offered by the College Research Committee to assist with the cost of research project being undertaken by HDR students. The RSM allocation is a grant-in-aid for maintenance and consumables. The amount offered is a contribution to the total maintenance costs and may not cover all expenses associated with a HDR research project.

A HDR student is eligible to apply for up to $2000 per year of FTE candidature to a maximum of $6000 during the normal enrolment period (up to 3 years for PhD; 2 years for Master of Science by research; 1 year for Master of Surgery or Master of Clinical Education by research).

Funds are not automatically allocated. **An application form is required each year.** It is recommended to submit the application form as soon as possible within each calendar year of candidature. Once the application has been received, if all funds are not used during the year, the balance of any unused RSM funds will be carried forward into the next year for use by the student. However, if an application is not received in any given year, funds cannot be allocated for that year in retrospect.

First year HDR students can request a laptop computer using their 1st year RSM allocation. Part-time students can obtain a laptop using their first two years' worth of RSM allocation. Further details about laptop supply including the conditions under which students may keep their assigned laptop can be found in Appendix D: Rules for laptop purchasing using RSM funding.

Examples of eligible maintenance and consumable items include:

- Chemicals/reagents
- Subject payments
- Minor equipment
- Photocopying
- Software
- Slides, microfilms
- Stationery, disks, tapes, computer ink
- Transcription
- Survey questionnaires
- Consumer involvement activities
- Australian field travel
- International field travel for data collection purposes for those ineligible or unsuccessful in Research Students Overseas Field Trip Grant (see below)
- Open Access publication fees **only in Q1 ranked journals** in the latest SCImago ranking when student is the first author. Please refer to http:/www.scimagojr.com/journalsearch.php
- Student conference travel expenses (subject to the student **accepted to present** a paper or poster)

The RSM allocation must not be used for costs associated with:

- Purchasing additional computers

- Membership subscriptions
- Training courses
- Workshops
- Publications (Refer to the exception listed in Section 3)
- Thesis production. Student Finance offers a Thesis Allowance to assist with thesis production costs. Submit request via Inspire.
- Conference Travel (Refer to the exception listed in section above). Scholarships are available to assist with Research Student Conference Travel expenses. Students who wish to undertake an overseas field trip should apply to Scholarship Services for a Research Students Overseas Field Trip Grant.

Application forms for RSM funding along with additional information can be found here. Questions, including balance enquiries, and completed application forms should be submitted by email to cmph.research@flinders.edu.au.

Publication expenses, reimbursement, credit card use and tax invoices

Students should **contact their supervisors** in the first instance.

Further questions can be submitted to cmph.research@flinders.edu.au .

Gift cards

Students may wish to use gift cards as research participant reimbursement which will need ethical approval before gift cards can be purchased.

Gift cards need to be requested through Service One. As students will not have access, the request will need to be made by a supervisor on behalf of their student.

Thesis Allowance

Student finance offers a Thesis Allowance to assist with thesis production costs. Research higher degree students can claim up to $500 towards the cost of thesis editing and optional printing and binding of the final thesis copy. For reimbursement students will need to complete a request through Inspire: HDR allowances claim form.

Student resources and supports

HDR Community of Practice

CMPH's HDR Community of Practice is a HDR student-led group that can provide peer support and opportunities to connect with other HDR students who are undertaking health and medical research at Flinders University. The Community of Practice representatives coordinate regular networking events and training specifically for HDRs, present the voice of HDRs on various committees, and work to support their fellow HDR students. The Community of Practice representatives can be contacted on cmph.hdrcop@flinders.edu.au.

Statistical tools and services

The University offers a wide range of statistical tools and services for researchers and HDRs including a full- time statistical consultant who will provide one on one consultations and advice.

Room 301, Level 3, Central Library

Email: stats.consultant@flinders.edu.au

Requests for statistical consultation form

On a regular basis, throughout the year, Flinders University also provide statistical training and workshops run through the Centre for Innovation in Learning and Teaching that are open to all staff and HDR students. There are currently 17 workshops available -from introductory to advanced level. For example:

- Introduction to IBM SPSS

- Introduction to Statistical Analysis
- Logistic Regression and Survival Analysis
  - Structural Equation Modelling using Amos
  - Complex Sample Survey Design / ABS and DSS Confidentialised Datasets

For the full list and dates for scheduled courses go to: https://ienrol.flinders.edu.au/index.php/it.

