RGrad
USERS' MANUAL

RGrad

An online information portal for Higher Degree by Research Candidates & Supervisors

RGrad Manual Contents

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Introduction

In 2012 the Research Students' Office, now Graduate Research, HDR Support, received funding to develop an online Higher Degree by Research (HDR) Information Portal; *RGrad*, with the aim of providing HDR candidate progress information as well as enhancing the student experience.

In 2019 the RGrad system upgraded the platform on which it is run, moving in line with the University of Canberra information technology systems. This upgrade has enhanced the portal, including real-time updates and a user-friendly interface. The purpose of RGrad is to provide up-to-date information about the progress of an HDR candidate against the timeline of candidature and the mandatory milestones along the way.

All HDR candidates, including those off-campus have access to the RGrad portal. HDR candidates are able to review enrolment details, course information and milestone dates, as well as records of workshops attended for their HDR development. An HDR candidate can view but cannot update their information through RGrad.

HDR supervisors are able to access each of their HDR student's profiles and confirm their supervisory load. Research management staff (including ADRs, HDR convenors and administrative staff) within Faculties will have access to each of the records within their Faculty including candidate and supervisory details.

For more information please contact Graduate Research, HDR Support at hdrsupport@canberra.edu.au

Glossary

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ASCED	Australian Standard Classification of Education (see *Research Codes*)
ADR	Associate Dean Research
APRs	Annual Progress Reports
Candidate	The title 'student' is frequently used prior to confirmation and 'candidate' after confirmation. However, they are interchangeable for an individual undertaking a higher degree by research degree, and both are referred to in this document.
CHESSN	Commonwealth Higher Education Student Support Number
DVC R&I	Deputy Vice Chancellor, Research & Innovation
Executive Dean	Executive Dean of Faculty
Faculty	Faculty
FOR	Field of Research (see *Research Codes*)
FTE	Full Time Equivalent study load
GR	Graduate Research
HDR	Higher Degree by Research
HDR Convenor	Higher Degree by Research Convenor
HDR Support	HDR Support within Graduate Research at UC
INT-RTP-SH	Australian Government –International RTP Stipend Scholarship
ORCID	Open Researcher and Contributor ID
Prior Candidature	Time spent (within the past three years) enrolled in a research degree, prior to commencing at UC, is called Prior Candidature. This time is counted as part of the current candidature as per Government guidelines.
Research Codes	These codes are used to categorise all research activity undertaken at universities in Australia. The University of Canberra reports on our research activity to Government using these codes.
RTPOFFSET	Australian Government – Research Training Program (RTP) Fees Offset
RTP-S-SCH	Australian Government – Research Training Program (RTP) Stipend Scholarship
SEO	Socio-economic Objective classification (see *Research Codes*)
Student	(see *Candidate*)
UC	University of Canberra
UC ReD	Researcher Development, Graduate Research
W J Weeden	The W J Weeden Postgraduate Research Scholarship is a philanthropic scholarship.

1. Access to RGrad

1.1 Candidates

All current HDR candidates are automatically able to access RGrad through MyUC. Candidates can log in to MyUC using their UC Student ID number (e.g. u123456) and password.
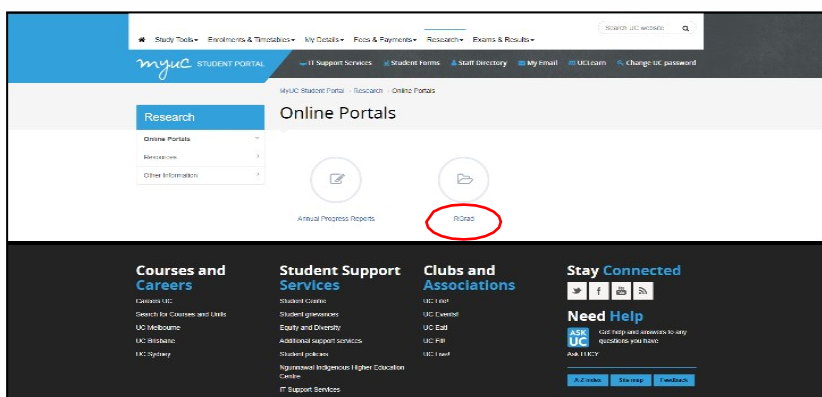
Click on the Research Tab on the menu bar.
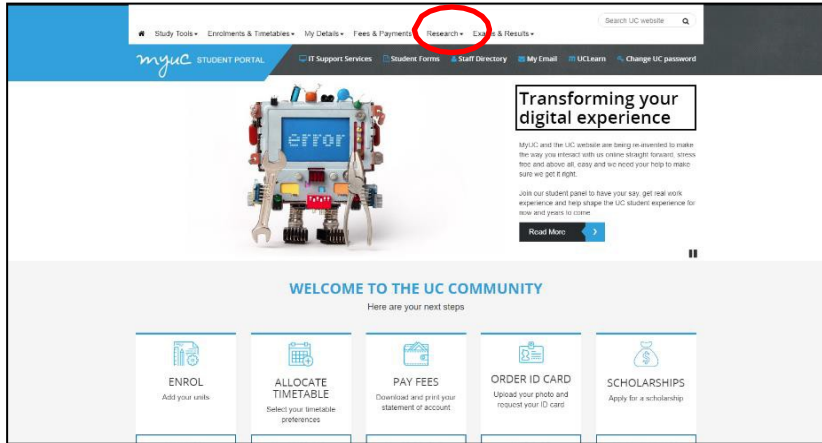
From the dropdown menu click on Online Portals.
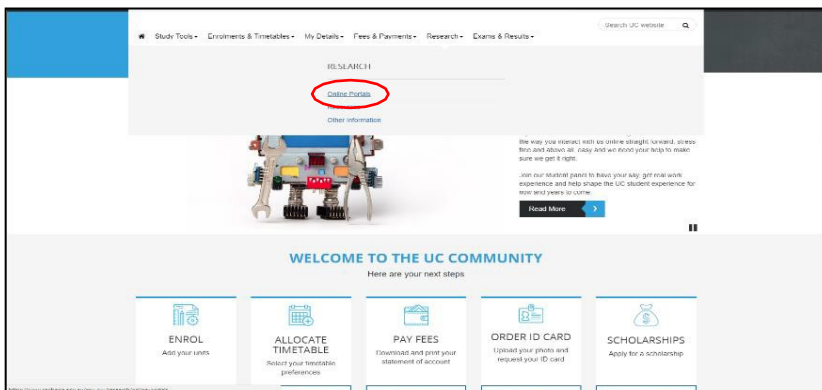
The page below will open. Click on the RGrad link to open the page.

