



## Gippsland Campus

### Higher Degree by Research

### Candidate Skills Development Program

The Graduate Research School is introducing a new HDR Candidate Skills Development Program (SDP) at Federation University Australia (FedUni).

PhD and Masters by Research candidates will be required to complete the core and optional requirements of the program as described below. The prescribed SDP sessions are considered part of the requirements of HDR candidature at FedUni for candidates who enrolled after 1 January 2019. Candidates who enrolled after 1 January 2019 who do not complete the required SDP sessions in their first (FTE) year may be excluded from the Confirmation of Candidature process. Those who do not complete the required SDP sessions in subsequent years may be required to show cause as to why their candidature should not be terminated.

A schedule of available sessions and a preview of each session is also available online [here](#), and on the SDP Moodle page.

### Goals and objectives of the program

The HDR Skills Development Program supports our PhD and Masters by Research candidates to timely completion; and assists them to develop and document a suite of transferrable skills. Sessions will be identified as focusing on one or both of these goals. The program will also facilitate networking opportunities among our HDR candidates.

The objectives of FedUni's HDR Candidate Skills Development Program are to:

- Support the successful and timely completion of our candidates' higher degrees by research
- Provide a mechanism by which HDR candidates can identify gaps in their own skill sets and work towards filling these gaps during their candidature.
- Provide opportunities for HDR candidates to develop skills that they have identified as useful either for their candidature or for their future employment prospects.
- Provide a mechanism by which HDR candidates can recognise and articulate the transferable skills which they develop throughout their candidature.
- Facilitate networking and the development of communities of practice among the HDR cohort.
- Address the University's responsibility for providing HDR candidates with the best possible preparation for their future roles whether within academia or other sectors.
- Support Schools in developing HDR candidates' transferrable skills.

## Core and optional

The proposed HDR Skills Development Program includes a mix of compulsory and optional sessions. Sessions identified as compulsory are designed to support HDR candidates to meet their academic and personal goals, including timely completion. Compulsory sessions also reflect the University's obligations according to the Higher Education Standards Framework<sup>1</sup> and aligns with best practice guidelines from the Australian Council of Graduate Research<sup>2</sup>.

The proposed program is intended to be flexible enough to recognise and include candidates' participation in any skills development sessions developed and offered by Schools.

## Modes of offering

Modes of offering for the HDR Skills Development Program may include:

- Face to face at Gippsland and Mt Helen (Preferred option)
- Real time webinar for remote and part time candidates (to allow networking)
- Recorded presentation for remote and part time candidates (to allow time flexibility)

All candidates are encouraged to attend face-to-face sessions either at Mt Helen or Gippsland campuses in order to foster networking opportunities. Candidates in remote locations can take up the Real time webinar option so they too may foster effectively networking opportunities with their peers. All compulsory sessions will be available online (webinar or recorded presentation) via the University's online learning platform: Moodle. In future sessions may be offered at other campuses if there is sufficient demand and resources are available.













[Online materials](#) for the HDR Skills Development Program will be live from late February 2019.

Please contact [Paula DiMaria](#) if you have difficulty accessing the Moodle platform.

## Identification of sessions

Throughout this document, sessions focused on the objective of supporting timely completion are identified by an icon showing a graduation cap. Sessions focused on the objective of transferrable skills development are identified by an icon showing a portfolio. Blue icons identify optional sessions. Core workshops are identified by orange icons.

Sessions targeted for candidates in their first year of studies are identified by an icon surrounded by a light blue circle. Sessions targeted for PhD candidates in their second and third year of studies are identified by red and black circles respectively. Masters by Research candidates may complete sessions identified by either red or black circles in their second year. The absence of a circle indicates a session that can be undertaken anytime post-confirmation.

		Supporting timely completion	Transferrable skills development
Optional sessions			
Core sessions			
Year 1 Masters	Year 1 PhD		
Year 2 Masters	Year 2 PhD		
	Year 3 PhD		
Anytime post-confirmation			

<sup>1</sup> The revised Higher Education Standards Framework came into effect in January 2017 and form the basis for the regulation of higher education providers and courses in Australia.

<sup>2</sup> The Australian Council of Graduate Research is a forum of university representatives engaged in graduate research. The Council promote excellence in research training and scholarship.

## Skills Audit

A key feature of FedUni's HDR Candidate Skills Development Program is a self-audit of skills development needs by each candidate, soon after enrolment, which is reviewed and revised each year on the anniversary of enrolment.

