Now that you have had your candidacy for a HDR approved (you should have an official letter confirming candidacy) and ethics approval (you should have an official letter confirming ethical approval) you may start conducting your studies.

Your timetable to complete your studies and submit your thesis was outlined in your candidacy document. This provides a useful planning framework for you. Throughout your studies you will be meeting regularly with your supervisory team as they will provide you with the guidance necessary. The School also has a number of processes to help you complete your research plan successfully.

Remember that further useful details are available in the University Guidelines for Doctoral/Masters Students (web site http://www.curtin.edu.au/corporate/research/graduate/graduate.html)

Regular reviews
Twice each year you will be asked to compete progress reports. In March you will complete a report for the School, and in September you will complete a report for the School and Division. These reports help us keep up to date with your progress and support you. They are also an opportunity for you to raise any issues or concerns you have with your progress. Information is available at http://research.curtin.edu.au/graduate/hdrguidelines/durcand.html#apr

Ethics renewal
If your study required ethical approval you would have been granted approval for 1 year. After 12 months your supervisor will be sent a note from the ethics committee asking if the project is completed or ongoing. After completing this form it needs to be returned to the ethics committee. You must have current ethics approval for any studies you are conducting. Please ensure the School has a copy of your current ethics approval.

Being part of the School of Physiotherapy
As a graduate student you have the opportunity, and the expectation, to participate in the broader activities of the School. You will be mingling with not only the academic staff, but also the other HDR students, postgraduate coursework students and undergraduate students. You will be encouraged to look for opportunities to assist with tutoring junior students, participating in other research projects and enjoying the social life of the School.

The School of Physiotherapy is active in a number of research areas. (http://physiotherapy.curtin.edu.au/research). You will be expected to be an active participant in relevant areas.

You will be expected to attend presentations by other HDR students, and these will prove very interesting for you. There will also be opportunities for you to present updates on you studies to the School, the Division and externally.
Professional development
You should have the expectation of considerable personal and professional development during your time achieving a HDR. The School provides a research seminar series where you will have the opportunity to learn relevant research skills. The Library provides research related seminars (web site http://library.curtin.edu.au/research/training/mrss.html) to improve your skills. The University also provides seminars (web site http://research.curtin.edu.au/graduate/development.html) specifically for HDR students, and Curtin University Postgraduate Students Association (web site http://www.cupsa.curtin.edu.au) also provides professional development opportunities (and social opportunities).

Study expenses
The School of Physiotherapy provides around $3,000 for study related expenses for each doctoral student over the whole study period.

Typical expenses early in a program include inter library loan request costs, photocopying and printing. Depending on the type of study conducted there may also be costs associated with the use of questionnaires (royalties, printing, postage), laboratory equipment (EMG electrodes). These costs should have been outlined in your candidacy proposal budget. There is a special budget form available from the Secretary of HDR. Reimbursement for the costs in your approved budget can be arranged by keeping and presenting the original receipts with an explanatory memo to the Secretary of HDR (Tel: 9266 3647 Email m.patterson@curtin.edu.au). Please wait until the receipts accumulate to an amount of $50.00 or more before requesting reimbursement. Costs not in your approved budget will normally not be reimbursed. If there are significant changes in costs discuss with your supervisor and submit a revised budget.

Other expenses may be associated with presenting your work at conferences. This is encouraged and the Division of Health Science provides up to $2,000 per student to attend a conference and present a paper on your study. This is typically used in the final 1/3 of your studies. Here is the application to attend conferences site: http://research.curtin.edu.au/graduate/forms.html#conference

Other Issues
Annual re-enrolment
When completing your Annual Progress Report for the Division you will be asked to confirm your enrolment details. You may need to change from part time (50%) to full time (100%) depending on your project and progress.

Changing study details
If you wish to change your studies markedly from those outlined in your candidacy proposal you will need to seek DGSC approval based on a new candidacy proposal. Minor changes (change in title, change in supervisory team) also require DGSC approval – see form http://research.curtin.edu.au/graduate/forms.html#candidacy

Leave of Absence
You may apply for a Leave of Absence when your study progress is significantly impeded by personal or non personal reasons. The leave requires DGSC approval – see form http://research.curtin.edu.au/graduate/forms.html#leave
Notes for Supervisors:
- Meet with students regularly – weekly, fortnightly or sometimes monthly
- Ensure ethics approval remains current for as long as required
- Discuss any progress issues with student
- Discuss any issues with DHDR
- Encourage students to attend seminars
- Involve students in School as much as possible

Notes for HDR Secretary:
- Maintain student files
- Encourage students to attend seminars
- Distribute March progress reports
- Assist DHDR to maintain current student status records
- Assist DHDR compile reports on HDR plans