

CASS HDR Welcome Tips

Version 1 (as at 24 August 2026)

First 5 steps for starting your HDR career -

Step 1. Obtain your ANU student card (for building access; library access; printing; student discounts, etc.)

- Visit an ANU Student Hub on campus - <https://www.anu.edu.au/students/program-administration/enrolment/student-cards>

Step 2. Notify your supervisor and HDR convener that you're ready to start

Step 3. Locate your School or Centre's HDR office space

- Contact your HDR convener and CASS Professional Services - admin.cass@anu.edu.au

Step 4. Meet your supervisor to:

Fill out the Candidate Supervisor Agreement form	<i>This is a document in which you both set your expectations for your candidature, schedule of supervision meetings, training, etc. This document is part of your first Annual Plan (see below).</i>
Talk through milestones and the timeline of your degree	<i>ie. your Annual Plan is due within the first 3 months of commencing your HDR program. Upload via ANUHub.</i>
Discuss your coursework options and requirements	<i>Coursework is usually completed within the first 12 months of your candidature. Enrol in coursework via ANUHub.</i>
Discuss who will be on your supervision panel	<i>This document is due within 3 months of commencing your HDR program (see page 3 below).</i>
Find out what funding is available to you for your research	<i>Eg. travel for fieldwork or conference activity.</i>
Discuss ethics approval (if required)	<i>Access the ANU Research Ethics Management System (REMS) via https://services.anu.edu.au/information-technology/software-systems/research-ethics-management-system</i>

Step 5. Meet your HDR Convenor to clarify any further questions about your area and discuss milestones, especially the Confirmation of Candidature process.

Next steps might include:

- Complete Training Milestones
 - Research Integrity Training (via ANUHub - <https://selfservice.sas.anu.edu.au/> > click Navigation Menu Icon in the top right corner > Menu > Research > Research Reports > Begin Training – *this will take you to the course in Canvas*).

- RRRR – Rights, Relationships & Respect in Research - <https://www.openlearning.com/anu/courses/rights-relationships-and-respect-in-research/?cl=1>
- Familiarise yourself with the Student Code of Conduct - https://policies.anu.edu.au/ppl/document/ANUP_6097481
- Familiarising yourself with the HDR Handbook - <https://anu365.sharepoint.com/sites/HDR-Handbook> (especially milestones!)
- Familiarising yourself with researcher development activities, run by the GRS Researcher Development team - <https://services.anu.edu.au/business-units/research-and-innovation-portfolio/research-training/hdr-researcher-development>
- Mapping out path to Confirmation of Candidature (*within 9-12 months of the commencement of your candidature, full-time*).

Common acronyms:

- CASS – College of Arts & Social Sciences
- CASS AD HDR – CASS Associate Dean HDR
- DA – Delegated Authority
- GRS – Graduate Research School
- HDR – Higher Degree (by) Research (eg. MPhil, PhD)
- RSHA – Research School of Humanities and the Arts
- RSSS – Research School of Social Sciences

Key resource – *this is your go-to guide for your HDR candidature at ANU*

HDR Handbook – Graduate Research School (GRS)

<https://anu365.sharepoint.com/sites/HDR-Handbook>

- Getting Started
- Wellbeing
- Manage my Candidature
- Scholarships
- Develop my Skills (Researcher Development team, GRS)
- Opportunities
- Governance

Candidature

ANUHub – online student system

<https://services.anu.edu.au/information-technology/software-systems/anuhub>

- Manage My Degree > add courses
- Initiate research & training milestones

ANU Student Code of Conduct

- https://policies.anu.edu.au/ppl/document/ANUP_6097481

Student card (building and library access; printing; student discounts)

- ANU Student Hubs - <https://www.anu.edu.au/students/program-administration/enrolment/student-cards>

