CAREER & RESEARCH SKILLS TRAINING (CARST) 2024

Supporting the personal, professional, and career development of higher degree by research students

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CaRST is a specialised training and development program for Higher Degree by Research (HDR) students at the University of Adelaide.

I am delighted to welcome you to the Career and Research Skills Training (CaRST) program at the University of Adelaide.

CaRST cements our commitment to creating a high-quality research training experience that equips our HDR graduates to become leaders in their chosen fields – both within and outside of academia. This requires the development of a wider range of technical and professional skills that are valuable in the modern workplace.

The program has been developed to meet the rapidly changing nature of postgraduate education in Australia in which there is significant emphasis on broadening the research training experience and integrating transferrable skills development within the higher degree program.

The CaRST program is benchmarked against international best practice in research training and has been informed by interviews with key stakeholders, student survey data, and industry and sector reports. Our program also supports recommendations outlined in a national review of Australia's research training system and aligns with guidelines set out by the Australian Council of Graduate Research.

Underscoring its importance, CaRST is embedded into the PhD and Master of Philosophy degrees and has been designed to be completed alongside your research. The program formalises the learning experiences that are intrinsic to a research degree while also offering many opportunities to enrich your training experience and enhance your development as a researcher.

Through CaRST, you have the unique opportunity to create a tailored program of professional development, recognise and promote the knowledge and skills gained in your research training, and plan for how you will apply your training in both academic and non-academic careers.

Professional development is an integral part of research training at the University of Adelaide. I encourage you to make the most of the CaRST program to maximise your HDR experience and fulfil your future potential.

Katy Dolman, Manager Researcher Education and Development

Introduction

CaRST was introduced to broaden the research training experience and prepare HDRs for a wide range of careers both within and outside academia. The program aims to facilitate a quality, in-depth research training experience for all HDRs and has been designed to meet the needs of our diverse researcher community.

Who does CaRST apply to?

Participation in CaRST is compulsory for all PhD and Master of Philosophy students.

What are the benefits?

CaRST will:

- Help you develop into a more effective and well-rounded researcher
- Enhance your HDR experience and support you to achieve a timely completion
- Diversify your skillset, build confidence, and increase competitiveness for future employment opportunities

What does CaRST involve?

CaRST comprises the 'Development Component of the Structured Program' and student participation extends from enrolment to thesis submission.

There is no set curriculum with CaRST; rather, students design their own tailored program of professional development based on their unique backgrounds, career goals, and training needs.

Your CaRST program is informed by an iterative process of reflection and planning, and entails the following key steps:

Skills: complete a skills assessment to identify your strengths and areas for development

Plan: identify and set development goals to support your research and career objectives

Do: find and participate in professional development activities to support your development goals

Record: maintain a log of hours and activities completed in each domain

Review: reflect on your current knowledge, skills, and experience and future development priorities

What are the Requirements?

PhD students are required to complete:

- a total of 120 hours of CaRST activities;
- activities in all four CaRST domains with a minimum of 10 hours, but not more than 60 hours, in each.

Master of Philosophy students are required to complete:

- a total of 60 hours of CaRST activities;
- activities in all four CaRST domains with a minimum of 5 hours, but not more than 30 hours, in each.

Do I need to enrol in CaRST?

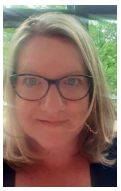
When you enrol as an HDR student in one of the degrees required to undertake CaRST, you will receive a milestone in Access Adelaide and have until thesis submission to complete the requirements. To enrol in the professional development opportunities provided, you will need to follow the booking instructions specified for each activity.

How is CaRST recognised?

PhD and Master of Philosophy students who complete the CaRST program will receive a certificate of completion from the Adelaide Graduate Research School and a statement of completion on their official transcript.

The Researcher Education and Development team

CaRST is supported by a small dedicated team, all with genuine interest in supporting research degree student development. The Researcher Education and Development team also supports development activities for supervisors and researchers at the University.



Katy Dolman

Manager: Researcher Education and Development

Dr Charlotte Le Lan

Researcher Development Officer

Dr Khatora Opperman

Researcher Development Officer

My CaRST Story

"I saw [CaRST] as a valuable opportunity to prepare myself in order maximise my competitiveness for future employment, to ensure that I can translate the skills I have developed from my academic training to non-academic roles and lastly to take greater control of my learning and professional development.

I have found the program requirements to be highly achievable. Many of the compulsory aspects of your PhD can be counted towards your CaRST hours. The range of CaRST events available to students also helps to make the program very achievable so make sure you take advantage of the fantastic training opportunities CaRST provides.

The most beneficial aspect of the program has been the opportunity to meet and network with other masters/PhD students from across the University. I was new to the University of Adelaide when I started my PhD and having the opportunity to meet other first year PhD students who are in the same situation has been extremely valuable.

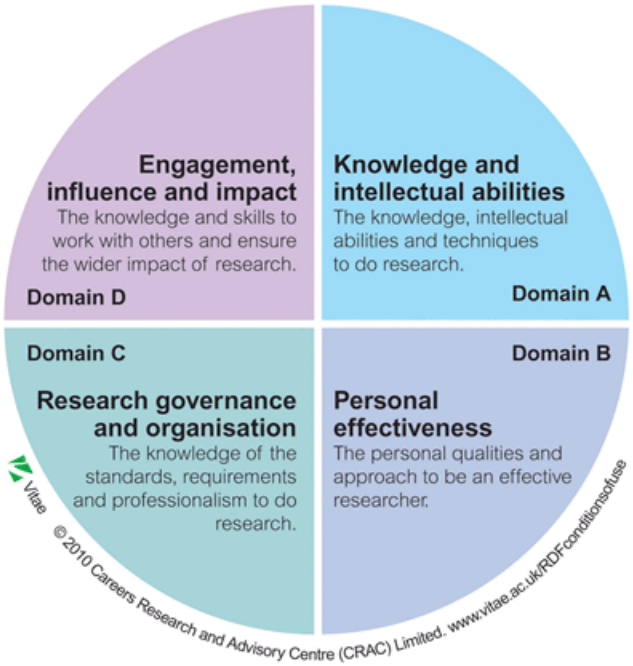
I believe CaRST will help me to improve on skills that will be highly beneficially when looking for work after my PhD. In particular, helping me to improve my networking and communication skills as well as my ability to translate academic skills to non-academic roles.

Remember that the CaRST program is highly customisable. While you need to complete a set number of hours by the end of your Masters/PhD, you have control over what you do, when you do it and what you get out of it. CaRST is an important part of your PhD and provides you with an opportunity to improve on a range of skills that you need during your PhD and into the future."

Dr Claire Fisk, PhD Graduate, Faculty of Sciences, Engineering and Technology

The Vitae Researcher Development Framework (RDF)

CaRST is structured around the four domains of the Vitae Researcher Development Framework (RDF), a key resource you will use throughout your professional development as a researcher.



The RDF describes the knowledge, behaviours, and attributes of effective, highly skilled, and well-rounded researchers at all levels and careers. These are organised into four domains, each containing 3 sub-domains and a total of 63 competencies/descriptors.

You will use the RDF to assess your skills and identify areas for development. In addition, each CaRST activity has been mapped to the RDF to enable you to plan your training and development across all four domains.

Students are required to complete a range of activities across the four domains. Accumulating hours in each domain will broaden your skillset, help you become a more balanced researcher and enhance your future employability.

For more information

You can download a copy of the RDF here or visit www.vitae.ac.uk/rdf.

