Higher Degree by Research
Candidate Skills Development Program

The HDR Candidate Skills Development Program (SDP) is delivered by Federation University's Graduate Research School.

PhD and Masters by Research candidates are required[1] to complete prescribed SDP sessions (including some core and some optional sessions as described below). Candidates who do not complete the required SDP sessions in their first (full time equivalent) year may be stopped from proceeding to Confirmation of Candidature until the SDP requirement has been met. 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 available within this document 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 of their degree; 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 Federation University'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 Research Centres in developing HDR candidates' transferrable skills.

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[1] for candidates who enrolled at Federation University after 1 January 2019

Core and optional

The HDR Skills Development Program includes core (compulsory) and optional sessions. Sessions identified as core are designed to support HDR candidates to meet their academic and personal goals, including timely completion. Core sessions also reflect the University's obligations according to the Higher Education Standards Framework[2] and align with best practice guidelines from the Australian Council of Graduate Research[3].

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

The HDR Skills Development Program is delivered flexibly to enable all HDRs candidates to participate. Delivery methods include live on-line webinars, recorded webinars and, where possible face-to-face seminars.

All candidates are encouraged to attend the live sessions (face-to-face or online) in order to foster networking opportunities and to take advantage of time available for questions and troubleshooting.

Access to recordings and online sessions, along with other online learning materials, is available via the SDP Moodle page. Each year's program is available from late February. Please contact Lauren James 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 sessions 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. Master 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.

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[2] 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.

[3] 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 the HDR Candidate Skills Development Program is a guided self-audit of skills development needs for each candidate, which takes place soon after enrolment. This audit is reviewed and revised each year.

The initial self-audit is undertaken during a core session (*SDP-B01* Transferrable Skills for Researchers). Candidates enrolling at times other than the beginning of the academic year will be able to access a recorded version of this session. Students revisit their self-audit in *SDPB04* Review of Skills Development Needs (core) and *SDP-B06* 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:
  a) progress successfully toward timely completion of their HDR program
  b) 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[4] (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 Federation University 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 Research Centres or externally.
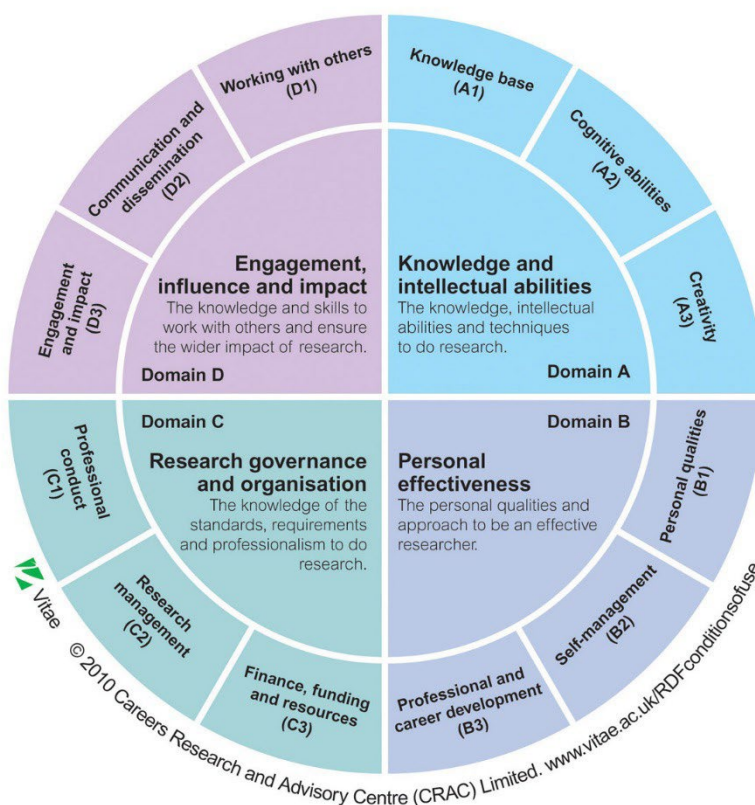

Figure 1. Vitae Researcher Development Framework

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[4] Vitae, © 2010 Careers Research and Advisory Centre (CRAC) Limited. https://www.vitae.ac.uk/rdf

Schedule

Sessions will be offered in weekly seminars/webinars.

