

Introduction

Some activities should be self-recorded in CaRST Online to ensure they are credited towards your CaRST hours. This includes Experiential Activities, Other Commercialisation and Engagement Activities, and Training Activities that are not already listed in CaRST Online.

Procedure

1. From the **Record** page, select **Self-record an activity**



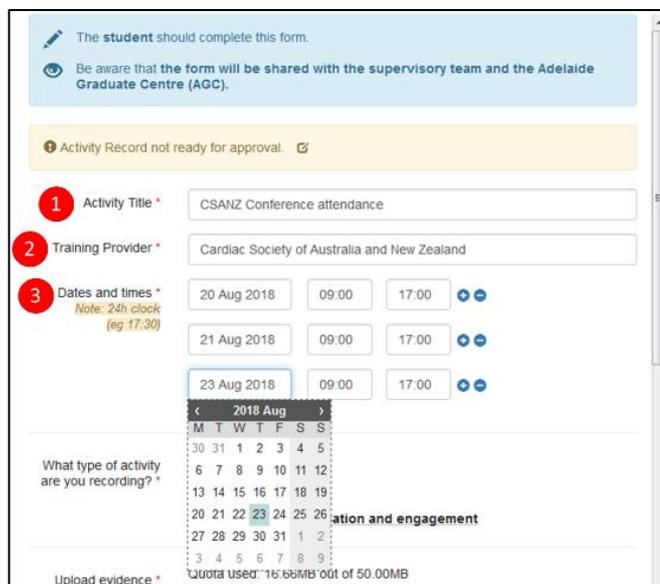
2. A pop-up box will display for completion.

- 2.1 Enter 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 24 hour format (i.e. 1pm = 13:00)

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.



Date	Start Time	End Time	Icons
20 Aug 2018	09:00	17:00	+ -
21 Aug 2018	09:00	17:00	+ -
23 Aug 2018	09:00	17:00	+ -

3. 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: This category includes a set of activities that focus on arrangements with external organisations that enable experiential learning related to the HDR.

For more detailed information on the experiential and other commercialisation and engagement activities, view the [experiential activities webpage](#).

Activity Title * CSANZ Conference attendance

Training Provider * Cardiac Society of Australia and New Zealand

Dates and times *
Note: 24h clock (eg 17:30)

20 Aug 2018	09:00	17:00	+ -
21 Aug 2018	09:00	17:00	+ -
23 Aug 2018	09:00	17:00	+ -

What type of activity are you recording? *

Training

Experiential

Other commercialisation and engagement

If your activity was **Training**

Before proceeding, check if the activity is listed in the **Find & Book Activities** screen. If so, follow the instructions on the activity page instead of self-recording the activity.

If the activity is not listed in the Find & Book Activities screen, select the **RDF Domain** you believe is most relevant for the activity. Click on '**Learn more**' link for more details about the Domains.

The **CaRST Credits** will be determined based on the duration entered in the Dates and times section. The CaRST Credits box is not editable, so if you need to adjust the credits, change the duration.

The screenshot shows the 'Activity' form with the following elements highlighted in red:

- The 'Training' radio button under 'What type of activity are you recording?'.
- The 'Find & Book Activities' link in a yellow informational box.
- The 'Domain C: Research Governance and Organisation' radio button under 'Choose the RDF Domain you would like the credits awarding to'.
- The 'CaRST Credits' input field showing the value '8'.

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. *For more detailed information on each category including suggested evidence, view the [experiential activities webpage](#).*

The screenshot shows the 'Activity' form with the 'Experiential Category' dropdown menu open. The following items are highlighted in red:

- The 'Please choose:' dropdown arrow.
- The 'Conferences and Symposia - Attendance (Credits: max 3 per day)' option in the dropdown list.

Note: Some activities have pre-determined CaRST credits displayed to the right 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 B - Personal Effectiveness	
Conferences and Symposia - Attendance (Credits: max 3 per day)	
Development of a Researcher Profile (Credits: 1)	
Invited Peer Review (Credits: 3)	
Networking Events (Credits: Number of Recorded Hours)	
Domain C - Research Governance and Organisation	
Grant Application - Research (Credits: 6)	
Grant Application - Travel (Credits: 3)	
Lab, Floor, or Safety Representative (Credits: Number of Recorded Hours)	

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. *For more detailed information on each category including suggested evidence, view the [experiential activities webpage](#).*

The screenshot shows a web form titled 'Activity' with fields for 'Activity Title', 'Training Provider', and 'Dates and times'. Below these is a section for 'What type of activity are you recording?' with radio buttons for 'Training', 'Experiential', and 'Other commercialisation and engagement'. The 'Other commercialisation and engagement' option is selected. A dropdown menu is open for 'Commercialisation Category', showing options: 'Please choose:', 'Please choose:', 'Commercialisation and Entrepreneurship (Credits: 6)', 'Industry Placement < 30 days (Credits: 6)', and 'Performance (Credits: 6)'. The 'Commercialisation and Entrepreneurship (Credits: 6)' option is highlighted with a red box.

