



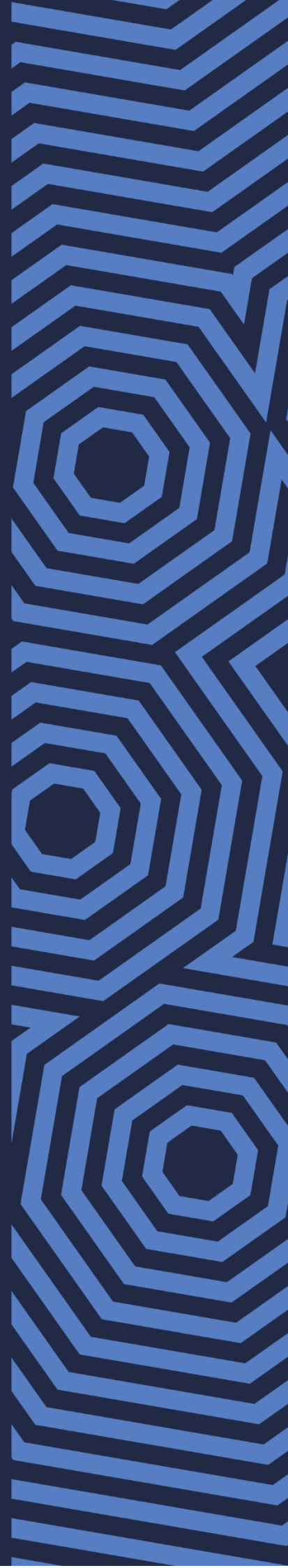
Charles Sturt
University

GRADUATE RESEARCH
Candidate Guide

Office of Graduate Research

For further information please contact
graduateresearch@csu.edu.au

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Acknowledgement of Country

We respectfully acknowledge the traditional owners and custodians of the lands on which we live and work together. In particular, we acknowledge the Wiradjuri, Ngunawal, Gundungarra and Biripai peoples of Australia, who are the traditional custodians of the land where Charles Sturt University campuses are located.

Charles Sturt University and its staff pay respect to Elders within First Nations communities and acknowledge the continuity of cultures, languages, leadership and knowledge systems. We acknowledge First Nations peoples' continuous connection to Country, recognising the unique, diverse identities and cultures of peoples in our communities, regions and nation. As such, we value the collaboration to strongly position First Nations peoples in our university, through languages, leadership, cultures, knowledges, research and ceremonies.

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Glossary of Terms

Universities use many terms, titles and acronyms that can be confusing until you get to know them. Here are some that you might come across at Charles Sturt and what they mean.

Academic Skills	Part of the Researcher Development unit, Academic Skills provides a wide range of academic literacy support, writing groups, and individual consultations delivered by the Academic Skills Officer.
Candidate	A student enrolled in a Graduate Research course who is a candidate for the award to which the course leads. E.g., a PhD candidate.
Candidature	The fact of a person being enrolled in a Graduate Research course; the duration of that enrolment.
Confirmation of Candidature	This comes usually towards the end of your first 12 months of study (or equivalent) and signals the completion of your probation milestones and the commencement of your research proper.
CSU Research Output (CRO)	Charles Sturt University Research Output (CRO) is the University's online repository for research and scholarly outputs (e.g., publications such as journal articles, conference papers) by Charles Sturt staff and students. You will be required to submit your final thesis to CRO prior to graduation. CRO has a public website showcasing the research and expertise of all our researchers and previous candidates' theses. Find out more here.
Dean of Graduate Research	The Dean provides oversight of the academic rigour for the University's Higher Degree by Research programs including enrolment, progression and examination, this includes ensuring that students enjoy a quality student experience.
Exegesis	Some candidates will complete a creative work for their PhD and this is usually supported by an exegesis, which is a written critical explanation of the work, describing the logic and thought processes that went into the creation of that work.
Deputy Vice Chancellor Research (DVCR)	The DVCR is responsible for research, research training, partnerships with industry, commercialisation, Indigenous education, research leadership, and a number of other important strategic areas relating to research, development and industry.
Expectations Alignment and Communications Plan (EACP)	This plan will help you to understand your roles, responsibilities, and mutual agreement with your supervisors early in your candidature, supporting clear lines of communication. It should be completed with your supervisory team then submitted to the Office of Graduate Research. The EACP is a probation requirement.
Graduate Research	Another term to describe Higher Degree by Research.

(Office of) Graduate Research	This office sits within the Office of Research Services and Graduate Studies (ORSGS) and is primarily responsible for the administrative oversight of your candidature and providing support and information from your initial application and admission through to your graduation,
Higher Degree by Research (HDR)	The administrative term used to describe a course leading to a qualification at Australian Qualifications Framework (AQF) level 9 or level 10 in which a research component makes up 66% or more of the course volume of learning. HDR courses lead to a Master by Research, Professional Doctorate, or Doctor of Philosophy (PhD).
HDR Coordinator	Is a School-based position and provides School specific guidance and support. Some Schools also have an Associate Head of School (Research and Graduate Studies) in this role.
Individual Development Plans (IDP)	The IDP is a tool to help you assess your skills and competencies, identify, and plan your research training and career development needs and implement a realistic and achievable plan for completion. The IDP is a probation milestone.
Milestones	These are compulsory actions or tasks that must be completed prior to moving on to the next stage of your candidature. For example, writing your literature review is a probation milestone.
Probation or Probationary Candidature	This is the period prior to Confirmation of Candidature. Once you have met all your probation milestones you present your research proposal to a panel. Once you have passed this milestone, your candidature is confirmed, and you are no longer on probation.
Progress Report	All Graduate Research candidates are required to submit regular progress reports through MyResearch . You will be notified by the Office of Graduate Research when you have a report due.
Professional Development (PD)	See <i>Researcher Development</i> below.
Research Master (RM)	Research Master is the University's research management system (also referred to as MyResearch). MyResearch is used to review and manage Graduate Research candidates and their progress, funded projects, ethics, and research personnel.
Researcher Development	Also referred to as <i>Professional Development</i> , this is any training or experiential activities that contribute to the development of your research and transferable career skills.
Spatial Analysis Network (SPAN)	Provides research design and support for Graduate Research candidates including developing questionnaires, spatial technologies, simulations and modelling.
Sub Dean Graduate Studies (SDGS)	A Faculty-based position that has direct oversight of supervisors and the progress of all Graduate Research candidates within their Faculty.

**Supervisor or
Supervisory Team**

Graduate Research candidates at CSU are supported by at least two supervisors who have discipline-specific research and methodological expertise and will guide you throughout your candidature.

Thesis

The work submitted for examination. This may include a traditional written thesis, previously published material such as a cohesive collection of journal articles, creative or artistic works (often supported by an exegesis), software, codes, models and/or appendices. Also referred to as a dissertation.

**Quantitative
Consulting Unit (QCU)**

Coordinates statistics workshops and tutorials and offers one-on-one consultation for various quantitative research tools.

About this Guide

If you are starting as a Graduate Research candidate at Charles Sturt University, this will be your 'survival guide' and companion for your Graduate Research program.

We take you through the milestones of your candidature, and link to important information about the University structure and processes as they relate to Graduate Research programs and the rules, regulations and expectations that govern and support your candidature. We also introduce you to the resources, services, and opportunities available to maximise your potential as a researcher whilst studying at Charles Sturt University.

