



**Griffith Sciences
Higher Degree
Research Candidature
Guide 2025**

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The Griffith Sciences Higher Degree Research (HDR) Candidature Guide assists candidates throughout their research program. This guide is intended to supplement additional information that candidates will receive from their School, Research Institute and/or Centre and the Griffith Graduate Research School (GGRS).

The Griffith Sciences Research executive team:

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Deputy Dean (Research)	Professor Dominic Ong
HDR Director	Associate Professor Milton Kiefel
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1. ORIENTATION

The Griffith Graduate Research School (GGRS) has put together a series of orientation activities to assist candidates in getting started. Some activities are compulsory, and some are optional. Candidates must access their Griffith email regularly to benefit from the offerings.

Visit [HDR Orientation](#) to learn more about the activities listed below and how to register and participate.

1.1 Compulsory training

All commencing HDR candidates are required to complete two compulsory online self-paced courses (GGRS HDR Orientation Course and Research Integrity Foundations Course). These courses provide you with information about program requirements and terminology related to your study and will help you to understand what is expected of you as an HDR candidate at Griffith. These courses **must be completed** in the first 6 months of your candidature, however they are most beneficial when completed in the first month of your program.

- **GGRS HDR Orientation course (compulsory)**
This online self-paced course will introduce candidates to Griffith's research culture, terminology used in the HDR space, program requirements, responsible research practices, and support services available to assist you during your candidature.
- **Research Integrity Foundations Course (compulsory)**
Before commencing, it's important that candidates understand what constitutes ethical research practice and how to apply it to their research. This online self-paced course will help candidates to consider the different aspects of what is meant by research integrity to equip them to conduct responsible research that will enhance the reputation of their research team and the University.

1.2 Extended orientation program

GGRS offers an extended orientation program to support the early stages of your research journey. This program introduces key themes and signposts activities and resources that are aligned with the common interests and needs of commencing HDR candidates. The Extended Orientation Program is housed in Microsoft Teams – you will automatically be added to the Teams group so you can access the program – and commences on the [intake date](#).

As part of the extended orientation program, GGRS are pleased to offer a series of contact-based activities (webinars & in-person events) to help support your transition into your HDR studies. These activities are optional, but highly recommended.

1.3 International orientation

Griffith International supports the orientation experience for commencing international HDR candidates via a dedicated orientation seminar as part of their orientation activities. This session is held on the first Friday after **intake**. International candidates will receive an email the week prior to each intake with an invitation to the seminar.

1.4 Planning your HDR journey (webinar)

This webinar will provide essential information about program requirements and expectations in the first year of candidature including - milestone requirements, how to work with a supervisory team and other tips and tricks to get started on your project. This session is designed to complement the information provided in the GGRS HDR Orientation Course and is presented in a live format to enable candidates to ask questions and chat with other new candidates.

REGISTER HERE for the intake 1 webinar. Contact ggrs-education@griffith.edu.au for further information.

2025 Dates:			
Intake 1	Intake 2	Intake 3	Intake 4
Tues 4 March	TBC	TBC	TBC

1.5 Networking event with the Dean and HDR Support Staff

All HDR candidates are invited to join GGRS at our on-campus networking event to welcome new HDR candidates and meet with HDR Support Staff. In addition to networking with other HDR candidates, you will have the opportunity to meet the Dean of the Griffith Graduate Research School (GGRS) and learn about HDR support services at Griffith, including – the Library, eResearch, GGRS, Careers and Employment Service, Griffith International, the Postgraduate Student Associations and other key providers.

REGISTER HERE for intake 1 sessions.

An **intercampus bus** is available for HDR candidates travelling between campuses.

2025 Dates:

Intake 1	Intake 2	Intake 3	Intake 4
Gold Coast – Monday 10 March, 10-11:30 AM			
Nathan – Thursday 13 March, 10-11:30 AM	TBC	TBC	TBC

1.6 Other orientation support

There are a variety of other orientation activities that you may need to complete as part of your onboarding process.

- **myOrientation (optional)**

myOrientation is a university-wide orientation platform that is personalised to each individual user and will guide candidates through orientation activities such as enrolling, getting a student ID card and accessing online systems. Candidates can access myOrientation via the corresponding tile in myGriffith or directly via [this link](#).

1.7 Health and Safety

All HDR candidates are required to complete general *Health and Safety training* and *Certified Facility training* as outlined in the [training matrix](#). Completion of this training is something that should be prioritised as it is often linked to facilities access.

