HDR Structured Program and Annual Review Guide

Purpose of this Guide

This guide contains information about the HDR induction and progress review program provided by the School and the University Graduate Centre. It is intended to serve as a first point of reference for any HDR induction queries.

Intended Audience

The Guide was written for HDR students commencing the PhD or MPhil degree program.

1. HDR Milestones

The milestone diagrams below show specific points during your HDR program at which you are required to complete a task.

PhD Study

MPhil Study

Source: The University of Adelaide 2014 Research Student Handbook

HDR Structured Program and Annual Review		Approval date	17/3/2014
Authorised by	Cheng-Chew Lim	Review date	15/1/2015
School of Electrical and Electronic Engineering		Version	1.1

2. School Induction

The School (local) induction will provide you with an opportunity to familiarise yourself with your work environment within the School.

The components of School induction program are as follows:

- ☐ Arrange to accessing the building and your workspace, and become familiar with policies on their use
- ☐ Make arrangements for accessing resources and facilities (e.g., computers, phone, photocopiers, pigeon hole, laboratories and technical support), and become familiar with policies on their use
- ☐ Become familiar with the HSW (health, safety and wellbeing) requirements for an HDR student, including evaluation procedures, the location of first aid assistance, and attendance of HSW courses
- ☐ Know your responsibilities as an HDR candidate and your supervisors' responsibilities
- ☐ Know the nature and standard of research expected of a PhD or MPhil candidate in the EE discipline and the timeframes for achieving the various milestones
- ☐ Know your requirements under the 'Australian Code for the Responsible Practice of Research' http://www.adelaide.edu.au/graduatecentre/handbook/06-conduct-research Satisfactory completion of the School Induction program requires that you have completed, by the due date, the School's "Structured Program Checklist". The checklist document is available at
http://eleceng.adelaide.edu.au/current-students/postgraduate/documents/structured-program-checklist.pdf

3. Graduate Centre Online Induction

Adelaide Graduate Centre is responsible for this induction program. It is provided via the Adelaide Graduate Centre Online Induction available at MyUni.

Completion of this online induction is one of the tasks listed in the School's "Structured Program Checklist", and is a pre-requisite for the task "Completion of the Core Component of the Structured Program".

4. Introduction to the Barr Smith Library

This library tour is conducted by the BSL Subject Librarian. It includes an introduction to online search and database facilities.

5. Research Proposal

All new HDR candidates are required to submit a research proposal within six months of commencing HDR candidature (or half-time equivalent). The template for the proposal is available at
http://www.adelaide.edu.au/graduatecentre/forms/milestones/research-proposal/

The proposal must be approved by your principal supervisor. The proposal is to be submitted together with the "Completion of the Core Component of the Structured Program" to the Adelaide Graduate Centre.

6. Seminar Presentation of Research Proposal

You are to present your research proposal in your research group meeting, a School seminar program, or an IBP-R program (for international HDR candidates). The supervisory panel and fellow HDR students will assess and offer feedback on your seminar performance. The assessment form is available at http://eleceng.adelaide.edu.au/current-students/postgraduate/documents/Seminar-Assessment-Form-IBP.pdf

Completion of this seminar presentation task is a pre-requisite for the completion of the Core Component of the Structured Program.

7. Core Component of the Structured Program

The core component must be completed within six months (or half-time equivalent) from the commencement of your candidature.

Satisfactory completion requires that you have:
- ☐ attended a School induction program
- ☐ completed the Graduate Centre's online induction program
- ☐ completed the introductory training on the Australian Code for the Responsible Conduct of Research : http://www.adelaide.edu.au/graduatecentre/handbook/06-conduct-research/
- ☐ read the University's guide to Research Data Management:
- ☐ http://libguides.adelaide.edu.au/researchdata
- ☐ formulated a research proposal using the relevant research proposal template
- ☐ completed the 'Higher Degree by Research: Safety Management Plan' http://www.adelaide.edu.au/hr/ohs/handbook/hdr/
- ☐ presented your research proposal in a research group meeting, an IBP-R seminar program, or a School seminar program
- ☐ regularly attended the School's seminar program
- ☐ lodged the 'Completion of the core component of the structured program' form and all other required documentation with the Graduate Centre by the due date.

The 'Completion of the core component of the structured program' form is available at http://www.adelaide.edu.au/graduatecentre/forms/milestones/core-component-structured-program/

8. HDR Research Skill Workshop

The University's Researcher Education and Development (RED) group provides a range of research skills workshops for HDR students in your first year of candidature. You are encouraged to attend the ECMS Faculty-based sessions. The workshop sessions for 2014 are:
     On Being Supervised

Reviewing Literature
Effective Writing Strategies
Time Management

You can book to attend any of these sessions by go to
https://apps.adelaide.edu.au/training/course/catalogue, scroll down to Higher Education: RED, click
on HDR Candidate Workshops and choose the relevant sessions.

9. Major Review of Progress

The review occurs 12 months (or half-time equivalent) from the commencement of candidature. It
serves to
➢ ensure that the scope of your research project is achievable within the required timeframe for
   the degree
➢ identify, document and resolve any problems or issues which are beyond your control that are
   likely to affect your ability to complete within the required timeframe of the degree
➢ assess your relationships with your supervisor(s) to determine whether your professional
   compatibility is sufficient to facilitate completion of the degree within the required timeframe
➢ recommend confirmation of candidature, extension of provisional status, conversion to a
   Masters enrolment (where applicable) or termination.

The review form is available at
http://www.adelaide.edu.au/graduatecentre/forms/milestones/major-review/

10. Annual Review of Progress

The annual review of progress occurs during September/October every year for all HDRs who are
active in candidature or on leave of absence. It serves to

➢ review your progress made in your research during the preceding year
➢ set goals with your supervisory panel for the next stage of your project
➢ identify any problems that may be occurring so that they can be resolved
➢ review your access to resources and facilities
➢ review your supervisory arrangements, including the frequency and usefulness of meetings
➢ ensure that your Postgraduate Coordinator, the Head of School and the Dean of Graduate
   Studies are kept fully informed of your progress.

As part of the Annual Review of Progress, each student is required to complete (or update) a Gantt
chart or completion plan to illustrate the various stages and activities of research in candidature.
Examples of a HDR study Gantt chart are available on the annual review website at:
http://www.adelaide.edu.au/graduatecentre/forms/milestones/planning-communicating-tracking/

N.B. All HDR candidates are required to re-enrol each year. Re-enrolment is conditioned on a
satisfactory Annual Review.

11. School Research Seminar Series

➢ All HDR candidates of the School are to regularly attend the School's seminars

➢ Within six months of commencing HDR candidature (or half-time equivalent), you are to present your research proposal seminar in your research group meeting or a School seminar program

➢ Within 12 months of commencing HDR candidature (or half-time equivalent), you are to present a major review seminar to the School's HDR Committee and your supervisory panel.

➢ All second- and third-year HDR candidates are required to present one research seminar a year.

12. HDR Allowances to Support Research

HDR candidates enrolled in the School are provided with an annual allowance to support their candidature. The allowance policy and conditions are detailed in the School document "Policy on Allowances for HDR Students", available at https://eleceng.adelaide.edu.au/intranet/policies/hdr-student-support-policy.pdf

Further Reading

The University of Adelaide 2014 Research Student Handbook
http://www.adelaide.edu.au/graduatecentre/handbook/docs/handbook.pdf or
http://www.adelaide.edu.au/graduatecentre/handbook/