



HDRhub Frequently Asked Questions

Topic	Question	Answer
ABS codes	My Australian Bureau of Statistics (ABS) codes need to be changed. How do I do this?	The ABS codes can be revised if necessary, as part of the Research Proposal, Progress Review and Examination workflows.
ACRI9000	The Academic Conduct and Research Integrity (ACRI9000) unit appears as “outstanding” in my list of milestones and goals	<p>All students with a current HDRhub account will see the ‘Academic Conduct and Research Integrity (ACRI9000)’ unit in their list of Milestones and Goals.</p> <ul style="list-style-type: none"> • If you enrolled prior to April 2021 you are not required to complete ACRI9000. You can mark this goal as “no longer required”. • If you completed ACRI9000 in the past and have already provided GRS with evidence of that completion you should mark this goal as “completed”. There is no need to upload the ACRI9000 completion certificate if you have previously provided it to the GRS • If you have completed ACRI9000 recently but you have not previously provided the ACRI9000 completion certificate to the GRS, please upload the certificate and mark the goal as “completed”.
Advisory Panel	Where do I enter details about my Advisory Panel into HDRhub?	<p>There is no designated field in the current version of HDRhub for details about a student’s Advisory Panel.</p> <p>A student can upload a document in the File Upload function to record membership of their Advisory Panel:</p> <ol style="list-style-type: none"> 1. Log in to HDRhub 2. Click on “My Project” 3. Click on “File Upload” 4. Follow the prompts. <p>The student can also use the Supervision Meetings function to record details of Advisory Panel meetings:</p> <ol style="list-style-type: none"> 1. Log in to HDRhub 2. Click on “My Project” 3. Click on “Supervision meetings” 4. Follow the prompts, adding additional attendees in the meeting notes.

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Annual Progress Report/Progress Review – due date	When is my Annual Progress Report due?	Annual Progress Reports are now called <i>Early Candidature, Mid-Candidature</i> and <i>Late Candidature</i> Progress Reviews. A Progress Review is due each year on the anniversary of your enrolment, except for periods of suspension. The date will be pushed out to account for periods of suspension but cannot be changed otherwise. Therefore, please allow sufficient time for your supervisor and Graduate Research Coordinator to review your report and make a recommendation on whether you are permitted to re-enrol.
Annual Progress Report/Progress Review - submit	How do I submit my Annual Progress Report?	Annual Progress Reports are now called <i>Early Candidature, Mid-Candidature</i> and <i>Late Candidature</i> Progress Reviews. 1. Log in to HDRhub. 2. Click on “My Project” . 3. Click on “Progression” 4. Click on “Progress Review and Confirmation of Candidature”. 5. Click on “Create New Application” HDRhub will present you with a form for your next Progress Review. Follow the prompts.
Change of course	I want to change from my current HDR course into another one, for example to upgrade from a master to a doctorate, downgrade from a doctorate to a master or change between two HDR courses at the same level. What should I do?	Please note that changing course may affect your entitlement to any scholarship that you may have been awarded. Please check the Conditions of any scholarship you hold. To apply for a change of HDR course: 1. Log in to HDRhub 2. Click on “My Project” 3. Click on “Candidature Management” 4. Click on “Change of Course” and follow the prompts

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Change of enrolment between full-time and part-time	I want to change my enrolment between full-time and part-time. What should I do?	<p>Note that:</p> <ul style="list-style-type: none"> • Changes of enrolment between full-time and part-time will normally be approved for whole teaching periods only (see “teaching periods”). • When you are enrolled full-time you are expected to spend at least 30 hours per week on your HDR. • If you are in receipt of a stipend scholarship you may only continue to receive your scholarship for part-time enrolment if there are documented health or carer reasons that prevent you being enrolled full-time. Part-time scholarships are taxable. • If you are an international student on a student visa you are not permitted to be enrolled part-time. <p>To apply for a change of enrolment between full-time and part-time:</p> <ol style="list-style-type: none"> 1. Log in to HDRhub 2. Click on “My Project” 3. Click on “Candidature Management” 4. Click on “Start a new Application” 5. Click on “Change of Enrolment Type” and follow the prompts.
Coordinating Supervisor – delegating signing authority to another person	If the Coordinating Supervisor is away can someone else approve forms in HDRhub instead?	<p>No. The role of Coordinating Supervisor (or Principal and Coordinating Supervisor) is important and specific. The authority of this role cannot be delegated to another person.</p> <p>In the case of a planned long absence that will prevent the Coordinating or Principal and Coordinating Supervisor accessing HDRhub a change of supervision can be submitted in advance to change the Coordinating Supervisor role to one of the other eligible supervisors. The student should:</p> <ol style="list-style-type: none"> 1. Log in to HDRhub 2. Click on “My Project” 3. Click on “Candidature Management” 4. Click on “Start a new Application” 5. Click on “Change of Supervisor or School” and follow the prompts. <p>In the case that the Coordinating or Principal and Coordinating Supervisor is unexpectedly unable to fulfil their role for several weeks and there is an urgent matter to be addressed, the student should contact their Graduate Research Coordinator (GRC) in person or by email, and request the GRC to email Enquiry-GRS@uwa.edu.au asking the GRS to intervene in the workflow. The GRS will intervene in a workflow at its discretion, only at the written request of the GRC, and only in cases of genuine urgency. The GRS will record the request in the student’s electronic file.</p>