CaRST Online

The CaRST Online platform makes it easy to track your progress with CaRST, achieve the skills and results you want from your graduate program and for your future career, and ensure you are meeting the CaRST requirements of your degree.

CaRST Online is available at carst.adelaide.edu.au.

What are the features of CaRST Online?

CaRST Online includes:

- A course booking platform
- Dashboard display of CaRST credits and activities
- A skills assessment to identify your Top 5 Skills and Priorities and find suggested courses
- Development planning tools to create career plans and track development goals
- A summary of your overall progress to print for submission at formal milestone reviews.

How do I sign in?

All HDR students automatically receive a CaRST Online account when they commence candidature. Your University ID (aXXXXXXX) and password is used to access your account.

For more information

Click on the 'Help' tab in CaRST Online to access quick reference guides and contact information.

If you have a technical question or issue with CaRST Online, please contact Research Technology Support.

Who is CaRST for?

CaRST has been designed to meet the needs of our diverse researcher community.

While all students are required to complete CaRST, the path to completing your CaRST credits is completely customisable, depending on your interests, needs and career plans.

Early career students

For early career students, CaRST will help you successfully navigate your HDR experience, become a better researcher, and enhance your career readiness and employability through the development of transferrable skills and increased awareness of career options.

Mid-to-late career professionals

CaRST is designed to support all HDRs in their ongoing development as professional researchers. It is provided as an opportunity for HDRs to advance their skills development and maximise their time in candidature. As students are supported to engage in the development programs of their choosing, you are encouraged to source activities that are relevant to your needs or career stage.

Remote students

There are many opportunities for remote students to acquire CaRST hours without the need to attend workshops in Adelaide. This includes a range of online courses and webinars, viewing recorded workshops through the CaRST MyUni course, participating in hands-on learning experiences, and sourcing your own training activities within and external to the University.

What can I do for CaRST credit?

Credit can be earned through completion of various training, experiential, commercialisation and engagement activities, and students are encouraged to undertake a variety of activities throughout candidature.

CaRST workshops

CaRST coordinates the delivery of a range of development workshops and activities for HDRs throughout the year, which are bookable via CaRST Online. These sessions are sponsored by the Adelaide Graduate Research School, at no cost to HDR students.

CaRST online training

CaRST provides a variety of free online training options for HDRs that can be accessed remotely through MyUni or similar platforms.

CaRST approved activities

These activities are offered by colleagues across the University to support HDRs and have been registered and approved for CaRST credit.

Experiential activities

Experiential activities are practical and hands-on learning experiences related to your HDR, including applied opportunities with industry.

External training

Training that is not offered by CaRST or already registered with CaRST can be claimed if it is relevant to your HDR and/or contributes directly to your career advancement.

What can't be counted for CaRST credit?

Although there are many activities that students can complete and claim for CaRST, some activities are not eligible for CaRST. These include:

- Activities completed prior to your candidature start date
- Activities where you cannot supply required evidence
- Any activities that you have already claimed for credit. Activities can only be claimed once for CaRST and should also not be double-counted towards the Adelaide Graduate Award
- Activities that directly contribute to your major research project, e.g. literature reviews, experimental research, field work, research proposals, and thesis preparation
- Attendance or presentation at normal/routine research group, lab, or team meetings or individual meetings with your supervisor
- Standard reviews of progress, i.e. the CCSP, Major Review, and Annual Reviews
- Informal training of equipment or software
- Informal mentorship/supervision of another student or researcher
- General social events or informal catchups such as morning or afternoon teas organised by your Faculty, School, Centre, or Institute
- General volunteer work, including participation in University Open Day
- Activities for which you were paid, including teaching
- Activities that don't align with the Vitae Researcher Development Framework, are outside the scope of the profession, and unrelated to your career advancement
- Private study (excluding online courses with evidence of completion).

Claiming external training

Students are able to seek credit for other formal training within and external to the University. To claim a training that is not offered by CaRST or already registered with CaRST, it is important that it is relevant to your HDR and/or contributes directly to your career advancement.

It must also clearly map to one of the four domains of the Vitae Researcher Development Framework (RDF):

RDF Domain	Training outcomes
Domain A	Training relates to the development of knowledge, intellectual abilities and techniques relevant to your research. *(examples include research skills, discipline-specific knowledge, etc.)*
Domain B	Training relates to the development of personal qualities and skills needed to be an effective researcher. *(examples include self-reflection, time management, networking, etc.)*
Domain C	Training assists in developing your understanding of the standards, requirements and professionalism to do research. *(examples include health and safety, ethics, funding, etc.)*
Domain D	Training relates to the development of knowledge and skills required to engage with others and ensure the wider impact of research. *(examples include communication, public engagement, leadership, etc.*

If you believe your activity is relevant for CaRST, you are able to self-record this in CaRST Online.

When recording, the following evidence should be provided:

- A copy of the official course description, which states the course duration or participation requirements (hours per week). A URL link to the course page or email confirmation is also suitable.
- A course program, schedule or timetable which confirms the date/times of the training
- A completion certificate (or similar)

Please note that a **maximum of 30 credits** should be claimed for any single training activity, even if time spent on the activity exceeds this amount. This cap is in place to ensure that students are distributing their hours on a variety of different activities throughout candidature.

My CaRST Story

"Participating in the CaRST program has allowed me to further develop skills in communication, professional conduct, research management and critical thinking. The workshops offered are insightful and engaging and have been possible to attend amongst other commitments due to multiple session times being offered.

The 120 hours required for a PhD student to complete the CaRST program is achievable in the time frame given and distributing the hours amongst all domains allows for a wide range of workshops and activities to be explored.

Creating an e-portfolio of all the activities I have participated in has allowed me to keep on track of the hours I have completed.

Participating in the CaRST program has been a very beneficial experience and it will provide me with skills and knowledge in different areas of the Researcher Development Framework which will be valuable for my future career."

Dr Bonnie Williams, PhD graduate, Faculty of Health and Medical Sciences

The CaRST Process

Your CaRST program will be informed by an iterative process of reflection and planning.

SKILLS

Determine your strengths and areas for development.

PLAN

Identify and set development goals to support your research and career objectives

DO

Find, book, and participate in activities to support your development goals.

RECORD

Maintain a log of hours and activities completed in each domain.

REVIEW

Reflect on your current knowledge, skills, and experience and future development priorities

Find out more about each step on the following pages.

Skills

At the start of candidature, you are required to complete a skills assessment to consider your skills and determine your level of ability and interest for each.

This is a self-assessment to help you identify the areas you would like to develop. The scale of low to high is subjective and does not relate to any indicators.

Once you have completed the assessment, you can:

- View your top 5 skills
- View your top 5 priorities
- See suggested courses that address the skills you are interested in developing.
- Print your skills assessment.

The skills listed in the skills assessment are part of the Vitae Researcher Development Framework (RDF). For more information and detail about each skill, download a copy of the RDF.

For more information

For more information, review the How to complete your Skills Assessment Quick Reference Guide from the Help section in CaRST Online.

Plan

After you complete a skills assessment, you will proceed to the Development Plan section of CaRST Online where you will identify your preferred career paths and create and track development goals.

This can be completed individually or in collaboration with your supervisor.

My Career Plans

Start by reflecting on your career aspirations. This is helpful even if you are not actively job-seeking; identifying a career path early in candidature will allow you to focus your preparation on building the knowledge, skills and experience necessary for a chosen field. Having more than one career path in mind is helpful because your preferences are likely to change over time and your first choice may be highly competitive.

