RESEARCH MASTER (RM)
USER GUIDE FOR
HIGHER DEGREE BY
RESEARCH (HDR)
CANDIDATES
Contents

Research Master (RM): Higher Degree by Research (HDR) Student ......................................................... 1
  1. Log on to the MyResearch Site ........................................................................................................... 1
  2. Main Page ........................................................................................................................................... 1
      2.1 Menu Bar ....................................................................................................................................... 1
      2.2 Quick Links .................................................................................................................................. 1
      2.3 Online Forms ................................................................................................................................. 1
  3. HDR Student Record ............................................................................................................................ 2
      Description of Fields Using the Help Button ....................................................................................... 2
      3.1 General HDR Student Details ..................................................................................................... 2
      3.2 Candidature Progress .................................................................................................................... 4
      3.3 Student Leave Details .................................................................................................................. 5
      3.4 Enrolment Extension ..................................................................................................................... 5
      3.5 Study Mode ................................................................................................................................... 5
      3.6 Org. Units ...................................................................................................................................... 6
      3.7 Address Details ............................................................................................................................. 6
      3.8 Contact Details ............................................................................................................................... 6
      3.9 Classifications ............................................................................................................................... 6
      3.10 Previous Course History ............................................................................................................. 7
      3.11 Thesis Details ............................................................................................................................... 7
      3.12 Visa Details: Current – Scholarship Operating Funds .................................................................. 8
      3.13 History – Scholarship Operating Funds ....................................................................................... 8
      3.14 Employment Details ..................................................................................................................... 9
      3.15 Linked Ethics ............................................................................................................................... 9
      3.16 Linked Projects ............................................................................................................................. 9
      3.17 Details ......................................................................................................................................... 9
      3.18 Audit Details ............................................................................................................................... 9
  4. COG – Layout Settings .......................................................................................................................... 9
Research Master (RM): Higher Degree by Research (HDR) Student

1. Log on to the MyResearch Site
   ➢ https://myresearch.csu.edu.au

2. Main Page

2.1 Menu Bar
- **Home**: Click here at any stage to bring you back to the main page
- **HDR**: This section allows you to access your HDR record on the RM system. [See section 3 of this guide for details]
- **Help**: Click here to obtain help related to the section you are currently in.
- **Logout**: Click here to exit the RM System

2.2 Quick Links
- **Higher Degree by Research Students**: This section lists links to the following:
  - **HDR Policy**: Click here to read the HDR Policy in detail.
  - **HDR Forms & Guides**: Click here to obtain HDR Forms, Guides and information related to other general Policies and Procedures.
  - **Research Office**: Click here to go to the CSU Research Office website
- **Project Information**: If you have projects with CSU – click here to obtain information related to these project.
- **Publication Information**: Click the ‘CSU Research Output’ link to go to the PURE system to access a listing of your publications.

2.3 Online Forms

All HDR Students are required to complete twice-yearly progress reports. This section provides you with information related to progress reports, lists your current and previous progress reports, and allows you to create a new progress report when the reporting round is open.

➢ Click on the ‘Progress Reviews’ link on the right side of the main page to take you to the Progress Report section. Instructions on how to use the Progress Report form can be found here.
3. HDR Student Record

This section gives you access to your HDR Student record on the RM System which provides you with detailed information related to your candidature.

The information in this area is ‘Read Only’ and cannot be edited by the Student. If you see any discrepancies or require data to be updated, please contact the Research Office.

To access your record, follow the steps below:

➢ On the menu bar click on ‘HDR’ and then select ‘Student’ on the drop-down list.

➢ Click on your name to open and view your record

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Preferred Full Name</th>
<th>Staff ID</th>
<th>Current?</th>
<th>Person Type</th>
<th>Overall Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>11650054</td>
<td>Mark Darcy</td>
<td></td>
<td></td>
<td>Student</td>
<td>Active Student</td>
</tr>
</tbody>
</table>

**Description of Fields Using the Help Button**

Brief descriptions of most of the fields in the individual pages or Related Items discussed below are available by clicking on the Help button (top right corner of the screen – on the menu toolbar). You must be within the relevant page or related item on which the field is displayed, to obtain a description of the field.

**Note:** Some fields have been renamed/reassigned for better usability within the system.

3.1 General HDR Student Details

When you open your student record, you will see your information as shown below in the sample screenshots. The top of the record displays your general information, including your Name, Title, and Student ID.

**Note:** The information in this top section is maintained by the Division of Student Administration (DSA) who maintain the official student files. If any details are incorrect you are required to update these either via the Student Portal or by contacting DSA directly at ask@csu.edu.au.
Your additional information related to your candidature is listed in the sections below, either in the collapsed (1st figure below) or expanded (2nd figure below) form. These sections are referred to as ‘Related Items’. Explanations of each of these related items are provided below.