The initial self-audit is undertaken during a compulsory session (*SDPB01* Transferrable Skills for Researchers A). Candidates enrolling at times other than the beginning of the academic year will be able to access this session in an online format. Students revisit their self-audit in *SDPB04* Transferable Skills for Researchers B (core) and *SDPB06* Review of Skills Development Needs (optional) in later years.

The self-audit recognises that candidates have a highly individualised set of skills when they begin their higher degree by research; and encourages candidates to recognise their existing skill set – and to identify gaps which need to be addressed in order to:

- progress successfully toward timely completion of their HDR program
- develop a suite of skills that will assist them to follow their chosen path following completion of their HDR program.

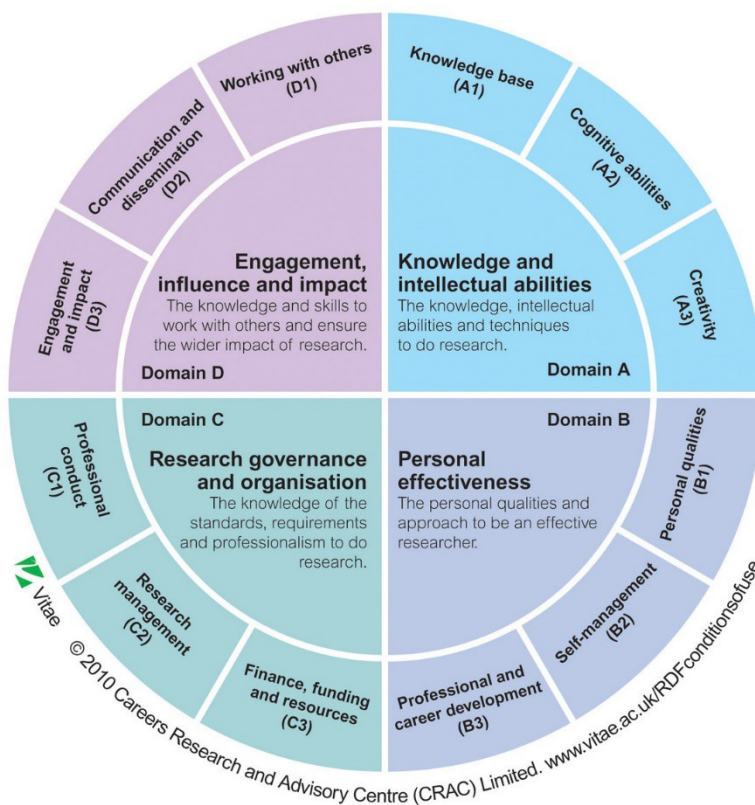
Candidates are encouraged to use the Vitae Research Development Framework<sup>3</sup> (right) to conceptualise the range of skills required for successful research endeavour.

Candidates may then use their self-audit to identify appropriate optional sessions from the FedUni HDR Candidate Skills Development Program.

All sessions are identified with a code in the form: *SDPA01*.

*SDP* refers to 'Skills Development Program'. The first letter following 'SDP' indicates the relevant domain from the Vitae Research Development Framework and the numbers following are individual identifiers for each session.

Supervisors play a key role in assisting candidates to complete their self-audits. Where candidates identify skills deficits which are not addressed by sessions in the HDR Skills Development Program, supervisors will support candidates to seek appropriate research training opportunities within their Schools or externally.









































**Figure 1. Vitae Researcher Development Framework**

<sup>3</sup> Vitae, © 2010 Careers Research and Advisory Centre (CRAC) Limited. [www.vitae.ac.uk/rdf](http://www.vitae.ac.uk/rdf)

# Gippsland schedule

Sessions will be offered in weekly seminars/workshops.