Supervision Panel – appointment & responsibilities

- Chair of Panel

- Primary Supervisor (often the Chair)
- 1 or more Associate Supervisors
 - Form your full panel within 3 months of commencement – fill out this form - https://cass.anu.edu.au/files/docs/HDR_Supervisory_Panel_Details_Form-V1.1_0.pdf
 - Candidate Supervisor Agreement form (see *HDR Handbook* > Manage my candidature > Annual plans and reports)
- Guideline: https://policies.anu.edu.au/ppl/document/ANUP_012814

Coursework requirements - Semester 1 and Semester 2, Year 1 of candidature (full-time) – CASS milestone (8000 and/or 9000 level courses)

- School/area specific - at least 12 units in total (6 units per semester)
- Enrol via ANUHub
 - Enrolment will be endorsed by panel chair and CASS AD HDR

HDR Induction – hosted by GRS & CASS (4-5 days); voluntary milestone

- Semester 1 – April
- Semester 2 – September

Training Milestones - <https://anu365.sharepoint.com/sites/HDR-Handbook/SitePages/Training-milestones.aspx>

- Research Integrity Training (via ANUHub or Canvas)
- Rights, Relationships & Respect in Research

Study space

Office space and IT equipment

- Liaise with your HDR Convener & CASS Professional Services
- Contact: admin.cass@anu.edu.au
- IT support – ANU Connect - <https://anuconnect.anu.edu.au/services>

Funding & Ethics

Scholarship rounds

- April 15 – Closing date for Round 2 international and domestic HDR scholarship applications (to commence in the *same* year)
- August 31 – Closing date for Round 1 international HDR scholarships (to commence in Semester 1 the *following* year)
- October 31 – Closing date for Round 1 domestic HDR scholarships (to commence in Semester 1 the *following* year)

Fieldwork and research funding

- Contact your HDR convener for details
- All university-related travel **must** have Travel Approval for insurance purposes– see <https://services.anu.edu.au/financial-management/university-travel>

Ethics

- ANU Research Ethics Management System - <https://services.anu.edu.au/information-technology/software-systems/research-ethics-management-system>

Skills Training for your HDR Candidature

- GRS Researcher Development - <https://anu365.sharepoint.com/sites/ResearcherDevelopment>
- ANU Online statistics courses - <https://services.anu.edu.au/training/online-statistics-courses>

Legislation and Policies

ANU *Research Awards Rule 2021*

(this is the legislative instrument governing the rules of ANU's HDR programs)

<https://www.legislation.gov.au/F2021L00996/latest/text>

ANU Procedure – Higher Degree by Research – Candidature

https://policies.anu.edu.au/ppl/document/ANUP_012809

Key contacts

- School/area (eg. travel & fieldwork; access to IT & printing; building access and bookings; WHS)
 - HDR Convener for your School or area
 - Primary supervisor/panel chair & supervision panel
- College (CASS)
 - CASS Professional Services – admin.cass@anu.edu.au
 - CASS Associate Dean HDR – assocdeancass.hdr@anu.edu.au
- Graduate Research School (GRS) – (*see p. 5*)
 - In person - Hayden-Allen Hub – Ground floor, Hayden-Allen Building, 22 University Ave
 - Call +61 2 6125 5777
 - General inquiries – grs@anu.edu.au
 - Candidature team (current candidates) – hdr.candidature@anu.edu.au
 - Researcher Development team – researcherdevelopment@anu.edu.au
- ANU
 - Dean of Students - <https://www.anu.edu.au/students/contacts/dean-of-students>
 - Health, Safety & Wellbeing - <https://www.anu.edu.au/students/health-safety-wellbeing>
 - ANUConnect – IT support - <https://anuconnect.anu.edu.au/services>
 - ANUSA – ANU Student Association - <https://anusa.com.au/>
 - ANU Security –
 - Call 6125 2249 (*call 000 in an emergency*)
 - <https://www.anu.edu.au/students/health-safety-wellbeing/living-legally-safe/safety-and-security-at-anu>



HDR Administration Contact Details



Not sure who to email? Send it to the functional email account that best suits your enquiry or stage of candidature and if necessary, we will redirect your query to the right place - *please don't email multiple accounts*