Flinders University also provides access to an online surveys tool - Qualtrics – for any HDR student, with college or FUSA approval.

University software

A range of licensed software is available for all staff to access on their work computer, whether they are Windows or Mac OS X, through the **IDS Support Portal**.

Examples of useful software include: Endnote, IBM SPSS & Amos, and NVivo. Students may also place requests for other software.

Details can be found on the Digital Services page.

Support for digital and IT services is available from 8am to 5:30pm, Monday to Friday, except for public holidays. You may also choose to lodge a service request through serviceone.

The Student Learning Support Service offers support to all students in the areas of:

- Academic writing
- Endnote
- General study skills
- Statistics
- Referencing

English for Academic Purposes

The English for Academic Purposes (EAP) series of drop-ins, workshops, and modules are a great way to improve your academic English skills, within a supportive and engaging learning environment, and may be particularly useful for students who come from a non-English speaking background.

International Student Services

The International Student Services (ISS) team is the first point of contact for all onshore international students. It offers a range of programs supporting enrolment, study and social life, as well as referring students to services on campus and within the local community. ISS organises a general orientation program for new international students, day and weekend tours throughout the semester, social activities and information sessions.

Health, counselling, and disability services

Student physical and mental health and wellbeing is very important while studying. There are many facilities and services available to help look after HDRs.

- Health services
- Counselling services – note that counselling is free for any student
- Disability services
- Safety on campus
- Equity, Diversity and Inclusion
- Oasis-wellbeing centre

One further resource is the Good Vibes Experiment. This is a campaign developed by Flinders University students, FUSA and health professionals to improve, sustain and maintain mental health of the Flinders community. This has online resources, evidence-based wellbeing tactics, links and face to face and online workshops.

HDR Central

The library also provides a dedicated, swipe-card accessible study area for HDRs: HDR Central. Key features include:

- Hot desks
- Quiet study zones
- Bespoke software, such as Dragon Naturally Speaking
- Small occupancy spaces for communal work
- A dedicated and bookable computer - Statistics PC - with specialised stats software e.g. STATA.

HDR Central has been designed to cater for all students, especially part-timers and those with impairment. For any issues with access, submit a serviceone request.

Research Professional

Research Professional is a search engine and database that allows users to create and save custom searches for national and worldwide funding opportunities.

Searches can be filtered by funder, funder type, deadline, discipline, keyword etc. Users can set up and receive regular email alerts of new funding opportunities or news in specific areas of interest. All opportunities listed on the system have been eligibility verified for Australian researchers.

All Flinders staff have access to Research Professional via the Okta dashboard. Select 'Add Apps' from the menu on the left hand side and then to add Research Professional to your dashboard, search for 'Research Opportunity Database'.

If you would like assistance in setting up your tailored searches and alerts for funding opportunities in Research Professional, please contact reseach.grants@flinders.edu.au.

Flinders Press (print service)

Flinders Press is a quality print service, offering, for a fee:

- Digital colour
- Facilities management
- General printing
- High volume copying
- Wide format printing

Examples of items that can be printed are business cards, certificates, posters and banners, and booklets.

Thesis editing

Engagement of a paid, professional editor is permitted under HDR Thesis Rules on the following conditions:

- editing is limited to formatting, grammar and style;
- does not alter or improve the substantive content or conceptual organisation of the thesis
- supervisors oversee the process and monitor professional editing to ensure the consistency of thesis quality, and
- students include an acknowledgement of the help given or work carried out in editing their thesis.

As noted elsewhere in this handbook, Flinders HDR students can claim up to $500 towards the cost of thesis editing. For reimbursement students will need to complete a request through Inspire: HDR allowances claim form.

Student research IP procedures

All enrolled students including HDR students own the IP created by them in the course of their studies at Flinders University. As such before the student enrolls all Principal Supervisors for HDR students are required to discuss with the student or potential student whether the IP arising from the student's participation in the proposed research activity:

- has, or is likely to have, potential for commercial exploitation
- is likely to result in IP which is jointly created by the student's supervisor or other University staff or academic status holders
- builds upon pre-existing University-owned IP
- is the subject of an agreement or activity involving the University and a third party (e.g., a placement or externally funded scholarship or research activity), or
- involves the creation of teaching materials for future use by the University.