	<b>First year</b> 4 core sessions (orange) + confirmation and at least 3 optional sessions (blue)	<b>Second year</b> 2 core sessions (orange)+ presentation and at least 2 optional sessions (blue)	<b>Third year</b> 1 presentation and at least 2 optional sessions (blue)	
<b>Semester One</b>	Graduate Research School orientation (Offered twice per year) 	Planning for timely completion (Offered twice per year) 	Review of skills development needs 	
	Transferrable skills for researchers A (Offered twice per year) 	Constructing the thesis 	Writing boot camp 	
	Managing your time and staying healthy  	Professional poster presentations 	Demystifying thesis examination 	
	Support services for HDR candidates (Library & Student Connect) (Offered twice) 	Connection – how to create a support team 	Career planning: Recognizing your skills 	
	Research frameworks and methodologies 	Management of research data (Library) 		
	Writing the literature review 			
	Preparing for confirmation of candidature (Offered twice per year) 			
<b>Semester Two</b>	Managing the supervisory (and other) research relationships  	Preparing a grant application 	Career planning: Resumes & the selection criteria 	
	Presenting your research with confidence  	Navigating the world of publishing (Library) 		
	Preparing the ethics application  			
	Purposefulness  			
	<b>Five minute thesis presentations</b> at end of year function			 
<b>Schedule varies</b>	Confirmation of candidature milestone (Schools) 	Research seminar, 3MT or spoken conference presentation  	Research seminar, 3MT or spoken conference presentation  	
	Endnote training conducted by the Library may be counted as one optional session. Evidence must be provided.			 
	Setting up the thesis in Word			
<u>Masters by research</u> candidates complete: Year 1: A total of 4 core and at least 3 optional sessions (plus confirmation of candidature). Minimum of Orientation plus at least one other core session prior to confirmation. Year 2: 3 core and at least 2 optional sessions from either the Second or Third year columns above.		<u>PhD candidates</u> complete: Year 1: A total of 4 core and at least 3 optional sessions (plus confirmation of candidature). Minimum of Orientation plus at least two other core and 2 optional sessions prior to confirmation. Year 2: 2 core and at least 2 optional sessions plus a presentation Year 3: At least 2 optional sessions plus a presentation		

## Gippsland Schedule



### **SDPX01 Recognition of prior learning**

The HDR Skills Development Program acknowledges the depth and breadth of experience among our candidates. If candidates feel that they have sufficient previous experience or learning which means participation in any particular core session is unnecessary, a written case can be made to the HDR Skills Development Programs team. The case should identify the core session for which an exemption is sought and include a description of the previous experience or learning; and a statement as to how this previous experience or learning has met the objectives of the relevant core session. Evidence of claims should be provided to the Graduate Research School via the SDP Moodle page. Contact Paula for advice [paula.dimaria@federation.edu.au](mailto:paula.dimaria@federation.edu.au)

Objectives: various.

***(Vitae subdomain: various)***

**Contact Library for scheduled dates**



### **SDP A06 Endnote training**

The Library provides training in the use of EndNote for managing and citing references when writing journal articles and your thesis. EndNote is a software tool that facilitates storage, organisation, annotation, citation and sharing of references.

Objectives: To provide HDR candidates with the knowledge and skills related to effective and efficient information and reference management; and to provide HDR candidates with training in the use of Endnote, a reference management system which facilitates searching, annotation and citation of references during writing projects.

***(Vitae subdomain: A1 Knowledge base)***

Available via Moodle  
Facilitator: Meena Santhanagopalan



### **SDP A04 Setting up the thesis in Word**

A series of short informative online videos that provide practical advice and skills in managing a large document (the thesis) in Word. Demonstrates use of templates and master documents and introduces the requirements for thesis formatting. Accessed via Moodle.

Objectives: To provide candidates with tools and techniques to assist them to produce the thesis.

***(Vitae subdomain: A1 Knowledge base)***

## Pre Confirmation of Candidature (First Year sessions but open to all)

Sessions are held on Wednesdays 1.00pm-3.00pm in room 1S210, Gippsland campus (with the exception of Orientation (programs will be provided)).

**Semester 1:** 6<sup>th</sup> March

*Webinar: Friday 8<sup>th</sup> Mar (12-2pm)*

**Semester 2:** 21<sup>st</sup> August

*Webinar: Friday 23<sup>rd</sup> Aug (12-2pm)*

Facilitator: Wendy Wright



### **SDP C01 Graduate Research School orientation**

Two hour seminar/workshop facilitated by the Graduate Research School. Compulsory for candidates in their first year. Provides an overview of the requirements of HDR candidature (including confirmation), roles and responsibilities of candidates and supervisors, role of Schools and of the Graduate Research School. Includes introductory guidance regarding research integrity and ethics, thesis preparation, submission and examination. Introduces the FedUni HDR Skills Development Program and the concept of the of skills audit. Complements School orientation programs.

**Objectives:** To introduce new candidates to the University and to a higher degree by research; to familiarise new candidates with the services of the Graduate Research School and the HDR Skills Development Program; to clarify roles and responsibilities; to provide orientation with respect to: expectations and procedures regarding supervision, research ethics and conduct, health and safety, library support, information services and IT infrastructure, access to academic and personal counselling, access to appropriate mediation or grievance resolution procedures, degree requirements, requirements for candidature progression and thesis development and submission.

