This document has automatically been saved to your student file. Please complete the template in SharePoint and bookmark the location. If this is not possible, please download a copy of the template and forward the completed form to the Graduate Research School: [research.degrees@federation.edu.au](mailto:research.degrees@federation.edu.au)

This template provides a framework for the first year of candidature. Some areas may not be relevant to your discipline or research project. Please complete the areas that are relevant to you.

This form must be completed by: (DATE)

Once completed, your Higher Degree by Research Coordinator will be in touch.

|  |  |
| --- | --- |
| Candidate and Supervisor details | |
| Candidate Name |  |
| Principal Supervisor (PS) |  |
| Supervisory team |  |
| Campus / Location |  |
| Proposed project title |  |
| Original project proposal |  |
| Proposed thesis type |  |

Information on thesis types can be found at; <https://policy.federation.edu.au/research/policy/ch03.php#Ch2091Se223890>

##### **Skills Development Program (SDP)**

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 are identified as focusing on one or both of these goals. The program also facilitates networking opportunities among our HDR candidates. Candidates are required to complete eight SDP seminars in the first year, with five compulsory seminars and three electives.

The SDP Program and schedule can be found at: https://federation.edu.au/research/graduate-research-school/current-students/skills-development-program

Please select your elective units and add them to the table below.

|  |  |
| --- | --- |
| 1st Year SDP Seminars | Date |
| C01-Graduate Research School orientation |  |
| B01-Transferrable skills for researchers |  |
| D01-Managing the supervisory (& other) research relationships |  |
| A03-Preparing for confirmation of candidature-Offered twice |  |
| C08-Research Integrity |  |
|  |  |
|  |  |
|  |  |

##### **Library training**

Webinars, recordings and calendar information for Library training sessions can be found on the [Researcher Skills Development](https://libguides.federation.edu.au/research/skillsdevelopment) website. Topics covered include areas such as using EndNote, how to improve your literature review search, data storage, and Covidence. Please indicate below which sessions should be attended:

|  |  |
| --- | --- |
| Targeted Library Training | To be completed by |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

##### **Other research skills**

Other research skills, such as survey design, data collection, specimen collection that may be required. This can include training provided by the supervisory team or industry partner. Training sessions for ECRs and all researchers may also be found via the [Research Training and Development](https://federation-edu-au.libcal.com/calendar/rd?cid=11082&t=d&d=0000-00-00&cal=11082&inc=0) calendar.

|  |  |  |
| --- | --- | --- |
| Training required | Sourced from | To be completed by |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

##### **Project plan and timelines**

Other research skills, such as survey design, data collection, specimen collection that may be required. This can include training provided by the supervisory team or industry partner. Training sessions for ECRs and all researchers may also be found via the [Research Training and Development](https://federation-edu-au.libcal.com/calendar/rd?cid=11082&t=d&d=0000-00-00&cal=11082&inc=0) calendar.

|  |  |
| --- | --- |
| Events to consider before developing a project plan |  |
| Planned supervisor absence (e.g. leave, field trips etc) |  |
| Planned candidate leave (annual leave): |  |
| Important University dates – e.g. shutdown (please record in your plan). Staff wall planner link |  |
| Other: |  |
| Other |  |
| Comment | |

With input from your supervisor team, create a project plan for your first twelve months of candidature. When discussing your project plan, please ensure you consider events such as planned leave for the candidate and/or supervisor (table above).

Goals will vary from project to project, but may include a combination of:

* Refining your project proposal
* Reviewing literature and identifying knowledge gap
* Literature review draft
* Developing research questions
* Research framework / methodology / methods
* Confirmation of candidature written document
* CoC Seminar practice
* Applying for ethics and/or permits
* Data collection
* Occupational health and safety target dates (e.g. HIRAC approval)
* Undertaking an internship

Project plan templates are available in Microsoft Project (available on University issued laptops), Microsoft Teams Planner, Excel via SharePoint or the iThinkWell website at: <https://www.ithinkwell.com.au/resources/PhDToolkit>.

|  |
| --- |
| Please save your plan in SharePoint or Teams and provide a shareable link |
| Enter shareable link. |

|  |
| --- |
| Publication plan |
| Journal articles can take many months from submission to final publication. Please consider key dates for submission of journal articles, which journals you intend to submit to, and any article processing charges that may be applied.  The University encourages publication in Q1 and Q2 journals. The University has a number of [subscriptions with Open Access publishers](https://libguides.federation.edu.au/publishing?_gl=1*gb73g0*_gcl_au*MjA1MTg1NDQ4My4xNzMwMzIzMzUw&_ga=2.236469060.437042596.1730672016-893992081.1714689259) in which students an publish for free. These items should be taken into consideration as part of this plan. |
| Publication plan details |

|  |
| --- |
| Use of AI and data assisted technologies |
| How will AI and other assisted technologies be used to support the project? |