



## Introduction

This activity category includes learning experiences that enhance the knowledge and skills of a researcher in the context of the HDR that are not formally taught. Experiential activities can be self-recorded in CaRST Online, see the [Self-recording an Activity](#) guide for more information. Activities must be completed within candidature and students will need to provide sufficient evidence to verify what the activity is, the hours claimed, and completion of the activity.

Students are advised that a **maximum of 30 credits** should be claimed in any single activity category.

## CaRST Experiential Activities

Type	Domain	Conditions
<b>Journal Clubs and Discussion Groups</b>	A	<p>Participation in journal clubs or discussion groups can be claimed in Domain A. Credits claimed correspond to <b>duration</b> of the session.</p> <p><i>Suggested evidence:</i> A record or log that details dates and times of participation issued and signed by the organiser or your supervisor.</p> <p><i>Multiple sessions can be added to an individual activity form in CaRST Online by using +/- function in date/time section. We recommend grouping attendance at recurring events to minimise the number of individual entries.</i></p>
<b>Postgraduate Symposia - Attendance</b>	A	<p>Attendance at a University of Adelaide faculty, school, or departmental postgraduate symposium can be claimed in Domain A. Credits claimed correspond to the <b>duration</b> of the symposium.</p> <p>External postgraduate events not organised by the University of Adelaide should be claimed as 'Conferences and Symposia – Attendance'.</p> <p><i>Suggested evidence:</i> a booking receipt and event program/agenda.</p>
<b>Research Seminar - Attendance</b>	A	<p>Attendance at a faculty, school, departmental or postgraduate research seminar series can be claimed in Domain A. Participation in grand rounds may also be counted in this category. Credits claimed correspond to the <b>duration</b> of the session.</p> <p>Attendance at routine research group meetings, lab meetings, or team meetings are not eligible.</p> <p>Individual events which exceed 3 hours in duration should be claimed as 'Conferences and Symposia – Attendance'.</p> <p><i>Suggested evidence:</i> A record or log which details dates and times of participation, issued &amp; signed by the organiser or your supervisor.</p> <p><i>Multiple sessions can be added to an individual activity form in CaRST Online by using +/- function in date/time section. We recommend grouping attendance at recurring events to minimise the number of individual entries.</i></p>

<b>Research Seminar - Presentation</b>	A	<p><b>1 credit</b> can be claimed in Domain A for a presentation on your research at a faculty, school, departmental or postgraduate research seminar series. Presenting at grand rounds can also be counted in this category.</p> <p>Presentations delivered at routine research group, lab, or team meetings are not eligible.</p> <p><i>Suggested evidence:</i> an email confirmation or speaker agenda that lists the name and date of your presentation.</p>
<b>Technical Presentation</b>	A	<p><b>1 credit</b> can be claimed in Domain A for technical focused presentations.</p> <p><i>Suggested evidence:</i> an email confirmation or speaker agenda that lists the name and date of your presentation.</p>
<b>Conferences and Symposia - Attendance</b>	B	<p>Up to <b>3 credits per day</b> can be claimed in Domain B for attendance at a conference, symposium, forum, annual meeting, or similar.</p> <p>Presentations at these events should be claimed separately in Domain D (see '<i>Presentation – external conference, symposium or workshop</i>'). Participation in formal workshops and training should be claimed separately as Training activities in the relevant Domain.</p> <p><i>Suggested evidence:</i> a booking receipt and program/agenda which lists the dates and times of the event.</p>
<b>Conferences and Symposia - Volunteering</b>	B	<p><b>1 credit</b> can be claimed in Domain B for participation as a volunteer at a conference, symposium, forum, annual meeting, or similar.</p> <p>General volunteer work, including participation in University Open Day, is not eligible.</p> <p><i>Suggested evidence:</i> a letter of invitation or email confirmation</p>
<b>Development of a Researcher Profile</b>	B	<p><b>1 credit</b> can be claimed in Domain B for developing your University of Adelaide <a href="#"><u>Researcher Profile</u></a>.</p> <p>This should only be claimed once, and includes both the creation of your ORCID and Aurora profile.</p> <p><i>Suggested evidence:</i> screenshots of your completed profile. Please also enter the URL for your profile in the final text box in CaRST Online and ensure your profile is set to public.</p>
<b>Invited Peer Review</b>	B	<p><b>3 credits</b> can be claimed in Domain B for completing a peer review as part of the formal peer review process of an article or grant.</p> <p>Informal feedback provided to peers/colleagues on manuscripts or grants are ineligible.</p> <p><i>Suggested evidence:</i> a letter or email confirming the review has been completed/submitted.</p>

