

## Your first week

Welcome to UQ! Below is a checklist of activities to complete as you settle into your degree. If you have any problems, please do not hesitate to [contact us](#).

### Important tasks

- Login to [SiNet](#) and ensure any fees, such as your student amenities fees are paid (overdue fees can prevent you from accessing UQ systems).
- Register to attend the HDR orientation [Meet'N'Greet](#) session and complete the [eOrientation](#) on Blackboard (click on the eOrientation link to self-enrol with your student login).
- Attend your enrolling unit's induction.
- Attend a [Getting Started session](#). This is compulsory for all newly arrived international students and strongly recommended for all other students. A Getting Started session will run on the same day as the HDR Orientation meet and greet session. If you have already studied at UQ and previously attended a Getting Started session with Student Services, you are not required to attend.
- Reach out to your Principal Advisor to arrange a meeting within the next month.
- Organise access to your place of research- a [Graduate School HDR Liaison Officer](#) can provide you with key contacts within your enrolling school/institute (AOU), who will support you to gain access to the building and any equipment (such as desks and computers) that may be provide by the AOU.
- Depending on your research activities, you may be required to provide documentation to demonstrate immunity or screening for vaccine preventable disease (VPD). Discuss this with your principal advisor who should initiate a request in the [my.UQ dashboard \(UQ login required\)](#) which will send a 'Student Immunisation Evidence Request' email to you if required. You will not be able to submit your immunisation documentation until you receive this email.  
For more information on what might be required and how to document this please see the page on [immunisation requirements](#).
- Access your myUQ [Dashboard](#) by using your **student login** to view your candidature details and access other useful links (webmail and mySI-net). myUQ is also used to request changes to candidature and manage your progress reviews.
- [Collect your student ID card](#): Many essential services, such as the Library, require a student ID to access. It can take up to a week for your details to appear in the system after your commencement.
- If you have arranged your Overseas Student Health Cover (OSHC) via UQ, you can apply for your OSHC digital card after you arrive in Brisbane and have a local address. You can access your digital card through the [AllianzCare website](#).
- Pay your [Student Services and Amenities Fees \(SSAF\)](#) as soon as possible. These are due early in each research quarter for HDR students and must be paid by the census date for that RQ-they can be paid via mySI-net
- Save the UQ 24-hour emergency contact in your phone and make yourself familiar with other [emergency contact information](#) and download and sign up to the [SafeZone app](#) for UQ.

## Managing your communications

- Set up your student email. All official correspondence relating to your HDR program will be sent to your student email address. It is a condition of candidature that you check your student email account on a regular basis. Please familiarise yourself with the [UQ policy on email for staff and students](#). Your student email details are sent to the email address provided in the Online Application System after you accept your offer.
  - If you need help accessing your student email, please contact [AskUS](#). You can set up a UQ email signature for your student account by downloading the template from the [UQ Digital Asset Manager \(UQ login required\)](#).
  - You will also receive a staff login (and email), in the weeks following your enrolment, which will be important for your access to Workday System. You can set up [mail forwarding](#) to link your student account.
- Access [mySI-net](#) to update your contact details and view your candidature information. It is a legal requirement to have a local address in your mySI-net student record. If you have a UQ administered stipend, please note you **do not** need to add your bank account details to mySI-net. The HR team should have reached out to you in the weeks following your enrolment to request your bank account details in the Workday system.

## Important reading

As part of preparing for your HDR at UQ, we ask you to familiarise yourself with the following:

- The [HDR section of my.UQ](#) for information on managing your candidature. We recommend bookmarking this page or making it your homepage.
- UQ's rules and [policies](#) as they impact Higher Degree by Research Students. You should also review the [Candidate Charter](#).
- The [Career Development Framework](#) (CDF) website to see what free training opportunities are on offer. It will help in the development of your individual Development plan.
- The [Student Central](#) website and discover the additional administrative and support services available to you.
- [Student rights and responsibilities](#) as an HDR candidate, including [grievance procedures](#), should you ever need them.
- Familiarise yourself with your School/Institute website, particularly any pages containing HDR information around equipment access or funding support.

## Your first month

- Meet with your Principal Advisor/Advisory Team to:
  - Discuss and fine tune your project
  - Discuss any outstanding compliance requirements like ethics approvals, or mandatory vaccinations
  - Confirm [data management](#) plans
  - Explore expectations (of both you and your advisor/s). To facilitate this, it may be useful for both you and your advisor to complete the [Supervisory Expectations Questionnaire](#) and compare your answers, as a starting point for productive discussion. The [induction tool](#) may expand upon this further.

- set up a regular meeting schedule
- Develop an [Individual Development Plan](#) (IDP) which will be reviewed at your Progress Review.
- Use your staff login to access [Workday](#) and complete compulsory modules, including:
  - [Research Integrity Module \(Epigeum\)](#)
  - [Respect at UQ: Higher Degree Research Context module](#)
  - [Health, Safety and Wellness induction](#)
  - [Annual Fire Safety](#)
  - [Cyber Security Awareness](#)
  - [Privacy at UQ](#)
  - [Thinking about cultures and identities \(Core Cultural Awareness Module 1\)](#)
  - [My Country, Our Country \(Core Cultural Awareness Module 2\)](#)

Incomplete modules will receive regular weekly reminders. This is set at the same frequency as reminders to staff. Some courses require a refresher, so you may receive a further reminder later in your candidature.

- Complete any other health and safety training and activities required of you, outlined on the [health and safety training website](#). Your Principal Advisor should be able to guide you on what is necessary for your project.

## Organise the essentials

- Ensure you are aware of financial arrangements, for example, conditions of scholarships or internal/external funding, which may affect your project and timeline.
- Familiarise yourself with your enrolling unit's Progression review process.
- Set up your monthly [Research Progress Reports](#).
- Find out what [software](#) you need and download free student software for personal use from ITS.

## Build your networks

- Visit the [Library website](#) to find your School/Centre/Institute's dedicated (liaison) librarian. You should also take note of the Library's [support services for researchers](#).
- Familiarise yourself with Student Advocacy and Support (part of the UQ Student Union): a free independent, short-term support service for all UQ students. [Student Advocacy and Support](#) can provide assistance on matters relating to equity, employment, gender and sexuality, legal advice, intellectual property, migration and welfare.
- Socialise by exploring the Virtual Village at UQ (the [HDR group for HDR students](#)) and the UQ [Association of Postgraduate Students](#) (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

### Invest in yourself

- Visit the Career Development Framework (CDF) website to register for training sessions that are of interest to you. Check out [sessions for Early Stage candidates](#). You can view the entire annual program,

but registrations are open for sessions two months in advance. You can register to attend as many or as few sessions as you wish.

- Start to [develop an industry placement](#) opportunity and have this established (project brief completed) within the first 18 months of your candidature.
- Complete the [online Research Integrity Modul \(Epigeum\)](#). This is compulsory and all HDR students are required to pass this prior to their Confirmation progress review.
- Set up your personalised [Open Researcher and Contributor ID](#) (ORCID) that is linked to UQ eSpace and can make your publications easy to find.
- [Book an appointment](#) with the HDR Careers Advisor to being planning your future.