If you are doing an HDR to further the career you are already in, please select the path your career most closely resembles or use this to identify a longer-term career goal.

My Goals

Once you have completed your skills assessment and identified possible career paths, it's time to create some development goals. Ask yourself- which areas do you want to develop over the next 6 months to a year and what types of activities could support your development in this area? What activities will be beneficial to your career aspirations?

For more information

For more information, review the How to complete your Development Plan Quick Reference Guide from the Help section in CaRST Online.

Tip: The skills assessment and development plan must be completed prior to submission of the Core Component of the Structured Program (CCSP) review

Do

The next phase is to find, book, and participate in activities that will help you achieve your development goals.

There is no set curriculum with CaRST. Each student creates their own personalised program of professional development.

Activities which earn CaRST hours are classified into the following types:

I. **Training Activities** include formal training undertaken through workshops, courses, online courses and other structured training programs.

II. **Experiential Activities** are practical and hands-on learning experiences you engage in that are related to your HDR. Eligible activities can be found on the CaRST Experiential Activities webpage.

III. **Other Commercialisation and Engagement Activities** are practical and applied learning experiences you engage in with external organisations (i.e. 'industry') that are related to your HDR. Eligible activities can be found on the CaRST Experiential Activities webpage.

Booking

There are 3 types of events in CaRST Online:

1. **Bookable:** these activities are booked via CaRST Online and your attendance will be automatically recorded. You don't need to collect or attach evidence for these.
2. **Externally booked:** these activities are booked via an external system. Your attendance will be recorded after we hear back from the organisers.
3. **Self-recorded:** these activities need to be added by you upon completion.

For more information

For more information, view the Searching for an Activity and How to Book an Activity Quick Reference Guides in CaRST Online.

Record

Your CaRST Record in CaRST Online is your official record where you can view the activities completed and hours earnt.

The CaRST milestone is completed based on the hours and activities logged in CaRST Online, therefore it is important to ensure that all your development activities are recorded here.

Only activities undertaken during your candidature can be claimed towards CaRST. Activities completed prior to commencing are not eligible for credit.

CaRST Credits Overview

At the top of the page you will see your total credits, which are broken down by domain and also displayed on a progress bar. Below your credit summary, you will see a blue box containing feedback about your progress.

Limits imposed within the CaRST program are taken into account when calculating the total CaRST credits. This number, therefore, may not be the same as the total number of hours you have accumulated. These limits include:

- A minimum of 10 hours and a maximum of 60 hours per domain for PhD students
- A minimum of 5 hours and a maximum of 30 hours per domain for Masters students

If you exceed the number of credits allowed per domain, further credits will not count towards the total. If you have not met the minimum in one or more of the domains, the total credits will not reach the 60 or 120 hour target until this is achieved.

To view all of your CaRST credits (without limits applied), click the 'show all' link.

Activity list

All of your completed activities are listed on the page. This includes activities that are automatically added as well as those you add yourself.

Activities completed prior to your candidature start date will not be visible by default; click '[+] show old forms' to display these activities.

Self-recording an activity

Activities booked through CaRST Online are automatically added to your record. All other activities need to be self-recorded.

If the activity is listed in the CaRST Online training catalogue and is meant to be self-recorded, it will have a blue 'add to my record' button at the bottom of the course page. Click on this and it will open a pre-filled form that you will need to complete and submit for approval.

If the activity is not listed in the CaRST Online training catalogue, you will need to click the 'Add a self-recorded activity' button on your Record page. This will open a blank form that you will need to complete and submit for approval.

Experiential activities are recorded by clicking the 'Add a self-recorded activity' button and selecting the 'experiential' activity category in the pop-up form. This will open a drop-down menu of options. Find and select the category that best fits your activity. Complete the rest of the form, attach a valid form of evidence, and submit for approval.

Note: self-recording activities that are automatically added by the system leads to duplicate entries, which will overestimate your overall CaRST credits. Be sure to check your record first to make sure activities have not already been credited.

Evidence

Self-recorded activities require you to attach evidence of completion. Valid forms of evidence may include a formal certificate issued by the organiser/convener, an email confirmation or event receipt, or a tangible output created during the activity.

Suggested evidence for experiential activities can be found on the CaRST Experiential Activities webpage.

Please also attach a program, agenda, or itinerary to verify the activity content and support the amount of hours claimed. Multiple attachments are permitted.

Credit hours

Credit hours for training are based on the actual hours in attendance at seminars, lectures, and workshops or the estimated hours for an online course. Time taken to prepare assignments in general is not eligible. This means 1 CaRST hour equals 1 hour of 'in-class' time.

Credits for experiential activities are based on either the duration of active engagement or a pre-set number of hours. View the experiential activities webpage for further information.

A single activity may be recorded for a maximum of 30 hours.

Domain

All CaRST activities are mapped to the domains of Researcher Development Framework (RDF). For activities that are not found in CaRST Online, you will need to use your judgement to determine the most appropriate domain based on the learning outcomes that were achieved. Refer to the Framework webpage for guidance.

Approval

Self-recorded activities are considered provisionally approved until each milestone review. Activities may be audited at the time of the milestone review. There are a number of reasons why a self-recorded activity may be amended or declined, even after it is provisionally approved. For example:

- There is insufficient evidence for the activity
- The activity has been recorded against the incorrect domain
- The activity isn't eligible for CaRST, for example paid work
- The hours claimed don't align with the hours supported by the evidence
- The evidence doesn't specify times or dates of the event, training, conference etc. which was attended.

If a self-recorded activity is amended or declined, you will be advised of this. You may need to adjust your plans for further development to ensure you will meet the CaRST requirements, or amend the recording – for example by providing additional evidence or changing the domain or activity type.

Completing the CaRST hour requirement

When you complete the CaRST requirements of your degree, a 'Download Completion Certificate' button will appear on this page. This will only occur when your total hours meet the minimum and maximum sub-limits per domain and the total credits required for your degree.

You can continue to add activities to your CaRST Record, however, be aware that recognised CaRST credits displayed will not exceed the requirement of your degree. Therefore, a PhD student will show a maximum of 120 hours and a Masters student will show a maximum of 60 hours, even if you have recorded activities beyond these amounts.

Please note that if provisionally approved activities are amended or declined at your next milestone review, you may need to obtain further CaRST credits, even if you have downloaded your completion certificate.

For more information

For more information, view the Self-recording an Activity Quick Reference Guide from the Help section in CaRST Online.

Review

Your progress with CaRST is reviewed regularly throughout candidature to ensure you are on track to successfully meet the CaRST requirements before thesis submission.

These checkpoints have been incorporated into existing milestones, i.e. the CCSP, Major Review, and Annual Review. You will be required to submit a summary of your CaRST progress at these milestone reviews.

What do I need to do?

For each milestone review, you will need to:

- Complete or update the skills assessment and development plan in CaRST Online
- Ensure your completed CaRST activities are up to date in CaRST Online.
- Submit a PDF of your CaRST Progress Summary (when on the Review page, click the 'Generate PDF' button and save as a PDF). View a completed CaRST Progress Summary.

Recommended progress

The number of hours that need to be completed in each year is not stipulated; however; it is advisable to spread your activities throughout candidature rather than front-loading all of your hours to 'get them out of the way' or waiting to achieve the bulk of your hours at the end of your degree as this could cause delays to your thesis submission.