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Coursework	I would like to enrol in some coursework units as part of my PhD or MPhil. What should I do?	<p>You may, with the approval of your school and the GRS, enrol in up to 24 points of coursework units as part of your PhD or MPhil, or you may be approved to enrol concurrently in a micro-credential, certificate or diploma course at this University provided that:</p> <ul style="list-style-type: none"> (a) the concurrent program is not one for which the University receives Commonwealth Government funding; and (b) tuition fees for the concurrent program are in addition to any tuition fees for your HDR and are not covered by tuition fee scholarships awarded by the University for your HDR; and (c) you may be required to withdraw or suspend enrolment in the concurrent program if you do not make satisfactory progress in your HDR course – suspensions and extensions in your HDR course will not be approved to accommodate a concurrent course; and (d) you must not be enrolled in a concurrent program in the year that your HDR thesis is due. <p>You are not permitted to enrol in a course leading to a qualification at another university.</p> <p>To apply for enrolment in coursework units or a concurrent course:</p> <ol style="list-style-type: none"> 1. Log in to HDRhub 2. Click on “My Project” 3. Click on “Coursework” 4. Click on “Create New Application” and follow the prompts.

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Ethics approval	I have ethics approval from an external body for my research. Do I still need to get approval from a UWA ethics committee?	<p data-bbox="1093 137 2134 292">Yes. If your research involves human participants or their data (including surveys) or the use of animals or their tissue, it is likely to require approval from a human research ethics committee (HREC) or animal ethics committee (AEC). All UWA students must obtain approval from the relevant committee <u>at UWA</u>. Failure to do so will result in you not being able to include that work in your thesis.</p> <p data-bbox="1093 331 2134 523">You must ensure that all necessary approvals from UWA ethics and other committees have been obtained prior to commencing any research that requires such approval. This applies even if the research will be conducted externally to UWA, eg at another local institution, interstate or overseas. If you have secured ethics approval from another agency or institution, this may only require endorsement of the external agency's approval by the UWA AEC or the UWA HREC committee but it MUST be in place before you commence your research.</p> <p data-bbox="1093 563 2096 619">Once you have obtained the relevant UWA approval please upload the approval notification into the FILE UPLOAD facility in HDRhub:</p> <ol data-bbox="1093 627 2063 786" style="list-style-type: none"> 1. Log in to HDRhub 2. Click on "My Project" 3. Click on "File Upload" and follow the prompts 4. If your Research Proposal has been approved subject to ethics approval email enquiry-grs@uwa.edu.au so that the status of your Research Proposal can be updated.

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Examination – Nomination of Examiners	How do I submit a Nomination of Examiners form in HDRhub?	<p>The Nomination of Examiners form can be initiated by the Coordinating Supervisor or Principal and Coordinating Supervisor only. It cannot be initiated by the student or one of the other supervisors.</p> <p>The examination process in HDRhub is sequential and starts with the student submitting the Intention to Submit form (this appears in the milestone list as “Notice to Submit”):</p> <ol style="list-style-type: none"> 1. Log in to HDRhub. 2. Click on “My Project” 3. Scroll down to “Examinations” 4. In the box that says “Would you like to create an examination record?” Click “Start” 5. Follow the prompts <p>When the Intention to Submit has been approved, the Coordinating or Principal and Coordinating Supervisor will receive an email informing them to lodge a Nomination of Examiners in HDRhub.</p> <p>The Coordinating or Principal and Coordinating Supervisor will then:</p> <ol style="list-style-type: none"> 1. Click on the link to the form in the email 2. Click on “Start” 3. Follow the prompts. <p>If the “Intention to Submit” has been approved but the notification email has been mislaid the Coordinating or Principal and Coordinating Supervisor can access the Nomination of Examiners form directly through the student’s project in HDRhub</p>

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Extension of candidature	I will not be able to submit my thesis by the due date and wish to apply for an extension of candidature. What should I do?	<p>1. Log in to HDRhub 2. Click on “My Project” 3. Click on “Candidature Management” 4. Click on “Start a new Application” 5. Click on “Extension” and follow the prompts.</p> <p>When you are applying for an extension it is important to develop a realistic timeline, with firm dates to which you and your supervisors can commit.</p> <p>Please note that extensions of candidature for international students do not normally result in provision of a new Confirmation of Enrolment (CoE) to enable an extension of student visa. Most international students will need to make arrangements to continue candidature offshore.</p> <p>If possible, submit the application for extension at least three weeks prior to your thesis due date.</p> <p>Please note that changes of enrolment, including suspensions, will not be approved during extensions of candidature.</p> <p>When your application for extension is approved your thesis due date “Maximum Submission Date” will change automatically in HDRhub. However, the dates of other examination milestones, Notice to Submit/Intention to Submit, and Nomination of Examiners, will not change automatically. Do not be concerned about this - there will be no effect on your candidature.</p>
Extension of scholarship	I need to apply for an extension of my scholarship/s. What should I do?	<p>First, check the Conditions of your scholarship (provided to you with the offer of scholarship) to determine your eligibility for extension.</p> <p>After you have checked that you are eligible for an extension of scholarship, log in to HDRhub, click on “My Project”, click on “Candidature Management”, click on “Start a new Application”, select “Extension” and follow the prompts.</p> <p>If possible, submit the application for extension at least four weeks prior to the current end date of your scholarship to avoid a gap in your payments.</p>

