

OFFICE OF RESEARCH AND DEVELOPMENT

Higher Degrees by Research – Information Update No. 8

23 January 2006



Welcome to the first Higher Degrees by Research Information Update for 2006. The aim of this publication is to provide staff with relevant and timely information about issues relating to higher degree administrative processes. In this issue:

- Research Information Literacy Program Launch
- Forms Update
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Research Information Literacy Program Launch

The Research Information Literacy Program shall be launched at the O-Week Orientation Session for Doctoral and Masters Postgraduate Studies on Thursday, 23 February 2006, and program booklets, outlining the FREE modules offered by various areas of the University, shall be given to all attendees. The aim of the program is to encourage research students to gain generic skills in information literacy. By completing a minimum number of modules and working on a literature review through consultation with a Senior Librarian and their supervisor, students will be able to obtain a Record of Completion. A copy of the program, including information on how to register for the modules, is available online at <http://research.curtin.edu.au/graduate/infoliteracy.html>. Note that modules in Sections B and C are already open for enrolments and modules already completed can count towards completion of the program.

Forms Update

The *Application for Candidacy/Conversion of Candidacy* form has been updated to align with changes to Human Research Ethics forms, particularly, the Ethical Issues Checklist. To download the most recent version of this or any other forms relating to Higher Degrees by Research please visit <http://research.curtin.edu.au/graduate/forms.html>.

Scholarships Update: Completion Scholarships

The Semester One round of the Curtin University Completion Scholarships opens on 1 February 2006. Students who expect to complete by November 2006 should consider applying in this round. For full details visit <http://www.scholarships.curtin.edu.au/scholarship.cfm?id=16>.

Australian Technology Network Learning Employment Aptitudes Program Modules

Three ATN-LEAP modules, Global Sustainability, Entrepreneurship and Project Management, shall commence on 7 March 2006. Please visit <http://research.curtin.edu.au/graduate/atnleap.html> for registration details and further information.

Insurance for Students Undertaking Fieldwork

It is no longer necessary for students who are scheduled to go on a field work or other placement as part of a compulsory academic requirement to submit an individual "Declaration – Student Work/Field Experience, Voluntary Worker" form (available at http://ous.curtin.edu.au/risk_compliance/documents/Student_Voluntary_Worker_Declaration.pdf) to Corporate Risk and Compliance. Instead, if a claim arises as a consequence of an incident on a field trip or other placement, the field work coordinator and Head of School/Faculty will be required to confirm in writing that the trip or other placement was a formal part of the student's course/unit requirements. If you have any queries about this advice, please contact the Insurance and Risk Management Officer on extension 3951.

Personal Accident Insurance for Travelling Students

Curtin HDR students are covered under Curtin's Personal Accident insurance for domestic travel and under Curtin's corporate travel insurance policy for approved international travel. If the student is travelling as a Curtin staff member they are covered under Curtin's Corporate Travel insurance policy.

Benefits applying to the Personal Accident policy are identified online at http://ous.curtin.edu.au/risk_compliance/insurance/personal_accident.html, on the Student Acknowledgement form at http://ous.curtin.edu.au/risk_compliance/forms/index.html, and also on the Certificate of Currency at http://ous.curtin.edu.au/risk_compliance/insurance/certificates_of_currency.html.

Benefits under the Corporate Travel insurance policy are identified on the Certificate of Currency at http://ous.curtin.edu.au/risk_compliance/insurance/certificates_of_currency.html and also at http://ous.curtin.edu.au/risk_compliance/insurance/corporate_travel.html.

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