**(Vitae subdomains: C1 Professional conduct, C2 Research Management)**

**Semester 1:** 13<sup>th</sup> March

*Webinar: Friday 15<sup>th</sup> Mar (12-2pm)*

**Semester 2:** 28<sup>th</sup> August

*Webinar: Friday 30<sup>th</sup> Aug (12-2pm)*

Facilitator: Wendy Wright



### **SDP B01 Transferable skills for researchers A**

Two hour seminar/workshop facilitated by the Graduate Research School. Compulsory for candidates in their first year. Explores the types of skills required by researchers and identify their own strengths and weaknesses. Vitae's four domains will be used as an example:

- Domain A: Knowledge and intellectual abilities: knowledge base, cognitive abilities, creativity
- Domain B: Personal effectiveness: self-management, personal qualities, professional and career development
- Domain C: Research governance and organisation: professional conduct (OH&S, ethics, IPR, respect and confidentiality, attribution and co-authorship etc.)
- Domain D: Engagement, influence and impact

The concept of a "skills self-audit" will be introduced, where HDR candidates identify gaps in their skill sets and develop a skills development plan to build their skill set. E.g. identifying suitable modules from the Graduate Research School's HDR Skills Development Program and other skills

development opportunities. Following the workshop, HDR candidates will be required to review their skills development plan with their supervisors. Each candidate's skills development plan to be signed off by the supervisory team and registered with the Graduate Research School.

**Objectives:** To support candidates to identify their strengths and weaknesses regarding research skills, and to identify opportunities to develop their skill set; to develop candidates' abilities to recognise and articulate their existing skill set and to negotiate the acquisition of additional skills relevant to their HDR candidature or to future employment opportunities; to provide a mechanism by which candidates can discuss their skills development needs with their supervisory team.

**(Vitae subdomains: B2 Self-management, 3 Professional and career development)**

**Semester 1:** 20<sup>th</sup> March

Webinar: Friday 22<sup>nd</sup> Mar (12-2pm)

Facilitator: Wendy Wright



### **SDP B02 Managing your time and staying healthy**

Two hour seminar/workshop facilitated by the Graduate Research School. Explores strategies to successfully organise and manage time; and maintain physical, social and mental health throughout candidature.

**Objectives:** To provide candidates with tools and techniques to assist them to manage their time effectively and to maintain their physical and mental health during their candidature. To raise awareness of mental health issues among HDR candidates and to provide information about appropriate self-care and services available for support.

**(Vitae subdomain: B2: Self-management)**

**Semester 1:** 27<sup>th</sup> March

Webinar: Friday 29<sup>th</sup> Mar (12-2pm)

**Semester 2:** 4<sup>th</sup> September

Webinar: Friday 6<sup>th</sup> Sept (12-2pm)

Facilitator: Student Connect/Library



### **SDP C02 Support services for HDR candidates**

Two hour seminar/workshop facilitated by Student Connect and the Library in collaboration with the Graduate Research School. Provides an overview of the support services and structures within the university available to HDR candidates. (E.g. interlibrary loans, document delivery, HDR room, AV and other equipment loans)

**Objectives:** To ensure that candidates are aware of services and resources which can assist them to timely completion.

**(Vitae subdomains: C3 Finance, funding and resources)**

**Semester 1:** 3<sup>rd</sup> April  
*Webinar: Not available*  
Facilitator: Margaret Plunkett



### **SDP A01 Research frameworks and methodologies**

Two hour seminar/workshop facilitated by appropriate academic staff of the university in collaboration with the Graduate Research School. Introduces and describes various research frameworks and methodologies. Discusses approaches to the identification and articulation of research questions and the relationships between research frameworks, theories and methodologies. Supports HDR candidates to explore practical application of research theories in research projects.

Objectives: To support HDR candidates in developing appropriate and robust approaches to their own research; to assist candidates to understand their own research in the context of their own and other research disciplines; to expose candidates to various research approaches from a range of disciplines.

***(Vitae subdomain: A1: Knowledge base)***

**Semester 1:** 10<sup>th</sup> April  
*Webinar: Friday 12<sup>th</sup> Apr (12-2pm)*  
Facilitator: Wendy Wright



### **SDP A02 Writing the literature review**

Two hour seminar/workshop facilitated by appropriate academic staff of the university in collaboration with the Graduate Research School. Explores the structure and purpose of the literature review and the phases and skills involved in reading for and writing a review. Introduces some tools and techniques for managing references and organizing ideas.

Objectives: To assist HDR candidates undertaking their own literature reviews to understand the context and purpose of the review within their research project. To assist candidates to develop skills in reading for and writing the literature review.