Advise the student that if any of the conditions are met, the student may need to assign their IP to the University or a relevant third party, as a precondition of participating in the chosen research activity and arrange for the student to speak with a Student IP Counsellor in the Office of Graduate Research.

For more information see: Student Research IP Procedures.

Travel

In accordance with the Travel Policy, all domestic and international travel must be booked through specific travel management companies.

Information about domestic and international travel can be found here.

Flinders University provides free travel insurance cover for members of the University community who have been approved to travel for and on behalf of the University. Cover is provided for both staff and students and for domestic and international travel but is subject to University and policy terms, conditions, limitations and exclusions.

FUSA Grants

Flinders University Student Association (FUSA) offer grants to students such as Development Grants for professional development and leadership opportunities, and Financial Support Grants. Please visit the FUSA webpage for further information.

Publishing during HDR study

At Flinders University we encourage you to publish during your HDR study. This can be helpful for peer review, to expand your track record, and aid dissemination of your research. Rules around publishing during your thesis are outlined here: Research project planning, data management and authorship , Research Integrity Policy and HDR Thesis Rules. We strongly encourage all HDRs to discuss publishing and authorship with your supervisors at the start of your PhD and at other key points e.g. as you near the end of your PhD. Points to consider are preferred outlets to publish in (e.g. Manuscripts to Q1 journals), preferred approach (e.g. multi author or single author), timing of publishing (e.g. during or post HDR study) and authorship. Some key points are noted below.

General guidance in the area of publication, authorship and peer review can be found in the Authorship, Peer review, and Publication and dissemination of research sections respectively, of the Australian Code for the Responsible Conduct of Research 2018 (the 2018 Code). Authorship criteria are found in the Authorship section of the 2018 Code, namely: "While authorship conventions vary across disciplines, a significant intellectual or scholarly contribution must include one and should include a combination of two or more of the following:

- conception and design of the project or output
- acquisition of research data where the acquisition has required significant intellectual judgement, planning, design, or input
- contribution of knowledge, where justified, including Indigenous knowledge

- analysis or interpretation of research data
- drafting significant parts of the research output or critically revising it so as to contribute to its interpretation."

It is considered that two of these criteria may suffice, but all three are preferred.

Inclusion of publications in your thesis

Except in the case of a PhD by prior published work, publications can only be included in a thesis if they arose during the candidature.

Publications or significant sections of publications rising out of work conducted during candidature may be included in the body of the thesis on the following conditions:

- they contribute to the overall theme of the work
- they are formatted in the same way as the other chapters
- they are in the same typeface as the rest of the thesis
- published and unpublished sections of a chapter are clearly differentiated with appropriate referencing or footnotes, and
- unnecessary repetition in the general introduction and conclusion, and the introductions and conclusions of each published chapter, is avoided.

Multi-author papers may be included within a thesis, provided:

- the student is the primary author
- there is a clear statement in prose for each publication at the front of each chapter, describing the percentage contribution of each author to the paper, from conceptualisation to realisation and documentation, in accordance with the Research Publication, Authorship and Peer Review Policy, and
- each of the other authors provides permission for use of their work to be included in the thesis on the Co-Authorship Approval Form.

Use of AI tools in research

Artificial Intelligence (AI) is revolutionising and disrupting various fields - including the research space - where AI tools are increasingly being utilised to enhance research capabilities and streamline processes.

Whilst AI tools can offer benefits for researchers, there are limitations and risks to these tools that need to be carefully considered. AI tools are rapidly evolving - as is the conversation with publishers and governing bodies around the ethical and responsible use of AI in research. Flinders University statement on the Use of AI in Research can be found here.

Awards for HDR students

Vice-Chancellor's Award for Doctoral Thesis Excellence

The Deputy Vice-Chancellor (Research) and the University Higher Degrees by Research Committee have established the Vice-Chancellors Award for Doctoral Thesis Excellence to recognise student achievements. To be eligible for nomination for the award a student will normally have received recommendations from two external examiners that the degree should be awarded without amendments to the thesis (A, A). Students passed with minor amendments (A,B) may also be considered on the basis of a case made by the nominator to the University Higher Degrees by Research Committee. Up to twelve awards will be given each year. The award consists of a medal for desk display and a certificate from the Vice-Chancellor.

Best HDR Student Publication

Research is the foundation for innovation, but research in and of itself is only the first step. Dissemination is key. This award for Best HDR Student Publication recognises the best of our research higher degree students and their transformative scholarship. This annual program demonstrates Flinders University's commitment to high quality research dissemination. We

celebrate the Best HDR Student Publications through these awards. The value of each award will be $1,000.

