

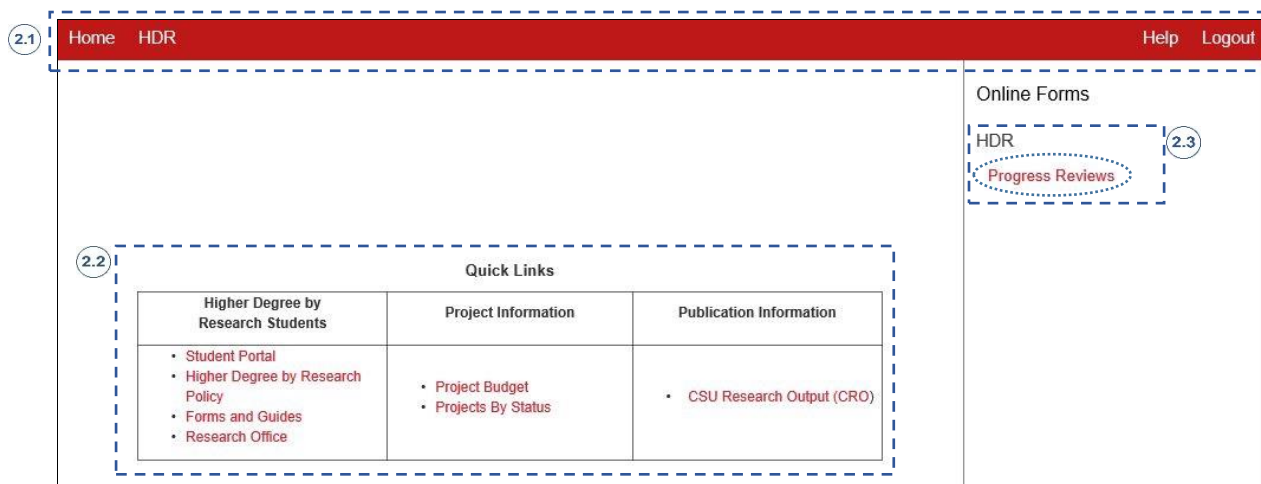
**RESEARCH MASTER (RM)  
USER GUIDE FOR  
HIGHER DEGREE BY  
RESEARCH (HDR)  
STUDENTS**

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# 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:
  - *Student portal:* Click here to obtain information related to Candidature lifecycle, Supervisory Teams, Progress Reports, Thesis, Publications, Scholarships, Professional Development, Research Support Services, Indigenous Support, Research Centres, HDR Forms, Policies and Resources, and Key Contacts.
  - *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](#).