With an eye to the evolving employment market and the wide range of post-thesis careers that are now available to graduates, we also introduce you to the research training and resources available. These services and supports have been designed to assist the development of your transferable skills and include important experiential opportunities such as mentoring and industry engagement.

If you are considering applying to undertake a Graduate Research program at Charles Sturt, this Guide will also provide you with an overview of the research journey and the support and resources available to help you succeed. If you are interested in applying to study a Graduate Research degree at Charles Sturt University, please visit our [website](#) for further details or contact graduateresearch@csu.edu.au.

We sincerely hope you enjoy the opportunities ahead on your research journey and wish you well in successfully completing your course of study.

We would like to acknowledge the contributions to the development and review of this guide by the following: Faculty Sub-Deans (Graduate Studies), Ethics and Integrity Unit, staff in the Office of Graduate Research, staff in the Office of the Deputy Vice Chancellor, and HDR candidates.

Welcome to Charles Sturt University

From the Deputy Vice Chancellor (Research)



Professor Mark Evans

Congratulations on commencing your Graduate Research journey at Charles Sturt University, where you will work alongside experienced researchers and contribute to the research endeavor of the University.

At Charles Sturt, we have a vision for research that has both world-wide application but also fosters prosperous communities across regional locations. Our strategic goal is to be a sustainable world class, research-driven university in the study and practice of cyber, food and water security, social justice, and regional wellbeing.

Our research and education programs are therefore aligned with meeting the five grand challenges in our region, namely:

- Agri-innovation to enable prosperous, circular, and digital societies
- Climate neutral agriculture, food and wine production
- Climate proof regional areas
- Healthy, safe and sustainable communities; and
- A knowledgeable and active citizenry prepared for the future.

Simply put, we aim to deliver research outcomes that improve the lives of regional Australians but equally tackle grand challenges that are global in reach and significance.

We are delighted that you have joined our research community dedicated to meeting these challenges. Good luck with your studies!

From the Pro Vice Chancellor - First Nations Engagement



Professor Tony Dreise

At Charles Sturt University we strive to be standout leaders in providing higher education opportunities for First Nations peoples, including at Graduate Research level. We are deeply committed to increasing the number of Aboriginal and Torres Strait Islander peoples participating in higher education as candidates and graduates and as professional, academic and research staff. Increasing the number of First Nations Graduate Research scholars will benefit First Nations communities and the Charles Sturt community alike.

From the Dean of Graduate Research



Professor Sarah O'Shea

Welcome to the research community at Charles Sturt University. As a Graduate Research candidate, you are about to commence a course of study leading to the highest qualification typically offered by a university. This is an important recognition and indicates the significance of the journey you are about to undertake. This recognition also places a serious expectation on your commitment to undertake original, significant, and important new knowledge generation.

At Charles Sturt we aim to create a supportive, candidate-centred environment that assists and supports you, our students. Support is provided by

numerous divisions and individuals, including supervisors, schools and faculties, research institutes and groups, candidate services, funding bodies, fellow candidates, and the Office of Graduate Research. Please reach out when you need assistance. This document provides a guide to finding that support as well as details about your candidature and the resources available to you. Take the time to look through it and keep it on hand during your candidature. I wish you the very best as you embark on this exciting and highly rewarding journey.

Charles Sturt's ethos

The Wiradjuri phrase *Yindyamarra Winhanganha* means the wisdom of respectfully knowing how to live well in a world worth living in. It represents who we are at Charles Sturt – our ethos. It comes from traditional Indigenous Australian knowledge, but it also speaks to the mission of universities – to develop and spread wisdom to make the world a better place.

Our university narrative expands on this by confirming "we are a university of the land and people of our regions and we aim to develop holistic, far-sighted people who help their communities grow and flourish". We seek to embed Indigenous ways of being, knowing and doing as a fundamental framework for our research. You can learn more about our commitment to this ethos and our First Nations Strategy on our website.

[Our ethos - About](#)

[Welcome to the Office of First Nations Engagement - Office of Indigenous Engagement](#)

We also encourage you to explore [Yindyamarra Nguluway](#) which is dedicated to applying Yindyamarra to the challenges facing nation-building and democracy in Australia and around the world.

[Yindyamarra Nguluway - Research](#)

Charles Sturt's values

Charles Sturt strives for research excellence and partnership. We provide meaningful outcomes for industry, government, business, and communities. We seek to make an impact on a regional, national, and global level by contributing to the economic, social and environmental sustainability and wellbeing of these communities.

Our research is performed in a broader context, and at Charles Sturt, we accept the responsibility to undertake research consistent with our values. In our research efforts we will be:

- **Impactful** and innovative
- **Inspiring** for partners
- **Insightful** as global citizens
- **Inclusive** and collaborative

Our Values

A safe and supported research culture

As an institution of higher education at which research and research training are core priorities, Charles Sturt has a responsibility to ensure that Graduate Research candidates can work in a safe and supported intellectual and academic environment.

Building a culture of respect and equity is critical to providing a safe and supportive research training environment. Charles Sturt actively promotes the *Principles for Respectful Supervisory Relationships*. These *Principles* strengthen the University's commitment to zero tolerance for sexual assault, sexual harassment, and any form of inappropriate or illegal sexual behaviour or misconduct.

The Charles Sturt *Subject Zero* initiative takes an integrated approach to supporting all students to [report sexual misconduct](#), [start a confidential conversation](#) with a specialist counsellor, [be safe on campus](#), [get consent](#), and [call out harassment](#).

We also all have a role to play to ensure we are equitable and inclusive – in our workplace, communities, and society. Charles Sturt is proud of its record in promoting workplace equity receiving citations in the Workplace Gender Equality Agency Employer of Choice awards, and as part of the first Australian cohort to receive the Athena SWAN Bronze Institutional Award for gender equity,

Our efforts to create an inclusive, safe, diverse, and genuinely welcoming university for our staff, candidates, and communities are ongoing. As an anchor institution in our regions, we realise the vital role the University plays in the continuing vibrancy, health, and prosperity of the communities we serve.

We believe equity is for everyone, and that achieving it helps to create a world worth living in.

[Principles for Respectful Supervisory Relationships](#)

[Subject Zero](#)

[Gender equity - People and Culture](#)

You and your supervisory team

You, the candidate

As a Graduate Research candidate, you should be familiar with the Charles Sturt [Student Charter](#), which sets out the general expectations the University has of all its students and staff.

There are also Charles Sturt policies, procedures and guidelines that set out your rights and responsibilities. It is important that you are familiar with them as these documents will guide your expectations, actions and decision making throughout your candidature.

As the main participant in your supervisory team, you have additional responsibilities for driving, developing, and implementing your research, and writing your thesis or creating the equivalent works. Importantly, remember that this is *your* program of research: you own it and all the required decision-making and work.

As a probation requirement (see [Probation details - Research](#)) you will need to discuss your expectations and responsibilities with your supervisors and complete the EACP.

If you experience challenges, changes or difficulties during your degree program please discuss these with your supervisors or your faculty Sub-Dean (Graduate Studies) (see [Sub-Deans Graduate Studies - Research](#)).

Key documents you should be aware of include:

[Student Charter](#)

[Responsibilities of HDR candidates](#)

[Higher Degree by Research Policy](#)

[Higher Degree by Research Procedure](#)

[Complaints Management Policy](#)

[Complaints Management Procedure](#)

Your supervisors

Each Graduate Research candidate is allocated a team of at least two supervisors.