***(Vitae subdomain: A1: Knowledge base)***

**Semester 1:** 8<sup>th</sup> May  
*Webinar: Friday 3<sup>rd</sup> May (12-2pm)*  
**Semester 2:** 11<sup>th</sup> September  
*Webinar: Friday 13<sup>th</sup> Sept (12-2pm)*  
Facilitator: Wendy Wright



### **SDP A03 Preparing for the Confirmation of Candidature**

Two hour seminar/workshop facilitated by appropriate academic staff of the university in collaboration with the Graduate Research School. Compulsory for candidates in their first year. Explains the requirements, processes, rationale and possible outcomes of the Confirmation of Candidature (CoC). Explains the mechanisms involved in arranging the CoC. Explores appropriate structures for the CoC







presentation and written report. Includes advice and information from recently confirmed candidates and academics who have served on CoC panels. Candidates seeking to strengthen oral presentations skills should also attend “Presenting your research with confidence”.

**Objectives:** To ensure that HDR candidates understand the purpose of the CoC; to provide clear information regarding the requirements for successful completion of the CoC, and possible outcomes of unsuccessful completion; to provide practical assistance for candidates preparing for their CoC milestone.

**(Vitae subdomains: A1 Knowledge base; B3 Professional and career development)**

**Repeated sessions, a description of each session is at the start of this program:**

-  SDP C01 Graduate Research School orientation (21 August)
-  SDP B01 Transferrable skills for researchers A (28 August)
-  SDP C02 Support Services for HDR candidates (4 September)
-  SDP A03 Preparing for confirmation of candidature (11 September)

**Semester 2:** 18<sup>th</sup> September  
*Webinar: Friday 20<sup>th</sup> Sept (12-2pm)*  
Facilitator: Wendy Wright



### **SDP D01 Managing the supervisory (& other) research relationships**

Two hour seminar/workshop facilitated by appropriate academic staff of the university in collaboration with the Graduate Research School. Compulsory. Provides tools and advice for establishing and maintaining productive and effective relationships among members of the research team.

Explores supervision, supervision practices, roles of the candidate and the supervisory team and the relationship of the candidate with the supervisory team. Presents information about how to seek assistance should problems arise.

**Objectives:** To clarify roles and responsibilities of candidates and supervisors; to assist candidates to work effectively with their supervisory panel; to provide direction to candidates regarding how to recognise and resolve emerging issues with their supervisors; to provide information about how to seek appropriate assistance if necessary.

**(Vitae subdomain: D1 Working with others)**

**Semester 2:** 9<sup>th</sup> October  
*Webinar: Friday 11<sup>th</sup> Oct (12-2pm)*  
Facilitator: Sara Weuffen (CLIPP) *(video-conferenced)*



### **SDP D02 Presenting your research with confidence**

Two hour seminar/workshop facilitated by appropriate academic staff of the university in collaboration with the Graduate Research School. Explores the characteristics of a good, and a poor, oral research presentation. Provides tips and techniques for preparing and delivering research presentations.

Discusses and demonstrates effective oral presentation techniques appropriate in the context of a research seminar or conference. Considers how to structure a presentation, how best to display ideas, concepts and results using software such as Powerpoint and how to engage an audience. Objectives: To develop candidates' capacity to prepare and deliver professional research presentations, to build communication skills and improve confidence.

**(Vitae subdomain: D2 Communication and dissemination, D3 Engagement and impact)**

**Semester 2: 16<sup>th</sup> October**

*Webinar: Not available*

Facilitator: David Newman



### **SDP C03 Preparing the ethics application**

Two hour seminar/workshop facilitated by the Chair of the FedUni Human and Animal Research Ethics Committees in collaboration with the Graduate Research School. Introduces candidates to the nature and structure of ethics committees and processes for application for ethics approval for research involving humans and animals. Provides advice regarding the submission of applications to the Human Research Ethics Committee and the Animal Research Ethics Committee. Provides candidates with access to the relevant Acts and Codes of Practices and considers the requirements for successful ethics applications.

Objectives: To familiarise candidates with the general principles of ethical and responsible research (including management of research data); to support candidates to develop applications for ethics approval relating to their own research projects.

