



MyResearch: Candidate Guide

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Version History

| | |
|-----------------|------------------------------|
| 1/7/2021 | Updated for ResearchMaster 7 |
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| | |

1. Introduction

'MyResearch' is the university's online system for managing information about researchers, research projects, grants, candidates and supervisors. The MyResearch web portal is based on ResearchMaster software (version 7). Higher degree by research candidates can use MyResearch to:

- view course and enrolment information
- view supervisory team
- check minimum and maximum candidature; submission dates
- track probation requirements
- complete biannual progress reports
- read completed progress reports.

MyResearch can be accessed at <https://myresearch.csu.edu.au>

2. Interface overview

2.1 Dashboard

The default screen is the 'Dashboard' - key enrolment details and links to commonly used items are available. You may need to scroll to view the entire dashboard, depending on screen resolution and browser zoom setting.

MyResearch @ Charles Sturt University

The screenshot shows the MyResearch dashboard for an HDR Candidate. The interface is divided into several sections:

- Student Details:** Mrs PhD Candidate, Student ID: 11112323, ORCID ID, Course: Doctor of Philosophy, Thesis Title: The World is Beautiful.
- Supervisors:** Prof McGonagal (Co-Supervisor), Dr Smart (Principal Supervisor).
- Key Dates:** Minimum Completion: 31/12/2025, Expected Completion: 01/05/2028.
- HDR Student Quick Links:** Charles Sturt Student Portal, Higher Degree by Research Policy, Forms and Guides, Professional Development sessions, Research Student Support, Research Office, CSU Library, Contact Us.
- HDR Progress Report Table:**

| Student ID | Full Name | Primary Super... | Template Name | Workflow State | Created On |
|------------|-----------------|------------------|-------------------|------------------|------------|
| 11112323 | Mrs PhD Cand... | Dr Smart | 2020 - Year En... | Progress Repo... | 05/11/2020 |
| 11112323 | Mrs PhD Cand... | Dr Smart | 2020 - Year En... | Progress Repo... | 28/10/2020 |
| 11112323 | Mrs PhD Cand... | Dr Smart | 2020 - Year En... | Progress Repo... | 23/10/2020 |

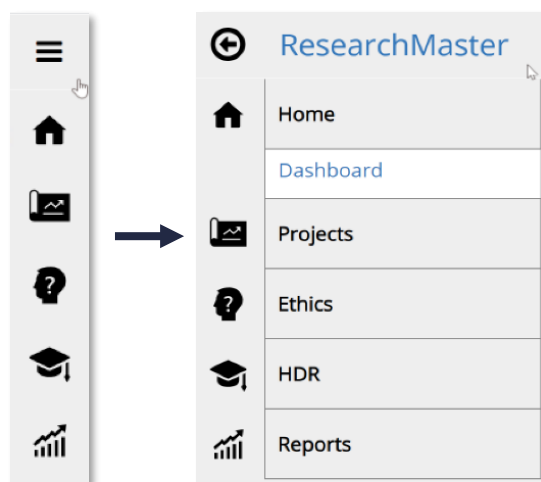
Page Size: 5 10 20 Page 1 of 1 (3 items) 1

- eForm Templates:** 2020 - Year End Progress Report HDR Progress Report, 2021 - Year End Progress Report HDR Progress Report.

Page Size: 5 10 20 Page 1 of 1 (2 items) 1

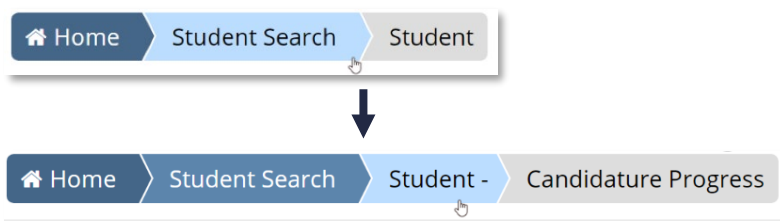
2.2 Menu

From the menu, navigate to different sections of 'MyResearch'. The menu can be expanded and collapsed by selecting the 'hamburger' icon (3 horizontal lines).



2.3 Breadcrumbs

The menu at the top, sometimes referred to as the 'breadcrumbs', updates as you navigate within MyResearch menu hierarchy. Select any of the previous sections (shaded blue) within the breadcrumbs to return to that section.



2.4 HDR Student Quick Links

Links to university websites that will be useful to HDR candidates:

- Student Portal
- Higher Degree by Research Policy
- Forms and Guides
- Professional Development sessions
- Research Student Support
- Office of Research Services and Graduate Studies
- CSU Library
- Contact Us

2.5 HDR Progress Reports

Use this section to:

- access previously completed progress reports
- resume a progress report that was started but not submitted

Further instructions on progress reporting can be found [here](#).