1 x Principal Supervisor

1 or more x Co-supervisor(s)

Your Principal Supervisor is generally your main point of contact in relation to your research. They are an experienced researcher who has undertaken training to support your candidature. The Principal Supervisor is responsible, with you, for the administration of your program, monitoring your progress, and coordinating your supervisory team.

At least one of your co-supervisor(s) will be a Charles Sturt academic and others may be from another university, industry or organisation and may have responsibilities relating only to certain aspects of the project depending on their experience and expertise. All members of the supervisory team will contribute to guiding your research project.

[Supervisory team responsibilities](#)

How do you get started in your studies?

Student Portal

Most information and resources you need from the beginning of your Graduate Research journey to your graduation can be accessed via the Student Portal. The Portal is your personalised entry point to the Charles Sturt website and all its resources.

From the sidebar menu you can view the virtual tour video, easily connect to a wide range of university services and support, workshops, important dates and upcoming events and news, as well as your personal enrolment information and MyResearch. You can work through *My Checkpoints* to track your progress, join the Graduate Research Facebook group, access Library resources, set up a Zoom meeting, check your balance on your Charles Sturt card, and access the Research Hub.

There are a variety of changes that may take place during your candidature that affect the administration of your records, such as a change of contact details. Visit the Student Portal as soon as possible if you need to update your records.

[Access the Student Portal](#)

Research Hub

[The Research Hub](#) is the online home of the research community at Charles Sturt University.

Graduate Research candidates can find information and resources you need as a current research candidate. For example, the *Current Research Candidates* page includes important resources, including registering for your *Induction*, completing compulsory *Ethics and Academic Integrity* modules, and your *Expectations Alignment and Communications Plan* (see [Starting your Candidature](#) in this Guide).

Research Support is also a useful webpage with links to a range of broader research services at Charles Sturt. Bookmark both these pages.

[Bookmark Research Support](#)

[Bookmark Current Research Candidates](#)

Enrolment

There is an expectation that you will work on your Graduate Research program for at least 48 weeks per year during the research component of your course of study. You will be contacted each year to give your consent to be enrolled for each session of study.

If you wish to change your enrolment pattern from that normally expected (e.g., move from full-time to part time or apply for an extension), you will need to contact the [Office of Graduate Research](#). Candidates on scholarship will need have a variation to candidature approved by the Dean, Graduate Research (see [Candidature Variations](#) in this Guide).

A Charles Sturt email account

You will use your student login to connect to your online learning environments and other services at Charles Sturt. You can request a Charles Sturt email account (e.g., jcitizen@csu.edu.au), which will provide you with an Outlook mailbox. This is the preferred option as this will also provide you access to our LinkedIn network and training and boost your ability to develop your research profile.

You can request the creation of a Charles Sturt mailbox by logging a job/request via the [DIT Staff Service Centre](#) or by phone:

Local call Australia wide: 1300 653 088

International: + 612 6338 4357

If necessary, your supervisor can request a temporary access account for you. This will provide you with an '@csu.edu.au' email address and Outlook mailbox. Supervisors will need to submit the request through DIT's [Temporary Access Administration System](#).

All new account holders will need to activate their account through the 'my login/forgotten password' process. All Charles Sturt email use is governed by the [Computing and Communications Facilities Use Policy](#).

Note: If you request a Charles Sturt email address, this address will then become your default email in Charles Sturt systems and all communication from the university will be sent to that address. Please ensure you monitor it. Candidates are responsible for reviewing and responding to all emails received from Charles Sturt.

Accessing the Library

The library has a wide range of resources and support for Graduate Research candidates, and you should familiarise yourself with these early in your candidature. You can contact Library staff for an orientation session or chat online.

Library resources include information on:

- Finding resources and search tools
- Literature and systematic reviews
- Referencing and Endnote
- Creating your researcher profile- ORCID
- Impact and influence of your research
- Data management
- Sage Research Methods
- Publishing and open access
- Copyright
- Charles Sturt Research Repository (CRO)

There are also designated Faculty Teams who can help you.

[Faculty of Arts & Education Library Team](#)

[Faculty of Business Justice & Behavioural Science Library Team](#)

[Faculty of Science & Health Library Team](#)

[Accessibility and inclusion liaison team](#)

[For researchers - Library](#)

Being a responsible researcher

Charles Sturt is committed to delivering research excellence and meeting the highest standard of research integrity and ethical compliance. We promote a culture of responsible and ethical research, ensuring that research is conducted in accordance with the Australian Code for the Responsible Conduct of Research, 2018.

Research Code of Conduct

Charles Sturt has adopted the [Australian Code for the Responsible Conduct of Research](#) as the University's Code of Conduct for Research. The Code is issued jointly by the National Health and Medical Research Council, the Australian Research Council and Universities Australia. [The Code](#) outlines that a strong research culture will demonstrate (p. 1.3):

- honesty and integrity
- respect for human research participants, animals and the environment
- good stewardship of public resources used to conduct research
- appropriate acknowledgement of the role of others in research
- responsible communication of research results.

Review and develop your knowledge of the Code as a responsible researcher. The principles will be an important guide throughout your research career, regardless of your field of research or discipline area.

Details of the code are integrated in all Charles Sturt ethics training. The university's [Academic Integrity Policy](#) (Section 2.19) stipulates that all Graduate Research candidates must complete the online training modules on Research Ethics and Integrity and Academic Integrity. This is a probation requirement for all candidates. A notification will be sent to all Graduate Research candidates once they are enrolled with details of how to access the training modules.

Importantly, non-compliance with the Code of Conduct and the regulations, policies and procedures implemented by Charles Sturt to operationalise the Code, may place you at risk or in a position of being involved in research misconduct. This is a serious matter and warrants time spent proactively building your knowledge of the Code of Conduct and Charles Sturt regulations, policies, and procedures.

Ethics and Compliance

To ensure the safe and ethical conduct of research there are guidelines and approval processes that must be adhered to.

If your research involves humans or animals you will more than likely require ethics approval. Research cannot commence without this approval and you cannot use data that has been collected without ethics approval.

Other areas of research may also require risk assessment, compliance checks or approvals.

You can find further important details and compliance regulations for the following at [Research Integrity, Ethics and Compliance](#)

- Human Ethics

- Animal Ethics
- Defence Trade Controls
- Foreign Interference
- Biosafety
- Radiation safety

[Visit Integrity, Ethics and Compliance](#)

Research Integrity

Charles Sturt is committed to the highest standards of research integrity. Our researchers and students are expected to conduct themselves and their research in accordance with the principles of the [Australian Code for the Responsible Conduct of Research](#) (the 2018 Code), and supported by University policy and procedure.

The Code deals with a range of integrity issues such as authorship, data management, and conflicts of interest.

Charles Sturt have a number of [Research Integrity Advisers](#) who can provide advice to any person who is concerned about the conduct or research.

Find further information related to [Research Integrity and Compliance - Research](#).

Sustainable research practices

The adoption of strong, measurable and sustainable research and research practice is an ongoing priority of Charles Sturt to ensure we are proactive in minimising our environmental footprint and continually striving towards new, innovative and improved sustainability practices. You can find the *Guidelines* and the *Green Labs Checklist* to support this priority at [Sustainable Research Guidelines - Sustainability](#).

What do you need to do at different stages of your candidature lifecycle?