<b>Networking Events</b>	<b>B</b>	<p>Attending industry-focused events that help to develop external networks or engage with industry and potential employers relevant to your HDR can be claimed in Domain B. Credits claimed correspond to the <b>duration</b> of the event.</p> <p>General social events or informal catchups, such as morning or afternoon teas organised by your Faculty, School, Centre, or Institute, are not eligible.</p> <p>Events exceeding 3 hours should be claimed as ‘<i>Conferences and Symposia – Attendance</i>’.</p> <p><i>Suggested evidence:</i> a booking receipt or flyer.</p>
<b>Poster judging – conference, symposium or workshop</b>	<b>B</b>	<p><b>1 credit</b> can be claimed in Domain B for attending a conference, symposium or workshop, and participating as a judge to review a selection of posters.</p> <p><i>Suggested evidence:</i> a letter or email confirmation.</p>
<b>Ethics Application</b>	<b>C</b>	<p><b>6 credits</b> can be claimed in Domain C for preparation and submission of a human or animal ethics application. You must be the principal investigator or responsible for writing more than 50% of the application.</p> <p>This activity should only be claimed once.</p> <p><i>Suggested evidence:</i> an email confirmation of application submission or approval.</p>
<b>Grant Application - Research</b>	<b>C</b>	<p><b>6 credits</b> can be claimed in Domain C for preparation and submission of a research grant application. You must be the principal investigator on the grant or responsible for writing more than 50% of the grant application.</p> <p>This activity should only be claimed once.</p> <p><i>Suggested evidence:</i> a grant award letter, or the grant itself.</p>
<b>Grant Application - Travel</b>	<b>C</b>	<p><b>3 credits</b> can be claimed in Domain C for preparation and submission of a travel grant application.</p> <p>This should entail a competitive application process which involves addressing selection criteria.</p> <p>This activity should only be claimed once.</p> <p><i>Suggested evidence:</i> a grant award letter, or the grant itself.</p>
<b>Lab, Floor, or Safety Representative</b>	<b>C</b>	<p>Participation and work as a lab, floor, or safety representative can be claimed in Domain C. Credits claimed correspond to the <b>actual time</b> in meetings or invested in related activities.</p> <p><i>Suggested evidence:</i> a log that details dates and times of participation (dates of meetings or commitments, time invested, tasks completed) to verify the hours claimed. This should be signed by your supervisor or line manager.</p>

<b>Industry PhD (iPhD)</b>	D	<p><b>6 credits</b> can be claimed in Domain D for each eligible activity completed within an Industry PhD (iPhD).</p> <p>Please note that time spent undertaking the placement itself cannot be claimed. It must be one of the eligible activities detailed below.</p> <p>Eligible activities should be specified in the iPhD agreement, and may include:</p> <ul style="list-style-type: none"><li>• a project plan</li><li>• a formal presentation</li><li>• a written report</li><li>• safety or technical training required and provided by the research-end user (minimum 3 hours training required; multiple training activities can be combined, e.g. a 1 hour site induction and 2 hours of radiation safety training)</li></ul> <p>Individual activities should be claimed separately in this category. Up to five (5) activities can be claimed, to receive the max 30 credits.</p> <p><i>Suggested evidence:</i> document or letter detailing information about the activity completed, signed off by a third party.</p>
----------------------------	---	--

---

<b>Industry Placement &gt; 30 days</b>	D	<p><b>6 credits</b> can be claimed in Domain D for each eligible activity completed within an internship with a research-end user.</p> <p>Internship must be greater than 30 days, e.g. as part of an Industry Engaged PhD (IEP) or APR Internship.</p> <p>Please note that time spent undertaking the placement itself cannot be claimed. It must be one of the eligible activities detailed below.</p> <p>Eligible activities should be specified in the placement agreement, and may include:</p> <ul style="list-style-type: none"><li>• a project plan</li><li>• a formal presentation</li><li>• a written report</li><li>• safety or technical training required and provided by the research-end user (minimum 3 hours training required; multiple training activities can be combined, e.g. a 1 hour site induction and 2 hours of radiation safety training)</li></ul> <p>Individual activities should be claimed separately in this category. Up to five (5) activities can be claimed, to receive the max 30 credits.</p> <p><i>Suggested evidence:</i> document or letter detailing information about the activity completed, signed off by a third party.</p>
--	---	--