	First year 5 core sessions (orange) + confirmation and at least 3 optional sessions (blue)	**Second year** 2 core sessions (orange)+ presentation and at least 2 optional sessions (blue)	**Third year** 1 presentation and at least 2 optional sessions (blue)
Semester One	C01-Graduate Research School orientation (Offered twice per year)	C05-Planning for timely completion (Offered twice per year)	B06-Review of skills development needs *(undertaken with supervisor/s)*
	B01-Transferrable skills for researchers (Offered twice per year)	B05-Constructing the thesis	C07-Demystifying thesis examination
	B02-Managing your time and staying healthy	B04-Review of skills development needs	B11-What's next!? (Life after HDR)
	C02-Support services for HDR candidates (Offered twice per year)	D04-Connection – how to create a support team	
	D01-Managing the supervisory (& other) research relationships	C04-Storing and managing your research evidence or data	
	C03-Preparing the ethics application	D03-Professional poster presentations	
	A02-Writing the literature review		
	A03-Preparing for confirmation of candidature-Offered twice		
Semester Two	A01-Research frameworks and methodologies	C06-Preparing a grant application	C09-Thesis submission – what you need to know
	D02-Presenting your research with confidence	D05-How to publish in journals safely and effectively (Library)	
	C10-Thesis incorporating publications	D10-Building your publications and CV	
	D07-Five-minute thesis presentations at end of year function		
Schedule varies	A05-Confirmation of candidature milestone	D06-Research seminar, 3MT or spoken conference presentation	D09-Research seminar, 3MT or spoken conference presentation
	C08-Research Integrity: Epigeum online (SDP and/or self-paced) Evidence must be provided (To register for this training please contact: research.integrity@federation.edu.au		
	A06-Endnote training conducted by Library counted as 1 optional session. Evidence must be provided.		
	A04-Setting up the thesis in Word (available via Moodle)		

SDP Schedule of Requirements for 1st Year, 2nd Year and 3rd Year Candidates

Masters by Research candidates must complete:
Year 1
A total of 5 core and at least 3 optional sessions (plus confirmation of candidature). Minimum of Orientation and Research Integrity prior to confirmation.

Year 2
3 core and at least 2 optional sessions (from 2nd or 3rd SDP sessions)

PhD candidates must complete:
Year 1
 A total of 5 core and at least 3 optional sessions (plus confirmation of candidature). Minimum of Orientation, Research Integrity plus 1 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

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 Lauren James for advice.
Objectives: various.
(Vitae subdomain: various)

Pre-Confirmation of Candidature

The sessions listed in this section are targeted for candidates in their first year (full time equivalent) but are open to all.

SDP C01 **Graduate Research School orientation**

The Graduate Research School provides this introduction to HDR at Federation University in a face-to-face setting at each of the three main Victorian campuses. This session runs from 10:00am – 3:00pm with a lunch break. 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 Research Centres and of the Graduate Research School. Includes introductory guidance regarding research integrity and ethics, thesis preparation, submission and examination. Introduces the Federation University HDR Skills Development Program and the concept of the of skills audit.

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)

SDP B01 **Transferable skills for researchers**

Two-hour seminar/webinar 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 session, 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)

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

Two-hour seminar/webinar 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)

SDP C02 **Support services for HDR candidates**

Two-hour seminar/webinar 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)

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

Two-hour seminar/webinar facilitated by 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)

SDP A01 **Research frameworks and methodologies**

Two-hour seminar/webinar facilitated by 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)

SDP A02 **Writing the literature review**

Two-hour seminar/webinar facilitated by 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)

SDP A03 **Preparing for Confirmation of Candidature**

Two-hour seminar/webinar facilitated by 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)

SDP C08 **Research Integrity**

Comprised of a suite of online modules created by Epigeum, this package presents the knowledge and skills you need to undertake research with integrity. Each module introduces and informs HDR candidates about their responsibilities and obligations under the Australian Code for the Responsible Conduct of Research (2018). It is a requirement that all probationary HDR candidates enrolled after 1 January complete the Research Integrity package (all modules) prior to confirmation. Please contact research.integrity@federation.edu.au for access to the online package or access via SDP Moodle
(Vitae subdomain: C1 Professional Conduct)

SDP C03 **Preparing the ethics application**

Two-hour seminar/webinar facilitated by the Chair of the Federation University 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.

<u>Objectives</u>: 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)

SDP D02 **Presenting your research with confidence**

Two-hour seminar/webinar 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.

<u>Objectives</u>: 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)

SDP C10 **Thesis Incorporating Publications**

This session provides HDR candidates with information focussing on a thesis format which is becoming more widely accepted at Australian Universities.

This one-hour session will answer questions such as:

- What is the difference between a traditional thesis, a thesis by publication and a thesis incorporating publications?
- Which of these thesis formats are accepted at Federation University?
- What are the pros and cons of the various thesis formats?
- And much more…

(Vitae subdomain: C2 Research Management)

SDP D07 **Five-minute thesis presentations**

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 succinctly and professionally 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. Facilitated by the Graduate Research School.

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)

SDP A05 **Confirmation of Candidature milestone**

Compulsory. Candidate completes their Confirmation of Candidature (CoC), and uploads evidence of successful completion to the SDP Moodle page. The schedule on page 5 of this document outlines the SDP requirements which must be completed prior to your 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)
The sessions listed in this section are targeted for candidates in their second year (full time equivalent) but are open to all.