Candidature is the period of enrolment you will undertake to compete your Higher Degree by Research. There are important steps and milestones for you to meet at each stage of the [candidature lifecycle](#).

Starting your candidature

The Graduate Research candidature consists of several milestones that will mark your progress as you move towards the successful completion of your degree. Broadly speaking, there are three official milestones which you are required to satisfy as part of your candidature.

- Completion of **probation** within 12 months, Full-time Equivalent (FTE)
- Completion of six-monthly **Progress Reports commencing from your second session of enrolment** through until the end of your candidature.
- Submission of your **Thesis** within the minimum or maximum candidature period.

Follow the step-by-step guide below to start your candidature. You may have already completed some of the steps and, if so, move on to the subsequent steps.

- Step 1.** Contact your Supervisor(s) and School HDR Coordinator to:
- inform them that you have commenced your candidature, and
 - schedule an initial meeting with them either face-to-face or remotely by Zoom/Teams.
- Step 2.** Review this Graduate Research Guide in its entirety so that you are well informed when you meet with your Supervisor(s) and throughout your candidature.
- Step 3.** Download and familiarise yourself with the [Expectations Alignment and Communications Plan](#) (EACP) document to discuss and complete with your Supervisory Team.
- Step 4.** [Register to attend](#) a Graduate Research Induction program as soon as possible. Attending is a compulsory Probation milestone. You will find out everything you need to know about your candidature, milestones and the great services and support that are available to help you at this session.
- Step 5.** Meet with your Supervisor(s) and use your [EACP](#) as a guide to discuss mutual expectations.
- Step 6.** Find and bookmark key webpages you will need to access regularly:

[Current Research Candidates](#) webpage as this page links all the information you will need across your entire Graduate Research journey including forms, guides and policies

[HDR Forms and Guides](#) page

[Research Skills and Career Development Hub](#)

[Research Training Calendar](#)

[Library Research page](#)

Step 7. Begin your [Individual Development Plan \(IDP\)](#) by conducting a self-assessment, identifying the skills and capabilities you would like to develop. Then write and implement an action plan for your training and development activities. You should also discuss this with your Supervisor. [Completing the IDP](#) is a Probation milestone.

Step.8 Referring to your IDP, [schedule and/or register](#) for key initial researcher development activities and training sessions designed primarily for Graduate Research candidates. If you are unable to attend one of the offered sessions due to difficulties with internet access or for other reasons, please contact the [Researcher Development team](#) to discuss alternatives for accessing the session content.

Your first year - Moving towards Confirmation of Candidature

The first 6 months (FTE)

Once you are underway and have completed the steps above you can work on planning the rest of your program and getting some of your first milestones underway.

a) Begin implementing your Individual Development Plan (IDP) and key goals and activities.

This is also a good place to start planning your research project goals and milestones. You should discuss your IDP with your Supervisor to make sure that your plan is appropriate and fits with your program. You can find the IDP template including a guide to its use on our [Forms and Guides](#) page.

Make sure to submit your completed IDP to [Graduate Research Management](#) within 6 months (FTE) of enrolling in your course. This is a probation milestone.

Find resources and more here: [Career Development - Research Individual Development Plan - Research](#)

b) Complete compulsory Research Integrity, Academic Integrity and, Child Safety Modules

All newly commencing candidates are required by [Policy](#) to complete modules on Research Integrity, Academic Integrity and Child Safety as a Probation milestone.

You will be automatically enrolled in the training modules you are required to complete and notified of completion requirements. You can find out more about [Ethics and Integrity Compliance](#) in this guide. Note: you must complete all three modules within the Research Integrity Modules no matter the type of research you are conducting.

c) Start your literature searches and build your reference library.

To begin your literature searches we recommend that you contact your [Faculty Librarian](#) and make sure you have your referencing software set up to help you manage your literature from the start. You can [download EndNote](#) for free and the library offers support and training to assist you.

Find out more here: [Plan and design - Library](#)

d) Register for Reach P2P Graduate Research Mentoring

If you have not already done so, we recommend registering with REACH P2P, our peer-to-peer mentoring program, which provides all new candidates with a more experienced peer mentor. The peer mentor, usually from the same School as you, will have knowledge and experience that they will share and be an ally to guide you through the tricky first few months of your Graduate Research journey.

Find out more and how to register. [REACH - Research](#)

Up to 12 months

a) Write your literature review

Your literature review is a probation milestone required to have your candidature confirmed. Find out more about what is involved and the great resources that are available to help you.

[Literature Review - Research](#)

b) Submit an Ethics application if required

If your research involves humans or animals, you will most likely need to apply for ethics approval before conducting any of your research. If you are unsure, it is better to check as any data you collect without ethics approval cannot be used.

You can find out more about ethics compliance here:

[Integrity, Ethics and Compliance - Research](#)

There are regular Ethics Café sessions to take you step-by-step through the process and we recommend that you attend one of these sessions as this process can take some time, particularly if revisions are required. You can find out when the next Ethics Café is being held by visiting the [Research Training Calendar](#)

c) Prepare your Research Proposal

One of the requirements for the probationary period is that candidates present their research proposal in a seminar and in writing for review by an expert panel. There may be some slight variances in what is required between schools and faculties, so please contact your Supervisor or School HDR coordinator for details. You will find further details and a link to the Research Proposal Approval template here. [Probation details - Research](#)

Your research proposal should include a [Data Management Plan](#) detailing how your research data will be managed throughout its lifecycle. It also helps you think about what will happen to the data after the research is completed. [Data management - Research](#)

d) End of probation and confirmation of candidature

A candidate's admission to any Graduate Research program shall normally commence on a probationary basis for a period of up to 12 months FTE. Doctor of Philosophy by Prior Publication candidates are exempt.

For full details of what is required prior to completing the probationary period please go to the website here: [Probation details - Research](#)

Mid-candidature

Following the confirmation of your candidature you will move into the next phase of your program.

One of the first things you will need to do is complete your first [Progress Report in My Research](#). You are required to submit your first progress report at 12 months and then every 6 months after that. This should be an honest report on how you are progressing and you will be asked to set your research goals for the next 6 months. Any difficulties or delays you have experienced should also be reported. Your Principal Supervisor will also complete a section of the Progress Report and it

will be reviewed by your Faculty Sub-Dean (Graduate Studies). You will be notified by email when progress reporting rounds open.

Find out more and login to MyResearch here: [MyResearch - Research](#)

The following will be important to help maintain your progress.

- Continued regular meetings with Supervisory Team
- Undertaking your research
- Reviewing and maintaining your IDP
- Participating in research skills and career development training and activities
- Publishing as appropriate in consultation with Supervisors
- Writing and reviewing thesis chapters with Supervisors
- Attending and presenting at conferences and participating in 3-Minute Thesis and other activities as appropriate, and in consultation with Supervisors
- Consider registering with Reach P2P Mentoring as a Mentor
- Considering applying for opportunities for industry engagement (e.g., internships, industry mentors)

Late candidature and completion

As you move into the final phase of your candidature you will also want to plan for your post-graduation goals. This will include:

- Continuing regular progress reviews with Supervisory Team
- Finalising your research
- Publishing as appropriate in consultation with Supervisors
- Reviewing and maintaining your IDP
- Participating in research skills and career development training and activities
- Publishing as appropriate in consultation with Supervisors
- Giving 2 months' notice prior to submitting your thesis for examination using the [*Notification of Readiness to Submit Thesis and Appointment of Examiners*](#) form
- Submitting your thesis to your supervisory team for feedback
- Examiners nominated by Supervisors
- [Submitting Thesis](#) to Office of Graduate Research
- Examination process

Other things to consider

Publishing from your thesis

The general expectation is that you should seek to publish results from your research in academic journals. Your supervisors will normally mentor you through this process as there is a lot to learn. One decision you will need to make early in your candidature is whether to try to publish as you go or wait until completion before you start to publish. There are advantages and disadvantages for both choices and your supervisors will help you in making this decision. You should discuss expectations about publishing and authorship with your supervisors as part of completing your EACP.