HDR Student Research Impact Prize

The HDR Student Research Impact Prize recognises the quality and impact of research of exceptional Higher Degree by Research students at Flinders University. The value of the prize is $1,000

Key criteria:

- Research impact, in terms of actual and potential adoption/translation or application by government, educational and community organisations, industry and/or business.
- International and/or national recognition of the research undertaken during the candidature.
- Verified demonstration of making a difference to society and culture through research.
- Other recognition for the quality of research undertaken during the candidature (e.g. prizes and
- awards conferred, recognition by professional organisations, prestigious conferences).

CMPH PhD Award (final year PhD student up to 12 months post-doc)

As part of the end of year CMPH awards, staff (including all supervisors in the College) are advised, via email and newsletters, to submit nominations for the CMPH PhD Award. The awardee will have demonstrated excellence in at least one of the following categories during the year:

- Publications (include a complete citation and sentence for each describing the standing within the field and significance of the publication)
- External/University awards (e.g. poster and oral presentation awards at conferences, Vice Chancellor Doctoral thesis excellence award; list awards and source)
- Service to the discipline, mentoring/tutoring, outreach (up to 300 words)

Reconciliation Action Plan

Flinders University's collective vision is to foster an environment that recognises and embraces Aboriginal and Torres Strait Islander peoples, knowledges, and cultures. This vision for reconciliation is grounded in the concepts of togetherness, reciprocity, and respect. Flinders University recognises the unique position of Indigenous Australians as First Nations people and is committed to Indigenous education and engagement.

The Reconciliation Action Plan (RAP) is part of the university's ongoing work to increase Aboriginal and Torres Strait Islander community participation, retention, and success in higher education.

Our Strategic Plan, The 2025 Agenda: Making a Difference, states our commitment to: engaging with Indigenous Australians, students, staff and the community respecting Indigenous knowledge systems and perspectives, progressing Indigenous advancement in education, research, employment and wellbeing.

Harassment, gender inclusivity, and equal opportunity in the workplace

Sexual harassment and sexual assault prevention and response

Flinders University has adopted the Sexual Harassment and Sexual Assault Prevention and Response Policy. This affirms Flinders University's commitment to:

- creating a safe and respectful environment for work and study for all members of the University community
- responding compassionately and appropriately to reports of sexual harassment and sexual assault, and
- providing an accessible mechanism for addressing reports of sexual harassment and sexual assault.

Please speak to your supervisor, HDR coordinator, or HDR college representative if you experience any harassment or assault.

CMPH GIDE Committee

The College of Medicine and Public Health is committed to enshrining gender inclusion, diversity and equity (GIDE) in all college activities and providing a safe, collegial and fair environment for all. The GIDE Committee was established to inform, lead and implement a range of strategic priorities for CMPH at Flinders University to provide a safe, collegial and fair environment that is characterised by equity, respect and inclusivity. The committee has developed a GIDE strategy for the College to frame this work and seeks to work alongside and in support of the Reconciliation Action Plan.

The committee has undertaken a range of activities over recent years including implementing a promotion support scheme for women and diverse staff, developing Relative to Opportunity promotions and grant assessment guidelines, celebrating important events (e.g. International Women's Day, Pride in STEM), contributing to the CMPH anti-racism strategy, and providing input to other committees and CMPH Executive.

The CMPH committee chair is Prof Anna Ziersch, who can be contacted at anna.ziersch@flinders.edu.au.

Equal opportunity and diversity contact officers

Flinders University has a network of trained equal opportunity contact officers who are located across the university. EO contact officers can provide confidential support and information to staff and students involved in a complaint of discrimination, harassment, sexual harassment or bullying.

Special interest groups and services

Flinders Clinical Trials Unit

The Clinical Trials Unit offer clinical research and professional expertise to support and enhance research outcomes. The team comprises multi-disciplinary specialists ready to help refine proposals, collaborate, upscale, budget, design and deliver impactful clinical research. Their group email is hdct@flinders.edu.au and they are located in the Health & Medical Research Building. More information about the support services available can be seen on the Flinders Clinical Trials Unit webpage.

