

HDR Candidate checklist

YOUR FIRST WEEK

1. Attend *Getting Started at UQ* session. **This is compulsory for all newly arrived international students** and strongly recommended for all other students. This session runs every Friday at 11am. You should attend in your first week. <http://www.uq.edu.au/student-services/upcoming-workshops>.
2. Attend a meeting with your enrolling unit's HDR Liaison Officer (HLO) and arrange your enrolling unit induction. <https://graduate-school.uq.edu.au/contacts>
3. Save the UQ 24-hour emergency contact in your phone and make yourself familiar with other emergency contact information. **The 24-hour emergency number is: 3365 3333.** <https://www.pf.uq.edu.au/emergency-contacts/index.html> **You may also download and sign up to the SafeZone app for UQ**
4. Complete compulsory online Fire Safety Training. Check which other OHS training modules you need to complete. <https://uq.edu.au/ohs/online-ohs-training-modules>
5. Familiarise yourself with your enrolling unit's website and the Graduate School's myUQ website. This website contains important information and tools you need to manage your candidature <https://my.uq.edu.au/information-and-services/higher-degree-research>
6. Contact your principal advisor who is best placed to advise if any vaccinations or blood tests are required for your research or placement. Log into [Placements](#) and click on the 'To Do' item related to HDR immunisation record and then upload your evidence if required. UQ requires its workers and students to be appropriately immunised and/ or screened prior to commencing UQ work tasks or coursework that involves increased potential exposure to vaccine preventable disease (VPD). Please refer to [2.60.08 Vaccinations and Immunisation procedures and guidelines](#).

YOUR FIRST MONTH

1. Meet with your advisory team to: discuss your project including [ethical considerations](#) and [data management plans](#); establish expectations (of both you and your advisor/s); set up a meeting schedule.
2. Familiarize yourself with your enrolling unit's milestone processes. You should be planning for your confirmation milestone very early on.
3. Ensure you are aware of financial arrangements which may affect your project as well as conditions of scholarship.
4. Familiarise yourself with UQ's rules and policies as they impact Higher Degree by Research Students. You should also review the Candidate Charter. <https://ppl.app.uq.edu.au/content/4.60.02-higher-degree-research-candidate-charter#Policy> Policies are found in the Policies and Procedures Library (PPL) <http://ppl.app.uq.edu.au/content/4.60-higher-degree-research-candidates>

5. Seek advice from the UQ Union Legal Service on intellectual property if required. <http://www.uqu.com.au/legal>
6. Visit UQ Library website to find your School/Centre/Institute's dedicated (liaison) librarian. <https://web.library.uq.edu.au/library-services/liaison-librarians>. You should also take note of the Library support services for researchers. <https://web.library.uq.edu.au/library-services/services-researchers>
7. Visit the Student Services website and discover the additional support services available to you: these include learning services, International Student Services, Counselling, Well-being and Disability services. <http://www.uq.edu.au/student-services/upcoming-workshops>
8. Familiarize yourself with Student Help on Campus (SHOC): a free independent, short-term support service for all UQ students. SHOC can provide assistance on matters relating to equity, employment, gender and sexuality, legal advice, intellectual property, migration and welfare. <http://www.uqu.com.au/student-support>
9. Attend a Health and Safety workshop with Student Services. This is compulsory for international students and relates to OSHC and ESOS Code requirements. This does not replace any health and safety (OHS) sessions with your enrolling unit. (There will be one of these sessions on the morning of the compulsory Graduate School Orientation). <http://www.uq.edu.au/student-services/upcoming-workshops>
10. Visit the Student Centre on your Campus. They can assist with enquiries about Student visas, Overseas Student Health Cover (OSHC) information, intercampus buses etc. <http://www.uq.edu.au/student-centre/>
11. Check out Mates at UQ and the UQ Association of Postgraduate Students (APS). <http://www.uq.edu.au/student-services/matesuq> and <http://www.uqu.com.au/uqu-aps> These are social networks in the broader UQ community aimed to help you meet new people, have fun and relieve the stress of a researcher's life.

YOUR FIRST YEAR

1. Complete the online Research Integrity Module. This is compulsory and all students are required to pass this prior to their confirmation milestone. The module is completed in the Blackboard Learning Management System. Connect via this link (<https://cdf.graduate-school.uq.edu.au/event/session/227>) which will prompt you to log in and self-enroll. The Module is found under the *Community* tab. If you have any difficulty with the link, contact the Graduate School.
2. Note: face-to-face research integrity training sessions run throughout the year. These **do not** replace the on-line module.
3. Visit the Career Development Framework website and explore how you can graduate as a well-rounded, capable and employable individual. <https://cdf.graduate-school.uq.edu.au/home>

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 and research skills. Sessions are free of charge for HDR candidates unless otherwise noted.

Enrolling Unit

The School or Institute through which you are primarily enrolled.

ESOS Code

Education Services for Overseas Students Code which outlines Government standards and requirements for educational providers in Australia. <https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Pages/default.aspx>

HDR Liaison Officer (HLO)

The HDR Liaison Officer is a designated member of Graduate School staff tasked with providing administrative assistance to the PGC and who is the contact person for general current student queries and enquiries related to applications.

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.

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.

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, access to my SI-net, e-learning resources, UQ Library and more. It is also the location of all candidature-management related information and tools. 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.

URLS (in order of appearance):

Getting Started at UQ bookings: <http://www.uq.edu.au/student-services/upcoming-workshops>

Graduate School events website: <https://cdf.graduate-school.uq.edu.au/events>

HLO's/Enrolling Unit contacts: <https://graduate-school.uq.edu.au/contacts>

UQ Emergency contact information: <https://www.pf.uq.edu.au/emergency-contacts/index.html>

Fire Safety and other training modules: <https://uq.edu.au/ohs/online-ohs-training-modules>

Graduate School myUQ: https://my.uq.edu.au/#qt-tab_home_services-foundation-tabs-2

Ethics, Integrity and Compliance: <http://uq.edu.au/research/integrity-compliance/>

Research Data Management: <https://research.uq.edu.au/project/research-data-manager-uqrdm>

Candidate Charter: <https://ppl.app.uq.edu.au/content/4.60.02-higher-degree-research-candidate-charter#Policy>

Policies and Procedures Library: <http://ppl.app.uq.edu.au/content/4.60-higher-degree-research-candidates>

UQ Union Legal Service: <http://www.uqu.com.au/legal>

Library Liaison Librarians: <https://web.library.uq.edu.au/library-services/liaison-librarians>

Library services for researchers: <https://web.library.uq.edu.au/library-services/services-researchers>

Student Services: <http://www.uq.edu.au/student-services/>

Student Help on Campus (SHOC): <http://www.uqu.com.au/student-support>

Student Centres: <http://www.uq.edu.au/student-centre/>

Mates at UQ: <http://www.uq.edu.au/student-services/matesuq>

UQ Association of Post-Graduate Students: <http://www.uqu.com.au/uqu-aps>

Research Integrity Module (log in required): <https://cdf.graduate-school.uq.edu.au/event/session/227>

Career Development Framework: <https://cdf.graduate-school.uq.edu.au/home>