[Publication and authorship - Research](#)

Intellectual Property and Commercialisation

Intellectual property (IP) refers to creations of the mind. It could include a brand, logo, invention, design or artistic work, or new plant variety (IP Australia, 2023). Charles Sturt actively encourages candidates and staff to undertake entrepreneurial research leading to the creation of IP that is relevant to challenges faced by society and in conjunction with industry, government and community groups.

If you think your research may have IP related potential or issues, please discuss with your Supervisory Team and contact the [Grant Management](#) team.

For information about Intellectual Property relating to ownership, management, development and utilisation of intellectual property (IP) created by staff and students of, and visitors to the University and your obligations for the use of third-party IP read the University Policy.

[Ask about IP at Charles Sturt](#)

[Intellectual Property Policy](#)

[Understanding Intellectual Property \(IP\) | IP Australia](#)

Completing your degree – what do you need to know?

Your thesis

Your thesis is the main outcome of your research that represents an accurate account of the candidate's own work. This may take the form of a traditional thesis document, a thesis by publication, an exegesis, course work or a portfolio of creative work.

All Graduate Research candidate's final work is assessed by external examiners to determine whether you are awarded the degree for which you have studied. The quality of the assessment is determined by the Australian Qualifications Framework.

- Use the EACP to understand the expectations related to your research project and thesis output and discuss the disciplinary nature and requirements of your thesis with your supervisors.
- Request sample theses from your supervisors or search for similar theses documents in the [Charles Sturt University Research Output \(CRO\)](#).
- Be familiar with university [HDR Policy](#) and other requirements that you need to follow, including word limits and rules for the presentation of the thesis.

[Researcher Development](#) offers a range of programs and training workshops on thesis writing and understanding University expectations.

[Your thesis – Research \(csu.edu.au\)](#)

[Higher Degree by Research Procedure / Document / CSU Policy Library](#)

[AQF levels | AQF](#)

[Charles Sturt University Research Output \(CRO\) – Research](#)

Thesis Embargo

As per Charles Sturt University's [Higher Degree by Research Policy](#) (Clause 135) and the [Higher Degree by Research Procedure](#) (Clauses 104-106), where appropriate, candidates can request their thesis be either embargoed or restricted so that it is not publicly accessible via the [Charles Sturt University Institutional Repository \(CRO\)](#).

Further to the above, candidates presenting a thesis by publication must obtain permission from the publishers to make any non-open access articles within their thesis open access. If this permission is not granted a request must be lodged to make the complete version of the final thesis not publicly accessible.

You can access a [Thesis Embargo/Restricted Access Request Form](#) here.

Preparing for submission

A list of possible examiners should be submitted by your Principal Supervisor several months before you finalise your thesis. This list is usually collated in consultation with the Graduate Research candidate, although you will not know who is on the final list. The Graduate Research team will ascertain availability of examiners from this list in consultation with your Principal

Supervisor. This information is not shared with the candidate to maintain the impartiality of the examination process.

It is strongly encouraged that you run your thesis through similarity checking software prior to submission. To support this the University provides free software (Turnitin) to enable you to undertake this review. The Office of Graduate Research will also run your thesis through Turnitin. It is also useful to have your thesis edited for accuracy. Remember to allow time for this.

For a written thesis, you will need to create one complete PDF document for submission that includes all elements of the thesis including appendices. Please check this PDF carefully to ensure all tables and figures have remained in place. This PDF will be submitted to the Office of Graduate Research via [email](#). For larger files, a shared drive, such as OneDrive, may be needed.

Those completing a non-traditional thesis, such as PhD by Publication or a creative work should discuss this process with their Principal Supervisor.

Submitting your thesis for examination

Candidates will not graduate until all requirements have been met, including the submission of the final thesis. To facilitate the timely appointment of examiners, the Principal Supervisor should give notice in writing to the Faculty Sub-Dean (Graduate Studies) of intention to submit the thesis or portfolio **one month before submission**.

Once examiners have been approved and your thesis is submitted to the Office of Graduate Research it will be sent out to the examiners. Examination usually takes up to three months, however the Office of Graduate Research will manage this process.

Once your thesis has been examined, you will receive a report from each examiner (it may or may not include their name) and an indication of what is needed to finalise the thesis. This report may include requests for changes, questions to be responded to, or comments on the thesis in general. You will discuss this with your Principal Supervisor and proceed to address any feedback given. The SDGS will also need to review your responses and make recommendations to the Dean of Graduate Research,

A final PDF of the thesis, together with a report of any changes made, must then be resubmitted according to the requirements of the examination panel.

Once you have been advised that your thesis has been accepted and you have been approved to graduate, you must upload a final PDF copy into [CRO](#) and advise the [Office of Graduate Research](#). Then, it is time to celebrate!

[Your thesis – Research](#)

[Plagiarism checking - Current Students](#)

[HDR Forms and Guides – Notification to submit](#)

[HDR theses - Copyright @ Charles Sturt University - Library Guides at Charles Sturt University](#)

Graduation

Each year graduation takes place at the various campuses of Charles Sturt University. You will receive an official University notification about your graduation options.

Your degree will then be [conferred](#) at a meeting of the University Council, and you await your chosen graduation ceremony.

[Graduation - Current Students](#)

Who supports your candidature?

Within your Faculty, School, Research Institute, or Centre

Every Graduate Research candidate is enrolled within a School and based within a School, Research Institute, or Centre and is further supported by Faculty-based Sub-Deans (Graduate Studies) who are dedicated staff that guide candidates and their supervisors. Your Sub-Dean will:

- Participate in decision-making on admissions
- Review progress reports
- Review research proposals and confirmation of candidature
- Manage candidate grievances
- Oversee the examination process and interpret outcomes of examiners' reports

For day-to-day issues or general questions/concerns, your School, Research Institute or Centre may also have an HDR Coordinator and/or an Associate Head of School (Graduate Studies) who, along with your Primary Supervisor, will be your main point of contact.

[Visit the Faculties and Schools](#)

[Visit the Research Institutes](#)

[Meet the Sub-Deans](#)

Outside your Faculty, School, Research Institute, or Centre

Office of Graduate Research

The [Office of Graduate Research](#) team at Charles Sturt provides support and information from your initial application and admission through to your graduation, including:

- Fees
- Scholarships and operating funds
- Travel grants
- Probation milestones
- Leave
- Candidature variations and extensions
- Thesis submission

[Meet the Office of Graduate Research team](#)

[Graduate Research Mission](#)

A number of units/areas are also available to support you at different points of your research journey. These include:

Researcher Development

The Researcher Development team manages the planning, development, and delivery of research programs, workshop training and services for Graduate Research candidates. This team coordinates the 3-Minute Thesis program and hosts DocFest, a week of informative online sessions for Graduate Researchers at all stages of their candidature. Throughout the year a broad range of workshops, information and writing sessions, connection opportunities, and other training programs are also offered. These provide you with key research skills and facilitate engagement

with other candidates, experts, and research and professional communities. These are listed in the [Research Training Calendar](#).

