

Self-Recording an Activity

Introduction

Some activities must be self-recorded in CaRST Online to ensure they are credited towards your CaRST hours.

This includes:

- Approved activities which are already listed in CaRST Online.
- Experiential Activities and Training activities not already listed in CaRST Online.

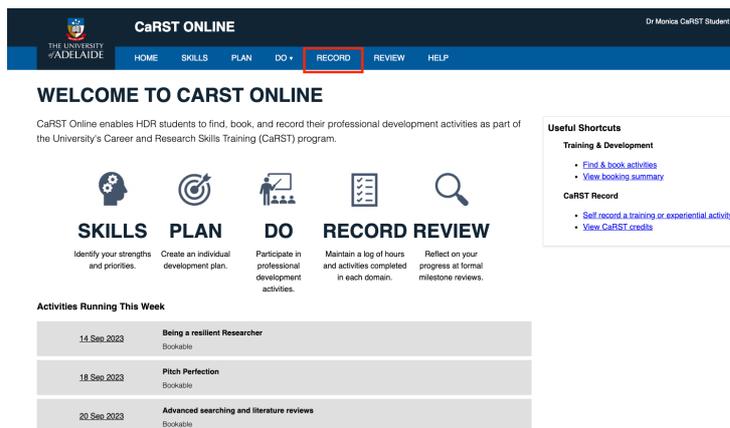
Please see below the process to record either type of activity.

How to self-record an approved activity

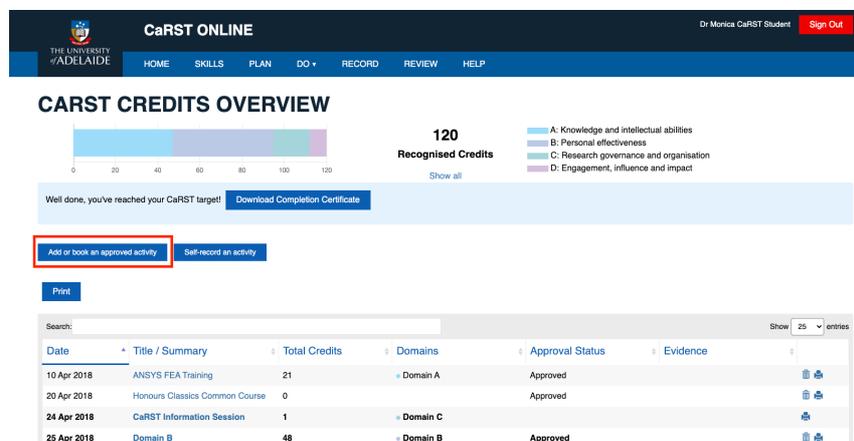
Some activities must be self-recorded in CaRST Online to ensure they are credited towards your CaRST hours. Among those self-recorded activities there are approved activities which are already listed in CaRST Online – for example, Research Integrity, or one of the pre-recorded CaRST workshops.

Procedure

1. From the home screen click **Record**



2. Then click **Add or book an approved activity**

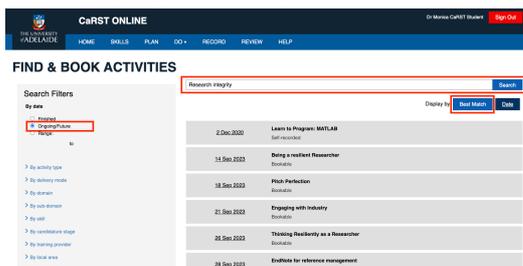


Date	Title / Summary	Total Credits	Domains	Approval Status	Evidence
10 Apr 2018	ANSYS FEA Training	21	Domain A	Approved	
20 Apr 2018	Honours Classics Common Course	0		Approved	
24 Apr 2018	CaRST Information Session	1	Domain C		
25 Apr 2018	Domain B	48	Domain B	Approved	



3. Click on **Ongoing/Future** and then enter the name of the activity in the search area e.g. Research integrity, then click **Search**, then if you don't see the activity, click on **Best Match**.

If you can't find your activity then you will need to follow the process below on Self-Recording external activities (Page 6 below).



4. Then the description of the activity will open, then click **Add to my record** at the bottom of the screen.

This event has been organised by Adelaide Graduate Research School. For any enquiries please contact hdrtraining@adelaide.edu.au.