Statistics, Epidemiology, and Economic Data analytic support (SEEDs)

SEEDs is a community of analysts and researchers at Flinders University with the common interest of:

- Using novel analytics and graphical techniques in their research
- Sharing analytical expertise
- Sharing analytic materials
- Collaboration to enhance research impact

The group hosts workshops for analytical skill advancement, and supports cross-discipline collaboration between researchers and analysts. The team of biostatisticians are available for consultancy on projects.

Getting to and around Flinders University

The campus map identifies buildings, services, bus stops, bike paths, walking trails, carparks and various other relevant features of the Beford Park campus.

Flinders University has car parks available throughout Bedford Park campus for students, staff and visitors. Parking must be paid for Monday to Friday, 9am to 5pm. Flinders is accessible by public transport via various bus routes or the Tonsley train line from the city.

Options for parking payment include:

- A vPermit
- A valid casual parking session running through CellOPark
- A valid casual parking session running through new visitor parking machines (car park 6 or 13, two- hour maximum parks only)

Flinders University operates three free bus services:

- Campus Connector which links the main University, Flinders Station Plaza, Sturt and the Flinders Medical Centre (FMC) bus interchange
- Tonsley Link which links Tonsley campus, Bedford Park campus, Ring Road (car park 3) and Sturt campus
- Station Express from Station Plaza to Registry

All services operate Monday to Friday from 7.00am - 6.00pm (excluding public holidays) and during mid- semester and mid-year breaks. There is currently no specific timetable, with the service, instead, adapting to the peaks and troughs of traffic conditions, demand, and access assistance as it is required.

The BusMinder App provides travellers with real-time information about the location of each service. Download the free BusMinder Parent app from the Apple App Store or Google Play.

Log in details are:

username: loopbus@flinders.edu.au password: loopbus

If you would like to leave feedback about your trip or you have lost property, click on the bus icon on the app and fill in the details.

An Access cab is available for transporting students and staff within University grounds. It can carry one wheelchair and three passengers at one time and meets SA Transport Board requirements. To use the Access cab call Security 820 12880 and allow 15-20 minutes for it to arrive at the pick up point. There is no charge for this service.

Appendix A: Useful Weblinks and Contacts

Accident, Injury and Hazard Reporting

https://staff.flinders.edu.au/workplace-support/whs/report-accident-incident-hazard
https://flinsafeportal.flinders.edu.au/FlindersEcPortal/

Emergency and Fire Safety

https://staff.flinders.edu.au/workplace-support/whs/emergency-fire-safety
https://staff.flinders.edu.au/workplace-support/whs/emergency-fire-safety/evacuation-videos

Risk Management and Risk Assessments

https://staff.flinders.edu.au/workplace-support/whs/managing-risk

Hazardous Chemicals and ChemWatch

https://staff.flinders.edu.au/workplace-support/whs/information-documents/topic/hazardous-chemicals-safety

Biosafety

If your project involves working with genetically modified organisms (GMOs), familiarise yourself with the Flinders Biosafety information and your research group's IBC/OGTR approvals and GMO handling, disposal, storage, transport and decontamination procedures.

Animal Ethics

https://staff.flinders.edu.au/research/integrity/animal-ethics

Information and Digital Services

To request access to R or S drives, software, shared email, port activation, report WiFi problems etc. log into serviceone via Okta.

Building Access

Most University buildings are accessible Mondays to Fridays between 7.30am and 6.00pm. Building access is managed by Security.

To gain after-hours access to a building, take your staff or student ID card to your college or department administration office where they will determine which buildings and rooms you are authorised to enter. The Security Office will then program the system to accept your card at appropriate entrances. Your college or department office will use serviceone to lodge the request.

If you would like 24/7 access to the student Hub this can be requested via serviceone.

FMC Security Card Access Form

To request a security card for access to FMC and/or FCIC, complete the 'fmc-access-form' and bring to the FMC security office (straight ahead through FMC Northern Entrance, opposite Theo's café) between the hours of 1pm -4pm on Tuesdays or Thursdays or 8am – 11am on Wednesdays.
https://staff.flinders.edu.au/content/dam/staff/documents/cnhs/fmc-access-form.pdf

Research facilities and services

Specialist equipment and expertise is available for Flinders researchers, staff, students and external researchers across Flinders' Bedford Park and Tonsley campuses. Services and facilities range from consumer engagement support through to microscopy & microanalysis. Find out more here
https://www.flinders.edu.au/fhmri/platforms

Appendix B: CMPH HDR course options and entry pathways

HDR course options at CMPH include a Master of Research, PhD, and a PhD by prior published work. Visit the course rules webpage for further details. Summaries of each are shown in Table 1, and academic qualifications required are shown in Table 2. All courses must meet English language requirements.

