SUBJECT OUTLINE		
JCU Graduate Research School (GRS)	**RD7003 'Professional Development'** **Research Doctorate Candidates**	JAMES COOK UNIVERSITY AUSTRALIA
www.jcu.edu.au/grs	GRS@jcu.edu.au	07 4781 5861 or 4735

Study Periods: Research Training Periods 1-4
Mode: Standard
Subject Coordinator: Dr Liz Tynan, Senior Lecturer and Professional Development Coordinator, GRS
Prepared By: Professor Helene Marsh, Revised by Dr Liz Tynan (September 2014, updated June 2017).
Enquiries: grs@jcu.edu.au

Subject Contacts

	Contact	Phone	Email	Room	Consultation Times*
Subject Coordinator	Dr Liz Tynan	+61 7 4781 6278	Send an email	Room 028B, Building 17	By appointment

Other Key Staff

Primary Advisor	This is the Primary Advisor of the Candidate undertaking this subject				
Chair, Candidature Committee	This is normally the relevant Dean of the Enrolling Organisational Unit[1] or nominee				
Associate Dean Research Education	Please contact relevant Enrolling Organisational Unit for details				By appointment
Dean, Graduate Research	Professor Helene Marsh	+61 7 4781 5575	grs@jcu.edu.au	Room 028, Building 17	By appointment
Director, HDR Cohort Doctoral Studies Program (if applicable)	Please contact relevant Enrolling Organisational Unit for details				By appointment

Your Enrolment in RD7003 'Professional Development'

The requirements for RD7003 Professional Development are considered and finalised at the time of the Pre-Completion Evaluation degree milestone, which is required no more than 6 months prior to thesis submission. The doctoral candidate's Candidature Committee will evaluate progress in meeting the requirements of RD7003 through review of the candidate's HDR Professional Development Audit and Plan (which is part of the HDR Confirmation of Candidature Form COC-FORM-02 for RD7002: 'Situating the Research'), supporting evidence that includes the Evaluation of RD7003 Record of Professional Development (part of the Mid-Candidature Review and Pre-Completion Evaluation forms) and a brief (1-2 page) Professional Development Career Statement, which is a synthesis of their professional development written in the genre of a job application ([examples](#)) due a Pre-Completion Evaluation.

At the commencement of candidature, candidates must discuss the Professional Development Audit and Plan with their Advisory Panel to determine what professional development, training and skills are required in addition to those specified as compulsory below. The Professional Development Audit and Plan must be established at the Confirmation of Candidature degree milestone. By the Mid-Candidature Review doctoral candidates must have completed 80 hours total of professional development activities, and evidence of this will be required to pass this milestone. By the Pre-Completion Evaluation milestone candidates must have completed and provide evidence for having done 120 hours total (that is, another 40 in addition to the number of hours completed by Mid-Candidature) of professional development, to pass RD7003 and hence the Pre-Completion Evaluation milestone.

The compulsory workshops that form a component of RD7003 will be offered in 'block mode' by the Graduate Research School as part of the Professional Development Program twice per year in both Townsville and Cairns. Many of the compulsory components are also offered online via LearnJCU – see the Professional Development Handbook for details.

Candidates enrolled in the Doctoral Cohort Program offered by the Division of Tropical Health and Medicine may obtain credit for RD7003 by participating in two weeks of that program. Please contact the relevant Cohort Program Director to request credit. Other JCU doctoral programs may also be subject to an agreement with the Dean, Graduate Research. Check with your program coordinator for details.

NOTE: Candidates enrolled prior to 1/1/2018 will only be required to adhere to the previous requirements of RD7003 which is a total of 80 hours of professional development, with Professional Development Career Statement and RD7003 completed at the Mid-Candidature Review Milestone.

Subject Description

RD7003 'Professional Development' consists of two components: **Compulsory** and **Elective (which includes the Conditional component)**. The subject requires participation in 120 hours of professional development activities prior to the Pre-Completion Evaluation milestone. Of these 120 hours, 28 hours are required for completion of the compulsory component (see below), while the remaining 92 hours cover the elective and conditional component.

Candidates may apply for Recognition of Prior Learning or RPL (for the Compulsory Component only) and should apply in writing to the Subject Coordinator and provide justification to support the request, which must be endorsed by their Primary Advisor. Should RPL be approved, candidates will need to add to the number of elective hours they undertake, so that the total minimum number of hours for RD7003 totals 120.