1.8 Secure Engagement with International Parties

All HDR candidates are required to complete this online self-paced course. More information and access instructions are available via the [Secure Engagement with International Parties Hub](#).

1.9 Discipline Specific Orientation Activities

If your School or Department hosts discipline-specific orientation activities, you will be contacted via email within the first month of your candidature. Visit your School's HDR Hub below.

- [School of Information and Communication Technology HDR Candidate Hub](#)
- [School of Engineering and Built Environment HDR Candidate Hub](#)
- [School of Environment and Science HDR Candidate Hub](#)

1.10 Still have questions?

School specific enquiries:

School of Information and Communication Technology

Email: ict-admin@griffith.edu.au

School of Engineering and Built Environment

Email: ebe-admin@griffith.edu.au

School of Environment and Science

Email: esc-admin-group@griffith.edu.au

General enquiries:

Email: ggrs-education@griffith.edu.au

2. PROFESSIONAL DEVELOPMENT

Griffith Graduate Research School (GGRS) workshops and professional development opportunities are designed to assist you through each stage of your research program, providing you with transferable skills for your future career. Upcoming professional development opportunities are also advertised via [GGRS HDR Candidate eNews](#).

Visit the [professional development page](#) for more information about:

- Workshops
 - Managing Milestones (Confirmation and TCRM)

- Power Hour of Writing
- Publishing during your PhD

2.1 HDR Professional Development Organisation in Canvas

The HDR Professional Development Organisation is your portal to access GGRS Professional Development workshop material, webinars, webinar recordings, Turnitin, orientation material and other resources to help support your professional development needs.

Access instructions:

All currently enrolled HDR candidates are automatically added to the HDR Professional Developmental Organisation. You can access the *HDR Professional Development* organisation directly via this [hyperlink](#) or using the following instructions:

- o Log into **Canvas** using your S number and password (Canvas can also be accessed via **myGriffith**).
- o Access the HDR Professional Development organisation by clicking on the organisation title displayed on your dashboard (homepage) or in your Courses list which is accessible via the menu bar on the left side of the screen.
- o Use the organisation home page or the course menu bar (accessible via the 3 horizontal bars in the top left corner of your screen) to navigate around the organisation.

** Please note, access is linked to your student profile. If you also hold a staff role with the university you will need to make sure that you are logging into Canvas using your student profile. To do this, use a private browser or different browser to what you use for your staff access to open <https://lms.griffith.edu.au>. When prompted to enter an email address, enter your student email (name@griffithuni.edu.au) and complete SSO.*

3. CAREER RELATED OPPORTUNITIES

3.1 HDR Internships

Test your capabilities as a researcher, develop transferable and professional skills, and gain valuable insights into work expectations outside of academia with a research internship. Internships can be undertaken any time between confirmation and conferral of your degree.

[Find out more.](#)

3.2 Career Development Services for HDR candidates

HDR candidates have access to a range of face-to-face and online services designed to help you plan your career, explore future career pathways, make informed career decisions, and prepare for job opportunities.

[Find out more.](#)

3.3 Industry Mentoring Program

The Griffith Industry Mentoring Program connects candidates with industry professionals based in Southeast Queensland and beyond. Candidates engage with mentors in-person or online, leveraging the innovative mentoring platform to track growth and progress. Start your mentoring journey today.

[Find out more.](#)

3.4 Advancing your Research Career: Strategies for Research Leadership

Learn strategies and techniques to develop your research career through the Advancing your Research Career: Strategies for Research Leadership program. This online self-paced program helps early- to mid-career researchers and HDR candidates navigate the complexities of becoming a research leader through practical guidance and career-planning tools.

[Enrol in course](#)

3.5 Industry Engagement & Commercialisation Training

Professional development training for researchers (including HDR candidates) to support industry engagement, commercialisation and commercial research related activities is coordinated by Griffith Enterprise (GE). To find out about upcoming events, visit the GE events webpage.

Please note, you must be logged in to see the upcoming events. If the page is blank, please use the login option in the top right of your screen to sign in and then reopen the link.

[View the GE Events Web page.](#)

4. OTHER TRAINING PROVIDERS AND RESOURCES

4.1 Library

Workshops, consultations and advice on:

- Finding, managing and reviewing literature
- Publishing strategically in scholarly journals
- Finding, managing and sharing research data
- Taking advantage of open research
- Structuring the argument and logic in your academic writing

[More about library training/resources](#)

4.2 Researcher Education and Development (RED)

Practical workshops across a broad range of topics including:

- Developing Researcher Training
- Methodology
- Statistics
- Software
- Indigenous Research and Knowledge

[RED workshops and resources](#)

4.3 Discipline-specific

Your School may also offer discipline-specific workshops and development opportunities. Ask your School for details.

