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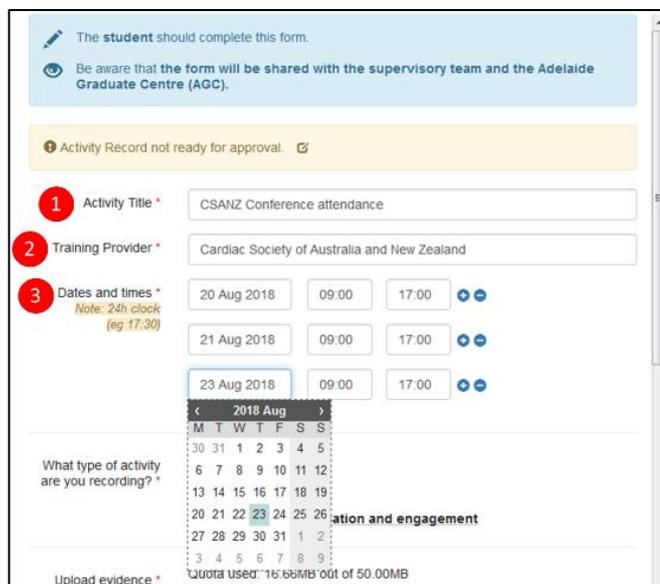
3. Under **What type of activity are you recording?** Select the appropriate choice for the activity you are recording based on the following information:

> **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 underlined experiential activities webpage.*

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.

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 underline experiential activities webpage.*

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.

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* underline experiential activities webpage.

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.

   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.


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?

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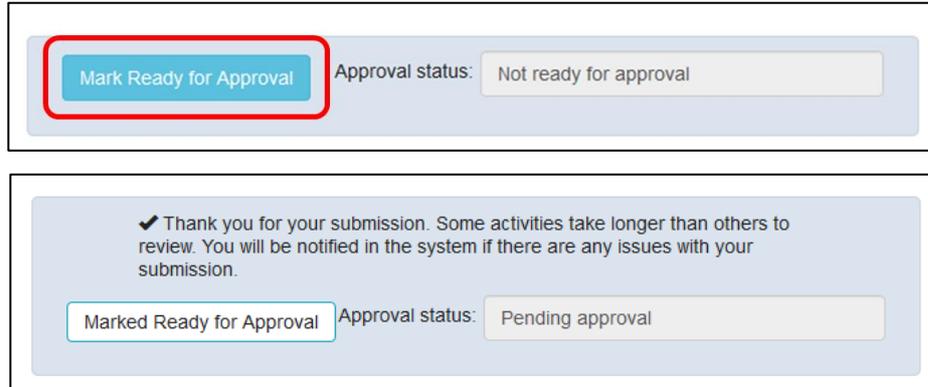
If the activity is not ready to submit, leave the status as **Not ready for approval**.

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