[Meet the Researcher Development Team](#)

[Researcher Development Mission](#)

[Researcher Development - Research](#)

Library

The Charles Sturt University Library has a vast array of resources and support for Graduate Research candidates including dedicated research and faculty librarians. The library can assist you with workshops, resources and advice on referencing, publishing, advice about copyright, and much more. The Library can also advise on literature and database searches using software such as EndNote, NVivo, Medeley and Zotero; Covidence for systematic reviews; and accessing Sage Research Methods Online and other databases.

[For researchers - Library](#)

Spatial Data Analysis Network (SPAN)

Staff of the Spatial Data Analysis Network (SPAN) provide a professional and personalised service to all Charles Sturt researchers, including Graduate Research candidates. SPAN's primary role is to support research in the areas of:

- Questionnaire design and survey management (i.e., Survey Monkey)
- Geographic Information Systems (GIS)
- Remote Sensing and Image Analysis
- Spatial Statistics and Spatial Analysis
- Simulation and modelling
- Provision of spatial and analytical software
- Access to scientific instrumentation and other hardware
- Spatial data sourcing and supply

[Meet the SPAN Team](#)

[SPAN/QCU Mission](#)

[Home - Spatial Data Analysis Network](#)

Quantitative Consulting Unit

The Quantitative Consulting Unit (QCU) provides statistical support. Their services include:

- General consultancy on statistical theory and application related to research problems.
- Tutorials and training for learning using analysis software such as R, SPSS, G*Power3.1, @Risk and Netica.
- Advice on, support to, and completion of statistical analyses needed for research projects.
- Workshops to enhance statistical skills such as the design and analysis of experiments, statistical graphics, and Bayesian Networks.

[Meet the QCU Team](#)

[SPAN/QCU Mission](#)

[Quantitative Consulting Unit - Research](#)

What additional training can you access during your studies?

Research Training

Most training workshops are online and recorded, so you can join from anywhere with a computer and internet connection. Sessions are continually being added to the Research Training Calendar, so it is a good idea to check this regularly. We recommend that you bookmark the webpage.

If there is a program or training session that is not currently available, you may be able to find a recording from a previous session. Alternatively, email researcherdevelopment@csu.edu.au and we can advise when it will next be offered.

[Research Training Calendar](#)

[Researcher Development Recordings and Resources](#)

Research Programs

We offer Graduate Research candidates a range of programs and other opportunities to support and develop your skills for your research and career planning.

Examples might include:

- Reach Peer-to-Peer Mentoring
- IMNIS Industry Mentoring
- Research Central
- 2MCE Community Radio 'Changing the World with Charles Sturt Researchers' program

[Researcher Development Programs - Research](#)

[Mentoring - Research](#)

Research writing groups

Research writing groups are a great way to meet other researchers and discuss your work and experiences. They also help you to put aside dedicated time to work on your research and writing. Groups such as Research Bootcamps, Research & Write! and Thesis Writing Groups offer an opportunity to set and meet your research goals in a group environment.

[Research Groups - Research](#)

Vitae Researcher Development Framework

Vitae UK provides tools and resources for the professional and career development of researchers. You have full access to the [Vitae website](#) as part of Charles Sturt's member subscription (with your @csu.edu.au email address). The Vitae Researcher Development Framework is used to classify Charles Sturt's Researcher Development sessions and to help assess the skills needed as part of Individual Development Plans.

How to connect with your research community?

There are a number of regular opportunities for you to develop your skills and networks by participating in the broader research life of the University. This will help you grow as a researcher and a leader and to connect with others who share your research interests.

Faculty, School, Institutes and Centres symposiums and seminars

Each of the faculties holds annual symposiums where researchers and Graduate Research candidates can present their research. Your School/Institute/Centre may also hold regular seminars as well. Take the opportunity to attend these to hear from others and if possible, present your own work as they are a great way to learn about research, meet other researchers, and test your own ideas.

Research Forums

Across the faculties, there are research forums, research groups, and special interest groups where researchers with a similar focus connect and share their research and discuss the issues in their disciplines. Connecting with these groups is a great way to meet like-minded researchers and start to build your network. Speak with your Supervisor, Associate Head of School (Graduate Studies) or HDR Coordinator to find out which groups may align with your research. You can also search [CRO](#).

Mentoring

While your Supervisory Team will mentor you through your studies, there are several opportunities for you to take part in mentoring programs that will develop your leadership and communication skills and help build a sense of belonging and community. [REACH P2P](#) is our peer-to-peer mentoring program that supports Graduate Research candidates but there are also opportunities for Alumni and [industry mentoring](#).

DocFest

[DocFest](#) is the annual online Graduate Research conference held in late May. Our candidates and research staff present papers about their research and research journey, learn from amazing international keynote speakers, hear our senior academics and guests engage in discussion panels on key topics and have the opportunity to network and be part of the Charles Sturt research community.

Three-minute Thesis

The Three-minute Thesis competition (3MT), is held in over 900 universities across more than 85 countries worldwide. Each year PhD candidates from across the world, including from Charles Sturt University, come together to explain to a non-expert audience the premise of their research. In just three minutes!

Participating in 3MT helps you to:

- refine and define your research
- articulate your research and its value clearly and succinctly to a lay audience
- build confidence as a presenter and learn how to engage an audience
- broadcast and bring attention to your research and giving you visibility as a researcher

Charles Sturt offers a series of workshops to support our 3MT candidates on this journey.

Find out more about 3MT @CSU here: [3MT - Three Minute Thesis - Research](#)

Research writing groups

Participating in a writing group provides you great opportunities to advance your writing, but also offers a great sense of community as you individually work towards common goals. Participate in writing groups to help develop focus, discuss your research and your experiences, and share your writing with others for supportive feedback.

Find out more here: [Research Skills - Research](#)

Graduate Research News

The monthly *Graduate Research News* has essential information for candidates about professional development, upcoming events and activities, scholarships and more. You will automatically be subscribed to receive this via email when you are enrolled.

Research Communique

The monthly Research Bulletin will provide you with the latest news, events and opportunities from the Office of Research Services and Graduate Studies. You can subscribe to receive this directly to your email [here](#).

HDR Connect

This is an online discussion and support group for Honours and Graduate Research candidates held fortnightly. This is a great place to chat about research and the challenges of the journey, pick up tips and tricks to help you succeed, and start building your research network.

Find meeting dates and links in [Research Training Calendar](#).

Post-graduate Students Association

The PGSA is a student led, affiliated Student Representative Council (SRC) online club who aim to provide social and academic activities to help students connect and feel a sense of belonging and community. The PGSA also provide student representation on a range of university committees and boards and to the Council of Australian Postgraduate Associations. They are primarily focused on Graduate Research candidates but welcome other postgrads and Honours students.

About [PGSA - Research](#)

Become a member: [Postgraduate Student Association - Home](#)

Social Media

Connect with Charles Sturt researchers and students through the [CSU social hub](#)

Facebook:

[@GraduateResearch](#)

[@csu_pgsa](#)

[@csusocialclub](#)

[@International Students](#)

X (Twitter):

[@CSUMedia](#)

What types of financial support can you access?