Note: If you have forgotten your password, please contact the Service Desk at servicedesk@canberra.edu.au or phone 6201 5500.

1.2 Supervisors

UC Supervisors are able to access RGrad via MyUC. Supervisors should use their UC staff email username and password to log-in.

From the Applications drop down menu click on the RGrad link under Research.
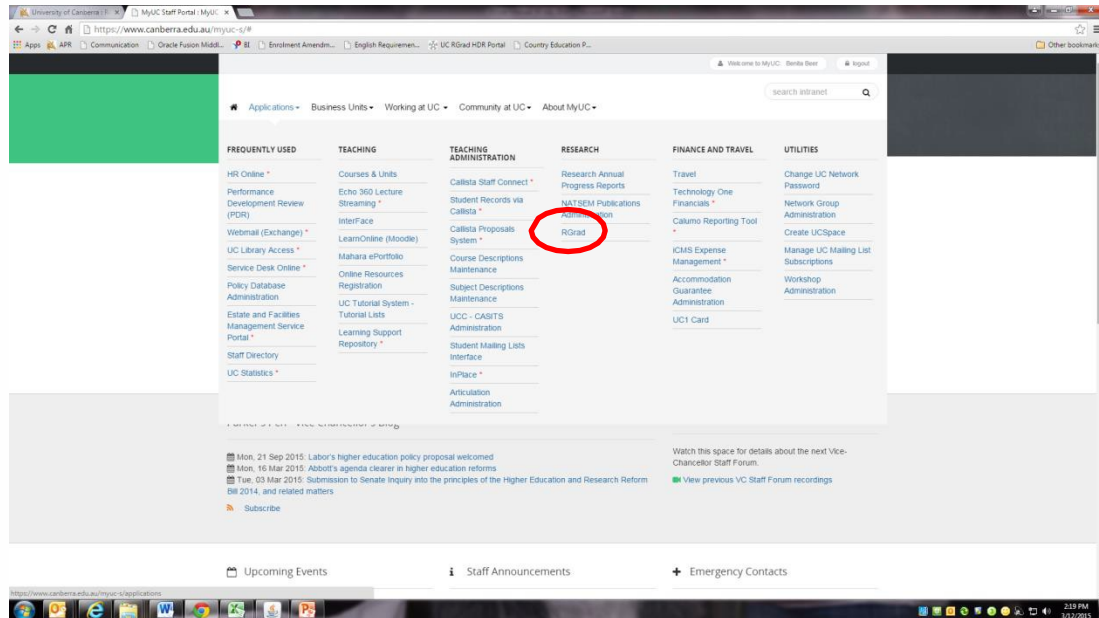
2. Information for Candidates

2.1 Overview

The Candidature Overview provides general information such as degree, enrolment status, thesis title, supervisory panel (and supervisory panel history) and host Faculty. For those candidates on an RTP Fees Offset, RTP Stipend Scholarship or Weeden Scholarship, the commencement and end dates are recorded.