As a guideline, students should aim to complete the following hours to be considered on track:

- CCSP: 15 hours for MPhil; 20 hours for PhD
- Major Review: 30 hours for MPhil; 40 hours for PhD
- Annual Review: this will depend on your stage of candidature and will be different for each student.

You progress can be viewed in CaRST Online. CaRST activities (hours) must be completed before thesis submission.

Feedback

It's important that you maintain a regular dialogue with your supervisor about CaRST. Your supervisor is an experienced researcher and will have valuable advice for you regarding your training needs and may be able to suggest relevant training activities. Your supervisor is also required to sign off on your CaRST progress at each candidature milestone.

The AGRS will provide guidance if we believe your hours are low relative to your stage in candidature. We will also be ensuring that you have completed the skills and plan sections, including making your career path selections.

After each milestone review you will be notified if any self-recorded activities have been declined or amended.

Completion

When you complete the CaRST requirements of your degree, you will receive a statement of completion on your official transcript. You will also be able to download a certificate of completion from the Record page in CaRST Online.

My CaRST Story

"I needed to improve many skills (such as presenting, networking, thesis writing etc.) and saw this [CaRST] as an opportunity to do so.

The most beneficial thing about the program is that you actually get benefit out of doing it. The activities approved for CaRST hours actually help you as a researcher and help to develop and improve skills that come in handy later in your career.

I think it will look favourable on a CV and demonstrates to employers you have taken steps to become the best scientist/researcher you can be. It also shows you have skills outside the laboratory which is critical if moving into industry/consultancy work.

[My advice is] to take the opportunity to attend as many workshops as possible and to use the program to benefit yourself."

Dr Samantha Korver, PhD Graduate, Faculty of Health and Medical Sciences

Responsibilities

Responsibilities of the research candidate

The responsibilities of research students include:

During candidature

- Formulating a Career and Research Skills Training (CaRST) Development Plan that will ensure completion of all required activity hours by thesis submission (120 hours for PhD students and 60 hours for Master of Philosophy students) and actively participating in and recording evidence of completion of CaRST activities throughout candidature to ensure that evidence of program completion can be supplied at thesis submission or prior.

Responsibilities of the supervisors

The supervisors have responsibilities that include:

At the beginning of candidature

- Suggesting ways that the student can make the most effective use of their time. This will involve discussing the requirements of the Career and Research Skills Training (CaRST) program.

During candidature

- Assisting the student to formulate a Career and Research Skills Training (CaRST) Development Plan that will ensure completion of all required activity hours by thesis submission and monitoring completion of CaRST activities during milestone and other progress reviews to ensure that progress is adequate.

During the later stage of candidature

- Ensuring the student has satisfactorily completed any CaRST requirements (following sighting of evidence provided).

Responsibilities of the PGC

The responsibilities of Postgraduate Coordinators (PGCs) include:

At the beginning of candidature

- Advising students of their requirement to complete 120 hours of Career and Research Skills Training (CaRST) activities (for the PhD) and 60 hours (for the MPhil), prior to thesis submission.

During candidature

- Co-ordinating the delivery of the structured program and assisting PhD and MPhil students to develop a viable CaRST Development Plan and to track CaRST activity completion throughout candidature.

Reviews of progress

- Participating in each candidate's progress reviews and addressing any academic and CaRST completion progress issues or impediments to progress as they arise, to the extent delegated by the Head of school.

At the time of submission certifying that:

- The student has satisfactorily completed any CaRST requirements.

Responsibilities of the head of school

It is the responsibility of the head of school to ensure that:

At the beginning of candidature

- Students are made aware that the development component of the structured program requires the completion of 120 hours of Career and Research Skills Training (CaRST) activities for PhD students and 60 hours for Master of Philosophy students prior to thesis submission.

During candidature

- A range of CaRST activities is provided for all higher degree by research students within the school and students are directed to engage with University and Faculty CaRST offerings.

At the time of submission certifying that

- The student has satisfactorily completed their Career and Research Skills (CaRST) requirements.

Responsibilities of the faculties

Faculties are expected to:

- Ensure that schools offer a quality structured program, including an induction, and a range of Career and Research Skills Training (CaRST) activities for all commencing higher degree by research students
- Give consideration to the feasibility of providing CaRST activities that are complementary to the locally provided school level structured programs.

HDR Training Opportunities

CaRST brings together a range of professional development opportunities for HDRs that are offered within and external to the University. The program is delivered in partnership with Faculties, professional service units, and training specialists.

Training activities cover a broad range of personal, professional, and technical topics that will help you become a more effective and well-rounded researcher as well as increase your employability for a variety of career pathways.

CaRST activities listed in this guide are a selection of activities we have curated within the university that have been approved for CaRST credits. Locally organised activities that have been registered with CaRST can be found on the CaRST Activity Register webpage.

For an up-to-date list of upcoming activities, and to register for workshops, visit CaRST Online at carst.adelaide.edu.au.

Before registering for CaRST events, please review our No-Show Policy.

CaRST Domains

CaRST activities are mapped to the domains of the Researcher Development Framework (RDF) so that you can easily identify activities based on your skills development needs.

Domain A. Knowledge & Intellectual Abilities

Activities categorised in this domain relate to the knowledge and intellectual abilities needed to be able to carry out excellent research. Includes:

1. Knowledge base
2. Cognitive abilities
3. Creativity

Domain B. Personal Effectiveness

Activities categorised in this domain relate to the personal qualities, career and self-management skills required to take ownership for and engage in professional development. Includes

1. Personal qualities
2. Self-management
3. Professional & career development

Domain C. Research Governance & Organisation

Activities categorised in this domain relate to the knowledge of the standards, requirements and professional conduct that are needed for the effective management of research. Includes:

1. Professional conduct
2. Research management
3. Finance, funding, and resources

Domain D. Engagement, Influence, & Impact

Activities categorised in this domain relate to the knowledge, understanding and skills needed to engage with, influence and impact on the academic, social, cultural, economic and broader context. Includes:

1. Working with others
2. Communication & dissemination
3. Engagement and impact

Activities mapped to the Researcher Development Framework (RDF) and Stages of Candidature

	Sub-domain	Early Stage			Mid Stage			Late Stage		
Domain A	Knowledge base	Statistical Methods for Research	EndNote		Academic Writing	Programming courses (e.g. R, python, data processing)		Academic Writing		
		Academic Writing	Research Tools: What, Why, How, and Where	Introduction to searching for systematic reviews						
Domain B	Personal qualities							The Imposter Syndrome	Improve your Confidence with Improv	Confidence Fitness
	Self-management	Seven Secrets of Highly Successful Research Students	The PhD Experience	Researcher Profiles & Personal Branding	The Balanced Researcher	Being a resilient Researcher		Defeating Self Sabotage	Interactive workshop: Networking for introverts	
	Professional and career development				Career Control for Researchers			Employability Series		
Domain C	Professional conduct	Research Integrity	Intellectual Property 101	HSW and ethics courses	Conducting research interviews					
	Research management	CaRST Information Session	Managing your Research Data	How to Plan Your PhD	Introduction to Project Management MOOC	eProcurement Information Session		Project Management Workshop	Risk Management for Projects MOOC	
	Finance, funding and resources	Financial Literacy						Research Grant Writing Basics	Research Grants and Fellowships (NHMRC)	Research Grants and Fellowships (ARC)
Domain D	Working with others	Working with your Supervisor	Developing your Cultural Intelligence (CQ)		Communication Skills for Effective Relationships	Flexing your Communication Style		Leadership and the Art of Influence	Handling Difficult Conversations Well	Negotiating for Positive Outcomes
	Communication and dissemination	Presenting your Research with Confidence	Communicating the Impact of your Research	Learn 5 storytelling / presentation techniques	Stand Up, Speak Up and Persuade	Preparing for the 3MT: Everything you need to know		Media Training for Scientists	Turbocharge Your Writing	Pitch Perfection
	Engagement and impact	Commercialisation 101	Introduction to Entrepreneurship		Engaging with Industry	Establishing Industry Research Projects	Entrepreneurial Opportunities MOOC			

Domain A: Knowledge and intellectual abilities

Course Descriptions

Knowledge base

Academic Writing workshops

Academic Writing workshops will be delivered in partnership with the Writing Centre for students at various stages of candidature, specialised for different disciplines, and for students with English as a second language.

