



HDR END-USER ENGAGEMENT FORM USER GUIDE

Overview.....	1
Timelines	1
Create new form.....	2
Complete and submit form	3
Review previously submitted forms.....	5

Overview

The Australian Government Department of Education requires Charles Sturt University to report on how our HDR candidates are engaging with research end-users. This data is captured within our six-monthly progress report rounds. However, candidates currently under examination are no longer requested to complete a progress report. Hence, we ask they complete an End-User Engagement eForm to continue recording end-user engagement activity until they are approved to graduate.

For more information, visit the Research [End-User Engagement Guide](#) page.

Timelines

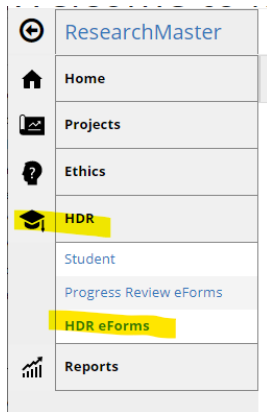
In line with the HDR progress reporting, End-User Engagement Forms will be published and available for completion twice yearly.

HDR candidates currently under examination will be invited to complete a form.

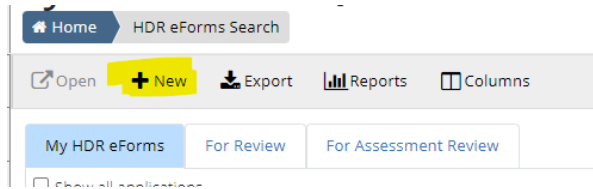
Create new form

You can complete your End-User Engagement form by following the below instructions:

1. Log on to the MyResearch Portal - <https://myresearch.csu.edu.au/>
2. Go to HDR eForms. Click on HDR (Graduation cap icon) and then HDR eForms



3. Start a new form by clicking New at top of screen and selecting <Year – Year End / Mid-Year> End User Engagement Form from the dropdown menu



Create eForm

eForm Templates			
Abbreviation	Template Name	Description	Date Modified
2022-YE-EUE	2022 - Year End - End User Engagement	This form is used to collect data on end-use...	05/01/2023

4. Click OK to proceed to form



Complete and submit form

1. Review the introduction page and click on Next Page

Template Name: 2022 - Year End - End User Engagement | eForm Page: Introduction
Status: Draft | Enrolment Status: Active Student | Workflow State: Draft

Pages

- Candidate
- Introduction
- End User Engagement

Introduction

Higher Degree by Research - End User Engagement Form

This eForm is to be used by HDR candidates who have submitted their thesis for examination, however, have not yet graduated. To meet Australian Government Department of Education reporting requirements, CSU must record end-user engagement activity that HDR candidates may have been involved with every six months. Further information about End User Engagement criteria can be located on the End User Engagement page.

If you have any questions regarding this process please do not hesitate to contact the Graduate Research Team via email at graduateresearch@csu.edu.au

Return to Top

Next page - End User Engagement >>

Toolbar

- Save
- Submit Application
- Delete Application
- Reports

2. Using the explanatory text to assist you, answer each question as outlined.
3. If you answer Yes to any of the questions, a field will drop down for you to enter the number of whole days.
 - Remember to calculate days based on applicable the six-month reporting period, January-June or July-December.
 - Days must be entered as a numeric value up to four digits

In the last six months have you:

i) been jointly supervised by a research end user *

Yes

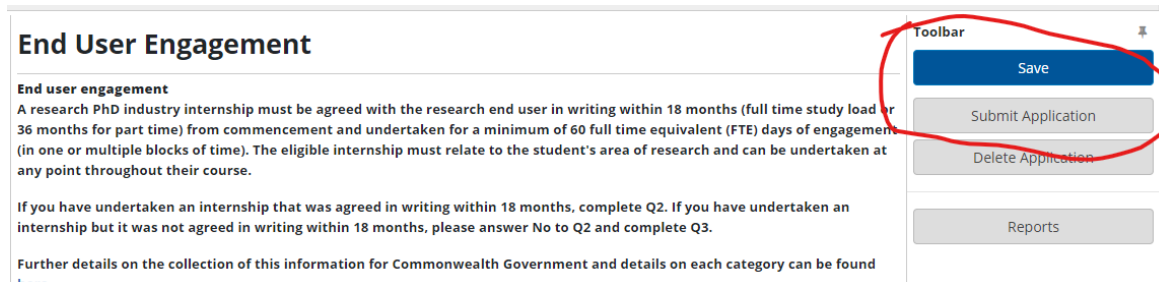
No

Please enter the number of days of supervision in whole days *

90



- Once you have completed the End User Engagement page as required, click Save and then Submit Application from the menu options at the right of the screen



End User Engagement

End user engagement
A research PhD industry internship must be agreed with the research end user in writing within 18 months (full time study load or 36 months for part time) from commencement and undertaken for a minimum of 60 full time equivalent (FTE) days of engagement (in one or multiple blocks of time). The eligible internship must relate to the student's area of research and can be undertaken at any point throughout their course.

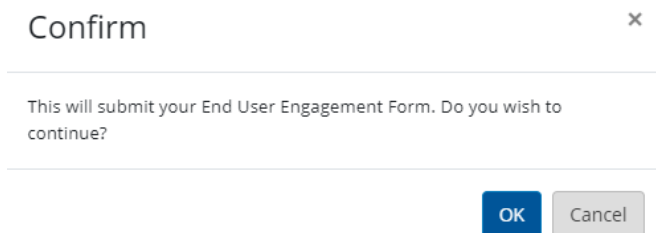
If you have undertaken an internship that was agreed in writing within 18 months, complete Q2. If you have undertaken an internship but it was not agreed in writing within 18 months, please answer No to Q2 and complete Q3.

Further details on the collection of this information for Commonwealth Government and details on each category can be found [here](#)

Toolbar

- Save
- Submit Application
- Delete Application
- Reports

- Click OK to confirm your submission



Confirm ×

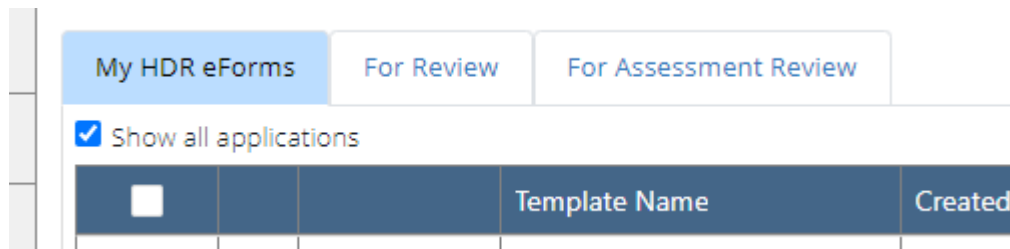
This will submit your End User Engagement Form. Do you wish to continue?

OK Cancel

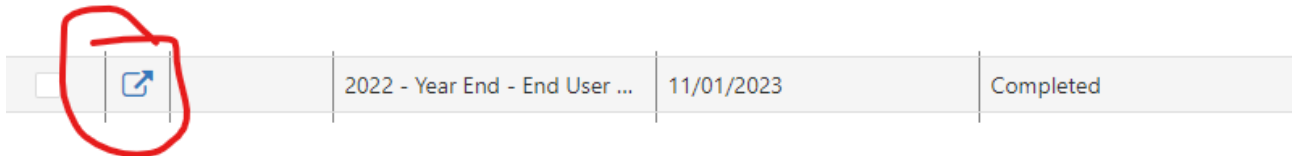


Review previously submitted forms

1. Whilst in HDR eForms, go to My HDR eForms and tick the 'Show all applications' button. This will display all your eForms and relevant data



2. To open an individual eForm click on the arrowed square icon to the left of the applicable eForm



Contact the Graduate Research Team via graduateresearch@csu.edu.au for any queries

