

RHD DEVELOPMENT FOR OFF-CAMPUS CANDIDATES

Research Higher Degree (RHD) students who are enrolled off campus can access a range of support to assist them in their study.

1. Individual RHD Consultations

Off campus students can access Individual RHD Consultations when they are on campus to meet with their supervisor. In RHD Consultations, we can advise you about strategies and techniques for reading and writing effectively as well as preparing for the confirmation process. Please note that we do not advise about the content of your research – you need to talk to your supervisor(s) about that. Please see below for step-by-step instructions on how to register.

Appointments are available one month in advance, so for example, if you plan on visiting your supervisor in May, you should log into Blackboard in April to register for a consultation.

2. E-consult

The e-consult service is an online mode of consultation. E-consult offers a more personal, interactive option for students who cannot attend consultations in person. You can email your question(s) and a short sample of work to econsult@newcastle.edu.au and a Learning Adviser will respond with advice/resources. We aim to respond within 48hrs Monday to Friday. Please note this is NOT an editing or proofreading service. We help students avoid dependence on those services by building their own skills.

3. Learning Development on Blackboard

All students have access to the Learning Development Blackboard site. This is where you can find up-to-date information about what is available, as well as timetables to download and instructions for registering. There are also online resources for students, and links to recommended external resources. RHD information can be accessed by following these steps:

1. From the University home page, click [Quick Links](#) (at the top right) and select [Blackboard](#).
2. Log in with your University username and password.
3. On the first page, in the 'My Other Sites' box, select [Learning Development](#).
4. From the Learning Development home page, click on the [My Campus](#) link and select the campus that you want to find out about.
5. It will ask you 'What level are you studying?'. Click [RHD \(Research Higher Degree\) Students](#).

You should now see a complete list of all Learning Development support for RHD students.

4. Understanding The Confirmation Year Process

Professor Scott Holmes, Dean of Graduate Studies and Pro Vice-Chancellor (Research) presents this seminar twice a year at the Callaghan Campus. The seminar is recorded and is available for download from the RHD Candidates Course in Blackboard. You can view the 2011 presentation now. Students will be sent an email when the dates for 2012 sessions have been set.

5. The Library

The University Library website has online tutorials to help you learn how to use the databases effectively. There are also librarians who specialise in certain disciplines, and you can make an appointment with them if you wish. Face-to-face tutorials are sometimes available as well, you can find out about these by asking the library staff. Details are available at the Information skills webpage at <http://www.newcastle.edu.au/service/library/information-skills/>

RECOMMENDED READING (Available from the Library)

Davies, M. (2007). *Doing a Successful Research Project*. Basingstoke: Palgrave Macmillan.

Swales, J., & Feak, C. (2000). *English in Today's Research World: A Writing Guide*. Michigan: University of Michigan Press.

Wellington, J., Bathmaker, A., Hunt, C., McCulloch, G., & Sikes, P. (2005). *Succeeding with your Doctorate*. London: Sage Publications.

Williams, J., & Colomb, G. (2010). *Style: Lessons in Clarity and Grace*. New York: Pearson Longman.

USING THE REGISTRATION SYSTEM TO BOOK RHD CONSULTATIONS

All research students are encouraged to make use of this free service. We recommend that you see us about three times in your first year of candidature, to discuss your academic skills development. **You may come to RHD Consultations even if you are unable to come to the workshops.**

1. From the University home page, click [Quick Links](#) (at the top right) and select [Online Services](#).
2. Select [Registration System](#) and log in with your University username and password.
3. On the left you will see a menu, select [Other Registrations](#).

Find the section for Learning Development Activities, and look for 'RHD Consultations'.

4. Click on the [Register](#) link on the right of the page next to 'RHD Consultations'.

You will see a list of consultation appointments, with dates and times.

5. Find a suitable date and time which is showing as **Available**, then click [Book](#).

Available will then change to **Full**. This means you have booked the appointment and a confirmation e-mail will be sent to you.

You must **cancel appointments you do not need**, so that other students can use them. We have a very limited number of appointments and we want to help as many people as possible. To cancel, follow steps 1-3 above, select [Change](#) then use the [Remove](#) link next to your appointment. When you click [Remove](#), the system will ask you to confirm your request to unregister. If you wish to unregister, click [Yes, unregister me](#). The appointment will immediately become available for another student.

