

# OFFICE OF GRADUATE RESEARCH

## THE HDR TEAMS



July 2021

Location: Room 003, Ground Floor, Registry Building  
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*exploring possibilities*

### HDR ADMISSIONS

[hdr.admissions@flinders.edu.au](mailto:hdr.admissions@flinders.edu.au)

8201 3894

- First point of contact for all enquiries & routine advice in to HDR admissions including eligibility, application and admission processes.
- Supports the Colleges, supervisors and prospective students by providing advice in relation to on HDR eligibility, application and admission policy and procedures.
- Provides high-level administrative support, counselling & advice for academic & student matters relating to HDR admissions, including interpretation of statutes, regulations & procedures in accordance with university policies
- Manages COMS9001 enrolments, HDR Sanction Regime annual government reporting
- Coordinates case management for all domestic & international candidature assessment
- Resolves complex matters in relation to HDR student admissions in consultation with Colleges, Student Finance and Scholarship Services, Flinders International and other portfolio and service areas of the University
- Manages deferral requests: Provides advice and processes deferral applications, assessments and outcomes, including quality assurance for reissued International HDR Offers.
- Manages and processes changes to HDR Supervisors in Inspire
- Manages HDR 'coursework' applications, admissions and enrolments including sponsored and privately funded students
- International Tuition Fee Sponsorships approval process

*CANDIDATURE MANAGEMENT*

### HDR PROGRESSION

[hdr.progression@flinders.edu.au](mailto:hdr.progression@flinders.edu.au)

82018

- First point of contact for all enquiries & routine advice in relation to HDR progression & candidature variations
- Administrative support, counselling & advice for academic & student matters in relation to HDR progression, including interpretation of statutes, regulations & administrative procedures in accordance with university policies.
- Manages the HDR milestones including milestone queries, milestone due dates, overdue and upcoming milestone follow up and milestone review
- Assists with Inspire enquiries
- Manages and processes variations to candidature including intermissions, extensions, changes to part/full-time, degree transfers, changes of supervision and withdrawals
- Coordinates the process for students having difficulty progressing, ongoing and escalating difficulties and formal review of progress
- Provides high-level reporting data and information to the Colleges and Research Portfolio
- Resolves complex student matters in relation to HDR student progression in consultation with the Colleges
- Provides IP counselling to HDR students
- Manages the Best HDR Student Publication Prize
- Supports the Colleges for their HDR Committees

**RESEARCH**  
making a difference

### HDR EXAMINATIONS

[hdr.exams@flinders.edu.au](mailto:hdr.exams@flinders.edu.au)

8201 3854

- First point of contact for all enquiries & routine advice in relation to HDR examination
- Administrative support, counselling & advice for academic & student matters in relation to HDR examination, including interpretation of statutes, regulations & administrative procedures in accordance with university policies
- Supports students preparing and submitting their thesis for examination
- Manages all HDR applications for thesis embargoes
- Manages external examiner payments
- Manages the Vice-Chancellor's Award for Doctoral Thesis Excellence and the HDR Student Research Impact Prize
- Manages complex student matters in relation to HDR student examination in consultation with the Colleges and the Dean of Graduate Research
- Manages cases where students have received divergent examiners results, including providing advice to the University HDR Committee

**SKILLS**  
DEVELOPMENT

### HDR DEVELOPMENT

[hdr.development@flinders.edu.au](mailto:hdr.development@flinders.edu.au)

8201 2982

- Development opportunities for HDR students and supervisors
- Mandatory induction process for all new HDR students
- Skills development opportunities for HDR students, including the Research and Employability Skills Training (REST) Program
- HDR Supervisor Development Program for supervisors
- Register of HDR Supervisors
- HDR industry engagement opportunities for both HDR students and supervisors
- Manages the Vice-Chancellor's Award for Excellence in HDR Supervision.
- Cotutelle joint degrees and all partner engagement opportunities (queries to [hdr.cotutelle@flinders.edu.au](mailto:hdr.cotutelle@flinders.edu.au))