



RESEARCH INDUCTION PROGRAM

Mandatory induction and orientation for research candidates and supervisors

1. Purpose

- 1.1 This Program defines the mandatory research induction and orientation that every commencing HDR candidate, and every supervisor, must complete. It ensures candidates and supervisors are inducted to their roles and to responsible research practice before research begins.

2. Who must complete it, and when

- 2.1 Every commencing candidate completes the candidate induction in Trimester 1, within the first four weeks of enrolment, and in any event before undertaking any research involving the collection of data. Completion of the research integrity components is a recorded hurdle within MITR101, and progression to research activity is withheld until completion is recorded.
- 2.2 Every supervisor completes the supervisor induction before being assigned a candidate, and completes refresher induction at least every three years as a condition of continuing accreditation under the Supervisor Accreditation Policy.

3. Program structure and curriculum

- 3.1 The candidate induction comprises the following modules. Each module states its learning outcomes and the instrument it draws on.

Module	Topic	What it covers	Source instrument
1	Welcome and the research candidature	The course structure (48 cp; MITR101–106), milestones, Confirmation of Candidature timing (end of Trimester 3), and the roles of candidate, Principal and Associate Supervisor.	HDR Framework
2	Rights and responsibilities	The rights and responsibilities of candidates and supervisors; the Candidate–Supervisor Agreement and minimum meeting frequencies.	HDR Framework, s.3 & 5.5
3	Code of Conduct for Graduate Research	The shared values and expected behaviours; acknowledgement of the Code.	Code of Conduct (LIHE-RES-COD-011)
4	Research integrity	The Australian Code; honesty, rigour and accountability; fabrication, falsification and plagiarism; reporting channels; the Research Integrity Officer.	Research Integrity & Misconduct Policy
5	Research ethics	When ethics approval is required; the rule that no data is collected before approval, including for pilots; human and animal research.	Research Ethics Framework



Module	Topic	What it covers	Source instrument
6	Intellectual property	Candidate ownership of the thesis, data and software; the Candidate IP Deed; moral rights; commercialisation.	IP Policy & Candidate IP Deed
7	Authorship and publication	Author eligibility and order; the Authorship and Contribution Agreement; avoiding predatory publishers; how LIHE supports publication.	Authorship & Publication Policy
8	Data management	Preparing a Data Management Plan; secure storage; seven-year retention; deposit and the Research Outputs Register.	Research Data & Outputs Procedure
9	Support, wellbeing and complaints	Supervision, academic and wellbeing support; grievance and appeal pathways; the National Student Ombudsman.	Student Complaints & Appeals Policy

3.2 The supervisor induction covers Modules 3 to 8 in addition to supervision practice, accreditation and caseload obligations, monitoring candidate progress and wellbeing, and the conduct of milestones and examination.

4. Delivery and assessment of completion

4.1 The induction is delivered at the start of each trimester through a combination of facilitated sessions and online modules in the Learning Management System. The research integrity and ethics modules include a short quiz that must be passed to record completion.

4.2 Completion of each module is recorded in the Research Induction Attendance and Completion Register (LIHE-RES-REG-013). A candidate who has not completed the required modules may not progress to research activity, and the Dean (Research) may place a hold on progression until completion is recorded.

5. Roles

Role	Responsibility
Dean (Research)	Owns the Program; ensures it is delivered and completion enforced; reports completion to the Research Committee.
Research Office	Delivers the Program; maintains the Attendance and Completion Register; issues progression holds where required.
Principal Supervisor	Confirms the candidate has completed induction before data collection begins.
Candidate / supervisor	Completes the required induction within the stated timeframe.