Table 1 HDR course options

Course	Eligibility factors	Course length (FTE)	Requirements
Master's by Research (Master of Science, MSc)	**Bachelor's degree with Honours** from an Australian university (which must include studies relevant to the proposed degree and field of research). OR Evidence of equivalent qualification.	1-2 years	35,000-50,000 word thesis
Master's by Research **(Master of Surgery)**	Doctor of Medicine from an Australian university OR Evidence of equivalent qualification. Have satisfactory evidence of two years' appropriate experience in an approved teaching hospital, with a minimum of 12 months' surgical experience within a clinical setting	1-2 years	35,000-50,000 word thesis
PhD	An Australian **Honours degree Class 1 or 2A** or equivalent qualification (at least AQF Level 8), including a research component of **at least 6 months' full-time** study achieving Distinction (75%). OR a **Doctor of Medicine** with minimum Credit average OR a **Graduate Diploma or Masters degree by coursework** with a research component of at least 18 units, with an average grade of Distinction or better in the research component OR a Masters by Research degree OR Evidence of equivalent research experience, such as a substantial first-author refereed publication or track record as an investigator on a competitive grant.	2-4 year (expected: 3 years)	70,000-100,000 word thesis

Table 2 Entry pathways

Course	Academic qualifications	Timing
Honours	An Australian Honours degree Class 1 or 2A	Upon completion
Doctor of Medicine (MD)	Minimum credit average	
Master by Research	After confirmation of candidature at ~ 9 months	Students can upgrade from Master by Research if a capacity to undertake work at the more advanced level is demonstrated
Master by Coursework and Research	Minimum 18 units research component Average of Distinction or better for research component	
Graduate Diploma in Research Methods	**Bachelors degree** or equivalent qualification with a GPA of 5 or above	This pathway is targeted to international applicants or those coming from a non-traditional learning background who have funding but do not meet direct entry requirements for a PhD. For example, they may have undertaken a Master's degree but not have done a thesis or they may need more training in research methods specifically. 1 year course.

Appendix C: HDR Inspire System

Timeline – and how it works

Timelines are available to all students and can be seen by the student, supervisors and administrators. The timeline shows the student's start date, completed, near due and upcoming milestones as well as their thesis submission due date and their Funding Expected Completion (FEC) date.

The FEC date is driven by the Research Training Program scheme that provides students with a period of support to complete their degree: Doctoral students have a minimum of three years and up to a maximum of four years (FTE); and Master's students have a minimum of one year and up to a maximum of two years. Any time past the FEC date is considered overtime. This has the following consequences:

- Impact on the Research Block Grant funding as there is a delay in the University receiving the completion money for the student.
- Impact on the HDR funding model for Colleges via the Research Block Grant. Colleges funding is based on 50% in-time load and 50% completions.
- As per the HDR Supervisor Policy, section 4.f, 'No supervisor may accept new supervision responsibilities if they are principal supervisor of two or more students who have not submitted by the date of maximum candidature duration as specified in the Higher Degrees by Research Policy, unless approved by the Dean of Graduate Research on the advice of the College HDR Coordinator'.
- Impact on the Research Support Plan 2020-2022 goal 4.3 Maintaining the Timely Completion Rate of HDR Students to establish an average FTE target rate of 3.5 years.

When a degree management request is submitted and processed then all future milestones will automatically adjust to take into account the change (such as intermission or change of full-time/part-time or extension).

If supervisors have concerns about a student's progress or meeting a milestone deadline please email the HDR Progression Team (hdr.progression@flinders.edu.au) to discuss options.