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External enrolment	I want to apply for external enrolment. What should I do?	<p>First, check your eligibility for external enrolment and discuss with your supervisors.</p> <p>HDR Students wishing to apply for external enrolment must meet the conditions for external enrolment. Please refer to https://handbooks.uwa.edu.au/coursedetails?id=cr1428#rules for PhD; see https://handbooks.uwa.edu.au/coursedetails?id=cr1427#rules for Masters by Research and the conditions of any relevant scholarship.</p> <p>International students on student visas may not be approved for external enrolment within Australia.</p> <p>If you wish to proceed with an application for external enrolment:</p> <ol style="list-style-type: none"> 1. Log in to HDRhub 2. Click on “My Project” 3. Click on “Candidature Management” 4. Click on “Start a new Application” 5. Click on “Change of Attendance Mode” and follow the prompts. <p>You and your supervisors will need to provide a detailed plan for your activities and supervision while enrolled externally.</p>
Graduate Research Coordinator – changing	Can a student or supervisors request to change their Graduate Research Coordinator (GRC)?	<p>No. The role of the GRC is important and specific. The GRC is assigned by the Graduate Research School to a cohort of students, and there is no provision for students or supervisors to request ad hoc changes.</p> <p>The sole exception is where a GRC has been assigned to a student for whom they are a supervisor, because it is not appropriate for the GRC to be a member of the supervision team. In that case, the GRC should email Enquiry-GRS@uwa.edu.au and advise of the need for appointment of a different GRC for that student. In many cases the Head of School will be the replacement GRC.</p> <p>If a decision is made in the school that the role of GRC should change for a cohort of students, the Head of School must initiate a request via the Nomination of GRC workflow:</p> <ol style="list-style-type: none"> 1. Log in to HDRhub. 2. Click on “My Record” 3. Scroll to “Graduate Research Coordinator” 4. Select “Nomination of GRC” and follow the prompts.

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Head of School – delegating authority to another person	If the Head of School is away can someone else approve forms (for example for the Supervisor Register) in HDRhub instead?	<p>No. The role of Head of School is important and specific. It is informed by a data feed from the University’s HR system. HDRhub cannot temporarily delegate approval authority to another person, for example an acting Head of School.</p> <p>In a case that the Head of School is unexpectedly unable to fulfil their role for several weeks and there is an urgent matter to be addressed in HDRhub, the Acting Head of School should email Enquiry-GRS@uwa.edu.au asking the GRS to intervene in the workflow. The GRS will intervene in a workflow at its discretion, only at the written request of the Acting Head of School, and only in cases of genuine urgency.</p>
Intellectual Property - data	Is a student obliged to make their data available to their supervisors if requested?	<p>Yes. The student owns the IP but does not have the right to withhold access to the data. You should develop a data storage and management plan in discussion with your supervisors and record this in your Research Proposal.</p> <p>You could also record your data storage and management plan in the File Upload facility in HDRhub:</p> <ol style="list-style-type: none"> 1. Log in to HDRhub 2. Click on “My Project” 3. Click on “File Upload” 4. Follow the prompts. <p><i>University Policy on: Code of Conduct for the Responsible Practice of Research</i></p>

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Intellectual Property - meaning	There are questions in some of the milestones and forms about Intellectual Property. What does this mean?	<p>The questions about Intellectual Property (IP) are not only about commercialisation. They apply much more broadly than that.</p> <p>IP is essentially anything a person has created, regardless of whether it is of commercial interest. IP includes, but is not limited to, ideas, text, tables, spreadsheets, images, code, analysis, designs ...</p> <p>Under the <i>University Policy on: Intellectual Property</i>, students own the IP that they produce unless they have signed a student deed or agreement to assign their IP to the University or an external party.</p> <p>We ask the questions about IP because If there is an expectation or agreement with an external party about IP produced by a student then action needs to be taken to document and facilitate this.</p> <p>Common examples of IP considerations affecting students are agreements that:</p> <ul style="list-style-type: none"> • the student will seek permission before submitting their thesis; publishing their work; and/or disseminating their work • work produced by the student will be published • work produced by the student will be confidential • IP or data produced by the student will be provided to an external party • IP produced by the student will be assigned to an external party.
Intellectual Property - ownership	If there is no agreement with a student to publish their work, and the student has not assigned their IP, can a supervisor publish the work without the student's permission?	<p>No. Under the <i>University Policy on: Intellectual Property</i>, students own the IP that they produce unless they have signed a student deed or agreement to assign their IP to the University or an external party.</p> <p>If you have signed a student deed or other agreement you should store this in the file upload facility in HDRhub:</p> <ol style="list-style-type: none"> 1. Log in to HDRhub 2. Click on "My Project" 3. Click on "File Upload" 4. Follow the prompts.