**(Vitae subdomain: C1 Professional conduct)**

**Semester 2: 23<sup>rd</sup> October**

*Webinar: Friday 18<sup>th</sup> Oct (12-2pm)*

Facilitator: Steb Fisher (Pathfinder)



### **SDP B03 Purposefulness**

Two hour seminar/workshop facilitated by external provider in collaboration with the Graduate Research School. When we embark on a Higher Degree, many of us have never taken on a long-term project before. It requires both thoughtful planning skills and the ability to develop the emotional strength and resilience to overcome the inevitable challenges along the way. This session encourages HDR candidates' to explore, identify and harness their personal motivation for success, the "emotional fuel" that inspires us to overcome obstacles. It assists HDR candidates to identify their motivations and to use these in maintaining momentum during their HDR candidature. It develops how to set and stick to targets and dealing with procrastination and other barriers along the way.

Objectives: To develop candidates' personal awareness, and capacity for sustained focus. To provide tools and techniques for maintaining focus during long-term projects.

**(Vitae subdomains: B1 Personal qualities, B2 Self-management)**



### **SDP A05 Confirmation of Candidature milestone**

Compulsory. Candidate completes Confirmation of Candidature (CoC) within the School, with administrative support from Graduate Research School. CoC panel chair notifies Graduate Research School of outcome of CoC.

Objectives: To ensure that the research project is appropriately designed and that the candidate is making adequate progress toward timely completion.

***(Vitae subdomain: A1 Knowledge base, A2 Cognitive abilities, A3 Creativity)***

## **Post Confirmation (Second Year sessions but open to all)**

Sessions are held on Wednesdays 10.00am-12.00noon in room 1S210, Gippsland campus with the exception of the Professional Poster Presentation session (please check program dates).

**Semester 1:** 13<sup>th</sup> March

*Webinar: Friday 15<sup>th</sup> Mar (3-5pm)*

**Semester 2:** 7<sup>th</sup> August

*Webinar: Friday 9<sup>th</sup> Aug (3-5pm)*

Facilitator: Wendy Wright



### ***SDP C05 Planning for timely completion***

Two hour seminar/workshop facilitated by appropriate academic staff of the university in collaboration with the Graduate Research School. Compulsory for candidates in their second year. Provides candidates with an opportunity for reflection regarding progress to date and to develop a completion plan for the remaining period of candidature. Encourages candidates to work with their supervisory team to identify and clear obstacles to timely completion. Reinforces the need for planning and time management.

Objectives: To facilitate candidates' timely completion by encouraging appropriate planning at mid-candidature; to develop project management skills, particularly regarding the management of tasks and timelines; to enable self-review and reflection.

***(Vitae subdomain: C2 Research management)***

**Semester 1:** 20<sup>th</sup> March

*Webinar: Friday 22<sup>nd</sup> Mar ((3-5pm)*

Facilitator: Wendy Wright



### ***SDP B05 Constructing the thesis***

Two hour seminar/workshop facilitated by appropriate academic staff of the university in collaboration with the Graduate Research School. Presents information about how to structure a large document such as a research thesis. Examines the structure of a typical research thesis (both traditional and thesis incorporating publications) and discusses the importance of a good structural plan. Various layouts and approaches are discussed. Candidates consider which may be the most appropriate for their own situation and may initiate or develop their own thesis plans.

Objectives: To provide candidates with examples of thesis structures; to support candidates to develop their own thesis plans.

***(Vitae subdomains: B2 Self-management, 3 Professional and career development)***

Semester 1: **Monday** 25<sup>th</sup> March (10.00am-12.00noon)

*Webinar: Not available*

Facilitator: Phillip Brooke-Carter



### **SDP D03 Professional poster presentations**

Two hour seminar/workshop facilitated by appropriate academic staff of the university in collaboration with the Graduate Research School. Posters are an effective way to present research proposals and research outcomes and HDR candidates may choose to present their work in this way at a conference or for some other purpose. Here, we discuss use of templates, appropriate layout and provide some tips and tricks for effective poster presentations.

Objectives: To develop candidates' skills communicating their research in poster format; to encourage HDR candidates to present their work at relevant conferences.

***(Vitae subdomains: D2 Communication and dissemination, D3 Engagement and impact, A3 Creativity)***

Semester 1: 3<sup>rd</sup> April

*Webinar: Friday 5<sup>th</sup> Apr (3-5pm)*

Facilitator: Steb Fisher (Pathfinder)



### **SDP D04 Connection – how to create a support team**

Two hour seminar/workshop facilitated by external provider in collaboration with the Graduate Research School. We often think of a Higher Degree as an individual effort and indeed at the end of it, we as individuals get the degree. It is nonetheless a team effort as well. The more supportive team we build around us, the more likely we are to complete it successfully and the higher quality research we will produce. The skill we need to create this team is connection – to work well with supervisors, co-researchers and peers and those who support us at home. For some this comes easily and naturally, for most of us, it is learned. This session explores the importance of clear and open communication in the facilitation of good research and good research practice. It offers candidates an opportunity to learn how to hear others and how to be heard, including maintaining communication with the supervision panel. It also explores how we can remove the blocks to communication.