Inspire - SkillsForge

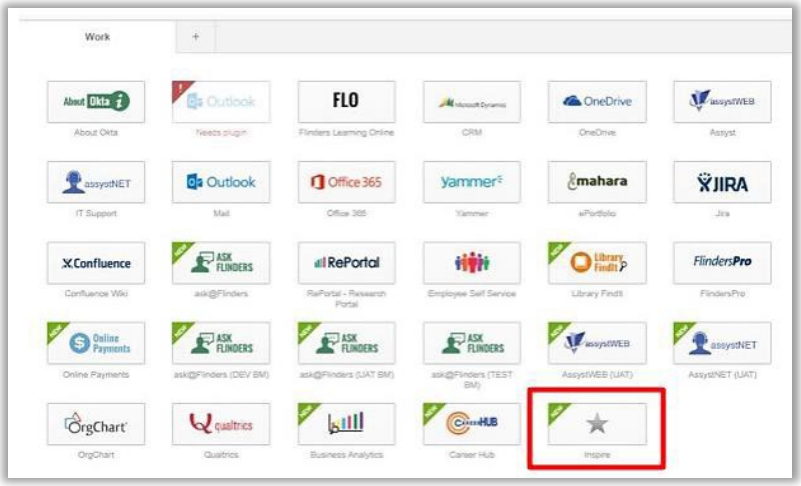
SkillsForge is the software behind Inspire and it is the University's online candidature management system and relies on data feeds from Student Management. A number of other universities use the software, including The University of Adelaide and University of South Australia, albeit under different names.

How do I get Inspire on my OKTA dashboard?

The OKTA dashboard will not have an Inspire app link. You can add your own link if you wish by following these steps:

1. Open OKTA dashboard
2. Click +Add Apps, green button at top right
3. Type OCF in Search for an app box
4. No apps found, click Add a Bookmark instead
5. Where it says App sign in URL add https://inspire.flinders.edu.au/flinders/saml/login and App name add Inspire.
6. Then click Add.

This link will direct to you to the Inspire home page at https://inspire.flinders.edu.au



Inspire forms

Admissions:

Enquiry management	**Via email to HDR.Admissions@flinders.edu.au**
Admission assessment	Via email. Includes applications for external status, sanctions regime risk assessments, applications for international tuition fee sponsorships.

Degree Management:

All of these forms are initiated by the student.

Change or Addition of Supervisor	In Inspire
Degree Transfer or Significant Change to Project (includes upgrades and downgrades)	In Inspire
Full / Part Time Transfer	In Inspire
Intermission of Candidature (Leave of Absence)	In Inspire
Extension (Bridging extensions and extensions beyond the maximum duration of candidature	In Inspire
Withdrawal of Enrolment	In Inspire
Application to Change Enrolment Location	In Inspire

Milestones & Timeline:

All of these forms are initiated by the student.

Interim Confirmation of Candidature	In Inspire
Confirmation of Candidature	In Inspire
Interim Mid Candidature Review	In Inspire
Mid Candidature Review	In Inspire
Interim Final Thesis Review	In Inspire
Final Thesis Review	In Inspire
Interim Post Final Thesis Review	In Inspire
Intention to Submit – this triggers the nomination of examiners by supervisor	In Inspire

Examinations:

Nomination of Examiners (Principal Supervisor)	In Inspire
Thesis Submission (Student)	In Inspire
Thesis Examination (HDR Exams Team: sending thesis to examiners & results to students)	In Inspire
Thesis Amendments	In Inspire

Skills Development: REST

Initiated by the student.

Students and complete a Skills Needs Analysis – to identify training gaps	In Inspire
Students can search and book into training activities	In Inspire
Completed Activities Log – imported into Milestones	Inspire
REST Online Content	REST webpage

Career Planning Tool: Inspire

Initiated by the student.

Career Focus – students encouraged to pick a career focus to tailor their training – academic, industry or entrepreneurial	In Inspire
Goal Setting – students can set individual goals and timelines	In Inspire

HDR Supervisor Development:

Initiated by the supervisor.

Online content and list of available courses/resources	HDR Supervisor Development Canvas
Supervisors not on campus can complete online Steps program	HDR Supervisor Development Canvas
Supervisors are able to view past program completion and current compliance	In Inspire

Supervisors are able to search and book into training activities	In Inspire
Supervisors are able to view and print certificate of program completion	In Inspire

Appendix D: Rules for laptop purchasing using RSM funding

The laptop computer is provided for the student's exclusive use during the period of their HDR candidature and remains the property of Flinders University.

- If you upgrade from a MSc to a PhD you may retain the laptop during this candidature.
- If you withdraw from your HDR you must return the laptop.
- When you have completed your HDR at Flinders University, the University will assign ownership of the laptop over to you.
- Upon completion of your HDR all University software must be removed prior to taking possession.
- Should you complete your candidature, and stay on at the University as an employee, you may keep the laptop and retain the uploaded University software.

Flinders University

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