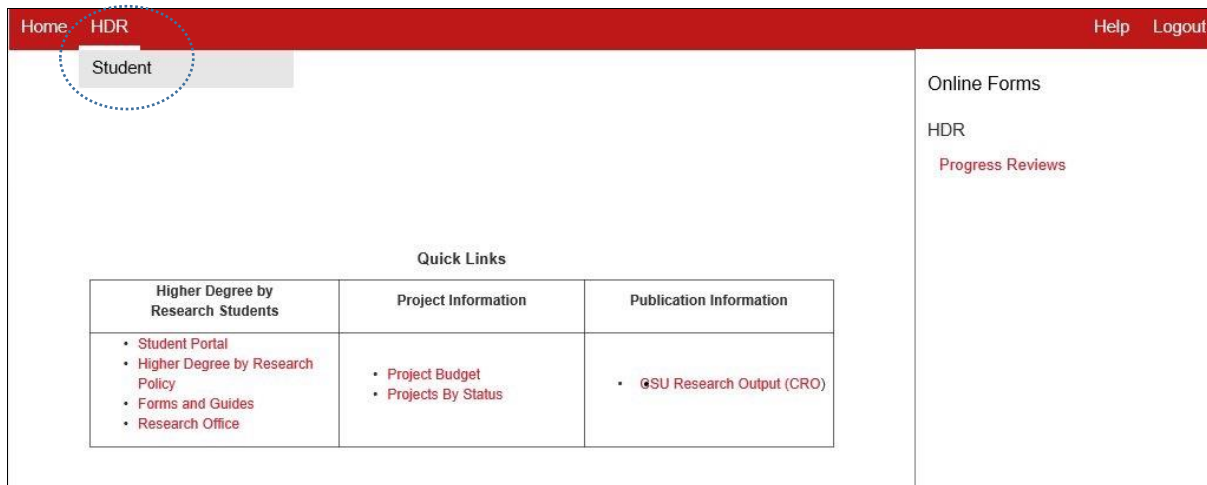
### 3. HDR Student Record

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

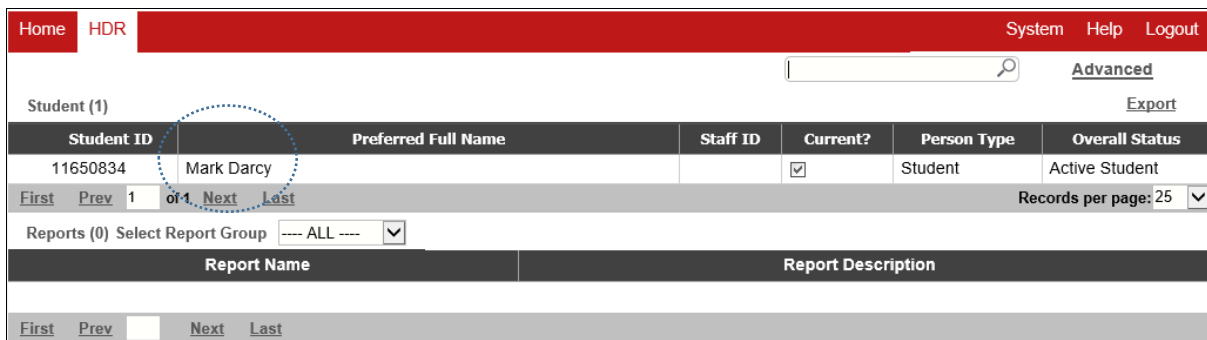
The information in this area is 'Read Only' and cannot be edited by the Student. If you see any discrepancies or require data to be updated, please contact the [Research Office](#).

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



#### 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](mailto:ask@csu.edu.au).

Your additional information related to your candidature is listed in the sections below, either in the collapsed (1<sup>st</sup> figure below) or expanded (2<sup>nd</sup> 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

Home HDR Help Logout

Student (1/1) Back

Name Mark Darcy

Student Code 11650834

Title Not Specified Preferred Title Not Specified Staff ID

First Name Mark Preferred First Name Mark Student ID 11650834

Middle Name Preferred Middle Name Person Type Student

Last Name Darcy Preferred Last Name Darcy

Full Name Mark Darcy Preferred Full Name Mark Darcy

Candidature Progress (1) Export

Student Leave Details (1) Export

Enrolment Extension (1) Export

Org. Units (2) Export

Address Details (1) Export

Contact Details (1) Export

Classifications (4) Export

Thesis Details (2) Export

Visa Details

History - Scholarship Operating Funds (1) Export

Employment Details (0)

Linked Ethics (0)

Linked Projects (0)

Figure 2: Expanded Form

Home Projects Ethics HDR Personnel System Help Logout

Student (1/1) Save Back

Name Mark Darcy

Student Code 11650834

Title Not Specified Preferred Title Not Specified Staff ID

First Name Mark Preferred First Name Mark Student ID 11650834

Middle Name Preferred Middle Name Person Type Student

Last Name Darcy Preferred Last Name Darcy

Full Name Mark Darcy Preferred Full Name Mark Darcy

Candidature Progress (1) Add Delete Export

Course Code	Enrolled Course	Start Date	Current?	Enrolment Status
<input type="checkbox"/> 2901AA	Doctor of Philosophy	01/01/2018	<input checked="" type="checkbox"/>	Active Student