2.6 eForm templates

Start a new progress report by selecting the appropriate template. Only the current progress reporting period (mid-year or year-end) will be visible.

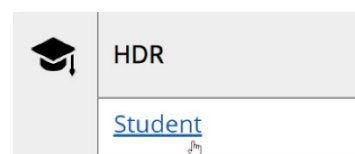
3. HDR Student Record

MyResearch allows candidates to view detailed information related to their candidature progress. The information in this area is 'Read Only' and cannot be edited by the candidate. If you see any discrepancies or require data to be updated, please contact the [Graduate Studies team](#).

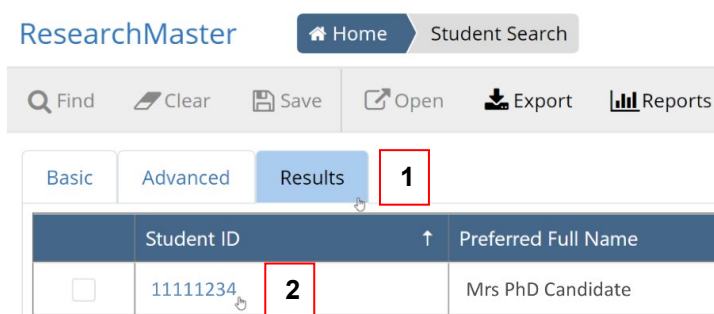
3.1 Access HDR Student Record

To access your record, follow the steps below:

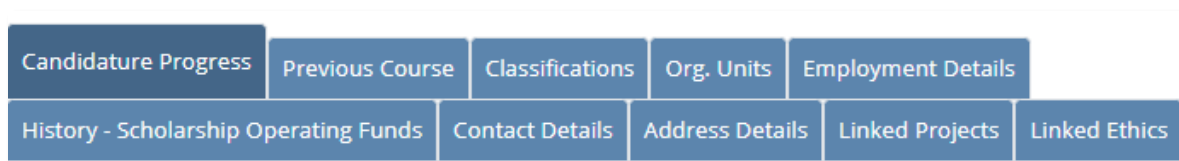
- a. From the left menu, go to **HDR** → **Student**



- b. Select the 'Results' tab [1], then select your student ID [2].



- c. From the student details page, the following items may be accessed:



- **Candidature Progress**
 - Minimum and maximum candidature (thesis submission) dates
 - Study mode (part-time or full-time)
 - Thesis title (following completion of research proposal)
 - Leave record
 - Approved extensions to candidature
- **Classifications** – how your research will be classified under the [Australian and New Zealand Research Classification](#) system, including 'Field of Research', 'Type of Research' and 'Socio-Economic Objectives'
- **Org. Units** – your affiliated school and research centre (if applicable)
- **Employment Details**
- **Contact Details**

- Address Details
- Linked Projects
- Linked Ethics

d. The 'Candidature Progress' tab is selected by default. Select the 'Course Code' link to view further details.

The screenshot shows a web interface with a navigation bar at the top containing tabs: 'Candidature Progress', 'Previous Course', 'Classifications', and 'Org. U'. Below the navigation bar is a secondary bar with 'History - Scholarship Operating Funds', 'Contact Details', and 'Address'. The main content area features a table with the following structure:

| | Course Code | ↑ | Enrolled Course |
|--------------------------|------------------------|---|----------------------|
| <input type="checkbox"/> | 1901AA | | Doctor of Philosophy |

At the bottom of the table, there is a 'Page Size' selector with options for 10, 25, and 50. The '10' option is currently selected.

3.2 Candidature Progress

This Candidature Progress section displays detailed information related to your candidature. If you have been enrolled in more than one HDR course, you will have an entry for each.