Note: 6 credits in domain D can be claimed for each eligible Other commercialisation and engagement activity.

4. **Upload evidence** that shows you completed the activity. Also upload any agendas or programs to justify the hours being claimed. Select the **Choose a file to upload** button to select your file(s).

Evidence can be in most file formats. For experiential activities, suggested evidence is listed on the [Experiential Activities](#) webpage. For activities that are not pre-approved, you can use your judgement and consider what proves your attendance or participation in an activity. Some examples of evidence include: certificate issued by the course organiser; email confirmation of attendance from the course organiser; event tickets or registration emails.

The screenshot shows the 'Activity' form with the following details:

- Activity:** Other commercialisation and engagement
- Experiential Category:** Conferences and Symposia - Attendance (Credits: max 3 per day)
- CaRST Credits:** 3
- Upload evidence:** Quota used: 16.66MB out of 50.00MB. Files listed: Conference agenda.pdf, Conference attendanc... A red box highlights the 'Choose a file to upload...' button.
- Description of the activity:** The 66th Annual Scientific Meeting of the Cardiac Society of Australia and New Zealand was held in Brisbane on 2-5 August 2018.
- Why did you select this activity, what did you learn, and how will you apply it?:** I chose to attend the conference to engage and learn from researchers who work in areas that I am interested in. I was able to network with academics, industry professionals and fellow PhD students to help build my professional network. I'll apply this by keeping in touch with my new network.

Note: file names with special characters including apostrophes, are not supported.

Your document has uploaded correctly when it displays in the box at the bottom of the form.

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

This close-up shows the 'Upload evidence' section with the following details:

- Upload evidence:** Quota used: 16.66MB out of 50.00MB. Files listed: Conference agenda.pdf, Conference attendanc... A red box highlights the 'Done' button and the trash can icon.

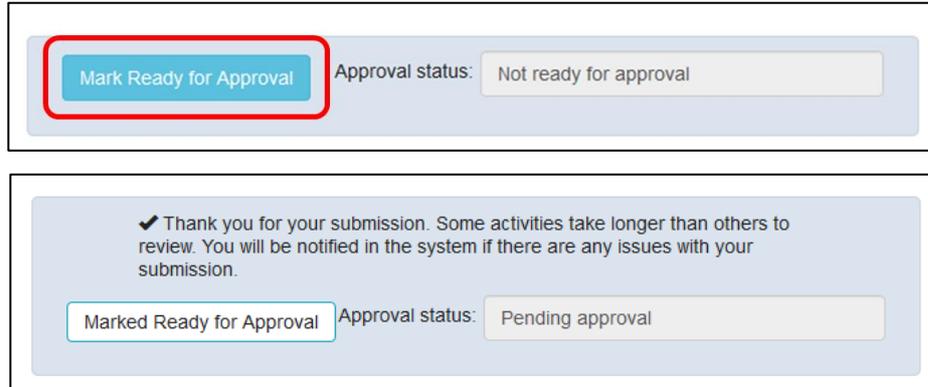
5. Complete the remaining text boxes: Description of the activity, and Why did you select this activity, what did you learn, and how will you apply it?

This screenshot shows the text input areas of the form:

- Description of the activity:** The 66th Annual Scientific Meeting of the Cardiac Society of Australia and New Zealand was held in Brisbane on 2-5 August 2018.
- Why did you select this activity, what did you learn, and how will you apply it?:** I chose to attend the conference to engage and learn from researchers who work in areas that I am interested in. I was able to network with academics, industry professionals and fellow PhD students to help build my professional network. I'll apply this by keeping in touch with my new network.

6. If you are ready to submit the activity to the Adelaide Graduate Centre for review, select the **Mark Ready for Approval** button.

The activity status will then change to 'Pending approval'. Some activities are auto approved by CaRST Online, others are sent to the Adelaide Graduate Centre and therefore take longer to review.



If the activity is not ready to submit, leave the status as **Not ready for approval**.

7. Click **Save** at the top of the form to save your record. Click **Discard** if you want to cancel the record at any time.



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 www.adelaide.edu.au/carst or contact the CaRST team at carst@adelaide.edu.au