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Interim Report	What is an Interim Report?	<p>An Interim Report is a brief progress report that can be used to provide an update on a wide range of circumstances. For example, the purpose of an Interim Report might be to report on progress towards sorting out a particular problem, achievement of development activities or decisions about research direction. Students who are enrolled externally are normally asked to provide Interim Reports regularly. Some students volunteer to submit regular Interim Reports to to help them manage their time and provide extra structure for their candidature.</p> <p>Because Interim Reports are used for a wide range of circumstances the questions in the form are general, and in completing an Interim Report it is important to address explicitly the reason that the Report was requested.</p> <p>To submit an Interim Report:</p> <ol style="list-style-type: none"> 1. Log in to HDRhub. 2. Click on “My Project” 3. Scroll down to “Interim Report”, which is just below “Progression” 5. Click on “Create New Application” and follow the prompts.
Leave -annual	Do I need to apply for annual leave of less than four weeks within Australia?	<p>You do not need approval from the Graduate Research School of annual leave of less than four weeks within Australia, but you do need to notify and seek approval from your supervisors.</p> <ol style="list-style-type: none"> 1. Log in to HDRhub 2. Click on “My Project” 3. Click on “Absence without Suspension” <p>You will see a summary record called “Absence without Suspension Overview”, noting that HDRhub records start only in June 2022. It does not include annual leave taken before then.</p> <ol style="list-style-type: none"> 4. Click on “Start a new Absence without Suspension Request” 5. Read the information and follow the prompts
Log in details - sharing	Am I allowed to share my log – in details with another person to view or undertake activities in HDRhub?	<p>No. Your log in details are for you alone. Private, secure log-ins are an important security measure, and access to University systems by staff, students and affiliates is conditional on compliance with security rules. You must not share your log in details with anyone else.</p>

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Log in problems - student	I am a current student but I am unable to log in to HDRhub	<p>If you are currently enrolled in a course managed by the GRS and have activated your PHEME account you have an account in HDRhub and you should be able to log in using your student PHEME credentials. You will not be able to log into HDRhub with staff login details.</p> <p>If you had commenced the examination process by submitting a Nomination of Examiners form or your thesis before 1.06.22 your details were not migrated into HDRhub and you do not have a student account in the system. Your thesis examination and remaining processes will continue to be managed via previous process.</p> <p>If you are a very new student, you may have to wait up to 24 hours between activating your PHEME account and being able to log in to HDRhub.</p> <p>Before contacting the GRS:</p> <ol style="list-style-type: none"> 1. Check that your student PHEME account is active and your password is up to date https://www.pHEME.uwa.edu.au/ 2. Check your enrolment status in studentConnect 3. Check whether your browser might be autofilling different login details. If this is the case you can clear your browsing data using CTRL + SHIFT+DELETE https://student.sims.uwa.edu.au/connect/webconnect 4. Try this: Log in to Hdrhub incognito. <p>In Chrome, either: 1. click on the three dots on the top right hand corner and select “New Incognito Window”; or 2. Enter Ctrl + Shift +N (Mac is  + Shift + n). Then try to log in as before.</p>

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Log in problems - supervisor	I am an academic staff member of UWA and am I unable to log in to HDRhub	<p>If you are an internal, UWA staff supervisor of a student currently enrolled in a course managed by GRS you have an account in HDRhub and you should be able to log in using your Pheme credentials.</p> <p>Before contacting GRS:</p> <ol style="list-style-type: none"> 1. Check that your Pheme password is up to date https://www.pheme.uwa.edu.au/ 2. Check whether your browser might be autofilling different login details. If this is the case you can clear browsing data using CTRL + SHIFT+DELETE. 3. Try this: Log in to Hdrhub incognito. <p>In Chrome, either: 1. click on the three dots on the top right hand corner and select “New Incognito Window”; or 2. Enter Ctrl + Shift +N (Mac is ⌘ + Shift + n). Then try to log in as before.</p> <p>If you have Honorary or Visitor status at UWA and are a supervisor of a student currently enrolled in a course managed by GRS an account can be created in HDRhub for you. Email enquiry-grs@uwa.edu.au. To help us to expedite our response, please provide in your message the name and if possible student ID of the student/s for whom you are a supervisor.</p> <p>If you are an external, non-UWA supervisor of a student currently enrolled in a course managed by GRS an account can be created for you. Email enquiry-grs@uwa.edu.au To help us to expedite our response, please provide in your message the name and if possible student ID of the student/s for whom you are a supervisor.</p>