**Figure 1: Collapsed Form**

<table>
<thead>
<tr>
<th>Section</th>
<th>Export</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Leave Details (1)</td>
<td>Export</td>
</tr>
<tr>
<td>Enrolment Extension (1)</td>
<td>Export</td>
</tr>
<tr>
<td>Org. Units (2)</td>
<td>Export</td>
</tr>
<tr>
<td>Address Details (1)</td>
<td>Export</td>
</tr>
<tr>
<td>Contact Details (1)</td>
<td>Export</td>
</tr>
<tr>
<td>Classifications (4)</td>
<td>Export</td>
</tr>
<tr>
<td>Thesis Details (2)</td>
<td>Export</td>
</tr>
<tr>
<td>Visa Details</td>
<td></td>
</tr>
<tr>
<td>History - Scholarship Operating Funds (1)</td>
<td>Export</td>
</tr>
<tr>
<td>Employment Details (0)</td>
<td></td>
</tr>
<tr>
<td>Linked Ethics (0)</td>
<td></td>
</tr>
<tr>
<td>Linked Projects (0)</td>
<td></td>
</tr>
</tbody>
</table>

**Figure 2: Expanded Form**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Enrolled Course</th>
<th>Start Date</th>
<th>Current?</th>
<th>Enrolment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2901AA</td>
<td>Doctor of Philosophy</td>
<td>01/01/2018</td>
<td>☑️</td>
<td>Active Student</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Commencement Date</th>
<th>Working Days</th>
<th>Actual Completion Date</th>
<th>Actual No. of Days</th>
<th>Approved?</th>
<th>Enrolled Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Leave</td>
<td>01/05/2018</td>
<td>8</td>
<td>0</td>
<td>☑️</td>
<td></td>
<td>2901AA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Extension From</th>
<th>Extension To</th>
<th>Extension Requested</th>
<th>Enrolled Course Code</th>
<th>Extension Approved</th>
<th>Enrolled Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/2023</td>
<td>04/08/2023</td>
<td>2901AA</td>
<td>Doctor of Philosophy</td>
<td></td>
<td>2901AA</td>
</tr>
</tbody>
</table>
3.2 Candidature Progress

This related item 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. The information is divided into two sections, general information at the top, followed by the Progress Details.

- If the Candidature Progress related item is in the collapsed form as shown below, click on ‘Candidature Progress’ to expand it.

**Collapsed Form**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Enrolled Course</th>
<th>Start Date</th>
<th>Current?</th>
<th>Enrolment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2901AA</td>
<td>Doctor of Philosophy</td>
<td>01/01/2018</td>
<td></td>
<td>Active Student</td>
</tr>
</tbody>
</table>

**Expanded Form**

- Click on the appropriate course entry, to view the details of that candidature.

**Candidature Progress (1/1)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Enrolled Course</th>
<th>Start Date</th>
<th>Current?</th>
<th>Enrolment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2901AA</td>
<td>Doctor of Philosophy</td>
<td>01/01/2018</td>
<td></td>
<td>Active Student</td>
</tr>
</tbody>
</table>

**Progress Details**

- Minimum Candidature: Your thesis may be submitted for examination after the census date (session 1 or 2 only) preceding this date.
- Maximum Candidature: Your thesis must be submitted for examination no later than the census date (session 1 or 2 only) following this date.
- Maximum Submission: This is the same as 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 this field is checked, it means that 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**: This field is usually the same as your Start Load unless you have changed your mode of study since you commenced your course, from Full-time to Part-time or vice versa. 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). This value is calculated daily and may include the RTS Prior load value if the ‘Apply RTS Prior Load?’ option is selected.

- **EFTSL Balance**: The remaining study load (EFTSL) balance calculated daily by taking away the Consumed Load from the maximum EFTSL for the course (4.0 for a Doctorate).

### 3.3 Student Leave Details

If you have applied for or taken leave during the course of your study, this will be listed in this section.

- Click on the leave entry to view the details.

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Commencement Date</th>
<th>Working Days</th>
<th>Actual Completion Date</th>
<th>Approved?</th>
<th>Enroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Leave</td>
<td>01/01/2016</td>
<td>0</td>
<td>0</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>

The various leave types are:

- **Annual Leave**: Annual leave taken which does not affect candidacy dates.
- **Maternity Leave – affecting candidacy**: Maternity Leave taken that is affecting your minimum and maximum candidature.
- **Maternity Leave – NOT affecting candidacy**: Maternity Leave taken that is not affecting your minimum and maximum candidature.
- **Other**: A type of leave other than those reflected in this list.
- **Session Leave**: When you take 1 or more sessions (entire semesters) of leave from study
- **Sick Leave**: Leave taken due to an illness or mishap but not affecting your minimum and maximum candidature.
- **Sick Leave (incl. extended) – affecting candidacy**: Leave taken due to an illness or mishap that is affecting your minimum and maximum candidature dates.

Please note that HDR candidates who do not hold a scholarship no longer need to lodge a leave application, for leave that comprises less than 20 business days. As such, this leave will not be listed here.