Workshops will cover material including:

- strategic approaches to writing, contextualised to types of writing that HDRs are likely to come across in their candidature (e.g. the thesis, research papers, candidature milestone reports, research participant information, ethics applications, sci-comm, etc.).
- troubleshooting writing
- structuring writing (AGRS)

Data Entry and Processing in SPSS

This hands-on training will familiarize you with the interface and basic data processing functionalities in SPSS. It is recommended for researchers and postgraduate students who are new to SPSS or Statistics; or those simply looking for a refresher course before taking a deep dive into using SPSS. (Intersect)

Data Manipulation and Visualisation in Python

Learn to manipulate, explore, and get insights from your data in python. Prerequisites: 'Programming with Python' is recommended to attend this course. (Intersect)

Data Manipulation and Visualization in R

Learn to manipulate, explore, and get insights from your data in R. Prerequisites: 'Learn to Program: R' is needed to attend this course. (Intersect)

EndNote Essentials

As your research becomes more complex, the number of references that you need to keep track of increases. This course is designed to cover the skills that you need to get up and running with EndNote. (Library)

Excel for Researchers

Data rarely comes in the form you require. Often it is messy. Sometimes it is incomplete. And sometimes there's too much of it. Frequently, it has errors. We'll use one of the most widespread data wrangling tools, Microsoft Excel, to import, sort, filter, copy, protect, transform, summarise, merge, and visualise research data. (Intersect)

Getting started with HPC

High-Performance Computing (HPC) allows you to accomplish your analysis faster by using many parallel CPUs and huge amounts of memory simultaneously. This course provides a hands on introduction to running software on HPC infrastructure. (Intersect)

Learn to Program: R

This is an introductory course for getting started with the programming language R. (Intersect)

Programming with MATLAB

MATLAB is an incredibly powerful programming environment with a rich set of analysis toolkits. This course if for those just getting started – with MATLAB and, more generally, with programming. (Intersect)

Learn to Program: Python

This is an introductory course for getting started with the programming language Python. (Intersect)

Research Tools: What, Why, How, and Where

This session with ITDS will provide an overview of the many IT systems and tools on offer to make the most of your research. (AGRS)

Statistical Methods for Research

These courses provide you with the statistical skills needed to complete your research reports and understand and evaluate statistical models. This course is available in 5 different discipline streams. (AGRS)

Unix Shell and Command Line Basics

The Unix environment is incredibly powerful but quite daunting to the newcomer. Command line confidence unlocks powerful computing resources beyond the desktop, including virtual machines and High-Performance Computing. It enables repetitive tasks to be automated. And it comes with a swag of handy tools that can be combined in powerful ways. It will help demystify Unix as you get to work running programs and writing scripts on the command line. (Intersect)

Data Capture and Surveys with REDCap

Would you like to enable secure and reliable data collection forms and manage online surveys? Would your study benefit from web-based data entry? Research Electronic Data Capture (REDCap) might be for you. This course will introduce you to REDCap, a rapidly evolving web tool developed by researchers for researchers. (Intersect)

Getting started with NVivo for Windows

Does your research see you working through unstructured and non-numerical data? NVivo is fast becoming a tool of choice for researchers who need to collect, manage and analyse data from a variety of sources. Join this introductory training to learn the basics of NVivo. (Intersect)

Introduction to Machine Learning Using Python: Introduction & Linear Regression

Machine Learning (ML) is a new way to program computers to solve real world problems. It has gained

popularity over the last few years by achieving tremendous success in tasks that we believed only humans could solve, from recognising images to self-driving cars. In this course, we will explore the fundamentals of Machine Learning from a practical perspective with the help of the Python programming language and its scientific computing libraries. We will provide a comprehensive introduction to Linear Regression and Model Training, and apply the knowledge on real-world datasets. We hope after this hands-on workshop, you will have a better understanding of these Machine Learning models and techniques and appreciate its capability, as well as make better informed decisions on how to leverage Machine Learning in your research. (Intersect)

Introduction to Machine Learning Using Python: Classification

Machine Learning (ML) is a new way to program computers to solve real world problems. It has gained popularity over the last few years by achieving tremendous success in tasks that we believed only humans could solve, from recognising images to self-driving cars. In this course, we will explore the fundamentals of Machine Learning from a practical perspective with the help of the Python programming language and its scientific computing libraries.

We will provide a comprehensive introduction to the Classification models in Machine Learning and use Python to apply knowledge on real-world datasets. We hope after this hands-on workshop, you will have a better understand of these Machine Learning models and techniques and appreciate its capability, as well as make better informed decisions on how to leverage Machine Learning in your research. (Intersect)

Introduction to Machine Learning Using Python: SVM & Unsupervised Learning

Machine Learning (ML) is a new way to program computers to solve real world problems. It has gained popularity over the last few years by achieving tremendous success in tasks that we believed only humans could solve, from recognising images to self-driving cars. In this course, we will explore the fundamentals of Machine Learning from a practical perspective with the help of the Python programming language and its scientific computing libraries.

We provide a comprehensive introduction to Support Vector Machine and Unsupervised models in Machine Learning and using Python to apply the knowledge on real-world datasets. We hope after this hands-on workshop, you will have a better understanding of these Machine Learning models and techniques and appreciate its capability, as well as make better informed decisions on how to leverage Machine Learning in your research. (Intersect)

Traversing T-Tests in R

This live coding workshop is designed to familiarise you with basic statistical concepts in R. We will manipulate data, check assumptions, perform statistical tests and create visualisations along the way. This is not an advanced statistics course, but is instead designed to gently introduce you to statistical comparisons and hypothesis testing in R. This course assumes familiarity with R and RStudio. You should have a good understanding of the language, programming concepts, and the use of packages. (Intersect)

Exploring Chi-square and correlation in R

This hands-on training is designed to familiarise you with the data analysis environment of the R programming. In this session, we will traverse into the realm of inferential statistics, beginning with correlation and reliability. We will present a brief conceptual overview and the R procedures for computing reliability and correlation (Pearson's r, Spearman's Rho and Kendall's tau) in real world datasets. (Intersect)

IT Tools for Researchers: What, Why, How, and Where

This session will provide an overview of the many IT systems and tools on offer to make the most of your research, from building your research profile to managing your data and promoting your outputs. It will cover what is available, where to find them, and where to find more help and training when it is needed. (Library)

Leximancer: an introduction

Leximancer is software which allows a quantitative analysis of text files according to word association. The analysis process gives a picture of the associations between key concepts in text files. However, using this analysis technique requires a researcher to understand how the Leximancer algorithm works. Also the researcher can make many choices about the operation of the algorithm. Each choice is based on assumptions concerning the nature of the data and the research question. The workshop covers the assumptions made within a Leximancer analysis, and how the software deals with different issues within a set of text documents. Part of the workshop is a hands-on exercise where participants analyse a simple text data set. (Intersect)

