GRIFFITH UNIVERSITY

Griffith Sciences

Higher Degree Research Candidature Guide 2024

Contents

The Griffith Sciences Higher Degree Research (HDR) Candidature Guide assists candidates throughout their research program. This guide is intended to supplement additional information that candidates will receive from their School, Research Institute and/or Centre and the Griffith Graduate Research School (GGRS).

The Griffith Sciences Research executive team:

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Deputy Dean (Research)	Professor Mark Kennard
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1. General administrative information

1.1. HDR Orientation

Griffith has put together a series of orientation activities to assist candidates in getting started. Some activities are compulsory, and some are optional. Candidates must access their Griffith email regularly to benefit from the offerings. Visit HDR Orientation to learn more about the activities listed below and how to register and participate.

GGRS HDR Orientation course (compulsory)
This online self-paced course will introduce candidates to Griffith's research culture, terminology used in the HDR space, program requirements, responsible research practices, and support services available to assist you during your candidature. This course is most beneficial when completed in the first month of candidature but must be completed by all HDR candidates no later than six months from program commencement.

Research Integrity Foundations Course (compulsory)
Before commencing, it's important that candidates understand what constitutes ethical research practice and how to apply it to their research. This online self-paced course will help candidates to consider the different aspects of what is meant by research integrity to equip them to conduct responsible research that will enhance the reputation of their research team and the University. All HDR candidates must complete this course in the first six months of candidature.

Planning your HDR journey (optional)
This webinar will provide essential information about program requirements and expectations in the first year of candidature including - milestone requirements, how to work with a supervisory team and other tips and tricks to get started on your project. This session is designed to complement the information provided in the GGRS HDR Orientation Course and is presented in a live format to enable candidates to ask questions and chat with other new candidates.

Morning tea with HDR Support staff (optional)
All candidates are invited to attend an on-campus morning tea to connect with HDR Support Staff and other candidates. While networking over refreshments, candidates will have the opportunity to learn about HDR support services at Griffith, including – the Library, eResearch, Griffith Graduate Research School (GGRS), Careers and Employment Service, Griffith International, the Postgraduate Student Associations and other key providers.

myOrientation (optional)
myOrientation is a university-wide orientation platform that is personalised to each individual user and will guide candidates through orientation activities such as enrolling, getting a student ID card

and accessing online systems. Candidates can access myOrientation via the corresponding tile in myGriffith or directly via this link.

Discipline Specific Orientation Activities
Schools and/or Research Institutes and Centres may host discipline-specific orientation activities with candidates contacted via email within the first month of candidature. Visit the links provided below for more information.

- School of Environment and Science: website and SharePoint site
- School of Engineering and Built Environment: website and SharePoint site
- School of Information and Communication Technology: website and SharePoint site
- Research Centres and Institutes

International Orientation
Griffith International supports the orientation experience for commencing international HDR candidates via a dedicated orientation seminar for commencing international HDR candidates as part of their orientation activities. International candidates will receive an email the week prior to each intake with an invitation to the seminar.

Additional Online training
There are a variety of additional online training courses that candidates may need to complete depending on the nature of their research project. Candidates should ask their HDR supervisor for guidance.

1.2. Conducting Research

Candidates can access information on key aspects of research practice at Conducting Research. Find out more about the following important areas below: Research integrity Many elements typify a responsible research culture, including honesty and integrity, respect for human research participants, animals and environment, good stewardship of the research resources and the responsible communication of results. We believe research ethics and integrity should go beyond compliance and be regarded as key in research design, conduct and reporting of results. In part, this is a response to:

- the valid expectations of the wider community, which funds and supports research activities
- our responsibilities to the human and animal participants in our work
- the professions, academia and community who will rely on the accuracy of our work

At Griffith, research integrity covers matters such as:

- the appropriate expertise of our researchers
- the training of new researchers, including research students
- adhering to ethical standards
- the appropriate disclosure and response to conflicts of interest
- the responsible management of research data
- the dissemination of the results of research
- authorship, peer review and collaborations between institutions
- response to concerns or complaints relating to research misconduct.

Academic integrity
At Griffith University, student academic integrity means acting with the values of honesty, trust, fairness, respect and responsibility in learning. It is important for students to act in an honest way, be responsible for their actions, and show fairness in every part of their work.

The International Centre for Academic Integrity defines academic integrity as "a commitment to five fundamental values: honesty, trust, fairness, respect, and responsibility", and the courage to uphold them "even in the face of adversity" (ICAI, 2014).