NOTE: Candidates enrolled prior to 1/1/2018 will only be required to adhere to the previous requirements of RD7003 which is a total of 80 hours of professional development (28 hours of Compulsory components and 52 hours of elective components), with Professional Development Career Statement and RD7003 completed at the Mid-Candidature Review Milestone.

Compulsory Component

Unless the Graduate Research School has formally granted Recognition of Prior Learning, the following Compulsory Components **must** be undertaken by all HDR candidates and will comprise attendance at sessions or completion of online modules covering the following topics:

- HDR Induction Day
- Preparation for Confirmation of Candidature
- Introduction to Professional Writing and Editing
- Research Integrity (or online module equivalent)
- Plagiarism and 'SafeAssign'
- Data Storage and Management
- Intellectual Property and Copyright
- Resilient HDR Candidature
- Online module only: 'Research Methods in Literature Review'
- OneDrive
- JCU Work Health and Safety Induction (provided by your College)

Elective and Conditional Components

The Elective Component of the subject should be designed to meet the candidate's individual needs and must be developed by the candidate and their Advisory Panel using the Professional Development Audit and Plan. The Elective Component may be chosen from a wide range of options including the GRS Professional Development Program, other academic units at JCU (including coursework subjects), or organisations or agencies external to JCU (e.g. AIMS@JCU; ATN e-Grad School, ASPRI etc). Decisions around the content of the Elective component must be made on the basis that training is tailored to each candidate's professional development requirements, both for the doctoral research project itself and for future career goals. See the table on the next page to check whether a particular activity meets the criteria acceptable for inclusion in the Elective Component. If in doubt, please contact the subject coordinator.

Note that the Elective Component must include any Conditional Components specified in the candidate's Conditions of Candidature and/or in correspondence from the Graduate Research School or the Enrolling Organisational Unit. Such conditional components may be counted towards the completion of the Elective Component of the professional development program and may comprise modules such as, but not limited to:

- An English writing support program resulting from the Post-Entry Language Assessment (PELA);
- Participation in the Skills for International Postgraduates (SKIP) Program;
- Safety courses required to conduct the research, e.g. diving, boating;
- Research ethics workshops required to obtain required human or animal ethics approvals for the research;
- 'StatsHelp' program pre-requisites (or online equivalents).
- Specialised training at the JCU Advanced Analytical Centre or the Marine and Aquaculture Research Facilities (MARF)

Understanding RD7003 Professional Development Elective Component requirements
Professional Development in this context is defined as activity designed to increase professional knowledge through guided learning (either in a workshop or class, online or in apprenticeship mode). Attendance at conferences is *not* acceptable as guided learning. Sitting in a conference does not meet the learning outcome for RD7003: 'Transferable skills required to fulfil individual career aspirations as an internationally-competitive research professional, plus specific skills required to undertake the proposed research'.

Some examples of what can be classed as professional development.	
Yes	**No**
Dedicated training course or workshop that is designed to teach specific skills.	Advisor accompanying HDR candidate to make sure that data are collected correctly.
Volunteering to gain a generic skill, in apprentice mode.	HDR candidate volunteering to assist advisor with research/data collecting task.
Enrolled in a subject (that is, undertaking all assessment tasks as part of that subject)	Auditing a subject (that is, just attending classes without producing assessable work)
Formally taking a subject/course on tertiary teaching.	Auditing a subject as preparation for teaching.
Taking seminar-delivered course with assessment	Attending conferences, whether as a presenter or just as an attendee*.
Workshops in the GRS Professional Development Program that are designated as suitable for inclusion in RD7003.	Organising postgraduate seminar day or volunteering as a conference organiser.
Approved internships in relevant professional settings.	Teaching or other employment, even if relevant to the research.

* NOTE: Presenting a paper or poster at a Conference external to JCU can count towards your Mid-Candidature Review but NOT towards RD7003

Subject Learning Outcomes

- Transferable skills required to fulfil individual career aspirations as an internationally-competitive research professional, plus specific skills required to undertake the proposed research.

Graduate Attributes

The graduates of James Cook University are prepared and equipped to create a brighter future for life in the tropics world-wide.