First Prev 1 of 1 Next Last Records per page: 25

Student Leave Details (1) Add Delete Export

Leave Type	Commencement Date	Working Days	Actual Completion Date	Actual No. of Days	Approved?	Enrolle
<input type="checkbox"/> Annual Leave	01/05/2018	8		0	<input checked="" type="checkbox"/>	2901A

First Prev 1 of 1 Next Last

Enrolment Extension (1) Add Delete Export

Extension From	Extension To	Extension Requested	Enrolled Course Code	Extension Approved	Enrolled Course
<input type="checkbox"/> 01/01/2023	04/08/2023	<input checked="" type="checkbox"/>	2901AA	<input checked="" type="checkbox"/>	Doctor of Philosophy

First Prev 1 of 1 Next Last Records per page: 25

Org. Units (2) Add Delete Export

Code	Name	Percentage	Primary?	Current?
<input type="checkbox"/> FDRELA	DVCRE, Institute for Land, Water & Society (ILWS)	20	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> FQMAA	School of Management, Marketing	00	<input type="checkbox"/>	<input type="checkbox"/>

### 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

Candidature Progress (1)	<a href="#">Export</a>
Supervisor (2)	<a href="#">Export</a>

#### Expanded Form

Candidature Progress (1)					<a href="#">Add</a>	<a href="#">Delete</a>	<a href="#">Export</a>
<input type="checkbox"/>	Course Code	Enrolled Course	Start Date	Current?	Enrolment Status		
<input type="checkbox"/>	2901AA	Doctor of Philosophy	01/01/2018	<input checked="" type="checkbox"/>	Active Student		
<a href="#">First</a> <a href="#">Prev</a> 1 of 1 <a href="#">Next</a> <a href="#">Last</a>					Records per page: 25 <input type="text"/>		

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

Candidature Progress (1/1)
Back

Course Code	2901AA <input type="text"/>	Doctor of Philosophy <input type="text"/>	Current? <input checked="" type="checkbox"/>
Enrolment Date	26/02/2018 <input type="text"/>	Start Date	01/01/2018 <input type="text"/>
Year Level	1 <input type="text"/>	Fees Paid	<input type="text"/>
Funding Mode	GC13A - 2018 DFPPG <input type="text"/>	Special Admission?	<input type="checkbox"/>
Enrolment Status	Active Student <input type="text"/>	Original Study Mode	Part-time <input type="text"/>
Comments	<input type="text"/>		
		Study Type	Research <input type="text"/>
		Study Classification	Doctorate by Research <input type="text"/>

**Progress Details**

Minimum Candidature	31/12/2019 <input type="text"/>	Apply RTP Prior Load? <input checked="" type="checkbox"/>	Report Frequency	Not Specified <input type="text"/>
Maximum Candidature	31/12/2021 <input type="text"/>	RTP Prior Load	Report Status	Not Specified <input type="text"/>
Maximum Submission	04/08/2022 <input type="text"/>	Start Load	Part-time <input type="text"/>	
Other Funded Completion	<input type="text"/>	Present Load	Part-time <input type="text"/>	
Date Completed	<input type="text"/>	Consumed Load	Special Leave (Days)	0 <input type="text"/>
Last Submission Date	<input type="text"/>	EFTSL Balance	Other Leave (Days)	0 <input type="text"/>
Withdrawn Date	<input type="text"/>	Spcl Consideration?	<input type="checkbox"/>	
Progress Comments	<input type="text"/>			

The general section displays overall information related to your course such as the Course Code and Name, your 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 the RM system.

Some of the fields in the Progress Details section are explained below:

- **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.

Student Leave Details (1)						<a href="#">Export</a>
Leave Type	Commencement Date	Working Days	Actual Completion Date	Actual No. of Days	Approved?	Enroll
Annual Leave	01/05/2018	8		0	<input checked="" type="checkbox"/>	2901A
<a href="#">First</a> <a href="#">Prev</a> 1 of 1 <a href="#">Next</a> <a href="#">Last</a>						

The various leave types are:

- **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 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 candidature:** 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 candidature, it will be listed in this related item.

➤ Click on the relevant entry to view the details.