School of Information and Communication Technology

Email: ict-admin@griffith.edu.au

School of Engineering and Built Environment

Email: ebe-admin@griffith.edu.au

School of Environment and Science

Email: esc-admin-group@griffith.edu.au

5. CANDIDATE SUPPORT

5.1 HDR Supervisors

The supervisory team will consist of a Principal Supervisor, possibly a Co-Principal Supervisor and Associate Supervisor/s. Supervisors guide candidates through their candidature and will be the key people to discuss research and assist with other aspects of candidature. They can provide advice on resources and facilities, research activities and networking opportunities, and key contacts related to a candidate's area.

5.2 HDR Convenors

Each enrolling School also has appointed HDR Convenors. A HDR convenor is responsible for managing and supporting candidates and other research education and training within a School. They can assist candidates and their supervisors with administrative procedures associated with candidature requirements, such as milestones, and will oversee and report on candidate progress within their area. HDR convenors are also able to provide support if issues arise between candidates and supervisors.

[Role statement: HDR Convenor](#)

5.3 HDR Advocates

HDR advocates will listen, provide information, offer options, seek explanations, make referrals, and

provide informal advice regarding candidates' rights and responsibilities from a neutral perspective. The advocate roles do not replace any current University service and may involve referring individuals to another University office where appropriate. A list of HDR advocates can be found [here](#), noting that candidates may consult with an HDR Advocate from another Group.

5.4 HDR candidate rep consultative committee

The HDR candidate representative consultative committee provides the University with valuable feedback on the HDR experience at Griffith. If you have an issue relating to the HDR experience that you would like raised for discussion, or would like to express interest in becoming involved, please contact one of our reps below. [Find your local HDR candidate representative.](#)

5.5 Dealing with issues during candidature

We hope any issues that arise during your candidature can be resolved informally by discussing them with your supervisory team in the first instance. Details about supervisory roles and responsibilities are available [here](#). If it isn't possible to reach a solution with your supervisory team, you may approach the following University staff for more formal advice.

For academic issues

- Higher Degree Research convenor
- Head of Element
- Dean (Research) or HDR Director
- Dean, Griffith Graduate Research School

For administrative issues

- [Griffith Graduate Research School](#)

Candidates may also provide confidential feedback on the quality of training and support received from their elements via an annual online survey.

5.6 Review and appeals

In the event that informal interventions are not feasible or are unsuccessful, the University has general review and appeal procedures to be used in most circumstances. For further information refer to the [Student Review and Appeals Policy](#) and [Student Review and Appeals Procedures](#).

5.7 Student financial support

Candidates are experiencing extreme financial difficulty, may be eligible for financial assistance to help with living expenses and the costs of studying at university. We also have practical information on budgeting and finding work to help reduce financial stress.

Visit the [student financial support website](#).

The Sciences Group also provides funding during candidature to support research needs. The funding model aims to differentiate between research needs dependent upon the type of research project undertaken, and the likely cost of consumables and operating requirements. Candidates are allocated to a funding category determined by the Head of the enrolling Element and the Dean Research. Candidate supervisors will provide advice on how these funds are administered.

5.8 Student life and support

At Griffith we offer students and staff a range of helpful services, from access for students with disabilities, [counselling](#) and chaplaincy, to budgeting and health services. These services are confidential, professional and are no cost to students, and reflect the diversity of our shared learning community.

[Visit the student support website](#)

5.9 International student advisors

International Student Advisors offer personal support, advice and information on issues that can affect your life in Australia and your studies at Griffith. If you have any problems or concerns and you are not sure who you should speak with, contact one of our friendly advisors and they'll be able to help you or direct you to the right person.

[Visit the international student advisory website](#)

5.10 International English HELP

Griffith International offers consultations with an academic language specialist, workshops and lots of self-help resources you can work through in your own time.

[Visit the English HELP website](#)

5.11 HDR Student Associations

These associations assist postgraduate and HDR students by providing academic services and support; opportunities for increased social engagement within the postgraduate community and assistance in preparing to transition from study to work.