### 3.4 Enrolment Extension

If you have been granted an extension to your candidacy, it will be listed in this related item.

- Click on the relevant entry to view the details.

<table>
<thead>
<tr>
<th>Extension From</th>
<th>Extension To</th>
<th>Extension Requested</th>
<th>Enrolled Course Code</th>
<th>Extension Approved</th>
<th>Enrolled Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/2023</td>
<td>04/08/2023</td>
<td>✔</td>
<td>2501AA</td>
<td>✔</td>
<td>Doctor of Philosophy</td>
</tr>
</tbody>
</table>

### 3.5 Study Mode

This related item displays your current mode of study (Full Time – 1.0 or Part Time – 0.5)

If you changed your study mode during your candidacy, the changes will also be listed here.
3.6 Org. Units

This related item lists the Organisation Units that you are associated with.

Your primary Org. Unit will ordinarily be the school of your Principal Supervisor.

If you are a member of a Research Centre, this can be listed here (as 20% affiliation).

3.7 Address Details

This related item lists the mailing address that you have provided to the CSU Division of Student Administration.

Note: If you need to update your mailing address, you will need to do this either via Online Admisinstration or by contacting DSA directly at ask@csu.edu.au.

3.8 Contact Details

This Related Item holds your contact details such as your phone numbers and the primary email address.

All correspondence related to your HDR Candidature is sent to your primary email address listed here.

Note: If you need to update any of the details listed here, you will need to do this either via the Student Portal or by contacting DSA directly at ask@csu.edu.au.

3.9 Classifications

This Related Item lists all the classifications under which your research work can be identified.
3.10 Previous Course History

This related item lists any previous higher degree by research courses that you have undertaken.

- **FOR**: Field of Research
- **SEO**: Socio-Economic Objective
- **TOR**: Type of Research

Further Details on FOR and SEO codes can be found [here](#).

Total HDR Load and Prior RTS EFTSL Part fields: The equivalent full-time student load (EFSTL) you have accumulated in a previous HDR course (if applicable).

3.11 Thesis Details

Thesis Title and Thesis Synopsis that you and your Principal Supervisor have provided the Research Office is displayed in this Related Item.

- To view the most current version of your Thesis Title and Thesis Synopsis, click on the line entry that has the **Current?** Field ticked.

Note: The other entries in the list are maintained for historical purposes only.
3.12 Visa Details: Current – Scholarship Operating Funds.

This Related Item has been re-assigned temporarily to hold Scholarship details.

If you are a current recipient of a scholarship, your operating fund code will appear here.

- Click on the 'Visa Details' heading to expand this related item. You will find your operating fund code listed here.

Expanded Related Item with the Operating Fund Codes listed here:

3.13 History – Scholarship Operating Funds

This Related Item displays a history of the Scholarship Operating Fund Codes. If you received a scholarship that is no longer current, the operating fund codes related to that scholarship will appear here.

- Click on the 'History – Scholarship Operating Funds'

- In the expanded related item - click on the required entry to view its details:

Details of the Scholarship Operating Funds are listed here:
3.14 Employment Details

This Related Item holds information about employment at CSU. If you have employment with CSU, you should see an entry for each of the positions you currently hold.

- Click on the appropriate entry line to view further details of that employment.

<table>
<thead>
<tr>
<th>Employment Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjunct Lecturer</td>
</tr>
</tbody>
</table>

Note: Any queries regarding these employment entries should be directed to the Division of Human Resources at CSU.

3.15 Linked Ethics

This Related Item is not currently utilised.

3.16 Linked Projects

This Related Item is not currently utilised.

3.17 Details

This Related Item is not currently utilised.

3.18 Audit Details

This Related Item is for Internal University Use Only.

4. COG – Layout Settings

You can change the layout or order of listing of the Related Items in your student record as you prefer and save the settings for future use. So each time you log in and view your student record, the layout will be the same as it was last saved. The tools to do this are explained below.

- Click on the Cog to drop down a menu as shown below.

- You can go directly to a required Related Item by clicking on one in the menu list shown below. E.g. Candidature Progress or Student Leave Details.
To view the details of the selected Related Item, click on the highlighted heading.

To change the order of the Related Items in the list (shown below), click and hold down the mouse button on the Related Item that you want to move and drag it to the position you wish to position it. Then release the mouse button.

Save your new layout by clicking on the cog icon and then on ‘Save Layout’.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Expand/Collapse" /></td>
<td>Use these icons to expand and collapse the list of Related Items when viewing the Student Record</td>
</tr>
<tr>
<td><img src="image" alt="Move Forward/Backward" /></td>
<td>Use these icons to move forwards/backwards across a list of entries when more than one entry is present in a related item</td>
</tr>
<tr>
<td><img src="image" alt="Save Layout" /></td>
<td>Use this to permanently save your current layout.</td>
</tr>
</tbody>
</table>