SDP C05 **Planning for timely completion**

Two-hour seminar/webinar facilitated by 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)

SDP B05 **Constructing the thesis**

Two-hour seminar/webinar facilitated by 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)

SDP B04 **Review of skills development needs**

In this seminar candidates will create or review their personal skills development plan and identify their current needs. This process should result in selection of modules from the HDR Skills Development Program for years two (and three); and identification of alternative sources of skills development opportunities. Each candidate's updated skills development plan will then be uploaded to Moodle, via the "Requirements" section for this seminar.
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 identify and prioritise their evolving skills development needs.
(Vitae subdomains: B2 Self-management, 3 Professional and career development

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

Two-hour seminar/webinar 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)

SDP C04 **Storing and managing your research evidence or data**

Two-hour seminar/webinar facilitated by the Library and IT Services in collaboration with the Graduate Research School. Library staff will provide advice, tools and techniques related to the management of research evidence or data. This session is suitable for candidates researching in all disciplines including both Humanities and Social Sciences (HASS) and Science, Technology, Engineering and Mathematics (STEM). The session covers best practises for storage and backup of research evidence, data and documents and considers more broadly the management, storage and sharing of research evidence.

Objectives: To provide HDR candidates with the knowledge and skills to assist them in the management, storage and sharing of research evidence; 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)

SDP D03 **Professional poster presentations**

Two-hour seminar/webinar 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)

SDP C06 **Preparing a grant application**

Two-hour seminar/webinar facilitated by appropriate staff of the university in collaboration with the Graduate Research School. Introduces candidates to the concepts of applying for grants through a university. Provides insights into the identification of suitable funding sources and discusses proposal preparation from both the grant seeking and grant making perspectives. Presents various types of grants and the approval and audit processes involved.

Objectives: To develop candidates' skills in identifying funding sources and preparing compliant 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 **How to publish in journals safely and effectively**

Two-hour seminar/webinar facilitated by the Library. The library provides an overview of the many options available for publishing your research and helps candidates identify suitable and credible journals for publication of their research. Opportunities to enhance the 'Engagement and Impact' of your research are also highlighted. Metrics associated with your publications, the value of an ORCID, Open Access and repositories, journal rankings and citation reports are all addressed. 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)

SDP D10 **Building your publications and CV**

Two-hour seminar/webinar facilitated by the Graduate Research School. Provides and overview of how to improve your publication outputs, the quality of journals in which you are published and how to write an academic curriculum vitae (C.V.). Content will include, increasing publication outputs, leveraging networks, improving your citation indices, choosing a journal, getting an editor's attention, response to review, how to set out an academic C.V elements to include for maximum impact.

Objectives: To provide tools and instruction on increasing publication volume and quality of journals in which publications are accepted. To provide guidance building an academic C.V.

(Vitae subdomain: B4 Professional and career development, D2: influence and impact)

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 succinctly and professionally 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)

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

Compulsory for candidates in their second year. HDR candidates will present their research at:
- a Research Centre or Institute based research seminar;
- an external conference or seminar;
- the Federation University Research Graduate School HDR conference <u>or</u>
- in the Federation University 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 Federation University 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 Federation University HDR research.
(Vitae subdomain: D2 Communication and dissemination)

Post Confirmation (Third Year)

The sessions listed in this section are targeted for candidates in their third year (full time equivalent) but are open to all.

SDP C07 **Demystifying thesis examination**

Two-hour seminar/webinar 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)

SDP B11 **What next!? (Life after HDR)**

Two-hour seminar/webinar facilitated by the Graduate Research School. While it might not feel like it at times, your HDR Candidature *will* eventually draw to a close! Have you thought about what might be next for you? The HDR cohort at Federation University is highly diverse, and this session caters for everyone, from those considering a post-HDR career in academia or industry, to those who are already happily employed, to those who may be transitioning to retirement - and everything in between. We'll explore how and where HDR graduates can find opportunities to apply the high level research skills developed during HDR candidature, in the workplace or in the community, or both! Come along and start to think about life after HDR!

(Vitae subdomains: B2 Self-management and B3 Professional and career development)

SDP C09 **What you need to know about thesis submission**

Two-hour seminar/webinar facilitated by the Graduate Research School. This session aims to take the stress and confusion out of the administrative processes which surround thesis submission, leaving you with more headspace for thesis completion. We'll work through matters including final formatting of the thesis, required inclusions (e.g. acknowledgement of funding sources etc.), your obligations regarding the Copyright Act (1968) and Federation University's policies and rules relating to Copyright and Intellectual Property. Avoid errors and confusion, come and find out what you need to know!

(Vitae subdomain: C2 Research Management)

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)

SDP B06 **Review of skills development needs**

Self-directed and conducted with supervisor's input. Candidates review their personal skills development and career development needs. This exercise should lead to a developmental plan for the final year of study. The candidate's skills development plan can be uploaded via the HDR Skills Development program Moodle, which will enable this session to be recognised as an optional completion.

Objectives: To support candidates to prepare for the end of their candidature and be ready for what lies ahead; be ready for 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)

SDP D09 **Research seminar, 3MT or spoken conference presentation**

Compulsory for candidates in their third year. HDR candidates will present their research at:

- a Research Centre or Institute based research seminar;
- an external conference or seminar;
- the Federation University Research Graduate School HDR conference or
- in the Federation University 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 Federation University 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 Federation University HDR research.

(Vitae subdomain: D2 Communication and dissemination)

<u>Sessions suitable for candidates at any point in candidature</u>

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.

<u>Objectives</u>: 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)

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.

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

(Vitae subdomain: A1 Knowledge base)