- [GCAP](#) supports Gold Coast campus postgraduate and research students.
- [GUPSA](#) supports Logan, Mt Gravatt, Nathan, Queensland Conservatorium and South Bank campuses.

5.12 Digital solutions

Support for Griffith's digital systems including computers, internet, phones, printing and more.

[Learn more about digital solutions.](#)

5.13 HDR candidate newsletters

The GGRS HDR Candidate eNews – produced by Griffith Graduate Research School – provides news, advice and information about upcoming professional development opportunities to HDR candidates at Griffith University.

[Past editions and subscription options \(login required\)](#)

5.14 Consult with a library specialist

The Griffith Library team have a comprehensive range of support services to assist HDR candidates with their research specific information needs, including training workshops, strategic publishing advice, and consultations with a discipline Librarian.

[Book a consultation with a Librarian](#)

5.15 eResearch Support

[eResearch Services](#) provide specialist IT support for researchers across the University with everything from data collection and storage tools to higher performance computing.

5.16 Branding resources

HDR candidates can use the [resource kit for candidates](#) that includes word document templates, PowerPoints, and a guide to using the Griffith logo.

5.17 Facilities and support

All HDR Candidates at Griffith have access to physical and financial support to undertake their research. Desk space, printing and software. [Learn more](#)

5.18 Scholarships

There are several scholarships on offer to assist candidates.

- [First Year candidates](#). For first year candidates who wish to apply for a scholarship in the Continuous Scholarship Round.
- [Second Year candidates](#). For candidates confirmed and in their second year, who wish to apply through the Confirmed Candidate Scholarship Scheme.
- [Completion Assistance Postgraduate Research Scholarships \(CAPRS\)](#). Available to research degree candidates at the writing-up stage of candidature.
- [Research Output Excellence Scholarship \(ROES\)](#). Supporting research degree candidates with publishing their research.
- [International Experience Incentive Scheme \(IEIS\)](#). Griffith International-funded grants for research degree candidates to support periods of study away overseas, including conference attendance.

6. MILESTONES

Progress of all candidates will be monitored via the completion of milestones. This has a dual focus to monitor and support the progress of the candidate's research toward a timely completion, as well as to monitor and support the development of the candidate's capabilities toward their career objectives.

Milestone overview:

- Early candidature
- Confirmation of candidature
- Progress report

- Thesis and candidature review

Learn more about the requirements for each milestone are detailed [here](#). See also the [HDR Academic Progress Procedure](#). Milestone timeframes vary for each program, please see the [HDR milestone requirements and timeframes summary](#) for further information.

Monitoring progress is ongoing and additional reporting arrangements and steps to rectify problems may be taken at any time. This responsibility primarily rests with the candidate's supervisors, HDR convenor, and Dean (Research). Failure to maintain satisfactory progress (including milestones) may lead to suspension of scholarships (if applicable) and termination of candidature.

7. PREPARING YOUR THESIS

No matter the format, your thesis must be assessable by experts in the relevant field as meeting the requirement of contemporary international standards. Griffith University expects that supervisors are expert advisors on such standards – and monitors that expectation through the various stages of a candidate's progress, from admission, through confirmation and annual reporting, to the nomination of examiners and the administration of the examination itself.

Find out more about:

- Formatting
- Inclusion of papers
- PhD by prior publication
- Theses with creative components

8. PUBLISHING DURING CANDIDATURE

- Doctoral candidates are required to have at least one peer-reviewed publication or creative research output (as per the Excellence in Research for Australia (ERA) requirements) published or accepted for publication during the period of candidature.
- The output must be produced under supervision and during the period of candidature and contain a Griffith University by-line.
- Where there are co-authors, the candidate should be a principal author.

[Learn more about publishing during candidature.](#)

9. COURSE SPECIFIC REQUIREMENTS

Candidates should also consult the [Programs and Courses](#) website for any additional requirements specific to their program.

9.1 Study load

A full-time commitment is at least the equivalent of the standard five-day working week (for example 9am to 5pm Monday to Friday, 48 weeks per year). The actual pattern of research and study is to be negotiated by the candidate and their supervisory team.

Part-time commitment will average at least 50% of the full-time commitment as set out in section 3.5.2, over the course of a year.

The expected full-time study load for HDR enrolment is a minimum of 40 credit points in each trimester and 20 credit points for part-time HDR study load.

9.2 Employment

Any work, paid or otherwise, undertaken by the candidate that is unrelated to their research project must not affect their ability to maintain their study load and must not interfere with the timely progression and completion of their research project. Employment commitments will not be considered as a permitted reason for an extension of candidature.

