HDR Candidate checklist

Last updated 20 December 2019.

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](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](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](https://www.pf.uq.edu.au/emergency-contacts/index.html) You may also download and sign up to the SafeZone app for UQ


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](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.
   a. If there are immunisation requirements, complete the Immunisation Referral Form.
   b. If you need assistance to arrange an immunisation or blood test, submit the completed form to the Occupational Health Nurse Advisor at immunisation@uq.edu.au.
   c. Log into Placement (UQ login required) and click on the ‘To Do’ item related to HDR. Answer the mandatory question about immunisation requirements.
   d. Upload the immunisation referral form and your evidence of vaccination or screening into Placements.
   e. The Occupational Health Nurse will confirm compliance or request additional evidence.

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](https://ppl.app.uq.edu.au/content/4.60.02-higher-degree-research)


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


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/


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 online 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


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
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/rmbt/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
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 Centres: http://www.uq.edu.au/student-centre/
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