Scholarships

The university offers a range of scholarships designed to assist with living costs and research costs. While some are applied for at the time of your application to study, others are available on an as-needs basis as you progress through your candidature.

Details of scholarships (and how to apply) can be found at the following links:

[Research Scholarships](#)

[Higher Degree by Research Scholarships Procedure \(AGRTP\)](#)

[Scholarships and grants - Scholarships](#)

Operating Funds

Graduate Research candidates may have access to operating funds to cover costs associated with your research. Operating Funds are available for scholarship holders in accordance with their award conditions and must be spent on costs directly associated with a candidate's research project. There is also funding available through the [Tri-faculty HDR Support Scheme](#) for students who meet the eligibility criteria.

Some costs you might consider using your operating funds for:

- Travel to field sites or to collect data; travel and accommodation related to attending conferences to present your work
- Software or IT equipment
- Software, for example to manage data or to undertake the research itself
- Consumables needed for the project, e.g., in a laboratory or in the field, or artistic materials.
- External training

All potential expenses should be discussed in the first instance with your Principal Supervisor. Scholarship recipients will be advised of their individual operating funds account code at the commencement of their scholarship. You should take note of this code as it must be used for any approved expenses. The Graduate Research team will manage the transfer of funds into your 'account' each session. The Faculty Operations team will then manage the purchase and payment using your individual account code.

- Faculty of Arts & Education - FOAE-Ops-Admin@csu.edu.au
- Faculty of Business, Justice & Behavioural Sciences - FOBJBS-Ops-Admin@csu.edu.au
- Faculty of Science & Health - FOSH-Ops-Admin@csu.edu.au

In all of the above cases you will need to cite your operating fund codes and provide evidence of your Principal Supervisor's support for the expenditure.

NB. A scholarship related to an externally funded research project will often include operating funds. As this is most often built into the project budget, these funds are managed directly via the Principal Supervisor and not the Graduate Research Team.

[Operating Funds Guidelines](#)

Travel grants

Charles Sturt is committed to providing equity and conference travel grants to encourage and support planned travel for Graduate Research candidates limited to a maximum of \$1,000. Eligible applicants can apply for these grants at any time during the year.

Travel Support

What if you need to take a break or make a change to your studies?

The [HDR Forms and Guide](#) page provides links to all the forms you will need to make changes or requests regarding your candidature. Make sure to bookmark this page as you will come back to it often during your candidature.

Census

What is census?

Census date is the deadline for students to take a leave of absence, change study mode (e.g. Full time to part-time) or withdraw without incurring financial or academic penalties. It's also the deadline to apply for a [Government HELP loan](#) or pay your student contribution/tuition fees if you're not deferring payment via a loan.

Why is it important?

After the census date you will not be able to change or withdraw from that session's subjects without financial liability. If you don't pay or defer your fees, you may not be able to continue studying.

What to do ahead of census

You have from the beginning of session until the census date to complete these important tasks (if needed):

- Apply for a Leave of Absence
- Increase or decrease your study load
- Pay or defer your fees, apply for a [HELP Loan](#)
- Apply for an extension of candidature
- Withdraw from your course

If you're feeling overwhelmed and thinking about withdrawing from your course, please remember that you have options. Please speak to your supervisory team and reach out to the Graduate Research team so we can provide advice.

Leave

Graduate Research candidates can apply for leave and are entitled to up to 20 days of leave during their candidature each year (full time equivalent). When you are on leave, the end-date for your candidature remains the same. No time is added.

Candidates can also apply for a Leave of Absence, which is one session long in duration and does not contribute to the duration of the candidature. During a Leave of Absence, candidates cannot be working towards their degree or receiving support from the Supervisory Team.

Retrospective leave (also known as an Approved Withdrawal) is not usually approved and is only considered in certain circumstances.

Please discuss any plans for leave with your Supervisory Team and reach out to [The Office of Graduate Research](#) staff as early as possible for guidance on your situation.

Any leave by a scholarship holder is required to be submitted for approval, so please allow time for this. A scholarship stipend would normally be suspended during a Leave of Absence.

[Higher Degree by Research Policy](#)

[HDR Forms and Guides - Leave of Absence Application](#)

[HDR Scholarships Procedure](#)

[Leave](#)

Variations and Extensions of Candidature

Graduate Research candidates can apply for variations to their candidature (for example changing from part-time to full-time enrolment) and for an extension to their candidature if needed.

HDR candidates can seek an extension to their maximum candidature period in exceptional circumstances. Section 28 of the [HDR Policy](#) stipulates that:

The Dean, Graduate Research or Director, Research Services may approve an exception to the minimum or maximum periods of candidature, for an individual candidate, where there are exceptional circumstances, on the recommendation of the relevant Sub Dean (Graduate Studies).

Scholarship recipients must have any study load variations approved by the Dean, Graduate Research.

It is important to note that failure to meet the requirements of an approved extension of candidature may result in termination of candidature.

[Variances to Candidature - Research](#)

[HDR Scholarships Procedure](#) – Variations between full-time and part-time candidature

[HDR Forms and Guides – Extension of Candidature](#)

For assistance with enquiries that affect your Graduate Research candidature, such as a Leave of Absence or extension requests, please contact [The Office of Graduate Research](#).

Late Withdrawal

A late withdrawal pathway is available to eligible students who apply on or before the late withdrawal date. Approval will be automatic, and you'll receive a *Late Withdrawal (LW)* grade.

No supporting documents are required. For more information please see: [Withdraw from a subject - Current Students](#)

What are the key support services across the university and what help is provided?

Support for First Nations candidates

The First Nations Student Connect team provides Indigenous Australian students with a range of services, such as a content-specific tutor, advice and advocacy, personalised plans, Connect with sessions on campus and online, academic skills advice, support with social and emotional wellbeing, and referrals to a range of services such as scholarships and financial assistance, library services, accessibility and inclusion support services, counselling and more.

[First Nations Student Connect - Division of Student Success](#)

Support for international candidates

The International Support Team is available to assist international candidates settling into life in Australia and throughout your Graduate Research studies.

International student orientation is designed to make the transition into a new academic and cultural setting as smooth as possible. Some key details include:

- International welcome: meeting student service teams and other international students
- Living essentials session: banking, transportation, health, safety and shopping
- Local culture session: getting to know common expressions, local food and customs
- Student life session: exploring student clubs and mingling with other international students
- Academic success session: understanding the university system, learning techniques and time-management skills
- Well-being session: how to manage academic-related stress
- Advocacy and welfare session: understanding rights as international students and being aware of advocacy services on campus
- Work and career development session: career path planning, understanding the local job market and visa requirements related to employment.

Graduate Research candidates on a temporary visa may be eligible for a travel concession card under specific criteria. Check the eligibility requirements and application process in the [NSW Tertiary Student Concession Guidelines](#).

[Studying as an International Student](#)

Support for career planning

Build a vision of your future around a career, rather than a job and accelerate your employment prospects Charles Sturt's Careers and Skills Hub. Get help with structuring your resumé, addressing job criteria and interview preparation.

[Career development - Current Students](#)

Support for student safety and wellbeing

Taking care of your physical and mental health and feeling safe and supported is key to successful study. You can access a wide range of services and personal support through student counselling and other forms of support.

