



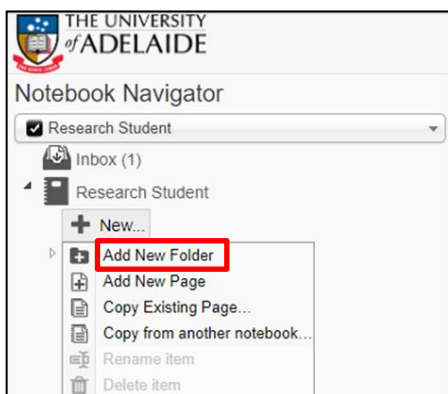
LabArchives

Managing HDR candidate requirements

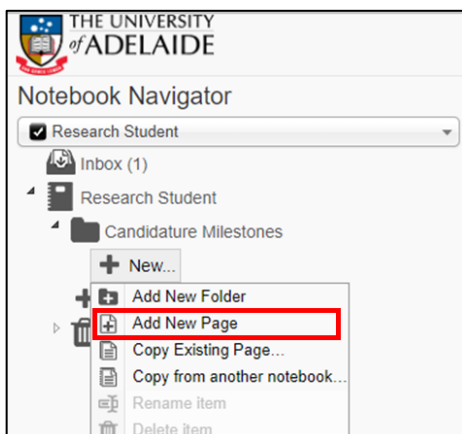
Research students are required to meet candidature milestones. The Adelaide Graduate Centre provides a list of candidature milestones and related forms and guides. This guide shows methods for managing candidature requirements, completing forms, and sharing documents with your supervisors in LabArchives.

Initial notebook set up

1. Click on the **New** icon in your notebook directory and select **Add New Folder**. Name the new folder **Candidature Milestones**.

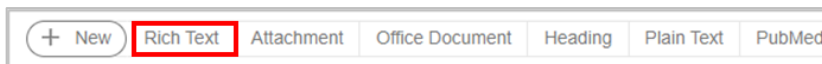


2. Click on the **New** icon in the Candidature Milestones folder and select **Add New Page**. Name the new page **Overview**.



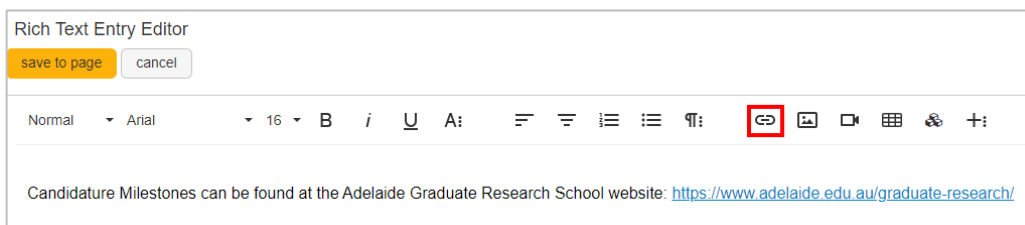


- With the Overview page open, click on the **Rich Text** option in the Add Entry list.

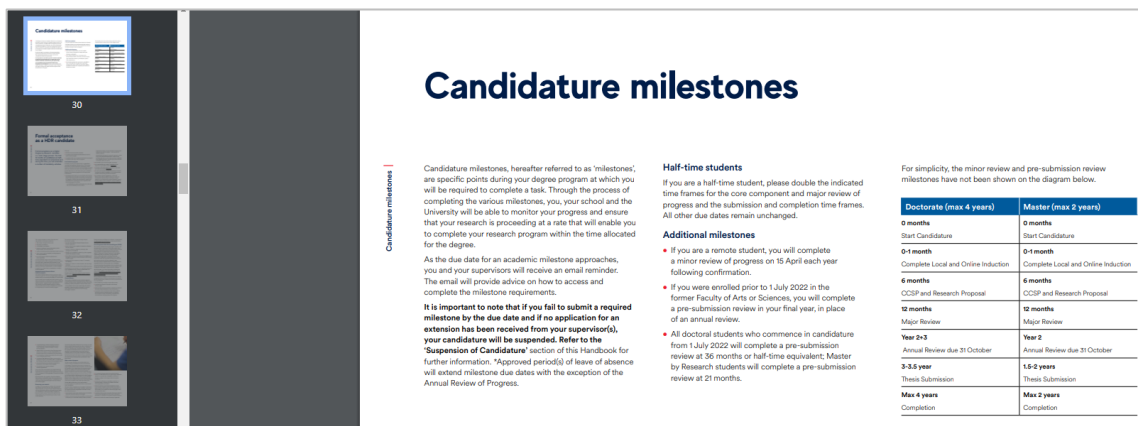


Develop an overview of your candidature milestones

- Add a link** to the Adelaide Graduate Research School website (<https://www.adelaide.edu.au/graduate-research/>). Copy and paste the link or click the Link icon.



- Visit the Adelaide Graduate Research School website and navigate to the Candidature Milestones page in the **Research Student Handbook** on the Current Students page. Download the Research Student Handbook to find information on Candidature Milestones.



- Copy the URL** to the Handbook into the Rich Text entry in your Overview page.