Intellectual property
The question of intellectual property ownership is addressed at several stages of candidature, including: at application, during candidature confirmation, and during the annual review of progress. Candidates should seek the advice of their supervisors to learn more about intellectual property.

Copyright

It is important for candidates to understand their copyright responsibilities regarding publication of their thesis and journal articles. Candidates should seek the advice of their supervisors to learn more about copyright or contact the Information Policy Officer for copyright advice and training across Griffith University for staff and students. Contact the Information Policy Officer by emailing copyright@griffith.edu.au.

1.3. Candidate Support

HDR Supervisors

The supervisory team will consist of a Principal Supervisor, possibly a Co-Principal Supervisor and Associate Supervisor/s. Supervisors guide candidates through their candidature and will be the key people to discuss research and assist with other aspects of candidature. They can provide advice on resources and facilities, research activities and networking opportunities, and key contacts related to a candidate's area.

HDR Convenors

Each enrolling School also has appointed HDR Convenors. A HDR convenor is responsible for managing and supporting candidates and other research education and training within a School. They can assist candidates and their supervisors with administrative procedures associated with candidature requirements, such as milestones, and will oversee and report on candidate progress within their area. HDR convenors are also able to provide support if issues arise between candidates and supervisors. A list of HDR Convenors for Griffith Sciences can be found on the HDR Hub.

HDR Advocates

HDR advocates will listen, provide information, offer options, seek explanations, make referrals, and provide informal advice regarding candidates' rights and responsibilities from a neutral perspective. The advocate roles do not replace any current University service and may involve referring individuals to another University office where appropriate. A list of HDR advocates can be found here, noting that candidates may consult with an HDR Advocate from another Group.

HDR candidate rep consultative committee

The HDR candidate representative consultative committee provides the University with valuable feedback on the HDR experience at Griffith. If you have an issue relating to the HDR experience that you would like raised for discussion, or would like to express interest in becoming involved, please contact one of our reps below. Find your local HDR candidate representative.

Dealing with issues during candidature

We hope any issues that arise during your candidature can be resolved informally by discussing them with supervisory teams in the first instance. Details about supervisory roles and responsibilities are available here.

If it isn't possible to reach a solution with the supervisory team, candidates may approach a HDR Convenor and thereafter in the following order; Head of their enrolling School, Research Institute/Centre Director, HDR Director or HDR Advocate.

For administrative issues candidates should contact the Director, Griffith Graduate Research School.

Candidates may also provide confidential feedback on the quality of training and support received from their Schools via an annual online survey. Details about the 2024 HDR Candidate Experience Survey will be sent to all candidates when the survey opens.

Progress Support Plan

The objective of the Progress Support Plan is to support candidates. It is not a punitive measure. When candidates are assigned a Progress Support Plan an enhanced monitoring process is put in place to benefit the candidate. Assigning a Progress Support Plan provides a mechanism:

- To identify candidates whose progress is of concern so that supervisors, HDR convenors, and Deans (Research) can provide additional support and guidance.
- For input to be provided by the HDR convenor in the management of the candidature.
- For enhanced support to be provided as early as possible to prevent progress issues escalating.
- For support to be provided to the supervisory team in managing difficult candidatures.

- To formally document a plan of action for the candidate and monitor achievement.
- To ensure candidates are referred to the appropriate support services available within their Element, Group or Research Centre, and more broadly across Griffith University.

Review and appeals

If informal interventions are not feasible or are unsuccessful, the University has general review and appeal procedures to be used in most circumstances. For further information refer to the Student Review and Appeals Policy and Student Review and Appeals Procedures.

Researcher Services Support

- **Library.** The Griffith Library team have a comprehensive range of support services to assist with research specific information needs, including training workshops, strategic publishing advice, and consultations with a discipline Librarian. Read more about the offerings here.
- **eResearch support.** Consult eResearch Services for support across essential domains such as research software and tools, research data storage services, research computing, research collaboration, researcher training in data management and programming, software development, research infrastructure support, and emerging technologies. Join them at their regular HackyHour drop-in sessions.
- **Facilities support.** All candidates have access to physical and financial support to undertake their research including desk space, printing, software etc. The Group provides some funding to support research needs and the model aims to differentiate between research needs dependent upon the type of research project undertaken, and the likely cost of consumables and operating requirements. Candidates are allocated to a funding category determined by the Head of the enrolling School and the Dean Research. The candidate's supervisor will provide advice on how the funds should be administered. Learn more.
- **Branding resources.** Our higher degree by research candidates are an important part of Griffith's research community. We believe in providing them with the resources to represent us. That is why we developed a resource kit for candidates. Including word document templates, PowerPoints, and a guide to using the Griffith logo.
- **Health and safety.** The University requires all members of the University (including students undertaking study or research activities) – whether on- or off-campus – to comply with relevant workplace health and safety legislation, codes of practice, advisory standards and established good practice; including Australian Standards and the University's Health Safety and Wellbeing Policy (PDF 382k).