Introduction to searching for systematic reviews

Are you starting a systematic review? Do you need help with selecting databases and building your database search strategies? Join us at this introductory presentation for an overview of the systematic review process. This presentation will focus on the literature searching component of your review. Learn expert tips and tricks from your health librarians to get you started with your review, including. (Library)

Personal Qualities

Confidence Fitness

Confidence is like a muscle – the more you use it, the stronger it gets. Learn how to 'feel the fear and do it anyway.' You can choose to be confident! (AGRS)

The Emotionally Intelligent (EI) Researcher

This webinar will outline how to use emotional intelligence to improve your communication and relationships. Part of the Employability Series. (AGRS)

The Imposter Syndrome

This lecture will explain why high performing people often doubt their abilities and find it hard to enjoy their successes. It will also show the links to perfectionism and self-handicapping strategies such as procrastination, avoidance and overcommitment. (AGRS)

Improve your Confidence with Improv

Want to improve your public speaking skills or feel more comfortable when put on the spot? If you answered yes, or you just want to have a truckload of fun, improvisation is for you! (AGRS)

Self-management

The Balanced Researcher (myUni course)

This workshop describes the most useful strategies that thousands of researchers have found helpful in balancing the many demands on their time. (AGRS)

Defeating Self Sabotage

If you think you procrastinate, are a perfectionist, don't say no often enough, are disorganised or are always 'busy', this seminar will help you to understand why your thesis or research isn't getting done and what you can do about it. (AGRS)

The PhD Experience

Do you learn best by 'doing' as opposed to 'listening'? This specialist workshop draws on an outdoor learning and problem-solving approach to develop your ability to problem-solve and work cooperatively during your PhD journey. (AGRS)

Seven Secrets of Highly Successful Research Students

This workshop describes the key habits that will make a difference to how quickly and easily you complete your HDR. Just as importantly, these habits can greatly reduce the stress and increase the pleasure involved in completing a HDR. (AGRS)

Being a resilient Researcher

Managing stress and looking after ourselves are key components of being resilient during difficult times. This workshop focusses on positive psychological and practical ways to maintain resilience and wellbeing throughout the research degree. Workshop Components: - Exploring issues impacting on psychological wellbeing and performance during the research degree-Developing an understanding of anxiety and stress and skills to manage effectively-Identifying self-care activities and support networks-Building strategies to optimise performance. (AGRS)

Thinking Resiliently as a Researcher

Unhelpful thought patterns impact on psychological wellbeing and may impede research progression. This workshop explores negative thought patterns and highlights skills to think resiliently and positively. Workshop Components: Recognising cognitive processes and identifying unhelpful thought patterns e.g., imposter syndrome; Practicing skills such as, evidence and perspective taking, to modify reactions to issues; Identifying strengths and values to build self-confidence in abilities and increase motivation; Creating a framework for thinking positively, confidently and resiliently throughout the research degree and beyond. (AGRS)

Professional and career development

Ace your Interview

This skills session will review preparation and techniques to use when getting ready for an interview. (AGRS)

Building Connections

This session focuses on strategies to help you create positive connections with networking and building professional relationships. (AGRS)

Creating an Outstanding LinkedIn Profile

Your LinkedIn profile is not just an online resume, it's a way to access a global network of professionals with more than 300 million members. It is the way that professionals connect, engage, access knowledge and career building resources. (AGRS)

How to Navigate an Academic Career

Are you wondering about the different career options available to you in academia, and how to navigate these pathways? This lecture offers an introduction to university-based careers and insights into the structures, dynamics and terminology you will encounter in the sector. (AGRS)

Planning your Next Career Steps

How do you plan and prepare for your next career steps after finishing your PhD? And how do you decide which career path is right for you? This interactive workshop will give you tools and strategies for tackling these questions based on your own interests, strengths and preferences. (AGRS)

Responding to Selection Criteria

Does the idea of responding to selection criteria daunt you? Are you aware of what to look for in selection criteria

so that you can highlight your skills and abilities? This webinar provides an overview of how to develop effective responses to selection criteria. (AGRS)

Sourcing Jobs Outside Academia

Where do you start looking for jobs? Seek.com? Linkedin? This workshop from Career Services will guide you through a range of opportunities that may be available to HDR students and your specific skill set. (AGRS)

Understanding Skills

Are you aware of the skills you are developing throughout your research degree and how they relate to employability in both academic and non-academic environments? Do you know how to articulate your skills and how they will be a benefit to employers? This webinar focusses on building skills awareness and how to let employers know about your skill set. (AGRS)

Writing your Resume

Do you know the difference between academic and non-academic resumes? Are you able to articulate your skills and benefits clearly? This webinar highlights different resume styles so that you can write your resume effectively. (AGRS)

Career Control for Researchers

This online course will guide you through creating a career plan that aligns with your strengths and personal preferences. The plan will capture both specific destinations and actions you need to take to achieve your goals (8 weeks). (AGRS)

Researcher Profiles and Personal Branding

This session with ITDS will provide an overview of why having a researcher profile is important, and how this contributes to developing your personal brand. (AGRS)

Life after the PhD

Are you struggling to imagine life after your PhD? Wondering about your options beyond academia? Join us to hear from fellow PhDs as they share their career journey and transition from a PhD into other roles. (AGRS)

Interactive workshop: Networking for introverts

Learn how to make the most out of networking events by asking “Have/Want” questions and giving “Have/Want” answers. The presenter (Tom Hendrick from Talent Academy, ThincLab’s in-house pitch consultant) will be running this interactive workshop and believes that your net-worth is proportional to your network: “It’s not what you can do for the world, but what you can get the world to do for someone”. This multidisciplinary workshop is suitable for all HDR students who want to grow their network and improve their conversational skills. (AGRS)

What do students say about CaRST workshops?

“Thank you for such an excellent and motivating workshop!”

-Seven Secrets of Highly Successful Research Students attendee

“It was the most useful workshop I attended since the beginning of my PhD.”

-How to Plan your PhD attendee

“Everything was directly relevant to an HDR student needing to present their research to a variety of audiences.”

- Presenting your Research with Confidence attendee

Professional conduct

Animal Ethics Training

It is expected that all new University of Adelaide animal users will undertake training in animal ethics if they are to obtain clearance to work with animals. Visit the Animal Ethics Training website for more information. (Ethics)

CaRST Information Session

The CaRST Information Session provides an opportunity to learn about the program requirements, procedures and how to ensure you make the most of the program. (AGRS)

Conducting research interviews

Research interviews are a fantastic way to build a rich, nuanced data set that may not be available through other research methods. In this workshop you'll be given tips and techniques to structure your interview, engage respectfully with your interviewees to get the best outcomes, and manage and analyse your data This multidisciplinary workshop is suitable for all HDR students who are planning to use interviews as a research methodology. (AGRS)

eProcurement Information Session

This workshop will explain why the University uses the eProcurement system and how to use it. It will cover getting access to the system through to receiving the goods. (AGRS)

HSW Online Modules

Various health and safety modules are available online through the HSW MyUni course. This includes, for example, biological, chemical, and radiation safety management. Enrol here. (HSW)

Intellectual Property 101

This presentation from Innovation and Commercial Partners will cover what is intellectual property, what types of intellectual property can be protected, how patents are used to protect an invention, and what inventors need to consider when patenting their inventions. (AGRS)