Rich Text Entry Editor

Normal ▾ Arial ▾ 16 ▾ **B** *i* U A: [font color] [font size] [bulleted list] [numbered list] [link] [image] [video] [table] [undo] [redo]

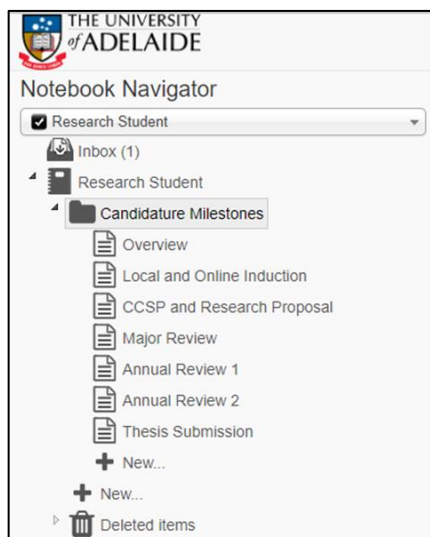
Candidature Milestones can be found at the Adelaide Graduate Research School website: <https://www.adelaide.edu.au/graduate-research/>

Information on Candidature Milestones can be found here: <https://www.adelaide.edu.au/publications/ua/media/120/res-handbook.pdf>

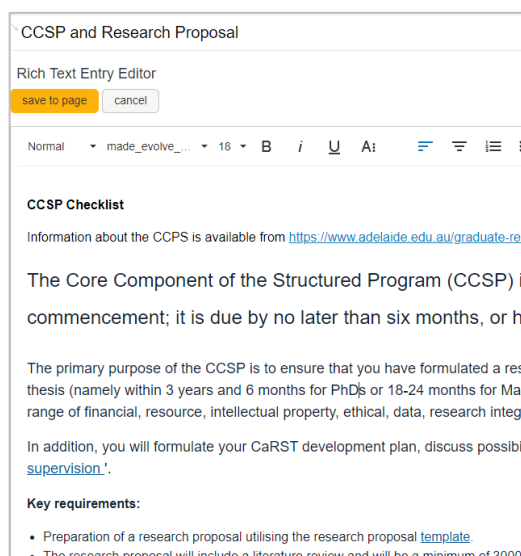
4. **Add any other links** you believe may be useful and write a brief outline with due dates for future candidature milestones.

Create checklists and files

1. In your Candidature Milestones folder, **add new pages** for each candidature milestone:



2. **Create a Rich Text entry** in each page with a summary of the requirement and any relevant links you can find. You might find it useful to copy-and-paste any important text as a quick reference. (Remember to check periodically if any of the milestone requirements have changed.)



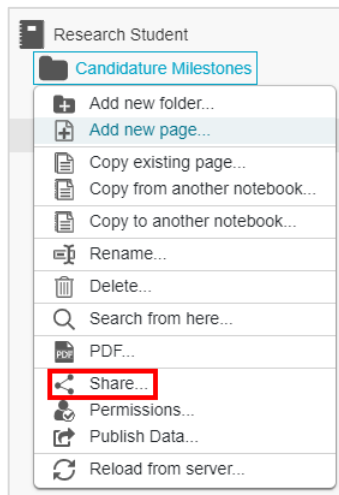
3. **Download** and **attach** all relevant templates you can find to the associated page. For example, download and attach the Research Proposal template for your faculty to the CCSP and Research Proposal page.



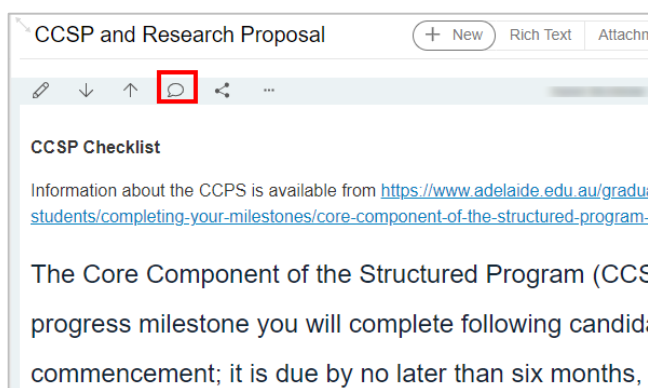
4. If you need to edit or create documents for a candidature milestone, these can also be attached to the associated page.

Share your pages with your supervisors

1. If you are working in your own notebook, you may need to share your Candidature Milestones folder with your supervisors. **Right-click on the folder** icon or name and select **Share**. Enter your supervisors email addresses and send the invitation.



2. You can **comment on page entries** and **tag your supervisor** to send them a notification when you need them to review something.
 - a. Hover your cursor over the entry and click on the comment icon (speech bubble) in the entry options.



- b. This opens the comments at the bottom of the entry. Type your comment in the text area. If your supervisor is a member of the notebook, you can tag them by typing the @ symbol followed by their name or email address. A drop-down list of people who share notebooks appears once you type the @ symbol in the text area or click on the @ icon. Click on **Add Comment** when you are finished writing your message.