  Students are expected to:
  - comply with University health and safety policies and procedures
  - conduct their activities in a manner that prevents personal injury or injury to others and damage to property
  - cooperate with and actively participate in the University's safety management system
  - report any incident, unsafe conditions or acts that come to their attention.

Student financial support

Candidates who experiencing extreme financial difficulty, may be eligible for financial assistance to help with living expenses and the costs of studying at university. There is also practical information on budgeting and finding work to help reduce financial stress. View the student financial support website.

The Griffith Sciences Group provides funding during candidature to support research needs. The funding model aims to differentiate between research needs dependent upon the type of research project undertaken, and the likely cost of consumables and operating requirements. Candidates are allocated to a funding category determined by the Head of the enrolling Element and the Dean Research. Candidate supervisors will provide advice on how these funds are administered.

HDR candidate newsletters

The GGRS HDR Candidate eNews – produced by Griffith Graduate Research School – provides news, advice and information about upcoming professional development opportunities to HDR candidates at Griffith University. Read past editions and subscription options here.

HDR Hub

Follow the Sciences HDR Hub here.

Student Life and support
There are several helpful tools and services such as cost of living relief, learning support, health and wellbeing support and personal support available and candidates can explore these support services here. It's also useful to know that many of the support services can be accessed remotely, either online or via phone.

1.4. Professional development

Griffith Graduate Research School (GGRS) workshops and professional development opportunities are designed to assist candidates through each stage of their research program, providing candidates with transferable skills for their future career. Upcoming professional development opportunities are advertised via GGRS HDR Candidate eNews.

1.5. Career related opportunities

Careers and employment services
Candidates are encouraged to be proactive and start preparing for their future career early to maximise success in a competitive job market. A diverse range of roles are available to HDR candidates pursuing career paths in either academia or industry.

In addition to working in universities, our HDR alumni are employed in all areas of government, industry and the not-for-profit sector. At Griffith, candidates can access free tailored HDR career development advice, information and activities to help them prepare for future careers while completing research studies. Support includes:

- HDR career planning
- Emerging Industry Leaders information
- HDR Career development events
- Other career resources

Find out more here.

Industry Mentoring Program
The Griffith Industry Mentoring Program connects candidates with industry professionals based in Southeast Queensland and beyond. Candidates engage with mentors in-person or online, leveraging the innovative mentoring platform to track growth and progress. Start your mentoring journey today. Find out more here.

Candidates can also choose to join the community of mentors. Mentoring is a great way to expand professional networks and connect with the Griffith community while supporting a future professional in their field. Create an account and join us. Become a mentor.

Post Ac
PostAc is a useful jobs search engine that allows candidates to explore non-academic, research intensive jobs suitable for HDR graduates. All Griffith HDR candidates (and alumni) have access to PostAc. To get started, create an account on postac.com.au using your university email address. Candidates can attend a PostAc lunchtime zoom training session to learn how to get the most out of the tool.

Advancing your Research Career: Strategies for Research Leadership
Learn strategies and techniques to develop your research career. This online self-paced program helps HDR candidates navigate the complexities of becoming a research leader through practical guidance and career-planning tools. Find out more.

HDR Internships
HDR Block Research Internships are valuable opportunities for candidates to test the waters in an real-world setting, utilising the translational skills developed through doctoral studies. HDR Block Research Internships are available for international and domestic PhD candidates who have completed confirmation of candidature with a keen interest in exploring a career outside academia.

Typically, between 3-6 months in duration (though projects can range anywhere from 30 days), candidates are required to collaborate on a bespoke research project with an external organisation. External organisations (also referred to as industry partners) include private enterprises, start-ups, not-for-profit organisations and charities, government (local, state, and federal) and community. Find out more here.

1.6. Scholarships

There are several scholarships on offer to assist candidates. Find out more at Research Degree Scholarships and search for a scholarship here.