| | | | |
|--------------------------------|------------------------------|------------------------------|-----------------------------|
| Course Code * | | Primary? | Current? |
| 5901SC - Doctor of Philosophy | | Yes <input type="checkbox"/> | <input type="checkbox"/> No |
| Enrolment Date | Course Start Date | Enrolment Status | |
| 20/02/2006 | 01/01/2006 | Active Student | |
| Fees Paid | Original Study Mode * | | |
| | Full-time | | |
| Funding Mode | | Study Type | |
| GB55A - PGrad Banded Fee L55-U | Study Classification | Research | |
| | Doctorate by Research | Special Admission? | |
| | | <input type="checkbox"/> No | |
| Comments | | | |
| | | | |
| Progress Details | | | |
| Minimum Candidature | Apply RTP Prior Load? | Report Frequency | |
| 31/12/2008 | Yes <input type="checkbox"/> | Annually | |
| Maximum Candidature | RTP Prior Load | Report Status | |
| 31/12/2009 | 0 | Not Specified | |
| Maximum Submission | Start Load | | |
| 31/12/2009 | 1 | | |
| Other Funded Completion | Present Load | Current Study Mode | |
| | 1 | Full-time | |
| Date Completed | Consumed Load | Special Leave (Days) | |
| | 15.3068 | 0 | |
| Last Submission Date | EFTSL Balance | Other Leave (Days) | |
| | -11.3068 | 0 | |
| Withdrawn Date | Date1 | | |
| | | | |
| Progress Comments | Spcl Consideration? | | |
| | <input type="checkbox"/> No | | |

The general section displays overall information related to your course such as the Course Code and Name, Start Date, Enrolment Status, and Study Mode. The Start Date defaults to 1/1/20XX for students who commenced in session 1 and 1/7/20XX for those who commenced in session 2.

Note: If a field is empty, it indicates that the related data is not maintained in MyResearch.

Some of the fields in the Progress Details section are described in the following table.

| Field name | Description |
|-----------------------------|---|
| Minimum Candidature | Thesis may be submitted for examination after the <u>census date</u> (session 1 or 2 only) preceding this date. |
| Maximum Candidature | Thesis must be submitted for examination no later than the <u>census date</u> (session 1 or 2 only) following this date. |
| Maximum Submission | Equivalent to Maximum Candidature date unless an extension of candidature has been granted. If an extension is granted, this date will include the extension period. |
| Apply RTP Prior Load | If checked, any previous HDR study load will be counted towards your enrolment time (if applicable). |
| RTP Prior Load | The equivalent full-time student load (EFSTL) you have accumulated in a previous HDR course (if applicable). |
| Start Load | This field indicates the mode (full-time/part-time) with which you commenced your study in this course. Full-time is signified by a value of 1.0 and Part-time by a value of 0.5. |
| Present Load | Usually equals Start Load unless mode of study has changed e.g. from full-time to part-time. Full-time is signified by a value of 1.0 and part-time by a value of 0.5. |
| Consumed Load | The total consumed study load (EFTSL) from the commencement date to today's date (inclusive). |
| EFTSL Balance | The remaining study load (EFTSL) calculated by subtracting Consumed Load from the maximum EFTSL for the course (4.0 for a Doctorate). |

3.3 Thesis Details

Following confirmation of research proposal, your thesis title will be displayed in this section. If you have been asked to provide a synopsis (pending graduation) it will also be listed. Select the date listed under 'Entry Date' to display more information.

| Study Mode | Thesis Details | Student Leave Details | Enrolment Extension |
|---|----------------|-----------------------|---------------------|
| Add Delete Export | | | |
| Entry Date | Current? | Enrolled Course Code | |
| <input type="checkbox"/> 04/12/2018 | ✓ | 1911SW | |

Home > Student Search > Student - > Candidature Progress - Doctor of So... > Thesis Details > Help

Save + New Audit Details

Set To Graduate? Title Abbreviated Title

Entry Date * Est. Completion Date Degree Sequence No Catalogue Number Current?

Special Requirements Thesis Synopsis

3.4 Student Leave Details

If you have applied for or taken leave it will be listed in this section. Select the leave entry to view the details. Leave types are described in the table.

| Study Mode | Thesis Details | Student Leave Details | Enrolment Extension | | | | Delete | Export |
|--------------------------|----------------|-----------------------|---------------------|--------------|------------------------|--------------------|--------|--------|
| | Leave Type | ↑ | Commencement Date | Working Days | Actual Completion Date | Actual No. of Days | | |
| <input type="checkbox"/> | Session Leave | | 01/07/2020 | | 31/12/2020 | 184 | | |

| Leave type | Description |
|--|---|
| Annual leave | Annual leave taken which does not affect candidature dates. |
| Maternity leave – affecting candidature | Maternity Leave taken that is affecting your minimum and maximum candidature. |
| Maternity leave – NOT affecting candidature | Maternity Leave taken that is not affecting minimum and maximum candidature. |
| Session leave | Leave that affects one or more entire sessions (Leave of Absence) |
| Sick leave | Leave taken due to an illness or mishap but not affecting minimum and maximum candidature. |
| Sick Leave (incl. extended) – affecting candidature | Leave taken due to an illness or mishap but not affecting your minimum and maximum candidature. |
| Other | Any other type of leave. |

3.5 Enrolment extension

Details of any approved extensions to candidature will be listed.