

OFFICE OF GRADUATE RESEARCH

THE HDR TEAMS



Location: Room B18, Basement level, Registry Building
Email: gradresearch@flinders.edu.au | Phone: 8201 5893

December 2024

making a difference



HDR LEADERSHIP

gradresearch@flinders.edu.au
8201 5893

- Oversees HDR policy & administration
- Oversees HDR growth strategies
- Oversees HDR industry engagement strategies
- Manages OGR team & oversees strategic direction of projects
- Promotion of graduate research at Flinders
- Reviews student grievance matters individually & through the Portfolios and Colleges
- Reports to all internal governance structures
- Provides quality assurance for internal and governmental reporting
- Provides compliance with national HDR management
- Leads the development & implementation of University HDR policies and procedures
- Acts as a liaison between the OGR, Colleges and central portfolios
- Prepares government submissions & audit materials; analyses HDR data for internal & external stakeholders
- Provides strategic advice to the UHDCR, central portfolios, colleges and OGR
- Implements university wide HDR projects
- Engagement with College leadership

exploring possibilities

HDR ADMISSIONS

hdr.admissions@flinders.edu.au
8201 2130

- First point of contact for all enquiries & routine advice in relation 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 and advice for academic and student matters relating to HDR admissions, including interpretation of statutes, regulations & procedures in accordance with university policies
- Manages all HDR enrolments including COMS9001 and institutional HDR transfers
- 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.
- Processes IP Assignment for HDR students
- Manages HDR 'coursework' applications, admissions and enrolments including sponsored and privately funded students
- Internal Tuition Fee Sponsorships approval process

CANDIDATURE MANAGEMENT

HDR PROGRESSION

hdr.progression@flinders.edu.au
8202 9075

- 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 process including queries, due dates, overdue, upcoming, follow up & 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
- Processes IP Assignment for HDR students
- Manages the Best HDR Student Publication Prize
- Supports the Colleges for their HDR Committees
- Assists with government reporting of HDR information

RESEARCH
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HDR EXAMINATIONS

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

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SKILLS DEVELOPMENT

HDR DEVELOPMENT

hdr.development@flinders.edu.au

8201 3337

- First point of contact for all enquiries relating to training and development for HDR students and supervisors
- Manages the HDR Register of HDR Supervisors, including compliance, registration, exemptions and reporting
- Manages the HDR Supervisor Development Program, ensuring supervisors have access to training and resources to support their students
- Coordinates the mandatory induction process for all new HDR students, ensuring students have the information and resources needed
- Manages the Research and Employability Skills Training program for HDR students, ensuring students develop the skills outlined in the Flinders University Doctoral Graduate Attributes
- Develops learning materials for HDR students and supervisors to ensure each is equipped with the skills necessary to succeed in their roles
- Provides academic and procedural advice to HDR students and supervisors on skills development
- Manages the Vice-Chancellor's Award for Excellence in HDR Supervision
- Manages the Flinders University 3MT competition



HDR ENGAGEMENT

hdr.engagement@flinders.edu.au

8201 3894

- First point of contact for all enquiries for industry engagement and Cotutelle
- Manages communications with HDR students and supervisors, assisting with industry scholarship and Cotutelle establishments
- Identifies, implements, and promotes industry engagement opportunities, liaising with Industry Partners, Colleges, RDS, HDRs, and supervisors
- Manages engagement systems, processes, data collection to ensure accurate records for compliance reporting
- Identifies industry-relevant skills development opportunities for HDRs and supervisors
- Builds and maintains relationships with industry and international partners, negotiating agreements for industry projects and Cotutelle, and collaborating with Colleges for new opportunities
- Develops communication strategies, promotional materials, and engagement events for Industry Partners, students, and supervisors, focusing on high-level outreach to stakeholders through events and social media channels