---

<b>Overseas/Interstate Research</b>	D	<p><b>6 credits</b> can be claimed in Domain D for each eligible activity completed within an overseas/interstate research placement (e.g. as a visiting scholar or during a lab visit at another university, medical research institute, or CSIRO lab outside of South Australia). Excludes joint PhD arrangements.</p> <p>Please note that time spent undertaking the placement itself cannot be claimed. It must be one of the eligible activities detailed below.</p> <p>Eligible activities may include:</p> <ul style="list-style-type: none"> <li>• a project plan</li> <li>• a formal presentation</li> <li>• a written report</li> <li>• safety or technical training required and provided by the research-end user (minimum 3 hours training required; multiple training activities can be combined, e.g. a 1 hour site induction and 2 hours of radiation safety training)</li> </ul> <p>Individual activities should be claimed separately in this category. Up to five (5) activities can be claimed, to receive the max 30 credits.</p> <p><i>Suggested evidence:</i> document or letter detailing information about the activity completed, signed off by a third party.</p>
<b>Presentation - external conference, symposium or workshop</b>	D	<p><b>6 credits</b> can be claimed in Domain D for presentations at external conferences, symposia or workshops.</p> <p>Please note that if you present the same material at several different forums it should only be claimed once.</p> <p><i>Suggested evidence:</i> a program or advertisement.</p>
<b>Presentation - preparation and delivery of a research poster</b>	D	<p><b>3 credits</b> can be claimed in Domain D for the preparation and delivery of a research poster.</p> <p>Please note that if you present the same research poster at several different forums, it should only be claimed once.</p> <p><i>Suggested evidence:</i> the poster, a program or advertisement.</p>
<b>Presentation - postgraduate symposia</b>	D	<p><b>3 credits</b> can be claimed in Domain D for presentations at postgraduate symposia.</p> <p><i>Suggested evidence:</i> a program or advertisement.</p>
<b>Publication - non-peer reviewed, technical/academic e.g. conference proceeding</b>	D	<p><b>3 credits</b> per piece of writing can be claimed in Domain D for non-peer reviewed writing that includes more substantial academic or technical content, such as (i) an internal memo or report prepared for collaborators, granting agencies, or industry bodies, (ii) a conference proceeding, or (iii) extended abstract.</p> <p>The publication should be from work conducted during your current HDR program, and you must have contributed significantly to the preparation and writing of the document.</p> <p><i>Suggested evidence:</i> the publication.</p>
<b>Publication - peer-reviewed e.g. journal article</b>	D	<p><b>6 credits</b> per piece can be claimed in Domain D for peer-reviewed technical and academic material published in professional journals, conference papers or book chapters.</p> <p>The publication should be from work conducted during your current HDR program, and you must have contributed significantly to the preparation and writing of the manuscript.</p> <p><i>Suggested evidence:</i> the publication.</p>

<b>Session chair</b>	D	<p><b>1 credit</b> can be claimed in Domain D for chairing a career, professional development, or academic panel, session or seminar, which pertains directly to your HDR field of study.</p> <p><i>Suggested evidence:</i> documentation that verifies the date and time of the session. A session agenda/timetable which lists you as the Chair should also be submitted.</p>
<b>Session organiser</b>	D	<p><b>5 credits</b> can be claimed in Domain D for organisation of a career, professional development, or academic panel, session or seminar, which pertains directly to your HDR field of study.</p> <p>Organisation of general events outside of this area which are extracurricular in nature are not eligible for credit.</p> <p>Activities may include recruiting speakers, organising logistics, promotions, etc.</p> <p>If more than one session is organised (e.g. a seminar series) this should be claimed under '<i>Technical and Professional Committees</i>'.</p> <p><i>Suggested evidence:</i> A log that details dates and times of participation (dates and time of session, time invested, tasks completed) to verify the hours claimed. This should be signed by your supervisor or postgraduate coordinator.</p>
<b>Teaching - unpaid</b>	D	<p>Formal unpaid teaching activities such as lecturing or demonstrating to a class can be claimed in Domain D. Credits claimed correspond to the duration of the teaching session up to a <b>maximum of 10 hours per semester</b>.</p> <p>Formal mentoring of undergraduate students who are undertaking a laboratory placement or group research project as part of a coursework requirement (e.g. PPRIII and FiPS) will be considered on a case-by-case basis. Students should check with the CaRST team or course coordinator before claiming. This is capped at a <b>maximum of 10 hours per semester</b>.</p> <p>Paid teaching is not eligible for CaRST credit.</p> <p><i>Suggested evidence:</i> a program, or an email confirmation, certificate of participation, or other signed record issued by a relevant third party.</p>
<b>Technical and Professional Committees</b>	D	<p>Participation and work on technical and professional committees can be claimed in Domain D. Credits claimed correspond to the <b>actual time</b> in meetings or invested in related activities.</p> <p>Organisation of recurring seminar series can also be claimed. Total credits claimed for contributions on an individual committee must not exceed 30 credits.</p> <p><i>Suggested evidence:</i> A log that details dates and times of participation (dates of meetings or commitments, time invested, tasks completed) to verify the hours claimed. This should be signed by your supervisor or postgraduate coordinator. See <a href="#">Example of Committee Work Evidence</a>.</p>

### What can't be counted for CaRST credit?

- Activities completed prior to your candidature start date
- Activities where you cannot supply required evidence
- Any activities that you have already claimed CaRST credit for. Activities can only be claimed once.
- Activities undertaken as part of the normal course of your research/degree e.g. research work, experiments, field studies, literature reviews, and routine research group, lab, or team meetings
- Activities for which you were paid
- General work induction activities on internal procedures and policies of the University, e.g. informal training of equipment or software

- Activities that don't align with the Vitae Researcher Development Framework, are outside the scope of the profession, and unrelated to your career advancement
- Private study (excluding online courses)
- Informal mentoring/supervision of another student or researcher

## Contact Us

For further support or questions, please contact the CaRST team on 08 8313 5882 or [carst@adelaide.edu.au](mailto:carst@adelaide.edu.au)