Enrolment Extension (1)						<a href="#">Export</a>
Extension From	Extension To	Extension Requested	Enrolled Course Code	Extension Approved	Enrolled Course	
01/01/2023	04/08/2023	<input checked="" type="checkbox"/>	2901AA	<input checked="" type="checkbox"/>	Doctor of Philosophy	
<a href="#">First</a> <a href="#">Prev</a> 1 of 1 <a href="#">Next</a> <a href="#">Last</a>						Records per page: 25 <input type="text"/>

### 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 candidature, the changes will also be listed here.

Study Mode (2)						<a href="#">Export</a>
Date of Change	Title	Enrolled Course Code	EFTSL Following Change	Enrolled Course	Threshold Value	
01/01/2014	System Generated Initial Study Mode	5901SC	1	Doctor of Philosophy	0.8	
05/04/2018	Change to Part-time	5901SC	0.5	Doctor of Philosophy	0.8	
<a href="#">First</a> <a href="#">Prev</a> 1 of 1 <a href="#">Next</a> <a href="#">Last</a>						Records per page: 25 <input type="text"/>

- Click on the relevant entry to view its details.

**Study Mode (2/2)** Back

Enrolled Course:  Title:

Date of Change:  EFTSL Following Change:  Threshold Value:

Comments:

**Study Mode (2)** Export

Date of Change	Title	Enrolled Course Code	EFTSL Following Change	Enrolled Course	Threshold Value
01/01/2014	System Generated Initial Study Mode	5901SC	1	Doctor of Philosophy	0.8
05/04/2018	Change to Part-time	5901SC	0.5	Doctor of Philosophy	0.8

First Prev 1 of 1 Next Last Records per page: 25

### 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).

**Org. Units (2)** Export

Code	Name	Percentage	Primary?	Current?
FDRELA	DVCRE, Institute for Land, Water & Society (ILWS)	20	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FFHMAA	School of Management and Marketing	80	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

First Prev 1 of 1 Next Last Records per page: 25

### 3.7 Address Details

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

**Address Details (1)** Export

Type	Address Line 1	Suburb	State	Postcode	Country	Context
Postal	Holmesdale	Orange	NSW	2800	Not Specified	Student

First Prev 1 of 1 Next Last Records per page: 25

**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](mailto: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.

**Contact Details (2)** Export

Type	Contact Details	Current?	Primary?	Context
Email	mdarcy@csu.edu.au	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Student
Work Phone	036933 2091	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Student

First Prev 1 of 1 Next Last Records per page: 25

**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](mailto:ask@csu.edu.au).

### 3.9 Classifications

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



Classifications (4)					Export	
Type Code	Code	Classification Name	Percentage	Primary?	Current?	
FOR-08	080505	Web Technologies (excl. Web Search)	50	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
FOR-08	080504	Ubiquitous Computing	50	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
SEO-08	861601	Computer and Electronic Office Equipment	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
TOR	TORAPPL	Applied	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

First Prev 1 of 1 Next Last Records per page: 25

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

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

### 3.10 Previous Course History

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

Previous Course (1)							Add	Delete	Export
Course Code	Course Name	Enrolled Course	Course Level	Start Date	End Date	Status			
<input type="checkbox"/> 1815TH	Master of Theology (Research)	Master of Theology (Research)	Masters by Research	01/07/2015	20/12/2017	Withdrawn Course Tran			

First Prev 1 of 1 Next Last

- Click on the relevant entry to view its details

Previous Course (1/1) Save Back

**Course Type**  **Course Level**  **Status**

**Institution Code**

**Course Code**

**Enrolled Course**

**Total HDR Load**  **Prior RTS EFTSL Part**  **Start Date**

**Point Score**  **Grade Score**  **End Date**

**Analysis**

**Thesis Title**

**Comments**

Previous Primary Course

Previous Course (1) Add Delete Export

Course Code	Course Name	Enrolled Course	Course Level	Start Date	End Date	Status
<input type="checkbox"/> 1815TH	Master of Theology (Research)	Master of Theology (Research)	Masters by Research	01/07/2015	20/12/2017	Withdrawn Course Tran

