RHD 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.

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


☐ When you have completed your induction and the online commencement form, the Graduate School’s Candidature team will process your enrolment. Once your enrolment is processed, you will receive an email from the Candidature team 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 Research Higher Degree candidature. These documents can be found in the UQ Policy and Procedures Library (PPL). Refer to the following documents:


☐ Familiarize yourself with your rights and responsibilities as an RHD candidate, including grievance procedures, should you ever need them:


☐ Familiarize yourself with your enrolling unit’s website, including local policies and procedures, along with the UQ Graduate School’s [website](http://bit.ly/uqrhdcharter), 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.

☐ Familiarise 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 PGAO 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

☐ 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 are of interest to you. Registrations are open for sessions two months in advance and candidates can register to attend as many, or as few sessions as they wish. For more information on the Career Development Framework, and to register for sessions visit: cdf.gradschool.uq.edu.au.

☐ 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 via Blackboard (learn.uq.edu.au) and can be found under My communities when students log in using their student ID and password.

The module must be completed in order for the Graduate School to process the confirmation milestone attainment.

You can also attend face-to-face research integrity training if you wish to do so. The session complements, but does not replace, the online module. Register via cdf.gradschool.uq.edu.au.
KEY CONTACTS AND GLOSSARY OF TERMS

The UQ 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

Research Higher Degree (RHD)
A Research Higher Degree is a term that collectively refers to a Doctor of Philosophy (PhD) and a Master of Philosophy (MPhil).

Enrolling Unit
The School or Institute through which you are primarily enrolled.

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 RHD 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

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

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/uqsinetsigin.html

Research Quarter
The UQ academic year was divided into research quarters for research higher degree (RHD) students.

Research quarters commence on the following dates:
- RQ1: 1 January
- RQ2: 1 April
- RQ3: 1 July
- RQ4: 1 October
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 RHD candidates unless otherwise noted.

Website: cdf.gradschool.uq.edu.au

Milestone processes
The University's milestone process is designed to 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.

Website: graduate-school.uq.edu.au/current-students

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

RHD specific website: uq.edu.au/student-services/learning/postgraduate-research

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

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/matesuq

UQ Library
Website: library.uq.edu.au/library-services/services-for-researchers

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
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 RHD 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/redirection

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

• 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 to further develop your professional and transferrable skills to advance your career prospects.