Objectives: To develop candidates' interpersonal and communication skills, particularly with respect to effective listening and authoritative expression of their own points of view.

***(Vitae subdomains: D1 Working with others, D2 Communication and dissemination)***

Semester 1: 1<sup>st</sup> May

*Webinar: Friday 3<sup>rd</sup> May (3-5pm)*

Facilitator: Library



### **SDP C04 Management of research data**


Two hour seminar/workshop facilitated by the Library in collaboration with the Graduate Research School. The library provides advice, tools and techniques related to the management of research

data. This session includes discussion of the research data lifecycle, data storage, sharing and publishing. Introduces software available for research data preparation and analysis (SPSS/NVIVO) and identifies training options for these.

Objectives: To provide HDR candidates with the knowledge and skills to assist them in the storage, security and retention of data collected during the course of their research; to assist HDR candidates to understand the potential impact of decisions made early in the research lifecycle for future sharing and publishing of data.

***(Vitae subdomain: C2 Research management)***

**Repeated session, a description of this session is at the start of this program:**

 **SDP C05** Planning for a timely completion (7 August)

**Semester 2:** 14<sup>th</sup> August

*Webinar: Not available*

Facilitator: ADRs/Established Researcher and Funding Team



### **SDP C06 Preparing a grant application**

Two hour seminar/workshop facilitated by appropriate academic staff of the university in collaboration with the Graduate Research School. Introduces candidates to the concepts of grantsmanship.

Provides insights into the identification of suitable funding sources and discusses proposal preparation from both the grant seeking and grant making perspectives. Presents techniques for effective writing for various types of grants.

Objectives: To develop candidates' skills in identifying funding sources and writing successful grant proposals; to expose candidates to the aspects of a research career that relate to research funding.

***(Vitae subdomain: C3 Finance, funding and resources)***



### **SDP D05 Navigating the world of publication**

Two hour seminar/workshop facilitated by the Library. The library provides an overview of the many options available for publishing your research. Metrics associated with your publications, the value of an ORCID, Open Access and repositories, journal rankings and citation reports are all addressed. Opportunities to enhance 'Engagement and Impact' metrics are also highlighted. Copyright and licensing issues in relation to your thesis and publications, with particular reference to thesis by publication, are included.

Objectives: To enable HDR candidates to make informed decisions about where and how to publish their research findings.

***(Vitae subdomain: D2 Communication and dissemination)***

**Contact Library for scheduled dates**



### **SDP A06 Endnote training**

The Library provides training in the use of EndNote for managing and citing references when writing journal articles and your thesis. EndNote is a software tool that facilitates storage, organisation, annotation, citation and sharing of references.

Objectives: To provide HDR candidates with the knowledge and skills related to effective and efficient information and reference management; and to provide HDR candidates with training in the use of Endnote, a reference management system which facilitates searching, annotation and citation of references during writing projects.

***(Vitae subdomain: A1 Knowledge base)***

## **Post Confirmation (Third Year sessions but open to all)**

Sessions are held on Wednesdays 10.00am-12.00noon in room 1S210, Gippsland campus

**Not applicable in 2019**



### **SDP B06 Review of skills development needs**

Self directed and conducted with supervisor's input. Undertaken upon the anniversary of enrolment in the third year. Candidates review their personal skills development plan (created in the first year of candidature) and reconsider their ongoing needs. Results in selection of modules from the HDR Skills Development Program for years two (and three); and identification of alternative sources of skills development opportunities. Sign off by supervisor required. Each candidate's updated skills development plan registered with the Graduate Research School.

**Objectives:** To support candidates to identify their strengths and weaknesses regarding research skills, and to identify opportunities to develop their skill set; to develop candidates' abilities to recognise and articulate their existing skill set and to negotiate the acquisition of additional skills relevant to their HDR candidature or to future employment opportunities; to provide a mechanism by which candidates can discuss their skills development needs with their supervisory team.

**(Vitae subdomains: B2 Self-management, 3 Professional and career development)**

**Semester 1: 17<sup>th</sup> May-19<sup>th</sup> May**

**Facilitator: Sharon McDonough  
(By invitation only)**



### **SDP B07 Writing boot camp**

Facilitated by the Graduate Research School or by individual Schools as required. Provides a space and a time in which candidates can work on writing tasks (thesis, publications) alongside others. Includes self-identification of clear targets with periodic brief meetings to report on goals, challenges and progress.