Note: Ethics clearance is not recorded by Graduate Research, HDR Support. HDR candidates and their supervisors are required to discuss, during the first six months (FTE) of their studies, the need for, and process of, applying for ethics (human or animal) clearance.
Contact: animalethicscommittee@canberra.edu.au or humanethicscommittee@canberra.edu.au or http://www.canberra.edu.au/research/ethics

2.2 Progress Timetable

The Progress Timetable tab provides information on commencement, target dates for thesis submission (based on current policy), enrolment attendance, any prior candidature in a research degree, length of time undertaken in current degree and time remaining. Any approved leave from candidature, taken throughout the course, can also be found here.

The data provides concrete information to assist in the time management of the research degree, through to submission and completion, within policy and Government legislation.

2.3 HDR Development

The HDR Development tab provides a summary of services accessed or utilised during candidature. The Graduate Research, Researcher Development (ReD) workshops site can be accessed through this page. To have participation recorded, the candidate must register online prior to the workshop, and have been marked off as attended.

Note: workshop attendance is not updated in RGrad in real-time.

2.4 Milestones (including Unit Enrolment and an online Research Plan Review)

<u>Milestones</u>

The Milestones tab provides a summary of each of the seminars and other milestones listed in HDR policies. The planned dates are always based on the course duration and the amount of time consumed in the candidature.

If milestone status is 'planned', the milestone has not been formally recorded as 'achieved' by HDR Support. If the 'planned' date for a milestone is in the past, the milestone is overdue.

To have a non-assessable Seminar Milestone (not the Confirmation Seminar) recorded as 'achieved' can be done via the Annual Progress Report (APR). After the completed APR is processed by HDR Support, a 'planned' milestone can be updated and will show as 'achieved' in RGrad.

<u>Annual Progress Reports (APRs) Milestones</u>

The APR may be accessed via the link provided on RGrad.

The enrolment for the future semester is recorded and processed from the APR. In addition, Progress Support Strategy (PSS) and Academic Probation are recorded within the milestones and PSS may be initiated through the APR.

<u>Enrolment</u>

Past and current unit enrolment is recorded. Specific grades (results) for coursework units may be found by clicking on the link provided. If a candidate has transferred courses, information on previous units can be found on this page.

<u>Research Plan Review</u>

The candidate should upload their approved Research Plan Review annually by 30 March.

A link to the Research Plan Review template is available for download through the system, along with the HDR Progress and Milestones Policy. Previous Research Plan Reviews that have been updated can be downloaded by the student or supervisory panel.

A blogging system has been built to provide a record of timeline for research, the research project, and discussions between the student and their supervisors.

2.5 **Examination**

<u>Candidates who are yet to submit</u>

Links are provided to policy and forms. The Date Planning to Submit is taken from the *Intention to Submit* a Thesis for Examination form. If a candidate has not submitted this form, then information will show as Not Available.

Candidates are reminded that the examination process may take some time, and HDR Support has clear procedures to ensure close monitoring of all candidates under examination.

<u>Candidates who have submitted</u>

The Date Planning to Submit is taken from the *Intention to Submit* a Thesis for Examination form. A summary of actions and dates are provided for the candidate's information. Any further information or updates on the examination process should be sought from the supervisor.

<u>Candidates who have course completed</u>

Additional information is provided on each examiners result, the UC outcome recommendation, course completion date and graduation conferral date. Names of examiners will be displayed if they have not requested anonymity.

3. Information for Supervisors

Note: red *text indicates overtime candidature*

3.1- 3.5 View Candidates I Supervisory load

(please refer to Information for Candidates 2.1 – 2.5)

3.6 My Candidates

<u>Current Candidates</u>

A list is provided of all current candidates. To access details relevant to each individual student, click on Student ID.

Note: If the panel is not correct, a *Change of Supervisory Panel* form should be completed and submitted HDR Support.

<u>Completed Candidates</u>

Click on link to show all completed candidates. Click on the ID number to see details.

<u>Discontinued Candidates</u>

Click on link to show all discontinued candidates. Click on the ID number to see details.

Note: *Historical data, including day count, (prior to 2004) may be incorrect due to previous systems and their limited functionality.*

3.7 My Professional Development

<u>Workshops</u>

The table provides a summary of recorded workshops attended as part of ongoing professional development.

Note:To have participation recorded, the attendees must register online prior to the workshop, and have been recorded as attended at the event.

4. Information for HDR Convenors, ADRs, Executive Deans and Faculty Administration

All HDR Convenors, ADRs, Executive Deans and Faculty administrative staff will be able to view all candidates and supervisors within their Faculty.

4.1 – 4.5 View Candidates

(please refer to Information for Candidates 2.1 – 2.5)

4.6 – 4.7 View Supervisors

(please refer to Information for Supervisors 3.6 – 3.7)

5. Information for DVCR&I, GR and HDR Support

Select staff members within the DVC R&I portfolio will have access to view UC candidates and registered supervisor details with drill down capability. Graduate Research, HDR support has access to update messages on the *RGrad* home page. Faculty users' access is provided through HDR Support.