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Milestones - dates	My milestone due dates in HDRhub look strange. What is going on?	<p>HDRhub calculates milestone due dates according to a formula. This is different than the previous system, in which dates were entered manually. The formula in HDRhub is complicated by prior candidature (ie previous enrolment by the student in a different HDR course at this or another university), changes between full-time and part-time candidature, and suspensions.</p> <p>There have been some other changes:</p> <ul style="list-style-type: none"> • Progress Reviews are no longer due during periods of suspension, and they are pushed back automatically by periods of suspension. • Confirmation of Candidature is now aligned with either your first Progress Review (FT students) or your second Progress Review (PT students). For students who have changed between FT and PT before submitting their Confirmation of Candidature, it will be aligned with the closest Progress Review. <p>This means that there may be some discrepancies between your milestone due dates in studentConnect and HDRhub, especially in past dates.</p> <p>This is not cause for concern unless: there are serious anomalies in the due dates of future milestones that cannot be explained by the above; or there is a discrepancy of more than one month in your thesis due date.</p>
Milestones – need an extension	I may not be able to submit my Research Proposal, Progress Review or Interim Report by the due date. Can I get an extension?	No. Milestone due dates cannot be replanned ad hoc. The milestone will remain due until it is completed. Failure to complete milestones within a reasonable time may compromise your continued enrolment. If you have milestones outstanding as of 1 st December you will miss the automatic re-enrolment for the following year.
Milestones – non-submission	If I don't submit a milestone will my enrolment be affected?	Yes. Satisfactory completion of academic milestones is a condition of your continued enrolment. If you have milestones or debts to the University outstanding as of 1 st December you will miss automatic re-enrolment for the following year. Your candidature will be reviewed, and you may be liable for a late enrolment fee.

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Milestones and forms – tracking and outcomes	What happens to my milestone or form in HDRhub after I submit it?	<p>When you submit a milestone or form in HDRhub the system will automatically escalate it to your Coordinating Supervisor for comment and endorsement. Your other supervisors will also be able to view the content.</p> <p>When your Coordinating Supervisor completes their part of the milestone or form the system will automatically escalate it to your GRC. When your GRC has completed their part of the milestone or form the system will escalate it to the Graduate Research School.</p> <p>Prior to completing their part, your Coordinating Supervisor may return the form to you for more information.</p> <p>You can track every stage of the process by clicking on the milestone or form.</p> <p>When the Graduate Research School has completed their part of the process HDRhub will send you a notification by email inviting you to check in HDRhub for the outcome.</p>
Milestones and goals - status	My Project in HDRhub is showing milestones or goals as “outstanding” that I have already completed. What should I do?	<p>You may see some milestones and goals, for example “GRS Online Induction” that you have already completed but are listed as “outstanding” in HDRhub. They are listed like this because there is no current system record of their having been completed. For some of these, you can update them in the system as “completed” if you have already met them or “no longer required” if that is the case.</p> <p>Click on the item and scroll to the bottom of the page to see what level of approval is required to update it. “Manual Confirmation from HDR Candidate” means that you can update it yourself. Click on “Submit Evidence of Completion” and follow the prompts. If you are asked to enter a comment please do so, for example “Completed 2019”. For most goals there is no requirement to upload a document as evidence of completion – but please see separate information about ACRI9000.</p> <p>Some milestones, such as Progress Reviews, can only be recorded as “completed”, when they have progressed through a workflow and are endorsed by the Coordinating Supervisor and GRC, and approved by the GRS. See separate information about how to submit these.</p> <p>Please see additional details in these FAQs about Research Proposals and also about ACRI9000.</p>
Notice to Submit/Intention to Submit	What is the Notice to Submit milestone?	<p>“Notice to Submit”, also called “Intention to Submit” is a new milestone that is part of the standard functionality of HDRhub. It occurs three months (full-time equivalent) before the due date for thesis submission, and is intended to both confirm that the student will submit on time and trigger the process for identifying examiners. If the student is not on track to submit the thesis before the thesis due date they must apply for an extension of candidature.</p>

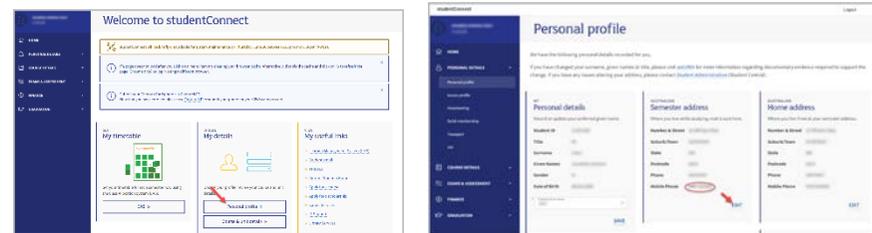
Phone number

My phone number is incorrect in HDRhub

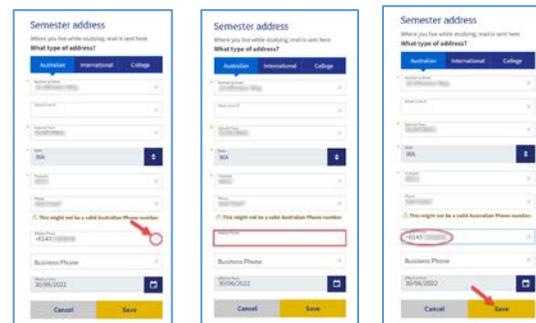
Your phone number and other address details are drawn from Callista, and you can update them via studentConnect <https://student.sims.uwa.edu.au/connect/webconnect> Allow up to 24 hours for the details to update in HDRhub.