First Prev 1 of 1 Next Last

**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.

Thesis Details (2)				Export
Entry Date	Set To Graduate ?	Current?	Enrolled Course Code	Enrolled Course
31/05/2018	NO	<input type="checkbox"/>	2901AA	Doctor of Philosophy
13/06/2018	NO	<input checked="" type="checkbox"/>	2901AA	Doctor of Philosophy

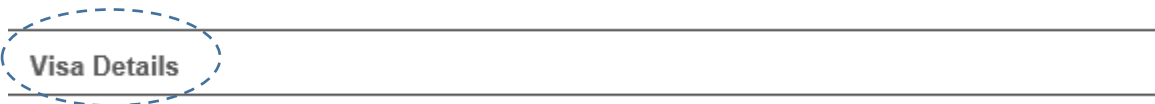
First Prev 1 of 1 Next Last Records per page: 25

### 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:

Visa Details

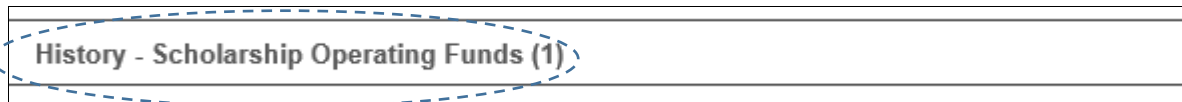
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Operating Fund Codes

### 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:

History - Scholarship Operating Funds (1)				Export
History - Scholarship Operating Funds				
A532-Student Resource allowance code re...				

First Prev 1 of 1 Next Last Records per page: 25

Details of the Scholarship Operating Funds are listed here:

Home HDR Help Logout

History - Scholarship Operating Funds (1/1) Back

Other No Information

History - Scholarship Operating Funds

A532-Student Resource allowance code

History - Scholarship Operating Funds (1) Export

History - Scholarship Operating Funds

A532-Student Resource allowance code

First Prev 1 of 1 Next Last Records per page: 25

### 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.

Employment Details (1)						Export
Title	Held From	Held To	Employment Category	Primary?	Current?	
Adjunct Lecturer	01/01/2018	31/12/2020	Teaching Only	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
First Prev 1 of 1 Next Last						
Records per page: 25						

**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.

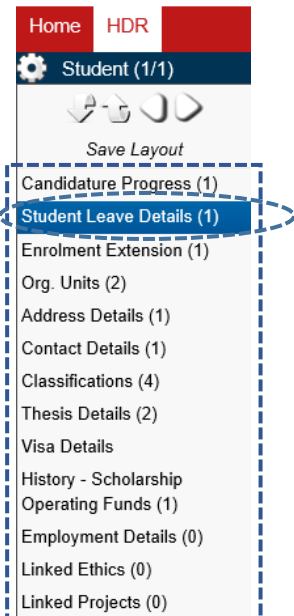


## 4. COG – Layout Settings

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.



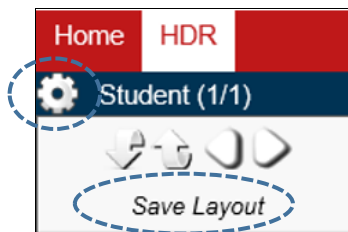
- To view the details of the selected Related Item, click on the highlighted heading.

Candidature Progress (1)	<a href="#">Export</a>
Student Leave Details (1)	<a href="#">Export</a>
Enrolment Extension (1)	<a href="#">Export</a>

- 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.

Enrolment Extension (1)	<a href="#">Export</a>
Student Leave Details (1)	<a href="#">Export</a>
Candidature Progress (1)	<a href="#">Export</a>

- Save your new layout by clicking on the cog icon and then on 'Save Layout'.



Icon	Function
	Use these icons to expand and collapse the list of Related Items when viewing the Student Record
	Use these icons to move forwards/backwards across a list of entries when more than one entry is present in a related item
	Use this to permanently save your current layout.