HDR Candidate check list

IN YOUR FIRST WEEK

☐ Attend a meeting with your enrolling unit’s Postgraduate Administration Officer (PGAO) and find your work station. You will also need to arrange to get key and/or swipe access to relevant UQ buildings.

☐ Complete the online commencement form. You will also need to complete your enrolling unit’s induction with your PGAO, which will include an Occupational Health & Safety (OH&S) component. Ensure that you understand who your OH&S coordinator is.

☐ Save the UQ 24-hour emergency contact in your phone and make yourself familiar with other emergency contact information at https://www.pf.uq.edu.au/emergency-contacts/index.html

The 24-hour emergency number is: 3365 3333

☐ Attend a Getting Started at UQ session. This is compulsory for international HDR students and recommended for all HDR students. Getting Started at UQ sessions are run by Student Services once a week through the year at the St Lucia Campus. Look for sessions for HDR students. To attend please visit http://bit.ly/uqgetstarted

☐ Complete compulsory online Fire Safety Training: uq.edu.au/ohs/online-ohs-training-modules

☐ When you have completed your induction and the online commencement form, the Graduate School will process your enrolment. Once your enrolment is processed, you will receive an email from the Graduate School containing information on:
  - Your UQ username and password.
  - Checking your student email. Please note that all communication regarding your candidature will be sent to your student email account ONLY.
  - Maintaining your mySI-net student record.
  - Getting your Student ID card.

Please ensure you read and follow these instructions carefully to help get you started in your program.

☐ Familiarise yourself with UQ’s rules and policies regarding Higher Degree by Research candidature as well as your rights and responsibilities as a HDR candidate. Refer to page 6 for further information.

☐ Familiarize yourself with your enrolling unit’s website, including local policies and procedures, along with the UQ Graduate School’s website, which contains important information about requesting changes to your candidature.

DURING YOUR FIRST MONTH

☐ Meet with your advisory team to discuss your project, as well as establish expectations (of both you and your advisor/s) for your candidature. Set up regular meetings with your advisor/s to discuss your progress.

☐ Familiarize yourself with your enrolling unit’s milestone processes. You should be planning ahead for your confirmation milestone very early on.
☐ Ensure you are aware of financial arrangements, for example, conditions of scholarships or internal/external funding, which may affect your project. Speak with the PGOA in your enrolling unit to learn how to order resources for your project etc.

☐ Discuss ethical clearance for your project, if applicable.

☐ Seek advice from the UQ Union Legal Service on intellectual property, if required: uqu.com.au/legal

☐ If you are doing any work in a Queensland Health Clinical Facility as part of your HDR program, you will need to comply with Queensland Health infectious diseases screening and vaccination requirements. Please submit the form found at: http://www.uq.edu.au/ohs/PPL/2-60-08/UQStaff-HealthCare-Worker-Form.pdf. Please speak with your Principal Advisor or Faculty Safety Manager if you are unsure if you need to comply or, for further information, email graduateschool@uq.edu.au

☐ Visit the UQ Library webpage and get to know your UQ librarian.
  - Each UQ School, Centre and Research Institute has a dedicated librarian who is your link within the UQ Library. Librarians work with staff and students to deliver information services in support of teaching, learning, research and practice at UQ.
  - To find your UQ Librarian visit: library.uq.edu.au/contacts/librarians
  - To learn more about UQ Library services and support visit: library.uq.edu.au/library-services/services-for-researchers

☐ Check out Mates@UQ and the UQ Association of Postgraduate Students (APS) – social networks in the broader UQ community.
  - Mates@UQ: uq.edu.au/student-services/matesuq

**DURING YOUR FIRST YEAR**

☐ Visit the Career Development Framework website to register for training sessions that will assist you with attaining your first milestone. Recommended sessions are:
  - Making the most of the Advisor-Student relationship
  - 7 Secrets of Successful Research Students
  - Career Strategy

☐ If you are interested in applying for financial support, including scholarships for international and domestic students, visit graduate-school.uq.edu.au/scholarships. Eligibility criteria and strict deadlines apply.

☐ Complete the Research Integrity Module, a compulsory online training module that all students are required to pass prior to their confirmation milestone. The module provides information on the policies and procedures around research integrity, ethics, research data management, authorship, as well as other issues that students need to be aware of while they are conducting research at UQ. The module is completed in the Blackboard Learning Management System. Connect via this link which will prompt you to log in and self-enrol. The Module is found under the Community tab. If you have any difficulty with the link, contact the IT Support Desk.

You can also attend face-to-face research integrity training session however this does not replace the on-line module.
KEY SUPPORT CONTACTS

Graduate School
The UQ Graduate School is the central unit responsible for all research training at UQ.
Website: graduate-school.uq.edu.au
Email: graduateschool@uq.edu.au

Library Services
UQ offers a range of library services specifically designed to support researchers including how to search the print and online collections effectively, how to solve your referencing problems and how to manage data storage. Contact your Faculty Librarian to arrange an appointment.
Website: library.uq.edu.au/library-services/services-for-researchers

Mates@UQ
Mates@UQ runs events, programs and activities aimed to help you meet new people, have fun and relieve the stress of everyday university life.
Website: uq.edu.au/student-services/matesug

Student Centre
Located on each UQ Campus, student centers are your one-stop-shop for all student administration and general enquiries relating to the University, including Student visas, Overseas Student Health Cover (OSHC) information, intercampus buses etc.
Website: uq.edu.au/student-centre