International candidates must comply with the conditions of their student visa with regard to maintaining a full-time study load, as well as paid employment restrictions.

Scholarship holders and sponsored students should consult the conditions associated with their awards and sponsorships for any special conditions relating to employment.

9.3 Study location

Candidates are required to maintain on-campus enrolment, unless approval has been granted for study away or remote candidature.

The pattern of research study and work from home arrangements will be negotiated as needed based on the program and research project requirements and the candidate's personal circumstances.

Study away is intended for when a candidate wishes to attend a conference, undertake fieldwork, research or study as part of their HDR program, while located away from the University for a limited period of time.

Candidates who do not reside or study within regular commuting distance of a Griffith University campus must be approved to study **remotely**.

9.4 Duration of candidature

To view the duration of your specific program please visit the **degree and career finder**. The typical program lengths are:

- Doctoral Degree is 3-4 years (240-320 CP)
- Masters Degree (Research) 1-2 years (80-160 CP)

The minimum and maximum dates for submitting the thesis are calculated from the date of commencement. These dates may change for candidates who have transferred from another institution or another HDR program. Candidature and enrolment ends when the thesis is submitted for examination.

The minimum and maximum submission dates do not apply for the below programs, instead the due date for thesis submission is in accordance with the trimester of enrolment for the final dissertation course.

- Master of Arts Research
- Master of Education and Professional Research Studies
- Master of Medical Research
- Master of Science

9.5 Unsatisfactory progress

A termination of candidature or downgrade from a Doctoral to a Masters degree can be initiated at any time, including through a milestone outcome or Progress Support Plan outcome.

Candidature may only be terminated after a reasonable attempt has been made by the supervisor/s and the Dean (Research) to ensure a candidate has been:

- Clearly warned of shortcomings in performing the research and/or in meeting candidature requirements;
- Advised of ways in which such shortcomings might be remedied; and
- Given an opportunity to respond to these warnings.

Candidates will be notified of the intention to terminate candidature and will be given the opportunity to respond.

Termination of candidature is noted on academic transcripts. Candidates have the right to appeal against a decision to terminate candidature.

For further information on this process refer to Section 3.9 Unsatisfactory Progress of the **HDR Academic Progress Procedure**.

10. PROGRESS SUPPORT PLAN

The objective of the Progress Support Plan is to support candidates. It is not a punitive measure. When candidates are assigned a Progress Support Plan an enhanced monitoring process is put in place to benefit the candidate. Assigning a Progress Support Plan provides a mechanism:

- To identify candidates whose progress is of concern so that supervisors, HDR convenors, and Deans (Research) are able to provide additional support and guidance.
- For input to be provided by the HDR convenor in the management of the candidature.

- For enhanced support to be provided as early as possible to prevent progress issues escalating.
- For support to be provided to the supervisory team in managing difficult candidatures.
- To formally document a plan of action for the candidate and monitor achievement.
- To ensure candidates are referred to the appropriate support services available within their Element, Group or Research Centre, and more broadly across Griffith University.

[Learn more about the progress support plan.](#)

11. CANDIDATURE CHANGES

Candidature changes could include any of the following:

- Managing impacts to your candidature
- Requesting candidature changes
- Applying for leave
- Supervision changes
- Extension to maximum submission date
- Applying for a scholarship extension
- Changing your topic or title
- Study away
- Attendance
- Remote candidature
- Element transfer
- Concurrent enrolment
- Program changes
- Withdrawal from candidature

[Learn more about candidature changes](#)

12. CONDUCTING RESEARCH

Many elements typify a responsible research culture, including honesty and integrity, respect for human research participants, animals and environment, good stewardship of the research resources and the responsible communication of results. We believe research ethics and integrity should go beyond compliance and be regarded as key in research design, conduct and reporting of results.

Conducting responsible research includes:

- Research integrity
- Academic integrity
- Intellectual property
- Copyright

13. Griffith Graduate Research School (GGRS)

Contact GGRS for enquiries relating to HDR admission, candidature, scholarships, orientation or workshops.

Phone: +61 7 3735 3817 between 9.30am – 2.30pm, Monday to Friday

In-person

Wednesdays, 10am – 4pm (no appointment needed)

- Nathan: Level 0, Bray Centre (N54)
- Gold Coast: Level 3, Academic 1 (G01), Room 3.46

Email: hdr-enquiry@griffith.edu.au