There is a known error in HDRhub that is displaying an incorrect country code for some students. If your country code is showing incorrectly you can follow these steps to correct it:

Login to Student Connect and click on Personal Profile. Note Mobile Phone shown under Semester Address starts with “04”.



Click the cross next to the Mobile Phone (even though it appears as “+61”). Re-type the mobile number but with country code (“+61”) as prefix then Click Save



Your Mobile Phone shown under Semester Address will now start with “+61”



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Research End User (REU) Engagement – internships	For how long, and when, may a student undertake an internship?	<p>An internship is a formal arrangement in which a student works with a REU organisation to undertake research and development of interest to the REU. It is important that you receive approval from UWA before undertaking an internship.</p> <p>An internship is normally a minimum of 60 days, spread over up to 3 calendar months. The internship must be related to the student’s research project. Students normally must remain enrolled, ie not be on suspension of candidature, during an internship.</p> <p>PhD students must normally provide formal notification within the first 18 months of candidature that they intend to undertake an internship. This notification is in the form of an application in HDRhub, with an uploaded Letter of Agreement with the REU partner, showing the dates and duration of the proposed internship and the work to be undertaken. This letter will be countersigned by UWA.</p> <p>Confirmation of Candidature is an ideal time to plan and apply for an internship.</p> <p>To apply to undertake an internship:</p> <ol style="list-style-type: none"> 1. Check your eligibility to undertake an internship – see the University Policy on Courses – Experiential Learning (especially Schedule A). Also check the information at https://www.postgraduate.uwa.edu.au/students/internships2/internships. If you are in receipt of a scholarship you must also check whether the conditions of your scholarship allow you to undertake an internship. If you are in receipt of an external sponsorship you must obtain the written permission of your sponsor. 2. Discuss with your supervisors 3. Log in to HDRhub. 4. Click on “My Project” 5. Scroll down to “Research End User Engagement” 6. Click on “Create New Application” and follow the prompts.

Topic	Question	Answer
Research End User (REU) Engagement – internships	What should I do when I have been accepted by a Research End User organisation to undertake an internship?	<p>It is important that before undertaking an internship you receive approval from UWA, and that UWA has an up to date record of the status of your internship.</p> <p>If you have been accepted into an internship for which you had already applied and been approved in HDRhub, about a month before the internship starts:</p> <ol style="list-style-type: none"> 1. Log in to HDRhub. 2. Click on “My Project” 3. Scroll down to “Research End User Engagement” 4. Click on “Confirm REUE” and follow the prompts to confirm the internship. <p>You will have the chance to make minor edits to the dates in the application form submitted earlier. Your supervisor and GRC will need to approve. If the form has to be returned to you for more information the process will be delayed, so please prepare all documentation in advance.</p> <p>If you have been accepted into an internship for which you have not applied in HDRhub, immediately:</p> <ol style="list-style-type: none"> 1. Check your eligibility to undertake an internship – see the University Policy on Courses – Experiential Learning (especially Schedule A). Also check the information at https://www.postgraduate.uwa.edu.au/students/internships2/internships. If you are in receipt of a scholarship you must also check whether the conditions of your scholarship allow you to undertake an internship. If you are in receipt of an external sponsorship you must obtain the written permission of your sponsor. 2. Discuss with your supervisors 3. Log in to HDRhub. 4. Click on “My Project” 5. Scroll down to “Research End User Engagement” 6. Click on “Create New Application” and follow the prompts to apply to undertake the internship.

Topic	Question	Answer
Research End User (REU) Engagement – internships	What should I do when I have completed my internship?	<p>If you applied for and confirmed your internship in HDRhub, when your internship is completed you will receive an email 7 days before the internship is due to end requesting you to provide a written report of outcomes, a reflection report, and confirmation of time spent at your internship. You will need to upload these documents to HDRhub. You will then receive an auto email notification when the GRS marks the internship event as completed and closed.</p> <p>If you have completed an internship for which you did not apply in HDRhub:</p> <ol style="list-style-type: none">1. Log in to HDRhub.2. Click on “My Project”3. Scroll down to “Research End User Engagement”4. Click on “Create New Application” and follow the prompts to report your completion of the internship.

Topic	Question	Answer
Research End User (REU) Engagement – what is it?	What is Research End User Engagement?	<p>Research End User (REU) Engagement is an internship or other formal development activity undertaken by a PhD or Master by Research student in association with a Research End User.</p> <p>A Research End User is an individual, group or organisation external to academia that will benefit directly from the output of research. Organisations include businesses, government, non-governmental organisations, communities and community organisations. Universities and their affiliates or subsidiaries, and designated research organisations, are not classed as research end-users.</p> <p>An internship is a formal arrangement in which a student works with a REU organisation to undertake research and development of interest to the REU.</p> <p>UWA is required to record, and report externally on, REU Engagement by PhD students. Students use HDRhub to apply for and report REU Engagement.</p> <p>To apply to undertake REU Engagement:</p> <ol style="list-style-type: none"> 1. Check your eligibility– see the University Policy on Courses – Experiential Learning (especially Schedule A). Also check the information at https://www.postgraduate.uwa.edu.au/students/internships2/internships. If you are in receipt of a scholarship, before you undertake an internship you must also check whether the conditions of your scholarship allow this. If you are in receipt of an external sponsorship you must obtain the written permission of your sponsor. 2. Discuss with your supervisors 3. Log in to HDRhub. 4. Click on “My Project” 5. Scroll down to “Research End User Engagement” 6. Click on “Create New Application” and follow the prompts. <p>To report engagement you have already undertaken for which you have not previously applied:</p> <ol style="list-style-type: none"> 1. Log in to HDRhub. 2. Click on “My Project” 3. Scroll down to “Research End User Engagement” 4. Click on “Create New Application” and follow the prompts.