In a world where the public demands transparency surrounding research funds, where an ever-increasing number of documents are searchable electronically, and where global consortia combine to solve "wicked" problems, research integrity and ethics have assumed an enhanced and formalised role.

It is more important than ever that researchers are aware of their responsibilities in terms of their publications, their supervision of students, their management of grants and the storing of data.

This course is designed to help researchers to:

- Know, understand and explain the key responsibilities they have as researchers
- Identify the challenges they could face in meeting those responsibilities
- Be aware of strategies for dealing with pressure and difficult situations.

There are five different subject areas (Arts and Humanities, Biomedical Sciences, Engineering and Technology, Natural and Physical Sciences and Social and Behavioural Sciences), you are only required to complete one of these.

Syllabus

- Module 1: Introduction: principles and professional responsibilities, dealing with misconduct, mentoring
- Module 2: Planning: research with human participants, conflicts of interest, workplace safety
- Module 3: Conducting: data collection, sharing and interpretation
- Module 4: Reporting: plagiarism, authorship, peer review
- Module 5: Responsibility to the public and society

This activity is compulsory for all Higher Degree by Research students.

Domain: G

CaRST credits: 5

Booking Instructions

Complete through [MyUni](#)

Attend activity and obtain evidence of completion

Add to my record

5. A pop-up box will display for completion.

- a. the name of the completed activity, the training provider the date and time the domain, credit and type of activity will be prefilled

NON-BOOKABLE ACTIVITY

The student should complete this form.

Be aware that the form will be shared with the supervisory team and the Adelaide Graduate Research School (AGRS).

Activity Record not ready for approval. [✕](#)

Activity Title *

How to Plan Your PhD - Online

Training Provider *

Adelaide Graduate Centre

Dates and times *

Note: 24h clock (eg. 17:30)

15 Sep 2018 00:00 00:00

This activity will be recorded as a Training activity

Choose the RDF Domain you would like the credits awarding to *

[Learn more](#)

6. Upload your supporting evidence by clicking on the blue **Choose a file to upload** button.

Choose the RDF Domain you would like the credits awarding to *

[Learn more](#)

Domain A: Knowledge and Intellectual Abilities
 Domain B: Personal Effectiveness
 Domain C: Research Governance and Organisation
 Domain D: Engagement, Influence and Impact

Skills

There are no skills specifically associated with this course

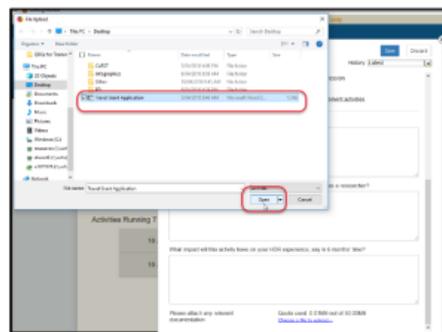
Upload evidence *

Quota used: 31.31MB out of 100.00MB

Choose a file to upload...

Description of the activity *

This will open Windows Explorer on your computer. Select the file you want to upload and then click on **open**.



Your document has uploaded correctly when you see it displayed in the box at the bottom of the form.

If you have uploaded the wrong document, you can click on the **delete** button on the right-hand side of the box and repeat the above process.



7. Complete the remaining text boxes: **Description of the activity**, and **Why did you select this activity, what did you learn, and how will you apply it?**

Upload evidence *

Quota used: 43.31MB out of 100.00MB

Choose a file to upload...

Description of the activity *

Why did you select this activity, what did you learn, and how will you apply it? *

8. Select **'Mark Ready for Approval'** when your record is ready.



Why did you select this activity, what did you learn, and how will you apply it? *

Test

These fields must be filled in *

Mark Ready for Approval

Approval status:
Not ready for approval

9. Click **save** at the bottom of the form to save your record and have your CaRST credit hours allocated. Click **discard** if you want to cancel the record at any time.
10. If you have completed all the necessary steps, your activity will be automatically approved by the system and the record will appear as '**Approved**'. This should be considered provisional approval, as all CaRST activities are reviewed and may be audited at the time of your next milestone review (e.g. your CCSP, Major or Annual Review).