Research Integrity – Epigeum

This online course will help you to: understand the key responsibilities of researchers; identify challenges you could face in meeting those responsibilities; and be aware of strategies for dealing with difficult situations. (AGRS)

Research management

How to Plan Your PhD

You need some very specific skills and tools to plan a PhD: this workshop will introduce you to the PhD Planning Toolkit. At the end of the workshop you will have your own PhD Planning Toolkit and know how to use it to plan your PhD. (AGRS)

Introduction to Project Management MOOC

In this online course from AdelaideX you will learn practical ways to use project management skills, whether your project is large or small. Enrol and explore how you can benefit from using project management techniques in your own projects. (AdelaideX)

Managing your Research Data

This flexible online resource provides a comprehensive guide to preparing, organising, analysing, keeping and sharing your digital research data. (Library)

Project Management

In this workshop, you will be introduced into the context, rationale, strategy and tactics of project management with emphasis on project scope management, project planning & control and on cost management. (AGRS)

Risk Management for Projects MOOC

In this online course from AdelaideX, you will learn the fundamentals of risk management, as well as how to apply a risk management process in a project-based setting. (AdelaideX)

Finance, funding and resources

The Australian Research Funding Landscape

This session with Research Services provides an overview of the Australian research funding landscape, including the large competitive grant schemes, smaller grants, prizes and awards, and industry funded research opportunities. The webinar will provide both an understanding of the broader environment, and tips to help researchers find appropriate funding sources to support their research. (AGRS)

Applying for research grants – maximising your chance of success

This webinar will provide researchers with practical advice on preparing grants, including writing grant proposals, preparing budgets, and ensuring you meet the requirements for your chosen grant scheme. (AGRS)

Congratulations on your grant... now what?

This webinar focuses on the post-award grant management process, and will help researchers to understand their responsibilities and the timelines involved after successfully being awarded a grant. (AGRS)

Flexing your Communication Style

In this session you will identify your own preferred communication style and workplace preferences, reflect on how your preferences and communication style influence your workplace relationships, and learn how to "flex" your communication style to allow you to forge positive relationships with colleagues. (AGRS)

Developing your Cultural Intelligence (CQ)

Cultural Intelligence (CQ) has been identified by experts as a key skill for the 21st century. For you as a researcher it's important to demonstrate Cultural Intelligence, for example if travelling to or working in a different country, working here in Australia with people from all over the world, or working with human research participants from different cultural backgrounds to your own. In order to discover how Cultural Intelligence will enable you to manage culturally diverse situations successfully and confidently, please join an interactive workshop offered by Annette Wheatley, Cultural Intelligence Programs Coordinator (Employability, Careers and Student Academic Skills team). (AGRS)

Handling Difficult Conversations Well

In this workshop you will learn how difficult conversations arise, how they differ from 'normal' conversations and how you can use communication skills to build relationships, reduce conflict, increase learning and improve outcomes. (AGRS)

Leadership and the Art of Influence

This session will demonstrate what influence is, how it works, why we are influenced, and how we can use that for our own benefit - whether we are in a formal leadership role or just trying to "lead" someone to where we'd like them to go. (AGRS)

Negotiating for Positive Outcomes

The ability to negotiate is consistently rated as one of the most critical skills for being successful – but not many people ever learn how to do it well. In this workshop, learn a flexible model of negotiation that can be applied to a range of different situations. (AGRS)

Working with your Supervisor

In this workshop you will learn what you can do to establish a positive working relationship with your supervisor and ultimately get the most out of your HDR experience. (AGRS)

Communication and dissemination

Communicating the Impact of your Research

This workshop will teach you strategies to effectively communicate your research, including how to pitch to your audience and make your research accessible to others. (AGRS)

Creating Impact for Research through Social Media

This is the first lecture in the *Social Media for Researchers series*. It explains how researchers can generate impact for their research through the creative use of social media. It explores how to set up and grow a social media network. (AGRS)

Media Training for Scientists

This workshop presented by the Australian Science Media Centre will explore how scientists can get the most out of working with the mainstream media. (AGRS)

Pitch Perfection

A pitch is about engaging, enticing and moving people to action. Learn the 3 important elements you must communicate in every pitch and how to think on your feet. (AGRS)

Preparing for the 3MT: Everything you need to know

This workshop explains what the 3MT is and how it works and includes a set of tools you can use to help you prepare for the competition. (AGRS)

Presenting your Research with Confidence

If you're a researcher then at some stage you are going to have to present your findings. This workshop will provide a clear step-by-step structure that you can use again and again to give high quality presentations. (AGRS)

Stand Up, Speak Up and Persuade

This workshop will introduce techniques that will help you to build on your presentation skills, increase your confidence and be more persuasive when delivering important presentations. (AGRS)

Turbocharge your Writing

Would you like to know the secret to high output, low stress scholarly writing? This workshop will provide clear and practical strategies that can greatly increase your writing productivity. (AGRS)

Learn 5 storytelling / presentation techniques from a pitch expert

Why is it that good speakers can take average content and make it work? Yet, average speakers can take a great idea and make it boring? In this interactive workshop, you will be practicing 5x techniques that make your content more engaging. The presenter (Tom Hendrick from Talent Academy, ThincLab's in-house pitch consultant) will also be sharing 5x free online tools to

improve your presentations. This multidisciplinary workshop is suitable for all HDR students who want to improve the presentation quality of their research. (AGRS)

Engagement and impact

Commercialisation 101

In this session, Innovation and Commercial Partners will explain the process of commercialisation and discuss how value is created during the process of translating research into a commercialisation outcome by licensing the underlying IP. (AGRS)

Engaging with Industry

This hands-on workshop will provide a starting point for becoming industry confident. It covers topics including how to find partners, initiate partnerships, manage expectations and develop long-term strategic partnerships. (AGRS)

Entrepreneurial Opportunities MOOC

Learn how to be a successful entrepreneur by understanding how to evaluate business opportunities and ideas in the online course from AdelaideX. (AdelaideX)

Establishing Industry Research Projects (My Uni course)

Many HDR projects include some interaction with industry. This lecture will address how to set up an industry linked project. (AGRS)

Online training

CaRST MyUni Course

Through the CaRST MyUni course, HDR students will find a range of recordings of past workshops and a collection of useful resources. Recordings are available for a number of activities, across the Domains.

For access instructions, visit the Pre-Recorded Workshops webpage.

Career Control for Researchers

Career Control for Researchers is an online career planning program for PhD students providing the tools, guidance and confidence to take charge of your career direction, determine your own priorities and accelerate your progress (8 weeks).

For more information about dates and how to apply, visit the Career Control for Researchers Program webpage.

Researcher Skills Courses

HDR students are able to access a number of researcher skills training packages from Epigeum, a leading provider of online training for Universities. All courses are online and self-paced.

- Statistical Methods for Research
- Research Integrity
- Research Impact: Creating Meaning and Value

Visit the Researcher Skills Courses page for more information.

AdelaideX MOOCs

Designed and taught by the University of Adelaide's world-renowned academics and researchers, AdelaideX online courses are available to everyone. CaRST students can enrol in the following courses and receive a verified certificate for free:

- Entrepreneurial Opportunities
- Introduction to Project Management
- Risk Management for Projects

Visit the AdelaideX MOOCs webpage for more information.

Experiences

Three Minute Thesis (3MT®)

The Three Minute Thesis (3MT) is a great way to develop your communication skills and profile your research. It's an annual competition that challenges Higher Degree by Research students to explain their research project to a non-specialist audience in just three minutes.