Topic	Question	Answer
Research Proposal – status	My Research Proposal was approved before HDRhub was implemented, but it is not showing as approved in HDRhub. What should I do?	<p>First, check the status of your Research Proposal milestone on studentConnect https://student.sims.uwa.edu.au/connect/webconnect</p> <p>If your Research Proposal status on studentConnect is PROVISORY, your proposal was approved subject to receipt of ethics or other approvals from the relevant UWA committee/s. Your Research Proposal status will be updated when you have obtained all required approvals from UWA committees and advised the GRS accordingly. Please note that explicit UWA approval is required even if you have obtained approval from an external body. In some cases UWA will provide official recognition of an external approval. See https://www.research.uwa.edu.au/staff/rebo</p> <p>If you have already obtained the required UWA approvals, upload the approval notification into the FILE UPLOAD facility in HDRhub and advise the GRS that you have done so via enquiry-grs@uwa.edu.au.</p> <p>If your Research Proposal status on studentConnect is PLANNED or RE-PLANNED, an approval has not been recorded. If this is the case, you believe it to be an error and you received notification of approval, advise the GRS via enquiry-grs@uwa.edu.au. Attach a copy of the notification of approval.</p>
Retrospective approvals	May a student apply for, and may a supervisor approve, a retrospective change of enrolment, suspension or sick leave?	No. Retrospective changes will not be approved except, strictly, in extraordinary circumstances that prevented earlier contact. HDRhub may allow a student to enter retrospective dates, but this will create an error in system integration.
Returned forms	I submitted or approved a form in HDRhub and it has been returned to me – what is going on?	<p>Most workflows in HDRhub include a provision for the form to be returned by the Coordinating Supervisor, GRC or GRS if a change or additional information is needed before the process can be approved. For example, a Progress Review might be submitted to a GRC with incomplete information, or an application for suspension might be submitted to the GRS with dates that are not consistent with the rules.</p> <p>When a form needs to be returned it can only be returned to the last person in the workflow. That means that if the GRC returns a form it will be to the Coordinating Supervisor. If the GRS returns a form it will be to the GRC.</p> <p>If a form is returned to you for review please check any notes on the form, consult the relevant rules or policy if required, update the form accordingly and re-submit.</p>

Topic	Question	Answer
Supervision - change	How do I apply for a change in my supervision team?	<p>1. Log in to HDRhub 2. Click on “My Project” 3. Click on “Candidature Management” 4. Click on “Start a new Application” 5. Click on “Change of Supervisor or School” and follow the prompts.</p> <p>Please note that all supervisors must be listed on the Register of Supervisors. An external supervisor with specific expertise of relevance to your research program may be nominated and they will be asked to apply for Registration prior to approval. You will be required to provide their contact details so that this can be done.</p>
Supervisor – affiliation in HDRhub	My staff appointment or affiliation with UWA is showing incorrectly in HDRhub	<p>Some staff and adjunct affiliates have two or more appointments at UWA. HDRhub allows only one such appointment to be displayed. The appointment details in HDRhub are drawn directly from the UWA HR system Alesco according to universal logic, ie the same logic is applied to all staff, and cannot be changed in HDRhub <i>ad hoc</i>.</p> <p>As the primary purpose of HDRhub is to manage and support HDR student candidature, supervisor appointment details in the system are for general information only. The Socrates system displays comprehensive information about staff contracts.</p> <p>In HDRhub it is the levels in the Supervisor Register that determine the range of supervisory roles for which a staff member can be approved, and if necessary these can be adjusted with a case from the Head of School.</p>
Supervisor - external	How do I apply to add an external (non-UWA) person to my supervision team?	<p>All supervisors must be listed on the Register of Supervisors. You may apply to add an external supervisor with specific expertise of relevance to your research program. An external supervisor is a person who is neither a staff member nor an adjunct affiliate of UWA.</p> <p>When you apply to add an external supervisor they will be asked to apply for Registration prior to approval. You will be required to provide their contact details so that this can be done.</p> <p>1. Log in to HDRhub 2. Click on “My Project” 3. Click on “Candidature Management” 4. Click on “Start a new Application” 5. Click on “Change of Supervisor or School” and follow the prompts.</p>