**Objectives:** To facilitate successful writing experiences and completion of writing tasks (theses, publications); to reduce isolation during thesis preparation.

**(Vitae subdomain: B2 Self-management)**



**Semester 1: 22<sup>nd</sup> May**  
*Webinar: Friday 24<sup>th</sup> May (3-5pm)*  
Facilitator: Wendy Wright



### **SDP C07 Demystifying thesis examination**

Two hour seminar/workshop facilitated by appropriate academic staff of the university in collaboration with the Graduate Research School. Explains the requirements for thesis submission and the processes involved of thesis examination, including discussion of possible examination outcomes. Discusses specific issues that examiners may look for in a thesis. Facilitated by an experienced thesis examiner.

Objectives: To provide clear information to candidates regarding the requirements for thesis submission; to inform candidates of the processes involved in thesis examination; to provide a forum for discussion regarding concerns regarding submission of the thesis; to ensure that candidates are aware of the possible outcomes of thesis examination.

***(Vitae subdomains: C2 Research management)***

**Semester 1: 29<sup>th</sup> May**  
*Webinar: TBC*

Facilitator: Student Careers and Employment



### **SDP B09 Career planning – recognizing your skills**

Two hour seminar/workshop facilitated by Student Connect in collaboration with the Graduate Research School. Builds on the HDR Skills Development Program. Candidates work with employment experts to identify and characterise their skills and interests and to explore career opportunities.

Objectives: To support candidates to identify and articulate their skill set (including the skills that they have developed during their HDR candidature and utilise these in: identifying suitable and rewarding career opportunities, applying for jobs and performing well in job interviews.

***(Vitae subdomain: B3 Professional and career development)***

**Semester 2: 4<sup>th</sup> September**  
*Webinar: TBC*

Facilitator: Student Careers and Employment



### **SDP B10 Career planning – resumes and the selection criteria**

Two hour seminar/workshop facilitated by Student Connect in collaboration with the Graduate Research School. Candidates work with employment experts to develop skills in writing resumes and addressing selection criteria.

Objectives: To support candidates who are seeking employment by developing their skills in creating resumes and applying for positions.

***(Vitae subdomain: B3 Professional and career development)***



### **SDP D07 Five minute thesis presentations**

Facilitated by the Graduate Research School. Opportunities available at the end of second semester each academic year. Candidates are invited to give a five minute presentation on their research project, providing an opportunity to demonstrate how their ideas and their projects have developed. Presenters gain experience of sharing their research in a succinct way with a supportive audience at an end-of-year function. HDR candidates who do not wish to present can attend as audience members – their role is to observe their peers and to provide feedback.

**Objectives:** To support candidates to develop effective oral communication skills; to encourage candidates to reflect on the characteristics of effective communication of their own and others' research projects; to celebrate success and achievements.

**(Vitae subdomain: D2 Communication and dissemination)**

**To be completed in second or third year**



### **SDP D06 Research seminar, 3MT or spoken conference presentation**

Compulsory for candidates in their second and third years. HDR candidates will present their research at:

- a School-based research seminar;
- an external conference or seminar;
- the FedUni Research Graduate School HDR conference or
- in the FedUni heats of the three-minute thesis (3MT) competition.

(The three minute thesis competition is an exercise in developing academic and research communication skills. HDR candidates who have completed their confirmation of candidature may participate. Candidates have three minutes to present a compelling oration on their thesis topic and its significance in language appropriate to a non-specialist audience. Winners of the FedUni competition will have the opportunity to represent the University at inter-university competitions.)

Evidence of participation in conferences or seminars is signed off by supervisors and lodged with the Graduate Research School.

**Objectives:** To support candidates to develop effective oral communication skills; to encourage candidates to take opportunities to develop their oral presentation skills and to become familiar with and experienced in oral presentation of their research and research outcomes; to provide candidates with the opportunity to compete in a well-known international competition; to showcase FedUni HDR research.

**(Vitae subdomain: D2 Communication and dissemination)**



## **SDP A06 Endnote training**

The Library provides training in the use of EndNote for managing and citing references when writing journal articles and your thesis. EndNote is a software tool that facilitates storage, organisation, annotation, citation and sharing of references.

Objectives: To provide HDR candidates with the knowledge and skills related to effective and efficient information and reference management; and to provide HDR candidates with training in the use of Endnote, a reference management system which facilitates searching, annotation and citation of references during writing projects.

***(Vitae subdomain: A1 Knowledge base)***