HDR workshop outline

Series 1 – Starting off

This series constitutes a university-wide induction program for HDR candidates, introducing the steps involved in candidature, Deakin's research profile, facts, figures and important information, an introduction to conducting research, and the skills you will need for finding, managing, monitoring and organising information from the literature and other sources.

Series	Topic	Host	Includes
Start-1	Outline of candidature	DR	Welcome; outline of candidature; procedures and processes.
Start-2	Deakin's HDR landscape	DR	Facts and figures about HDR candidature; Deakin's research profile.
Start-3	The nature of research	DR	Approaches to doing research; what you might expect to encounter; managing your supervisor; supervisor and HDR Coordinator roles.
Start-4	Stuff you need to know	DR	Ethics requirements; publishing; thesis formats.
Start-5	Information discovery (90 mins)	Lib	Developing and recording strategies to effectively and comprehensively search for literature; discovering authoritative information sources, including journal collections, theses, dissertations, and research data etc.
Start-6	Tracking authors and papers	Lib	Focusing literature search by using citation databases to track key authors, papers and research ideas in your fields of interest; interdisciplinary and disciplinary specific tools for tracking citations.
Start-7	Data management (90 mins)	Lib	Principles and tools to manage research data; trends related to sharing and publishing research data; Deakin University's systems to store, manage and share research data.
Start-8	Managing references and sources (EndNote for PC or Mac)	Lib	Techniques to collect, organise and manage resources for your research. Topics include creating an EndNote Library, selecting referencing styles, adding references, importing citations, attaching files, using Cite While You Write and basic editing of an in-text reference.

Series 2 – Human Ethics workshops

If your research involves working with humans (e.g. interviews, surveys) or human tissue, you will need ethics approval, and prior to applying for ethics approval you must pass an online quiz. These workshops will provide you with all the information you need to pass the quiz.

Series	Topic	Host	Includes
Ethics-1	Human Research Ethics Seminar	HEU	The National Statement on Ethical Conduct in Human Research (2007) and its 4 guiding principles; the ethics process at Deakin including the eligibility criteria and submission requirements for negligible, low and higher risk research. Outcomes of the various review processes; how to avoid some common pitfalls; where to find additional resources.
Ethics-2	Low Risk Research Ethics Workshop	HEU	How to determine if your project is low risk; the process for applying for ethics approval; Faculty ethics review bodies; completing the Low Risk Research form; keys to a successful application.
Ethics-3	NEAF Workshop	HEU	All higher-than-low-risk human research ethics applications require that researchers submit the National Ethics Application Form (NEAF). Setting up a NEAF user account, creating new proposals and navigating through the NEAF. Guidance for difficult questions in the NEAF and some helpful hints for making the most of the form.

Series 3 – Preparing for Confirmation

This series is intended to prepare you for the important step of Confirmation of Candidature, with information about the requirements, and advice on developing the various components of your confirmation document and presentation.

Series	Topic	Host	Includes
Conf'n-1	The Confirmation process	DR	Rationale for undergoing confirmation; timing of confirmation; benefits for the candidate; what you will be required to do.
Conf'n-2	Your literature review	DR	The importance of writing a good literature review; how to approach the task; what are the features of a good critical literature review; structure.
Conf'n-3	Your Research Question	DR	How to develop a sound research question; traps to avoid; evolution of the question(s).
Conf'n-4	Planning your research	DR	The importance of having a sensible research plan; suggestions on how to approach planning; sticking to your plan; maintaining and updating the plan.
Conf'n-5	Time management	DR	Tips for working efficiently and making good progress on your research project
Conf'n-6	Where to publish: quality, reputation, impact (90 mins)	Lib	Scholarly publishing issues and opportunities; developing strategic and effective publishing strategies, including open access publishing and

			methods of evaluating the quality of scholarly publication.
Conf'n-7	Presentation skills 1: preparing slides	DR	What to put into a presentation and what to leave out; important tips for preparing attractive slides.
Conf'n-8	Presentation skills 2: Delivery	DR	How to prepare well; dealing with nerves; tips for good delivery; dealing with question time.
Conf'n – 9	Taking control: managing copyright and IP	Lib	Strategies to manage copyright of your research output, including your thesis; and your rights as an author; University resources and support to help you make informed decision about the management of intellectual property.

Research integrity workshop

Research integrity training is compulsory for all HDR candidates, and must be completed before your Confirmation. Either attend this workshop, or complete the online module and quiz in CloudDeakin. This one is a standalone 3-hour workshop, not part of a series.

Series	Topic	Host	Includes
Integrity	Research Integrity	DRI	Why is research integrity important, and what are the basic rules? Considerations of copyright, data management, authorship, and plagiarism. Where to get advice when research misconduct is suspected.

Series 4– Reaching the end and reaching out

This series is aimed at people in the middle and late stages of candidature, with information about developing your profile as a researcher, planning a career, and approaching thesis submission and examination.

Series	Topic	Host	Includes
Reach-5	Networking principles	DR	Essential reasons for building your networks; the benefits – sometimes remarkable – of strong networks; basic principles to understand and follow.
Reach-6	Networking strategies	DR	How to go about building networks; making the most of opportunities at conferences; capitalising on visits and visitors.
Reach-7	Examination processes and outcomes	DR	The formal steps of submitting your thesis and the examination process; how long it will take and what (statistically) are the likely outcomes.
Reach-8	Completing your thesis	DR	Advice on how to approach the final stages of writing your thesis; managing yourself and your supervisors during this intense phase.
Reach – 9	The connected researcher	Lib	Developing and managing your online presence; using social media, blogs and

			tweets for professional purposes and to enhance your academic profile; how to increase the discoverability and impact of your research, and ways to share your research responsibly by using academic and social networking sites.