Topic	Question	Answer
Supervisor – students missing from supervision record	I am a supervisor of current HDR students but not all my past supervisions are showing in HDRhub.	<p>HDRhub does not include a full historical list of each supervisor’s former students. It will display a list of current and former students for each supervisor as follows:</p> <ul style="list-style-type: none"> • Students currently enrolled in courses managed by the GRS; and • Former students in courses managed by the GRS whose candidature records are Completed, Withdrawn or Terminated for whom the supervision event commenced on or after 1.01.2016 and continued to the end of the student’s course. • Only formal records of supervision are recognised by HDRhub <p>Students who had already commenced the examination process when HDRhub went live were not included in the data migration and will not appear in HDRhub. Their examination will be managed outside the system.</p> <p>Callista remains the source of truth for HDR supervision, and Socrates draws and displays supervision data from Callista.</p> <p>Before contacting GRS about students missing from your supervision record in HDRhub:</p> <ol style="list-style-type: none"> 1. Check that the student/s about whom you are concerned meet the criteria above 2. Check the student/s supervision details in staffConnect (Callista) to confirm that you are formally listed as a supervisor.
Supervisors – missing from student record	One of more of my supervisors are missing from my record in HDRhub. Why is this?	<p>Some supervisors do not yet have accounts in HDRhub and will not appear in a student’s records until they do. This includes all external supervisors and some Honorary staff. GRS is creating accounts for them. Please wait for three weeks to allow time for this work and check again.</p>
Suspension - application	I need to apply for a suspension of candidature/scholarship. What should I do?	<p>Log in to HDRhub, click on “My Project”, click on “Candidature Management”, click on “Start a new Application”, select “Suspension” and follow the prompts.</p> <p>Please note that:</p> <ol style="list-style-type: none"> 1. retrospective suspensions or extensions of suspension will not normally be approved; 2. suspensions will not be approved during extensions of candidature; 3. suspensions are normally approved for whole teaching periods only (see “teaching periods”).

Topic	Question	Answer
Suspension - return	I am due to return from suspension. What should I do?	<p>Your suspension of candidature will be lifted automatically when your approved period of suspension ends.</p> <p>If you wish to apply for further suspension:</p> <ol style="list-style-type: none">1. Log in to HDRhub,2. Click on "My Project"3. Click on "Candidature Management"4. Click on "Start a new Application"5. Click on "Suspension" and follow the prompts. <p>Please note that retrospective suspensions or extensions of suspension will not be approved.</p> <p>If you are in receipt of a scholarship, you will need to submit a Payment Recommencement form to scholarship-grs@uwa.edu.au in order for your scholarship payments to recommence. The form was attached to the email sent to you notifying approval of your suspension.</p>

Topic	Question	Answer																								
Teaching periods	I see that suspensions and changes of enrolment between full-time and part-time are normally approved for whole Teaching Periods only. What is a “Teaching Period”, and why are suspensions and changes of enrolment restricted like this?	<p>As of August 2022 the Teaching Periods for HDR students in research-only courses are as follows:</p> <table border="0" data-bbox="1279 233 2029 424"> <tr> <td>RS-1</td> <td>01 Jan</td> <td>30 Jun</td> <td>31 Mar</td> </tr> <tr> <td>RS-2</td> <td>01 Jul</td> <td>31 Dec</td> <td>31 Aug</td> </tr> <tr> <td>RSSA</td> <td>01 Jan</td> <td>31 Mar</td> <td>22 Jan</td> </tr> <tr> <td>RSSB</td> <td>01 Apr</td> <td>30 Jun</td> <td>30 Jun</td> </tr> <tr> <td>RSSC</td> <td>01 Jul</td> <td>31 Aug</td> <td>16 Jul</td> </tr> <tr> <td>RSSD</td> <td>01 Sep</td> <td>31 Dec</td> <td>31 Dec</td> </tr> </table> <p>Teaching Periods are used to calculate student enrolment “load”, which is used for a variety of purposes in the University and is also reported externally. It is important that enrolment load is calculated accurately. Suspensions of candidature, and changes between full-time and part-time enrolment, alter the enrolment load of the student concerned. Restricting such changes to whole Teaching Periods enables accurate and equitable calculation, use and reporting of student enrolment data.</p> <p>The rules restricting these changes of enrolment to whole Teaching Periods (see course rules at https://handbooks.uwa.edu.au/) provide for exceptions in extraordinary circumstances outside the student’s control. These circumstances may include, for example, sudden, documented, serious illness but do not include employment commitments.</p> <p>It is important for students, supervisors and GRCs to note that HDRhub does not prevent applications for suspension or changes of enrolment that do not match the dates of Teaching Periods. It is the responsibility of all concerned to ensure that the dates requested and approved are consistent with the rules. GRS cannot approve, and will decline or return, any applications that are not consistent with the rules.</p>	RS-1	01 Jan	30 Jun	31 Mar	RS-2	01 Jul	31 Dec	31 Aug	RSSA	01 Jan	31 Mar	22 Jan	RSSB	01 Apr	30 Jun	30 Jun	RSSC	01 Jul	31 Aug	16 Jul	RSSD	01 Sep	31 Dec	31 Dec
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RSSD	01 Sep	31 Dec	31 Dec																							
Travel Award	How do I apply for a GRS Travel Award?	<ol style="list-style-type: none"> 1. Log in to HDRhub. 2. Click on “My Project” 3. Scroll down to “Scholarships” 4. Scroll down to “GRS Travel Award” 5. Click on “Create New Application” and follow the prompts. 																								