Prefer to phone? Connect with our **Call centre** on **+61 2 6125 5777**:

Mon, Wed, & Fri 9:00 am–12:00 pm, 1:00 pm–4:00 pm; Tue & Thu 1:00 pm–4:00 pm

Our SharePoint site has more info who we are & how to contact us in person



Top Level	Recruitment & Admissions Team	Candidature Team	Exams, Events & Prizes Team	Governance & Opportunities Team	General Inquiries
	 hdr.admissions@anu.edu.au	 hdr.candidature@anu.edu.au	 hdr.examinations@anu.edu.au	 hdr.opportunities@anu.edu.au	 grs@anu.edu.au
Detailed	Anything related to future HDR Candidates	Anything related to current HDR Candidates	Anything relating to the examinations process & prizes	Anything related to industry, cross-institutional study & policy	General inquiries, events, & anything where you are not sure who to email
	Scholarships (future students) - Advice on eligibility - Central scholarship process - Issuing of offers - Acceptance processing - Deferral requests - CSC, Taiwan and Project 89 scholarships Admissions - Advice on eligibility and process - OSHC queries - English language requirements - Application processing and assessment - Issuing of offers and eCOE - Acceptance processing - Deferral of start-date	Commencing enrolments, scholarship activation and reimbursements Scholarships - Activation and Reimbursements for commencing students - Extensions, Top-ups, and any scholarship matters for current students not mentioned elsewhere Candidate Milestones - Research Integrity Training; RRRR; First Year Plan; Confirmation of Candidature; Progress Review; Submission Readiness Review - Monitoring of milestones, overdue milestones Program management - Supervisory panels - Relocation reimbursements - Coursework matters - Program Leave - Extensions - Changes to enrolment (e.g. external/internal, part-time/fulltime, withdrawal, transfer) - Student progress matters - Advice on complex matters, wellbeing concerns and supervisory issues	Scholarships (post-submission) - Scholarship payments after thesis submission Candidate Milestones - Notice of Intent to Submit; Nomination of Examiners; Thesis Submission; Thesis Corrections Examinations - Non-Oral Exams - Oral Exams Prizes - HDR prizes approved by ANU (e.g. J G Crawford, External HDR prizes that require coordinated ANU nomination)	Scholarships (governance) - Conditions of Award Industry & Opportunities - Internships - Industry PhDs - VC travel fund - External opportunities (e.g. Maitri Scholars) - Requests to advertise external opportunities Cross-institutional study - HDR exchanges (Fox Fellowship, Oxford Exchange, GYSS, Schmidt Science, Lindau and MITACS) - Joint, Dual and Cotutelle award programs Other - HDR policy, compliance and reporting - HDR Committee (University & College level) support - AD HDR/DA/HDR Convenor support, e.g. ad hoc data requests, policy advice	General inquiries Complex matters which may sit across multiple teams or where it is not clear who might be responsible Events - HDR Inductions 3MT Competitions
Other emails	Current Masters of Applied Epidemiology students can continue to email mae.nceph@anu.edu.au for matters which are specific to the MAE degree, such as work placements. The College-level HDR Admin emails continue to work but will become part of the hdr.candidature@anu.edu.au account soon. You can continue to email these accounts as usual or use the team emails as above. The College emails are: hdr.clgip@anu.edu.au, hdr.cosm@anu.edu.au, hdr.ccs@anu.edu.au, hdr.cbe@anu.edu.au, cap.hdr@anu.edu.au, and research.students.cass@anu.edu.au.				
	Researcher Development researcherdevelopment@anu.edu.au Extensive program of skills development for HDR candidates. Visit the SharePoint (via QR code) for more info.	HDR Supervision hdr.supervision@anu.edu.au For all matters relating to Supervision development program and supervisor registration. Not for individual HDR Candidate supervisory panel matters.	Matters for Local Areas (e.g. School or College Admin) - Travel & fieldwork - IT purchases - Buildings: access, desk allocation, room bookings - WHS		