JCU graduates are committed to lifelong learning, intellectual development, and to the display of exemplary personal, professional and ethical standards. They have a sense of their place in the tropics and are charged with professional, community, and environmental responsibility.

JCU graduates appreciate the need to embrace and be acquainted with the Aboriginal and Torres Strait Islander Peoples of Australia. They are committed to reconciliation, diversity and sustainability. They exhibit a willingness to lead and to contribute to the intellectual, environmental, cultural, economic and social challenges of regional, national, and international communities of the tropics.

Assessment

Requirements for Completion of RD7003

NOTE: Candidates enrolled prior to 1/1/2018 will have their RD7003 assessed at the Mid-Candidature Review

Milestone not the Pre-Completion Evaluation Milestone as for those enrolled after 1/1/2018.

To successfully complete this subject, candidates are required to complete the Compulsory and Elective components of the subject including any conditional components specified in the candidate's Conditions of Candidature and/or in correspondence from the Graduate Research School or their College. Candidates enrolled in the Doctoral Cohort Program offered by the Division of Tropical Health and Medicine may obtain credit for RD7003 by participating in two weeks of the cohort program. All candidates must produce a brief (1-2 page) Professional Development Career Statement, which is a synthesis of the professional development undertaken during the subject in the genre of a job application. This statement must be provided at the time of Pre-Completion Evaluation (unless enrolled in your Research Degree prior to 1/1/2018 in which case it is required by Mid-Candidature Review.)

Assessment Tasks

Assessment for this subject is based on attendance and participation in Compulsory and Elective activities as well as any conditional components, and the Professional Development Career Statement, the (1-2 page) synthesis of their professional development undertaken during the subject in the genre of a job application.

The Graduate Research School (in conjunction with the Division of Tropical Health and Medicine Cohort Program Director, if applicable) will be responsible for keeping records of candidate attendance and participation in workshops for the **Compulsory component**, however it is the candidate's responsibility to ensure that they complete all required attendance documents (e.g. sign-in sheets) at the time of the workshop. Candidates must also keep a record of workshop attendance using their Professional Development Audit and Plan to ensure that they have completed all necessary elective and conditional hours by the time of their Pre-Completion Evaluation. Records of compulsory session attendance are maintained at the Graduate Research School through the CareerHub system for face-to-face attendance, and through LearnJCU for completion of the equivalent online modules. Candidates should be familiar with both the ePortfolio and Event Booking History sections of CareerHub and ensure that all workshop attendances are recorded there. The My Grades section of LearnJCU will contain records of online modules completed.

For the **Elective Component**, including any conditional requirements, it is the candidate's responsibility to obtain and keep records that provide evidence for their attendance at and participation in the course, workshop or seminar. This documentation must include the details of the date(s), the number of hours, the topic(s) covered and the provider. This information must be verifiable with the provider if required. Training must also be reflected in the candidate's Professional Development Audit and Plan and should be provided as part of the Mid-Candidature Review and Pre-Completion Evaluation documentation. The Candidature Committee will review this material and the candidate's Professional Development Career Statement, to verify that sufficient suitable professional development has been completed in accordance with the Professional Development Audit and Plan.

Grade for RD7003 'Professional Development'

On receipt of the Pre-Completion Evaluation documentation the Graduate Research School will check that the compulsory and elective components and any conditional components of RD7003, and the Professional Development Career Statement have been completed. The Graduate Research School will then seek the approval of the Dean of Graduate Research, who will confirm the grade for RD7003 of 'Satisfactory'.

If the candidate has not completed the subject requirements for RD7003 by the time of their Pre-Completion Evaluation, the subject grade and Pre-Completion Evaluation outcome will be withheld. The candidate must request in writing to the Graduate Research School an extension of no more than six (6) months in which to complete the required components. Such a request must be approved by the Advisory Panel and the Dean of Graduate Research. If the required components are not completed by the end of the extension period, the candidate will be placed Under Review and the Pre-Completion Evaluation result recorded as 'Unsatisfactory'. If the candidate does not successfully complete the requirements for the subject by the end of the period Under Review, the Candidature Committee will recommend to the Dean of Graduate Research that a grade of

'Unsatisfactory' be approved and that candidature be discontinued.