Student Help on Campus (SHOC)
Student Help on Campus is a free independent, short term support service for all UQ students. SHOC can provide you with assistance on matters relating to equity, employment, gender and sexuality, legal advice, intellectual property, migration and welfare.
Website: http://www.uqu.com.au/student-support

Student Services
Student Services provides a range of support services to undergraduate, postgraduate and research candidates, including accommodation, learning support, counselling, disability support services etc.
General website: uq.edu.au/student-services
HDR specific website: uq.edu.au/student-services/learning/postgraduate-research
GLOSSARY OF TERMS

Career Development Framework (CDF)

The CDF supports a holistic approach to research training. While recognising the excellent disciplinary training provided as part of the UQ research degree, it allows you to undertake additional training in the following three key areas:

- transferrable skills
- professional skills
- research skills.

Sessions are run free of charge to HDR candidates unless otherwise noted.

Website: https://cdf.graduate-school.uq.edu.au/

Enrolling Unit

The School or Institute through which you are primarily enrolled.

Milestones

HDR milestones are three stages you must successfully complete to help you finish your program within three to four years (PhD) or one to two years (MPhil). Milestones provide you with the opportunity to articulate your research to your colleagues and receive feedback and guidance throughout your candidature. The three key milestones are:

- confirmation
- mid-candidature review
- thesis review.

Occupational Health and Safety (OH&S)

Occupational Health and Safety is the promotion and maintenance of the highest degree of physical, mental and social well-being of workers in all occupations by preventing departures from health, controlling risks and the adaptation of work to people, and people to their jobs.

Website: uq.edu.au/ohs

Postgraduate Coordinator (PGC)

The Postgraduate Coordinator (PGC) is an experienced member of the academic staff in a school or institute who is delegated to act as the Head of School/Institute Director’s representative in making academic, administrative and (in some instances) resource decisions for research training matters across the range of disciplines covered by the School or Institutes and advises the Head of School/Institute Director on all HDR matters.

Postgraduate Administrative Officer (PGAO)

The Postgraduate Administrative Officer is a designated member of staff tasked with providing administrative assistance to the PGC.

Policy and Procedures Library (PPL)

The central UQ repository for approved policies, procedures, guidelines and forms. The PPL contains policy and related documents on topics relevant to students, staff and the UQ community. The PPL is a public website.

Website: ppl.app.uq.edu.au
my.UQ

The my.UQ Portal is a single sign-on web portal which brings together all the online resources students use including e-mail, candidature requests, access to my SI-net, e-learning resources, UQ Library and its resources and much more. Website: https://my.uq.edu.au/

SI-net (and mySI-net)

SI-net is a core business application of the University that supports student related activities across all campuses including admissions, enrolments, examinations, calculation and charging of fees and degree progression checking.
Website: sinet.uq.edu.au/ps/ugsinetsignin.html

Student Services and Amenities Fee (SSAF)

On 11 October 2011 the Australian Parliament passed legislation allowing universities and other higher education providers to charge a fee for student services and amenities of a non-academic nature. The SSAF is a compulsory fee, the proceeds of which will be spent on student services and amenities of a non-academic nature. For further information about the SSAF visit http://bit.ly/uq-ssaf.

Association of Postgraduate Students (APS)

The UQ APS is an organisation of postgraduate student representatives and other interested members with the aim of consolidating representation of postgraduates, providing information pertaining to rights of postgraduates, and enriching the postgraduate experience through social events.
Website: uqu.com.au/uqu-aps
YOUR RESPONSIBILITIES AS A RESEARCH STUDENT AT UQ

• Familiarise yourself with the requirements of your degree, as well as the University’s rules and policies regarding research higher degree candidature. These documents can be found in the UQ Policy and Procedures Library (PPL). Refer to the following policies:

• Familiarise yourself with your rights and responsibilities as an HDR candidate, including grievance procedures, should you ever need them:
  o Please note that if you ever need to lodge a formal grievance or appeal, there is no cost involved.

• Abide by UQ’s student conduct policy and workplace health and safety guidelines.

• Adhere to ethical research practice and undertake training in research integrity.

• Meet deadlines and manage your progress satisfactorily.

• Communicate with your advisors, enrolling unit and the Graduate School and follow up on important points of discussion.

• When you commence your candidature you need to talk to your advisory team about:
  o expectations
  o milestones and the requirements
  o who arranges meetings
  o how often you meet.

• Let your school/institute and the Graduate School know about any changes to your circumstances that may affect your enrolment.
  o International students on a student visa: Please note that the University is obliged to report your withdrawal from candidature to the Department of Immigration and Border Protection (DIBP). You will have 20 working days from the date of the notice of intention to withdraw before DIBP is notified.

• Check your student email account regularly or set up a redirect, and read communications from the Graduate School, including student newsletters and other information. Redirect instructions available at https://its.uq.edu.au/services-guides/email/student-email/managing-your-student-email/redirect-student-email

• Keep your details up to date on mySI-net.

• Log in and familiarise yourself with the myUQ portal.

• Take ownership of your project and, in the first instance, proactively raise any concerns you have with your advisor or the postgraduate coordinator in your school or institute.

• Seek opportunities to further develop your professional and transferrable skills to advance your career prospects. Visit the Career Development Framework website for assistance.