Marked Ready for Approval

Approval status:
Approved

Feedback

11. At your next milestone review the CaRST team will audit your self-recorded activities as part of the review process. If any changes are required to your recorded activities you will be advised of the requirements. If only minor adjustments are required, these may be applied to your record, and a note included in the activity as to what has changed. You can reduce the chance of having activities marked as 'not approved', or changes to the hours and domain recorded by ensuring you are recording activities correctly.

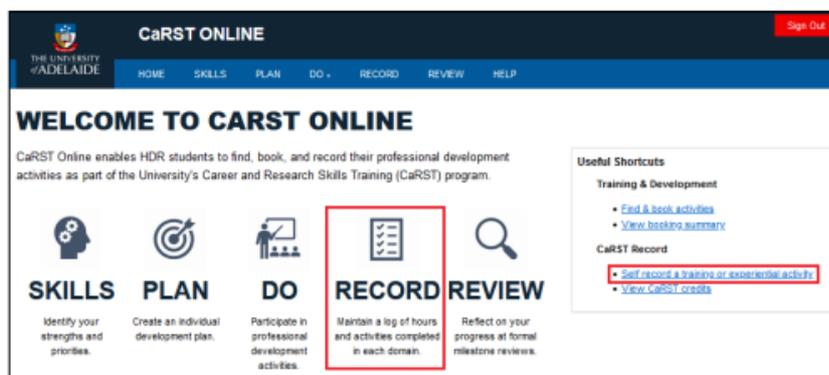
Note: Hours applied to your CaRST Record are subject to change until the CaRST team have reviewed the activity.

How to self-record external activities

Some activities must be self-recorded in CaRST Online to ensure they are credited towards your CaRST hours. This includes Experiential Activities and Training activities not already listed in CaRST Online.

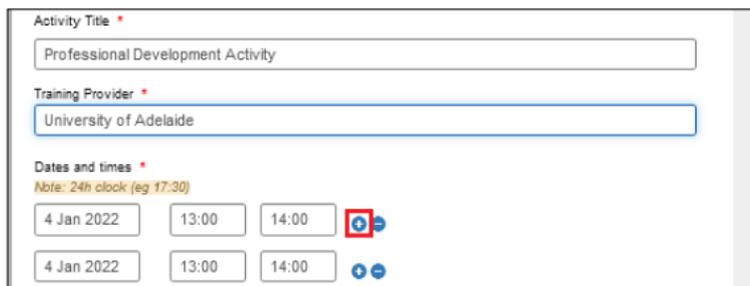
Procedure

1. From the home screen click **Record** and then **Self-record an activity**



2. A pop-up box will display for completion.
 - 2.1 Write the name of the completed activity in the **Activity Title** box.
 - 2.2 Enter the name of the provider in the **Training Provider** box.
 - 2.3 Enter the **Time and Date** details of the activity using the 24hr format (i.e. 1pm = 13:00).

3. If the activity ran over multiple days, you can add in extra dates and hours by clicking the plus button to the right of the times.

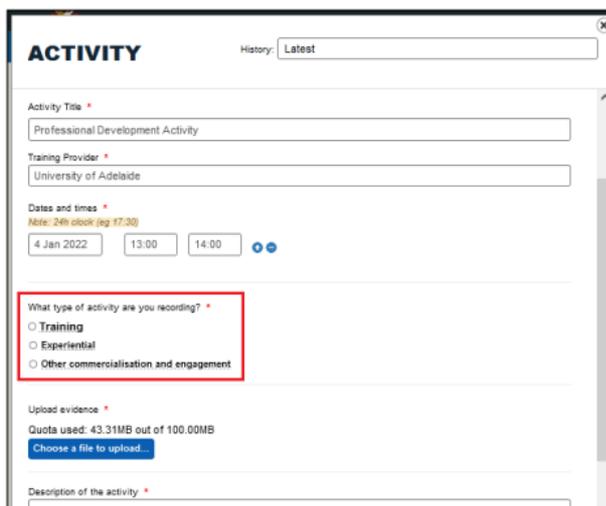


4. Under **What type of activity are you recording?** Select the appropriate choice for the activity you are recording based on the following information:

Training: This category includes formal training undertaken through workshops, courses, online courses, and other structured training programs.