Grading System

The grading system for RD7003 'Professional Development' is as follows:

Satisfactory: The candidate has completed a program of professional development that meets the content and time requirements for both the Compulsory and Elective components of this subject (including any conditional components) in accordance with this subject guide at the time of their Pre-Completion Evaluation.

Unsatisfactory: The candidate has failed to complete a program of professional development that meets the content and time requirements for both the Compulsory and Elective components of this subject (including any conditional components) in accordance with this subject guide at the time of their Pre-Completion Evaluation and no further opportunities to complete these requirements is permitted.

Academic Misconduct

False claims about the completion of professional development modules will be treated as Academic Misconduct and handled in accordance with the JCU Student Academic Misconduct Requirements.

Additional Student Support

Support Needed	Who to Contact
Accommodation	www.jcu.edu.au/accommodation/
Advanced Analytical Centre	http://www.jcu.edu.au/aac/
Childcare	www.jcu.edu.au/student/JCUPRD_017384.html
Employment	www.jcu.edu.au/careers/
e-Research Centre	http://eresearch.jcu.edu.au/
Equity and Diversity	http://www.jcu.edu.au/studentequity/
Ethics and Integrity	http://www-public.jcu.edu.au/researchservices/ethics/index.htm
Financial	Student Loans www.jcu.edu.au/student/Loans/studentloans/
Graduate Research School	http://www.jcu.edu.au/grs/
Indigenous students	http://www-public.jcu.edu.au/study/indigenous-students/index.html
International Students	http://www.jcu.edu.au/international/
IT Help Desk	https://www.jcu.edu.au/information-and-communications-technology/units/it-services-and-support/it-help-desk
Learning Skills / Language Help	GRS Academic Support Coordinator – email grs@jcu.edu.au to request an appointment
Library	https://www.jcu.edu.au/library
Library Liaison Contacts by Discipline	https://www.jcu.edu.au/library/about/library-contact-details/liaison-librarian-discipline-responsibilities
Personal / Emotional Support	Counselling Service www.jcu.edu.au/student/counselling/
Research Services	http://www-public.jcu.edu.au/researchservices/index.htm

Statistics Support	GRS Statshelp http://www.jcu.edu.au/grs/JCU_097309.html
Student Association	http://www.jcu.edu.au/studentassoc/theassociation/studentsupport/JCUPRD_046117.html
Students with disabilities	http://www.jcu.edu.au/disability/
Workplace Health and Safety	http://www.jcu.edu.au/policy/hr/whs/index.htm

Equity Statement

James Cook University is committed to encouraging equity and diversity. In particular, JCU aims to provide an optimal learning environment to students from a variety of backgrounds:

- Aboriginal and Torres Strait Islander students
- People from rural and isolated areas
- People from low socio-economic backgrounds
- People with disabilities
- People from non-English speaking backgrounds.

Information relating to scholarships, bursaries and services for HDR candidates is available on the Graduate Research School website: http://www.jcu.edu.au/grs/

Other JCU Policies and Guidelines Relevant to RD7003

- Important policy information is available for all JCU HDR candidates on the Graduate Research School website: http://www.jcu.edu.au/grs/policies/

- See also the Higher Degree by Research Requirements policy: http://www.jcu.edu.au/policy/research/allresearch/JCU_132774.html

- See also the Confirmation of Candidature webpage: http://www.jcu.edu.au/grs/current/confirmation/index.htm

Subject Feedback

For general information about processes for student feedback and grievances at JCU, students should consult the JCU website: http://www.jcu.edu.au/student/complaints/index.htm

JCU staff value and appreciate student feedback as a source of evidence about the quality of our courses so you are strongly encouraged to provide considered feedback on all aspects of your HDR candidature. JCU has several methods of systematically capturing the experiences of HDR candidates.

Every year, recent JCU graduates are invited to complete the Postgraduate Research Experience Questionnaire (PREQ), part of the nation-wide Australian Graduate Survey owned by Graduate Careers Australia.

In even numbered years, all JCU HDR candidates are invited to undertake an online survey based on the PREQ. Individual HDR candidates, their Enrolling Organisational Unit or advisors, are not identified through this process.

In odd numbered years, JCU HDR candidates are invited to participate in focus groups conducted by an expert consultant independent of the Graduate Research School. Individual HDR candidates or their advisors will not be identified through this process.