For more information and to register, visit the University of Adelaide 3MT website.

Australian eChallenge

The Australian eChallenge is an entrepreneurship program where you create, develop, assess and action your ideas. It provides the tools, interaction opportunities and mentorship needed to begin your entrepreneurial story.

Visit www.adelaide.edu.au/echallenge/ for more information.

Visualise your Thesis

The Visualise Your Thesis competition celebrates research conducted by graduate research students around the world. Dust off your creative spark and hone your communication skills by presenting your research in a 60-second audio-visual display.

For more information on how to participate visit: https://www.adelaide.edu.au/library/visualise-your-thesis

Experiential activity spotlight

Did you know you can also receive CaRST credit for activities such as:

- attending research seminars (Domain A)
- attending conferences (Domain B)
- developing your researcher profile (Domain B)
- grant applications (Domain C)
- publications and formal presentations (Domain D)
- community outreach (Domain D)
- industry experiences (Domain D)

Experiential activities are practical and hands-on learning experiences related to your HDR, including applied opportunities with industry.

Visit the Experiential Activities table for more information.

Other areas of support

Innovation and Commercialisation Services

Innovation and Commercialisation Services offer education and training in a range of areas to assist researchers, staff and students in understanding what is required to take their ideas to the next level. IP and commercialisation training sessions are offered to HDR students through CaRST. Other opportunites are also available. Visit their education and training page for more information.

Biobank

Training opportunities are available for researchers to learn how to use the FreezerPro BioBank Management system at The University of Adelaide. Training provided is only available to staff who will have the role of Researcher in FreezerPro. Visit the Biobank website for more information.

Career Services

Career Services supports students from all disciplines to increase employability, find opportunities and learn career-ready skills to plan for your future. Login to CareerHub at careerhub.adelaide.edu.au to find upcoming events, workshops, resources, and more.

Health, Safety and Wellbeing

Information sessions related to Health, Safety and Wellbeing are available through the Human Resources Health, Safety and Wellbeing MyUni course. Visit the HSW Training and Induction webpage for more information.

Information Technology and Digital Services

Information Technology and Digital Services (ITDS) offer a range of professional training sessions to assist researchers with University systems and databases including. Visit the ITDS Training webpage for course links and registration instructions.

ORECI

The Office of Research Ethics, Compliance and Integrity (ORECI) provides training to HDR students in the areas of animal and human ethics. Visit the Animal Ethics Training and Human Research Ethics Training sections of the ORECI website for more information.

University Library

The University Library offers a range of training activities to support the learning and research activities of the University. Training is open to all staff and students and includes workshops such as EndNote Essentials and Research Data Management**.** Visit the University Library Training page for more information about courses and support.

Housekeeping

Managing your CaRST Participation

The CaRST Online platform is your one-stop-shop for CaRST. CaRST Online is available at carst.adelaide.edu.au.

More information

More information about CaRST, including a comprehensive FAQ page, is available on the Adelaide Graduate Research School's website.

If you cannot find your question answered here, please contact the Researcher Education and Development team at carst@adelaide.edu.au.

The AGRS also distributes a regular CaRST e-newsletter to all HDR students and supervisors, which will list upcoming workshops and events and provide relevant updates.

Eligibility

All Higher Degree by Research (HDR) students at the University of Adelaide are eligible to attend CaRST workshops. Some activities are targeted at specific stages in your candidature (early, mid, or late). This information can be found in this guide and on CaRST Online, which should be checked before making a booking. Activities offered by the AGRS are limited to currently enrolled HDR students only.

Booking

A majority of activities are bookable through CaRST Online. CaRST approved activities that are not exclusive to HDRs will often require booking via an external booking system. Clear instructions on how to book each activity is provided in CaRST Online. Booking is required to attend CaRST activities.

Once you are booked into a session you will receive a confirmation email. Please ensure you add this date to your diary so that you do not forget to attend. A reminder email will be sent prior to the scheduled time.

Attendance

Sign-in sheets will be available and clearly displayed at every in-person CaRST workshop organised by the AGRS. It is your responsibility to sign the sheet in order to gain credit. Please also bring your student ID card to every session. Attendance will be recorded from online CaRST workshops and lectures. Attendance will be processed following the session, please allow up to 2 working days for this to appear on your record. When attendance has been processed, it will be recorded as either 'Attended' or 'No-show' in your Booking Summary. Until attendance is processed, the status will read 'not processed yet'.

Cancellation

If you are no longer able to attend a workshop for which you have registered, you must cancel your place as soon

as possible via CaRST Online with at least 24 hours' notice. You can view and cancel your bookings by visiting the My Booking Summary page in CaRST Online under the Train & Develop tab.

Waiting List

If a workshop is oversubscribed or no sessions are on offer, you can register on a waiting list. If a place becomes available or new dates are added you will be contacted by email and offered a place. You can accept this offer or reject it and go back on the waiting list. The wait list informs us of demand so it is helpful to add your name if you are interested in attending.

Costs

CaRST workshops are offered to HDR students free of charge. Occasionally we may advertise an opportunity that does charge a fee; these costs will be clearly indicated.

No-Show Policy

Registration on an event is a commitment to attendance. Registrants who cancel their registration more than 24 hours before the first session of an event will not be penalised. Registrants who fail to attend an event or who cancel their registration less than 24 hours before the first session of an event will be marked as a "No Show" for the event. Some workshops and courses have multiple sessions; students should only register if they are able to attend from beginning to end.

It is important for HDR students to practice time management and professionalism. CaRST workshops are typically free to attend but not free to run, and many are in high demand. Non-attendance at events disadvantages other students when places are limited, costs money and resources, and makes it difficult to plan events effectively.

The Adelaide Graduate Research School reserves the right to levy a fee for non-attendance at CaRST events. Students with repeated non-attendance may be disallowed from attending future CaRST events.

A student may be excused due to illness or if another valid reason is presented. In order to be excused, students must contact carst@adelaide.edu.au within 5 working days after the start of a course. Please review each course for the attendance policy specific to your course.

Active Participation

Online CaRST workshops may require active participation, for example through participating in conversation, asking questions, and joining discussions in break-out rooms. Attendees are expected to join the session on time and have their camera and microphone switched on during interactive and breakout room components of sessions. Students who are not actively participating may be removed from online sessions and will not receive CaRST credit for the session if removed.

Feedback

Following each CaRST activity organised by the AGRS, participants are invited to complete an online evaluation. These results are compiled and analysed for program development and quality assurance purposes. Surveys remain open for 2 weeks.

Etiquette

The CaRST program is collectively delivered by content experts and training specialists within and external to the University. It is important to show them courtesy and respect by being prompt for all events, arriving 5 minutes prior to the start time. Presenters have the right to refuse your entry if they feel you have missed too much of the session. Come prepared to each session with pen and paper, and turn phones and mobile devices to silent.

Recording activities

Many activities will be automatically added to your record upon completion, however, others will require that you self-record the activity and provide evidence of completion. This information is provided for each activity in CaRST Online; please check these instructions first before adding a self-recorded activity.

Contacting the Team

The Researcher Education and Development team are located in the Adelaide Graduate Research School. As a small team who are often supporting development activities for students, supervisors and research staff, we cannot always respond immediately to enquires via telephone or in-person. We appreciate if your first point of contact is via email at carst@adelaide.edu.au and to allow up to 2 working days for a response.

Career and Research Skills Training (CaRST)

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