Experiential: This category includes other learning experiences that enhance the knowledge and skills of a researcher but that are not formally taught.

Other commercialisation and engagement: Activities in this category are focused on arrangements with external organisations that enable experiential learning related to your HDR.





If your activity was Experiential

Click on the arrow to the right-hand side of the form to open the drop-down menu of options. Find and select the category that best fits your activity. Information on many experiential activities and the evidence required to claim them is available on the Experiential Activities website.

Please choose:

- Domain A - Knowledge and Intellectual Abilities
 - Journal Clubs and Discussion Groups (Credits: Number of Recorded Hours)
 - Postgraduate Symposia - Attendance (Credits: Number of Recorded Hours)
 - Research Seminar - Attendance (Credits: Number of Recorded Hours)
 - Research Seminar - Presentation (Credits: 1)
 - Technical Presentation (Credits: 1)
- Domain B - Personal Effectiveness
 - Conferences and Symposia - Attendance (Credits: max 3 per day)
 - Conferences and Symposia - Volunteering (Credits: 1)
 - Development of a Researcher Profile (Credits: 1)
 - Invited Peer Review (Credits: 3)
 - Networking Events (Credits: Number of Recorded Hours)
 - Poster judging - Conference, symposium or workshop (Credits: 1)
- Domain C - Research Governance and Organisation
 - Ethics Application (Credits: 6)
 - Grant Application - Research (Credits: 6)
 - Grant Application - Travel (Credits: 3)
 - Lab, Floor, or Safety Representative (Credits: Number of Recorded Hours)
- Domain D - Research Influence and Impact
 - Conferences and Symposia - Attendance (Credits: max 3 per day)

CaRST Credits

1

Upload evidence *

Quota used: 43.31MB out of 100.00MB

Choose a file to upload.

Description of the activity *

Note: Some activities have pre-determined CaRST credits displayed to the left of the activity. CaRST credits for other activities are determined by the number of hours you recorded in the **Time and Date** section of the form. Ensure your hours are entered correctly to avoid errors in recording of your CaRST credits.

Domain A - Knowledge and Intellectual Abilities

- Journal Clubs and Discussion Groups (Credits: Number of Recorded Hours)
- Postgraduate Symposia - Attendance (Credits: Number of Recorded Hours)
- Research Seminar - Attendance (Credits: Number of Recorded Hours)
- Research Seminar - Presentation (Credits: 1)
- Technical Presentation (Credits: 1)

Domain B - Personal Effectiveness

- Conferences and Symposia - Attendance (Credits: max 3 per day)

If your activity was Training

Select the relevant RDF Domain for the activity. Click on 'Learn more' link for more details about the Domains.



ACTIVITY History: Latest

4 Jan 2022 13:00 14:00

What type of activity are you recording? *

- Training**
- Experiential
- Other commercialisation and engagement

Is this training listed in the [Find & Book Activities](#) screen? If so please follow booking instructions shown within the course details and this activity will be automatically added to your CaRST activity log.

Choose the RDF Domain you would like the credits awarding to *

- Domain A: Knowledge and Intellectual Abilities
- Domain B: Personal Effectiveness
- Domain C: Research Governance and Organisation
- Domain D: Engagement, Influence and Impact

If your activity was Other commercialisation and engagement

Click on the arrow to the right-hand side of the form to open the drop-down menu of options. Find and select the category that best fits your activity.

Commercialisation Category *

Please choose:

Domain A - Knowledge and Intellectual Abilities

- Fieldwork with research end-user (Credits: 6)**

Domain B - Personal Effectiveness

- Industry mentoring program - participant (Credits: 6)
- Job shadowing or industry visitation (Credits: 6)

Domain D - Engagement, Influence and Impact

- Commercialisation and Entrepreneurship (Credits: 6)
- Community Engagement/Outreach (Credits: 6)
- Dissemination of research work in public fora (Credits: 3)
- Engaging with industry (Credits: 6)
- Entrepreneurship/Pitch competition - participant (Credits: 6)
- Industry Placement < 30 days (Credits: 6)
- Performance and other creative outputs (Credits: 6)
- Publication - in collaboration with industry or external organisation e.g. journal article (Credits: 6)

Note: All activities have pre-determined CaRST credits displayed to the right of the activity.