- First Year candidates. For first year candidates who wish to apply for a scholarship in the Continuous Scholarship Round.
- Second Year candidates. For candidates confirmed and in their second year, who wish to apply through the Confirmed Candidate Scholarship Scheme.
- Completion Assistance Postgraduate Research Scholarships. Available to research degree candidates at the writing-up stage of candidature.
- Research Output Excellence Scholarship (ROES). Supporting research degree candidates with publishing their research.
- International Experience Incentive Scheme (IEIS). Griffith International-funded grants for research degree candidates to support periods of study away overseas, including conference attendance.
- Scholarship Extension. Find out more about making a request for extension, via myGriffith.

1.7. Milestones and requirements

Progress of all candidates will be monitored via the completion of milestones. This has a dual focus to monitor and support the progress of the candidate's research toward a timely completion, as well as to monitor and support the development of the candidate's capabilities toward their career objectives.

The requirements for each milestone are detailed under each section here. Overview:

- Early candidature
- Confirmation of candidature
- Progress report
- Thesis and candidature review

See also the HDR Academic Progress Procedure. Milestone timeframes vary for each program, please see the HDR milestone requirements and timeframes summary for further information.

Monitoring progress is ongoing and additional reporting arrangements and steps to rectify problems may be taken at any time. This responsibility primarily rests with the candidate's supervisors, HDR convenor, and Dean (Research). Failure to maintain satisfactory progress (including milestones) may lead to suspension of scholarships (if applicable) and termination of candidature.

Note: Timeframes will vary for candidates enrolled in Masters (Research), named PhD, and Professional Doctorate programs. Candidates should consult their Program Director.

1.8. Publishing during candidature

Candidates are expected to publish during candidature as a means of disseminating their findings and developing their writing skills. In addition, published outputs of research are important records of research activity and are used by the government and the University to measure the intensity and quality of research performance.

Requirements

- Candidates are required to have at least one peer-reviewed publication or creative research output published or accepted for publication during the period of candidature.
- The output must be produced under supervision and during the period of candidature.
- The output must be published or accepted for publication during the period of candidature and would normally include the Griffith University by-line.
- Where there are co-authors, the candidate should be a principal author.
- The output must also have been published or made publicly available and be peer reviewed, as per the Excellence in Research for Australia (ERA) requirements for research outputs. For more information please refer to Publications and Outputs.

1.9. Preparing your thesis

A thesis must be assessable by experts in the relevant field as meeting the requirement of contemporary international standards. Griffith University expects that supervisors are expert advisors on such standards - and monitors that expectation through the various stages of a candidate's progress, from admission, through confirmation and annual reporting, to the nomination of examiners and the administration of the examination itself.

The thesis usually involves a substantial written document. In some disciplines the research may include other material such as an exhibition of works of art, a design, or a performance. These generally will be supported by a written document. Candidates enrolled in such programs should use this document as a guide for the presentation of the written component of their research. Further information for theses with creative components.

Candidates may not submit any work or material that has previously been submitted for a degree at Griffith University or a similar award from another institution and will be required to testify to this at submission. Following a successful examination process, a digital copy of their thesis will be deposited with the library for inclusion in Griffith Research Online. Further information for access to thesis after examination.

1.10. Thesis submission and examination

Following the completion of the required workshops and milestones for the program, and completion of the steps to prepare your thesis, candidates will be ready for submission and examination. Find out more about the details to guide candidates through each stage of this process.

- Steps to submit a thesis
- Examination overview
- Nominating and appointing HDR examiners and Chairperson of Examiners
- Conclusion of examination.

1.11. Candidature changes

To assist candidates with managing impacts to their candidature, there are resources and support mechanisms that have been put in place to assist. The documenting impacts template will help to keep a detailed record of any specific impacts, or delays, to candidature. Please include a copy of this impact record when applying for leave or extensions to the maximum submission date and/or scholarship.

1.12. Request an official letter

Official letters can be used to confirm current enrolment, scholarship, thesis submission or completion details. Visit GriffithPAY to request an official letter.

1.13. Griffith Graduate Research School (GGRS)

As the dedicated point of contact for higher degree by research enquiries, GGRS provides academic oversight and administrative responsibility for all aspects of the HDR candidature lifecycle. Contact GGRS for enquiries relating to HDR admission, candidature, scholarships, orientation or workshops. Office hours are Monday to Friday, 9.00 am to 4.30 pm.

Future students:
- Email: hdr-enquiry@griffith.edu.au
- Telephone: +61 7 3735 3817

Current Griffith students:
- Email: hdr-enquiry@griffith.edu.au
- Telephone: +61 7 3735 3817
- Make an appointment for a phone, video (Microsoft Teams) or in-person meeting with an HDR Officer.