[Personal support - Current Students](#)

Support for academic skills

Your enrolment at Charles Sturt comes with free study support services to help you succeed. You can access plenty of resources, including academic and learning skills support.

[Academic skills help - Current Students](#)

Support for remote and distance study

Charles Sturt has a partnership with [Country University Centres](#) (CUC), to make sure that our regional students learning journey should never be disadvantaged due to their postcode.

There are 13 regional centres that provide a point of contact for Charles Sturt Students to get face-to-face support, academic study skills support, disability support, health and wellbeing counselling, orientation programs, research integrity guidance, and more. These spaces provide fast, free internet and quiet study spaces, and are open 24 hours.

[Charles Sturt and Country Universities Centres - About](#)

Support if you want to make a complaint

Charles Sturt University continually strives to improve the quality of services to students and our regional communities. If you believe we can do better and would like to give us some feedback, we invite you to submit a complaint so we can investigate and act if required.

Graduate Research candidates are encouraged to firstly take the complaint/appeal up with the other stakeholder to try and work the matter out informally. Advice can also be sought from their Supervisory Team.

For example, if you have a complaint about:

- your supervisors: speak to them first and then, if you are not satisfied, contact your HDR Co-ordinator or Associate Head of School (Research and Graduate Studies) or your faculty Sub-Dean (Graduate Studies).
- sensitive or confidential matters: contact your faculty Sub-Dean (Graduate Studies) directly.
- an administrative area: contact the Manager of the area, Director or Executive Director. For example, a complaint about Graduate Research should go to the Graduate Research Manager or to the Dean, Graduate Research.
- a staff member: contact the Manager in authority of the Faculty or Administrative area.

If, after going through the informal procedure, the matter is still not resolved you can then also seek advice or assistance from a [Student Advocate](#).

How to make a formal complaint

If you have a concern about academic, administrative or support services during your time at Charles Sturt, you may wish to make a formal complaint.

You can [lodge a complaint](#) via the Office of Governance and Corporate Administration.

[Complaints - Current Students](#)

Other Support Services

There are many other support services to help you manage your academic, safety and security, wellbeing and career needs. There is a comprehensive list of these [Support Services](#) later in this guide.

Getting help and support

An HDR program will be a rewarding undertaking that will change your life and open many doors, but it can also be long and challenging. Throughout most of your candidature things will travel smoothly as you immerse yourself in your research and begin writing your thesis.

During your candidature, as in life, things will get off track from time-to-time or something unforeseen may come up that will be disruptive to your goals. There are staff and resources at Charles Sturt specifically for these times, to support you in your harder moments.

You might speak to your supervisor first. They will give you advice and support or direct you to someone who can. Your School HDR Coordinator, or the Graduate Research team and your Sub-Dean (Graduate Studies) is also available to provide confidential advice.

Charles Sturt also provides counselling, mentoring and assistance. The table below provides a list of support services and contacts.

Support services and contacts

Support or service	Webpage /contact
Academic Writing Skills <ul style="list-style-type: none"> • Academic literacy resources • Writing groups • Individual consultations 	https://research.csu.edu.au/research-support/researcher-development/research-skills
ASK Charles Sturt FAQs	https://www.csu.edu.au/current-students/support/student-services/askcsu-kb
Campus Security	https://www.csu.edu.au/current-students/support/campus-security
Candidate Safety and Wellbeing <ul style="list-style-type: none"> • Wellbeing & health • Counselling • Financial hardship • Accessibility and inclusion • Independent confidential advice • Advocacy & intermediary support 	https://www.csu.edu.au/current-students/support https://staff.csu.edu.au/division/safety-security-wellbeing/student-support-and-wellbeing 24/7 Student Wellbeing support line Call: 1300572516 Text: 0408087002

Support or service	Webpage /contact
Candidature Support (The Office of Graduate Research) <ul style="list-style-type: none"> • Enrolment • Scholarships & Finance • Progress reports • Leave & enrolment variations • Thesis submission & examination • Forms and guides 	https://research.csu.edu.au/research-support/current-research-candidates Email: GraduateResearch@csu.edu.au Call: 02 693 32578
Careers planning and support	https://www.csu.edu.au/current-students/careers-and-graduation/careers
Cloud and Supercomputing Resources	https://research.csu.edu.au/research-support/current-research-candidates/support-services
Complaints	https://www.csu.edu.au/current-students/support/rights-and-responsibilities/complaints
Country Universities Centres	https://about.csu.edu.au/locations/partner-locations/cuc
Data Management	https://research.csu.edu.au/research-support/data-methods-and-tools/data-management
Elite Athletes and Performers	https://www.csu.edu.au/current-students/support/elite-athletes
First Nations Candidate Support	https://research.csu.edu.au/research-support/indigenous-support
Graduate Research Facebook Group	https://www.facebook.com/groups/2464662900442350/
HDR Connect – informal online discussion group held fortnightly on Zoom	Link directly via the Research Training calendar https://research.csu.edu.au/research-support/researcher-development/calendar
International students - Information, resources and support	https://www.csu.edu.au/current-students/support-services/specialist-services/international-students
LGBTIQA+ and Ally Network	https://www.csu.edu.au/current-students/support/personal/lgbtiqa

Support or service	Webpage /contact
Library Services <ul style="list-style-type: none"> • Journal databases • Literature searches • Bibliographic software – EndNote • Copyright advice • Online repository • Publishing advice 	https://library.csu.edu.au/for-researchers
Post-graduate Student Association	https://research.csu.edu.au/research-support/researcher-development/PGSA
Publishing and Authorship	https://research.csu.edu.au/research-support/current-research-candidates/publication-authorship
Reach P2P Peer-to-peer Mentoring for Graduate Research candidates	Information: https://research.csu.edu.au/research-support/researcher-development/mentoring/reach Register: mentoring.csu.edu.au/p/p3/
Research Skills and Career Development Resources	https://research.csu.edu.au/research-support/current-research-candidates/Research-Skills-and-Career-Development Email: ResearcherDevelopment@csu.edu.au
Research Training Calendar – the place to find and register for all your skills and training sessions	https://research.csu.edu.au/research-support/professional-development/calendar
Research Ethics and Integrity <ul style="list-style-type: none"> • Information about ethics • Contacts and support 	https://research.csu.edu.au/integrity-ethics-compliance https://research.csu.edu.au/integrity-ethics-compliance/contact-us
Research Design and Production <ul style="list-style-type: none"> • SPAN • Data methods and tools 	https://www.csu.edu.au/research/span https://research.csu.edu.au/research-support/data-methods-and-tools
Student Central	https://www.csu.edu.au/current-students/support/student-services/student-central
Study Support	https://www.csu.edu.au/current-students/studying/support

Support or service	Webpage /contact
Technical support (DIT) <ul style="list-style-type: none"> • Internet • Software • Email 	https://www.csu.edu.au/current-students/support-services/help-information/technical-support
Quantitative Consulting Unit (QCU)- Quantitative Data Support and one-on-one statistics advice	https://research.csu.edu.au/research-support/data-methods-and-tools/statistics-workshops-and-tools

Key Contacts and Notes

Use this table to add your own personal contacts

Name/role	Email	Phone
Principal Supervisor:		
Co-supervisor:		
Co-supervisor:		
HDR Co-ordinator/Associate Head of School (Graduate Studies):		
Faculty Sub-Dean (Graduate Studies):		