Commercialisation Category *

Please choose:

Domain A - Knowledge and Intellectual Abilities

- Fieldwork with research end-user (Credits: 6)

Domain B - Personal Effectiveness

- Industry mentoring program - participant (Credits: 6)
- Job shadowing or industry visitation (Credits: 6)



5. Upload your supporting evidence by clicking on the blue **Choose a file to upload** button.

Choose the RDF Domain you would like the credits awarded to *

[Learn more](#)

Domain A: Knowledge and Intellectual Abilities

Domain B: Personal Effectiveness

Domain C: Research Governance and Organisation

Domain D: Engagement, Influence and Impact

CaRST Credits

1

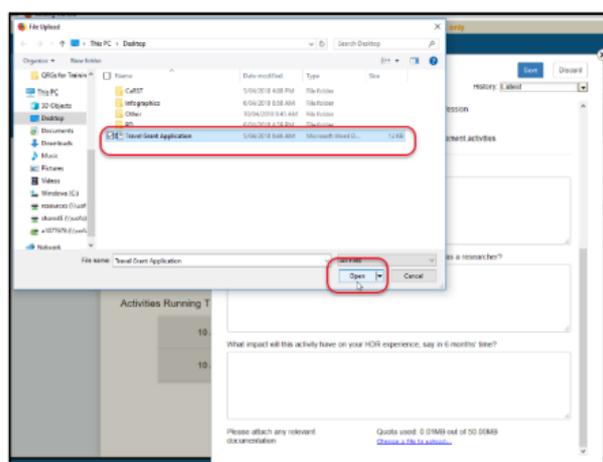
Upload evidence *

Quota used: 43.31MB out of 100.00MB

Choose a file to upload...

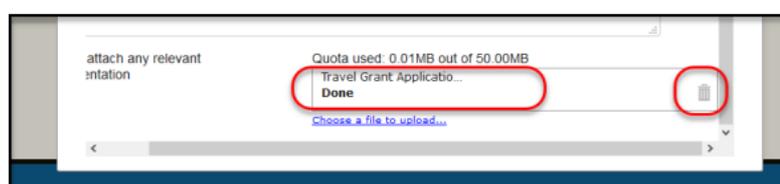
Description of the activity *

This will open Windows Explorer on your computer. Select the file you want to upload and then click on **open**.



Your document has uploaded correctly when you see it displayed in the box at the bottom of the form.

If you have uploaded the wrong document, you can click on the **delete** button on the right-hand side of the box and repeat the above process.





- Complete the remaining text boxes: **Description of the activity**, and **Why did you select this activity, what did you learn, and how will you apply it?**

Upload evidence *

Quota used: 43.31MB out of 100.00MB

Choose a file to upload...

Description of the activity *

Why did you select this activity, what did you learn, and how will you apply it? *

- Select **'Mark Ready for Approval'** when your record is ready.

Why did you select this activity, what did you learn, and how will you apply it? *

Test

These fields must be filled in *

Mark Ready for Approval

Approval status:

Not ready for approval

- Click **save** at the bottom of the form to save your record and have your CaRST credit hours allocated. Click **discard** if you want to cancel the record at any time.
- If you have completed all the necessary steps, your activity will be automatically approved by the system and the record will appear as **'Approved'**. This should be considered provisional approval, as all CaRST activities are reviewed and may be audited at the time of your next milestone review (e.g. your CCSP, Major or Annual Review).

Marked Ready for Approval

Approval status:

Approved

Feedback

10. At your next milestone review the CaRST team will audit your self-recorded activities as part of the review process. If any changes are required to your recorded activities you will be advised of the requirements. If only minor adjustments are required, these may be applied to your record, and a note included in the activity as to what has changed. You can reduce the chance of having activities marked as 'not approved', or changes to the hours and domain recorded by ensuring you are recording activities correctly.

Note: Hours applied to your CaRST Record are subject to change until the CaRST team have reviewed the activity.

Contact Us

For further support or questions, please contact Research Technology Support on +61 8 8313 7799 or researchsupport@adelaide.edu.au

If you have a question relating to the CaRST program, please visit their website at <https://www.adelaide.edu.au/graduate-research/career-development> or contact the CaRST team at carst@adelaide.edu.au